

# Oakwood Grade School

## RETURN-TO-LEARN PLAN

*IN RESPONSE TO COVID-19*



2020 - 2021

OGS Task Committee  
Nicole Lapenas, Principal

**Oakwood Grade School**  
**Reopening Plans 2020-2021**

**Attendance Days-**

- Purple
  - Last name A-L (when possible)
  - Monday and Thursday in-person
    - Dismiss at 1:50
  - Tuesday and Friday at home
    - Students will be sent home with the work on days they are in school
    - Student needs to check in for attendance on Teacherease
    - Teachers available for assistance with this work daily from 2:00-3:15
- White
  - Last name M-Z (when possible)
  - Tuesday and Friday in-person
    - Dismiss at 1:50
  - Monday and Thursday at home
    - Students will be sent home with the work on days they are in school
    - Student needs to check in for attendance on Teacherease
    - Teachers available for assistance with this work daily from 2:00-3:15
- Wednesdays
  - All students remote
  - Teachers presenting lessons online

**Students All Remote-**

- Students will be required to ***be online to observe lessons during school hours as scheduled by the teacher***
- Students need to check their attendance daily on Teacherease
- Traditional grading practices will be followed
- Students are required to complete all of the grade level requirements or they will not be promoted to the next grade level
- Remote learners can pick up materials from 1:00-3:15 on 8/26
  - Kindergarten- mini Ipads
  - First, Second, Third- Ipads

- Fourth, Fifth, Sixth- Chromebooks

### **Arrival-**

- No transportation for preschool students
- Students will not be permitted to enter the building until 7:45 a.m.
  - Walkers and car riders will enter through the northwest doors
  - It is encouraged that families arrange for students to be brought to school due to the limited amount of students that can be on the bus at one time
  - Bus riders are only allowed to have one pick up and one drop off spot
  - Parents cannot call to request for their child to ride a different bus
  - Bus riders will enter the east doors
  - Buses will be dismissed one at a time to limit hallway traffic
- Students will have their temperature taken by a staff member prior to entering the building
  - Any student with a fever at or above 100 degrees will be taken to the sick room to be evaluated by the nurse
- Students will go directly to:
  - Breakfast or
  - Classroom
- Students will use hand sanitizer upon entering the building

### **Dismissal-**

- No transportation for preschool students
- Car riders will be dismissed at 1:40 p.m. through the southwest doors
  - It is encouraged that families arrange for students to be picked up from school due to the limited amount of students that can be on the bus at one time
- Walkers will be dismissed at 1:45 p.m. through the northwest doors
- Bus riders will be dismissed at 1:50 p.m. through the east doors
  - Bus lines will dismiss through different doors to minimize traffic in the hallways
  - Students are only allowed to have one pick up and one drop off spot
  - Parents cannot call to request for their child to ride a different bus

### **Student Responsibilities-**

- Students must bring their electronic device (iPad, Chromebook) and charger with them daily to school

- Students must charge their device nightly at home
- Students will be required to wear masks at all times
  - Lanyards will be provided to students to connect masks to
  - Students will need to bring their mask daily
  - It is suggested that students have an extra mask to keep in their desk
- Students will sanitize hands upon entering all classrooms
- Students will need to bring a water bottle labeled with their name to school to fill at the water bottle stations (no use of water fountains)

### **Classrooms-**

- Classrooms will be set up to provide as much social distancing as possible
  - Students sitting facing the same direction
  - Removal of any extra furniture for spacing of desks
- Students will not be allowed to share supplies or other classroom materials
- Class can be held outside without a mask when social distancing is followed
- Computer labs will be closed until further notice
- Students will not be allowed to check out library books until further notice
- Field trips are canceled until further notice

### **Physical Education-**

- Whenever feasible and weather permitting, we will select outdoor PE activities that allow physical distancing
- If physical education must be taught inside, we will utilize proper social distancing in the gymnasium
- Locker rooms will not be utilized
- All equipment will be sanitized at the end of each class

### **Academics-**

- Teachers will return to traditional grading practices
- K-3 teachers will use SeeSaw for presentation of material
- 4-6 teachers will use Google Classroom for presentation of material
- All teachers will use Class Dojo for parent communication
- Remote learners will be required to be present online during school hours

### **Staff Responsibilities-**

- All staff besides custodians will be required to leave the building by 5 p.m. so cleaning can be completed
- Personal area cleaning is performed by all employees in their personal workspace, which may include their desk, telephone, keyboard, chair or any

other items they use in performing their duties. This cleaning is customized to personal preference and standards and is done using district supplied cleaning products and equipment. If staff members use the building on weekends, they should also clean those areas.

- Computer labs will be closed until further notice
- Students will not be allowed to check out library books until further notice
- Oakwood will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Illinois Department of Health, ISBE, and the Superintendent
- There will be no field trips until further notice
- Staff should follow the duties and expectations that are delineated in their job description
- Teachers will be required to provide instruction to students using both in-person and remote models.
- Teachers will check in with students that haven't marked present in Teacherease on remote days
- Teachers will provide 15 minutes of SEL daily
- Teachers will make regular efforts to communicate with students and parents
- All staff members must wear face masks at all times while in the buildings in order to comply with current IDPH/ISBE guidelines. Staff members will be responsible to provide their own face coverings.
- Staff will be required to self-certify that they are free of the signs and symptoms listed on the symptoms checklist every morning prior to their arrival to work. Staff temperatures will also be taken prior to entering the building.
  - If you answer YES to any of the questions on the checklist, **STAY HOME**, contact your Principal to report your absence and contact your physician to report the information
  - If a staff member stays home or goes home sick; to return to work they must follow the posted guidelines

#### **Social/Emotional Supports-**

- Teachers are required to spend 15 minutes per day on social/emotional learning activities

#### **Hallways/Restrooms/Recess-**

- Classes will stagger times that they leave the classroom to travel to specials
- Classes will plan staggered times to take restroom breaks

- Masks will be required in the hallway, the restroom and at specials
- Students will have recess
  - Masks will be required during recess on the playground
  - One grade level will be allowed on each playground at any given time
  - Equipment will be cleaned after use

#### **Communication-**

- All classroom teachers will use Class Dojo as their main form of parent communication
- Any online meetings or lessons will be held through Google Meets or Class Dojo (Zoom is not FERPA approved)

#### **Food Service-**

- No more than 50 people will be allowed on each side of the cafeteria during breakfast and lunch
- Seats will be marked for appropriate social distancing
- Breakfast will be grab and go
  - In the event that we exceed our spacing limit on each side of the cafeteria, students will be allowed to eat in the classroom
- Students will be required to wash their hands prior to lunch and immediately following recess
- Students will use hand sanitizer prior to going to recess
- Parents can sign up for breakfast and lunch to be sent home for days when students are not in attendance

#### **Recess-**

- Students will wear face masks at recess when unable to maintain social distancing
- Equipment will be sanitized after each class by staff supervisors
- Only one grade level will be allowed on each playground at a time

#### **Medical-**

- Teachers will contact the office prior to any student being sent down to the nurse to help promote social distancing in the office area
  - Nurse or administration will pick up sick students in PK-2 from their classroom

- Students should not be sent with buddies to see the nurse
- Students exhibiting any symptoms of COVID will be treated in a designated sick room while following social distancing guidelines
  - Those students treated in the sick room will be brought around the building when the parent or guardian arrives in order to limit traveling the hallway
- All staff, students and visitors are required to wear a mask in the building
- First-aid kits will be provided to each classroom to limit travel in the building
- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow
- Parents are required to perform a self-certification on their child each day before sending them to school.
- Staff members are required to perform a self-certification on themselves every morning prior to their arrival at work.

#### **Extra-Curricular-**

- Girls' and Boys' basketball is canceled for this year
- Other extra-curricular activities are TBD
- OGS will not be open to any extra-curricular activities on the weekend until further notice

#### **Visitors-**

- Visitors are limited to those that provide educational, social emotional or special education services to our students
  - Each visitor will certify they are COVID symptom free prior to entering the building
- Parents will wait in the doorway when picking up students
- Parents will wait in the doorway if delivering items to a student, items will be handed directly to the student

#### **Project Success-**

- Project Success will run from 2:00-5:00 Monday, Tuesday, Thursday and Friday
- Program will follow all social distancing guidelines and masks must be worn
- Applications to join the program are available at OGS