

**G.L.Wiley Opportunity Center Campus Plan for Return to School and Instructional Continuity**

Area of Focus	Expectations	Steps	Persons Responsible	Due Date
<b>Health and Safety Routines and Systems</b>				
Masking and Social Distancing	<ul style="list-style-type: none"> <li>• Masks will be required for all students and staff when they are in shared spaces.</li> <li>• Students choosing not to wear a mask will be addressed as a dress code violation.</li> <li>• To help promote social distancing, signage has been added on the walls and on the floors.</li> </ul>	<ul style="list-style-type: none"> <li>• Signs have been posted on the doors, tables, hallways and floors.</li> <li>• We will review the Covid-Plan with staff and students.</li> <li>• <a href="#">Mask vs. Face Shields</a></li> <li>• The District gave every staff member a face covering.</li> </ul>	Administrators	August 19th
Handwashing and Sanitizing	Additional hand sanitizing stations have been added throughout the building.	<ul style="list-style-type: none"> <li>• Hand sanitizing stations have been added throughout the building and in every classroom.</li> <li>• Signage has been posted to promote social distancing</li> <li>• The District supplied every teacher with a bottle of Hand Sanitizer and alcohol wipes.</li> <li>• Every staff member was given Alcohol Antibacterial Wipes.</li> </ul>	Custodial Staff	August 7th

<b>Room Sanitizing Schedule</b>	<ul style="list-style-type: none"> <li>• Classrooms will be sanitized during the teachers conference periods.</li> <li>• Desk and tables will be wiped down at the end of each class period.</li> </ul>	<ul style="list-style-type: none"> <li>• The custodians will use the Master Schedule to determine staff members conference periods.</li> <li>• The District will provide wipes for the teachers.</li> <li>• Seating charts will be used to determine which areas need to be sanitized.</li> </ul>	<ul style="list-style-type: none"> <li>• Custodial Staff</li> <li>• Teachers</li> </ul>	<b>August 19th</b>
<b>Arrival</b>	<ul style="list-style-type: none"> <li>• Wiley will conduct daily health and temperature screenings for all staff and students.</li> <li>• Masks will be required for all students and staff when they are in shared spaces.</li> <li>• Students must be in full dress code before they enter the building.</li> <li>• Students will be searched daily by a security officer.</li> </ul>	<ul style="list-style-type: none"> <li>• As the students and staff enter the building, their temperatures will be checked.</li> <li>• Staff members will be required to show that they completed the “Screen &amp; Go” process.</li> <li>• A Morning and Afternoon Duty Roster has been developed to strategically utilize staff members.</li> <li>• <a href="#">WOC Bell Schedule</a></li> </ul>	<b>Entire Staff</b>	<b>August 19th</b>

Dismissal	<ul style="list-style-type: none"> <li>• <a href="#">After School Expectations</a></li> </ul>	<ul style="list-style-type: none"> <li>• Use an Afternoon Duty Schedule to strategically utilize staff members.</li> </ul>	All Faculty and Staff	All Year
Hallways	<a href="#">Hallway Expectations</a>	<ul style="list-style-type: none"> <li>• Post Hallway Expectations</li> <li>• Teachers will be stationed at their doors, reminding students about the hallway expectations.</li> <li>• Gradelevel Administrators will monitor the hallways</li> </ul>	<ul style="list-style-type: none"> <li>• Grade level Administrators</li> <li>• Teachers</li> </ul>	All Year
Restrooms	<a href="#">Restroom Expectations</a>	<ul style="list-style-type: none"> <li>• Restroom Expectations will be posted in the restroom</li> <li>• High school restroom times are breakfast, third period, lunch, and seventh period.</li> <li>• Middle school times are breakfast, second period, lunch, and sixth period.</li> <li>• Students will be escorted to the restroom by a staff member. Only one student is allowed to be in the restroom.</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers</li> <li>• Administrators</li> </ul>	All Year
Classrooms	State mandates that we maintain a 15:1 teacher to	<a href="#">Classroom Guidance</a>	<ul style="list-style-type: none"> <li>• Teachers</li> <li>• Instruction</li> </ul>	

	student ratio. Desk will be socially distanced 3-6 feet.	Required seating charts	al Aides	
Breakfast	Breakfast will be served from 8:00 am - 8:25 am.	<p>High School students will have an opportunity to eat their breakfast in the cafeteria. Students who choose not to eat breakfast must remain in the auditorium.</p> <p>Middle School students will get their breakfast from the cafeteria and then report to their assigned classroom for a Restorative Circle</p> <p>Elementary students will eat their breakfast in the classroom, practicing social distancing.</p>	<ul style="list-style-type: none"> <li>• Teachers</li> <li>• Administrators</li> </ul>	All Year
Lunch	<a href="#">Cafeteria Expectations</a>	<ul style="list-style-type: none"> <li>• Cafeteria Expectations will be posted in the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers</li> <li>• Administrators</li> </ul>	All Year
Switching Classes	<ul style="list-style-type: none"> <li>• Three minute passing period</li> </ul>	<ul style="list-style-type: none"> <li>• Hallway administrator will</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers</li> <li>• Administrators</li> </ul>	All Year

	<ul style="list-style-type: none"> <li>• Switch one class at a time</li> <li>• Social Distance six feet</li> </ul>	<p>cue the teacher to release the students.</p> <ul style="list-style-type: none"> <li>• If an administrator is not available, the classes will release according to class room number. (Least to Greatest)</li> </ul>	<ul style="list-style-type: none"> <li>• Security Aides</li> </ul>	
Hallway Monitoring (Passing Periods)	<ul style="list-style-type: none"> <li>• The school runs a regular bell schedule. Students have a three minute passing period</li> <li>• <a href="#">Hallway Expectations</a></li> </ul>	<ul style="list-style-type: none"> <li>• Teachers will stand at their doors and encourage students to remain quiet, walk on the right side of the hallway and quickly move to their next class.</li> <li>• Administrators and Behavior Aides will also be actively monitoring the hallways.</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers</li> <li>• Administrators</li> <li>• Security Officer</li> <li>• Behavior Aides</li> </ul>	All Year
When Someone Might be Sick	<ul style="list-style-type: none"> <li>• If a student is exhibiting symptoms of Covid-19, they will be sent to the</li> </ul>	<ul style="list-style-type: none"> <li>• An available staff member will escort</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers</li> <li>• Administrators</li> </ul>	August 19th

	<p>nurse. If the symptoms are confirmed, they will be sent to the Isolation Room (Professional Development Room) until a parent or guardian is able to pick them up.</p> <ul style="list-style-type: none"> <li>• If a staff member is exhibiting symptoms of Covid-19, they will follow the procedures in the Employee and Supervisor Flowchart .</li> </ul>	<p>the student to the isolation room.</p> <ul style="list-style-type: none"> <li>• The student will remain in the room until a parent or guardian is available to pick the student up.</li> <li>• The staff member will maintain social distance away from the student at all times.</li> <li>• Staff members that are exhibiting symptoms of Covid-19 will need to leave the building</li> <li>• immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• Nurse Aide</li> </ul>	
<b>Staff Training</b>	<p>The Administrative Leadership Team will conduct on campus in-service training that will be split up in order to lower the numbers, instead of the entire staff.</p>	<p>Teachers and staff will be split into two rooms, where they will participate in in-person and virtual training conducted by the Administrative Leadership Team. A Google sign in will be sent at the end of each in-service training day for accountability purposes.</p>	<p>Administrative Leadership Team</p>	<p>August 19th</p>
<b>Instruction and Special Programs</b>				

Special Education	<ul style="list-style-type: none"> <li>Wiley will maintain the Special Education services that were initiated at the students home campus.</li> </ul>	<ul style="list-style-type: none"> <li>At Wiley, we have one Special Education Teacher and one Special Education Aide.</li> <li>Special Education programs are initiated by the home campus.</li> </ul>	<ul style="list-style-type: none"> <li>Special Education Teacher</li> <li>Special Education Aide</li> <li>Teacher</li> <li>Home campus</li> </ul>	August 19th
Dyslexia	<a href="#">Dyslexia Information</a>	<ul style="list-style-type: none"> <li>504 and Special Education programs are initiated by the home campus and/or the department responsible for the special program in need (I.e.,</li> <li>Bilingual/ESL and Dyslexia programs are implemented by specialists/teachers assigned to services students while enrolled on our campus.)</li> </ul>	Bilingual/ESL and Dyslexia programs are implemented by specialists/ teachers assigned to services students while enrolled on our campus.	All Year
504	<ul style="list-style-type: none"> <li>Wiley will maintain the 504 services that were initiated at the students</li> </ul>	<ul style="list-style-type: none"> <li>The District will have the 504 Coordinators and Sped.</li> </ul>	504 Coordinator Dyslexia Specialist	At the time of the 504 Conference

	<p>home campus.</p> <ul style="list-style-type: none"> <li>• Our 504 Coordinator will organize and conduct all 504 conferences.</li> <li>• Parents will be invited to the 504 conferences.</li> </ul>	<p>caseworkers complete an amendment with parents to decrease the amount of time for students who are remote.</p> <ul style="list-style-type: none"> <li>• Though this is not the recommended protocol MTA, we understand we can not expect students to attend a 45 min remote class each day, in addition to the other home learning</li> <li>• assignments. I would recommend 20-25 minute groups.</li> <li>• We will have to look at individual families, case-by case, if they disagree.</li> <li>• Once it is determined who is remote-v-in person, the District will touch base with each campus and look at the groups and staffing.</li> </ul>	<p>as needed</p> <p>Administrator</p> <p>Parent</p> <p>Classroom Teacher</p>	
Bilingual/ESL	<ul style="list-style-type: none"> <li>• 504 and Special Education programs are initiated by the home campus and/or the</li> </ul>	<ul style="list-style-type: none"> <li>• Special programs are aligned with the needs and desires of our students,</li> </ul>	Bilingual/ESL and Dyslexia programs are implemented by	All Year



	<p>department responsible for the special program in need (i.e.,</p> <ul style="list-style-type: none"> <li>• Bilingual/ESL and Dyslexia programs are implemented by specialists/teachers assigned to service students while enrolled on our campus.)</li> </ul>	<p>parents and community members. Due to our limited staff, we do not facilitate any special programs on our campus.</p> <ul style="list-style-type: none"> <li>• 504 and Special Education programs are initiated by the home campus and/or the department responsible for the special program in need (i.e.,</li> <li>• Bilingual/ESL and</li> <li>• Dyslexia programs are implemented by specialists/teachers assigned to services students while enrolled on our campus.)</li> <li>• Due to the fact that we service students from every campus within the district and daily enrollment is contingent on temporary educational placements, our percentages vary daily.</li> </ul>	<p>specialists/teachers assigned to services students while enrolled on our campus.</p>	
ARDs	Because students are temporarily placed at DAEP, ARD Meetings are scheduled through the home campuses.	<ul style="list-style-type: none"> <li>• 504 and Special Education programs are initiated by the home campus and/or</li> </ul>	<p>Diagnostician</p> <p>Special Education Teach</p>	All Year

		<p>the department responsible for the special program in need (i.e.,</p> <ul style="list-style-type: none"> <li>Bilingual/ESL and Dyslexia programs are implemented by specialists/teachers assigned to services students while enrolled on our campus.)</li> </ul>	<p>Administrator</p> <p>Classroom Teacher</p> <p>Parent</p>	
Progress Monitoring	<ul style="list-style-type: none"> <li>Student progress will be monitored and supervised whether they are getting instruction remotely or in person.</li> <li>Students will be given a range of time of 180 (3 hours) minutes to 240 minutes (4 hours). This is how my teachers will gauge whether a student is remotely present.</li> </ul>	<ul style="list-style-type: none"> <li>All teachers are expected to monitor and supervise students for all face to face and remote students.</li> <li>Work will be monitored by the assigned teacher(s) of students working remotely.</li> </ul>	Teachers	August 19th
Parent Communication	<ul style="list-style-type: none"> <li>Through the Edmentum account, students are able to send and receive emails.</li> <li>A Something To</li> </ul>	<ul style="list-style-type: none"> <li>School webpage</li> <li>School Facebook Account</li> </ul>	Web-site coordinator	All Year

	R.O.A.R. About Newsletter is also posted weekly			
Contingency Plans for Remote Instruction	<ul style="list-style-type: none"> <li>When students enroll at the G.L. Wiley Opportunity Center, they are given an Edmentum Account.</li> <li>Because students are placed at Wiley for a disciplinary reason, most instruction will be done in-person and remotely.</li> <li>Electives and Credit Recovery Courses are done on-line through Edmentum.</li> <li>Teachers will use Edmentum, SeeSaw and Canvas to deliver Remote Instruction.</li> </ul>	<ul style="list-style-type: none"> <li>Families will choose between 100% in-person instruction at their home campus</li> <li>Monday-Friday and 100% remote instruction where students access instruction remotely through one of the districtwide learning management systems.</li> <li>Families will be asked to commit to their selection for at least a full six-week grading period.</li> <li>Families that wish to change their selection will need to do so at least two weeks before the start of the grading period.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers</li> <li>Parents</li> <li>Administration</li> <li>Students</li> </ul>	All Year
<b>On Campus Instructional Model</b>				
Staff Scheduling	<ul style="list-style-type: none"> <li>The G.L. Wiley Opportunity Center will follow an eight period classroom schedule.</li> <li>Each teacher will be</li> </ul>	<a href="#">WOC Bell Schedule</a>	<ul style="list-style-type: none"> <li>Principal</li> <li>Counselor</li> </ul>	

	<p>given a thirty minute lunch and a fifty minute conference period.</p>			
<p><b>Student Scheduling</b></p>	<ul style="list-style-type: none"> <li>• Student schedules are developed at the students home campuses.</li> <li>• The schedule is then matched with what is offered at the G.L. Wiley Opportunity Center.</li> </ul>	<p>Instruction at Wiley is both computer based and direct instruction.</p>	<ul style="list-style-type: none"> <li>• Home campus counselor</li> <li>• Wiley counselor</li> </ul>	<p>All Year</p>
<p><b>Parent Engagement</b></p>	<ul style="list-style-type: none"> <li>• Each student is required to participate in a student orientation. Each parent is invited to attend.</li> </ul>	<ul style="list-style-type: none"> <li>• Online communication. Parents and teachers can share ideas via email, school website, etc.</li> <li>• An online calendar of events and activities.</li> <li>• Use social media to connect to parents.</li> <li>• Virtual parent/teacher conferences.</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Leadership Team</li> <li>• Teachers</li> </ul>	<p>All Year</p>
<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>• Information is posted on the school webpage and the schools Facebook account.</li> <li>• All staff will be given a copy of the plan and the Administrative Team</li> </ul>	<ul style="list-style-type: none"> <li>• On the first reporting day back on campus, each staff member will be given a copy and the plan will be reviewed section by section based on the “assigned person” of</li> </ul>	<p>Wiley Task Force</p>	<p>August 10th</p>

	will review it and answer any questions they may have.	<ul style="list-style-type: none"> <li>each topic.</li> <li>The reopening plan will then be posted on the school's Facebook page.</li> </ul>		
<b>Substitute Plans</b>	Each teach will create and maintain a substitute folder	Teachers will provide adaptive "lesson plans" and expectations for their classroom to the substitute in the event of an absence.	Grade level Assistant Principal	August 19th
<b>Staff Training</b>	Staff Training will be conducted in-person using social distancing and remotely using Zoom.	<ul style="list-style-type: none"> <li>When Staff Training is in-person, the faculty will meet in the Auditorium, Cafeteria of Professional Development Room.</li> <li>Grade Level training will be held in classrooms, using social distancing.</li> </ul>	Administration Teachers	August 19th