

West Central C.U.S.D. #235

2020-2021 Reopening Plan



FRAMING THE PLAN

As the state entered Phase IV of Restore Illinois, the Illinois State Board of Education released to schools a guidance document called “Starting the 2020-2021 School Year” that was developed by the Illinois State Board of Education and the Illinois Department of Public Health and was provided to school districts to support planning for a return to in-person instruction. This West Central C.U.S.D. #235 Reopening Plan was developed by our District Leadership team in consultation with school personnel, the school Board, and the Henderson County Health Department, and will comply with that guidance. Be assured that no action considered has been taken lightly, but rather has been thoroughly researched, reviewed and discussed with multiple perspectives to the extent possible. Information, federal and state guidance, and legal opinions supporting the development of this plan have been, are, and will continue to be very dynamic. This plan is fluid and subject to change based upon direction and mandates issued from federal, state, and local agencies. The District will work hard to provide timely communication with our school community of any significant changes to the current reopening plan and/or important information that is received. During Phase IV, current guidelines provided by the Illinois State Board of Education and the Illinois Department of Public Health:

- Require the use of appropriate personal protective equipment (PPE), including face masks;
- Prohibit more than 50 individuals from gathering in one space;
- Require physical 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; and
- Require an increase in school-wide cleaning and disinfection.

The Covid-19 Pandemic is expected to continue throughout the 2020-2021 school year. It has been indicated and is assumed that it may be necessary for the district to provide learning in a variety of modes during this time.

Potential Models of Learning

Three models of learning have been developed as a continuum of services based on health indicators within the community as well as the district’s ability to manage the impact of the illness on students, staff and operations.

Beginning July 27, 2020, parents are allowed to register students online. Parents will indicate whether they will be attending in-person learning (blended model) or full remote learning. Regardless of which of the below models are chosen, a full remote learning model option will be made available to students during the 2020-2021 school year until further notice.

Please note: Remote learning is not the same as home schooling. Students who participate in remote learning are those who have completed the registration process; are enrolled in a specific grade and/or courses; and are subject to all policies, procedures, and expectations established by the District.

The consideration of potentially operating under three different models of learning to ensure the safety of our students and staff has driven changes across all aspects of the learning environment. Details of the steps being taken to ensure safety, student learning expectations, and that the needs of our students are met regardless of the model of learning being provided throughout the year are found in the sections that follow.

These models include:

Traditional Learning	Blended Learning	Remote Learning
All students attend school in person every day as scheduled.	Students are provided instruction, as a blend of face-to-face and virtual experiences through an adapted schedule.	All instruction and support are provided remotely.

Blended Learning Model – with Phase 4 Restrictions

To begin the 2020-2021 school year, the Blended Learning model will be implemented to provide the required 5-hours of instruction; 4 hours of in-person instruction, with an additional hour required remotely.

The blended model will operate in the following manner:

- Students in grades Pre-K-12th will receive in-person instruction on Mondays, Tuesdays, Thursdays and Fridays. Due to the heat/humidity at the start of the school year with the requirement to wear face masks while in the building and the requirement that no more than 50 individuals can be in one space at one time, which impacts our ability to eat lunch while at school, school will dismiss at approximately 12:15 p.m. on the in-person instruction days. Once the temperature has returned to a safer temperature, the increased time of in-person instruction days moving to a 2:15 p.m. dismissal will be considered.
- All students will participate in remote learning opportunities on Wednesdays. Wednesdays will be used for deep cleaning of district facilities, small group intervention, family check-ins and teacher planning.
- Students may be reassigned across teachers to accommodate the need to provide online only learning due to staff availability and student need.
- For those students who have chosen the Blended Learning model, below are in-person attendance times on Mondays, Tuesdays, Thursdays, and Fridays. Wednesdays will be full remote learning days with no in-person attendance.

In-Person Learning Times (Excluding Holidays and Non-Attendance Days)

- 8:30 a.m. – 12:15 p.m. (Elementary)
- 8:25 a.m. – 12:15 p.m. (Middle School)
- 8:15 a.m. – 12:15 p.m. (High School)

Remote Learning Times (Excluding Holidays and Non-Attendance Days)

- 1:00 – 3:45 p.m. (All Buildings)

Traditional Learning Model – with Phase 4 Restrictions

This option mirrors our Traditional Learning model while following the guidelines outlined by the CDC, IDPH, and ISBE as much as possible. Physical Distancing of students in the classroom, hallway, cafeteria, and common areas will be followed as much as possible. Each school is responsible for developing their own unique physical distancing plans for their building. Face masks for all students and staff are required as specified by ISBE. Classrooms will be cleaned and disinfected daily. Emphasis will be placed on frequently touched surfaces and common areas. Restrooms, cafeterias, and other common areas will be cleaned throughout the day.

Schools will follow the normal start and stop times as well as the normal bell schedule. All vocational and work-based learning programs would continue as scheduled. All athletics, extracurricular and mid-day activities will continue as scheduled and follow guidelines provided by the IHSA and the IESA.

Operations such as transportation and food services will be provided as normal. The windows will remain open whenever possible for increased ventilation throughout the school year. The capacity of the school bus would be restricted under Phase 4 and this could impact ridership eligibility. The school buses will be disinfected after both the morning and evening routes. Meals will also be made available for students enrolled in full remote learning based on USDA guidelines.

Full Remote Learning – with Phase 4 Restrictions

Full Remote Learning will operate under the West Central C.U.S.D. #235 Remote Learning Plan.

Any family that chooses to enroll in the Full Remote Learning option will do so for the entire quarter. Families will only be allowed to change to the Blended Learning model at the end of the quarter if they wish to do so. The family must confirm that an appropriate internet connection is available for students to access with their district provided device. Families who initially selected the Blended Learning model can choose to move to remote learning at any time.

Decision Making

Decisions for West Central to transition between the various models will be made in consultation with the IDPH and the Henderson County Health Department and be based on federal and state guidance. Considerations and metrics to be evaluated include, but are not limited to:

- Indicators of virus found in the community and amongst our staff and students,
- Our ability to maintain staff, and
- Our ability to disinfect at necessary levels.

The district will work with students and staff considered at high-risk to determine how best to address their individual needs.

Mutual Accountability

Regardless of the learning model provided, the West Central School District is committed to providing the highest quality of instruction possible to meet the needs of our students. Regardless of the learning model chosen, students will be expected to commit to engaging in the instruction provided and will be held accountable for their learning.

STUDENT AND STAFF PROTECTION

The West Central School District is committed to the health and safety of our students, staff, their families, and our community. The following procedures have been developed with that in mind. While our plan specifies guidelines for our students, staff, and visitors to follow, everyone's health and safety is dependent on each individual. Each staff member must ensure their own health and safety by adhering to these guidelines and reporting any issues or safety concerns to their building principal or supervisor. Each of us will play a role in our collective safety.

Student Drop Off and Visitors

Visitors to our schools, including parents, will be kept to a minimum during this COVID-19 pandemic. To protect the health and safety of our students and staff, parents, when dropping their child(ren) off in the morning, will be required to drop their child(ren) off at the designated exterior door in the morning and will not be permitted into the classroom unless necessary for the health and safety of the student or staff member. Students will enter through the main doors in the middle school and high school. Elementary students who ride a bus will be dropped off at the main doors of the elementary. Elementary students who are dropped off by a parent/guardian will be dropped off at the South entrance (E1) of the elementary. Visitors to any building must always properly wear an appropriate and approved face mask and report directly to the main office of the building they are visiting for a symptom screening which includes a temperature check. Visitors will remain in the main office or other designated area for the duration of the visit. Students or staff will be asked to meet the visitor to conduct business as needed. Visitors will not have access to the building in general as to protect the health and safety of our students and staff. This will be in addition to the normal sign in procedures.

All visitors entering the building should be asked the following questions:

1. Individual will be asked if they have any of the following symptoms?

- Cough
- Shortness of breath
- Loss of taste or smell
- Diarrhea
- Fever
- Shaking with chills
- Headache
- Muscle Pain
- Sore Throat
- Vomiting

- If YES, visitor is restricted from entering the building.
- If NO, proceed to #2.

2. Check temperature. Is temperature 100.4° F or higher?

- If YES, restrict them from entering the building.
- If NO, proceed to #3.

3. Has individual washed their hands or used alcohol-based hand sanitizer on entry?

- If YES, visitor may proceed to the main office and remain there for the duration of the visit.
- If NO, please ask them to do so.

4. Allow entry to the building and remind the individual to:

- Stay in the main office for the duration of their visit.
- DO NOT shake hands with, touch or hug individuals during their visit.

Signs and Messages

Each building will post signs and messages in highly visible locations that reinforce safety precautions and promote every day protective measures (e.g., proper handwashing and appropriate face coverings). Signage posted will note: A) persons may not enter the building if they have any currently known symptoms of COVID-19, such as 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; B) physical distancing from others must be maintained as much as possible; C) an appropriate face mask must be properly worn at all times; and D) shaking hands, hugging, or engaging in any other physical contact is prohibited in district buildings.

Physical Distancing

West Central School District students and staff must maintain physical distancing as much as possible throughout the school day. Signage reminding staff, visitors, and students to maintain physical distancing will be placed at all entrances, in classrooms and throughout other common areas. Physical distancing applies to all areas including the classroom, common areas, the main office, and outside. Student mixing will be kept to a minimum as much as possible.

Students should use one classroom, one entrance to the building, one restroom, and one hallway as much as possible. Every effort will be taken to create “bubbles” within each building for each classroom and grade level. This bubbling within the schools will allow for more precise contact tracing should a case of COVID-19 be confirmed at a location. This will also limit the control of the spread of COVID-19 to a specific grade level or classroom. Building staff will review their student pick up and drop off procedures to maintain physical distancing. Physical distancing must be maintained in staff break areas which may limit the number of staff allowed in that space at one time.

Face Masks and P.P.E.

Per the Illinois State Board of Education, all individuals (students, staff, and visitors) will be required to properly wear a face mask while inside all school facilities, even when physical distancing is maintained except when playing a band instrument or eating breakfast or lunch. Students will be provided at least one face mask break a day weather permitting. At that time, students and staff may remove their face mask outside when six feet of physical distancing is maintained.

Face masks must have been manufactured for the intent of being worn as a face mask, properly fit, be properly worn, and adhere to the dress code policy. West Central C.U.S.D. #235 will provide two cloth face masks to each student and staff member. The student, student's family, or staff member is responsible for laundering their face mask every evening. Face masks should not be shared. If a student is unable to wear a face mask, including for medical reasons, they will be required to remote learn.

If a student forgets his/her face mask, a disposable one will be provided to that student up to three times. After the third time, the student will be required to remote learn for the remainder of the quarter. If a student refuses to properly wear a face mask, the student will be sent home to remote learn for the remainder of the day the first time. If a student refuses to properly wear a face mask a second time, they will be required to remote learn for the remainder of the semester. If guidance changes, and face masks are no longer required, the student may return to in-person learning.

One face shield will be provided to staff as an extra layer of safety at the staff member's request. The face shield cannot replace the face mask. It needs to be worn in addition to the face mask. A spray bottle of sanitizing solution and hand sanitizer will be provided to each staff member for use in the classroom and common areas. Staff should notify the building office when either of these bottle needs refilled.

Gloves or other PPE should be used as needed when assisting students requires close contact.

Sanitation, hygiene, and PPE supplies will be ordered and stockpiled for employee access as much as possible. All supply requests will use the requisition procedure to order PPE materials.

Hand Hygiene

Frequent hand washing and hand sanitizing is key to help prevent the spread of COVID-19. Staff and students should clean hands as often as possible with soap and water for at least 20 seconds. If soap and water are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. Staff and students should avoid touching their mouth, eyes, and nose as much as possible.

Each building will place signage reminding everyone of the need for proper hand hygiene in the appropriate areas. If assisting a student requires close contact, hand washing, or sanitizing should be done before and after contact with students.

Training

Each staff member will be required to complete safety training related to our physical distancing, face covering and hand hygiene procedures. Each building will provide training to staff that is specific to their unique circumstances. Employees will also be trained on the proper way to disinfect their individual workstations if they choose to do so. In addition, the first few days of school will be used to train students on these safety procedures.

Health Screenings

Only students and staff who are healthy should report for in-person learning. Students and staff with any of the following symptoms should remain home until approved by district administration to return.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- A measured temperature of 100.4 degrees Fahrenheit or greater
- Headache
- New loss of taste or smell
- Sore throat
- Nausea or vomiting
- Known close contact with a person who has been diagnosed with COVID-19 or tested for COVID-19

Office personnel must request specific symptom reporting when absences are reported along with COVID-19 diagnoses and COVID-19 exposure. This information will be documented and shared with the appropriate personnel. In accordance with state and federal guidance, staff and students who are sick should not return to school until they have met criteria to return. CDC and IDPH guidelines for students who were suspected of having COVID-19, whether they were tested or not, state that 24 hours should elapse from resolution of fever without fever-reducing medication and 10 days should pass after symptoms first appeared. Families that have medically fragile and immunocompromised students should consult their medical provider prior to attending school. Medical exemptions from wearing a face mask will not be accepted.

Students or staff returning from illness related to COVID-19 must call to check in with the school nurse or building administrator prior to being admitted back into the building following quarantine.

Any student or staff member who begins to exhibit a high fever associated with COVID-19 like symptoms during the school day must report to the designated area and follow the building procedure for quarantine. This includes any approved before or after school activities. Students will remain in the designated quarantine area until a parent or guardian picks the student up or alternative transportation home is arranged (school buses should NOT be used). Staff will remain in the quarantine area until they are able to leave. These individuals may be required to quarantine for 10 days, should self-monitor, and return to school according to the IDPH guidelines. A doctor's note may be required for staff returning to work.

Staff who have had contact with someone who is positive for COVID-19 should notify their building principal or supervisor immediately. Students who have had contact with someone who is positive for COVID-19 should notify the building office and follow the IDPH guidelines for self-monitoring and self-quarantine.

Temperature and symptom screenings are required for all students and staff prior to entering the building. Staff will self-certify that they are free of COVID-19 symptoms by logging into the Skyward account. Staff who are experiencing any COVID-19 symptoms should not report to work and should call their building administrator immediately. Parents/guardians of students who do not ride school transportation will certify that their child(ren) are free of COVID-19 symptoms by logging in to their Skyward account. Please refer to "Transportation to and from School" on Page 22 for the certification process for bus riders. Each student's temperature will be taken upon entering the school buildings. A student who has not self-certified will be sent to the soft quarantine area pending certification. Students with a temperature of 100.4° F or greater, a cough or shortness of breath; or are exhibiting any of these symptoms; chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea, will be sent to the symptom quarantine room, and his/her parents will be called. Individuals who exhibit these symptoms should consult a medical provider for possible evaluation and treatment.

[Illness and Diagnose Monitoring](#)

Tracking procedures have been developed to maintain ongoing monitoring of individuals excluded from school because they have COVID-19-like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID-19 and are in quarantine. This process will ensure that all CDC and local health authority criteria for discontinuing home isolation or quarantine are met before a student or staff member returns to school. Tracking methods will include checking in with the school nurse or building administrator upon return to school to verify resolution of symptoms and that any other criteria for discontinuation of quarantine have been met. Tracking will take place prior to a return to the classroom.

LEARNING AND INSTRUCTION

Student learning is one of our primary goals. Ensuring students learn throughout the continuum of potential learning models and that learning expectations remain constant regardless of the location of students or staff is essential.

Focus will be on the following:

- Providing students instruction at current grade level while resolving gaps in past learning.
- Ensuring student access to high quality instruction and learning opportunities that align with and promote attainment of grade level/course content standards in all models of learning.
- Providing an internet accessible device for each student for K-12th grade.
- Providing a means of access to digital materials and tools if access is not available at their home. Examples include but are not limited to:
 - Students being allowed to work from school or in the parking lot during a closure.
 - Google offline is used with work and then uploaded once connected to the network.
 - Consideration of district-provided hot spots for those without adequate bandwidth.
- Continuing to enhance teachers' and staffs' skills in implementing and facilitating technology-based instruction including the conducting of valid assessments.

Staff in Pre-K through 3rd grades will use Seesaw as their learning platform, and staff in 4th – 12th grades will use Google Classroom as their learning platform. Google Meet and Zoom will be used as video conferencing platforms.

The beginning days of school will be used to teach students the safety procedures (proper physical distancing, the use of PPE, and proper hand hygiene) that have been put into place during this unprecedented time and how to engage in remote learning in this new blended model (i.e. how to use their platform, check-in, contact their teacher, submit assignments, seek assistance, etc.).

Social and Emotional Learning (SEL)

SEL supports will be provided for our students. Students who may be experiencing stress or trauma related to COVID-19 will be identified. We will continue to implement SEL curriculum as much as possible. Other SEL supports will be utilized to add supports to our students as needed.

Music-Related Courses

Music classes will follow the most current ISBE, CDC, and IDPH guidelines as much as possible for the safety of students and staff.

At the elementary, vocal music classes will be held in the students' homeroom and provide for physical distancing as much as possible. Choir students are required to wear a face mask while singing. There will be no 5th grade band during the 12:15 p.m. dismissal time.

At the middle school, there will be no band or chorus during the 12:15 p.m. dismissal time. If and when a 2:15 p.m. dismissal time is implemented, band and choir will be held in the music room and provide for physical distancing as much as possible. Choir students are required to wear a face mask while singing. Musicians will stand or sit with their musical instruments pointed away from any other musicians. Music classes will be held outside whenever possible, weather permitting.

At the high school, band and choir will be held in the music room and provide for physical distancing as much as possible. Choir students are required to wear a face mask while singing. Musicians will stand or sit with their musical instruments pointed away from any other musicians. Music classes will be held outside whenever possible, weather permitting.

Driver's Education Behind-the-Wheel

In order to provide behind-the-wheel training to students in driver's education in compliance with all Secretary of State and IDPH safety requirements, the following procedures must be followed:

- Only two students and one instructor allowed per vehicle.
- Face masks must be worn at all times.
- Eating and drinking are prohibited while in the vehicle.
- Windows will be open whenever possible.
- No unnecessary stops during the training will occur.
- Hand hygiene with soap & water or hand sanitizer will occur before and after driving.
- The steering wheel, door handles, seatbelt fastener, controls/dials, keys, etc. will be disinfected in between each behind-the-wheel session.
- Seats will be regularly cleaned and disinfected.

Physical Education, Gymnasiums, and Locker Rooms

Physical activity supports students' overall health and helps reduce stress and anxiety. Physical Education activities will be designed to allow for physical distancing as much as possible. When weather permits, Physical Education classes will be held outside. In the elementary gymnasium, the curtain will be pulled to create a barrier between classes. Hand shaking, high fives, or other physical contact is prohibited.

Sharing of equipment will be minimized. If any equipment is shared, it will be cleaned between each use and disinfected at the end of each class. Fitness centers with equipment such as treadmills, elliptical, stationary bicycles, weights, etc., will be cleaned and sanitized before and after each class with focus on frequently touched surfaces. Students and staff should wash their hands or use hand sanitizer at the start and end of each class period and between the use of each piece of equipment.

Locker rooms will not be open at this time, and students will not be required to change into P.E. clothing.

Work-based Coop

Students enrolled in Work-based Coop will be allowed to work as long as the place of employment is following CDC and IDPH guidelines. If a student is exposed to someone with COVID or COVID related symptoms at their place of employment, that student must report that to their building administrator, and the student will be required to quarantine and remote learn for 10 days. The student can return to school at the end of the 10-day quarantine period as long as they have no COVID related symptoms and have not had a fever without a fever reducing medication in the last 24 hours.

MAP Assessment

All students Kindergarten through 12th grade will take the MAP assessment at the start of the 2020 – 2021 school year. Remote learners will take the MAP assessment online.

Other Programs

All extra-curricular activities will follow the most current CDC, IDPH, and ISBE guidance. Athletics will follow the guidelines provided by the IHSA and the IESA as well.

Attendance

Daily attendance is expected and will be taken for both in-person instruction and remote learners. Attendance will be taken at the beginning of the day (Elementary) and at the beginning of each class period (Middle School and High School) for in-person learners. If a student is unable to attend, the parent/guardian should contact the school office by 9:00 a.m. each day and indicate the specific reason (symptoms) for absence. As is customary when school is in session, if no call is received by the school office for a student who is not in

attendance, he/she will be marked unexcused. In addition to calling to report their child(ren)'s absence, parent/guardians must still login to their Skyward account to report their child(ren)'s symptoms. Parents/Guardians/Students who participate remotely are required to report in daily using the method indicated in the West Central C.U.S.D. #235 Remote Learning Plan.

Grading

Students will be expected to complete all assigned work with the highest quality possible. Grading will not be done as it was in the Spring of 2020. Teachers will be assessing student work and assigning grades using the traditional grading methods prior to the mandated school closure. Teachers will be providing feedback during in-person instruction and via Seesaw or Google Classroom. Grades will be recorded in Skyward and available for access to students and parents by logging into their Skyward account.

GENERAL CLASSROOM GUIDANCE AT ALL LEVELS

Student seating will be designed to provide physical distancing as much as possible, and students will be required to remain in these seats to the greatest extent possible. Teachers will develop a marked path of travel inside the classroom to ensure student physical distancing as much as possible as students enter and exit the classroom. Only supervisors and staff who are required for instruction will be allowed to be in the classrooms. Students should not bring toys or other personal items from home to school unless necessary for instructional purposes.

The following guidelines should be considered for each location:

Pre-Kindergarten (PK) classrooms

- Classroom areas should be clearly marked to show where to sit, stand or line-up and provide for physical distancing as much as possible.
- Students will remain with the same classroom group throughout the day, services will take place in the classroom when possible.
- Common areas should be clearly marked to show where to stand or line-up and provide for physical distancing as much as possible.
- Nap-time areas should provide for physical distancing as much as possible, and items used for nap-time should be labeled for each student, sanitized after use, and stored in individual bins.
- Restroom and hand washing breaks should be scheduled and coordinated throughout the day.
- Gross motor play should be scheduled and coordinated by classroom to minimize student mixing.
- Hand sanitizing should occur whenever anyone enters the classroom.
- Classrooms will be cleaned at least daily.
- Windows should remain open for increased ventilation as much as possible.
- If fans are used, they should point away from students and staff.

Kindergarten to 8th Grade Classrooms

- Classroom areas and tables should be clearly marked to show where to sit, stand or line-up and provide for physical distancing as much as possible.
- Seating should be arranged for as much physical distancing as possible and should all be facing the same direction as feasible.
- Common areas should be clearly marked to show where to stand or line-up and provide for physical distancing as much as possible.
- Students will remain with the same classroom group throughout the day as much as possible with teachers changing classrooms rather than students during passing time. Windows should remain open for increased ventilation as much as possible.
- Lockers will not be available for use. Students will be allowed to carry book bags to class.
- Restroom and hand washing breaks should be scheduled and coordinated throughout the day.
- Recess should be scheduled and coordinated by grade level to minimize student mixing.
- Hand sanitizing should occur whenever anyone enters the classroom.
- School supplies should not be shared between students or staff.
- Classrooms will be cleaned at least daily.
- Windows should remain open for increased ventilation as much as possible.
- If fans are used, they should point away from students and staff.

9th grade to 12th grade classrooms

- Classroom areas and tables should be clearly marked to show where to sit, stand or line-up and provide for physical distancing as much as possible.
- Seating should be arranged for as much physical distancing as possible and should all be facing the same direction as feasible.
- Common areas should be clearly marked to show where to stand or line-up and provide for physical distancing as much as possible.
- Passing periods will be extended.
- Lockers will not be available for use. Students will be allowed to carry book bags to class.
- Restroom and hand washing breaks should be scheduled and coordinated throughout the day.
- Hand sanitizing should occur whenever anyone enters the classroom.
- School supplies should not be shared between students or staff.
- Classrooms will be cleaned at least daily.
- Windows should remain open for increased ventilation as much as possible.
- If fans are used, they should point away from students and staff.

Hallways, Main Office, and Common Areas

- Physical distancing should be practiced as much as possible.
- Face masks will be required for all students and staff.
- Areas will be clearly marked to indicate safe distancing for students and staff.
- Health screenings will take place for all visitors, including parents.
- Clearly visible signage reminding everyone of physical distancing and face mask usage at entryways, hallways, classrooms, and common areas will be used.
- Playground equipment will be closed for use.
- Only authorized personnel will have access to buildings. Visitors, including parents, will be limited and will be restricted to a main office area.
- Students will be restricted to specific areas as identified by the building principal.
- High touch areas will be cleaned/sanitized throughout the day.

Cafeteria

- Cafeterias may be used for extra classroom space to allow for physical distancing.
- The middle school and high school cafeterias will be used for meal distribution.
- A meal distribution plan has been developed for each building.
- Students and staff will not eat in the cafeterias at this time.
- Cafeterias will be cleaned and sanitized between uses.
- Areas will be clearly marked to indicate safe distancing for students and staff.
- Physical distancing should be practiced as much as possible.
- Clearly visible signage reminding everyone of physical distancing and face mask usage at entryways, hallways, classrooms, and common areas will be used.
- Face masks will be required for all students and staff, except when eating.

Restrooms

- Physical distancing should be practiced as much as possible.
- Restroom and handwashing breaks will be scheduled throughout the day.
- Restrooms will be assigned to student groups as feasible.
- The number of students allowed in each restroom at one time will be limited.
- Areas will be clearly marked to indicate safe distancing for students and staff.
- Face masks will be required for all students and staff.
- Clearly visible signage reminding everyone of physical distancing, face mask usage, and hand washing in restrooms will be used.
- Frequently touched areas will be cleaned and sanitized throughout the day.

Shared Objects

Per CDC recommendations, students and staff will limit the borrowing or sharing of items to the greatest extent possible. Electronics, including, but not limited to, tablets, touchscreens, keyboards, remote controls, lunchroom keypads, door entry systems, etc., will be cleaned before and after use, and individuals should hand hygiene between uses. Washing hands or utilizing hand sanitizer before and after use of books or library material is recommended. Items like play food, dishes, and utensils will not be used. Materials that can be thrown out, cleaned after one use, or labeled for individual use may be used instead. The use of cloth toys will be limited.

Classroom libraries will remain open for one student at a time per teacher discretion. If a student touches a book but chooses not to check it out, the student should place it in the appropriate bin supplied for that purpose. Books should then sit for 72 hours before being reshelfed. Building libraries will not be available for student access. The library staff will work with building staff to pull and deliver requested books. Returned books will sit for 72 hours before being reshelfed.

Technology

Devices & Web Access

An internet compatible device and web access will be required for both blended and full remote learning options. All students in K-12th grade will be provided a Chromebook. The District is currently working to provide hot spot technology to students who do not have internet access. Wi-Fi access will also be available in each building's parking areas. The access point is wc235access_outdoors, and the password is wc235access. If a family does not have internet access, please contact your child(ren)'s school office. Parents/Students will need to maintain this device and web access in their homes for student access to lessons, personalized learning, and assignment retrieval. Paper packets may be used for remote learners as needed. Students will be provided instructions on how to upload completed work from these paper packets.

Device Distribution Plan

On Thursday, August 20, 2020, Chromebooks will be distributed to students in grades K-12 enrolled in the Blended Learning Plan. For students in grades K-8, the Chromebooks will be distributed in their homeroom classes. Students in grades 9 -12 will receive their Chromebooks during their 1st hour class. At the time of distribution, students in grades 6- 12 will be required to complete a checkout form provided via Google Forms that identifies the equipment received. Students will receive a Chromebook, case, and charger at that time. We have had a delay in the shipment of new Chromebooks for grades K-1. At this time, they will receive a loaner and updated Chromebooks will be issued when our shipment arrives.

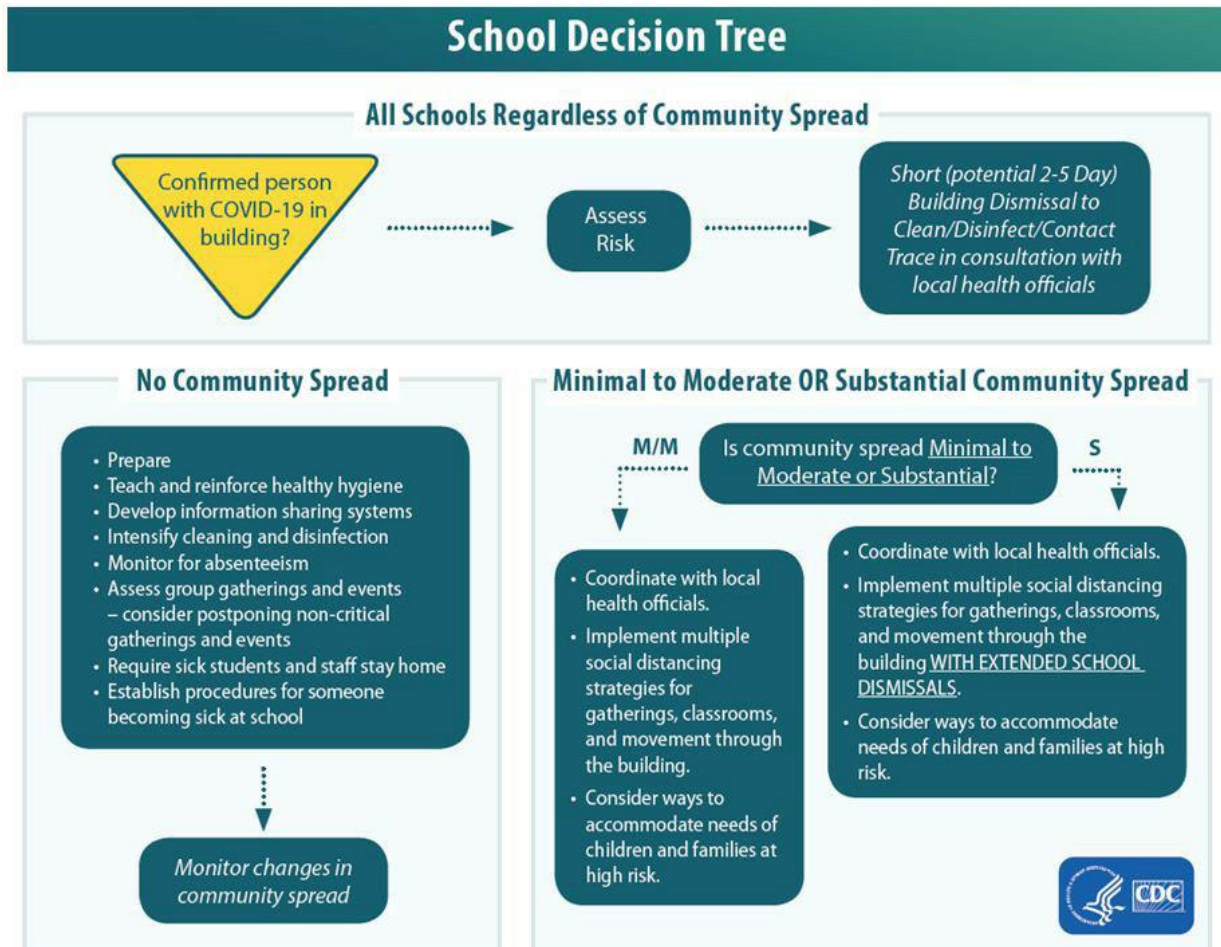
Students who have enrolled in the full Remote Learning model will be able to pick up district assigned Chromebooks during the afternoon of August 20, 2020, from 1:00 – 3:00 p.m. The Chromebooks will be available for each student at the building where they are enrolled.

Please contact your respective building offices for any questions concerning Chromebook distribution.

School Closure Plan

Staff, students, and parents should be prepared for a short-term closure and/or a transition to remote learning in the event of climbing COVID-19 numbers in the district or community and/or a state mandated closure. If this happens, the CDC recommends the following procedures:

Coordination with the Henderson County Health Department



Upon learning of a COVID-19 case in someone who has been in a school, West Central School District will immediately notify local health officials and vice versa. These officials will help administrators determine a course of action for the school and programs.

- The West Central School District Superintendent will notify the Henderson County Health department of the positive case of COVID-19.
- The Henderson County Health Department will notify West Central School District of a positive case of COVID-19 in the school or a student’s family.
- The two entities will collaborate to confirm the positive COVID-19 case and a course of action.

School Closure

If a student or staff member tests positive for COVID-19, individual schools or the entire District may close for three days for the purpose of deep cleaning and contact tracing. Contact tracing will be conducted by the Henderson County Health Department in cooperation with West Central administrators, and those who had close contact, defined as being within 6 feet of the infected person for 15 minutes or more, will be notified by the Henderson County Health Department and required to self-quarantine for a minimum of 10 days. After that, the student can only return if he/she is symptom free and have been fever free for 24 hours without a fever reducing medication, and after being cleared by the school nurse or building administrator to return.

For those who are not deemed to have been exposed, the school, grade level or classroom impacted may be dismissed for 3 days. This initial short-term dismissal allows time for the West Central School District and the Henderson County Health Department officials to contact trace and gain a better understanding of the COVID-19 situation impacting the school and to deep clean the affected areas. The Henderson County Health Department officials will help the school determine appropriate next steps, including whether an extended closure duration is needed to stop or slow the further spread of COVID-19.

- West Central School District will work with the Henderson County Health Department to make a determination on the scope (e.g., a single class, grade, school, multiple schools, or full district) and duration of any school closure on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the school and community.
- During any school dismissal due to COVID-19 concerns, all extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events) will be cancelled.
- During any school closing, full remote learning will continue for all students Monday - Friday as scheduled.
- Meals will be offered as “grab-and-go” breakfast and/or lunch from a location to be determined during any school closure.

Extending School Closure

Temporarily switching to full remote learning in PK-12 would be a strategy to stop or slow the further spread of COVID-19 in our communities. The need to extend school closures will be made in collaboration with the Henderson County Health Department.

- School closures and event cancellations may be extended if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.
- During school closures (after cleaning and disinfection), West Central School District may require staff members (unless ill) to report to the building while students stay home.

Keeping facilities open for staff: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed in the school will be made in collaboration with the Henderson County Health Department.

- Administrators should seek guidance from local health officials to determine when students and staff will return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.

Communication Plan

West Central School District will coordinate with the Henderson County Health Department to make dismissal decisions due to COVID-19 exposure and communicate the possible COVID-19 exposure.

- In such a circumstance, West Central School District will maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
- In the event of a school closure, students will be required to move to the full remote learning model until such a time that in-person instruction can resume.
- Families will be notified of the planned duration of the closure and the anticipated return to in-person learning.

Personnel

Staff Return Plan

All staff are expected to return to work. An employee's request for a special accommodation or leave must be submitted to the District Office for review and consideration. Absences that are tied to COVID-19 concerns must be accompanied by a physician's note containing relevant information/direction regarding the claimed condition. Eligible employees may be entitled to any COVID-19 related federal, state, and/or locally mandated leaves if they meet the requirement and upon approval. Otherwise, employees would be expected to use their accrued leave time for their absence from work (sick time, vacation time, personal time, etc.). Any extended leave requests would be subject to Board approval.

Staffing Levels

The district will monitor staffing levels within each building to ensure optimal operations for teaching and learning. In the event that staffing levels drop below the ability for the building to maintain optimal operations, the district will review options and make a decision.

Every effort will be made to ensure substitutes are available in all employee categories to fill vacancies and/or absences that could be a result of the COVID-19 health precautions.

Teacher Evaluation

The PERA Joint Committee will meet to review, discuss, and determine appropriate modifications to the evaluation process and student growth measures.

Travel Requests

District sponsored travel will be limited. All travel will align with current ISBE, IDPH, CDC, IESA, and IHSA guidelines.

Operations

Food Services

Breakfast and lunch that meet USDA standards will be available to all students regardless of whether they have selected in-person instruction or full remote learning. Families will be required to pay full price for both breakfast and lunch meals unless they qualify for free or reduced meals. Breakfast and lunch prices can be found below. A Google order form will be posted on our District website, and a sign-up reminder with a link to the order form will be sent to all families every Friday. Families must indicate their desire to receive breakfast meals, lunch meals or both by filling out the order form each week by Sunday at 10:00 p.m. to receive the desired meals for the following week. The distribution schedule for these meals for those families who have selected in-person instruction is below. As some of the items will need to be kept cold, we ask that students bring a clean insulated lunch bag with them each day. Meals for full remote learning students can be picked up at one of our school locations between 1:00 and 2:00 p.m. The pick-up location selection will be made on the Google order form at the time of ordering.

Breakfast.....	\$1.40
Lunch Elementary	\$2.15
Middle School.....	\$2.30
High School	\$2.50
Extra Milk for Breakfast and Lunch	\$.35
Kindergarten Break Milk	\$.30 per carton or \$45.00 per year
Adult Lunch Price.....	\$2.60

The following plan outlines meal distribution for option #2 or the Blended Learning model.

- Students will leave on Mondays, Thursdays, and Fridays with one breakfast meal and one lunch meal. The lunch meal should be eaten when the student returns home for the day. The breakfast meal should be eaten the next morning before returning to school.
- Students will leave on Tuesdays with two breakfast meals and two lunch meals. The lunch meals are for Tuesday and Wednesday. The breakfast meals are for Wednesday and Thursday.
- Grab & Go meals will be served for both breakfast and lunch.
- As some of the items will need to be kept cold, we ask that students bring a clean insulated lunch bag with them each day.

Transportation to and from School

Transportation for those students who qualify will be provided; however, following CDC guidelines, no more than 50 individuals (including the bus driver) can be on the bus at one time; therefore, the capacity on our school buses may be reduced. In an effort to reduce the number of riders on the bus and allow for greater physical distancing, parents/guardians are strongly encouraged to transport their child(ren) to and from school if at all possible. A parent/guardian or caretaker should remain at the bus stop with the student until the student has been approved to board the bus.

Students who ride the bus will be required to wear a face mask at the bus stop and on the bus at all times. Face mask expectation protocols for school grounds will apply to and be enforced for students who refuse to wear a mask on the bus. Students will be assigned a seat as far away from other riders as possible. Siblings will be required to sit in the same seat if needed to maintain physical distancing. Students must remain in their assigned seat and continue to wear their face mask throughout the bus ride and upon entering the building. Students will be assigned one bus and/or one shuttle and must ride this bus only each day. To protect the health and safety of our students and staff by reducing the chance of exposure, and to manage the ability to contact trace should it become necessary, notes and phone calls requesting that a student ride a different bus will not be accepted or approved.

Prior to boarding the bus, each rider must present to the bus driver the completed Student COVID-19 Self-Certification and Verification Form. A parent or guardian will need to sign certifying that their child received a daily symptom screening and is not currently experiencing any COVID-19 symptoms. Unsigned forms will not be accepted. After the bus driver approves the student to board the bus, the student will place the form in the appropriate container to return it to the appropriate school. In the event that the student forgets the form, the bus driver will have copies available for the parent/guardian to complete at the bus stop, but please do not depend on this option as it will slow the bus loading process.

A parent/guardian or caretaker should remain at the bus stop with their student until the student has been approved to board the bus. Students who do not have a face mask or do not present a completed Student COVID-19 Self-Certification and Verification Form signed by the parent/guardian, will be sent home with the parent/guardian or caretaker. If the parent/guardian is not at the bus stop, the student will be given a disposable face mask if needed, board the bus and sit in the soft quarantine area. Once at school, the student will go to the soft quarantine area pending certification. Students will only be allowed to board the bus to sit in the soft quarantine area three times, and/or face masks will only be provided three times. After such time, a student will be required to move to remote learning for the remainder of the quarter.

Students who walk to school, drive to school, who are dropped off, or ride a bus will be required to wear a face mask upon entering school grounds and have their temperature taken prior to entering school buildings. Queue lines will be established at each school building that promote physical distancing while students wait to enter the building. If the student's parent has not certified that their child(ren) are symptom free, the student will be required to go to the soft quarantine area pending certification.

School Bus Sanitation

The transportation sanitation plan will include daily disinfecting of our school buses. Physical distancing must be practiced and face masks must be worn when staff are in the bus garage, in the buildings, or on the bus. Schools buses will be disinfected daily at the end of both morning and evening routes and allowed to sit overnight for maximum disinfectant time.

Cleaning and Disinfection

All custodial/maintenance staff will be trained on the return to school guidelines, where applicable. These procedures will include extra sanitation efforts using certified EPA products in high contact areas including:

- Desktops
- Door Handles
- Countertops
- Handrails
- Light Switches
- Drinking Fountains (if left on)
- Restroom Fixtures
- Door Buzzer

Building custodians will conduct daily cleaning and disinfecting. An EPA approved cleaner will be used for disinfecting along with our standard cleaning protocols. All frequently touched surfaces (e.g., door handles/knobs, desktops/tabletops, countertops, light switches, pencil sharpeners, sinks and faucets, door buzzers) will be cleaned on a regular basis. Restrooms, hallways, cafeterias, and common areas will be cleaned throughout the day. Soft surfaces such as carpets and rugs will be disinfected daily. Items such as cloth toys or other cloth material items that cannot be disinfected must not be used.

Cleaning schedules will be created and implemented for all facilities and equipment. West Central School staff will follow the established cleaning procedures for building cleaning and disinfection.

- Custodial staff will clean and disinfect frequently touched areas in classrooms during the teacher's prep time.
- Staff will disinfect in their classroom as needed during the day when students are present in their room.
- Custodial staff will increase disinfecting of frequently touched areas in high traffic/common areas throughout the day.
- Custodial staff will clean and disinfect classrooms after students have been dismissed.
- Areas used by the individuals with COVID-19 or COVID-19 symptoms will be closed off, and the custodial staff will wait as long as practical (preferably 24 hours) before beginning cleaning and disinfecting to minimize potential for exposure to respiratory droplets. Outside doors and windows will be opened to increase air circulation in the area if possible.
- Custodial staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

- | High Traffic Areas | | Low Traffic Areas | |
|--------------------|----------------|---|---|
| ● Hallways | ● Entryways | ● Gym | ● Cafeteria |
| ● Foyers | ● Restrooms | ● Locker Rooms
(Closed for use at
this time.) | ● Playground
Equipment
(Closed for
use at this
time.) |
| | ● Main Offices | ● Weight Rooms | |

On Wednesdays, detailed sanitation will occur throughout the facility with deep cleaning of restrooms and other common areas. Cleaning areas, ground operations and ROE compliance duties will be occurring on those full remote learning days as well. Our custodial staff will support food service operations with trash collecting and cleaning after meal preparation and distribution.

Important Dates

Teachers will return to school for the 2020-2021 school year on Monday, August 17. Tuesday, August 18 and Wednesday, August 19 will be Remote Learning Planning days. Students will return to school on Thursday, August 20. Teachers will be available in the afternoons until 3:45 p.m. for scheduled student consultation or assistance and to manage remote learning.

Disclaimer

Information, federal and state guidance, and legal opinions supporting the development of this plan have been, are, and will continue to be very dynamic. This plan is fluid and subject to change based upon direction and mandates issued from federal, state, and local agencies. The District will work hard to provide timely communication with our school community of any significant changes to the current reopening plan and/or important information that is received.

As with any concerns or questions, please do not hesitate to contact your school office for assistance at the numbers listed below. It is our continued goal that students return to in-person learning, full-time, as conditions allow.

District Office

Paula Markey, Superintendent
1514 US Route 34
Biggsville, IL 61418
(309) 627-2371

Elementary

Kathy Lafary, Principal
1514 US Route 34
Biggsville, IL 61418
(309) 627-2339

Middle School

Joe Peters, Principal
P.O. Box 179
Stronghurst, IL 61480
(309) 924-1122

High School

Jason Kirby, Principal
1514 US Route 34
Biggsville, IL 61418
(309) 627-2377

References

Consideration for Closing the 2019-2020 School Year & Summer 2020, Part 1 – Transition Plan (Illinois State Board of Education)

Part 3 Transition Guidance: Starting the 2020-2021 School Year, FAQ (Illinois State Board of Education)

Update Summer School and Other Allowable Activities, Part 2 – Transition Joint Guidance (Illinois State Board of Education and the Illinois Department of Public Health)