

# RETURN TO SCHOOL PLAN FOR THE 2020-2021 SCHOOL YEAR

UPDATED AS OF DECEMBER 17, 2020 – V.10



**Warren Township High School**

**District 121**



# Warren Township High School District 121

## Return to School Plan

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### Warren Township High School District 121

#### Mission

Maximize the growth and achievement of every student through rigor, support and innovation

#### Beliefs

We believe that student growth and achievement are maximized when:

- The school community focuses its collaborative efforts on continuous improvement
- Both rigor and support are infused throughout student programs and staff development
- Data and best practices drive decision-making throughout the school community
- Students and staff drive creative thinking and innovation
- Students demonstrate responsibility and take active ownership of their learning
- The school provides inviting learning environments that are both safe and secure
- We unleash the power of our inclusive and diverse culture

#### Formula for Success

- Education focused on excellence and equity
- Challenging, engaging, diverse curriculum
- Collaboration and innovation through Professional Learning Teams
- Wide variety of high quality extracurricular activities
- Dedicated, highly-skilled, supportive staff
- Committed, hard-working students
- Strong partnership with parents and the community
- Fiscal responsibility and quality facilities

## Introduction

Over the past six months, Warren Township High School has been actively planning for multiple school reopening scenarios for this fall. The start of the school year was, and continues to be, largely dependent on the direction and guidance we receive from the governor, the Illinois State Board of Education (ISBE), the Illinois Department of Public Health (IDPH), and the Lake County Health Department (LCHD). This direction enables us to determine potential options for our school community in the 2020-21 school year.

*The start of the school year was, and continues to be, largely dependent on the direction and guidance we receive from the governor, the Illinois State Board of Education (ISBE), the Illinois Department of Public Health (IDPH), and the Lake County Health Department (LCHD).*

The overarching focus of our re-opening work is on ensuring all decisions we make are focused on student, staff, and visitor wellness, as well as maximizing educational opportunities for our students. Although we look forward to the time when we will be able to welcome all students back to WTHS collectively, we realize that a degree of remote learning will certainly be with us for some time to come.

Having students re-engage with in-person learning—particularly students with the greatest needs—to some degree was established by ISBE as an important goal for schools. WTHS is in full support of this goal. There are serious emotional and social challenges that can result from complete remote learning, and trying to get students back on campus safely is critically important. ISBE has provided school districts the flexibility to use blended or hybrid remote learning, providing for the combination of remote learning and in-person instruction. This offers us the ability to consider bringing back students with greater needs and/or creating a rotation of in-person attendance days for students. Taking this path would limit the overall number of students gathering at our campuses on a given day, while still allowing us to offer some in-person learning.

Based on a few challenging illness management processes set forth by the Lake County Health Department, the Board of Education first approved the implementation of our fully remote learning plan through Friday, October 2. In September, the Board extended the fully remote status through at least Friday, November 6. However, some classrooms and small groups of students are being brought back prior to this date.

Specifically, the Lake County Health Department has established several illness management processes as we resume in-person instruction for all students. A challenge for WTHS, based on our size, enhanced health requirements, and schedules developed early in the summer, relates to recommended precautionary procedures regarding COVID-19 “single-symptom-presumed positive” cases and



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## Return to School Plan

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vacating areas that may have been occupied by an individual who has a confirmed or suspected case. Due to the combination of these two precautionary protocols, we do not believe we can safely allow large numbers of students to return to our buildings for entire school days.

Because of these challenges, WTHS began developing additional learning plans to include students spending limited amounts of time in the school building, with no on-site lunch, to help lessen the potential impact of these processes on our school day. These new abbreviated schedules and approaches are being referred to as our “hybrid” plan. With these new schedules, students will have the opportunity to attend school two days in-person every two weeks, after morning remote instruction is provided. Included with this letter is an overview of the new hybrid schedule. The full hybrid plan with hybrid bell schedules are included with more details in a later chapter.

We want to offer all students the option of returning on-campus learning, as there are many social and emotional benefits to being connected to school. Classrooms, however, will not be like they were in the past, as social distancing as much as possible is in effect. We anticipate having students in assigned desks with sufficient space between individuals at all times. Additionally, as teachers will be conducting concurrent instruction (delivering content to those at home at the same time as students in school), the delivery of instruction may seem less personal from the student perspective.

We also want to reiterate that students can certainly continue to learn 100% remotely if desired. There is no academic penalty for doing so, as long as students attend classes remotely and complete course requirements. For students who have had difficulty being successful in a remote setting, we encourage parents to consider sending your students to take advantage of in-person instruction and school services.

### **October 2020 COVID Increases and Implementation Timeline Changes**

At the October 13 meeting, the Board approved this hybrid learning plan for use as early as November 9, 2020. However, in the week following the October 13 Board meeting, the COVID incidence rate numbers in Lake County increased dramatically and remained high. Consequently, the LCHD changed the school status recommendation from hybrid to virtual (fully remote). It is anticipated that COVID numbers will remain high and there is minimally a 10-day recommended transition period if numbers fall below the 14 per 100,000 seven-day rolling average incidence rate in the next several weeks. This ultimately means minimally a delay in the execution of our hybrid plan for this semester, which only had limited weeks remaining. Therefore, WTHS will complete this semester with our current remote learning plan in effect, and possibly bring in small groups of students at the end of the semester if COVID numbers decrease and the LCHD school status changes to hybrid learning.

### **2020-2021 Second Semester**

For our second semester of the 2020-2021 school year, we will be utilizing the hybrid bell schedules after the first day of implementation regardless of whether we are in a fully remote or hybrid learning model. Utilizing the hybrid schedules every day will allow continuity of our schedule and instruction although we still anticipate multiple potential transitions between remote and hybrid learning based on LCHD recommendations. In December, families were provided a link to inform the District that they are choosing to keep their student fully remote for the school year, even when WTHS is able to implement a hybrid plan. At the December 15 Board meeting, the District shared a plan to hopefully implement our hybrid plan as early as January 19, 2021.

Finally, we all must be prepared for quick transitions between hybrid and fully remote instruction at any point in time during this school year. We will continue to make decisions based on local health conditions related to the pandemic, requirements from the state or health department, and logistical constraints.





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### Hybrid Learning Plan Overview

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Warren Township High School will utilize a hybrid learning structure as much as possible until we are allowed to welcome all of our students back into school on a daily basis. Hybrid learning refers to an organizational model in which students receive a mix of fully remote as well as concurrent instruction.

Utilizing a concurrent instructional model will allow WTHS teachers to meet more regularly with all of their students, while offering additional support to the students physically present in their classrooms.

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*Concurrent instruction is the practice of instructing students in the classroom and online at the same time.*

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Our ultimate goal is to be able to welcome half of our students into the building on a daily basis using our hybrid model. However, to ensure we can safely implement the enhanced health requirements from the Illinois State Board of Education and guidance from the Lake County Health Department, we will begin implementing our hybrid model by bringing in approximately 25% of our students each day.

In the event we are able to bring in 50% of our student population on a daily basis, our hybrid model daily schedule will allow for this to happen with no changes to the days of the week each student attends classes in person.

WTHS recognizes that we have students that have different needs. If a family decides that they would prefer to have their student remain fully remote during a period of hybrid learning, please notify the school. Students who choose to remain fully remote will still be able to participate in the fully remote morning classes as well as the concurrently taught afternoon classes.

Based on need, some students may be invited to attend in-person more than this general schedule.

#### **Instruction During Hybrid Learning**

Instruction in our hybrid learning model will focus on development of priority learning standards in all courses. Teachers will use a variety of instructional strategies and activities to facilitate student learning.

Concurrent instruction will be utilized to support in-person and remote learners during each class period. In-person learners and remote learners may still have different learning experiences as a result of instructional planning and the limitations of online instruction. Teachers will implement instructional strategies to support all of their students in their learning, while maximizing the benefit of in-person instruction for students attending school in person.

Students who are not in the building on days when they are scheduled to attend in person are still able to join their class via Google Meet. Students are responsible for completing all course work assigned during hybrid learning.

**Students who opt to be fully remote while WTHS is following a hybrid learning model will be responsible for attending all class meetings remotely, and are also responsible for completing all work assigned in class.**



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### Hybrid Daily Schedule

The WTHS Hybrid schedule will bring 25% of students on campus for two consecutive days every other week. This accounts for one (1) full in-person day of classes every two weeks. Students will be assigned into a numbered group (1, 2, 3, or 4) by an alpha split.

- Group 1 will have in-person learning on the first blue and gold days of the week, every other week.
- Group 2 will have in-person learning on the second blue and gold days of the week, every other week.
- Group 3 will have in-person learning on the first blue and gold days of the week, every other week.
- Group 4 will have in-person learning on the second blue and gold days of the week, every other week.
- Wednesdays will continue to follow the same late start schedule.

Based on need, some students may be invited to attend with multiple groups.

All students will participate in four periods of fully remote instruction each morning at the start of the school day. After the conclusion of the fourth remote period, the assigned in-person group will come into school for instruction that begins later that morning.

All students will have an 80-minute period for lunch on their own and travel time to school if it is their assigned in-person day. Lunch will not be served at WTHS during hybrid learning.

All students will then have four additional classes, three groups remote and one group in-person in the afternoon session.

### 2-Week Student Attendance Rotation (updated 10.19.20)

Green	In-Person
Gray	Remote

Hybrid Plan – 2-Week Student Rotation Schedule										
		Blue		Gold		Late Start	Blue		Gold	
		AM	PM	AM	PM	FULL DAY	AM	PM	AM	PM
Week 1	Group 1	Remote	In-Person	Remote	In-Person	Remote	Remote	Remote	Remote	Remote
	Group 2	Remote	Remote	Remote	Remote	Remote	Remote	In-Person	Remote	In-Person
	Group 3	Remote	Remote	Remote	Remote	Remote	Remote	Remote	Remote	Remote
	Group 4	Remote	Remote	Remote	Remote	Remote	Remote	Remote	Remote	Remote
Week 2	Group 1	Remote	Remote	Remote	Remote	Remote	Remote	Remote	Remote	Remote
	Group 2	Remote	Remote	Remote	Remote	Remote	Remote	Remote	Remote	Remote
	Group 3	Remote	In-Person	Remote	In-Person	Remote	Remote	Remote	Remote	Remote
	Group 4	Remote	Remote	Remote	Remote	Remote	Remote	In-Person	Remote	In-Person





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[Return to School Plan](#)

## **Student Group Assignments – Last Name Alpha Slice**

Group	Last Name – Alpha Slice
1	A - E
2	M - R
3	F - L
4	S - Z



### Enhanced Health Requirements

For any in-person learning to occur this fall, the Illinois State Board of Education has established enhanced health requirements for schools. These enhanced health requirements include:

- Requiring that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings
- Required use of appropriate personal protective equipment (PPE), including face coverings by all
- Prohibiting more than 50 individuals from gathering in one space (including school buses and cafeterias)
- Requiring social distancing be observed, as much as possible
- Requiring an increase in school-wide cleaning and disinfecting

To address the health requirements listed above, WTHS will utilize the following procedures. We will continue to evaluate and modify our procedures to support the fulfillment of these requirements.

#### Symptom Screenings/Temperature Checks (updated 10.13.20)

**Students** will be expected to submit a self-certification of wellness related to the COVID symptoms every morning of in-person attendance at WTHS. **This should be completed at least one hour before the start of school at their respective campus (Almond 9:40 a.m., O'Plaine 10:40 a.m.).** Students will receive a notification confirming their submission of the self-certification.



**All staff** (district-wide staff or contracted service providers) will be expected to submit a self-certification of wellness related to the COVID symptoms every morning of in-person work at WTHS. **This should be completed at least one hour before the start of school at their respective campus (Almond 6:25 a.m., O'Plaine 7:25 a.m.).** Staff will receive a notification confirming their submission of the self-certification.

Only students and staff who are healthy should report for in-person learning. **Students will be able to make up work for missing school and are encouraged to stay home when not feeling well.**

Students and staff with any of the following symptoms of COVID-19 must remain home:

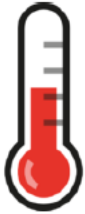
- |                                                                          |                                                        |
|--------------------------------------------------------------------------|--------------------------------------------------------|
| • New congestion or runny nose                                           | • Measured temperature of 100.4° Fahrenheit or greater |
| • New cough                                                              | • Muscle or body aches                                 |
| • Diarrhea                                                               | • Nausea or vomiting                                   |
| • Fatigue from an unknown cause                                          | • New loss of taste or smell                           |
| • Fever or chills                                                        | • Shortness of breath or difficulty breathing          |
| • New onset of moderate to severe headache                               | • Sore throat                                          |
| • Known close contact with a person who has been diagnosed with COVID-19 | • Abdominal pain from unknown cause                    |

(updated symptoms list as of 10.13.20)



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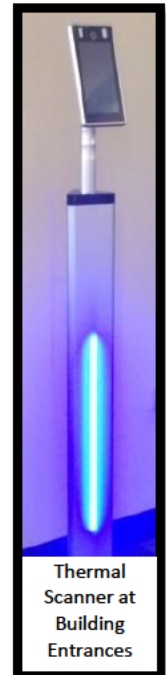
## Return to School Plan



WTHS will conduct temperature checks for all staff, students and visitors entering our school buildings. Individuals who have a temperature greater than 100.4° Fahrenheit, or one known symptom may not enter school buildings.

Any student or staff member who begins to exhibit a high fever associated with COVID-19-like symptoms must report to the designated area at the school, inform the school nurse, and follow the building procedure. Students will wear a face covering and remain in the quarantine area until a parent or guardian picks the student up or until an alternative transportation home is arranged. Staff will remain in the quarantine area until the student is able to leave.

Individuals who exhibit COVID-19 symptoms must self-monitor and return to school according to Illinois Department of Public Health (IDPH) guidelines. A physician's note may be required for staff returning to work. A staff member who has had contact with someone who has tested positive for COVID-19 must notify their building principal or supervisor immediately. Students who have had contact with someone who is positive for COVID-19 must follow the IDPH guidelines for self-monitoring and self-quarantine.



### Visitors and Parents/Guardians

To minimize the contact with others from outside, we will generally not allow visitors and parents/guardians into the school during the school day. Exceptions to this are some required meetings with parents/guardians and emergency situations. Visitors and parents/guardians who need to enter the building will also have a symptom screen and temperature check prior to entering. We encourage all parents/guardians to call or email prior to coming directly to campus to meet staff or students.

### Field Trips

To minimize student and staff contact with others outside of WTHS during the school day, there will be no field trips to start the academic year and likely not approved throughout the entire school year.



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## Return to School Plan

### Face Coverings (updated 10.27.20)

All individuals inside a WTHS building, or utilizing WTHS operated or contracted transportation must wear a face covering at all times unless they are younger than two (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 distance is maintained, except when eating lunch or playing an instrument during band class.

Updated 10.27.20 - The face covering should have two or more layers to stop the spread of COVID-19, and should be worn over the nose and mouth, secured under the chin, and should fit snugly against the sides of the face without gaps.

Updated 10.27.20 - It is not known if athletic face coverings/neck warmers provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of athletic face coverings (e.g., 'gaitors'/neck warmers as a substitute for cloth face coverings.

Face coverings **do not need to be worn** outside the buildings if social distancing is maintained.

Prior to attending, WTHS will require a physician's note for students and staff who are not able to wear a face covering due to medical reasons.

### Social Distancing Measures

In an effort to help provide for social distancing measures at WTHS, we are utilizing a blended instructional model with only 25%-50% of our student enrollment attending at each campus. This helps us with our overall ability to limit student enrollment in classrooms, cafeterias, hallways, general spaces and on school buses for our students.



### Carpooling (updated 10.13.20)

We encourage students not to carpool with non-household members. If necessary to drive with non-household members, please remember to wear a mask.



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## Return to School Plan

### Before and After School Hours (updated 10.13.20)

Almond Campus doors will open at 10:20 a.m. Buses will have a targeted drop off at Almond of 10:25 a.m. O'Plaine Campus doors will open at 11:20 a.m. Buses will have a targeted drop off at O'Plaine of 11:25 a.m. Parents who drop off students will be encouraged to drop off not until our school buildings are open.

To discourage natural gatherings of students from occurring at WTHS, we will encourage students to go directly to their first class of the day upon their arrival in the mornings with in-person instruction.

The cafeteria food service will be closed and not serve breakfast. AFTERSCHOOL SNACKS – designated eating area – ALL FREE

After school, students will be encouraged to exit the building immediately after the conclusion of the last period of the school day, and parents who pick up students will be expected to be at WTHS at dismissal time when students exit the building.

### Student Materials

Students will be expected to use their own supplies/materials (writing utensils, calculators, Chromebooks, etc.), and not share with other students.

### Hallway Traffic

We expect students to keep moving in the hallways during the passing periods and follow the six (6) feet physical distance to the best of their ability. We ask students to move to their next class and not stop to gather in the hallways. We expect students to follow the hallways and stairwells directions for flow. Certain hallways and stairwells may be directionally one-way.

### Hallway Lockers

Students will not initially be issued hallway lockers for the 2020-21 school year. Hallway lockers can be locations which have naturally created a lack of social distancing.

Similarly, we will not be utilizing physical education locker rooms or PE lockers to start the school year at our campuses.

### Student Parking

When students return for in-person learning, we will have open, free parking to help reduce the number of students on school buses. Students should park in designated student parking lots or areas.

### Carpooling (updated 10.13.20)

We encourage students not to carpool with non-household members. If necessary to drive with non-household members, please remember to wear a mask.



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### Capacity Limits

There is a room capacity limit of 50 individuals, including all staff and students. In an effort to help address capacity limits at WTHS, we are utilizing a blended model with only 25%-50% of our student enrollment attending at each campus. This includes capacity limits in classrooms, cafeterias, hallways, gymnasiums, large instructional spaces and school buses.

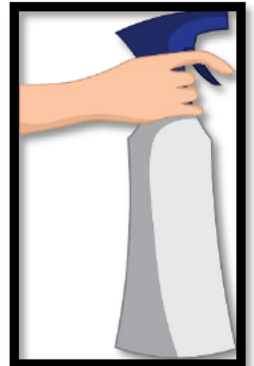
### Events

To accommodate the 50-people capacity limit to spaces and minimize contact with others outside of the school buildings, we will maximize the use of remote and electronic processes for business conducted with parents, visitors, guests, vendors and the general public. Most public events will be cancelled or postponed, or done solely electronically including our annual registration and open house processes for parents.

### Cleaning and Disinfecting (updated 10.19.20)

#### Daily Cleaning

- Buses will be cleaned between routes by the drivers with a disinfectant that has a kill time of two (2) minutes
- Classroom teachers may spray down desks and chairs between classes with a disinfectant that has a kill time of two (2) minutes.
- One additional custodian will be added at each campus to continually wipe down high contact spot areas with disinfectant as well as their normal daily routine.
- Building maintenance staff will also be helping with the cleaning effort throughout the day and especially during lunchtime by spraying tables with disinfectant, which has a kill time of two (2) minutes.
- Students, staff and outside groups may have limited access to various district facilities and equipment.



#### Evening Cleaning

- There will be an addition of two extra night custodians at each campus that will provide additional cleaning to the schools and buses. Wednesdays are also a day available for unique cleaning to spaces as needed. High use areas such as bathrooms, libraries, locker surface, etc. may be cleaned electrostatically as needed.
- Buses will also be cleaned each night electrostatically with fogging machines as an added precaution.







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## Return to School Plan

### Building Improvements for sanitation

- Replaced all washroom sinks at the O'Plaine campus
- Motion paper towel dispensers in place of electric hand dryers
- Touchless hand sanitizing stations at all major entry points at both campuses
- Signage and markings on protocols, safety, and health

### Hand Washing



WTHS encourages frequent handwashing. When hand washing is not possible, it is recommended to use a safe hand sanitizer.



# Warren Township High School District 121

## Return to School Plan

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### WTHS Health Office COVID-19 Guidelines

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(new chapter as of 10.13.20)

WTHS will continue to work closely with the Lake County Health Department and the Illinois Department of Public Health regarding COVID-19 illness procedures and reporting protocol.

As we return to in-person learning, it will take the ***cooperation and commitment of the entire school community to help mitigate the risk of COVID-19 and to keep everyone safe and healthy***. In order to provide a safe return to in-person learning, District 121 Health Office has developed guidelines based on recommendations from the Centers for Disease Control (CDC), Illinois Department of Public Health (IDPH), and the Illinois State Board of Education (ISBE).

#### **Parent Guidelines**

This ***Health Office COVID-19 Guidelines for Parents/Guardians*** provides parents with information regarding updated health procedures, illness information, return to school guidelines, and provides resources. Please take a moment to review the attendance procedures and Frequently-Asked Questions sections.

#### **Attendance Procedures**

*If your child is unable to attend school for any reason OR your child has tested positive OR your child has been in close contact with a person who has tested positive*, when you call the attendance office, please leave details regarding the symptoms or illness that is causing your child to stay home or that your child has been exposed or has tested positive for COVID-19. If your child has COVID symptoms, the nurse will follow up with you to give you specific instructions regarding a return to school. ***This is critically important if we want to open and keep our school open to students and staff during the pandemic.*** If you are unsure, please keep your student home and follow up with the health office.

**Attendance Office O'Plaine** – 847.599.4799

**Attendance Office Almond** – 847.548.6333

**Health Office O'Plaine** – 847.599.4766

**Health Office Almond** – 847.548.6899

#### **Frequently Asked Questions**

The following **Frequently Asked Questions** will provide you with information about COVID-19, health office procedures, dismissal from school, return-to-school guidelines, and testing sites. Please feel free to reach out to your school's building nurse or administrator with questions.



# Warren Township High School District 121

## Return to School Plan

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### What are the symptoms of COVID-19?

- Fever (100.4°F or higher)
- Shortness of breath, difficulty breathing (unrelated to asthma/allergies)
- Chills, muscle aches, fatigue, or sore throat
- Diarrhea, vomiting, or severe nausea
- New rash
- New onset or worsening of cough (unrelated to asthma/allergies)
- New onset of nasal congestion or runny nose (unrelated to allergies)
- New onset or recent loss of taste or smell
- New onset of headache that persists or worsens

For an up-to-date list of symptoms, visit:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

### Is there a decision tree or protocol for schools to follow with positive or close contact cases? (Updated 10.27.20)

**Please see pages 20-21 of this document. This is the decision tree we will use to determine paths for students/staff related to potential COVID cases: [IDPH-COVID19-Exclusion-Decison-Tree](#)**

### How long does it take for symptoms to start?

It can take anywhere from 2 to 14 days after exposure to the virus to develop signs and symptoms of illness. People have had a wide range of symptoms reported, from mild discomfort to severe illness. Some people can be positive for COVID-19 and never develop symptoms (asymptomatic).

### Will my child have to wear a mask?

All students and staff are required to wear a mask while in any of our school buildings. Students should bring their own masks each day, although this can be a family-bought mask or one that was provided by the school district. Students and staff may also choose to wear a face shield in addition to the mask. Masks brought from home must align with dress code policies. Students and staff may only remove their mask while eating lunch or a snack and while drinking, and when outside and able to follow social distancing guidelines. When not in use, masks should be stored in a pocket, backpack, or in a Ziploc bag. Masks should be taken home and laundered daily. Please teach your child about [masks](#), including wearing and caring for them. For tips on helping your child get used to wearing a mask, [click here](#).

Updated 10.27.20 - The face covering should have two or more layers to stop the spread of COVID-19, and should be worn over the nose and mouth, secured under the chin, and should fit snugly against the sides of the face without gaps.

Updated 10.27.20 - It is not known if athletic face coverings/neck warmers provide any benefit as source control to protect others from the spray of respiratory particles. CDC does **not** recommend use of athletic face coverings (e.g., 'gaitors'/neck warmers as a substitute for cloth face coverings.



# Warren Township High School District 121

## Return to School Plan

### What is the difference between isolation and quarantine?

These terms refer to public safety procedures used to help prevent the spread of germs and disease. **Isolation** means keeping sick individuals apart from the healthy population. This generally means that a person remains home, keeping distance from others. **Quarantine** refers to separating people who may have been exposed to a sick individual from others. Because individuals can spread the virus to others before symptoms have had time to develop, quarantine prevents them from spreading it to others.

### What is "Close Contact"?

For COVID-19, a close contact is defined as anyone who was within 6 feet of an infected person for at least 15 minutes within a 24-hour period. If individuals meet the criteria for close contact, they should

remain at home for 14 days since the last time they were in contact with the infected person. If they develop symptoms, they should contact their healthcare provider for further instructions and possible testing.

### What are the recommendations for someone who has previously tested positive for COVID-19? (Updated 10/27/2020)

For those who have had prior diagnoses of COVID-19 confirmed by viral testing within 3 months, isolation and quarantine may not be needed. The table below describes various scenarios that may occur. Schools are encouraged to discuss these situations with their LHDs for clear guidance.

Status of Previous COVID-Positive Individual	Less than 90 days (3 months) from last Positive Test	Greater than 90 days (3 months) from last Positive Test
Refer for clinical evaluation if COVID-like symptoms are present?	YES	YES
Repeat COVID-19 test if COVID-like symptoms are present?	NOT Recommended Healthcare Provider may decide to test based on clinical assessment.	YES
Exclude from school if COVID-like symptoms are present?	Refer to <b>Column C</b> in Exclusion Guidance Decision Tree.	If COVID test <b>positive</b> : Refer to <b>Column A</b> in Exclusion Guidance Decision Tree. If COVID test <b>negative</b> : Refer to <b>Column B</b> in Exclusion Guidance Decision Tree.
Place in quarantine (for 14 calendar days) if named as a close contact to a known case of COVID-19?	NO	YES



# Warren Township High School District 121

## Return to School Plan

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### When should I keep my child home from school?

Your child should stay home if he or she shows **any** signs and symptoms of illness, has been tested for COVID-19 and is awaiting results, has been exposed to someone who tested positive for COVID-19, or has travelled outside the U.S. or certain states within the past 14 days. **Students who present with any COVID-19 symptoms at school will be sent home immediately.**

### What is the procedure for reporting my child's absence due to illness?

Please follow the regular school procedure for calling in your child's absence, *making sure to provide details of the reason for the illness or injury absence*. If your child experiences symptoms of COVID-19, has had contact with someone who has tested positive, or has traveled out of Illinois (specific states) or out of the country, *you will need to provide additional information*. This information will be reviewed by the building nurse who will contact you to provide you with instructions on remaining home and procedures for returning to school.

### How have school health office procedures changed?

A number of changes to health office procedures have been put into place in order to ensure that students and staff remain healthy, and that all health needs can be met efficiently and safely.

- Nurses will be wearing PPE, including masks, face shields, gloves and disposable gowns as needed.
- Health offices are reconfigured to allow separate care areas for sick children and for those who require treatment for injuries and routine care such as medication administration. Social distancing guidelines will be observed.
- Traffic flow through the health office will be minimized. Parents will be asked to wait in their car when picking up their child.
- Enhanced cleaning measures will be implemented.

### What happens when my child becomes ill at school?

If your child appears or feels unwell, arrangements will be made for the building nurse to check his/her temperature, and to check for signs/symptoms of COVID-19 (see COVID-19 symptoms above). This assessment will be completed in a triage area in or near the health office. If your child has any of the signs or symptoms, he/she will be placed in a safe, supervised area in or near the health office to ensure that there is no contact with other students or staff pending your arrival. School nurses will contact you to pick up your child as soon as possible (within 30 minutes). It is important that you provide the school with current phone numbers for yourself and those you have designated as emergency contacts. It is critically important parents/guardians partner with us to remove students that may expose others to COVID-19.

We realize that in certain circumstances you may not be able to pick up your child immediately; therefore, it is imperative that you arrange for other individuals to do so in case you are unavailable. To prevent the spread of infection, individuals with symptoms must be dismissed from school as quickly as possible; therefore, please consider making a plan in advance for your child to be picked up in case of illness at school.

Upon your arrival, you will be given the details regarding the symptoms your child is experiencing, we will request that you contact your child's healthcare provider, and we will follow up with guidance for returning to school after you have seen your health care provider.



# Warren Township High School District 121

## Return to School Plan

### What are the guidelines for my child to return to school after illness?

Please contact your child's healthcare provider if he/she was sent home from school due to illness or if your child develops illness at home. The following guidelines must be met before your child can return to school. Students returning from illness related to COVID-19 or Non COVID-19 (whether reported from home or dismissed from school while ill) or following quarantine should speak with the building nurse to ensure that the guidelines are followed.

- All students sent home with COVID-like symptoms should be diagnostically tested.
- Students should remain home from school until they receive the test results.
- Students who are confirmed or probable cases of COVID-19 must complete 10 calendar days of isolation from the date of first symptom onset and be fever-free for 24 hours without use of fever-reducing medications and other symptoms have improved before returning to school.
- Students returning to school after experiencing COVID-like symptoms but being diagnosed with a non-COVID illness must meet the criteria for returning to school for the illness with which they have been diagnosed. At a minimum, the individual must be fever-free for 24 hours without the use of fever-reducing medication and have had no diarrhea or vomiting in the previous 24 hours and have a doctor's note ruling out COVID.
- Other diseases have specific criteria for when a student can return to school: Follow school health policies and communicable disease guidance for those illnesses. [Communicable Disease Chart for Schools](#)
- A doctor's note documenting the alternative diagnosis and a negative COVID-19 test result should accompany a student returning to school with an alternative diagnosis after experiencing COVID-like symptoms.
- Students with COVID-like symptoms who do not get tested for COVID-19 and who do not provide a doctor's note documenting an alternative diagnosis, must complete 10 calendar days of isolation from the date of first symptom onset and be fever-free for 24 hours without use of fever-reducing medications and other symptoms have improved before returning to school.
- Medical evaluation and COVID-19 diagnostic testing is strongly recommended for all persons with COVID-like symptoms.

**Please see pages 20-21 of this document. This is the decision tree we will use to determine paths for students/staff related to potential COVID cases:**

[IDPH-COVID19-Exclusion-Decison-Tree](#)

If a student is sent home sick with suspected COVID-19 symptoms (e.g., runny nose, fever, diarrhea, etc.), all their siblings/household members must be sent home as well and quarantined for up to 14 calendar days?

Yes, if one of the household members is being evaluated for COVID-19, the rest of the household must be quarantined until an alternative diagnosis is made or a negative result received. If the sick student becomes a confirmed case (i.e., tests positive for COVID-19) or a probable case (i.e., has COVID-like symptoms and is epidemiologically linked to known case), the local health department (LHD) conducting contact tracing will place household contacts, including siblings, in quarantine for up to 14 calendar days. The health department also will provide guidance on how to safely quarantine and isolate within the household.





# Warren Township High School District 121

## Return to School Plan

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### How do I know if my child was around someone who was sick?

You will receive notification from your child's school if it is believed that there has been exposure to a person with COVID-19. School administrators and building nurses will work in conjunction with the local health department (Lake County Department of Public Health) to identify possible exposure and to determine which individuals must be quarantined.

### What is the procedure for quarantine if my child was possibly exposed to someone with COVID-19 or if we have travelled outside Illinois or the United States?

If your child has been in close contact (15 minutes or longer and within 6 feet) with a confirmed case of COVID-19 (includes siblings/family members/school contacts) or after travel outside the U.S., or to restricted states within the U.S., he or she can return 14 days after the last contact with the confirmed case, or 14 days after return to Illinois. During the quarantine period, active symptom monitoring (temperature check twice daily, watch for symptoms) must be completed.

### What steps can be taken to prevent the spread of COVID-19?

Please take the time to talk to your child about everyday steps to stay healthy:

- Frequently washing hands and using hand sanitizer safely
- Avoiding close contact with people who are ill, even within the household
- Remaining 6 feet apart from others outside the home
- Covering nose and mouth with a cloth face cover when around others outside the home
- Sneezing/coughing into a tissue or inside of elbow
- Avoiding touching face with unwashed hands
- Helping your child identify and monitor his/her own symptoms of illness
- Teaching your child about the importance of wearing a mask
- Obtaining adequate rest and exercise and maintaining a healthy diet

### [COVID-19: How to Protect Yourself and Others](#)



# Warren Township High School District 121

## Return to School Plan

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### My child has a chronic health condition. How will care be handled at school?

During registration, you were given the opportunity to notify us of your child's health conditions and medical needs. Nurses review the health information submitted by parents, contact them for additional details as needed, and develop an individualized healthcare plan when needed. This information will be shared with school staff on an "as needed" basis to ensure that appropriate staff are aware of the particular health concern, yet confidentiality is maintained. If you have any questions about your child's care at school, please contact the health office at your school.

*If your child has complex health issues, please consult with his/her healthcare provider to determine which learning option is best (in-person learning or remote learning).*

### Will symptoms of a known condition (allergies, migraine, etc) be taken into consideration?

Every symptomatic person should be evaluated by their healthcare provider on a case-by-case basis and decisions to test for COVID-19 should be based on their personal health history. Diagnostic testing is strongly encouraged whenever an individual experiences COVID-like symptoms as it is possible to have COVID-19 and other health conditions at the same time. Early diagnosis can prevent further transmission. **Individuals who have undergone testing should remain home away from others while waiting for COVID-19 test results.**

### Where can I find COVID-19 testing sites?

The following locations offer testing. Please contact them directly for hours and availability. Or contact your child's healthcare provider for further information.

[Illinois Department of Public Health](#) Testing Sites

### What resources are available to help me talk to my child about Coronavirus?

[\*\*How to talk to your teenager about coronavirus\*\*](#)

[\*\*Teens & COVID-19: Challenges and Opportunities During the Outbreak\*\*](#)

[\*\*Talking with children about Coronavirus\*\*](#)

### **Parent Resources**

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

<https://kidshealth.org/en/parents/coronavirus-landing-page.html?ref=search>

<https://kidshealth.org/en/parents/coronavirus-how-talk-child.html>



# Warren Township High School District 121

## Return to School Plan

### Illinois Department of Public Health Decision Tree For Symptomatic Individuals in K-12 Schools and Daycare Programs (updated 10.27.20)

#### COVID-19 INTERIM EXCLUSION GUIDANCE<sup>1</sup>

Decision Tree for Symptomatic Individuals in Pre-K, K-12 Schools and Day Care Programs



Send home or deny entry (and provide remote instruction) if **ANY** of the following symptoms<sup>2</sup> are present: Fever (100.4°F or higher), new onset of moderate to severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, abdominal pain from unknown cause, new congestion/runny nose, new loss of sense of taste or smell, nausea, fatigue from unknown cause, muscle or body aches.  
**Medical Evaluation and Testing are Strongly Recommended for ALL Persons with COVID-Like Symptoms.**

Status	A. COVID-19 diagnostic test Positive (confirmed case) OR COVID-like symptoms without COVID-19 testing and exposed to confirmed case (probable case)	B. Symptomatic individual with a negative COVID-19 diagnostic test <i>Negative COVID-19 diagnostic tests are valid only for the date on which they are collected; specimens collected 48 hours prior to symptom onset, after symptom onset, or while symptoms are present are acceptable for determining school exclusion status.</i>	C. Symptomatic individual with an alternative diagnosis without negative COVID-19 diagnostic test	D. Symptomatic individual without diagnostic testing or clinical evaluation <i>Individuals may move to Columns A, B, or C based on results of diagnostic testing and/or clinical evaluation.</i>	E. Asymptomatic individual who is a close contact <sup>6</sup> to a confirmed or probable COVID-19 case
Evaluated by Healthcare Provider	YES / NO	YES / NO	YES	NO	NA
Return to School Guidance	Stay home at least ten <sup>3</sup> calendar days from onset of symptoms AND for 24 hours with no fever (without fever-reducing medication) AND improvement of symptoms.	Stay home until symptoms have improved/resolved per return-to-school criteria for diagnosed condition <sup>4</sup> . Follow provider directions, recommended treatment & return to school guidance as per school policies and <a href="#">IDPH Communicable Diseases in Schools</a> .	Stay home until symptoms have improved/resolved per return-to-school criteria for diagnosed condition <sup>4</sup> . Follow provider directions, recommended treatment & return to school guidance as per school policies and <a href="#">IDPH Communicable Diseases in Schools</a> .	Stay home at least ten <sup>3</sup> calendar days from onset of symptoms AND for 24 hours with no fever (without fever-reducing medication) AND improvement of symptoms.	Stay home for 14 calendar days after last exposure to the COVID-19 case. <i>If COVID-19 illness develops, use the ten-day isolation period<sup>5</sup> guidance for a COVID-19 case from the onset date. Testing is recommended.</i>
Quarantine for Close Contacts?	YES	NO	NO	Household Member (e.g., Siblings, Parent) <sup>5</sup>	NA
Documentation Required to Return to School	Release from Isolation letter (if received from their LHD) provided by the parent/guardian or staff person, notification via phone, secure email or fax from the LHD to the school, OR other process implemented by your LHD	If staff/student is a close contact to a confirmed case, the school is experiencing an outbreak, or the LHD is requiring validation due to community transmission levels, documentation of a negative RT-PCR COVID-19 test result is needed. In other situations, a negative RT-PCR, rapid molecular (rapid PCR) or negative antigen test is acceptable.	If testing is not performed due to the clinical judgment of the healthcare provider, a medical note is needed to return to school/day care documenting that there is no clinical suspicion for COVID-19 infection and indicate an alternative diagnosis with exclusion consistent with this diagnosis	After the ten-day exclusion, a note from parent/guardian documenting that the ill student and/or household contacts are afebrile without fever-reducing medication and symptoms have improved	Release from Quarantine letter (if received from their LHD) provided by the parent/guardian or staff member, LHD notification via phone, secure email or fax to the school OR other process implemented by your LHD
<sup>1</sup> Based on available data and science, schools must make local decisions informed by local context in consultation with their local public health department. This chart should be used in conjunction with the <a href="#">Public Health Interim Guidance for Pre-K-12 Schools and Day Care Programs for Addressing COVID-19</a> . <sup>2</sup> New onset of a symptom not attributed to allergies or a pre-existing condition. <sup>3</sup> Severely immunocompromised or severely ill: may need to isolate for 20 days as per guidance from the individual's infectious disease physician.			<sup>4</sup> If the individual has been identified by public health for quarantine or knows they are a close contact to a case, the 14-calendar-day quarantine must be completed. <sup>5</sup> Consider quarantine for other close contacts if there was poor adherence to social distancing or use of face coverings. <sup>6</sup> Contacts to close contacts of a case do not need to be excluded unless the close contact becomes a confirmed or probable case.		

Rev. 10/27/2020 Interim Guidance, Subject to updates



# Warren Township High School District 121

## Return to School Plan

### Illinois Department of Public Health Supplemental Guidance: Considerations for School Nurses and Healthcare Providers (updated 10.27.20)



#### Supplemental Guidance: Considerations for School Nurses and Healthcare Providers

10/27/2020  
Interim  
Guidance,  
Subject to  
updates

#### Box A. Assessment of Symptomatic Persons

Consider the following when assessing symptomatic students/staff:

Are symptoms new to the student/staff person or are they a change in baseline for that individual?

*Does the symptomatic individual have any of the following potential exposure risks?*

Did the student/staff have an exposure to a suspected or confirmed COVID-19 case in the past 14 days?

Is there a household or other close contact with similar symptoms who has not been yet classified as a confirmed or probable case?

Is there a household member or other close contact with high-exposure risk occupation or activities (e.g. HCW, correctional worker, other congregate living setting worker or visitor)?

Did the student/staff member have potential exposure due to out-of-school activities (private parties, playing with friend groups, etc.) or have poor compliance with mask wearing and social distancing?

Do they live in an area of moderate or high community transmission? (as defined in the [Adaptive Pause Metrics guidance](#).)

Do they have a history of travel to an area of high transmission in previous 14 days?

Is there an outbreak in the school or has there been another known case of COVID-19 in the school building in the last 14 days or are there other students or staff in the classroom or cohort currently out with COVID-19 symptoms?

#### Box B. Clinical Evaluation for Children with Symptoms of COVID-19

(<https://www.cdc.gov/coronavirus/2019-ncov/hcp/pediatric-hcp.html>)

Consider the individual's risk of exposure. See Box A.

No Exposure Risk Identified & resides in County with Minimal County Transmission<sup>1</sup>

Has Exposure Risk and/or Clinical Suspicion for COVID-19

If no known close contact to COVID-19 case and no other exposure risks, testing and exclusion for COVID-19 may be considered based on level of clinical suspicion and testing availability.

Isolation  
COVID-19 Testing Recommended

Alternate diagnoses should be considered, and exclusions based on usual practice. (Isolate until at least 24 hours fever-free without fever-reducing medicine)

#### TESTING

PCR or antigen (Ag) testing is acceptable.

- If an Ag detection test is negative and there is a high clinical suspicion of COVID-19, confirm with PCR) (see Column B, pg. 1), ideally within 2 days of the initial Ag test.
- If RT-PCR testing is not available, clinical discretion can be used to recommend isolation.

Test result is only valid for the day of specimen collection.

<sup>1</sup> Adaptive Pause and Metrics: Interim School Guidance for Local Health Departments. Available at <https://www.isbe.net/Documents/IDPH-Adaptive-Pause-Metrics.pdf> and CDC Indicators for Dynamic School Decision-Making available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/indicators.html#thresholds>

Resources:  
• COVID-19 Testing Overview <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>  
• Isolation and Quarantine: CDC <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>





# Warren Township High School District 121

## Return to School Plan

### Hybrid Learning Plan

(New 10.13.20)

Warren Township High School will utilize a hybrid learning structure as much as possible until we are allowed to welcome all of our students back into school on a daily basis. Hybrid learning refers to an organizational model in which students receive a mix of fully remote as well as concurrent instruction.

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*Concurrent instruction is the practice of instructing students in the classroom and online at the same time.*

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Utilizing a concurrent instructional model will allow WTHS teachers to meet more regularly with all of their students, while offering additional support to the students physically present in their classrooms.

Our ultimate goal is to be able to welcome half of our students into the building on a daily basis using our hybrid model. However, to ensure we can safely implement the enhanced health requirements from the Illinois State Board of Education and guidance from the Lake County Health Department,, we will begin implementing our hybrid model by bringing in 25% of our students each day.

In the event we are able to bring in 50% of our student population on a daily basis, our hybrid model daily schedule will allow for this to happen with no changes to the days of the week each student attends classes in person.

WTHS recognizes that we have students that have different needs. If a family decides that they would prefer to have their student remain fully remote during a period of hybrid learning, please notify the school. Students who choose to remain fully remote will still be able to participate in the fully remote morning classes as well as the concurrently taught afternoon classes.

#### **Hybrid Daily Schedule**

The WTHS Hybrid schedule will bring 25% of students on campus for two consecutive days every other week. This accounts for one (1) full in-person day of classes every two weeks. Students will be assigned into a numbered group (1, 2, 3, or 4) by an alpha split.

- Group 1 will have in-person learning on the first blue and gold days of the week, every other week.
- Group 2 will have in-person learning on the second blue and gold days of the week, every other week.
- Group 3 will have in-person learning on the first blue and gold days of the week, every other week.
- Group 4 will have in-person learning on the second blue and gold days of the week, every other week.
- Wednesdays will continue to follow the same late start schedule.
- Based on need, some students may be invited to attend with multiple groups.

All students will participate in four periods of fully remote instruction each morning at the start of the school day. After the conclusion of the fourth remote period, the assigned in-person group will come into school for instruction that begins later that morning.



# Warren Township High School District 121

## Return to School Plan

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All students will have an 80-minute period for lunch on their own and travel time to school if it is their assigned in-person day. Lunch will not be served at WTHS during hybrid learning.

All students will then have four additional classes, three groups remote and one group in-person in the afternoon session.

The following tables provide our daily bell schedules for the Almond and O'Plaine campuses as well as an outline of the in-person remote learning rotation of the four groups of students.

### Student Group Assignments – Last Name Alpha Slice

Group	Last Name – Alpha Slice
1	A - E
2	M - R
3	F - L
4	S - Z





# Warren Township High School District 121

## Return to School Plan

### O'Plaine Campus Hybrid Learning Plan - Daily Bell Schedules (updated 12.17.20)

Hybrid Plan	
<u>Standard Weekly Schedule</u>	<u>Schedule With No School On Monday</u>
Monday: Blue day	Monday: No School
Tuesday: Gold day	Tuesday: Blue day
Wednesday: Late-Start Schedule	Wednesday: Gold day
Thursday: Blue day	Thursday: Blue day
Friday: Gold day	Friday: Gold day

Green	In-Person
Grey	Remote
Orange	Courses at Almond

v.10

Hybrid Learning Plan– O'Plaine Campus Bell Schedule				
<u>Blue Schedule</u>		<u>Gold Schedule</u>		<u>Late Start – Synchronous</u> <b>ALL STUDENTS</b>
<b>All Students - REMOTE INSTRUCTION</b>		<b>All Students - REMOTE INSTRUCTION</b>		<b>PLT Meetings 8:25 – 10:25</b>
0 7:25 – 7:50		5 8:25 – 8:50		0 9:25 – 9:55
1 8:25 – 8:50		6 8:55 – 9:20		1 10:25 – 10:55
2 8:55 – 9:20		7 9:25 – 9:50		2 11:00 – 11:30
3 9:25 – 9:50		8 9:55 – 10:20		3 11:35 – 12:05
4 9:55 – 10:20				4 12:10 – 12:40
10:20 – 10:45 Check-in with Remote Groups		10:20 – 10:45 Check-in with Remote Groups		5 12:45 – 1:15
				6 1:20 – 1:50
10:20 – 11:40 Lunch on your own and transportation to school		10:20 – 11:40 Lunch on your own and transportation to school		7 1:55 – 2:25
In-Person Group	Remote Groups	In-Person Group	Remote Groups	8 2:30 – 3:00
0 10:40 – 11:30	0 10:40 – 11:30	5 11:40 – 12:30	5 11:40 – 12:30	
1 11:40 – 12:30	1 11:40 – 12:30	6 12:35 – 1:25	6 12:35 – 1:25	
2 12:35 – 1:25	2 12:35 – 1:25	7 1:30 – 2:20	7 1:30 – 2:20	
3 1:30 – 2:20	3 1:30 – 2:20	8 2:25 – 3:15	8 2:25 – 3:15	
4 2:25 – 3:15	4 2:25 – 3:15			



# Warren Township High School District 121

## Return to School Plan

### Almond Campus Hybrid Learning Plan - Daily Bell Schedules (updated 12.17.20)

Hybrid Plan	
<u>Standard Weekly Schedule</u>	<u>Schedule With No School On Monday</u>
Monday: Blue day	Monday: No School
Tuesday: Gold day	Tuesday: Blue day
Wednesday: Late-Start Schedule	Wednesday: Gold day
Thursday: Blue day	Thursday: Blue day
Friday: Gold day	Friday: Gold day

Green	In-Person
Grey	Remote
Orange	8 <sup>th</sup> period Band

v.10

Hybrid Learning Plan – Almond Campus Bell Schedule					
<u>Blue Schedule</u>		<u>Gold Schedule</u>		<u>Late Start – Synchronous ALL STUDENTS</u>	
All Students - REMOTE INSTRUCTION		All Students - REMOTE INSTRUCTION		PLT Meetings 7:25 – 9:25	
0 7:25 – 7:50		4 7:25 – 7:50		0 9:25 – 9:55	
1 7:55 – 8:20		5 7:55 – 8:20		1 10:00 – 10:30	
2 8:25 – 8:50		6 8:25 – 8:50		2 10:35 – 11:05	
3 8:55 – 9:20		7 8:55 – 9:20		3 11:10 – 11:40	
		8 9:55 – 10:20		4 11:45 – 12:15	
9:20 – 9:45 Check-in with Remote Groups		9:20 – 9:45 Check-in with Remote Groups		5 12:20 – 12:50	
				6 12:55 – 1:25	
				7 1:30 – 2:00	
9:20 – 10:40 Lunch on your own and transportation to school		9:20 – 10:40 Lunch on your own and transportation to school		8 2:30 – 3:00	
In-Person Group	Remote Groups	In-Person Group	Remote Groups		
0 10:40 – 11:30	0 10:40 – 11:30	4 10:40 – 11:30	4 10:40 – 11:30		
1 11:35 – 12:25	1 11:35 – 12:25	5 11:35 – 12:25	5 11:35 – 12:25		
2 12:30 – 1:20	2 12:30 – 1:20	6 12:30 – 1:20	6 12:30 – 1:20		
3 1:25 – 2:15	3 1:25 – 2:15	7 1:25 – 2:15	7 1:25 – 2:15		
		8 2:25 – 3:15	8 2:25 – 3:15		



# Warren Township High School District 121

## Return to School Plan

### 2-Week Student Attendance Rotation (updated 10.19.20)

Green	In-Person
Gray	Remote

Hybrid Plan – 2-Week Student Rotation Schedule										
		Blue		Gold		Late Start	Blue		Gold	
		AM	PM	AM	PM	FULL DAY	AM	PM	AM	PM
Week 1	Group 1	Remote	In-Person	Remote	In-Person	Remote	Remote	Remote	Remote	Remote
	Group 2	Remote	Remote	Remote	Remote	Remote	Remote	In-Person	Remote	In-Person
	Group 3	Remote	Remote	Remote	Remote	Remote	Remote	Remote	Remote	Remote
	Group 4	Remote	Remote	Remote	Remote	Remote	Remote	Remote	Remote	Remote
Week 2	Group 1	Remote	Remote	Remote	Remote	Remote	Remote	Remote	Remote	Remote
	Group 2	Remote	Remote	Remote	Remote	Remote	Remote	Remote	Remote	Remote
	Group 3	Remote	In-Person	Remote	In-Person	Remote	Remote	Remote	Remote	Remote
	Group 4	Remote	Remote	Remote	Remote	Remote	Remote	In-Person	Remote	In-Person

### Instructional Plan and Procedures

Our first priority is to ensure the health and safety of our students while continuing to provide learning opportunities that focus on critical academic standards. Social distancing within classrooms will be in place as much as possible. Teachers will develop lesson plans designed for concurrent instruction. Since regular feedback to students on their progress is a critical part of the learning process, students will be given assignments and assessments that are aligned with critical skills and standards within all of their courses. Teacher Professional Learning Teams (PLTs) will determine critical content and skills that will prepare students for the next class and to improve college and career readiness, as well as identify critical skills from the previous school year that will require additional instruction due to the extended eLearning period. Teachers will work with their PLTs, Lead Teachers, and/or Assistant Principals to determine critical skills and modifications necessary for the curriculum.

This section addresses several key components within our instructional plan.

### Teacher Work Day

Teachers will work their standard contractual work day on fully remote Wednesdays. Teachers will have two hours for PLT meetings, prep time, occasional professional development opportunities, and/or occasional building meetings.



# Warren Township High School District 121

## Return to School Plan

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### Grading/Gradebooks

This fall grading practices will follow the WTHS grading philosophy and procedures found in Chapter 8 of the [Student Parent Handbook](#) (Board Policy 6:280). The following procedures will also be enacted to meet the needs of our students while the School Day is impacted by the COVID-19 Pandemic:

- Late work will be accepted for full credit until the end of an instructional unit. Late work turned in after the conclusion of an instructional unit will be accepted per teacher discretion.
- Students will earn grades based on the work that they submit during the course of the semester.
- Dual Credit courses will follow the grading guidelines set forth by College of Lake County.
- Teachers must have at least one grade per week in the gradebook. Regular feedback to students in a blended setting is critical in supporting their learning. This will also facilitate the implementation of additional needed academic supports for students.

### Late Work

We recognize the challenges that still exist with remote learning and the need for students to have flexibility in completing their coursework. However, it is important for students to do their best to stay on track in completing their work. To that end, students will be allowed to turn in late or missing work for full credit for the duration of an instructional unit. Once the unit is completed, the student's late work will be accepted per teacher discretion.

### Instruction During Hybrid Learning

Instruction in our hybrid learning model will focus on development of priority learning standards in all courses. Teachers will use a variety of instructional strategies and activities to facilitate student learning.

Concurrent instruction will be utilized to support in-person and remote learners during each class period. In-person learners and remote learners may still have different learning experiences as a result of instructional planning and the limitations of online instruction. Teachers will implement instructional strategies to support all of their students in their learning, while maximizing the benefit of in-person instruction for students attending school in person.

Students who are not in the building on days when they are scheduled to attend in person are still able to join their class via Google Meet. Students are responsible for completing all course work assigned during hybrid learning.

Students who opt to be fully remote while WTHS is following a hybrid learning model will be responsible for attending all class meetings remotely, and are also responsible for completing all work assigned in class.



# Warren Township High School District 121

## Return to School Plan

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### Use of Web Cams During Instruction (new 12.17.20)

Effective January 19, 2021 all students are required to have their cameras on during classes they are attending remotely. Teachers will record students who do not have their camera on in PowerSchool. Student cameras must remain on, unless the teacher gives the class permission to turn them off. Students can be marked absent when cameras are not on **and** students are not responding to repeated attempts from the teacher to engage or participate in the remote classroom setting.

The district believes that requiring student cameras during class will create a sense of classroom community, enhance engagement, and build trust between students and teachers. The use of cameras ensures that students are active participants in their learning. By seeing students during class, teachers will be able to monitor student engagement and check for understanding more efficiently than when cameras are off. WTHS also believes that increased student engagement will better support the mental health of our students, as they will be able to participate in their classes in an environment where they can see and interact with their peers.

If there is a specific reason you do not want to have your student's camera on during class, please contact your student's dean prior to January 19. Teachers will be notified of any of their students who are approved to have their cameras remain off. Students who are approved to keep their cameras off are still required to actively participate in class.

### **Specific Details for Students:**

- Student cameras must be turned on and their faces must be visible on the screen. Cameras should not be pointed at the ceiling, floor, or other areas where the student's face is not visible.
- Students should select an area for class with minimal background distractions.
- Students can use the background filters in Google Meet for additional privacy.
- Cameras must remain on during the full class period unless a teacher permits them to be turned off.
- The teacher will follow up with the parents of students who repeatedly do not have cameras turned on during class. Student services personnel will also contact families if a consistent issue persists.
- If a student encounters technical difficulties that impact their ability to use their camera, they must contact their teacher as soon as possible.
- All academic and attendance procedures from first semester still apply.

### Length of Morning Remote Lessons (updated 12.17.20)

The four class periods each morning will be fully remote lessons. These lessons will be taught synchronously. Students are required to attend these classes daily. These class periods are 25 minutes in length.



# Warren Township High School District 121

## Return to School Plan

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### Purpose of Check-In Period With Remote Groups (new 12.17.20)

At the conclusion of the morning fully remote class periods, there is a 25 minute period for teachers to meet with students who will be attending school remotely later in the day. Teachers will utilize this time to meet individually or in small groups with students to assist them in staying on track in their coursework, or provide additional instructional assistance. Student Services Teams will also utilize this time to meet with students.

### Receiving Academic Assistance While On Campus

While on campus, students will receive assistance in similar times, locations and procedures that would have been provided during full in-person learning.

### Receiving Academic Assistance While Remote Learning

Due to the complexities of simultaneously serving our students in the building and remotely, teachers will provide students with times that they are available to assist students. Students are encouraged to email their teachers to arrange a time to receive assistance.

### Students with Special Needs

WTHS understands the impact COVID-19 has had on our most vulnerable student population. As a result, the Special Education Department has developed plans and procedures to address various unique challenges the pandemic has created. WTHS will adhere to timelines for annual IEP meetings and required evaluations. All Individuals with Disabilities Education Act (IDEA) and Section 504 timelines remain in effect. Teams will work closely with families to provide instruction that supports their individual plan. Any student that receives approved accommodations through either an IEP or a 504 Plan should contact their case manager to discuss how their needs will be met in our blended learning model.

Emergent Bilingual students will continue to receive appropriate services in our blended learning model.

### Daily Attendance Procedures (updated 12.17.20)

Teachers will take attendance at the beginning of each period. Students attending in person must be in their seat, and students in remote attendance must be logged into Google Meet with their camera on, and their face visible in the frame in order to be marked "Present" for that period.

If a student is sick, and unable to participate in their daily learning activities, the parent/guardian must call the WTHS attendance line at (847) 662-1400 to report the absence. Failure to do so will result in an unexcused absence for that student. The normal school absence policy applies.





# Warren Township High School District 121

## Return to School Plan

### Tech Campus Information

The Lake County Tech Campus has established the following expectations and guidelines for students during remote eLearning days. Synchronous lessons involve students completing tasks in an interactive platform with the students' instructor. Asynchronous lessons allow students to move at their own pace and will complete tasks without their instructor virtually present. These expectations are subject to change due to the rapidly evolving situation.

- Student Guidelines For Tech Campus eLearning Days
  - Any instructional day where students learn from a remote location is an eLearning day. The following section outlines student responsibilities for an eLearning day.
  - Access student Tech Campus accounts from PowerSchool. Instructions are included in the Welcome Packet. To be sent home the first week of August.
  - Log into Tech Campus student accounts and access learning materials from the learning system, called Schoology. Information will be provided before the start of the school year.
  - Participate in synchronous lessons with the instructor on Monday, Tuesday, Thursday, and Friday. If a student cannot attend due to a schedule conflict with their home school, the student may view the recorded lesson on Schoology Conferences or attend a different scheduled session on the same day.
  - If a student needs to attend a different session, the instructor must be contacted twenty-four hours in advance.
  - Session 1 meets from 8:20 a.m. to 10:20 a.m. Session 2 meets from 10:25 a.m. to 12:25 p.m. and Session 3 meets from 1:00 p.m. to 3:00 p.m.
  - Participate in asynchronous sessions on Wednesdays. Students should follow the instructor's guidelines for checking-in on Wednesdays.
  - Instructors will post asynchronous lessons for students by 8:20 a.m. each Wednesday.
  - Turn in assigned work by the due date.
- Tech Campus is working closely with the College of Lake County regarding dual credit. More information will be provided when it is available.
- Tech Campus Instructor Office Hours:
  - Monday, Tuesday, and Thursday from 3:00 p.m. to 3:30 p.m.
  - Wednesdays from 8:20 a.m. to 3:30 p.m. by appointment.
  - If students need to contact their instructor, please follow their procedures or reach out through Schoology.

\*Cosmetology specific student guidelines will be created for their unique needs.

Tech Campus will begin implementing a Hybrid Program beginning the week of October 19. Students will have the opportunity to sign up for in-person instruction beginning the week of October 12. If your student needs transportation to the tech campus, please notify Alan Thomas, [athomas@wthsh.net](mailto:athomas@wthsh.net), with the day and session they have signed up to attend. Please visit the [Tech Campus website](#) for additional details.



# Warren Township High School District 121

## Return to School Plan

### Technical Difficulties With Chromebooks/District Software



If a student is encountering technical difficulties with their Chromebook, or with other software supported by Warren Township High School (ie Canvas, PowerSchool, Mastery Manager, Google Apps) please complete a Student Help Desk Ticket. The Student Help Desk is available on the district website. Your response will be routed to the WTHS staff member who can best assist you.

Students can also come to the Tech Academy Room at either campus for assistance on days they are attending school.

If you are having a problem with your home internet service, please contact your Internet Service Provider directly. We are unable to troubleshoot issues with internet outages that are the result of an outage with Comcast, AT&T, or other internet service providers.

### Home Internet Access

If a student does not have home internet access, the parent should contact the school to report the issue. WTHS will work with the family to find solutions to provide the student with the resources they need to complete their coursework.

Local Internet Service Providers have a variety of programs available for families to sign up for internet services at a reduced rate. Please contact these companies if you are interested in signing up for reduced-cost internet.

[Comcast Internet Essentials](#) has an online application to sign up for services.

Comcast Customer service: 855-846-8376

[AT&T](#) also has a program for low-cost internet for families.

AT&T Customer service: 855-220-5211

### Outdoor Wifi Access

WTHS now has outdoor wifi access available for our students in the North Parking Lot at the O'Plaine Campus, and the Student Parking Lot at the Almond Campus. Only WTHS students will be able to access the internet in these locations.



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### Fully Remote Learning Plan after implementation of the Hybrid Learning Plan

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(Updated 12.17.20)

Warren Township High School will utilize a fully remote learning structure if we are unable to continue in our hybrid model. This document provides detailed information regarding our fully remote learning plan.

#### Fully Remote Weekly Schedule

After the hybrid plan is implemented, WTHS will continue to follow the same daily schedule as the hybrid model in the event of a necessary return to remote learning. This will provide continuity for students in our instructional planning and schedule as we experience anticipated transitions between remote and hybrid learning based on LCHD recommendations.

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*After the hybrid plan is implemented, WTHS will continue to follow the same daily schedule as the hybrid model in the event of a necessary return to remote learning.*

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#### Instructional Plan and Procedures

Our first priority is to ensure the health and safety of our students while continuing to provide learning opportunities that focus on critical academic standards. While WTHS is on a fully remote schedule, teachers will develop instructional plans that utilize a mix of synchronous instruction in which teachers meet virtually with students, and asynchronous instruction in which students complete self-paced lessons and assessments. Since regular feedback to students on their progress is a critical part of the learning process, students will be given assignments and assessments that are aligned with critical skills and standards within all of their courses. Teacher Professional Learning Teams (PLTs) will determine critical content and skills that will prepare students for the next class and to improve college and career readiness, as well as identify critical skills from the previous school year that will require additional instruction due to the extended eLearning period. Teachers will work with their PLTs, Lead Teachers, and/or Assistant Principals to determine critical skills and modifications necessary for the curriculum.

#### Teacher Work Day

Teachers will work their standard contractual work day on all school days. On Wednesdays, teachers will have two hours for PLT meetings, prep time, professional development opportunities, and/or occasional building meetings. On all other school days, teachers will have one hour for prep time, professional development opportunities, and/or occasional building meetings.



# Warren Township High School District 121

## Return to School Plan

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### Grading/Gradebooks

This fall grading practices will follow the WTHS grading philosophy and procedures found in Chapter 8 of the [Student Parent Handbook](#) (Board Policy 6:280). The following procedures will also be enacted to meet the needs of our students while the School Day is impacted by the COVID-19 Pandemic:

- Late work will be accepted for full credit until the end of an instructional unit. Late work turned in after the conclusion of an instructional unit will be accepted per teacher discretion.
- Students will earn grades based on the work that they submit during the course of the semester.
- Dual Credit courses will follow the grading guidelines set forth by College of Lake County.
- Teachers must have at least one grade per week in the gradebook. Regular feedback to students in a blended setting is critical in supporting their learning. This will also facilitate the implementation of additional needed academic supports for students.

### Late Work

We recognize the challenges that still exist with remote learning, and the need for students to have flexibility in completing their coursework. However, it is important for students to do their best to stay on track in completing their work. To that end, students will be allowed to turn in late or missing work for full credit for the duration of an instructional unit. Once the unit is completed, the student's late work will be accepted per teacher discretion.

### Instruction During Remote Learning (updated 10.13.20)

All academic resources for remote learning will be posted in Canvas. Students are required to login to Canvas to access their lessons on all days in which they are working remotely. Students who need assistance should reach out to their teachers. Teachers will communicate their office hours to students to facilitate communication.

Remote instruction will incorporate a mix of synchronous learning activities in which teachers meet virtually with students, and self-paced activities in which students complete self-paced assignments independently. Teachers will meet synchronously with their students during all scheduled class periods.

### Length of Remote Lessons (updated 12.17.20)

Daily remote lessons in our fully remote model after implementation of the hybrid learning plan will continue to provide students with new learning experiences. Synchronous lessons will be scheduled during the times indicated on the Hybrid Learning Plan Daily Schedules. All lessons will be focused on addressing key skills and academic standards for the current course, as well as reviewing previous skills from last year.



# Warren Township High School District 121

## Return to School Plan

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### Use of Web Cams During Instruction (updated 12.17.20)

Effective January 19, 2021 all students are required to have their cameras on during their classes. Teachers will record students who do not have their camera on in PowerSchool. Student cameras must remain on, unless the teacher gives the class permission to turn them off. Students can be marked absent when cameras are not on **and** students are not responding to repeated attempts from the teacher to engage or participate in the remote classroom setting.

The district believes that requiring student cameras during class will create a sense of classroom community, enhance engagement, and build trust between students and teachers. The use of cameras ensures that students are active participants in their learning. By seeing students during class, teachers will be able to monitor student engagement and check for understanding more efficiently than when cameras are off. WTHS also believes that increased student engagement will better support the mental health of our students, as they will be able to participate in their classes in an environment where they can see and interact with their peers.

If there is a specific reason you do not want to have your student's camera on during class, please contact your student's dean prior to January 19. Teachers will be notified of any of their students who are approved to have their cameras remain off. Students who are approved to keep their cameras off are still required to actively participate in class.

### **Specific Details for Students:**

- Student cameras must be turned on and their faces must be visible on the screen. Cameras should not be pointed at the ceiling, floor, or other areas where the student's face is not visible.
- Students should select an area for class with minimal background distractions.
- Students can use the background filters in Google Meet for additional privacy.
- Cameras must remain on during the full class period unless a teacher permits them to be turned off.
- The teacher will follow up with the parents of students who repeatedly do not have cameras turned on during class. Student services personnel will also contact families if a consistent issue persists.
- If a student encounters technical difficulties that impact their ability to use their camera, they must contact their teacher as soon as possible.
- All academic and attendance procedures from first semester still apply.

### Receiving Academic Assistance While Remote Learning

Students are encouraged to email their teachers to arrange a time to receive assistance. Teachers will provide their students with office hours during which time they will be available to assist students.



# Warren Township High School District 121

## Return to School Plan

### Students with Special Needs

WTHS understands the impact COVID-19 has had on our most vulnerable student population. As a result, the Special Education Department has developed plans and procedures to address various unique challenges the pandemic has created. WTHS will adhere to timelines for annual IEP meetings and required evaluations. All Individuals with Disabilities Education Act (IDEA) and Section 504 timelines remain in effect. Teams will work closely with families to provide instruction that supports their individual plan. Any student that receives approved accommodations through either an IEP or a 504 Plan should contact their case manager to discuss how their needs will be met in our blended learning model.

Emergent Bilingual students will continue to receive appropriate services in our blended learning model.

### Daily Attendance Procedures (updated 12.17.20)

Teachers will take attendance at the beginning of each period. Students attending in person must be in their seat, and students in remote attendance must be logged into Google Meet with their camera on, and their face visible in the frame in order to be marked "Present" for that period.

If a student is sick, and unable to participate in their daily learning activities, the parent/guardian must call the WTHS attendance line at (847)662-1400 to report the absence. Failure to do so will result in an unexcused absence for that student. The normal school absence policy applies.

### Tech Campus Information (updated 10.13.20)

The Lake County Tech Campus has established the following expectations and guidelines for students during remote eLearning days. Synchronous lessons involve students completing tasks in an interactive platform with the students' instructor. Asynchronous lessons allow students to move at their own pace and will complete tasks without their instructor virtually present. These expectations are subject to change due to the rapidly evolving situation.

- Student Guidelines For Tech Campus eLearning Days
  - Any instructional day where students learn from a remote location is an eLearning day. The following section outlines student responsibilities for an eLearning day.
  - Access student Tech Campus accounts from PowerSchool. Instructions are included in the Welcome Packet. To be sent home the first week of August.
  - Log into Tech Campus student accounts and access learning materials from the learning system, called Schoology. Information will be provided before the start of the school year.
  - Participate in synchronous lessons with the instructor on Monday, Tuesday, Thursday, and Friday. If a student cannot attend due to a schedule conflict with their home school, the student may view the recorded lesson on Schoology Conferences or attend a different scheduled session on the same day.
  - If a student needs to attend a different session, the instructor must be contacted twenty-four hours in advance.
  - Session 1 meets from 8:20 a.m. to 10:20 a.m. Session 2 meets from 10:25 a.m. to 12:25 p.m. and Session 3 meets from 1:00 p.m. to 3:00 p.m.





# Warren Township High School District 121

## Return to School Plan

- Participate in asynchronous sessions on Wednesdays. Students should follow the instructor's guidelines for checking-in on Wednesdays.
- Instructors will post asynchronous lessons for students by 8:20 a.m. each Wednesday.
- Turn in assigned work by the due date.
- Tech Campus is working closely with the College of Lake County regarding dual credit. More information will be provided when it is available.
- Tech Campus Instructor Office Hours:
  - Monday, Tuesday, and Thursday from 3:00 p.m. to 3:30 p.m.
  - Wednesdays from 8:20 a.m. to 3:30 p.m. by appointment.
  - If students need to contact their instructor, please follow their procedures or reach out through Schoology.

\*Cosmetology specific student guidelines will be created for their unique needs.

Tech Campus will begin implementing a Hybrid Program beginning the week of October 19. Students will have the opportunity to sign up for in-person instruction beginning the week of October 12. If your student needs transportation to the tech campus, please notify Alan Thomas, [athomas@wthhs.net](mailto:athomas@wthhs.net), with the day and session they have signed up to attend. Please visit the [Tech Campus website](#) for additional details.

### Technical Difficulties With Chromebooks/District Software



If a student is encountering technical difficulties with their Chromebook, or with other software supported by Warren Township High School (ie Canvas, PowerSchool, Mastery Manager, Google Apps) please complete a Student Help Desk Ticket. The Student Help Desk is available on the district website. Your response will be routed to the WTHS staff member who can best assist you. The WTHS Tech Academy Rooms at either campus will be CLOSED during remote learning.

If you are having a problem with your home internet service, please contact your Internet Service Provider directly. We are unable to troubleshoot issues with internet outages that are the result of an outage with Comcast, AT&T, or other internet service providers.

### Home Internet Access

If a student does not have home internet access, the parent should contact the school to report the issue. WTHS will work with the family to find solutions to provide the student with the resources they need to complete their coursework.

Local Internet Service Providers have a variety of programs available for families to sign up for internet services at a reduced rate. Please contact these companies if you are interested in signing up for reduced-cost internet.

- [Comcast Internet Essentials](#) has an online application to sign up for services.
  - Comcast Customer service: 855-846-8376
- [AT&T](#) also has a program for low-cost internet for families.
  - AT&T Customer service: 855-220-5211



# Warren Township High School District 121

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[Return to School Plan](#)

## Outdoor Wifi Access

WTHS has outdoor Wifi access available for our students in the North Parking Lot at the O'Plaine Campus, and the Student Parking Lot at the Almond Campus. Only WTHS students will be able to access the internet in these locations.



# Warren Township High School District 121

## Return to School Plan

### Fully Remote Learning Plan as of August 17

(updated 8.17.20, 10.5.20 and 10.13.20)

Warren Township High School will utilize a fully remote learning structure if we are unable to continue in our hybrid model. This document provides detailed information regarding our fully remote learning plan.

#### Fully Remote Weekly Schedule (updated 10.13.20)

Mondays, Tuesdays, Thursday and Fridays will follow a block schedule. All Wednesdays will follow a late start schedule. Students are required to attend online courses and work on course work daily during fully remote learning.

#### Almond Campus Daily Remote Schedules (as of 8.17.20)

Almond Campus Daily Remote Schedules (as of 8.17.20)					
Blue Day		Gold Day		Late Start	
Period	Time	Period	Time	Period	Time
0	8:20 – 9:30	4	8:20 – 9:30	0	9:25 – 9:55
1	9:35 – 10:45	5	9:35 – 10:45	1	10:00 – 10:30
LUNCH	10:45 – 11:15	LUNCH	10:45 – 11:15	2	10:35 – 11:05
2	11:15 – 12:25	6	11:15 – 12:25	3	11:10 – 11:40
3	12:30 – 1:40	7	12:30 – 1:40	4	11:45 – 12:15
Additional Instruction / SEL Support	1:40 – 2:15	Additional Instruction / SEL Support	1:40 – 2:15	5	12:20 – 12:50
		8	1:40 – 2:40	6	12:55 – 1:25
				7	1:30 – 2:00
				8	2:30 – 3:00

#### Standard Weekly Schedule

Monday: Blue Day  
 Tuesday: Gold Day  
 Wednesday: Late-Start Schedule  
 Thursday: Blue Day  
 Friday: Gold Day

#### Schedule With No School On Monday

Monday: No School  
 Tuesday: Blue Day  
 Wednesday: Gold Day  
 Thursday: Blue Day  
 Friday: Gold Day



# Warren Township High School District 121

## Return to School Plan

### O'Plaine Campus Daily Remote Schedules (updated as of 8.17.20)

O'Plaine Campus Daily Remote Schedules (updated as of 8.17.20)					
Blue Day		Gold Day		Late Start	
Period	Time	Period	Time	Period	Time
0	8:20 – 9:20			0	9:25 – 9:55
1	9:20 – 10:30	5	9:20 – 10:30	1	10:25 – 10:55
2	10:35 – 11:45	6	10:35 – 11:45	2	11:00 – 11:30
LUNCH	11:45 – 12:15	Lunch	11:45 – 12:15	3	11:35 – 12:05
3	12:15 – 1:25	7	12:15 – 1:25	4	12:10 – 12:40
4	1:30 – 2:40	8	1:30 – 2:40	5	12:45 – 1:15
Additional Instruction / SEL Support	2:40 – 3:15	Additional Instruction / SEL Support	2:40 – 3:15	6	1:20 – 1:50
				7	1:55 – 2:25
				8	2:30 – 3:00

### Standard Weekly Schedule

Monday: Blue Day  
 Tuesday: Gold Day  
 Wednesday: Late-Start Schedule  
 Thursday: Blue Day  
 Friday: Gold Day

### Schedule With No School On Monday

Monday: No School  
 Tuesday: Blue Day  
 Wednesday: Gold Day  
 Thursday: Blue Day  
 Friday: Gold Day

### Instructional Plan and Procedures

Our first priority is to ensure the health and safety of our students while continuing to provide learning opportunities that focus on critical academic standards. While WTHS is on a fully remote schedule, teachers will develop instructional plans that utilize a mix of synchronous instruction in which teachers meet virtually with students, and asynchronous instruction in which students complete self-paced lessons and assessments. Since regular feedback to students on their progress is a critical part of the learning process, students will be given assignments and assessments that are aligned with critical skills and standards within all of their courses. Teacher Professional Learning Teams (PLTs) will determine critical content and skills that will prepare students for the next class and to improve college and career readiness, as well as identify critical skills from the previous school year that will require additional instruction due to the extended eLearning period. Teachers will work with their PLTs, Lead Teachers, and/or Assistant Principals to determine critical skills and modifications necessary for the curriculum.



# Warren Township High School District 121

## Return to School Plan

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### Teacher Work Day

Teachers will work their standard contractual work day on all school days. On Wednesdays, teachers will have two hours for PLT meetings, prep time, professional development opportunities, and/or occasional building meetings. On all other school days, teachers will have one hour for prep time, professional development opportunities, and/or occasional building meetings.

### Grading/Gradebooks

This fall grading practices will follow the WTHS grading philosophy and procedures found in Chapter 8 of the [Student Parent Handbook](#) (Board Policy 6:280). The following procedures will also be enacted to meet the needs of our students while the School Day is impacted by the COVID-19 Pandemic:

- Late work will be accepted for full credit until the end of an instructional unit. Late work turned in after the conclusion of an instructional unit will be accepted per teacher discretion.
- Students will earn grades based on the work that they submit during the course of the semester.
- Dual Credit courses will follow the grading guidelines set forth by College of Lake County.
- Teachers must have at least one grade per week in the gradebook. Regular feedback to students in a blended setting is critical in supporting their learning. This will also facilitate the implementation of additional needed academic supports for students.

### Late Work

We recognize the challenges that still exist with remote learning, and the need for students to have flexibility in completing their coursework. However, it is important for students to do their best to stay on track in completing their work. To that end, students will be allowed to turn in late or missing work for full credit for the duration of an instructional unit. Once the unit is completed, the student's late work will be accepted per teacher discretion.

### Instruction During Remote Learning (updated 10.13.20)

All academic resources for remote learning will be posted in Canvas. Students are required to login to Canvas to access their lessons on all days in which they are working remotely. Students who need assistance should reach out to their teachers. Teachers will communicate their office hours to students to facilitate communication.

Remote instruction will incorporate a mix of synchronous learning activities in which teachers meet virtually with students, and self-paced activities in which students complete self-paced assignments independently. Teachers will meet synchronously with their students during all scheduled class periods.



# Warren Township High School District 121

## Return to School Plan

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### Length of Remote Lessons (updated 10.13.20)

Daily remote lessons in our fully remote model will continue to provide students with new learning experiences. Synchronous lessons will be scheduled during the times indicated on the Fully Remote Learning Daily Schedules. All lessons will be focused on addressing key skills and academic standards for the current course, as well as reviewing previous skills from last year.

### Use of Web Cams During Instruction (updated 12.17.20)

Effective January 19, 2021 all students are required to have their cameras on during their classes. Teachers will record students who do not have their camera on in PowerSchool. Student cameras must remain on, unless the teacher gives the class permission to turn them off. Students can be marked absent when cameras are not on **and** students are not responding to repeated attempts from the teacher to engage or participate in the remote classroom setting.

The district believes that requiring student cameras during class will create a sense of classroom community, enhance engagement, and build trust between students and teachers. The use of cameras ensures that students are active participants in their learning. By seeing students during class, teachers will be able to monitor student engagement and check for understanding more efficiently than when cameras are off. WTHS also believes that increased student engagement will better support the mental health of our students, as they will be able to participate in their classes in an environment where they can see and interact with their peers.

If there is a specific reason you do not want to have your student's camera on during class, please contact your student's dean prior to January 19. Teachers will be notified of any of their students who are approved to have their cameras remain off. Students who are approved to keep their cameras off are still required to actively participate in class.

### **Specific Details for Students:**

- Student cameras must be turned on and their faces must be visible on the screen. Cameras should not be pointed at the ceiling, floor, or other areas where the student's face is not visible.
- Students should select an area for class with minimal background distractions.
- Students can use the background filters in Google Meet for additional privacy.
- Cameras must remain on during the full class period unless a teacher permits them to be turned off.
- The teacher will follow up with the parents of students who repeatedly do not have cameras turned on during class. Student services personnel will also contact families if a consistent issue persists.
- If a student encounters technical difficulties that impact their ability to use their camera, they must contact their teacher as soon as possible.
- All academic and attendance procedures from first semester still apply.

### Receiving Academic Assistance While Remote Learning

Students are encouraged to email their teachers to arrange a time to receive assistance. Teachers will provide their students with office hours during which time they will be available to assist students.





# Warren Township High School District 121

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## Return to School Plan

### Students with Special Needs

WTHS understands the impact COVID-19 has had on our most vulnerable student population. As a result, the Special Education Department has developed plans and procedures to address various unique challenges the pandemic has created. WTHS will adhere to timelines for annual IEP meetings and required evaluations. All Individuals with Disabilities Education Act (IDEA) and Section 504 timelines remain in effect. Teams will work closely with families to provide instruction that supports their individual plan. Any student that receives approved accommodations through either an IEP or a 504 Plan should contact their case manager to discuss how their needs will be met in our blended learning model.

Emergent Bilingual students will continue to receive appropriate services in our blended learning model.

### Daily Attendance Procedures (updated 12.17.20)

Teachers will take attendance at the beginning of each period. Students attending in person must be in their seat, and students in remote attendance must be logged into Google Meet with their camera on, and their face visible in the frame in order to be marked "Present" for that period.

If a student is sick, and unable to participate in their daily learning activities, the parent/guardian must call the WTHS attendance line at (847)662-1400 to report the absence. Failure to do so will result in an unexcused absence for that student. The normal school absence policy applies.



# Warren Township High School District 121

## Return to School Plan

### Tech Campus Information (updated 10.13.20)

The Lake County Tech Campus has established the following expectations and guidelines for students during remote eLearning days. Synchronous lessons involve students completing tasks in an interactive platform with the students' instructor. Asynchronous lessons allow students to move at their own pace and will complete tasks without their instructor virtually present. These expectations are subject to change due to the rapidly evolving situation.

- Student Guidelines For Tech Campus eLearning Days
  - Any instructional day where students learn from a remote location is an eLearning day. The following section outlines student responsibilities for an eLearning day.
  - Access student Tech Campus accounts from PowerSchool. Instructions are included in the Welcome Packet. To be sent home the first week of August.
  - Log into Tech Campus student accounts and access learning materials from the learning system, called Schoology. Information will be provided before the start of the school year.
  - Participate in synchronous lessons with the instructor on Monday, Tuesday, Thursday, and Friday. If a student cannot attend due to a schedule conflict with their home school, the student may view the recorded lesson on Schoology Conferences or attend a different scheduled session on the same day.
  - If a student needs to attend a different session, the instructor must be contacted twenty-four hours in advance.
  - Session 1 meets from 8:20 a.m. to 10:20 a.m. Session 2 meets from 10:25 a.m. to 12:25 p.m. and Session 3 meets from 1:00 p.m. to 3:00 p.m.
  - Participate in asynchronous sessions on Wednesdays. Students should follow the instructor's guidelines for checking-in on Wednesdays.
  - Instructors will post asynchronous lessons for students by 8:20 a.m. each Wednesday.
  - Turn in assigned work by the due date.
- Tech Campus is working closely with the College of Lake County regarding dual credit. More information will be provided when it is available.
- Tech Campus Instructor Office Hours:
  - Monday, Tuesday, and Thursday from 3:00 p.m. to 3:30 p.m.
  - Wednesdays from 8:20 a.m. to 3:30 p.m. by appointment.
  - If students need to contact their instructor, please follow their procedures or reach out through Schoology.

\*Cosmetology specific student guidelines will be created for their unique needs.

Tech Campus will begin implementing a Hybrid Program beginning the week of October 19. Students will have the opportunity to sign up for in-person instruction beginning the week of October 12. If your student needs transportation to the tech campus, please notify Alan Thomas, [athomas@wths.net](mailto:athomas@wths.net), with the day and session they have signed up to attend. Please visit the [Tech Campus website](#) for additional details.



# Warren Township High School District 121

## Return to School Plan

### Technical Difficulties With Chromebooks/District Software



If a student is encountering technical difficulties with their Chromebook, or with other software supported by Warren Township High School (ie Canvas, PowerSchool, Mastery Manager, Google Apps) please complete a Student Help Desk Ticket. The Student Help Desk is available on the district website. Your response will be routed to the WTHS staff member who can best assist you. The WTHS Tech Academy Rooms at either campus will be CLOSED during remote learning.

If you are having a problem with your home internet service, please contact your Internet Service Provider directly. We are unable to troubleshoot issues with internet outages that are the result of an outage with Comcast, AT&T, or other internet service providers.

### Home Internet Access

If a student does not have home internet access, the parent should contact the school to report the issue. WTHS will work with the family to find solutions to provide the student with the resources they need to complete their coursework.

Local Internet Service Providers have a variety of programs available for families to sign up for internet services at a reduced rate. Please contact these companies if you are interested in signing up for reduced-cost internet.

- [Comcast Internet Essentials](#) has an online application to sign up for services.
  - Comcast Customer service: 855-846-8376
- [AT&T](#) also has a program for low-cost internet for families.
  - AT&T Customer service: 855-220-5211

### Outdoor Wifi Access

WTHS has outdoor Wifi access available for our students in the North Parking Lot at the O'Plaine Campus, and the Student Parking Lot at the Almond Campus. Only WTHS students will be able to access the internet in these locations.