

West Lincoln-Broadwell ESD #92
Learning Plan
2020-2021



HOME OF THE WOLVERINES

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West Lincoln-Broadwell ESD #92 Return to School Protocols/Guidelines



Section I: Introduction

1.1 COVID-19 and Returning to School:

At WLB, we pride ourselves on providing a safe environment where children are engaged in both academic and social experiences that result in growth, confidence, and the ability to be lifelong problem solvers. It is our belief that the best place for students to learn is in a classroom with a certified staff member and other children in order to gain the skills needed to be a successful, high functioning member of society.

Throughout the trying times of the COVID-19 pandemic, WLB remains committed to making decisions that are in the best interest of children and staff members. The following plan lays out how WLB will meet guidelines set by the Illinois State Board of Education (ISBE) as well as taking into consideration the needs of our students, staff, and parents.

The Illinois State Board of Education (ISBE) strongly encourages the reopening of schools and the return to "in-person" learning. On June 23, 2020, ISBE released guidance for schools to use in planning for "in-person" learning. Please keep in mind that these requirements and guidelines are all subject to change pursuant to changing health conditions and further guidance from ISBE.

1.2 Requirements from ISBE are:

1. Face coverings **MUST** be worn by all;
2. Prohibits gatherings of more than 50 individuals in one space;
3. Require social distancing to the greatest extent possible;
4. Schools must conduct symptom screenings **OR** require self-certification before entering school buildings;
5. Require an increase in schoolwide cleaning and disinfection.

Section II: Health and Wellness

2.1 DISTRICT HEALTH & SAFETY PROTOCOLS

- Training for employees and students that promote behaviors that reduce the spread of the virus.
- Parental self-certification of symptoms daily. Please see form.
- Promotion of mitigation practices such as staying home when sick.

- Practicing hand hygiene and respiratory etiquette (including hand washing with soap and water regularly).
 - Please let us know if your student(s) are allergic to any sanitizers/wipes.
- Required use of face masks. Individuals may bring their own mask from home or wear one provided by the district. Please make sure masks are clean and washed daily.
- Posted signs throughout buildings promoting safe practices.
- Regular cleaning and disinfecting throughout the building.
- Proper ventilation and increased air circulation (opening doors and windows where possible).
- Limiting the sharing of objects and supplies.
- Rearranging seating in classrooms to allow for social distancing to the extent possible.
- Food consumption in smaller, controlled settings (classrooms) to avoid large groups.
- Outdoor physical education when possible.
- Limiting of non-essential visitors and volunteers. All visitors must wear a mask.
- Students will stay in one classroom as much as possible and teachers will move.
- Birthday treats must be individual wrapped (not homemade). Teachers will distribute treats. No cookie cake.
- K-4 classrooms will have an alternate place for student belongings instead of the traditional coat rack to limit exposure.
- 5-8 will use lockers, but in a limited capacity. Students will report to classrooms first and be dismissed by grade to lockers. They will visit lockers in the morning, between 2nd and 3rd periods, and at the end of the day.

2.2 SELF-CERTIFICATION

We are requesting that parents and staff members take a daily temperature reading and check for COVID-19 symptoms each morning your child will be present in our building. Students with a fever or any of the symptoms below should stay home and seek medical advice. By sending your child to school, you are certifying the following:

- That your child does not have a fever over 100.4 degrees.
- That your child does not have any of the following conditions related to
- *COVID-19 Symptoms:*
 - Cough
 - Shortness of breath or difficulty breathing
 - Extreme fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose

- Nausea or vomiting
- Diarrhea

2.3 SAFETY REMINDERS and SIGNAGE

Safety reminders and signs will be posted throughout the school building reminding to social distance, wear face covering, have good hand hygiene, etc.

All persons in the school building will be asked to maintain a six-foot distance, when possible.

2.4 SOCIAL/EMOTIONAL SUPPORT

All social-emotional support will be available to all students.

2.5 MASKS

Masks are required on the bus or in the building (unless eating breakfast or lunch). Students may wear a mask from home. The district will provide masks as needed for students and staff.

*We understand that it will take training and practice for our students to learn to wear masks all day. We will extend grace to our students and will help them to learn mask etiquette and the importance.

2.6 CLASSROOM HEALTH & SAFETY PROCEDURES

- When entering or exiting the classroom, hand sanitizer will be used.
- Masks will be worn at all times.
- Teachers will not be using community supplies. Students will use supplies assigned to them.
- Desks will be spaced out to the extent possible and facing the same direction.
- Students will have assigned desks.
- Cleaning and disinfecting procedures will be intensified. There will be daily sanitizing of high touch areas.

2.7 ILLNESS

Parents are encouraged to notify the school anytime their child is sick. For everyone's protection, if your child is sick, please practice common sense and keep them at home. Individuals with COVID-19 experience a wide variety of symptoms. Symptoms may appear 2-14 days after exposure to the virus. Symptoms include fever (100.4 or higher), 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.

2.8 CONFIRMED CASE(S):

- If there is a confirmed case of COVID-19 at WLB, the district will send a note and email home notifying anyone that has been in contact with the individual that has tested positive. The district will disinfect and sanitize the building per IDPH guidelines and will work closely with the Logan County Health Department. The district will follow the appropriate quarantine procedures established by IDPH. This may include closing a classroom or school for a period of time and shifting quickly to Remote Learning.
- Rooms with positive cases will be completely sanitized and unoccupied for the appropriate amount of time as deemed by IDPH.

Anyone that has been in close contact with someone that has tested positive for COVID-19 should stay home for 14 days from the date they had close contact with the individual that tested positive for COVID-19. Close contact is defined as any individual who has been within 6 feet of a person that tested positive for COVID-19 for at least 15 minutes without a face covering.

Please refer to the Return to School/Work chart for detailed protocols.

2.9 QUARANTINE LOCATION:

Per ISBE guidelines, a separate location will be established for any student who becomes ill or exhibits signs and symptoms of illness during the school day. Parents will be required to pick up their child if they become ill.

****ANY CONFIRMED CASE MAY RESULT IN THE CLOSURE OF THE SCHOOL BUILDING FOR AN EXTENDED PERIOD OF TIME AS A SAFETY PRECAUTION.**** If the building is closed, all students will transition to the Remote Learning Plan until the building can be safely reopened.

Section III: Instruction

3.1 ACADEMIC

- Students will be assessed using AimsWeb upon return using the previous grade spring benchmarks. Grade level AimsWeb assessment will be administered in September. These assessments will give teachers an idea of where to begin/review.

3.2 GRADING

Traditional grading practices will be utilized during in-person learning. Students will receive grades based on performance (5-8) and/or the mastery of learning standards (PreK-4). Please see the handbook for additional information.

3.3 REMOTE LEARNING PLATFORMS

In a situation where school must be closed due to COVID-19, the district will utilize one to two platforms for communication and learning. Students will access and become familiar with these throughout the school year.

- Google Classroom
- Edgenuity

3.4 REMOTE LEARNING

- Edgenuity (potentially Google Classroom for supplemental) will be used as online platforms. Teachers/Coordinators will manage these sites and assign lessons that are aligned with Illinois Learning Standards and mirror classroom content as much as possible.
- Weekly connections will be made with students and families.
- Social/Emotional support will be available.

3.5 GUIDELINES FOR REMOTE LEARNING (ONLINE ETIQUETTE)

- Be on-time for assigned virtual meetings.
- Sit at a table or desk so your device is on a flat surface when using technology.
- Be prepared and ready to participate in a quiet work space (including materials and supplies).
- Make sure your camera is on so your teacher and classmates can see you when participating in a virtual meeting.
- Abstain from sending messages in the chat box unless you are instructed to by the teacher or have a question when participating in a virtual meeting.
- Please do not eat or drink during your video sessions (Ex: Zoom meetings).
- All classroom expectations must be followed during remote learning (be kind, be respectful, listen to others, do not interrupt your teacher or classmates, no phones, etc.).
- Remain focused during virtual meetings and ignore distractions such as phones, televisions, and pets.
- Submit completed homework on time.
- Check email several times per day (parents and students).

3.6 VIRTUAL MEETINGS

- If remote learning is deemed necessary at any point during the school year, virtual meetings will be conducted at the same time as the class period meets during in-person learning, and students will be required to login during that time for lessons. If this is not possible, families will need to contact the teacher as soon as possible to make arrangements for delivery. This may be Zoom meetings, online sites, Google Classroom, etc.

3.7 TECHNOLOGY

- If a device is needed during remote learning, please contact the school. School issued technology should be used for school work only.

3.8 GRADING

- Traditional grading practices will be utilized during remote learning. Students will receive grades based on performance (5-8) and/or the mastery of learning standards (PreK-4). Please see the handbook for additional information.

3.9 SPECIAL EDUCATION

- Students with Individualized Education Plans (IEP's) and 504 Plans will receive services outlined in their plans. Meetings will occur as scheduled through Zoom Meetings or, if able to do so, in-person at WLB. Special Education protocol may be adjusted throughout the year due to changes in guidance.

3.10 RELATED SERVICES

- Any related service for an IEP (Occupational or Physical Therapy, Speech and Language, Counseling) may be delivered through a telehealth platform. All decisions on related service delivery will be based on appropriateness of delivery, safety, and further guidance from ISBE.

SECTION IV: Operations

3.11 SCHOOL DAY

In-person instruction will begin on August 14, 2020 from 8:15 am - 1:30 pm daily.

3.12 TRANSPORTATION

We are encouraging parents to provide transportation to and from school as much as possible. Bus capacity is significantly reduced to ensure social distancing measures are practiced. The Elks area route will be divided into two routes for the school year to maintain the proper number of students per bus. Students will be assigned a seat for the year and family members will sit together.

3.13 ARRIVING TO SCHOOL

In order to accommodate the social distance guidelines, we have developed a system with timelines in order to make the arrival to school as safe as possible.

Students are expected to have their masks on before entering the building, remain socially distant to the best of their ability, and follow any guidelines explained to them depending on the arrival routine they follow.

- **STUDENTS BEING DROPPED OFF**

- While waiting in the car line to drop off your child(ren), please have them prepared to quickly exit the vehicle (backpack ready, mask on, etc.).
- We have 2 drop off times to accommodate parents. Students should not be dropped off prior to their times listed below and should wait in their parents car until dismissed by a staff member.
 - 7:50 a.m. - Students that have parents that need to travel to work may arrive. Students are to stay in the vehicle until they are directed to enter the building by a staff member. Once they enter the building, there will be a designated area in the gym to wait by grade/class. We ask that students in the same household stand together in the area they are assigned to.
 - 8:05 am - Students with parents that have more flexibility. Students are to stay in their vehicle until directed to enter the building. These students will go directly to his/her classroom.

- **STUDENTS THAT WALK TO SCHOOL**

- 8:05 am - Students that walk to school are allowed to enter the building and go directly to his/her classroom.

- **BUS RIDERS**

- 8:05 am - Students will begin dismissing from the bus. One bus will unload at a time. Students will go directly to his/her classroom.
- Children are expected to have a mask on when loading the bus or one will be provided for them.
- Students will be assigned to seats and will be sitting with those children living in the same household.

3.14 MEALS

BREAKFAST:

- Breakfast will be served in your child's classroom. If you would like your child to eat breakfast at school, they eat every day until the office is notified differently (phone: 732-2630; email lcourtwright@wlb92.org).

LUNCH:

- Lunches will be served in your child's classroom in closed containers.
- No salad bar lunches will be served to our students due to guidelines set forth.

3.15 VISITORS

Although we love to have visitors, we will be strictly limiting visitors in our building. Parents will be allowed into the foyer (a reception area will be created) and will communicate with the school receptionist at the desk. If a child needs to leave school early, the parent will wait in the foyer. A staff member will sign the student out.

3.16 FACILITY USAGE

Facility usage will not be allowed by any unauthorized group or organization until Phase 5.

3.17 DISMISSING FROM SCHOOL

- **STUDENTS WALKING HOME:**
 - Students that walk home will exit out the JH door that leads to baseball field.
- **STUDENTS BEING PICKED UP:**
 - Students will be dismissed through the cafeteria door. Each grade/class will have a designated area in the cafeteria to wait until their name is called. Classes will be dismissed individually.
- **STUDENTS RIDING THE BUS:**
 - Students will remain in the classrooms until a bus number is announced. Busses will be loaded one at a time and will be lined up by the trophy case doors.

3.18 WATER FOUNTAINS

Students are strongly encouraged to bring a **clear** water bottle to school each day filled with water from home. The water bottle filling stations will be available for students to fill his/her water bottle throughout the day. Two more bottle filling stations will be installed in the elementary hallway prior to the return of students.

3.19 STUDENT ATTENDANCE

Students will be required to attend school in all phases of the Return to School Plan. The school must be notified of an absence even during Remote Learning.

3.20 ILLINOIS INSTRUCTIONAL MANDATES

The Illinois State Superintendent of Schools requires that Remote Learning Days must also ensure five clock of instruction.

Students must meet all promotion and statutory requirements (i.e. Constitution assessment). Mandates are all subject to change based on further guidance.

SECTION V: Extracurricular Activities

4.1 CLUBS AND ACTIVITIES

- No clubs or activities will be offered during Phases 1-3. Phase 4 will allow clubs and activities on a limited basis.

4.2 ATHLETICS

- WLB will follow the guidance and recommendations from the Illinois Elementary School Association (IESA) and the Illinois High School Association (IHSA) for all athletic practices and events. Protocols and requirements will be set for the return to play by the Superintendent and Athletic Director based on phase.

SECTION VI: District Communication

5.1 Communication will occur through-

- TeacherEase announcements and e-mail.
- WLB Facebook Page
- WLB website (www.wlb92.org)
- School Reach messaging