



# WASHINGTON

## Community High School District 308

August 14, 2020

Dear Parents/Guardians,

We have just under a week before our first day of school. Please see the attached important information that will help prepare students for their return on August 20 (A Day, periods 1-4). While our faculty, staff, and administration has spent countless hours discussing and planning, we know that the true test of our plan is when we have our students in the building. We will be monitoring our processes and making any necessary adjustments along the way. Please remember that we are fortunate to have the option of face-to-face instruction, and we are striving to offer that option as long as we can this school year. We encourage everyone to adhere to state guidance related to COVID-19 during their personal time to remain as healthy as possible for both their immediate and school family.

### **Enrollment**

Our records show that your student is enrolled in the **IN-PERSON OPTION**. If this is incorrect, please contact principal Karen Stevens at (309) 444-3167 to correct your registration.

### **Anticipated Changes**

We anticipate that the guidance we receive from the state, Illinois State Board of Education (ISBE), and the Illinois Department of Public Health (IDPH) could change our processes as we progress through the school year. We will work closely with these groups, and we will communicate any changes to keep you informed. It is possible, that the school could close with somewhat short notice, or a morning or afternoon session is moved to distance learning. We will do our best to minimize the suddenness of any changes, but situations can unfold quickly. Please have a contingency plan in place in the event that students will not be attending school for in-person instruction.

### **Attendance and Illness**

It is very important this year that we think about attendance differently. In the past a student may have attended school if they didn't feel well for a number of reasons, but this year we need to be very focused on attending school only when healthy and staying home if sick or waiting for a COVID-19 test/result. Students have the option to see missed lectures and assignments on Google Classroom, so they can remain current with school work even if they need to stay home. We have updated our Panther Pride Program (exam waivers) to remove emphasis on attendance. The new program details are posted on our website at [www.wacohi.net](http://www.wacohi.net) > [For Students Tab](#) > [Deans' Office](#). If a student is sick, please contact the Attendance Hotline at (309) 444-5525 to report their absence.

### **New Information About Face Coverings**

This week we received updated guidance from ISBE and IDPH that further defines a face covering to be made of cloth. They do not recommend the use of athletic face coverings/neck warmers (neck gaiters) as an effective substitute for a cloth mask. Based on this guidance, we ask that students use a cloth face covering that is reasonably fitted and covers their nose and mouth.

Everyone will be returning with different feelings about the school year, and I ask that everyone demonstrate patience and kindness with each other. This is a hard time for many, but we can work together to achieve great things this year. Please watch the [Return to School video](#) we have included in our attached message that explains all of the new safety procedures and how to prepare. We look forward to seeing students next week to start the new year!

Sincerely,

Kyle W. Freeman, Ph.D.

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



## In-Person Learning

Preparing to return to school on August 20 (A Day, periods 1-4)

### Return to School Video (See our new processes in action)

We recognize that there are a lot of new processes that students need to learn, so we created a [return to school video](#) that both demonstrates and explains our safety procedures related to transportation, wearing a face covering, entering the building, health screening form, passing periods, etc.

### In-Person Learning Overview

Please reference the [In-Person Learning Overview](#) previously communicated for additional details about student and teacher expectations.

### Passing Periods

The morning/afternoon session assignments are intended to reduce the total population of students we have in the building during each session to allow for more physical distancing in hallways and classrooms. With fewer students in attendance we plan to keep passing periods moving quickly, single file, and staying to the right. If we observe any slowdowns in the halls or common areas, we will work quickly to move student through and make changes to try and avoid that scenario going forward.

### Face Coverings

This week we received updated guidance from ISBE and IDPH that further defines a face covering to be made of cloth. They do not recommend the use of athletic face coverings/neck warmers (neck gaiters) as an effective substitute for a cloth mask. Based on this guidance, students should use a cloth face covering that is reasonably fitted and covers their nose and mouth.

### Health Screening Form (Sent to students daily through email and on Skyward)

Students can expect to receive their first health screening form on August 20 at 6:00 a.m. This online form should be completed before the student arrives at school. Answering the questions on the form includes checking for any common COVID symptoms such as fever (100.4 degrees 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. Please reference the full list of symptoms provided by the Center for Disease Control (CDC). Parents/guardians should plan to take a temperature reading for their student before they leave for school, which requires a thermometer. We will have an alternative process for any student who cannot complete the health screening prior to boarding the bus or entering the school.

### Attendance Form (Sent to students daily through email and on Skyward)

Students can expect to receive their first daily attendance form on August 20 at 6:00 a.m. This online form should be completed by 11:59 p.m. each day. This is in addition to the attendance taken by teachers at school. The online form will track attendance for the at-home learning portion of the day, and can be used as an attendance record if we need to switch to distance learning temporarily this semester.

### Bus Transportation

Visit the school website at [www.wacohi.net](http://www.wacohi.net) > For Students tab > Bus Information and enter your address to find your student's bus route, bus stop, bus number and the approximate pick up times for morning and afternoon sessions. If you have additional questions, please contact Curt Nelson at (309) 444-5608.

### Drop Off/Pick Up

We will be using the same [drop off/pick up procedures](#) that we have in the past. We will keep circle drive closed at all times to keep students safe as they wait near the main entrance or when they change between morning and afternoon session.

Note: Bondurant Street is one-way traffic during school hours and there is no stopping on Jefferson Street to drop off students—either of these actions could result in a ticket from the Washington Police Department.

## **Technology**

Each student will receive a Chromebook on the first day of school to use both in school and at home. Students will review and sign the [Chromebook Loan Agreement](#) before checkout is complete. Students must use their school issued Chromebook while on school grounds or when the teacher directs them to during testing situations during distance learning. The GoGuardian software has been installed on all Chromebooks to provide a safe and secure online presence for students. Students are expected to have their Chromebook fully charged before attending school each day.

## **Meal Services**

We are offering “grab and go” meal options. It is important that students order meals so we know how much food to prepare. Please see the [food services overview](#) for information about menus, meal ordering, prices, and the pick-up process. We look forward to serving our students this year.

## **COVID Protocols**

The [COVID Protocols document](#) outlines what can be expected when a student becomes ill. This information is subject to change as additional guidance is provided by ISBE, IDPH, and the CDC. Please keep your student home from school if they are exhibiting common COVID-19 symptoms such as fever (100.4 degrees 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. Please reference the full list of symptoms provided by the CDC. To report an absence, call the WCHS Attendance Hotline at (309) 444-5525 and contact your healthcare provider to determine next steps.