



Westview School Corporation's Plan to Return to Learn 2020-21



Westview School Corporation's number one desire is to provide in-person instruction for some normalcy with our students. Westview has developed guidance to support the reopening of schools for the 2020-21 school year. We are determined to stay consistent, but flexibility will be key at times if plans change. Westview's plans encompass the academic, social, emotional, and physical effects of the ongoing COVID-19 pandemic. Westview will be flexible in our approach to the individual needs of staff and students recognizing our responsibility to keep our staff, students, and community safe, while providing the highest quality education for our students. Though we are prepared to move to at-home learning if needed, we believe the best education occurs in the classroom with our talented teachers. This document reflects plans as of July 9, 2020 and are subject to change.

******Westview's plan will follow local, state, and federal guidelines. While such precautions mitigate the spread of the virus, they will not entirely eliminate all risk. We must move forward as a community, but safely. Westview will attempt to use best practices concerning re-entry of school as much as possible. We want our students to learn, grow, be active, be inspired, and stay safe. Within reason, Westview can not guarantee that at-home self screening, social distancing, PPE use, and good hygiene will always be perfectly executed, but we will put our best foot forward along with you.***



Westview values face-to-face education and our staff want to be with their students. **BUT**, we need **YOUR HELP**. Please keep students who are not feeling well at home. We must come together as a community committed to keeping sick students home to slow the spread of the COVID-19 virus and protect our students and staff. Our greatest guidance for prevention and safety is to stay home when sick or exposed and to implement practices for good hygiene, social distancing, and PPE when unable to be socially distanced. We will follow the recommendation of the local county health department.

Health related decisions will be based on four filters:

1. Self screen at home for the following Covid-19 symptoms (most important first step):
 - Fever of 100.4° F or greater
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
2. Good hygiene all the time.
3. Social distancing whenever possible.
4. Staff and students are to have a mask with them at all times. There will be certain situations, including on a bus and some in-school settings, when wearing a mask will be required for both students and staff (based on LaGrange Co. Health Dept. order). Every effort will be made to create conditions in which masks can be removed at times during the day.

*****Please keep students who are not feeling well at home. We must come together as a community committed to keeping sick students home to slow the spread of the COVID-19 virus and protect our students and staff.**

*****Westview administration will monitor all data related to student and staff exposure and positive cases when determining whether to keep home some students, whole classrooms, whole buildings, or the whole corporation.**



Academics



Westview's 2020-21 academic re-entry plans provide multiple instructional models to respond to scenarios dictated by the on-going pandemic. With each option Westview is committed to providing students:

- Lessons based on the PLC Model (What do we want the students to know? How will we know they've learned it? What will be done if they don't know it? What will be done if they do know it?)
- Social-emotional support,
- Formative and summative assessments,
- Relevance to real-world application, and
- Equity and support for students with specialized plans.

K-8 Plan A - At School Traditional Learning

We believe the best instruction takes place when teachers and students can work together in the classroom. This plan will follow a traditional approach to school. Procedures will be set to limit the amount of student interaction with extra adults and children. Class sizes will remain the same and students will learn in the classroom like normal.

K-8 Plan B - Short Term 1 to 5 days At-Home Learning

If officials determine Westview School Corporation cannot have in-person education our At-Home Learning will be initiated with changes from the plans used in the spring. Plan B packets will be pre-made and ready to go home with students with all needed materials. These packets will be brought back to school following the short closure. These assignments will be collected and attendance will be taken based on work completed. Students should schedule into their day a minimum of 3 hours and a maximum of around 6 hours of instruction and classwork.

K-8 Plan C - Long Term (6+ days) At-Home Learning

If officials determine an extended closure is necessary beyond 5 days, students will begin with the premade packet referenced in Plan B while teachers create packets that will teach new material. These packets will be delivered and returned on bus routes or picked up and returned at the school depending on a student's normal mode of transportation to and from school. These assignments will be graded and attendance will be taken based on work completed. Students should schedule into their day a minimum of 3 hours and a maximum of around 6 hours of instruction and classwork.

9-12 Plan A - At School Traditional Learning

This plan will follow a traditional approach to school. Procedures will be set to limit the

9-12 Plan B - At-Home Learning

Students will receive direct instruction from their assigned teachers in all subjects via Google Classroom. Instruction will be a continuation of lessons occurring before the mandatory shutdown. Grades will continue to be given. Students should schedule into



amount of student interaction with extra adults and children. Class sizes will remain the same and students will learn in the classroom like normal.

their day a minimum of 3 hours and a maximum of around 6 hours of instruction and classwork.

Alternative Learning – While we believe that the most effective instruction for your child happens in a classroom with our highly qualified teachers, there will be an online option available for those who are not willing to attend in-person. *There is a **July 31** deadline to request this option.*

Link: [Alternative Learning 2020-21](#) The link can also be found on the Westview web-site, www.westview.k12.in.us
You may contact Michelle Grewe @ grewem@westview.k12.in.us or 260-768-4404.

Teacher office hours for short-term and long-term closures are 8:30 - 4:00 PM, Monday - Friday.

- *Emails will be replied to within 24 hours, Monday - Friday.*
- *Calls and/or texts between a staff member and student should not occur after 4:00 PM unless previously arranged.*
- *Contact outside of office hours may be made on a case-by-case basis.*

Physical Health



Westview will follow guidance provided by the health department, including:

Parents/guardians will be responsible to screen students at home and keep home if ill or exposed to someone with COVID-19 or COVID-19 symptoms. Symptoms include:

- *A fever of 100.4 or greater*
- *Cough*
- *Shortness of breath or difficulty breathing*
- *Chills*
- *Repeated shaking with chills*
- *Muscle pain*
- *Headache*
- *Sore throat*
- *New loss of taste or smell*
- *Congestion or runny nose*
- *Nausea or vomiting*
- *Diarrhea*



We will follow the current recommendations for those with a positive COVID-19 test or COVID-19 like symptoms and those that may have been exposed.

Currently the recommendations are as follows if you show any of the above symptoms or test positive for COVID-19:

- Do not return to school until cleared by the local health department, healthcare practitioner, or at least 10 days have passed from the start of symptoms, symptoms have improved, and has been fever free for 72 hours.
- If not been tested or if did not see a Healthcare provider, follow the above recommendation or need a physician note to return earlier.

For an individual exposed to COVID-19:

- Quarantine at home for 14 days after exposure and monitor symptoms following guidance from the local health department.
- If exposure continues (caring for someone with COVID-19 without proper PPE or family member cannot isolate), quarantine for 14 days after last exposure.

Westview will continue to educate students and staff on health safety measures and encourage good hygiene practices.

Transportation



Westview bussing will operate on a normal schedule while taking preventative safety measures including:

- If parents choose not to use Westview school bus transportation, please contact the transportation department. If parents choose to use Westview transportation at a later date, they may do so. Please contact the transportation department to arrange transportation.
- All buses shall contain hand sanitizer that will be available for the driver and students.
- Students are encouraged to bring their own hand sanitizer.
- Social distancing at bus stops is encouraged.
- Daily cleaning and disinfecting of bus surfaces following each route.
- Assigned seating, to include siblings seated together.
- Airing out of buses when not in use.
- Open windows during the routes is encouraged.
- Face masks are to be worn by drivers and students because social distancing is not possible.



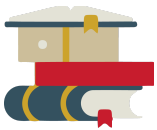
Buildings and Grounds



Westview staff and students will implement safety measures while in school including:

- Expectations for ill staff and students to stay home until cleared to return,
- Additional day shift custodian with the sole responsibility to clean/disinfecting high touch areas to include playgrounds,
- Hand sanitizers placed at all main entrances,
- Encourage students and staff to bring pocket size hand sanitizer to keep with them,
- Encourage students and staff to bring water and utilize water bottle fill stations,
- Education and encouragement of good hygiene practices and regular hand washing,
- Procedures to help create space and social distancing within large populations,
- Practices for routine cleaning and disinfecting of frequently touched surface,
- Protocols for entering a school building.
- Continue with our nightly cleaning in all our buildings.
- When social distancing is not possible, staff and students are to wear a mask.

Social and Emotional Learning



Westview will address the social and emotional needs of our students through:

- Our learning community in all our buildings will be based on relationships
 - Staff will continue to build positive and supportive relationships with students
- Will follow IDOE's Social Emotional Learning Competencies
- Implement best practices for student care based on individual student needs and building needs
- Will provide SEL professional development to staff

Communication



Westview will communicate with families via:

- www.westview.k12.in.us
- Facebook
- Westview's Alert Notification System (mass call, text, email service)



Extra Curriculars



Athletes:

- *Should first self screen themselves at home before participation*
 - *Know the Covid-19 symptoms and lean to the side of caution*
- *Social distance as much as possible and wear masks when not possible*
- *Practice good hygiene*
- *Don't share clothes and equipment*
- *Clean equipment before and after use*

Parents and Spectators:

- *Will need to social distance at all events*

[Westview Community Re-Entry Plans](#)





Westview School Corporation – District Continuous Learning Plan

Section One: Delivery of Learning

A description of how Westview will deliver continuous learning opportunities for all students, including special student populations.

Link to plan: [Learning Uniquely at Home 2020](#)

Westview is implementing Learning Uniquely at Home (LUAH) as our district's at home learning initiative for grades K-8. The overarching goal is to provide experiences that align with our previously identified priority standards in ways that mostly utilize materials found at home and in nature. As will be mentioned often in our plan due to its impact on our plans, please know 50 percent of our students, K-8, are Amish and do not even have electricity, so technology is not a part of our plans, and means of communication are limited.

To carry out the steps needed in LUAH, staff will work at grade levels corporation-wide through email, Google Hangout, conference calls, etc. to think outside the box to deliver one week's worth of work for students. Following the creation of lessons, the building principals have skeleton crews coming into buildings on various days to print, package, and label the deliveries. Westview School Corporation takes seriously the health of our staff and students. Westview's corporation nurses have taken the lead in developing protocols, best practices, and organization of supplies - [COVID-19 Safety in Buildings](#). Bus drivers will deliver the packages on Mondays using our two hour delay bus schedule with the help of assigned instructional assistants. At that time previously checked out library books will be collected and new ones offered, and food for qualifying students will be given. This process will repeat each Monday for four weeks.

Westview High School's classes (grades 9-12) will do e-learning and are one to one technology with Chromebooks. This plan aligns with our use of technology in instruction as our Amish students graduate at the end of grade eight leaving us with students who have electricity and can have devices. Students will need to complete the required work in order to earn credits for the second semester. Seniors will finish all classes they are enrolled in to get necessary credits to graduate. Grades 9-11 must pass their classes, especially athletes who need to be eligible to play next year. Dual credit students have been working on assignments since the shutdown started. Once they complete the work assigned by the teacher, they are done with those courses. Our last day to have work completed and sent to teachers is Thursday, May 28, 2020.

A description of how Westview communicates expectations for continuous learning implementation to 1.) students, 2.) families, and 3.) staff.

1. Students K-8 will get instruction for their lessons from their teacher as a part of the packets delivered on Mondays. Teachers will call (which gets tricky with Amish students!) on Tuesday or Wednesday to see if there are questions, to discuss what they are learning, and check in on their physical and social-emotional well being. Students in grades 9-12 have devices and will get their information through emails, phone calls, Google classroom, and Google hangouts.
2. Families have received the basic plan through letters mailed directly to the homes and the school has also posted the information on our social media platforms. Every family receives a phone call from a member of Westview's staff each week and during that time is able to address specific questions and concerns about what will be occurring. As we near the first delivery a message will be sent via our alert messaging service.
3. Staff at Westview received an overview of the program via Google Docs [Learning Uniquely at Home 2020](#) with links to support work for their specific grade level. Each principal has since talked to staff via Google Hangout, phone calls, and emails.

A description of Westview students access to academic instruction, resources, and supports during continuous learning.

Again, since 50% of our K-8 students are Amish the ability to communicate directly is limited. Teachers, who have called families each week since the school closure started, are setting up specific times to talk to students since some will have to make arrangements to access a phone. Emphasis has been given to staff that directions must be very clearly written, and material should be enrichment in nature. If lessons are created that require something a student may not readily have access to, the school has set up a fund to buy resources to send along in packets to insure equity and alleviate stress.

For students in grades 9-12 the modes of communication listed previously apply to instruction and supports. All resources should be available online for the assigned lessons. If wifi is an issue for a student, the building principal is working with that student to have access. Students will also have access to the internet on Westview's four campuses.

To support our students with special needs, Westview's Director of Special Services has set up a process for staff providing support for speech, OT, PT, special education, etc. to work directly with teachers who are creating student packets to differentiate as needed according to their individual plans. These teachers are communicating with their students on a regular basis, and are working with classroom teachers as lessons are created.

A description of how Westview provides equipment and tools to staff and students to enable your continuous learning plan? Please list.

For our K-8 students, the only tools being used are paper, pencil, and miscellaneous resources found around the home or sent in the packet by the teacher. For our 9-12 students, Chromebooks are provided for students. Westview's librarians have already sent home thousands of books to read by students and are preparing for more rounds of drop off and pick up to help keep our students reading. Westview's book circulation is phenomenal.

Laptops have been provided by the school for all teachers to use at home.

A description of how Westview's educators and support staff are expected to connect with students and families on an ongoing basis.

From the beginning of the closures, Westview has implemented a team-based plan that includes a team of nurses and a team of counselors connecting with our most at risk students and families and providing resources on an as-needed basis. These teams [Student Support COVID-19](#) have also worked to provide our staff with medical information and social-emotional supports. A communication team was also formed to provide consistent and timely information to our staff, families, and students on social media platforms. A team for providing food communicates through mail and phone calls to address those specific needs.

In addition to our teams, Each building has a Google doc set up to assign staff to students for weekly (minimum) check ins and track the interactions. Due to the nature of our community (Amish) many are writing in place of calling until our learning program begins. Staff know to connect with the previously mentioned nurse and counselor teams if red flags come up in their conversations. Many teachers have independently set up communication via emails, Google Hangouts, and texts if they have the needed resources.

A description of Westview's method for providing timely and meaningful academic feedback to students.

For our K-8 students feedback is admittedly limited, but our goal is to have weekly (minimum) phone calls, unless the family has technology to interact with staff. In addition, handwritten mailed letters will be used, which is in itself a lesson for students. For our 9-12 students, the staff and students are working online with the ability to respond with answers to questions and feedback in a timely manner. If a student is not participating with weekly (minimum) check-ins with teachers a parent contact will be attempted. If that does not result in communication, the building principal will implement a plan for a home-check or other appropriate follow up to offer the student support and encouragement, or address unknown needs related to technology, 9-12.

Section Two: Achievement and Attendance

A description of Westview's continuous learning plan to provide an avenue for students to earn high school credits? If so, describe the approach.

Through the use of Chromebooks, students will continue to have access to teacher created curriculum on Google Sites and Google Classroom. Teachers are preparing four weeks of online learning available to the high school students. Teachers will provide lessons and instruction based upon the power standards needed within each course. In addition, teachers will be able to meet remotely using Google Hangouts with each individual class. Dual Credit students have been continuing their instruction since school was closed.

Westview's attendance policy for continuous learning.

Westview is providing packets to K-8 students designed to be done daily, Monday-Friday, for our remaining school year. For each packet designed and delivered, students will receive the corresponding (five) days on their attendance report. Students must have follow up communication with their teachers to be counted present for those academic days. Though online, our 9-12 students will also be given assignments designed to cover the five days and will receive those days towards the mandatory 160 days via communication with their teachers. If a student is not participating with weekly (minimum) checks with teachers a parent contact will be attempted. If that does not result in communication, the building principal will implement a plan for a home-check or other appropriate follow up.

Westview's long-term goals to address skill gaps for the remainder of the school year.

The Learning Uniquely at Home exploratory and experiences model will successfully help set up our learning community for the next couple of months as the Covid-19 situation continues to evolve. The 202021 school year has the possibility to look different and Westview will be prepared to implement high quality at-home learning lessons that go way beyond what a classroom experience could be. This one is a tough situation one given the nature of our community, the shelter in place guidelines, and the limited amount of time to prepare for such a situation. The bulk of what we will be able to succeed in this area will be the services provided by our teams and special education staff as they prepare packets for their students. The corporation is looking ahead to the return of students in August and how this might potentially look non-traditional.

Section Three: Staff Development

Westview's professional development plan for continuous learning.

Westview's professional development plan during the mandated school closure will be based on provided online links and choice of topics. Staff will receive a Google Doc [PD for Continuous Learning](#) with vetted trainings grouped by topic. Each teacher will be required to participate in 6 hours (minimum) of training with at least one training related to ELL, one related to social-emotional learning, and one related to Professional Learning Communities. Each training will be followed with a Google Form with follow up questions and the opportunity to reflect on the content. The Google Forms will allow us to track staff progress and have an opportunity to learn from their comments and answers. PGPs will be given when we return to school based on our established PGP plan. Another component of the plan is extended staff collaboration. Staff are learning to communicate across the corporation with Google Hangout and Zoom to plan activities, build relationships, develop content, etc... Westview administration believes this piece of the plan will help connect staff in the future.

Dr. Randall Miller, Superintendent

Dr. Michelle Grewe, Director of Curriculum, Instruction, and Assessment