

Hopewell School Blended & Remote Learning Plan

Introduction

Due to the COVID-19 pandemic, Hopewell School's administrative team underwent a comprehensive planning process in preparation for the 2020-2021 school year. Every effort was made to consider the implications of the plan on Hopewell students, their families, their home school districts and our staff members. Parent and staff input were provided through surveys. During this planning process, the safety and security of our students and staff members remained our top priority as we reviewed the Illinois School Board of Education (ISBE), Centers for Disease Control and Prevention (CDC) and the Illinois Department of Public Health (IDPH) guidelines.

The following planning committees helped develop our Blended and Remote Learning Plan and our policies and procedures as they relate to opening in the fall.

- Remote Learning & Training
- COVID Screening and Monitoring
- Sanitation & Cleaning
- Staff Training on COVID-19
- Classroom Planning & Technology
- Parent/Family Communication
- Scheduling

The Blended and Remote Learning Plan includes two possibilities based upon the guidance from the Illinois Department of Public Health (IDPH)

Parents, guardians, and students must choose either:

1. Blended Learning
 - Students attend school in-person for 2 days per week and are at home for remote learning for the remaining days of the week.
 - In-person class sizes will be limited to half of a class of students to ensure social distancing between students.
 - Students and staff will be required to wear masks.
 - Students and staff will have their temperatures checked and answer screening questions every day upon arrival at school.
2. Full Remote Learning (no in-person school days).
 - Students are at home for remote learning.
 - Students will be required to attend virtual classes daily.

Full Remote Learning is recommended for medically fragile students or can be requested by a parent. This plan will apply to all students if instructed to stop in-person instruction by IDPH and ISBE.

After students and families choose a learning plan, it will be in effect for the entire quarter. Changes to the student's learning plan may be made at the end of each quarter.

General Guidelines for Blended Learning Plan

Hopewell School's Blended Learning Plan allows our school to provide an educational program designed to provide continuation of learning for students under conditions that limit the amount of in-person instruction. Our Blended Learning Plan is designed to be inclusive of, and equitable to, all students regardless of age, location, background, and available resources. Our plan provides transparency in access to information for all our stakeholders including parents, caregivers, students, Hopewell staff members, and home school districts. We expect all students to participate according to their abilities and availability of resources. We will make every effort to provide access to materials, activities, technology, and support for all students.

Our goal is to provide all of our students various opportunities for continued learning in order to minimize instructional loss. Students and staff will be required to wear masks and social distance at all possible times while inside the building. We will ensure that everyone adheres to other safety measures aligned with state and local health departments. Students will be assigned to one of two schedules to limit their exposure to each other and to staff. Students will be divided into 2 groups- Group A and Group B. Every student will have 2 in-person learning days and 3 remote learning days each week. Some students will attend on Monday/Wednesday and the other students will attend on Tuesday/Thursday. All students will be remote learning on Fridays.

Group A Student:

Monday: Report to School
Tuesday: Remote Learning
Wednesday: Report to School
Thursday: Remote Learning
Friday: Remote Learning

Group B Student:

Monday: Remote Learning
Tuesday: Report to School
Wednesday: Remote Learning
Thursday: Report to School
Friday: Remote Learning

School hours will remain 9:00 to 2:30 on your child's in-person learning days. Daily student attendance will be taken. We will continue to provide related services such as speech therapy, occupational therapy, and individual psychotherapy on an in-person basis as much as possible. Our vocational team will continue to support our students at all levels of our current interventions. The main goal of our Blended Learning Plan is to provide as much in-person instruction as possible, while still reducing exposure to COVID-19 for students and staff.

All staff and students will be required to wear a face covering. Students who violate the face covering requirement will be subject to disciplinary action including an office referral, suspension and ultimately will be transitioned to full remote learning if they are unable to comply with the requirement. **The face covering requirement will be strictly enforced for all**

students and staff. If there is a medical reason that your child cannot wear a face covering throughout the day, please contact us.

General Guidelines for Remote Learning Plan

Hopewell School's Remote Learning Plan allows our school to provide an educational program designed to provide continuation of learning for students who have either chosen not to, or are unable to, attend in-person instruction. Our Remote Learning Plan is designed to be inclusive of, and equitable to, all students regardless of age, location, background, and available resources. Our plan provides transparency in access to information for all our stakeholders including parents, caregivers, students, Hopewell staff members, and home school districts. We expect all students to participate according to their abilities and availability of resources. We will make every effort to provide access to materials, activities, technology, and support for all students.

School hours will remain 9:00 to 2:30 for your child's remote learning days. Students are expected to attend online live sessions of instruction daily as assigned. Daily student attendance will be taken by teachers. We will continue to provide related services such as speech therapy, occupational therapy, and individual psychotherapy on a remote basis according to the requirements in each student's IEP. Our vocational team will continue to support our students at all levels of our current interventions. The main goal of our Remote Learning Plan is to provide similar levels of instruction a student would receive in a classroom.

Access to Educational Materials

Hopewell will provide each student with a new Dell laptop computer to be used solely at home for online instruction. Students will have access to a separate computer while learning in the classroom. All students have been assigned Hopewell Gmail accounts that they can use to contact their teachers and to sign into Google Classroom. Teachers will continue to provide live instruction and pre-recorded instructional videos through Zoom for Education to teach certain lessons. Hopewell will not record any live classroom sessions that involve student interaction. Every reasonable effort will be made to help students access materials and equipment.

For in-person instruction, all students' personal belongings and educational materials will be stored in a backpack assigned to each student to eliminate the sharing of items and to maintain a healthy environment.

Teacher Expectations

Our teachers will be on-site on school days from 8:30 a.m. through 3:00 p.m. Teachers will provide in-person instruction for two groups of students, 4 days a week, 2 days for Group A and 2 days for Group B. On days students do not receive in-person instruction they will participate in remote learning. The fifth day will be a combination of whole class remote instruction, individual student support, and teacher preparation time.

Teachers will consistently keep student records of attendance, grades, and student and parent contact. They will provide timely feedback to students and communicate with parents regularly. Our teachers will provide a range of meaningful learning opportunities and educational materials that meet the needs of all students and are aligned with state standards. For remote learning, teachers will post assignments in Google Classroom with clear, simple, and concise directions. Teachers will provide recorded lessons about specific assignments or projects, when appropriate. Teachers will lead live classroom instruction when appropriate for a lesson.

Teachers will provide a minimum of 5 clock hours of a combination of instruction and schoolwork for each student daily.

Grading

During Blended Learning or Remote Learning, all student work, quizzes, and tests will be graded. Students are required to be engaged in the learning process even though they are not at school every day. We also understand the many challenges that students and their households are trying to manage during this crisis. While the emphasis for schoolwork assigned, reviewed, and completed during the 2020 Spring semester was on learning, not on compliance, our new Blended Learning Plan will more closely resemble a typical school year. Students will receive letter grades for six courses per semester including, but not limited to: English, Math, Social Studies, Science, Physical Education, and Social Development. Student grades will be based on the following:

- Attendance (in-person and remote)
- Student work, quizzes, and tests.
- Participation in both in-person and remote classes.

Student Expectations

Students are expected to participate in daily class instruction either in-person or online. Every effort will be made to allow students who are remote learning to participate in the classroom in real time through SMARTBoard and Zoom for Education. Daily attendance will be taken for students, regardless if they are in-person or remote learning. Hopewell will not award perfect attendance as it discourages students from staying home when they are sick. When students refuse to participate in online learning on a consistent basis, teachers will document all attempts made to reach out to the student. Five consecutive days of non-participation will lead to written notification to the parent/guardian and the home school district.

We expect students to check their email daily on school days. We expect students to use technology responsibly during virtual classes and when contacting staff members and peers. We also expect students to appropriately participate in online virtual class instruction. We expect students to participate in therapist discussions and contacts and all other related service sessions.

Students are expected to adhere to the Hopewell policies and procedures put in place to prevent the spread of COVID-19.

Students are expected to:

- Wear face coverings at all appropriate times.
- Comply with hand washing and hand sanitizing procedures.
- Report any COVID-19 symptoms immediately to parents, guardians, and school officials.

Assessments

All State-mandated assessments will be completed in accordance with the Illinois State Board of Education guidance.

Students with Special Needs

Hopewell has always provided support and programming for all our students with special needs, students that are English Learners, students that are homeless and all vulnerable students. We will continue to provide case management, related services, and specialized instruction when possible to meet the needs of our students.

COVID-19 Health Screening Process for Students

1. Upon arrival, students will remain in their transport until escorted by a Hopewell staff member to the screening area. The Hopewell staff member will ensure the student is wearing a face covering appropriately.
2. Students will use the provided hand sanitizer.
3. Students will wait in a line, while social distancing, until they are called individually to be screened.
4. Your child will answer a series of questions which include:
 1. Have you had close contact with someone who has a confirmed case of COVID-19 or is experiencing COVID-19 symptoms including, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea?
 2. Are you experiencing any of the above symptoms?
6. The student's temperature will be taken by a touchless thermometer.
7. Temperature and question results will be recorded and submitted to the site director.
8. If the student passes the screening process, they will be escorted to their classroom by a Hopewell staff member.

If your child answers "yes" to one of the screening questions, we will contact you to verify the information. If your child's answers are verified, we will ask that you pick up your child immediately. If your child fails the screening process for any other reason, you will be notified

immediately and will need to make arrangements to pick up your child. Hopewell will have a quarantine room where your child can wait temporarily until picked up. This year Hopewell will be asking for parents to provide an additional emergency contact person to ensure that there is someone available to pick up your child in order to ensure the health and safety of your child, as well as, all other students and staff.

In addition to the required mask, screening staff members will be wearing gloves and sanitizing the screening area after each student. Once your child completes the screening process, they will be directed to their classroom to begin their school day. All student results will be kept confidential and secure.

If your child arrives at school late, they will be required to enter the building at the main entrance. There, they will follow the same screening procedure. Parents and visitors will not be able to accompany their child into the building during this phase. In accordance with the ISBE and state health standards, schools must keep occupants to a minimum. If you need to pick your child up, please call when you arrive, and a staff member will bring them out.

Policies for Handling Suspected or Confirmed Cases of COVID-19

All decisions on whether school will remain open after a confirmed case of COVID-19 within the Hopewell community will be made on a case by case basis in consultation with the Will County Health Department and the Illinois Department of Public Health, if applicable.

As part of the planning days, all staff members will be required to participate in an information session by the school nurse about health/safety practices and procedures based on the guidance from the CDC. The training will include, but is not limited to social distancing, face covering, hand hygiene procedures, wellness checks, and when students should be sent to the nurse.

Hopewell has developed procedures for students and families when the following seven COVID-19 related scenarios arise. In each scenario, please be sure to contact Hopewell at nurse@hopewellschools.com to report the status of your child or household member.

1. Student or staff member becomes sick at school:
 - A quarantine room will be used to separate anyone who exhibits COVID-like symptoms.
 - Staff will use Standard and Transmission-Based Precautions when caring for sick people.
 - Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality.
 - Close off areas used by the sick person and do not use before cleaning and disinfection.
 - Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and follow Illinois Department of Public Health guidance, if

symptoms develop. If symptoms do not develop, follow appropriate Illinois Department of Public Health guidance for home quarantine.

2. Students who exhibit one symptom of COVID-19, but have not been tested may return to school after the following:

- 72 hours fever-free without fever-reducing medications and with improvement of respiratory symptoms.
- Other symptoms have improved (for example, when your cough or shortness of breath has improved); and
- At least 10 calendar days have passed since your symptoms first appeared.

3. Students who exhibit one symptom of COVID-19 and have tested negative for COVID-19 may return to school after the following:

- If no alternative explanation, isolate for at least 10 days from the first day symptoms appeared.
- If the symptom is a fever, and it lasts more than 10 days, the individual must be 72 hours fever-free without fever-reducing medications.
- The individual can return to school if tested negative **AND** with a note from the provider stating they believe the patient to have an alternate diagnosis and it is appropriate for the patient to return to school.

4. Students who exhibit one symptom of COVID-19 and have tested positive for COVID-19 may return to school after the following:

- 72 hours fever-free without fever-reducing medications and with improvement of respiratory symptoms.
- Other symptoms have improved (for example, when your cough or shortness of breath has improved); **AND**
- At least 10 calendar days have passed since symptoms first appeared.

5. Students who exhibit NO symptoms of COVID-19 but tested POSITIVE for COVID-19 may return when they have gone 10 calendar days without symptoms and have been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care provider.

6. Students who have a household member who has symptoms of COVID-19 or is being tested for COVID-19 should remain home for 72 hours.

7. Students who have a household member who has tested positive for COVID-19 or is isolated because of COVID-19 should stay home for a minimum of two weeks. This could be longer if the student becomes symptomatic.

Building Utilization

During in-person learning your child will report to school with a limited number of students in the classroom. Each classroom will have a capacity of 4-6 students each day. We prohibit more than 50 individuals from gathering in one space at any time. Students will remain in the same classroom for most of the day to reduce their contact with other students and environments. Teachers will move between classrooms, but students will not. Students and staff will be required to wear face coverings throughout the school day. Hopewell will be utilizing tents in outdoor areas for lunch and some classes when possible. When outside, social distancing will be increased, and students and staff will be able to remove their masks for a break.

Classroom Layout and Learning

Hopewell will provide individual backpacks for students to store their educational materials. Students are strongly encouraged to bring their own necessary supplies (pens, pencils, calculator, etc.) to minimize sharing. Students may bring a refillable water bottle to school that can be refilled throughout the day using the watercooler in the classroom. School drinking fountains will not be utilized. Students are assigned specific desks to use while in the classroom. Desks are placed at least 6 feet apart and face the same direction to ensure the health and safety of all students and staff. Classrooms will be cleaned and disinfected throughout the school day and thoroughly sanitized each night.

Common Areas

No large student gatherings will be allowed. Every effort will be made to minimize the size of student groups. There will also be signage throughout the school reminding students to wash their hands frequently, maintain social distancing and to avoid congregating in hallways or common areas. Directional arrows and distancing reminders have been placed on the floor throughout the building to ensure social distancing. When students need to use the restroom, they will be required to use hand sanitizer before leaving the classroom. Students will be escorted individually to the restroom and will be required to use hand sanitizer again before reentering the classroom. Bathrooms and other common areas will be disinfected and cleaned by maintenance staff throughout the day.

Lunch

While we encourage students to bring individual lunches from home, Hopewell will still provide student lunches to students who purchase a lunch or qualify for free or reduced lunch. Our food service employees are taking extra precautions to minimize potential health risks which includes extra cleaning and sanitation of preparation areas, the use of individualized boxed lunches and providing single use utensils. We recognize it will be difficult for students to wear face coverings during lunch, so Hopewell is scheduling individual classrooms to eat in larger areas (gymnasium, outdoors, the great hall) as often and as safely as possible.

Building Cleaning and Disinfection

- Conduct deep cleaning of schools prior to students/staff returning; schedule additional cleanings during weekends or school holidays/breaks.
- Normal routine cleaning with soap and water which decreases how much of the virus is on surfaces and objects.
- Disinfecting frequently touched objects and surfaces with EPA approved disinfectants throughout the day.
- Electronic devices will be wiped down before and after each use with alcohol-based wipes.
- Routine cleaning is performed on a regularly scheduled basis by district janitorial staff. Routine cleaning includes daily cleaning and disinfecting of all restrooms, sweeping of all floors, sanitizing of desks and tables and emptying trash.
- Supplemental cleaning is performed over and above what is considered routine. Supplemental cleaning is focused on cleaning and disinfecting high-touch surfaces, specifically for the purpose of preventing spread of disease.
- Opening outside windows and doors to increase air circulation when possible.
- Staff will undergo extensive training on CDC guidelines of proper disinfecting and Hopewell procedures for cleaning and disinfecting.

Personal Hygiene

Washing hands is the best way to stop germs from spreading. Posters encouraging proper hand hygiene will be displayed throughout the school building.

- Staff and students will be required to use alcohol-based hand sanitizer upon entering the school building each day.
- Hand washing breaks will be taken throughout the day.
- Hand sanitizer will be required to be used before a student or staff member leaves a room and required to be used when entering or reentering a room.
- Hand sanitizer will be provided to each student in their assigned backpack which will stay on Hopewell premises.
- Soap and hand sanitizer will be available throughout the building and in each classroom.
- Students are encouraged to bring, and regularly clean, their own *necessary* supplies (pencils, pens, calculators) to use at school to reduce the sharing amongst students.

Personal Protective Equipment (PPE)

Face coverings trap droplets that are released when the wearer talks, coughs, or sneezes.

Requiring face coverings reduces the spread of COVID-19.

- Students and staff will be required to wear a face covering throughout the school day.
- Students who violate the face covering requirement will be subject to disciplinary action including an office referral, suspension and ultimately will be transitioned to full remote learning, if they are unable to comply with the requirement.
- Staff members responsible for screening students upon entering the school building will be required to wear gloves, face coverings and face shields.

- Building maintenance staff will be required to wear face coverings, glasses, gowns and gloves when sanitizing the building.
- Food service staff will wear face coverings and gloves when preparing and delivering food.
- Disposable PPE will be appropriately discarded.

Transportation

Transportation of students to Hopewell is handled by your child's home school district. If you have questions, please contact them about their transportation policies and procedures.

Transportation of students in Hopewell School vehicles will be very limited this school year. In the event that it is necessary to transport a student in one of our vehicles, the following procedures will apply.

- Driver and students will be required to use hand sanitizer prior to entering the vehicle.
- Driver and students will be required to wear face coverings prior to entering the vehicle.
- Windows will be opened when possible to maximize ventilation.
- Students will be seated as far away from the driver and other students as possible.
- Interior of the vehicle will be sanitized after each use.
- Windows on the vehicle will be left open when the vehicle is not in use to air it out.

Visitor Policy

While we strongly discourage visitors during the COVID-19 pandemic, we understand there are times when this may be necessary. All visitors will need to make an appointment 24 hours in advance prior to visiting the school and will undergo the screening process outlined above prior to entering the building.

Hopewell Academies & Bridgepoint Academies -Important Dates
2020-2021 School Year

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|---|---|
| Monday, August 17 th 9:00 a.m. | First Day of School for <i>Staff</i> (Staff Report to Your School Site) |
| Tuesday, August 18 th 9:00 a.m. | Second Day of School for <i>Staff</i> (Staff Report to Your School Site) |
| Wednesday, August 19 th 9:00 a.m. – 2:30 p.m. | First Day of School for <i>Students</i> <i>Remote or In-Person</i> |
| Monday, September 7 th | No School – Labor Day |
| Friday, September 11 th | Remote Planning Day – No Instruction |
| Friday, October 2 nd | Remote Planning Day – No Instruction |
| Monday, October 12 th | No School – Columbus Day |
| Friday, October 16 th | Mid-Term Progress Reports Sent Out |
| Friday, October 16 th | Remote Planning Day – No Instruction |
| Friday, October 23 rd Noon-4:00 p.m. | No School-Parent/Teacher Conferences |
| Tuesday, November 3 rd | Remote Planning Day – No Instruction |
| Wednesday, November 11 th | No School – Veterans Day |
| November 25 th , 26 th & 27 th | No School – Thanksgiving Holiday |
| Friday, December 18 th | Remote Planning Day – No Instruction |
| Friday, December 18 th | End of First Semester <i>Grade Reports Sent Out</i> |
| December 21, 2020-January 3, 2021 | No School – Winter Break |
| Monday, January 4 th | First Day of 2 nd Semester |
| Monday, January 18 th | No School – Martin Luther King Birthday |
| Monday, February 8 th | No School |
| Friday, February 12 th | No School - Staff Inservice |
| Monday, February 15 th | No School – President’s Day |
| Monday, March 1 st | No School- Casmir Pulaski Day |
| Friday, March 12 th | No School – Parent/Teacher Conferences |
| Friday, March 12 th | Mid-Term Progress Reports Sent Out |
| Monday, March 29 th - Monday, April 5 th | No School – Spring Break |
| Tuesday, April 6 th | Return to School |
| Friday, May 21 st | Graduation Day |
| Friday, May 28 th | Last Day of School End of Second Semester <i>Grade Reports Sent Out</i> |
| June 7-July 22, 2021 | 2021 Summer Session |