



# Casey-Westfield CUSD #C-4 2020-2021 COVID-19 Plan

Adopted July \_\_\_\_ 2020 (tentative)

**TENTATIVE**

Last Revised on 7/27/20

Under Board Review

## Executive Summary

Under the recommendation by the Illinois State Board of Education (ISBE), the Casey-Westfield School District formed a commission to discuss and recommend plans for returning to school for the 2020-2021 academic year. The plan was approved by the board of education on July, \_\_, 2020 and will be implemented in the 2020-2021 school year. Due to the nature of this unorthodox situation, this plan could not begin to cover all situations that could arise. Certain situations may call for revised protocols, and there may be additions to this document as the school year goes on. This document will supersede the student handbook for this school year. Anything not specifically covered in this plan would revert to standard practice as outlined in the handbook.

The Casey-Westfield School District recognizes that there are diverse situations, needs, and opinions in the community on how to receive their education during this pandemic. In response, we have offered families two options for returning to school this year. In K-12 education, in-person learning is the best option for learning in normal circumstances. We recognize that this may not be what is best for all during this situation. You are encouraged to choose the method of learning that aligns best with your needs.

Executive Order 2020-40, filed on June 4, 2020, allowed schools to reopen for in-person instruction in Phase 3. In-person instruction is strongly encouraged in Phase 4. However, it is critical to note that this does not signify a return to pre-pandemic operations. Appropriate social distancing, face coverings, enhanced sanitation measures, along with 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 coverings;
- Prohibit more than 50 individuals from gathering in one space;
- Require social 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;
- Require an increase in school wide cleaning and disinfection

**All public and nonpublic K-12 schools must follow these guidelines, which may be subject to change.**

## **Option 1:**

### **Kindergarten through sixth grade students:**

- Face-to face instruction
- Attend every day with a 1:45 dismissal
- May go to remote learning at any time

### **Junior high and high school students:**

- Face-to face instruction and remote instruction (blended model)
- Students will be in a “purple” or “gold” group and will rotate days they are at school
- A schedule will be published with days of attendance at school (2-3 days weekly)
- Members of the same household are grouped together
- May go to remote learning at any time

## **Option 2:**

### **Kindergarten through grade twelve:**

- All remote learning
- Meet five days a week for five hours daily (excluding holidays or teacher inservice)
- Grades taken similar to face-to-face
- May participate in extracurricular activities (depending on academic and disciplinary eligibility)
- May switch to face-to-face learning at the start of each quarter

Any independent assignments, or group work is included in five required daily instructional hours and will not likely be five hours of interaction solely with a teacher. The rigor of remote learning will be at a much higher level than last year. This means grades and attendance will be taken and expectations will resemble face-to-face learning. Ideally, internet will be utilized to deliver instruction to devices that will be used from home. The district will provide devices that students may bring home to assist them in remote learning. Paper packets may be used to deliver instruction, but it will be encouraged for all those that choose this option to secure internet capabilities.

## Planning Commission Members

Jon Julius, Superintendent  
Linda Campbell, Monroe Principal  
Jim Sullivan, Jr/Sr High Principal  
Kacie Rhoads, Monroe Assistant Principal  
Chris Seaton, Jr/Sr High Assistant Principal  
Tracy Gelb, Board of Education  
Casey Overbeck, Board of Education  
Amanda Mumford, School Nurse  
Megan Parcel, School Nurse  
Rosemary Glidewell, Cook  
Kelli Donhou, Cook  
Cheryl Johnson, Teacher  
Jennifer Harris, Teacher  
Kim Evans, Teacher  
Betsy Collins, Teacher  
Jason Garver, Community  
Laura Livingston, Community  
Adam Shoaff, Community  
Missy Davidson, Community

## Face Coverings

Per Illinois State Board of Education guidelines, all individuals in school buildings, including all public and nonpublic schools that serve students in prekindergarten through grade 12, must wear face coverings at all times unless they are younger than 2 years of age; have trouble breathing; or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance.

Face coverings must be worn at all times in school buildings even when social distancing is maintained, except during meals. Face coverings do not need to be worn outside if social distance is maintained. A physician's note is required if a student or staff member is unable to wear a face covering due to a medical reason (i.e. trouble breathing, etc.). Schools and district policies regarding face coverings will be updated to reflect IDPH and ISBE requirements. Face shields should only be worn when a face covering cannot be worn and are not considered to be effective against the spread of COVID-19. In some instances, teachers may need to wear a shield or an altered face covering for demonstrating certain concepts. Extra precautions will be necessary in these situations.

**One reusable face covering will be provided to each student and staff member.** These reusable face coverings will need to be washed or sanitized daily before the next day of school begins. We ask that each student supply supplemental face coverings if needed. The student's name shall be placed on their face covering for safety.

Students who cannot adhere or refuse to adhere to this policy must be removed from the classroom setting for safety purposes and will become a remote learner.

## **Social Distancing**

At a minimum, six feet of physical distance from others shall be a requirement and will be promoted by the district to the fullest extent that is possible on all campuses. Signs will be posted in buildings as a reminder.

Procedures for hallway routes, bathrooms, the lunch line and lunchroom, classroom, arrival, and dismissal will be implemented to maintain distance between individuals to the greatest extent possible to maximize health and safety.

## **Symptom and Health Screenings**

It is vital that no student or staff member come to school with symptoms of COVID-19 or any other transmittable illness. Parents should self-certify their child, and staff should self-certify themselves, by taking their temperature **DAILY**. Persons, with temperatures registering above 100.4 Fahrenheit or other symptoms such as cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea may not enter buildings. Students or staff who are exhibiting signs of these symptoms will be quarantined, sent home, and referred to medical care for information on when they can return to school. Absences related to COVID-19 will not be penalized for students or staff.

In order to self-certify, further information will be communicated to parents and guardians. By sending your student to school each day, you are certifying their health. Staff will be spot checking on buses and at the school doors.

## **Prevention Measures**

The school district will partner with the Clark County Health Department and be aware of changing conditions that could affect the safety of students and staff. Sanitation procedures will be adopted and align with recommendations by the health department, CDC, and IDPH. Hand sanitizer, soap, and disinfecting wipes will be available for students and staff to use to prevent the spread of germs. Hand washing frequently is a recommended line of defense against the spread of germs. Students and staff will do this often throughout the day. Here are some tips for proper handwashing:

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them.
- Use hand sanitizer when handwashing is not available

## **Special Education**

Regardless of instructional method, IEP’s will still be handled in accordance with the law. All meetings will be held and timelines will be met. IDEA and 504 plans will adhere to guidelines established through the state as well. Individual remote learning plans may have to be initiated to address individual student needs.

## **School Calendar**

Up to five remote planning days may be implemented into the school calendar for purposes of planning for teachers. Any remote learning will be counted as a student attendance day but must meet a five hour instructional requirement. Whether in-person or remote, students will be instructed, at a minimum, five hours daily. Any assigned work, group work, or individual activities would count toward the five hours of instruction.

## **Shared Objects**

According to CDC guidelines, toys, books, electronic devices, learning aids, etc. should not be shared. The borrowing of any items will be strongly restricted. Efforts will be made to keep students’ property in contained spaces to decrease the spread of germs.

## **Lockers and Hallway Traffic**

During passing periods or times when students are entering the building, using restrooms, or entering hallways for any reason, caution will be taken to minimize traffic and adhere to social distancing recommendations. When possible, elementary staff will rotate to rooms rather than having students changing rooms. Students should not store things in other places other than their own personal space.

## **Water Fountains**

Students will be able to carry water bottles or containers but must only have water in them. Clear containers may be required. Sharing of these containers will not be allowed. This will be strictly enforced. Names on water bottles/containers will be encouraged. Drinking from fountains will be discouraged due to the risk of germs being spread. Staff will be encouraged to assist students in filling water bottles safely to decrease the spread of germs, and large water bottles or jugs will be encouraged to decrease the amount of refilling. The jr/sr high school sells water bottles for 50 cents daily until 1pm. There will be cups available there to fill as well.

## **Transportation**

Parents are strongly encouraged to bring their student(s) to school to reduce exposure on a bus. Each bus is limited to 50 people, and measures will be taken to distance students as much as possible. Students within the same household will be seated together. Face coverings are required on buses per state guidance. Buses will be sanitized after each route. Students are only allowed to ride one bus route. This is to manage daily capacity on each route and to keep the same groups of students intact.

## **Field Trips**

Depending on the nature, field trips will not generally be allowed until further notice. Approval will be based upon safety on a case by case basis. Virtual opportunities will be sought in lieu of actual trips.

## **Food Service**

Meals will be available in the cafeterias, and some meals may be delivered to classrooms. An area will be designated for remote learners to pick up meals. There will be a daily sign up for those that are ordering meals.

At the high school, additional seating will be available outside of the cafeteria to enable more distance between students. Staggered schedules will be utilized to assist in keeping groups to under 50 students per area. More “grab and go” items may be available as an option to ease time constraints. Open campus will still be an option for upper classmen to decrease the number of students present. Students are required to travel to and from campus individually and maintain distance.

Monroe will stagger schedules to reduce the number of students in the cafeteria. Distance will be maintained. Additional seating may be available in hallways.

All cafeteria staff will wear PPE as appropriate. Social distancing will be crucial and heavily enforced. Additional cleaning and disinfecting of meal areas will be utilized.

## **Playgrounds**

Extra measures will be maintained to keep group numbers to 50 or less in defined spaces. Equipment will be sanitized on a consistent basis. Playgrounds or other outdoor areas will be utilized for class when possible to promote social distancing and to provide breaks from prolonged use of face coverings. Extensive planning will be done to keep students within their own class groups to limit exposure.

## **Extracurricular Activities**

All activities, including sports and clubs, will adhere to IDPH, ISBE, CDC, IHSA, IESA and local health department guidelines to ensure safety. It is possible that extracurricular activities will be suspended if the situation warrants it. Regardless of learning in-person or remote, all students may participate in any extracurricular activity unless they are not eligible due to grades or discipline.

## **Visitors**

Only essential people are allowed to enter school buildings. All parents will conduct pickups or drop offs remotely through phone or intercom communication. Sign-in or sign-out sheets will be done by staff or a remote sign-in log. Anyone that enters the building must have a face covering and a preapproved notice from the building administrator before entrance will be granted. All meetings should be conducted via zoom or by teleconference whenever possible. If access to the building is granted, the visitor must be screened for symptoms beforehand.

## **Quarantine Procedures**

Students or staff members exhibiting signs of COVID-19 will be required to stay home. He/she should consult with medical care and/or the health department before making a determination to return to school.

Anyone found to be within 6 feet of a positive COVID-19 student or staff member for more than 15 consecutive minutes must be quarantined. Any student or staff member that is quarantined should have communication with the health department on when it is safe to return to school.

Anyone that tests positive for COVID-19 will be subject to an investigation to ensure that contact tracing can be achieved. Students or staff with a positive test result shall stay home from school for the recommended length of time per IDPH guidelines.

## **Mental Health**

School staff will monitor students for signs of mental health issues in students. School counselors will be on hand to assist students with services. Services will be extended to staff as much as possible.

## **After School Care**

Schedules will be a concern due to early dismissals. The school district will continue to offer after school care at Monroe.

## **Grading**

Whether by in-person or remote, teachers will grade all students based on the approved grading scale. Students will be assessed with traditional rigor, and the requirements for remote learning will carry a higher standard for this year as compared to last year's remote learning standards. Face-to-face contact with teachers is a strong indicator for student success that will not be readily available to remote learners. Staff will be available by appointment to help offset this potential issue. The best time to reach teachers is likely to be from 2-3PM. Teachers will communicate any additional availability to students.

## **Remote Learning Protocols**

Students choosing to learn remotely will be assigned a device capable of delivering online content. It is expected that the student will take due care of the district's property and will be responsible for any damage in excess of normal wear and tear. If no internet is available in the student's household, the school parking lots will be available as a hotspot for students. Remote learners should refrain from entering the building without administrative approval. Other areas in the community may also be available for acquiring free internet services. A list of these locations will be published when available. Paper packets may be available if all internet options are exhausted. Paper packets will diminish the amount of interaction between the teacher and learner and may detrimentally impact the student's learning experience.

## **Music/Band**

There will be no choral music for this school year. Instrumental music (band) will be provided as a part of the school day at the jr/sr high school. At Monroe, band may occur after school hours with sessions organized by the Band Director. Band will be conducted outside, weather permitting. Indoor classes will be conducted per health guidelines specific to instrumental music. The director should maintain ten feet of distance between players. Remote learners can schedule time to meet with band instructors. Students should be diligent in disinfecting equipment.

## **Driver Education**

One instructor and two students will be the maximum number of people in a vehicle. Face coverings are required, and no eating or drinking will be allowed inside the vehicle. Equipment will be disinfected regularly. The vehicle will be operated with open windows as situations permit.

## **Responsibilities**

We all have responsibilities and need to do our part to ensure the maximum learning can be achieved for our students. If we work individually in our roles and work together in cooperation, we can achieve great things. Please focus on completing these tasks throughout the year.

### **District**

- Responsibilities**
- Support schools in planning and implementing remote learning plans.
  - Assist schools in identifying community resources
  - Provide internet accessibility on the school campus (both inside and outside the buildings) and work with the community to offer additional areas to assist specific identified needs
  - Provide the teaching staff with professional development opportunities related to remote learning.
  - Provide parents and students with resources to assist in remote learning.

### **School**

- Responsibilities**
- Implement remote learning plans.

- Communicate regularly with stakeholders.
- Support teachers in planning and implementing remote learning plans.
- Provide professional development opportunities related to remote learning.
- Help families find needed resources in the community (academic, health, social).

## **Teacher**

### **Responsibilities**

- Make remote learning activities available in a timely manner.
- Be available to answer student/caregiver questions during posted office hours.
- Provide timely feedback on student work.
- Communicate regularly with students.
- Provide a range of meaningful learning opportunities that address the needs of all learners
- Provide regular feedback to students on progress related to learning activities.
- Administer a universal grading policy for remote and face-to-face learners.

## **Student**

### **Responsibilities**

- Attend daily when not sick and complete assigned work to the expectations set by instructor.
- Complete assigned work with academic honesty by the due date (grades will be taken).
- Ask questions when you need help or don't understand.
- Follow handbook policies, including those addressing homework.
- Put forth your best effort.

## **Parent/Guardian**

### **Responsibilities**

- Review work assigned to the student and check for accurate completion with academic honesty.
- Talk to students about their work every day and require daily attendance unless the student is ill.
- Set sensible time limits for technology use.

- Help students establish and follow regular daily routines.
- Assist student in returning work by due date.
- Communicate with teachers regularly.

## **Monroe Elementary Specific Return Plan**

\*\*subject to change if necessary

### **Monroe Elementary Schedule**

Face-to-face learning is the equivalent of 5 plus hours a day, 5 days a week, all of which will be in the school building.

Remote learning is the equivalent of 5 hours per day, 5 days a week, all at home or off-campus. Remote learning Students will be required to log in to Google Classroom and complete synchronous or asynchronous activities guided by their teachers on a daily basis.

Daily Schedule: Beginning and ending times have been adjusted to allow for a shortened day. The building opens at 7:45 am daily. Students will report immediately to their classrooms. Adult assistance will be available for Pre-K and Kindergarten students. Breakfast is served daily in each classroom. Instructional time begins at 8:00 am with dismissal at 1:45 pm. No visitors will be allowed into school. If you have a need, please call the office to make arrangements.

\*\*Project Help and ECSE class attendance times will be adjusted. Information to come.

### **Drop Off/Pick Up Locations**

Drop off and pick up locations remain the same. Drop off in the morning will be as follows:

Car riders - drop off on Monroe and students enter through the gym lobby doors

Bus riders - drop off on 4th and students enter through the main office doors

### **Attendance**

Face-to-face learning students will attend school in the building daily. Remote learning students, will need to log into their individual Google Classrooms to complete assignments for attendance to be taken on a daily basis.

**Before/After School:**

School building doors will not be opened before 7:45 am. Students will not be supervised by building staff until 7:45 am. Please plan accordingly and refrain from dropping students off before this time. At the end of the school day, students are expected to leave the school building unless they are under the direct supervision of a staff member. Those attending ASC and Homework Help will go directly to the designated area.

**Water Fountains/Restrooms**

For safety purposes, hallway water fountains will be turned off but students may carry a clear water bottle to class. Student use of restrooms will be limited to a restroom designated for their grade level. Students requesting to visit the nurse's station must first be cleared by the nurse with a phone call from the teacher.

**Lunch/Recess**

\*\*\*Monroe remains a NUT FREE building

Lunch: All students will eat lunch in the cafeteria. Students in K, 2, 4, 6 will eat and then have recess. Students in 1, 3, 5 will have recess and then eat. Face coverings will be removed as soon as the students sit down and begin to eat. Extra seating areas will be designated to provide social distancing.

Recess: Each class will be assigned an area of the playground for play and exercise. Due to restrictions, students will stay within the area designated for their class. Areas of the playground will be rotated between groups daily so all students may play in each area.

**Special Education**

Students that receive special education services will be supported by their instructors either with face-to-face or remote learning. Students that receive special education services in the cross-categorical classroom will attend in-person each day there is a student attendance day.

**Rotational Classes**

PE: All classes will be held outside unless inclement weather requires them to be inside. If inside, students will be instructed in activities that allow for social distancing. Face coverings will be allowed to be removed if social distancing is possible. Face coverings are required when inside. All remote learners will need to complete individual activities assigned through Google Classroom.

Art: All classes, whether face-to-face or remote learning, will be provided Art instruction lessons. Face-to-face classes will be held in each classroom with students using materials that are solely theirs. Remote learners will be provided instruction through the digital programs available for each student.

Library: All classes will be held in the student's homeroom. Students will be provided with library books. Students will be allowed to choose books from a designated basket. No sharing of books will be allowed. When finished, all books will be placed in a tub in the classroom and returned to the library at the end of the week for cleaning.

Music: There will be no vocal music this year at Monroe. Band will be available as time allows after school hours. The Band Director will contact parents to arrange sessions. Teachers will move from class to class, rather than students, in an effort to abide by existing guidelines. Every effort will be made to allow for students to be outside as much as possible. Teachers are encouraged to take students outside for instruction.

### **After School Care (ASC)**

ASC will be available again this year for anyone who needs it. Instructions for signing up are provided on the registration site. Cost is \$5.00 per day. It will be available on regular school days from after dismissal until 5:30. More details are available on the school website. ASC will be available beginning the first day of student attendance.

### **Homework Help**

Homework help will be provided to any student in grades 4, 5, and 6, Monday through Thursday from dismissal - 3:00pm. More information will be sent home after school begins.

### **Teacher Availability**

Teachers will be available for individual student conferencing and to answer student emails from 2:30 to 3:30 on school days. Teachers will answer all student questions within a twenty-four hour period of time during the week. Teachers are not expected to return emails during non-school days or non-school hours.

### **Tech Issues**

Parents and students can access the Casey-Westfield tech department at [tech.staff@caseywestfield.org](mailto:tech.staff@caseywestfield.org) on a daily basis from 7:00 am to 4:00 pm to help resolve any tech issues that they may have. The tech staff will do their best to resolve any issues on a timely basis.

### **Delivery of Instruction for Remote Learning**

Teachers will have a variety of tools to allow students to “join” class from their Chromebooks. The ways in which a student can join will be communicated by their teachers. Students need to log into their Google Classroom on a daily basis to keep in contact with their teachers.

### **Feedback, Assessment and Grading**

Teachers will give feedback on content submitted electronically on a weekly basis for both face-to-face and remote learning. Grades will be updated weekly on Teacherease.

### **Packet Dispersal**

A combination of paper and digital learning is the preferred method for both face-to-face and remote learning activities, but we realize this is not always possible. Remote learners who need paper packets in order to complete assignments will be allowed to pick up and drop off packets on Tuesdays and Thursdays from 2:30-3:30 pm at Monroe’s main office door (A). Packet dispersal will begin on Tuesday, August 25th.

## **CWJH/HS Building Specific Return Plan**

\*\*Subject to change if necessary

### **JH/HS Schedule**

Blended learning is the equivalent of at least 5 hours per day each school day. A portion will be in the school building, and a portion will be at home. Students will be spending part of their week learning from home and part of the week with their classmates in class.

Remote learning is the equivalent of 5 hours per day each school day, all at-home or off-campus. Remote learning students will be required to log in to Google Classroom and complete synchronous or asynchronous activities guided by their teachers on a daily basis.

### **JH/HS Blended Learning Rolling Attendance Calendar: 1st Semester 2020/2021**

For students attending school on an in-person basis, the attendance calendar is based on an A/B rolling schedule with in-person days and remote learning days. Students will be grouped in either an A (gold) group or a B (purple) group. For example, starting with the first student attendance day Aug. 21, 2020, group A will have in-person attendance on the 21st and 24th of August. Group B will follow with in-person attendance on the 25th and 26th of August. Group A will follow with in-person attendance on the 27th and 28th of August and so forth. Students attending will have four classes per day. Periods 1-4 are on day one and periods 5-8 are on day two.

On days that school is not in attendance (holidays, SIP days, parent/teacher conferences, national election day, etc.), student attendance will roll over to the next scheduled day.

\*A detailed 1st semester student attendance calendar is attached at the end of this document.\*

## **Daily Schedule**

JH/HS Schedule:

Breakfast 7:45 - 8:00

Early Bird 6:40 - 7:50

1st/5th 8:05 - 9:15

2nd/6th 9:18 - 10:25

3rd/7th 10:28-11:35

Warrior Period/Lunch 11:38-12:10

Lunch/Braves Period 12:13-12:45

4th/8th 12:48 - 1:55

## **Classes That Cannot be Offered via the Remote Learning Option**

Students that are fully remote will not have the option to take the following courses:

Band

Horticulture 1 & 2

Ag Mechanics

College History

Nutrition 1 & 2

Beginning Art

Intermediate Art

Anat/Phys

Environmental Lab Science

College Science

Carpentry 1, 2, 3 & 4

Industrial Education

Composition 1 & 2

College Speech

College Literature

College Algebra w/Trig

College Calculus

Yearbook/Photojournalism

## **Lockers**

Locker assignments will be staggered based on students who attend school on the same schedule. Students will be allowed to use the locker in the morning, lunch and after school. Students are allowed to use clear backpacks to carry their personal belongings.

## **Attendance**

Remote and Blended Learning Students while at home will need to log into their individual Google Classrooms to complete assignments for attendance to be taken on a daily basis.

## **Before/After School and During/Between Classes**

School building doors will not be opened before 7:45 am except for early bird classes. Students arriving to school will enter either through the double doors between the gymnasium and cafeteria or through the entrance between the main office and attendance office. Students will report directly to the cafeteria to eat breakfast or to the gym bleachers, socially distancing. Students are not to be anywhere else in the building before 8:00 am. Students returning to school due to an illness must be checked by the nurse. Students eating breakfast will sit at tables limited to 3 students or less, or in the gymnasium bleachers socially distanced.

At 8:00 am, students may go to their hallway lockers (if needed), and then to their first period class. Students are asked not to congregate at their lockers and socially distance in the hallways as best as possible. Teachers will be at their classroom doorways monitoring classrooms and hallways by 8:00 am. The first hour class bell will ring at 8:05 am followed by a moment of silence, pledge of allegiance, and daily announcements.

For safety purposes, hallway water fountains will be turned off. Students may carry a clear water bottle to class. Student use of restrooms during class time will be limited to the main restrooms on the same floor of their classroom. Students should not travel to different floors or other areas of the building without teacher or administrator approval. Students requesting to visit the nurse's station must first be cleared by the nurse with a phone call from the teacher. Students asking to visit other classrooms or offices during class time will require approval by administration.

Between class periods, students should limit visits to their lockers and may carry materials in a clear backpack from class to class. Before leaving a classroom at the end of the period, students will be asked to assist with sanitizing their desks or workstations. Teachers will distribute sanitizing wipes to each student. At the end of the school day, students are expected to leave the school building unless they are under the direct supervision of a teacher, coach or other school personnel.

## **Lunch**

JH Lunch: Junior high classes will be released to lunch by teachers/classrooms. Classrooms will be dismissed randomly and will rotate between 7th and 8th grade groups. Cafeteria seating will be limited to 3 or less students per table. Alternate eating locations will be established within the school grounds, (ie. gymnasium bleachers, courtyard tables, benches outside cafeteria, teacher's classrooms, etc.) as weather permits. Students are allowed to remove face coverings to eat, but are required to wear face coverings after eating is finished.

Weather permitting, junior high students will spend the remainder of lunch time outside, where face coverings may be removed as long as appropriate social distancing is adhered to. When weather doesn't permit outside gathering, students will split time between gymnasium bleachers and gym floor, and face coverings will be required.

Junior high students leaving school for lunch, either walking home or being picked up by an adult, will need to check out in the attendance office. It is the student/parent's responsibility to return student(s) to school prior to the end of their lunch period. \*Make note that local restaurants may have longer wait times for food delivery than usual due to limited inside dining. Students/parents should plan accordingly to avoid being late returning to school.

## **HS Lunch**

High school lunch procedures will run similar to junior high lunch with some modifications. Students will be released from Warrior Period classes and go to the cafeteria, gymnasium, outside eating areas, etc. Students may eat in the various designated areas but may not eat in their cars or in cars of visitors to the school. Gathering of students in the student parking lot is not permitted before school, during lunch time, or after school. This is to preserve appropriate social distancing.

For students walking home for lunch, the procedure will remain the same. Students are asked to sign out in the attendance office prior to leaving campus. If possible we would like to hear from a parent if their student is being picked up for lunch, with a phone call prior to 10:00 am.

Upperclassmen and sophomores with their driver's licenses (with a parent signed permission note on file in the office) may leave campus for lunch. Upperclassmen are permitted to visit local restaurants, convenience stores, home, etc. for lunch, but may not transport other students in their vehicles. The exception being that one or more siblings may ride in the same vehicle together.

Sophomores with driver's licenses may leave campus to eat at their homes with a parent signed permission note on file in the office. Students are to drive directly home and back to school. This is consistent with school policy in place for several years.

\*Students are reminded they are responsible for returning to school prior to the end of their lunch period. If this becomes an issue due to longer than usual wait times for food at local restaurants, off-campus lunch privileges may be taken away. This would be on a case by case basis or possibly school wide.

## **PE**

Student participation in physical education activities will be limited to those that meet the current acceptable guidelines established by the Casey-Westfield Board of Education and/or ISBE. Student/staff safety is our top priority and will be closely monitored by the physical education staff.

Until further notice, students will not be required to change clothes for physical education class. This will be in effect until restriction guidelines are changed or appropriate social distancing is eliminated. Please note: physical education staff may ask students to wear clothing that is less restrictive. This would only be a suggestion but not a requirement. All remote and blended learners will need to complete individual activities assigned through Google Classroom.

### **Teacher Availability**

Teachers will be available for individual student conferencing and to answer student emails from 2:30 to 3:30 on school days. Teachers will answer all student questions within a twenty-four hour period of time during the week. Teachers are not expected to return emails during non-school days or non-school hours.

### **Tech Issues**

Parents and students can access the Casey-Westfield tech department at [tech.staff@caseywestfield.org](mailto:tech.staff@caseywestfield.org) on a daily basis from 7:00 am to 4:00 pm to help resolve any tech issues that they may have. The tech staff will do their best to resolve any issues on a timely basis.

### **Delivery of Instruction**

Teachers will have a variety of tools to allow students to “join” class from their Chromebooks. The ways in which a student can join will be communicated by their teachers. Students need to log into their Google Classroom on a daily basis to keep in contact with their teachers.

### **Feedback, Assessment and Grading**

Teachers will give feedback on content submitted electronically on a weekly basis. Grades will be updated weekly on Teacherease.

### **Packet Dispersal**

Digital Learning is the preferred method for both blended and remote learning activities, but we realize this is not always possible. Remote learners who need paper packets in order to complete assignments will be allowed to pick up and drop off packets during the designated times of Tuesdays and Thursdays from 2:30-3:30 pm at the Front Entrance to Arts Hall. Packet dispersal will begin on Tuesday, August 25th. All paper packets should be submitted in a timely manner.

## **Special Education**

Students that receive special education services in the regular classroom will be assigned to either group A (gold) or group B (purple). Students will attend classes on their assigned group day. These students will then have the option to attend each day if extra support is needed. If extra support is needed, the student will rotate between special education teachers on what would be their remote learning days. If a student that receives special education services is failing a course, the student will be required to attend on their remote learning days. The students will still be required to complete the remote learning assignments. Students that receive special education services in the cross-categorical classroom will attend in-person each day there is student attendance day.