

2020-21

# Winchester CUSD #1 School Reopening Plan

Blended Learning Plan (school buildings open)

All Parents/Students have a choice of learning plan

- In-School Learning Plan Option
- or
- At-Home Learning Plan Option

Revised 7/30/2020

Plans subject to change

Goals of this school reopening plan are to ensure that:

- the safety of students, faculty and staff are ensured to the greatest extent possible.
- all students have opportunities for continued learning that focuses on critical standards.
- students/families are given routines/instructions to ensure they stay connected to learning.

Students attending Winchester CUSD #1 and employees of Winchester CUSD #1 are mandated to follow the IDPH/ISBE guidance. The guidance is not optional.

**IDPH/ISBE/CDC guidelines are ever-changing so modifications to this plan may be on-going. The plan will be reviewed by district administration and discussed with the Winchester Teachers' Union every two weeks following the start of the 2020-21 school year.**

## Blended Learning Plan (all school buildings open)

We intend to start school with an option for each student to select in-school OR at-home learning. All students are initially enrolled in the in-person learning plan. Students must opt out of in-school learning during the registration time period prior to school starting.

Students may move from the in-school plan to the at-home plan during the semester. Students may not return to the in-school plan during the semester.

### In-School Learning Plan Option Summary

Five days per week

Early dismissal daily – WGS – 1:25 and WHS – 1:30

Bussing up to 50 students per bus

Winchester School District lunches will be served daily and will follow ISBE/IDPH guidelines

Pre-K morning classes are 8:00 – 10:30 a.m. and afternoon classes are 10:45 – 1:15 p.m.

IDPH guidelines for masking, distancing, hand-washing, grouping, and temp/symptom checks apply for all

### At-Home Learning Plan Option Summary

Students must opt into At-Home Learning for semester

Teacher/Student remote interaction every afternoon (times will be posted on teacher webpages)

Students assigned to classrooms/teachers

Top priority for core curriculum courses with elective/specials also offered

Instruction follows in-school lessons

Attendance/Grading required

Grading may be pass/fail in some classes as determined by Principal

Food plan pick-up for students available

## In-School Learning Plan Details

**All students will be initially enrolled in the In-School Learning Plan unless the building principal is informed during the registration process that the student will opt out to be placed in the At-Home Learning Plan.**

IDPH Guidance for in-person in-school instruction include:

- Require use of appropriate personal protective equipment (PPE), including face coverings;
- Prohibit more than 50 individuals from gathering in one space;
- Require social distancing be observed, 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.

In order to meet these requirements we will plan for the following:

### Health and Safety Protocols

*Face-Coverings.* All individuals must wear a mask/face-covering while around others in school buildings – state and parent provide masks/face-coverings – schools will have limited number of disposable masks available. All parents must complete the ***CrisisGO*** information (sent every morning via email) before students will be allowed to enter the building. Students with a doctor’s note stating a medical reason for not wearing a mask will be required to be in remote learning. Some alternative face-covering or protections must be used for all students. **Individuals refusing to wear masks/face-coverings are not allowed in school buildings or on a school bus.** Daily schedules will include breaks at least every two hours to allow students to go outside and remove their masks.

*Hand-Washing.* Supervised hand-washing and/or hand-sanitizing will occur at least three times per day. Water, soap, hand-dryers, hand-towels, and hand-sanitizer are available at all schools.

*Temperature and Symptom Checking.* Parents/Employees must certify that students/employees are symptom free including no temperature over 100.4 degrees prior to sending students to school. Checks may occur at building entries, classrooms, and/or offices. Parent/Employee certification may need to be verified daily. If it is determined that students have symptoms or elevated temperatures while at school, they will be quarantined and parents will be contacted to pick up students. **Students may return to school upon the presentation of a doctor’s note, two negative COVID19 tests or after fourteen calendar days (per IDPH) as long as no symptoms are present.**

*Self-Quarantine.* If a student and/or adult in school tests positive for COVID19, individuals that were in close contact (within six feet for more than 15 minutes) will need to self-quarantine for fourteen calendar days. At-Home learning will be provided for those students during that time.

## Instructional Days and School Calendar

*Weekly Schedule.* Remote learning will be provided Monday-Friday.

*Instructional Time.* In-school instruction will end and students are dismissed at: WGS -- 1:25 PM and WHS -- 130 PM. Teachers will conduct remote learning 2:00 PM-3:35 PM.

*Employee Dismissal.* All employees will work regular hours and full contracted days.

*First Day of School for Students (in-school and remote)* will be Wednesday, August 19.

Remote Learning Planning Days. If we need to go into 100% remote learning we may use additional remote learning planning days TBD.

## Student Groups and Social Distancing

*Classroom desks.* Desks and furniture will be spread out to the greatest extent possible to maximize social distancing. No upholstered furniture that is shared by students will be allowed in classrooms.

*Student groups.* Groups will have a maximum size of 50 students at any one time. This includes classrooms, playgrounds/recess/PE/lunchtime/commons areas.

*Classroom Groups.* WGS Individual classrooms of less than 50 must stay together for lunch, recess and before school time.

Plexi-glass dividers. These may be used in school offices and some special classes where appropriate.

*Hallways.* School buildings may be marked for one-way student traffic before/after/between classes. Students must keep moving. School Lockers will NOT be available for use.

*Playgrounds.* Playground equipment cannot be used. No playground balls can be shared. Masks are not required when outside with social distancing.

*Outside Groups.* No outside groups will be allowed to use indoor school facilities until further notice. With approval, outside facilities may be used as long as the group uses the same safety guidelines as school groups are using for outside activities.

*PE.* Outside PE is preferred when possible. PE can include only those activities in which students can social distance. Masks are not required when outside. Shared equipment must be disinfected between classes.

## Food Service and Snacks/Treats

*Breakfast and Lunch* will be available at WGS and WHS. Doors will open at 8:00 a.m. and breakfast will be eaten in the classrooms at WGS and in the commons at WHS. Lunch will be served at both schools. WHS campus will be closed but local businesses may bring orders in as approved by the building principal.

*Classroom Snacks/Treats.* No classroom snacks and/or treats.

*Water Fountains.* Drinking directly from water fountains will not be allowed. It is recommended that students bring water bottles to have during the school day. Water fountains can be used to fill water bottles.

### Student and Staff Attendance

*Student Attendance.* It is expected that all students that can attend school will attend school. Students with medical conditions that may not allow them to attend must present a medical note and will be placed on remote learning plans.

*Parent Protocols.* Parents are required to ensure that their students are symptom and temperature free prior to sending them to school daily. Parents are required to inform the school building when they are keeping their students home due to COVID19 symptoms. Secretaries will complete COVID19 symptoms checklist based on parent call-in (it will not be enough to say the student is sick). Parents should contact their medical provider for further direction based on symptoms. **Students may return to school upon the presentation of a doctor's note, two negative COVID19 tests or after fourteen calendar days (per IDPH) as long as no symptoms are present.**

*Staff Protocols.* All faculty/staff members must self-certify that they are temperature and symptom free prior to coming to school daily. Faculty /Staff members who are unable to work in school due to medical conditions must present a medical note to the Superintendent certifying their situation. Faculty/Staff members will be assigned to alternative teaching and/or other applicable activities when possible in order that they may continue as employees of the school district. Employees are required to inform the School Principal when they are staying home due to COVID19 symptoms. Employees should contact their medical provider for further direction based on symptoms.

**Employees may return to school upon the presentation of a doctor's note, two negative COVID19 tests or after fourteen calendar days (per IDPH) as long as no symptoms are present.** Employees have an allotted number of sick days and the sick bank is available for bargaining unit employees. COVID19 related sick leave and expanded FMLA is available.

*Temperature/Symptoms Checks.* Checks may occur at building entries, classrooms, and/or offices. Parent/Employee certification will need to be verified daily.

### Return to School Protocols

*Self-Quarantine.* When students and adults cannot attend school due to close contact (within six feet for more than 15 minutes) with someone in their classroom/grade that has tested positive for COVID19. Students may return to school upon the presentation of a doctor's note, two negative COVID19 tests or after fourteen calendar days (per IDPH) as long as no symptoms are present.

*Positive COVID 19 Test.* When a student/adult at school has a positive test for COVID 19 they cannot be at school for at least fourteen days and must have a doctor's note in order to return to school.

*COVID19 Outbreak.* Individual school buildings or grade levels may be put on at-home learning as determined by the health department and Superintendent if a COVID19 outbreak occurs.

### Bussing/Student Drop-off/Pick-Up at School

*Daily Bussing.* Parents must certify that students are symptom free including no temperature over 100.4 degrees prior to students entering a school bus. We are limited to 50 people on a bus at any one time. All individuals on the bus must wear masks. Siblings will sit together.

*Seats will be assigned.* Students not able or willing to wear a mask will not be able to ride regular route buses due to the limited social distancing available on a school bus.

*Bus Notes.* These will be used only in extreme extenuating circumstances due to limited bus capacities and student tracking. All notes need to be approved by the building administration.

*Drop-off Times.* All Buildings open at 8:00 AM. Buildings will have supervised gathering spaces designated for 50 students who arrive between 8:00 a.m. – first bell and the beginning of school.

*Pick-up.* Students must leave the school building immediately upon dismissal. Students cannot congregate in commons areas, playgrounds, or school buildings after school unless waiting for a bus route.

*Late Arrivals* - All students must sign in at the office upon arrival.

*Drivers/Bus Monitors.* All adults on the bus for daily routes are required to be temperature and symptom free prior to entering the bus daily.

### Classroom Cleaning and Disinfection

*Classrooms.* Teachers may wipe down all hard surfaces used by students after students leave each day.

*Classroom tools/supplies.* To the greatest extent possible no items will be shared by students during the school day. Shared items must be disinfected.

*Chromebooks.* Devices will be assigned to individual students for use during the school day at WGS and WHS.

*Classroom with COVID19.* If a student/adult tests positive for COVID19, the classroom will be thoroughly disinfected for a safe return to school.

### Schoolwide Cleaning and Disinfection

*Common Areas and Restrooms.* As always these areas will be cleaned daily. High-touch areas will be disinfected daily. Each classroom will be sprayed using a student safe disinfectant.

*Restrooms.* Soap, hand-towels supplies will be checked daily and re-filled as needed.

*Water Fountains.* Drinking directly from water fountains will not be allowed. It is recommended that students bring water bottles to have during the school day. Water fountains can be used to fill water bottles.

### Communication with Families

*Communication.* Updates will be provided as needed regarding modification of the return to school plan.

*COVID19 Positive Tests.* Individuals with a positive COVID19 test will not be named by the school, but the classroom and grade level of the individual, the date of the positive test, when symptoms began, and the timeline for return will be shared in order to provide some ease of mind for all involved.

Preliminary contact-tracing will be done at school. The health department is made aware of all positive cases and will complete the tracing and make additional self-quarantine recommendations.

### Training and Professional Development

*Training.* We will use August 14th, 17th, and 18th to discuss and train for the start of school protocols.

*Collaboration/Planning.* Additional time is offered to teachers for collaboration and team at-home learning planning in August.

### Academics and Learning

*Classes and Coursework.* In-school instruction is expected to be as similar as possible to regular school learning.

*Curriculum and Material.* Knowing that remote learning took place for the last quarter of the 2019-2020 school year we will assess where students are and take them from that starting point. New material will be presented as we move through the school year.

*Grading.* Grading will be as normal as regular school learning. Coursework is expected to be assigned, completed, and graded.

### Other Areas and Considerations

*Athletics.* Guidelines will be followed from IDPH, IESA and IHSA.

*Music.* Outdoor marching band may continue with appropriate social distancing. Indoor instrumental music lessons and groups are a bigger challenge due to social distancing and the playing of instruments (with the exception of percussion and other non-wind instruments) – status is TBD. Chorus may hold class with social distancing. Masks are required for indoor choral classes. WGS music and band will be held outside when possible.

*Field Trips.* No offsite school ground field-trips will be allowed until further notice.

*Back to School Events/Open Houses.* These will be done virtually if possible.

*Visitors and Volunteers.* No external visitors or volunteers will be allowed until further



notice.

## At-Home Learning Plan Option Details

**All students will be enrolled in the In-School Learning Plan unless the building principal is informed that the student will opt out and be placed in the Remote Learning Plan.**

- The focus of instruction will be to mirror in-school learning.
- Teacher/Student remote interaction will be scheduled every afternoon from 2:00-3:35.
- Weekly structures for high school, middle school, and elementary schools may differ as one plan may not fit all grade levels.
- Students will be assigned to classrooms in order to feel they are part of a classroom.
- Classroom teachers are responsible for remote learning of students on their class list.
- Students may move from the in-school learning plan to the remote learning plan during the semester.
- Instructional priorities are core classes (math, science, language arts, social studies).
- Efforts will be made to include the arts and specials classes whenever possible.
- Teachers will be available via email daily in the same way as in-person learning. Other availability by social media, Google Classroom/Meets, Zoom or other means to remote students will occur every afternoon.
- Instruction is to include new and review materials aligned to the state standards and curriculum being used.
- Instruction and assignments will be posted through the following platforms:
  - WGS: Seesaw and/or Google Classroom
  - WHS: Google Classroom
- All instruction and assignments to be completed will be posted online for students and parents at least weekly.
- Classroom materials/workbooks/packets are available for pick-up at schools.
- Special Education teachers will collaborate with general education teachers to help support and modify assignments as needed.
- Special Education teachers will develop remote learning plan addendums for parents through the IEP process, which will include one on one check-ins with caseloads depending upon service levels listed in IEPs. All interactions will be documented.

- Special Education teachers with instructional classrooms should prepare instruction and assignments to share with their students on an individual basis. All interactions will be documented.
- SLP, SW, OT/PT or related services provided weekly via phone, email, and Google meets/Zoom if possible. All interactions will be documented.
- IEP meetings and Annual Review timelines are still in place and meetings should be held per ISBE guidance. All meetings will be held remotely.
- GRADING OF ASSIGNMENTS/ASSESSMENTS SIMILAR TO NORMAL IN-SCHOOL LEARNING/INSTRUCTION.
- Some classes may be offered pass-fail determined by Principal.
- Attendance required and submitted daily by parents/students through School-Insight (TeacherEase).
- All classroom teachers should make contact with students at least twice weekly (email, Google classroom, Zoom meetings, social media, etc). Students who are not engaging in at-home learning communication will be contacted directly (or make parent contact) and referred to social workers/counselors for further check-ins.
- Food distributions will be available weekly for pick-up.
- Chromebooks will be available for check-out as needed. Devices are available to households with K-12 students that do not currently have a device. Internet access is through home networks, cell phone hotspots, or public wifi.
- Students choosing remote learning plans are Winchester CUSD #1 enrolled students. Students that are home-schooled are not Winchester CUSD #1 students.

100% Remote Learning Plan  
(all school buildings closed by Governor)  
(one or all school buildings/grades closed by  
Superintendent)

**The plan will be in place in the case that schools close for an extended period of time and until in-person instruction re-starts. All students will move to this plan if school buildings close.**

- Teachers and teacher aides will work together (at school if allowed) to create daily lesson plans by grade or course level.
- Lessons to include new and review materials aligned to the state standards and curriculum being used.
- Instruction and assignments posted through the following platforms:
  - WGS: Seesaw and/or Google Classroom/Meets
  - WHS: Google Classroom/Meets and YouTube
- All instruction and assignments to be completed will be posted online daily for students.
- Special Education teachers will collaborate with general education teachers weekly to help support and modify assignments as needed.
- Special Education teachers develop remote learning plan addendums for parents through the IEP process to include one on one check-ins with caseloads depending upon service levels listed in IEPs. All interactions will be documented.
- Special Education teachers with instructional classrooms should prepare instruction and assignments to share with their students on an individual basis. All interactions will be documented.
- SLP, SW, OT/PT or related services one on one services provided via phone, email, and Google meets/Zoom if possible. Document all interactions.
- IEP meetings and Annual Review timelines are still in place and meetings should be held per ISBE guidance.
- GRADING OF ASSIGNMENTS/ASSESSMENTS SIMILAR TO NORMAL IN-SCHOOL LEARNING/INSTRUCTION.
- Some classes may be offered pass-fail as determined by Principal.
- Attendance required and submitted daily by parents/students through School-Insight.

- Zoom check-in and professional development meetings with Principals and faculty to be held as needed.
- All remote learning days - teachers are available to communicate with students/parents from 8:00 AM-3:35 PM daily via email or other social media, Google Classroom/Meets, Zoom or other means.
- All classroom teachers should make contact with students at least twice weekly (email, Google classroom, Zoom meetings, social media, etc). Students who are not engaging in remote learning communication will be contacted directly (or make parent contact) and referred to social workers/counselors for further check-ins.
- Weekly structures for high school, middle school, and elementary schools may differ as one plan may not fit all grade levels.
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