

Winnebago CUSD #323
2020-2021 Return to School and Selection Guide

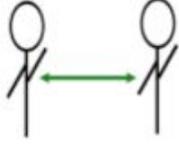
 <p>6 feet physical distancing</p>	 <p>Masks worn in all areas</p>	 <p>Water bottle filling stations</p>
 <p>Isolated Nursing Stations</p>	 <p>Daily health checks</p>	 <p>Increased disinfecting</p>
 <p>New Transportation Procedures</p>	 <p>No cash payments accepted</p>	 <p>New Essential Visitor Procedures</p>

Table of Contents

[Introduction](#)

[Guidance from Illinois State Board of Education](#)

[Making a Selection for Learning](#)

Learning Options for 2020-2021

[Option 1: In-Person Instruction](#)

[Option 2: Remote Learning Only](#)

[Frequently Asked Questions](#)

- What changes have been made to the school calendar?
- If a student begins as an In-Person learner, can they transition into Remote Learning?
- What do I need to know about Student Support Services?
- Preventative Measures for Health & Safety- What steps are we taking?
- What happens if a student or staff member is suspected of having COVID-19 at school?
- What happens if my child was in close contact with a student who is suspected of having or has tested positive for COVID-19 at school?
- What are the restrictions for attending school after traveling out of the area?
- How will missed work be handled if a student is required to quarantine?

Introduction

As a district, we have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on prior guidance from the Centers for Disease Control and Prevention (CDC), Illinois Department of Public Health (IDPH), Illinois State Board of Education (ISBE), Winnebago County Health Department (WCHD) and our local attorney. Regular updates will be made to this plan based on information provided by the IDPH, WCHD and ISBE.

Guidance from Illinois State Board of Education

Executive Order 2020-40, allows for in-person instruction in Phase 4; however, it is critical to note that this does not signify a return to pre-pandemic operations. Appropriate physical

distancing, face coverings, enhanced sanitation measures, and other accommodations will be necessary to ensure the safety of students, staff, and their families. During Phase 4, IDPH guidelines will:

- Require 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 schoolwide cleaning and disinfection.

The Illinois State Board of Education released the following minimum public health requirements that all schools must meet as they create local reopening plans in Phase 4.

Making a Selection for Learning

Option 1: In-Person Learning following ISBE & IDPH guidance with Kids Club open
or

Option 2: Remote Learning

Both options are explained in detail in the following pages. After reading through this document and discussing it with your family, parents will be asked to complete a building specific Winnebago School Choice Verification Form for each student. Choices will be for at least one full Trimester (Simon) or Semester (McNair/WMS/WHS).

Families must complete the Winnebago School Choice Verification Form. **The selection is due by Thursday, August 6th**, so that the District may provide the proper staffing for both programs. Use this link when you are ready to complete the Winnebago School Choice Verification Form.

- [Simon_Winnebago School Choice Verification Form](#)
- [McNair_Winnebago School Choice Verification Form](#)
- [WMS_Winnebago School Choice Verification Form](#)
- [WHS_Winnebago School Choice Verification Form](#)

Every opportunity will be made to reach out to every parent that does not submit their choice by August 6th. If a parent can not be reached, the student will be placed into the Remote Learning plan by default.

Option 1: In-Person Instruction

Early Childhood Education: 5 Half-Days Per Week of In-Person Learning

- An additional survey will be sent out to help us further determine times for Preschool programming
- All students will wear masks unless eating or during a designated mask break. These mask breaks will occur when students go outside with supervision and the appropriate physical distancing. Students and staff will have the option to wear a cloth or paper mask, covering both nose and mouth. Refusal to wear a mask in the building can lead to the student being placed into the Remote Learning program. See below for *Acceptable Face Masks or Face Covering Examples & How to wear a mask appropriately*.

Simon and McNair: 5 Full Days Per Week of In-Person Learning (8:15 - 2:00 P.M.*)

- Kids Club will have extended hours of supervision from 2:00-3:00. This hour will be provided at no cost to the parent/guardian. All safety procedures during Kids Club will be consistent with the regular school day.
 - Kid's Club will still maintain regular hours before school starting at 6:15 and remain open until 5:30 pm.
- All students will wear masks unless eating or during a designated mask break. Refusal to wear a mask in the building will lead to the student being placed into the Remote Learning program. See below for Acceptable Face Masks or Face Covering Guidelines.
- Sharing of school manipulatives will be limited. (Pens, pencils and crayons will not be shared.)
- Toys and games will be removed from the classroom, as they cannot be safely shared.
- Students will remain 6 feet apart while in the classroom as much as possible.
- To limit movement throughout the building, students will remain in their homeroom classroom for the majority of the day (including Specials, with the exception of PE).
- Simon: Each student will have an assigned Chromebook that will be kept at school.
- McNair: Each student will have an assigned Chromebook that will be kept at school.
- During PE class when physical distancing occurs outside students will not be required to wear masks.

Middle and High School: 5 Full Days Per Week of In-Person Learning (9:15 - 3:00 P.M.)

- WMS and WHS will implement a block schedule for the 2020-2021 school year.
 - On a scheduled **A Day**, students will attend Class Periods 1, 2, 3, and 4.
 - On a scheduled **B Day**, students will attend Class Periods 5, 6, 7, and 8.

- All students will wear masks unless eating or during a designated mask break. Refusal to wear a mask in the building will lead to the student being placed into the Remote Learning program. See below for Acceptable Face Masks or Face Covering Guidelines.
- Sharing of school manipulatives and equipment will be limited. (Pens, pencils and crayons will not be shared.)
- Each student will have an assigned Chromebook that will be theirs to take home each day. In an effort to reduce paper transmissions between students and teachers, students should expect more resources to be shared electronically, as well as expectations to complete and submit assignments digitally for the majority of their classes.
- Students will not use the locker rooms or change clothes for PE. Students will be required to wear non-marking soled shoes in the gym and students will wear masks. Classes will be held outside when weather allows.
- During PE class when physical distancing occurs outside, students will not be required to wear masks.

Procedures Before School

- All students, employees, and visitors will be required to complete the District #323 COVID-19 digital Symptom and Temperature Screening certification each day. Parents will need to self-certify their student(s) are symptom free by 7:30 A.M. before sending them to school.
- Currently, known symptoms of COVID-19 include: fever at or above 100°F, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle/body aches, severe headache or sore throat, loss of taste or smell, nausea, vomiting, or diarrhea.

Arrival

- Simon and McNair student drop off will begin at 7:45 A.M. and Middle and High School drop off will be at 8:45 A.M.
 - Arrival and dismissal procedures will be different at each school. More information on updated procedures will be sent by your school principal prior to the start of the school year.
- Temperature checks will occur daily.
 - All students who arrive on a bus, walk, or drive themselves will have their temperature taken by a staff member prior to entering the building. Students who do not have a fever will be allowed to enter the building. If a student's temperature is at or above 100°F, they will be escorted to the nurse's office. Parents will be notified and will be required to pick up their child immediately.
 - All students who are brought to school by a parent/guardian will have their temperature checked while remaining in the vehicle. If a student has a

temperature at or above 100°F, they will not be allowed in the school building and will be sent home with the parent/guardian.

- Students must stay home and be fever free for 24 hours without fever reducing medications before returning to school.
- Face masks will be mandatory for all students, employees, and visitors. Students will be expected to practice physical distancing at all times while on school grounds.

Classrooms

- All individuals must wear an acceptable face mask inside the school at all times (unless otherwise explained in this document). This includes classrooms, hallways, and restrooms.
- Classroom seating will be configured with maximum allowable space between students.
- All classroom seating will include students facing forward and as close as possible to the same height—no standing desks. When having all desks facing forward is not possible, plexiglass will be used.
- Instructional plans will be modified to reduce student contact, minimize the sharing of materials or equipment, and maintain appropriate social distancing to the greatest extent possible. Materials will be properly sanitized between uses.
- PreK-5 schedules will be developed in a way that will limit the movement of classes throughout the day.
- As stated above, 6th-12th grade students will participate in a block schedule in order to reduce transitions and student contact throughout the school day.
- Class sizes will depend on student enrollment numbers, but effort will be made to reduce class sizes to the greatest extent possible. No classes will have more than 50 individuals in one space at one time, including PE, band, etc.
- All classrooms had these items removed to help ensure proper physical distancing and proper sanitation:
 - All rugs, pillows, bean bags, stuffed animals, and cloth items
 - All areas for small group instruction—these areas may be repurposed for individual student seating
 - All flexible seating that will not be assigned to one student at their assigned seat
 - Tables will be removed when possible and replaced with student desks. If this is not possible, plastic partitions will be added
 - All items on desks/walls that are solely used for decoration

Cleaning and Disinfecting

- Increased cleaning and sanitation measures are taking place in every building and will continue throughout the school year.

- Classrooms will be deep cleaned and disinfected with electrostatic cleaners on a daily basis before and after school.
- Sharing of classroom supplies and technology devices will be limited.
- Playground equipment use will be limited to one group at a time.
- Students will wash their hands after each recess.
- Students will wash their hands or use hand sanitizer before and after lunch.
- Students will use hand sanitizer when entering and exiting the classroom.
- The District has purchased air purifiers with HEPA filters for the classrooms, along with upgrading HVAC filters.
- Each staff member will be required to complete safety training related to the procedures for face coverings, physical distancing, hand hygiene procedures, and sanitation. Employees will also be trained in how to properly clean their individual workstations as needed.
- Hand hygiene and physical distancing will be included in the curriculum during the first two weeks of school to help educate students on the importance of proper hand hygiene and personal safety. Each school will develop a grade-level appropriate plan for students.

Hallways

- Limits will be placed on the number of students allowed in a hallway at one time.
- MS and HS will have extended staggered passing periods with a block schedule.
- The use of lockers will be limited to before and after school, to get a cold lunch, or to get PE shoes. Students will be allowed to carry a backpack with them to classes throughout the day to carry supplies. Students will not use lockers as they have in the past, nor will they go to their lockers between each class.
- Restroom procedures will be established at each school to limit the number of students transitioning in the hallway and in restrooms at one time.
- All drinking fountains will be turned off. Water bottle filling stations will remain on and be accessible. Students should bring their own refillable water bottle to school. Water bottles will be provided to students that need one.

Lunch

- Students will be allowed to remove masks when eating or drinking.
- Locations and spacing of students will be arranged to stay under the 50-person threshold and maintain 6 ft. social distancing as possible.
- ***No cash will be used in lunch lines.*** (Cash will still be accepted for pre-payments.)
- All water fountains will be turned off and we will be using water bottle filling stations to provide students with access to water throughout the day.

Recess (Simon and McNair)

- Students will be expected to wear face masks during recess. A designated area outside will be pre-determined where students can safely and individually take a mask break.
- Limits will be placed on the number of students on playground equipment at one time.
- Students will wash/sanitize their hands before and after using playground equipment.

After School

- Bus riders will be dismissed first, and all other students (pick-ups, walkers, student drivers) will be dismissed shortly after.
- Students must wear face masks on the bus at all times.
- Dismissal procedures will be different at each school building. More information on updated procedures will be sent by your school principal prior to the start of the school year.
- All students will be expected to leave the building as soon as they are dismissed.

Transportation

- Routes will be created with a maximum number of 50 students on each bus.
- In the morning, buses will pick up all Simon and McNair students and deliver them to school. Then buses will go back to pick up WMS and WHS students and deliver them to school.
- In the afternoon, buses will pick up all Simon and McNair students and deliver them home. Then buses will return to school to pick up WMS and WHS students and deliver them home.
- K-5 students that attend Kids Club from 2:00-3:00 have the option of riding a bus home at 3:00. Those in the same household as a student in grades PreK-12 would ride together.
- All students will have assigned seats with as much physical distancing as possible; masks must be worn.
- Students that live in the same household will be asked to sit together.
- Disinfecting of buses will occur at the end of every bus route with an electrostatic cleaner (AM, Midday, and PM).

Music-Related Courses

Music-related education will follow the most current IDPH/ISBE guidelines for student and staff safety measures.

This will include:

- Utilizing outdoor spaces whenever possible.

- Utilizing physical distancing—6 ft when students are singing or playing instruments.
- Utilizing clear partitions when needed.
- Wearing face coverings while singing.
- It is permissible for band members to remove their mask during the time they are playing, but only if necessary.
- A face shield provided by the district will be worn when band students play their instruments.
- Additional safety measures will be taken for disinfecting instruments after each use.

Visitors

- Limits will be placed on nonessential visitors, volunteers, and activities with external groups.
- Essential visitors will be required to sign a District #323 COVID-19 Symptom and Temperature Screening Log.
- Essential visitors will be required to wear masks and will be restricted in their access to the building as a whole.
- When appropriate, essential visitors should schedule an appointment before arriving at the school.
- Visitors will be screened and not allowed to go beyond the main office.

Acceptable Face Masks or Face Covering Guidelines

- Students and staff will have the option to wear a cloth or paper mask, covering both nose and mouth
- See images at the end of the document

Option 2: Remote Learning Only

- **Any student who opts in to Remote Learning will stay in Remote Learning for the entirety of the First Trimester (Simon) or First Semester (McNair, WMS and WHS).**
- All students in PreK-5th grades doing remote learning will be assigned to one classroom for each grade level. WMS and WHS students will be assigned a class schedule.
- The curriculum taught will mirror In-Person Learning as much as possible.
- The traditional grading scale A - F will be followed for students at McNair, WMS and WHS. It will not be the Pass or Incomplete that was used at the end of the 2019-2020 school year.
- Standards Based Grading will be followed for students at Simon Elementary.
- Remote Learning procedures, including daily attendance, will be determined by each school as we begin the new school year.

- Remote Learning days will include at least five instructional hours per day and will follow the District's curriculum, using a balance of textbooks/workbooks and digital instruction.
- Some electives/specials (i.e., Music, Art, P.E., etc.) may not be offered on a remote schedule.
- Students are not allowed to work at their places of employment during school hours.
- Students are expected to complete their work during the hours of the normal school day.
- Students must be available during the regular school hours.
 - Remote Learning students will make up individual classes of remote students only.
 - Each remote class will have designated times to meet with teachers through Zoom and work on assigned activities during the regular school day.
 - Assignments will be due on a similar schedule as in-person learners.
- IEP, 504, and English Language services will be provided.
- Students will be assigned and required to use a District-issued Chromebook. If a wifi hotspot is necessary, the district can provide one. Dates will be set for supply pickup, so students can receive any technology, textbooks/workbooks, and other supplies necessary to engage in virtual learning.
- The primary platforms that will be used for Remote Learning and communication will be Google Classroom, student Gmail, and Zoom.

Remote Learning and Extracurricular Activities

- Remote Learners are eligible to participate in extracurricular activities.

Frequently Asked Questions

What changes have been made to the school calendar?

- The current, revised school calendar can be found [here](#).

The following changes have been made:

- Added (3) Remote Planning Days at the beginning of the year - Wednesday, August 26, 2020 through Friday, August 28, 2020
- With Remote Planning Days added, the first day of student attendance - Monday, August 31, 2020
- State Mandated School Closure for Election Day - Tuesday, November 3, 2020
- With Election Day off, school will be in session - Wednesday, November 25, 2020
- Most Early Dismissal days have been removed from the calendar

If a student begins as an In-Person learner, can they transition into Remote Learning?

Any student who opts in to Remote Learning or In-Person Learning will remain in that structure for the entirety of the First Trimester (Simon) or First Semester (McNair, WMS and WHS). Please contact your student's building administrator to discuss any requests for change.

What do I need to know about Student Support Services?

Winnebago #323 understands the impact COVID-19 has had on our most vulnerable student population. As a result, the Student Services Department is developing plans and procedures to address the various unique challenges of our students. The Student Services team will remain in contact with families of special needs and will be ready for the 2020-2021 school year.

Winnebago #323 must adhere to timelines for annual IEP meetings and required evaluations. There continues to be limited flexibility from complying with federal and state laws.

- All Individuals with Disabilities Education Act (IDEA) and Section 504 timelines remain in effect. IEP teams will meet as needed to determine whether any amendments to students' IEPs are necessary to address students' current levels of performance.
- IEP teams will update remote learning plans as needed for students based on the learning experiences during the 2019-2020 school year.

Questions regarding your child's IEP? Please contact:

Christine Kaufman, Director of Student Services at kaufmanc@winnebagoschools.org

Questions regarding your child's 504 Plan? Please contact the building principal:

Simon Elementary School- Heather Baker at bakerh@winnebagoschools.org

McNair Elementary School- Sean Monahan at monahans@winnebagoschools.org

Winnebago Middle School- Cathay Finley at finleyc@winnebagoschools.org

Winnebago High School- Matthew Bennett at bennettm@winnebagoschools.org

Will Kid's Club still be open before and after school?

Yes, Kid's Club will be offered before school which begins at 6:15 am until the start of school and also after school hours until 5:30 pm.

Will there be any changes to safety procedures between school and Kids Club?

All safety procedures during Kids Club will be consistent with the regular school day.

Health and Safety Protocols Preventative Measures for Health & Safety—What steps are we taking?

Guidance on Masks: Students and staff will need to wear masks, **at all times**, except while eating at lunch. It is permissible for band members to remove their mask during the time they are

playing, but only if necessary. Masks will be required on buses, during class time, while picking up food in the cafeteria line, and during passing periods.

What if an individual forgets/refuses to wear a face mask?

If an individual forgets or refuses to wear a face mask the following progressive measures will be taken:

The decision not to wear a mask as a safety measure while attending school is not the exercise of any individual right. Such a decision places all other students, school staff, parents, and the community at large at greater risk of the spread of infection from COVID-19. The school district takes its responsibilities to limit such risks, where it can, very seriously. If a student forgets or refuses to wear a face mask, the following progressive measures will be taken:

1. The school district will provide a mask.
2. If the student refuses to wear a mask they will be sent to the office. The student will be advised of the requirement to wear a mask, and the student can explain the basis for the refusal.
3. If no medical documentation* is provided with an appropriate medical basis from a qualified provider for the inability to wear a mask, the individual will be counseled to wear a mask or will be required to attend remote learning. (*All medical documentation will be reviewed by the school district with the Winnebago Health Department before the student will be allowed to return to class without a mask or proper accommodation ensuring the safety of the student and others.)
4. Appropriate action to properly ensure the safety of all students, staff, parents and the community, including required change from in-person instruction to remote learning may be taken by administration, if necessary.

Guidance on Hygiene Practices at School: Frequent hand washing and hand sanitizing are key to help prevent the spread of COVID-19. Staff members must 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 must avoid touching their mouth, eyes, or nose as much as possible. Staff and students must use hand sanitizer upon entering the classroom each time. Hand sanitizer will be placed in common areas throughout each school building. 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 must be done before and after contact with students.

Guidance on Physical Distancing: Winnebago #323 has developed procedures to ensure six feet of physical distance from other persons as much as possible. This expectation pertains to students and staff members in all areas and settings to the greatest extent possible. Visual reminders will be posted throughout school buildings (signs, tape, etc.) as indicators of safe

distances in areas where students congregate or line up (e.g., arrival and departure, lunchroom lines, hallways, recess lines, libraries, cafeterias, etc.).

Guidance on Symptom Screening: All students, employees, and visitors will be required to complete the District 323 COVID-19 Symptom and Temperature Screening each day. Students and staff with any of the following symptoms of COVID-19 must remain home:

- Cough
- Fatigue
- Fever or chills
- Headache
- Known close contact with a person who has been diagnosed with COVID-19
- Measured temperature of 100.0 degrees Fahrenheit or greater
- Nausea or vomiting
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Sore throat

What happens if a student or staff member is suspected of having COVID-19 at school?

- The District will contact the Winnebago County Health Department, and we will follow their direction.
- Each building will have a private supervised quarantine space for any individual experiencing COVID-19-like symptoms. Any student or staff member will stay in the quarantine space until they are able to leave the building.
- The quarantine space will be sanitized after its use and will be deep cleaned daily.
- Administration will close any area including classrooms that an individual experiencing COVID-19-like symptoms was in close contact with in order to be sanitized. These areas can not be used until proper cleaning and sanitation take place. Once properly disinfected, the area may be re-opened for use.

What happens if my child was in close contact with a student who is suspected of having or has tested positive for COVID-19 at school?

- Close contact is defined by the CDC as the student was within 6 feet of the individual who tested positive for COVID-19 for more than 15 minutes.
- Administration will notify students and staff deemed to be in close contact with a person who tested positive for COVID-19. This will be done through contact tracing in

conjunction with the Winnebago County Health Department.

- Students and staff who had close contact with someone who tested positive for COVID-19 should self-quarantine at home and monitor for symptoms for 14 days.
- Students and staff who were required to quarantine will be allowed to return to school after 14 days as long as they are symptom free.
- Students and staff will be required to check in with the nurse upon return. These individuals will be required to have their temperature checked and will go through the health screening protocol.

What are the restrictions for attending school after traveling out of the area?

- Parents are urged to follow the county health department's guidelines on safe travel.
- Individuals traveling to/from the following states or hosting visitors from the following states will be required to self-quarantine for 14 days upon return to the region
 - https://www.wchd.org/images/COVID19/WCHD_TravelGuidance_07282020.pdf

How will missed work be handled if a student is required to quarantine?

- All students that are required to quarantine will continue their education via Remote Learning until they are symptom free and allowed to return to school.
- If a student is not able to continue with their education due to sickness, the regular school policy on sickness will apply.

Acceptable vs. Unacceptable Face Masks/Coverings:

- See next page for graphic examples

Any other questions?

Please contact Dr. John Schwuchow, Superintendent by calling the District Office or emailing schwuchowj@winnebagoschools.org

HOW TO WEAR A MEDICAL MASK SAFELY

who.int/epi-win

Do's →



Wash your hands before touching the mask



Inspect the mask for tears or holes



Find the top side, where the metal piece or stiff edge is



Ensure the colored-side faces outwards



Place the metal piece or stiff edge over your nose



Cover your mouth, nose, and chin



Adjust the mask to your face without leaving gaps on the sides



Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it



Discard the mask immediately after use preferably into a closed bin



Wash your hands after discarding the mask

Don'ts →



Do not use a ripped or damp mask



Do not wear the mask only over mouth or nose



Do not wear a loose mask



Do not touch the front of the mask



Do not remove the mask to talk to someone or do other things that would require touching the mask



Do not leave your used mask within the reach of others



Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

EPI·win



The following are a few examples of unacceptable masks, but not limited to:



(fabric must not contain holes)



(masks must fit snug both above the nose and below the mouth)



(no costume masks)