

Warrensburg-Latham CUSD #11

Return to School Plan

2020-2021

The Illinois State Board of Education has provided school districts with the recommended guidelines for returning to instruction for the 2020-2021 school year. One of the most important pieces to these recommendations is that schools provide students with the opportunity to take part in “Blended Learning”. Furthermore, the guidelines provided by ISBE will require our district and buildings to modify, or change entirely, many of their current practices. The district’s Return to School Plan is based on placement in Phase 4 of the Restore Illinois plan as provided by the Office of the Governor, JB Pritzker. During Phase 4, mandated guidelines are as follows:

- 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
- Require an increase in schoolwide cleaning and disinfection.

With the mandated guidelines in place, the following practices will occur in Warrensburg-Latham Schools

It is important to note that WL’s philosophy is that in-person instruction is best for students both academically and socially. However, we recognize that some families may not feel comfortable returning to in-person learning. A “Return to Learn Intentions Form” is available on [Family Access](#) for all families to inform us as to whether your student will return to In-Person Learning or is opting for Remote Learning. Please review the district & building Return to School Plans to assist you in deciding which option is best for your student and submit the online form no later than July 31st. This form will allow WL buildings to plan most effectively for all students. Any student opting for Remote Learning will remain in Remote Learning until the conclusion of the current quarter/semester. A deadline for notification to move from Remote to In-Person at the conclusion of the first midterm/quarter will be announced at a later date.

Calendar & Schedule

- August 17 & 18th - Teacher Institute Days (no student attendance)
- August 19th - Remote Planning Day (no student attendance)
- August 20th - Half day student attendance for students with last name A-J & half Remote Planning Day
- August 21st - Half day student attendance for students with last name K-Z & half Remote Planning Day
- August 24th - First full day of student attendance with a 2:00 dismissal
- PreK calendar & schedule will be adjusted and shared with PreK parents as soon as possible. At this point, it has been determined that PreK will start no earlier than August 27th, and PreK students will not have access to district transportation at the start of the school year.

- WLES & WLMS Schedule/School Day - every day from 8:00 AM-2:00 PM
- WLHS Schedule/School Day - Blended program AAA/BB (week 1) & AA/BBB (week 2) alternating weeks. Students will be designated as an A student or B student and attend 3 days one week and 2 days the next week from 8:00 AM - 2:00 PM.
- Other adjustments are anticipated in the calendar to use the allowable Remote Planning Days as needed. Parents will be notified of changes as soon as possible.
- Attendance hours are subject to change with appropriate notice provided to parents.
- Our modified/shortened attendance will allow teachers to have a common plan time that will help serve students participating in Remote Learning, will allow for additional cleaning of buildings, and decrease the amount of time students are required to wear masks in the school buildings.

Arrival/Dismissal

- Bus arrivals will be staggered upon entrance to buildings
- Students will not be able to enter the building until 7:45 AM in order to ensure proper supervision & safety protocols
- Students will be dismissed at 2:00 PM every day with staggered bus loading & release to vehicles

Extra-Curricular Activities

- All decisions about IESA/IHSA participation will be governed by ISBE and IDPH
- All non-IHSA extra-curricular activities will be governed by the guidance provided by ISBE and IDPH
- The district is looking into live streaming possibilities for events able to be held

Face Coverings

- Per State guidelines for schools, students & staff will be required to wear a protective face covering for the mouth & nose area when in the building during the day and while on a school bus
- The only exception will be when students are eating & drinking during designated times
- While outdoors, students will be able to remove face covering as long as 6 foot social distancing is in place
- Students will be given outdoor mask breaks during the school day as needed
- Students who cannot wear a mask due to a health/medical condition must have documentation from a physician explaining this exemption as well as any other medical recommendations (ie. length of time mask can be tolerated, physician-recommended remote learning). If your student has a medical condition that affects the ability to wear a mask, please contact your building principal as soon as possible. These conditions will be reviewed on a case-by-case basis. If your student has a medical condition that restricts wearing a mask, we recommend Remote Learning.
- Students that remove their mask while in school or on the bus will be prompted & redirected to adhere to the guidelines
- Students that are unwilling/refuse to comply with wearing a mask will be sent home and recommended for Remote Learning
- It is recommended that students have more than one mask for use that is washed often. Parents that cannot provide their student with a mask can contact the school for one free, re-useable mask.
- Each school building will have extra face masks available for extraordinary incidents that may require a student to replace the mask he/she brought to school

Facility and Student Safety

- Extra features will be added to support social distancing including additional restroom procedures, visual reminders of 6 foot distancing throughout traffic areas, one-way hallways, additional hallway supervision
- Additional sanitation and cleaning products have been procured
- Spray bottles of disinfectant spray with paper towels placed in each room with cleaning protocols for high-touch items
- Creation of isolation space for symptomatic students
- Repurposing of space to attempt to ensure appropriate distancing and to not exceed capacity limits
- Hand sanitizing stations located throughout the multiple buildings
- Locker rooms/hallway lockers will not be available during the school day; backpacks will be allowed while lockers are not
- Playground will not be used; alternate outdoor spaces will be utilized
- Additional physical barriers in areas such as offices, cafeteria, library, and some classrooms

Food and Nutrition Services

- More frequent sanitization
- Social distancing enforced in lunchrooms and lunch lines
- Adjusted lunch times
- Hand sanitizer stations located near cafeterias
- Staff will wear masks
- Elimination of salad bars and any other services where students serve themselves
- Condiments will be purchased in pre-portioned packages
- Some students will eat in the classroom, outside, or other spaces (ie. gym) in order to ensure we do not exceed capacity limits or social distancing protocols
- Menu items will be adapted in order to create faster moving lines for students; sack lunches will be offered to begin the school year until we can adjust to a wider menu
- We encourage the use the electronic payment system whenever possible
- We encourage students bringing a sack lunch from home; we discourage sending any items that require use of a microwave or refrigerator
- At the start of the school year, we will not be serving breakfast on site. If your student needs breakfast, 1 week's worth of breakfast items will be available on Fridays.
- For parents that opt for Remote Learning, information will be provided on meal availability options
- Free or reduced price meals will be available for those families that qualify based on State guidelines

Health and Wellness

- We will be using additional Remote Learning preparation days at the start of the school year to provide training on health and hygiene to all staff prior to students reporting to school. Teachers will also receive information on how to share their learnings with their students in an age-appropriate manner.
- All students will be required to self-certify their health status via a district-wide app each morning before arriving at school/bus stop
- All students **MUST** wear masks for in-person schooling except for instances where:
 - Students are outside and can social distance
 - Students are eating or drinking and are social distanced

- Social Distancing will be adhered to whenever possible. It is to be noted that in some classrooms students will have less than six feet between themselves. Also, social distancing will not be able to be accomplished on a school bus.
- Students will not share supplies, as much as possible.
- Locker Rooms/hallway lockers will not be available for students during the traditional school day; backpacks will be allowed while lockers are not
- Drinking water fountains will not be usable; bottle fillers will be accessible. It is recommended that students bring a clear water bottle daily.
- Signage will be posted throughout all buildings to help remind students of appropriate social distancing and hygienic behavior.
- The district will be in contact with the Macon County Health Department for guidance and reporting purposes.
- Adherence to all current rules regarding physicals, vaccinations, and exclusions are still in place.
- Isolation areas will be utilized for any students exhibiting any health concerns.

Quarantine periods for illness (please see chart below)

School Exclusion Chart - source ISBE IDPH guidance document 6/23/2020	Period
Student tests positive for COVID-19 <ul style="list-style-type: none"> • IDPH will clarify whether this period of exclusion starts from the date of the positive test or date of onset of symptoms (for now, we recommend from date of positive test) 	14 days
Student exhibits one (or more) symptoms of COVID-19 <ul style="list-style-type: none"> • Fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting or diarrhea • Period of exclusion starts on the date of onset of symptoms 	14 days
Student had close contact with someone who tested positive for COVID-19 <ul style="list-style-type: none"> • "Close contact" means that the student was within 6 feet of a symptomatic person for more than 15 minutes • Period of exclusion starts on the date of the most recent close contact 	14 days
Student had close contact with someone who is exhibiting COVID-19 symptoms <ul style="list-style-type: none"> • "Close contact" means that the student was within 6 feet of a symptomatic person for more than 15 minutes • Period of exclusion starts on the date of the most recent close contact 	14 days
Student has a temperature higher than 100.4 degrees Fahrenheit (38 degrees Celsius) <ul style="list-style-type: none"> • At least 72 hours must elapse from resolution of the fever without fever reducing medication before the student can return to school 	72 hours
Student has a temperature higher than 100.4 degrees Fahrenheit (38 degrees Celsius) and exhibits one or more additional symptoms of COVID-19 <ul style="list-style-type: none"> • Student must not return to school until 10 days have passed after symptoms first appeared 	10 days
Student has returned from a location with sustained widespread transmission, potentially including areas located within the United States (Travel Warning of Level 3)	14 days

In-Person Instruction

- Instruction will be supported through Google Classroom
- Social distancing, as possible, will be adhered to in classrooms. This means limited & altered group work and/or virtual group work
- Teaching assignments may change in order to assist buildings to best serve students safely

- Students that are Remote Learning may be assigned to one teacher or have a combination of classes taught by multiple teachers depending on the grade level and amount of Remote Learning students
- The look and feel of classes such as PE, Ag, Band/Choir, Keyboarding, and lab-based classes will be significantly different

Mental Health and Social Emotional Support

- Access to counselors and support for both in-person and remote learning students
- WL can serve as a liaison between our students and outside agencies and services we partner with
- Intentional effort at all levels to place a higher priority on student mental and social-emotional health knowing that many students experienced a form of trauma through the COVID-19 shutdown

Open House

- Each building will host a Virtual Open House
- Virtual Open House activities may include a message from the Superintendent, an introduction and pertinent information from the Principal, a virtual tour, Flip Grid introductions of teachers & staff, ability for a Q & A session via video conferencing with classroom teacher
- Virtual Open House is scheduled for Tuesday, August 18th, from 6:00-7:30 PM

Off Campus Programs (Heartland Technical Academy, MPSED Special Education, Futures & Milligan Academy)

- Many WL students attend/participate in Macon Piatt Special Education Co-Op District classrooms, alternative programs offered by the Regional Office of Education (Futures & Milligan Academy), or Heartland Technical Academy at Richland Community College
- Students attending those programs will need to adhere to the guidelines of the program they attend; they will still be required to wear masks, socially distance & have health/temp checks
- Any differences in attendance days and the school day schedule will be determined by those programs
- WL students that attend Heartland Technical Academy should report to Heartland every day

Remote Learning

It is vital for parents and students to know that protocols and practices accordingly for remote learning moving forward are updated. In the spring, schools had to rush to plan for remote learning & to put the best possible practices in place with restrictive guidelines (ie. optional assignments, pass/fail/incomplete classes, no required attendance). WL Schools will have higher expectations of teachers and students to adhere to new guidance.

- **Learning/Communication Platforms**
 - In an effort to provide consistency and clarity, Google Classroom will be used as the learning and communication management platform for all students K-12
 - Faculty and staff will be available through their WL email address
- **Delivery of Content**
 - Students that are Remote Learning may be assigned to one teacher or have a combination of classes taught by multiple teachers depending on the grade level and amount of Remote Learning students
 - Students will be provided with structured schedules for academic courses/activities
 - Video conferencing via Google Meets or Zoom will be required at times

- New curriculum will continue to be covered remotely
- Streamed or recorded lessons from teachers will be utilized
- **Grading/Academic Expectations:**
 - Students will be required to be present and attendance will be recorded through Google Classroom or via video conferencing platform
 - Students will be expected to complete assignments and assessments by assigned due dates
 - Grading and feedback on assignments and assessments will be the same/similar to general school expectations; students will be issued traditional letter grades
- **Student Supports:**
 - General “office hours” of availability for faculty and staff
 - Social-emotional supports from school counselors, social workers, staff members, and administrators will be available to support students
- **Student Device and Access**
 - All 6-12 students who are in Remote Learning will be issued a Chromebook; K-5 students who are in Remote Learning may request a district device as needed
 - Students will be monitored for safety

Registration

- Online registration through the school website is currently open. All families are encouraged to register online. If you do not have access to a device at home to register online, please contact your student’s school office to make an individual appointment on August 6th between 8:00 AM-2:00 PM.
- All new families to the district are to contact your student’s school office to make an individual appointment on August 4th (last name A-K) and August 5th (last name L-Z) from 8:00 AM -2:00 PM.
- A required “Return to Learn Intentions Form” is available on [Family Access](#) for all families to inform us as to whether your student will return to In-Person Learning or is opting for Remote Learning along with other vital details. This form is due no later than **July 31st** to allow WL to plan effectively for all students.

Technology

- All 6-12 students will be provided with a Chromebook device for them to use; K-5 students will have devices (ie. Chromebooks, iPads) available at school
 - Remote students will be expected to complete work on their issued Chromebook
 - In-person 6-12 students will have their own device to manage and ensure is charged, etc. to prevent multiple people handling the same device
 - In-person K-5 students will have access to devices that are sanitized before and after student use or will have access to a device assigned to them exclusively
- The district will arrange for a Chromebook pick-up before school begins
- The district will provide web filtering and monitoring systems for all devices
- All K-12 students will be enrolled in Google Classroom and have access to instructional tools, practice, and resources
- Students will have access to curriculum based programs based on courses (ie. Khan Academy, Pearson Math, Delta Math, Achieve 3000, Smarty Ants)
- Students will receive training on Google Classroom and other technology-related topics to assist in blended/remote learning
- A Google Classroom Parent Guide will be available as well as methods of gaining tech support

Training & Professional Development

- Teachers and staff will undergo training on multiple topics related to COVID-19 and re-opening school, such as
 - Signs & symptoms of COVID-19
 - Health & hygiene protocols
 - Remote learning technology (ie. Google Classroom)
 - Vertical alignment for learning gaps & determining review of content
 - Horizontal alignment for determining essential standards to be taught
- Students will also receive training on signs & symptoms of COVID-19, health & hygiene protocols, new procedures in school buildings regarding masks/social distancing, and technology used for blended & remote learning
- Trainings for parents in relation to similar topics will be available on the district website

Transportation

- More frequent sanitization and disinfection of busses between rides
- Masks **must** be worn on the bus
- Social distancing will be impossible on a bus, but we will not exceed 50 total people on any bus to limit close proximity contact to the best of our ability
- Hand sanitizer will be available on the bus
- Seating charts will be utilized; family members will sit together
- Drop off/pick up times and stops will have adjustments
- We ask that transportation changes are provided to the district with 48 hours notice
- We encourage that you transport your student if you have the ability to

Visitors

- WL will strictly limit the access of visitors to buildings with only essential visitors (ie substitute staff, service vendors) allowed to enter
- All visitors will undergo a health screening and must wear a mask
- When possible, drop boxes outside of the school or school office will be used to limit contact but to allow for drop off of items
- Electronic payments are recommended
- Additional screening of visitors, such as the LobbyGuard/Raptor screening system used at WLES, is being reviewed for use at WLMS and WLHS

Building Return to School Plans

- [WLES](#)
- [WLMS](#)
- [WLHS](#)

The Return to School Plan for Warrensburg-Latham CUSD#11 is based on the guidance by the Illinois State Board of Education, Illinois Department of Public Health, and the Restore Illinois plan released by the Governor's office. This document will be provided in conjunction with the WL Return to School FAQ, and the Blended/Remote Learning Plan for each school (WLES, WLMS, WLHS). The guidance document provided by ISBE for each school district to develop the Return to School plan recognizes the autonomy and differences

among each school district. District plans are developed with consideration to the unique differences in key areas such as building design, staffing considerations, technology availability and the educational supports available for each school community. Districts are not required to implement plans that copy those of other area school districts. The Return to School plan is subject to change per ISBE, IDPH, CDC, and/or the Governor's office directives during the school year.

Updated 7/24/2020