



WINCHESTER SCHOOL DISTRICT #1

# WINCHESTER GRADE SCHOOL

217-742-9551  
FAX – 217-742-0014  
astumpf@winchesterschools.net

Mr. Andy Stumpf, Principal

283 South Elm Street  
Winchester, IL 62694

August 7, 2020

Dear Winchester Elementary Parents,

As the 2020/2021 school year nears, I would like to share some changes we must incorporate due to guideline changes sent to us from ISBE and IDPH. The safety of our students and staff is always our primary concern so please understand that some of these changes may not be easy but will help protect us all. Information is constantly changing, so items could be added or changed in the coming weeks.

## Decisions

- Parents have the choice for their child to attend school in person or remotely. Many of you already selected your choice at registration. You may change the mode of learning that you selected through Thursday, August 13, 2020. After this date, you will not be able to change from remote learning to in person learning until after the first semester (December 18, 2020). Please note that even in person learning may require some remote learning of subjects.

## Health Exams

- All physicals, immunizations, dental, vision exams and birth certificates are required regardless of in person or remote learning, if applicable for your child's grade level.
- Students will not be able to attend school after the state issued deadline (October 15, 2020) unless all forms are current, up-to-date, and on file.

## Masks

- All students, staff, and visitors will be required to wear a mask while in the building. If you have an exemption from a doctor, your child will be placed in remote learning.
- It is required for all students to bring at least two masks for use at school each day.
- We will give many gentle reminders to students about how to properly wear a mask. Parents will be made aware if this is an ongoing issue. If students blatantly refuse to wear a mask or cannot consistently wear a mask, they will be sent home. If unable to comply with the mask mandate, students may have to go to remote learning.
- Please put your child's name on their masks as some may look familiar.
- Face shields will not be allowed unless also worn with a mask.
- All masks must be school appropriate.

### **Student Attendance Hours**

- Doors open at 8:00 a.m. No students will be permitted in the building prior to 8:00 a.m.
- School begins at 8:20 a.m. Students arriving after this time will be considered tardy and must check into the office upon arrival.
- Students will be dismissed at WGS at 1:25 p.m. Dismissal procedures will be sent out prior to school starting.

### **Morning Arrival**

- All students must be self-certified by a parent via the CrisisGo app or email prior to entering a bus or WGS.
- Any student exhibiting symptoms of COVID-19 or that have a temperature of 100.4 degrees or higher will be required to go home. We will have a holding area for them to be in until the parent/guardian has someone to pick them up.

### **Breakfast and Lunch**

- Breakfast will be available for students to pick up on their way to class upon arrival.
- Students will eat breakfast in their classroom.
- Students will be fed lunch in the cafeteria, classroom, or the gym each day.
- Students may select a hot lunch or bring lunch from home. There will be no salad bar this year.

### **Recess**

- We will not have a formal recess during the shortened day. However, each teacher may decide to take their class outside to give them a break/recess. The playground equipment will remain off limits until further notice. **No toys, cards, games, etc can be brought from home for any reason.**

### **Open House**

- We will not be hosting a traditional open house/meet the teacher night due to social distancing restrictions. All class lists will be shared with families from their classroom teacher by the end of the day on August 18, 2020. Since students will be unable to bring all of their supplies to school early, please send part of them each day until they are all here.
- Mrs. Moore, Ms. Fletcher and I will put together a video of each classroom and of the school to help ease the anxiety of students and parents that have not had the pleasure of seeing our school in person.

### **Physical Education and Music**

- All PE and music classes will be held outside as the weather permits. If the weather does not allow us to have these outside, PE will be held in the gym with masks on and music will be held in the students' classroom with masks on and no singing.

### **Birthday Treats/snacks**

- We are unable to hand out food or treats for birthdays or snacks. We will do our best to celebrate birthdays while meeting all of the guidelines set forth by ISBE and IDPH.

### **Outdoor Classrooms**

- Teachers may elect to take students outside, weather and space permitting, for a lesson. If they are six feet apart, masks may be removed during this time.

### **Water Fountains**

- The drinking portion of the water fountains will be taped off. The bottle fill portions will be open for student use. Students may bring their own water bottle daily and refill as needed. If a student needs to purchase a water bottle from school, an office staff member will help them to limit the use of the machine.

### **Restrooms**

- Kindergarten and 1<sup>st</sup> grade will use the restrooms in their classrooms. Those will be cleaned multiple times throughout each day.
- Other classes will have scheduled restroom breaks during the day.
- If a student needs additional bathroom breaks during the day, they will hang a pass outside of the restroom doors because no more than 3 people will be allowed in the restroom at any one time. The passes will be cleaned after each use.
- The main bathrooms will also be cleaned multiple times throughout each day.

### **Cleaning/disinfecting of schools and classrooms**

- We purchased a backpack sprayer that will be used each evening to disinfect all student desks/tables and high-touch areas.
- Anytime breakfast or lunch is eaten in the classroom, the desks/tables will be disinfected before the next use.
- Areas inside and outside of the classrooms will be disinfected throughout the day by staff.

### **Lockers**

- Students will not use JH lockers in the hallway or lockers in the locker rooms. All supplies will be kept in their homeroom.

### **Remote Learners**

- We will take attendance for all students choosing remote learning. Details will come out soon regarding this procedure.
- Grades will be kept as if all students were attending in person. This is a major change from last spring. If a child does not do the work or performs poorly, their grade will reflect that work.

### **Hand Sanitizer**

- Every classroom will have a hand sanitizer dispenser for use upon entry and exiting classrooms.
- Common spaces will have sanitizer dispensers as well.

### **Visitors/Volunteers**

- Visitors and volunteers may not enter the building unless the principal deems it to be an emergency.
- Only staff and students are allowed in the building.

### **Dismissal**

- Bus students will be dismissed at 1:25 p.m. and town students at 1:30 p.m. Town student dismissal procedures will be sent out prior to school starting.

### **Street in front of WGS**

- We plan to block the street in front of WGS off to allow our students more space for masks breaks, PE, and recess. You will have to park where town students are normally dropped off if needing to pick a student up from WGS. This includes the entire “triangle” area in front of WGS.
- You may also call WGS for any needs you may have regarding students being picked up early, dropped off, etc.

### **Busing**

- Students will not be allowed on the bus without a mask
- Students will be required to wear masks on the bus at all times.
- Students will have assigned seats on the bus and will sit with siblings if at all possible.

### **Return to learn after illness**

- **Students may return to school upon the presentation of a doctor’s note, one negative COVID19 tests or after fourteen calendar days (per IDPH) as long as no symptoms are present.**

Thank you for helping us keep everyone safe!

A handwritten signature in black ink, appearing to read 'Andy Stumpf', with a large, sweeping flourish extending to the right.

Andy Stumpf, Principal