



**WILCO Area Career Center  
RETURN TO SCHOOL PLAN:  
2020-21 School Year**

Transition Committee

WILCO AREA CAREER CENTER 500 Wilco Boulevard, Romeoville, IL 60446



# A LETTER TO OUR COMMUNITY

Wilco Area Career Center is committed to providing a safe learning environment while developing skill sets that provide a pathway to college and career readiness.

Illinois is currently in Phase 4 of the Restore Illinois Plan created in response to the COVID19 pandemic. The Governor and the Illinois State Board of Education released documentation (in cooperation with the Illinois Department of Public Health) allowing for and encouraging the return to "in-person" schooling for the 2020-2021 school year. This document contains several mandates for how this can take place. The document can be found at [STARTING THE 2020-21 SCHOOL YEAR](#). Subsequent documentation to clarify has been and will continue to be posted at [Illinois State Board of Education](#). Wilco Area Career Center will utilize this guidance in any plans to reopen schools for the 2020-2021 School Year and closely partner with our feeder districts to provide opportunities for student engagement.

The following requirements were keys in determining how to reopen school for "in-person" instruction:

- Face coverings for all faculty, staff, and students.
- Social distancing protocols must be followed.
- Extensive cleaning must occur throughout the day and in the evening.
- Large group gatherings of over 50 persons in a space are not allowed.
- Daily health screening/temperature checks for students and staff.

We are very appreciative of the over 1500 students who have selected Wilco as part of their Career Pathway. We understand the needs of our programs include both theory and skill requirements that are difficult to duplicate in a purely remote format. In addition, most of our classes are dual credit and/or offer industry certifications which require specific skill mastery. Consequently, we are hopeful to assist students in achieving their career and educational goals through a variety of scheduling opportunities. We will all work together to bring our students and staff back to school, and to do so as safely as possible. The information gathered from our feeder schools along with limitations of our facilities have shaped our plan.

In order for the Center to meet some of the most frequently mentioned challenges/concerns (social distancing requirements, daily health checks/temperature screenings, students attending from multiple districts and the need to extensively clean the building each day) it is necessary to reduce the number of students on our campus each day. Given that the State is strongly encouraging schools to return to some sort of in-person learning model and the need to provide skill training, we feel our best option at this time is to proceed with a **BLENDED LEARNING MODEL** for the fall. In this document, you will find information that further defines this model, which includes a combination of in-person and remote learning for all students.

This Return to School Plan was presented to the Wilco Board of Control on July 21st. We will continue to work closely with our districts and staff to provide opportunities to our students and meet the unique educational needs of all. Information in this document may change with updated guidance from the Illinois State Board of Education (ISBE) and/or the Illinois Department of Public Health (IDPH). Any revisions will be posted on our website.

We look forward to partnering with you

Sincerely,

Elizabeth Kaufman, Executive Director  
Wilco Area Career Center

## EDUCATIONAL MODEL

The goal for instruction for the 2020-2021 school year is to meet students' instructional needs while maintaining their safety regardless of the instructional setting that is dictated by the Restore Illinois Phase in place now. As a result of this goal, there are multiple opportunities for students to participate in whole-group, small group, and individual instruction.

The Center recognizes that all students will need social emotional support along with instructional supports when school starts in August. The staff at Wilco is committed to serving our community through a variety of educational models.

## PHASED REOPENING PLANS

*Phases refer to those identified in the "Restore Illinois Plan"*

### **Phase 3**

If the State or our Region returns to Phase 3 in the Restore Illinois Plan, all instruction would return to a full Remote Learning setting, but WILCO will explore options to schedule students for lab experiences as permitted by ISBE and IDPH.

All students will be issued a Chromebook or similar device that will allow for participation in daily remote learning activities either through the Career Center or through the home school. Daily engagement will be expected and attendance recorded. Expected instruction/engagement time daily shall be a minimum of 1 hour. Assessments will be graded.

High school students will follow a schedule that will allow students to move through their daily schedules with remote learning. Additionally, students may have specific times established to engage in small group instruction and social-emotional learning (SEL). Students receiving individualized services and/or in need of additional support may receive those supports through in-person instruction within the school building if guidance allows for small group instruction at the school site.

Students receiving special education and related services may receive support in a variety of ways including online platforms, real-time virtual instruction, or through in-person within the school building if guidance allows for small group instruction at the school site. Please note, ISBE has suggested that related services be provided remotely, whenever possible.

Teachers and staff are on campus during Phase 3 and offices are open during school hours. Each instructor will have set hours for instruction. Instruction will take place Tuesday – Friday each week with the exception of holidays or teacher workdays for planning. Mondays will be used for students to directly connect with their teachers to acquire assistance, to complete

assignments with teacher guidance, and for staff to work collaboratively to plan lessons for the upcoming week.

#### **Phase 4**

In order to meet Phase 4 guidelines, Wilco will strive to reduce numbers of students in attendance, provide space for social distancing, and increase sanitizing efforts. A blended learning plan will be implemented for the duration of Phase 4. Grades will be issued for skill and theory assessments.

#### **Phase 5**

A move to Phase 5 in the Restore Illinois Plan would likely allow for a return to the regular school day without modification. Instruction would be on-campus. Students and staff will return to school Monday – Friday with health measures in place.

## **A/B Model**

**Wilco Students attending the Romeoville Campus:** High school students will be divided into two groups, (A and B). Each group will attend in-person classes as assigned by their high school. The exception will be students whose schools are operating a 'full in' schedule. They will attend as designated by their home school.

On their attendance days, each group will report to the Center. Students will continue with remote learning on the days they are not in physical attendance. Teachers will touch base with students during the class via Google Hangouts and will follow up with any questions students may have when students are back in physical attendance. Students can also access their instructors through office hours from 2:30 to 3:00 pm each day.

**Students attending Braidwood CNA/Intro to Health:** Students from Coal City, Reed-Custer and Wilmington will attend the Certified Nursing Assistant program as scheduled by their district.

**Students attending JJC:** The ACE, AIM and CISCO programs are in contact with students regarding attendance and instructional approach that they will be utilizing to deliver contact.

**Students attending Lewis Aviation:** The Lewis aviation program is designed for blended learning. Students will engage in online theory curriculum 4 days a week first semester and 1 day a week during the first semester. In second semester, the students will attend lab four days a week and online curriculum one day a week.

**Students attending Cosmetology/Barbering:** These outside institutions must follow the same public health guidelines as the traditional school settings and will have additional requirement for

the clinical setting. Please touch base with the cosmetology/barbering school that your child is registered with for additional information.

### **Students attending Heavy Equipment at Local 150:**

**Wilco Preschool Students:** Students will attend as registered with the class divided into smaller groups and six-foot measures put in place for children. Preschoolers will be asked to wear a mask while indoors and wash hands between each station. Frequent outdoor activities will be provided to offer mask breaks. The room will be thoroughly sanitized twice a day and surfaces between each rotation. Each student will be provided their own supply box to limit contact from materials. We will provide information through our website and Instant Messenger.

## **GENERAL EXPECTATIONS**

### **Student Attendance:**

Regardless of the Phase, students are expected to be present for their learning (for in-person and remote days).

### **Engagement:**

Students are expected to engage in the learning process. Students should complete assignments in a timely manner.

### **Communication:**

Students must communicate with teachers when additional supports are needed, when experiencing difficulty completing an assignment, and/or attendance is a concern.

### **Safety:**

Students are expected to follow social distancing guidelines, wear a mask and sanitize their space and equipment.

### **Parent Engagement:**

Assist your child in engaging in learning. Ask your child about the school day, what was new, different or fun? On remote days, this involves providing a workspace that is as quiet and free from distractions as possible, in order for students to learn.

### **Parent Communication to School:**

Parents should communicate with teachers when there are extenuating circumstances at home

challenging a student's ability to engage in learning. This could include, but is not limited to, internet access needs and caring for family members.

**Attendance:**

Parents should complete the health screening as required by the feeder district. If a child is sick, please report the illness to the feeder district and the Center.

**Staff Engagement:**

Engage students in meaningful learning aimed at the most essential learning outcomes for a given program. This includes engaging students in both remote and on-campus learning.

**Flexibility:**

Offer opportunities for students to access instructional materials outside the set instructional day when needed. Allow students to redo assignments where mastery is needed to be successful in the next level of learning.

**Relationships:**

Teachers will take daily attendance and make daily contact with all students (for in-person and remote learners).

**Wilco Communication:**

Wilco will continually post information on our website and Twitter to keep the public informed regarding our plan. Information regarding the Center will also be posted through our school management system, CAMPUS. Individual teachers will post class information through Google classroom, email, and/or Remind. We will also maintain close communication with our feeder schools regarding exposures, contact tracing, and school closings.

## OTHER CONSIDERATIONS

**Attendance:**

Attendance will be taken daily under the blended learning model for all students (for in-person and remote learners).

**Busing:**

Transportation is coordinated by the home school. Students will be released from the buses one school at a time to comply with the 50-student limit in the hallways.

**Cleaning:**

Maintenance and Custodial staff will conduct deep cleaning daily using approved cleaners and sanitation equipment that meets or exceeds current standards. Bathrooms will be cleaned multiple times during in-person learning time. Water fountains will be turned off. HVAC systems will be utilized to bring in maximum outside air. Hand sanitizer stations or sinks will be located in each classroom, bathroom, and learning space.

**Clinical Experience:**

Certain programs at Wilco (Certified Nursing Assistant and EMS) are required under the Illinois Department of Public Health to complete a clinical experience to sit for licensure. Wilco is working closing with IDPH to ensure students are eligible for state certification while maintaining the safety of staff and students. Students may take the Wilco class for information only without participating in clinical. However, students who do not engage in the clinical experience will not be eligible for dual credit or state licensure.

**Driving:**

Wilco has limited parking available. Students may apply for a driving pass which must be approved by Wilco and the home school. Priority will be given to students with a medical concern.

**Duration of Plan:**

This plan will remain in place for the 1st Semester or until we reach Stage 5. It is subject to renewal for additional lengths of time and/or modified as ISBE/other guidance allows.

**Events:**

During the first semester, while the Blended Learning Model is in effect, no outside events will occur at the Center (Open House, Monthly Buffets, or School Tours).

**Extracurricular Activities:**

At this time, there will be limited after school activities sponsored by the Center during the first semester. Any organization meeting will meet all the guidelines of the normal school day.

## **Face Coverings:**

All students would be required to wear their face masks while on the bus, when entering the building, and while in the building. At this time, face shields for students are not approved by ISBE. Parents are encouraged to provide masks for their children. If a student has a medical condition limiting the use of a mask, medical documentation will be needed to make accommodations.

## **Field Trips:**

Field Trips are not an option under current guidelines.

## **Grading:**

Core courses will resume with traditional grading. Teachers will work cooperatively with students and parents in need of assistance.

## **Guest Speakers:**

Guest speakers will not be permitted in the building. Staff will utilize virtual conferencing to include business and industry professionals as part of our curriculum.

## **Lockers:**

Lockers will be used on a limited basis. Assignment of lockers will occur to encourage social distancing and to meet instructional needs.

## **Restrooms:**

Additional dividers have been installed in the restrooms at Wilco. The number of students allowed in the restrooms at one time will be limited to enable social distancing. Restrooms will be cleaned multiple times during the day.

## **Supplies:**

Each student should come to school with his or her own supplies. Students will be supplied with a mask or computer if they have forgotten one. A notebook and writing utensil are necessary for each class.

## **Technology Access:**

Every student should have access to a student device (Chromebook or similar) to be used at school and at home. **Students will need to remember to bring back a fully charged device to school for each in-person learning day.** These devices are critical pieces of the student learning experience



each day. Please let us know if your child does not have a device.

### **Uniforms:**

Student uniforms will only be used as part of the safety apparel of the program, i.e., Auto, Culinary and Welding or when students attend Clinical, i.e., Certified Nursing and EMS.

## **COVID-19 RETURN TO SCHOOL HEALTH PLAN FOR FAMILIES**

The purpose of this policy is to outline health guidelines as they pertain to the re-opening of Wilco Area Career Center after the Covid-19 school closures. These guidelines are designed to ensure and promote the safety, health, and welfare of our community, in accordance with the Illinois Department of Public Health (IDPH) and the Illinois State Board of Education (ISBE) recommendations. Some components of this document may be altered to reflect current data and recommendations as new guidelines are posted.

Students, faculty, and staff will be required to stay home if they are sick. If an individual arrives to school with the following symptoms, they will be sent home until return to school criteria (See #2 below) is met. Per IDPH-ISBE guidelines posted on June 4, 2020, all students, staff, and visitors will undergo symptom and temperature screening or self-certification prior to entering the building. The Will County Health Department website is a valuable resource that is being updated regularly with new information [Will County Health Department & Community Health Center](#). As such, this information is subject to change based on new guidance from any of the aforementioned entities.

### **1. Symptoms Requiring Absence**

- COVID-19 like symptoms (fever, cough, shortness of breath) or exposure to COVID-19, the individual **will be sent home**. Other symptoms may include sore throat, loss of taste/smell, headache, and fatigue. Direct affected staff member or parent/guardian of affected student to call the IDPH COVID-19 hotline at 1-800-889-3931, or the Will County Public Health Department (C-UPHD) hotline at (815) 740-8977 for guidance regarding symptoms to determine if testing for COVID-19 is warranted.
- Exposure to COVID-19
  - Individuals must let the Center know if they have been in close contact with someone who tested positive for COVID-19.
- Fever/chills/generalized body aches. Fever typically constitutes 100.4 degrees or higher.
- Sore Throat with a fever over 100.4 or visibly swollen glands.
- Consistent coughing with pain or fever.
- The first 24 hours of antibiotic treatment for contagious illness (strep throat, pink

- eye, etc.).
- Active vomiting or diarrhea.

## 2. When to Return

a. **COVID-19 like symptoms:** (Per IDPH and Centers for Disease Control (CDC) guidelines).

**i. Untested with COVID-19 symptoms:**

1. At least 3 days (72 hours) have passed with no fever, without use of fever-reducing medications, and improvement of symptoms. **AND**
2. At least 10 days have passed since symptoms first appeared.

**ii. Tested positive with symptoms:**

1. At least 10 days have passed since first symptoms
2. At least 3 days (72 hours) have passed with no fever, without the use of fever-reducing medications, and improvement of symptoms. **AND**
3. Two (2) negative COVID tests in a row, at least 24 hours apart, or a doctor's note authorizing safe to return to school, or school related activities.

**iii. Tested positive without symptoms:**

1. At least 10 days have passed since the date of the first positive test, and no symptoms have developed. **AND**
2. Two (2) negative COVID tests in a row, at least 24 hours apart, or a doctor's note authorizing safe to return to school, or school related activities.

**iv. Exposure to COVID-19**

1. 14 days have passed since the date of exposure, with no onset of symptoms (length of time during which symptoms will appear). **If** the exposure was from a member of your household, an additional 14 days have passed since the positive person was released from quarantine.

b. **Other symptoms/non-COVID illness:**

- i. At least 24 hours have passed with no fever, without the use of fever-reducing medications.
- ii. After 24 hours on antibiotics.
- iii. After 24 hours since the last episode of vomiting or diarrhea.
- iv. With the doctor's note of clearance.

### 3. Non-pharmacological Intervention Recommendations for Communicable Disease

- a. Stay home when you are sick.
- b. Avoid close contact with people who are sick.
- c. Cover your cough or sneeze with your elbow or a tissue, then throw the tissue in the trash. Wash your hands with soap and water.
- d. Avoid touching your eyes, nose, and mouth.
- e. Wash your hands often with soap and water for 20 seconds, and dry them
- f. If soap and water are not available, use hand sanitizer.
- g. Clean and disinfect frequently touched objects and surfaces using regular household cleaning sprays or wipes (ex: toys, desks, door handles, counters).
- h. Ensure all vaccines are up to date.
- i. Promote non-contact methods of greeting.
- j. Practice physical distancing (stay at least 6 feet away from other people).

### 4. When to wear a mask/face covering

- a. Per ISBE Return to School guidance, face coverings must be worn at all times, by both students and staff while in the school building when medically able
- b. When walking into or out of the building with other students (i.e., before/after school).
- c. While riding the bus.
- d. In public, anytime it is not possible to stay at least 6 feet away from other people.

### 5. Communicable Disease Monitoring

- a. Parents must relay symptoms to the office staff if calling a student in as sick. This is necessary for illness
- b. Tracking as required by IDPH.
- c. Non-authorized visitors will not be allowed into the buildings.
- d. Authorized visitors must sign in and wear a mask or face covering while in the building.
- e. The school will not provide masks for visitors.
- f. Visitors will not be allowed anywhere other than the office area in most circumstances.
- g. Hand sanitizer will be provided and 6ft distance must be maintained between individuals

## e-Learning Plan

As many of the programs at Wilco already utilize an online instructional program (Google Classroom), Wilco is prepared to offer e-Learning opportunities in order to maintain educational opportunities at the Center. All instructors have prepared educational materials. Training has been provided for staff that had previously not utilized an online platform. A survey has been issued to our students to assess student capability to engage in e-Learning opportunities and strategies have been developed to assist students with connectivity challenges. The Center is committed to providing educational opportunities to all our students. In an effort to implement a continuity of learning through e-Learning, the following program expectations have been developed:

### Goals of Wilco's e-Learning Program

- Utilize the Internet, telephones, texts, or other similar means of electronic communication for instruction and interaction between teachers and students that meet the needs of all learners.
- Incorporate print and digital learning experiences for all students.
- Ensure that the learning opportunities are research-based and aligned with core curriculum and learning objectives at that given time.
- Offer digital opportunities for students to engage in an e-Learning day and alternative methods for students who may need materials in a different format.
- Provide appropriate learning opportunities for students with special needs, intervention services, or EL support.
- Monitor and verify each student's participation.
- Engage student participation within the student's control as to the time, pace, and means of learning.

### Administration Expectations:

- Determine the capability of staff and students to engage in e-Learning opportunities digitally
- Develop ways to assist staff who are not currently utilizing an on-line instructional portal
- Identify and assist students who may not have internet connectivity or device components needed for e-Learning
- Communicate expectations for e-Learning to Parents, Students and Staff
- Partner with our collective bargaining unit in the implementation of days
- Monitor the implementation of e-Learning
- Assess the success of the program after implementation
- Communicate to staff whether to report to the Center or coordinate from home
- Create an instrument for instructors to report student progress if e-Learning exceeds 5 consecutive days of instruction
- Report student progress to home schools if e-Learning exceeds 5 consecutive days of instruction
- Coordinate the mailing materials to students who need paper resources to support learning

## Teacher Expectations

- Convey expectations for all students to participate in e-learning
- Determine the learning needs of students to ensure equity and access
- Track daily attendance of students who have logged into the system, participated in synchronous learning, and/or submitted work
- Plan instruction that can be delivered either through an online portal or instructional packets that have been printed. Materials should require student engagement for at least one hour a day and be posted for students by 8:00 am the day of the assignment.
- Provide time for real time instruction for students throughout the week whether in blended learning at the Center or remotely through Google hangouts, Zoom, or similar conferencing program.
- Be available for students during the designated times of instruction (8:00 am to Noon and 12:30 to 2:00 pm) on-line or by phone and respond to student/parent concerns within 24 hours
- Provide or coordinate support services for students who may need additional help per their Individual Education Plan
- Assignment collection and grading procedure shall be communicated by the instructor
- Diagnose the learning needs of students to ensure equity and access
- Assess the learning of student work that is submitted
- Alert administration to students who have not engaged in e-Learning after three days of non-contact (utilization of Google reporting form)
- Report outcomes to administrators and parents
- Evaluate the impacts of instruction
- Contact administration with student/parent concerns, IEP/EL student needs, and distribution (mailing) of additional work to specific students
- When possible, instructors in same subject areas should coordinate resources and activities

## Student Services and Classroom Aides

- Provide homework assistance for students who may need additional help completing assignments
- Provide accommodations as needed for IEP, 504, and ESL students
- Assist the classroom teacher in following up with students who may not be engaging in the e-Learning process

## Student Expectations

- Check your @wilcoacc.org email or instructor directed communication tool daily for communication from your instructor and submit attendance/participation document
- Participation in assignments as it will be graded and is part of the curriculum established by business, industry, Illinois Department of Public Health, and/or dual credit requirements
- Complete posted assignments within stated time frame
- Communicate any concerns that you may have with your instructor regarding connectivity or access to a device to complete your work- request printed copies of materials if needed

- Communicate with your instructor regarding any questions about the material or assignments that you may have
- Call the Center if you need additional supports for learning, 815-838-6941 between (8:00 am and noon or 12:30 and 2:00 pm)
- Check the Wilco website for information on school closings or hours of operation
- Caution that failure to comply with e-Learning may have repercussions on professional licensing and dual credit opportunities

Parent Expectations:

- Join CAMPUS and Google Classroom to connect with child's teacher
- Within the student programs above, ensure that your contact information is up to date
- Communicate with your child about the need to engage in the remote learning process
- Check in with your child to ensure they have completed daily assignments
- Check the Wilco website for information on school closings or hours of operation
- Communicate with the instructor if you have questions or concerns
- Advocate if your child needs additional support to complete the assignments or does not have access to internet connectivity or a technology device to complete the assignments
- Review your child's grades on the CAMPUS portal, [www.wilco.k12.il.us](http://www.wilco.k12.il.us) ; Quick Links (to the right of the screen); CAMPUS (top item on the list). If you need assistance, please call the Center at 815-838-6941
- Communicate with the Center should your child become ill and unable to participate in Continuation of Learning activities

We appreciate everyone's cooperation with the transition to e-Learning activities. Most of our students at the Center are both high school and college students. Furthermore, many of our programs are certification programs with required curriculum and/or hours that must be completed. We want to maintain our instructional environment and expect students to submit their work to ensure student completion of the coursework and expectations of the College, Licensing Agencies, and Credentialing Organizations with whom the Center works.