

Washington School Learning Plan 2021-2022

- **General Guidelines**

- **There are 2 types of educational choice offered:**

- **In-Person Instruction**

- If this is your choice for the education of your child; you agree to full compliance with the district's decisions based on the guidelines from IDPH and ISBE. This includes your agreement to keep your child home if they are sick, notify the school if they are exposed to someone who has a positive test for Covid-19, and the understanding that social distancing, frequent hand washing and the use of face masks are mandatory (as well as our responsibility for frequent cleaning and sanitizing).
 - Executive order 2021-18 requires that masks be worn indoors by all teachers, staff, students and visitors regardless of their vaccination status. Students and staff must wear a face mask at all times when inside the building (with the exception of lunch). You will need to send your child to school daily with a clean mask (extras may be placed in their school bag to be used if the child needs to change it). The school will have a limited number of masks available for students who forget theirs. The school will also supply a lanyard to each student to help them keep track of their mask. If your child accidentally comes home with their lanyard, please return it attached to their mask the next day.
 - Students who disrupt the educational setting with refusal to wear a face covering will be sent home and the absence will be considered unexcused. Students with continued unexcused absences will be considered truant and parents may either choose to comply with the mandated requirements or may choose to withdraw from in-person instruction to a homeschool curriculum.
 - Students and staff will wash their hands frequently and use hand sanitizer as needed.
 - Social distancing (3-6 ft) will be promoted and utilized to the greatest extent possible.
 - Increased and frequent cleaning, contact tracing, isolation, quarantine and diagnostic tracing (with parental permission) will also be utilized to assist in keeping students and staff healthy.

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- **Remote Learning is not an option (except during a quarantine)**

- ISBE declaration: *"Beginning with the 2021-2022 school year, all schools must resume fully in-person learning for all student attendance days, provided that, pursuant to 105 ILCS 5/10-30 and 105 ILCS 5/34-18.66, remote instruction be made available for students who have not received a COVID-19 vaccine or who are not eligible for a COVID-19 vaccine, only while they are under quarantine consistent with guidance or requirements from a local public health department or the Illinois Department of Public Health."*

- **Homeschool**

- If this is your choice for the education of your child;

- You do not need to register your child with the school (but please know that you may contact me at any time!).
- If you have already registered, please notify the school of your decision so that we can change the status of your child in ISBE so that your child is not considered unexcused or truant.

- **Arrival Procedures**

- Students may begin to arrive at 7:45. Do not arrive before that time- the door will not be open.
- Students will be expected to wear a face covering to enter the building.
- Students arriving on a bus will already be wearing their face covering before entering the bus.
- Students eating breakfast will grab their breakfast upon entering and go straight to their classroom. (Classroom assistants will be available to help all students learn this routine). Breakfast (and lunch) are free to all students during the 21-22 school year.

- **Dismissal Procedures**

- If your dismissal procedure (or person) is going to be different than normal- a note, phone call to the office, or a dojo message to the teacher is necessary to ensure that your child is in the correct line for pick up/bus. Times for grade levels will be spaced to ensure there is not overcrowding at the corners
 - Kindergarten- 3:00 (please arrive no earlier than 10 minutes before dismissal)
 - Grade 1 followed by Grade 2- 3:05
- Classroom teachers will bring car rider students to the appropriate corner to meet their rides- details as to WHICH CORNER will be included in your back to school information packet or video (Kindergarten) from your child's teacher
- When picking up your student at the end of the day, please stay socially distanced (masks suggested) and watch for YOUR child to move to the front of the line before you approach. The children will be dismissed by the teacher. Please make sure that your child and their teacher know who is picking them up each day to streamline this dismissal process.
- Students may not be picked up at the back door after 2:45 due to the bus congestion and safety concerns for foot traffic (and cars) in the way of the busses. In an emergency, if you are needing to pick your child up and it is getting close to time, call the office to make arrangements for someone to meet you elsewhere on the school grounds.

- **Student/Staff Access to the Building**

- At 7:45, all students may begin to arrive through the south east entrance (at the front of the school) . Parents will pull up and release students to Mrs. Wysong at the curb to welcome the student for the day.
- Staff will be at the entry door and help all students find their classrooms. If your child is particularly shy, send a note with them with their name and teacher so it is easier for them than having to tell their name or worry. (staff will have class lists as well)
- Bus students will arrive at the back door and will be released to Mrs. Bowker in an orderly fashion- one bus at a time.
- Students eating breakfast will go immediately to the cafeteria, pick up their breakfast and go to their classroom to sign in for the day. (staff will assist with this as well)

- When a student arrives late (after 8:15 when nobody is still out front), the adult should bring them to the back door and ring the buzzer. Someone will meet you there and sign your child in. You will NOT bring them inside. ** This recommendation was made to us to help limit the number of contact points and protect all students.
- If your child forgets something and you need to bring it for them, the same procedure will be used.
- If you need to pick up your child early for an appointment, please call the office and let us know of this plan. When you arrive, ring the buzzer and we will bring them right down to you. (see 3.5 above for clarification on exceptions)
- All meetings with parents/teachers will be held virtually. Details about those meetings will come from the classroom teacher.

- **Communication**

- Please make sure that we have working email and phone numbers for you and your emergency contact people.
- Follow the district web page for the most up to date information (www.panaschools.com)
- The best way to communicate with the school:
 - Phone (562-7500) * messages delivered to teachers multiple times a day
 - email (cwysong@panaschools.com), OR email the classroom teacher (email addresses are listed on the Panaschools.com website under Washington School Staff.)
 - Class dojo (while this is a great communication tool, it is **not the best for last minute changes** due to staff being occupied with students during the day!) but is an excellent (and private) communication tool to send messages to teachers that will be viewed at a later time.
 - Staff are NOT expected to answer dojo and emails after 4pm. This is their personal time with their family, but they WILL get back to you.

- **Absences**

- The attendance policy is located on p.14 of the handbook (Board Policy 7:70)
 - Call the school to report absences before 8 or around 9 am once our day has begun. Be prepared to leave a message or call back if you are needing to speak to someone.
 - Nothing personal, but we will ask for a reason to determine if contact tracing is needed. All acceptable reasons will be considered excused, but please review the policy as to when absences are considered excessive and become an issue for truancy.
 - Absences due to mask refusal are considered unexcused.

- **Illness Procedures**

- Please review the Health and Safety protocols to best keep everyone safe and healthy. These guidelines are provided to us by the Illinois Department of Public Health.
 - Any student with a temperature of 100.4 or higher must stay home.
 - Your child must be fever free for 24 hours without the use of fever reducing medication before returning to school.
 - In the event that a student spikes a fever at school, they will be removed to a quarantine area and supervised by an adult until the

parent or guardian can come to get them. (again- please make sure your numbers are current!)

- Test to stay protocol will be utilized with parental permission, and will only be utilized when a confirmed case and a close contact were engaged in consistent and correct use of well-fitting masks. This policy is outlined in the district back to school plan that is posted on the school website.
- It is the responsibility of the parent or guardian to notify the school if anyone in your immediate circle tests positive for COVID-19. (We would also appreciate a heads up concerning strep throat). This will help us ensure the safety and well being of all of our students and staff.
- In the event that a student is quarantined, work will be provided to the parents to help ensure that the child does not get behind.
- Contact tracing is used by public health departments to prevent the spread of infectious diseases. Contact tracing involves identifying people who have confirmed or probable COVID-19 cases and close contacts to prevent further spread. Asking people with COVID-19 to isolate and their contacts to quarantine are part of the process.
 - Students in a classroom who were 3-6 feet of the infected student are NOT treated as a close contact as long as both students were engaged in consistent and correct use of a mask and other prevention strategies.
 - If students are NOT consistently and correctly utilizing masks, they are considered as a close contact by being within 6 feet for a cumulative total of 15 minutes or more over a 24 hour period.
 - Students who are exposed to a confirmed case while outdoors should not be considered as a close contact.
 - There is a higher risk of exposure/transmission the longer a person is exposed to an infected person. Please see the district plan for details as to timelines and guidance from the IDPH and the CDC.
 - The Health Department makes ALL FINAL DETERMINATIONS as to who will be quarantined and for how long. They will also provide paperwork to parents that they can share with the school to allow students to return to the classroom.

- **Classrooms**

- Masks will be worn indoors at all times by all staff and students.(except at lunch) Mask breaks outside are scheduled throughout the day.
- Frequent handwashing will be used to help prevent the spread of germs.
- Students will be allowed to 'wipe down' their own work area as needed, but deep cleaning and sanitization will take place in the classrooms daily when students are no longer present.
- Hand sanitizer will be used frequently in the classroom (under the supervision of adults).
- Social distancing will be observed to the greatest extent possible in the classroom as well as when moving about in the building.
- **A water bottle should be brought from home by each student daily.** It will be refilled as needed by an adult from the 'filling station' to ensure no cross contamination.

- Students will have separate materials- no materials will be shared without the proper sanitization procedures prior to and following use.
 - Safe seating will be arranged and assigned by the teacher.
 - At this time, STUDENT BIRTHDAYS will be recognized and celebrated in the classrooms- **please do not send treats.**
- **Grading and work expectations**
 - The grading scale is outlined on p. 10 of the student handbook.
 - Work should be returned daily and if there are questions or you need assistance, please contact the teacher.
 - Teachers will prepare lessons and deliver content to the students who chose in-person instruction.
 - Work will be provided to students who are placed in quarantine.
 - Parents who chose homeschool for their students will be responsible for their instruction.
 - Grades WILL BE BASED ON COMPLETED WORK- late work will be discussed with parents to assist in finding a resolution to whatever the issue may be.
 - Contact your child's teacher if you are having difficulty with content and need help.
 - We pledge to work together to provide the best possible educational experience for your child.
- **Coats and Bookbags**
 - NO TOYS or extra things not needed for learning should be brought to school.
 - Student coats and bookbags will be stored in bags (as they normally are in the winter) to reduce points of contact with others.
- **Cafeteria Procedures**
 - Students will be spaced (to the greatest extent possible) to comply with the social distance rules.
 - Breakfast begins at 7:45 - please do not arrive at school before that time- the doors will not be open.
 - Students will eat breakfast ONLY at their ATTENDANCE CENTER. No students will enter the building who do not attend school in that building. **Students catching the bus to another location will come to the back of the school and line up on the social distancing marks provided while they wait for the bus. (The playground is closed to these students just as it is for Washington School students).
 - Washington school students arriving for breakfast will filter through the cafeteria and grab their breakfast and take it directly to their classroom to eat. Breakfast will be recorded by the cafeteria staff. Lunch count will be reported daily to the cafeteria staff. BREAKFAST AND LUNCH ARE FREE TO ALL PANA UNIT #8 STUDENTS THIS YEAR! If you want your child to purchase additional milk or extra of something, please put money into their account to pay for those additional servings. We do NOT have a la carte items- only what is mentioned on the lunch/breakfast menu that is sent home monthly.
 - Students MAY BRING a lunch from home if that is the wish of the parent, however, no breakfast from home may be brought into the school. Please eat at home before arrival.
- **P.E. & Recess Procedures**
 - When students are outside and able to social distance, masks may be removed to the student pocket for storage.

- At this time, masks must be worn for indoor activities so those activities will be modified to prevent students from overheating in the event that the weather keeps us inside.
- Students will be expected to wear tennis shoes daily.
- Students are expected to bring a light weight jacket in their book bag to be used as needed to participate in P.E. (sometimes it is cool in the morning when they have P.E., but won't be needed or required later in the day- be safe-- put one in the bookbag and leave it there).
- The playground will be used at the discretion of the PE and Recess monitor. Safe practices will include social distancing and hand sanitation will be utilized. Students will participate in activities designed to release energy while still allowing for appropriate social distancing.
- During inclement weather, a P.E. lessons will be provided indoors while continuing to follow the indoor, socially distance guidelines.
- Safe practices will be utilized in order to use equipment, but students will not engage in activities of close and extended physical contact during P.E. class or recess.

- **Bus**

- A face mask must be worn at all times while on the bus or at the bus exchange.
 - Violation of this rule will result in the suspension of bus privileges (considered just like any other refusal to follow rules).
- Students will have assigned seats and be expected to stay in them. Social distancing will be used to the greatest extent possible, and family groups may be seated together if it becomes necessary.
- Any student with a temp of 100.4 or higher will not be permitted to attend school until they are fever free for 24 hours without the use of fever reducing medication
- If students present at the bus with fever, alternative transportation will be provided to take the child back home or to an isolation room at the school where parents will pick them up.
- NOTE: Students will NOT be allowed to ride a different bus than their assigned bus without a phone call to the office or a note written by the parents/guardians. Contact Mrs. Wysong if you have questions.
- All busses arrive at the rear door and will load/unload one at a time. No student on foot will be allowed to enter through this door. (see section 2: Arrival procedures)

- **Mandated Transition to Remote Learning**

- In the event that the health and safety of our students mandates a transition to remote learning during the year, information and a plan for learning will be released to parents. We do not anticipate this happening, but want parents to be aware that it can happen.
- Our main objective is to educate our students IN PERSON on a daily basis for as long as it is possible to do so and maintain the health and well-being of our students and staff.