



WASHINGTON

Community High School District 308

August 7, 2020

Dear parent/guardian,

The information we are providing this week provides an overview of the in-person learning option. We are looking forward to starting the school year together with both in-person and distance learners. While our schedule will have shorter days and new procedures, we still have the same friendly faculty and staff ready to start the new year.

Our first day is August 20 and we will be running the new schedule starting with an A Day (periods 1-4). Our morning session will start at 8:00 a.m. and our afternoon session will begin at noon. Please arrive no earlier than 15 minutes prior to your session start time.

Next week we will be sending out more information to get you ready for the first day. You can expect to learn more about the online health screening form, the “grab and go” cafeteria option, Chromebook user agreement, and any other final preparations.

While we have had a busy summer planning for the return of students, we have reflected on how much they have been missed. The school just isn't the same without them and we are looking forward to their return.

We are here to help support students and parents/guardians, so if you have questions please contact me by phone, email, or submit a question through our online form located on our website in the 2020-21 Return to School Information section.

Sincerely,

Kyle W. Freeman, Ph.D.

Superintendent of Schools
Washington CHSD #308
(309) 444-3167



In-Person Learning Overview 2020

The information in this document provides an overview of in-person learning and what students can expect during a typical school day. In many ways our daily routine will be the same, but this year we will have a shortened day with new procedures related to minimizing health risk.

Guiding Principles

As decisions are made about returning to school, we use the following guiding principles: considering the health and safety of our students and staff by minimizing risk where possible, providing quality instruction, adhering to guidelines, and continuing clear and consistent communication with parents and students.

Minimum Requirements for In-Person Learning

The requirements below are required of all public schools by the Illinois State Board of Education for in-person learning during the pandemic.

- Parents, students, and faculty can expect to use face coverings or other personal protective equipment.
- Gather in groups of 50 or less in each space.
- Physical distancing as much as possible.
- Symptom screening to enter the bus/building.
- Increased school-wide disinfection and cleaning.

Schedule

The 5 Day Morning/Afternoon Schedule will alternate between A and B Days. A monthly calendar will be available on the school website in the 2020-21 Return to School Information section to help track A and B days. Students will also be reminded at school if it is an A or B day.

Homeroom

We added a homeroom period to the schedule this year because there is a benefit to providing students a consistent time for us to present important information. Additionally, students can seek help from other teachers in the building or work independently on assignments. The classroom that students report to during their first hour on A days will be the same classroom they report to for homeroom on B days. Consistently seeing at least one teacher every day will provide a sense of normalcy, and gives teachers an opportunity to check on the same students daily.

Note: Some teachers may be teaching zero hour courses during homeroom and will not be available.

Arrival Time

In an effort to minimize the amount of time students may be inside the building in one space, we are asking that students arrive no earlier than 15 minutes before their session start time.

5 Day Morning/Afternoon Schedule (Alternate between A and B Days)

Arrive no earlier than 15 minutes before your session.

A DAY

Morning

1st Period: 8:00 - 8:42

2nd Period: 8:46 - 9:28

3rd Period: 9:32 - 10:14

4th Period: 10:18 - 11:00

Afternoon

1st Period: 12:00 - 12:42

2nd Period: 12:46 - 1:28

3rd Period: 1:32 - 2:14

4th Period: 2:18 - 3:00

B DAY

Morning

Homeroom: 8:00 - 8:42

5th Period: 8:46 - 9:28

6th Period: 9:32 - 10:14

7th Period: 10:18 - 11:00

Afternoon

Homeroom: 12:00 - 12:42

5th Period: 12:46 - 1:28

6th Period: 1:32 - 2:14

7th Period: 2:18 - 3:00

Zero Hour classes will meet during homeroom.

Block PE will meet during homeroom & 5th hour.

Block American Studies will meet 4th & 5th hours.

Classroom Expectations

Curriculum

District #308 worked this summer to review guidance from the Illinois State Board of Education (ISBE) and the Illinois Department of Public Health (IDPH), and developed a plan for returning to school that would meet guidelines, engage students in quality instruction, and minimize health risks when possible.

Students choosing in-person learning will complete part of their school day in the building, and the remaining time will be completed at home independently. This hybrid approach allows teachers to provide instruction for the critical skills in a face-to-face setting, and the concepts can then be extended to at-home activities such as independent practice, reading, research, instructional videos, etc.

Our teachers have been tasked with evaluating their curriculum and identifying the critical skills that will move students forward in their education or prepare them for the next course if concepts build. Our goal is to complete as much of the curriculum as possible during this school year. We anticipate some parts of the curriculum may not be completed, but some of those activities or skills teachers are not prioritizing could be considered enrichment and are above and beyond the standard.

In-person instruction and work outside the classroom

Students can expect to spend on average five hours each day on school work, which consists of in-person instruction and completing work independently at home. Students attending their classes in-person will not be required to attend additional classes from home that same day to create a typical seven period day. The time at home is instead spent on independent work assigned by the teacher.

Special Education

The Special Education department will be working with parents/guardians and students to evaluate Individualized Education Plans (IEPs) and provide support that may be necessary outside of the in-person learning environment.

Teacher Availability

Teachers will be available to answer student questions during school hours only. Students who submit questions after hours can expect to receive an answer the next day or within a reasonable amount of time.

Grading

The traditional grading scale of letter grades (A-F) will be used for assignments, assessments or other activities.

Deadlines

Students will be expected to complete all assessed work in a timely manner and to the best of their ability by meeting all deadlines.

Google Classroom

All teachers will use Google Classroom to communicate all assignments. Students may set up options to receive an email when teachers post information on Google Classroom.

Chromebook

This year we will be issuing a Chromebook to each student. During this unique time, it is important to provide as much flexibility as possible for using consistent technology at home and at school. A Chromebook User Agreement will be shared with parents/guardians and students before Chromebooks are issued. This agreement will contain information about taking care of the Chromebook, acceptable use, repair/replacement, etc. When our school is allowed to return to a normal schedule, we will evaluate collecting the Chromebooks and returning them to carts for use at school only.

Students will be expected to bring their Chromebook to school each day and have their Chromebook fully charged before coming to school.

Daily Routines for In-Person Learning

Symptom Screening (Self-Certification)

It is important that students who are not feeling well or are exhibiting common COVID-19 symptoms stay at home. Symptoms include 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. Please reference the full list of symptoms provided by the CDC. Parents/guardians should plan to take temperatures at home before students leave for school. A fever is considered 100.4 degrees or higher.

We have created an online symptom screening form that students will complete daily. The form will include a list of questions about overall health, symptoms, and temperature. The aforementioned form will be distributed to students prior to the first day of attendance with additional instructions. Students who do not have the ability to complete the form at home, will have the opportunity to complete symptom screening before boarding the bus or entering the school building.

Face Coverings

Students will be responsible for bringing a face covering to school each day and wearing it while in the building.

We strongly encourage students to obtain a reusable face covering that they are comfortable using daily. Face coverings should be school appropriate in terms of words or images, cover the nose and mouth at all times when worn, and thick enough to contain a cough or sneeze. Face shields may not be used as the only form of personal protective equipment, but may be worn in conjunction with a mask.

Teachers and staff will work with students to remind them of properly wearing face coverings. In the event those prompts are not successful, the student will be referred to the deans' office to discuss the situation further. Disciplinary action or removal from the physical environment may be necessary if students do not follow the rules related to face coverings.

School Identification

Students will be issued their ID on the first day of school along with a lanyard. They are expected to wear their ID while on campus.

Transportation

Every attempt will be made to maintain as much physical distance as possible to prevent the spread of COVID-19 while transporting students. ISBE guidelines require no more than 50 individuals may be on a bus at one time. All individuals on a bus must wear a face covering. It is recommended that students from the same household sit together.

The following procedures will be in place for transportation:

- Students must show verification of symptom screening prior to entering the bus. (If a student has a fever or reports any symptoms, they will not be allowed to enter the bus and will be asked to return home.)
- Students must wear a face covering.
- Seating will start at the back of the bus to minimize walking by other passengers and they will exit front to back.
- Buses will be cleaned between bus routes.

Bus route information including bus stop, pick up time, and bus number can be found on the school's website at www.wacohi.net > For Students Tab > Bus Information.

Daily Routines for In-Person Learning (Continued)

Student Becomes Ill at School

If a student becomes ill at school, they will be sent to the nurse's office. The nurse will have a separate space for students who are exhibiting certain symptoms so they can be monitored and assessed. Parents may be called to pick up a student during the school day if they become ill.

Entering the School (Students should arrive no earlier than 15 minutes prior to their session.)

Students should have their face covered as they approach staff to show their symptom screening form.

Staff will also be wearing personal protective equipment such as face covering, face shield and gloves as they check symptom screening reports or when randomly selecting students for temperature checks.

Students who did not complete a symptom screening form at home should report to the main entrance and can complete their symptom screening before entering the building.

Drop Off/Walking: Enter the school through the main entrance or door 25 on Bondurant Street.

Bus: Students riding the bus will be dropped off a door 19 and will not need to show proof of symptom screening again before entering the building. (They are screened prior to boarding the bus.)

After entering the school, students should report directly to their first period or homeroom class unless given alternative instructions upon arrival.

Classroom Environment

Desks/tables will be spaced to maximize physical distance between students, and seats will be assigned.

Cleaning supplies will be in classrooms, and students will be directed to disinfect their desk/table/work space/ keyboard prior to class starting. Hand sanitizer will be available in classrooms and should be used after disinfecting desks. Using shared objects in classrooms will be kept to a minimum or eliminated. If classroom objects are shared, they will be cleaned before the next student uses it.

Passing Periods/Lockers

Students will be asked to move through the halls and staircases single file while staying to the right. This method will help students move through the building quickly and minimize the amount of time they spend transitioning to their next class. Students will not be assigned lockers located in the hallways or locker rooms to further decrease the time spent in common areas. Some band students may be assigned band lockers and they will be notified if using them is an option.

Students may carry bookbags. (Coats should be stored in the student's bookbag or carried with them.)

Meal Services

Students will have the option to order a "grab and go" option that can be eaten at home. Students will not be eating lunch at school or on the bus. Additional information about meal services will be released prior to school starting.