

South Jacksonville Elementary School Reopening Plan Fall 2020



MISSION STATEMENT:

We are South Elementary School, a community of learners committed to building a foundation of academic and social excellence.

South School, in accordance with JSD 117 guidelines, will provide two options for educating our students:

- In-person instruction in the school building, following all IDPH/ISBE guidelines, including wearing a mask all day
- Remote learning provided by a district teacher; parental involvement will be necessary at times

Please review the COVID-related changes to the 2020-2021 school year:

Academic Content: Teachers will assess their curricula and make critical decisions on what their primary standards and objectives are for the class. A focus of the first quarter of instruction will be to formally and informally assess student academic needs after the extended COVID-closure of schools. During this time, teachers will be determining a baseline of student need from which curricula and content may be tailored to best meet the needs of the students.

Arrival/Drop-Off: Doors open to students at 7:35 a.m.

- Kindergarten, First, and Second grade students should enter the front southwest door off of the circle drive.
- Third, Fourth, and Fifth grade students should enter the main front door off of the circle drive.

Vehicles may enter the circle driveway to release students along the sidewalk; do not release students into the left lane of traffic. Vehicles in the circle driveway should pull forward as far as possible (up to the flagpole). Vehicles are prohibited from parking in the circle driveway during morning drop-off. Another option for vehicles is to park along South West Street in designated places (vehicles should not stop or stall along yellow-painted curbs). Vehicles shall not block crosswalks. Parents/drivers are not permitted to exit vehicles. Students should exit vehicles wearing masks. Upon arrival, students will walk directly to their respective classrooms. For those students who are interested, breakfast will be served in classrooms.

For more information on these procedures, please visit the school website // "School Information" // "Drop Off / Pick Up Procedures" Note: further changes due to COVID limitations may be forthcoming.

Cleaning: All students and staff members will use hand sanitizer and/or wash hands upon entry into the school building, entering a classroom, and after coughing or sneezing. It is encouraged

that students and staff members use hand sanitizer and/or wash hands prior to and after eating and/or using the restroom. Each classroom will be provided with a wall-mounted hand sanitizer pump. Our custodial team will regularly sanitize/clean classrooms.

COVID-19 Symptoms During the School Day: Students or staff members exhibiting a COVID-19 symptom (temperature greater than 100.4 fever, cough, shortness of breath/difficulty breathing, chills, fatigue, muscle/body aches, headache, sore throat, loss of taste or smell, congestion or runny nose, nausea, vomiting, diarrhea) or who test positive for COVID-19 must stay home. Once the school day begins, anyone exhibiting symptoms will be sent to the Office/Nurse in order to be separated to a safe area for quarantine. All areas used by the sick person will be closed until proper cleaning takes place. The district will work with JSD117 Central Office and Morgan County Health Department to contact trace to determine what individuals had close contact with the sick person.

COVID-19 Positive Cases and Absence from School: IDPH does not recommend testing for all students and staff before attending school and does not require additional testing to return to school. They are using symptom-based guidance. A positive case or symptomatic person is required to isolate for a minimum for ten days after symptom onset and can be released after afebrile (without fever) and feeling well (without fever reducing medication) for at least 72 hours (3 days). Asymptomatic carriers must remain in isolation for ten days from date of test. Example: A case that is well on day 3 and afebrile and feeling well for 72 hours must remain in isolation through day 10. Example: A case that is still symptomatic on day 10, and symptoms last until day 12, cannot be released until at least day 15. Close contacts must remain quarantined for 14 days after the last/most recent contact with the person when they were infectious. If a contact becomes symptomatic, they then should follow isolation rules.

Device Distribution: As per guidance from the school district (August 13, 2020), South students participating in remote learning may borrow a device from JSD 117. Pick-up will be in the South School circle driveway on Wednesday, August 19, from 2:00-4:00 p.m. If you cannot make this date/time, please contact the school to arrange a separate appointment.

Dismissal: Student dismissal will be as follows:

- **Kindergarten: 2:25 p.m.**, exiting through the front southwest doors, cars should enter both lanes of the circle drive in a side-by-side fashion and pull up to the crosswalk to await release
- **Bus and daycare riders: 2:30 p.m.**, exiting through the northeast cafeteria door to the blacktop
- **Walkers, bicyclists, and private vehicle riders: 2:35 p.m.**, First and Second grades exiting through the front southwest doors, cars may enter both lanes of the circle drive in a side-by-side fashion and pull up to the crosswalk to await release OR cars may park along South West Street; Third, Fourth, and Fifth grades exiting through the northeast cafeteria door to the blacktop

Drivers/parents may not exit vehicles. Drivers/parents may not stop in the street(s) for pick-up.

For more information on these procedures, please visit the school website // "School Information" // "Drop Off / Pick Up Procedures" Note: further changes due to COVID limitations may be forthcoming.

Gatherings and Field Trips: All events, including Family Nights and Field Trips, are suspended until further notice. This includes, but is not limited to, speakers, assemblies, family events, Skate Night, Girls on the Run, Mothers Volleyball, etc.

Hallways and Supervision: Students are encouraged to walk single-file and not side by side while keeping six feet between them as much as possible. Staff will be in the hallways during transition time to help students adhere to mask-wearing and physical distancing.

Health Screenings and Self-Certification: Families will be required to self-certify that their child is symptom-free and fever-free each day by checking their temperature. More information will be provided as we finalize this process. All students and staff need to use hand sanitizer and/or wash hands upon entry into school, entering classrooms, and after coughing or sneezing. Staff members will likely self-certify their own health online each day.

Lockers and Student Belongings: Students will not be assigned hallway lockers. Student belongings should be kept to a minimum and should be easily stored in a backpack.

Lunch: Students will eat lunch in their classrooms. Each classroom will have a thirty-minute lunchtime block during which students will be supervised by noontime supervisors, paraprofessionals, and administrators, or a combination thereof. Students may select to eat school lunch (menus will be available) or bring their own lunch. Facemasks may be removed during lunchtime and social distancing will be maintained. It is possible that your child's classroom may be deemed a Peanut Free Zone; if this is the case, expect further communication from the school or your child's teacher.

Masks and Personal Protective Equipment (PPE): Masks are required for all students, staff, and all who enter the school building. Masks must be appropriate for the school environment. Halloween masks and masks with inappropriate images and/or language will not be permitted. Students should bring at least one extra mask (ideally in a ziplock bag) to school each day. According to current guidelines, face shields are not to be worn in place of masks. Face shields may be worn *in addition to* face masks. Face masks may be temporarily removed while students are eating and/or outside while maintaining a safe physical distance. Face masks should be removed by removing the straps from the ears (ie, ear loops) or neck. Do not touch the mask covering itself. Hand-washing/hand-sanitizing is encouraged prior to removing and/or putting on the mask. Teachers and staff members will remind students to keep their masks on at all other times. Students can/may/will face disciplinary action for not wearing masks, however, teachers and staff members should use good judgement when dealing with the situation. In the end, students choosing not to wear a mask will be sent home to remote learning. If/when teachers are filming in their classrooms by themselves with the classroom door completely closed, they may remove their masks in order to help students understand them more clearly. Otherwise, teachers and staff must wear masks, even when alone in a space, at all times. Teachers and staff may choose to wear other forms of PPE in addition to masks but are not required to. All forms of PPE should be used appropriately and not become a distraction during learning.

Meet the Teacher: Due to restrictions, South will not host a traditional Meet the Teacher night for students and families. Instead, teachers will be creating and sharing brief videos which will allow students and families to virtually "meet" their educator(s). Videos will cover classroom procedures, contact information, and other information pertinent to the classroom. Please reference the Staff Directory on the school website.

Morning Procedures: The first bell will ring at 8:00 a.m. which will signal morning announcements and the recitation of the School Mission Statement and Pledge of Allegiance. The second bell, also known as the tardy bell, will ring at 8:05 a.m.

PTO: Our active Parent Teacher Organization plans to meet on a monthly basis. Meetings will be conducted virtually via Zoom. The first meeting of the year--our annual Family Engagement Meeting--will be held Thursday, August 20, 2020 from 6:00-7:00 p.m. ASL interpretation will be provided. Please contact PTO leadership or the school for more information. Please visit the school website for a complete listing of meeting dates.

Usage of the Cafeteria, Gymnasium, and Library: The cafeteria, gym, and library will be utilized on an as-needed basis and only with prior approval. The library specialist will still check out books to students often based on student requests. Library books will be delivered to the classroom.

Recess: Each classroom will have at least one fifteen-minute recess period per day. Recess periods will be staggered to accommodate physical distancing. Teachers are encouraged to take classes outdoors as weather permits. Once outside, students and staff may remove their masks as long as physical distancing is practiced. Masks should not be flung about or dropped to the ground. Students are expected to follow normal recess procedures in addition to new ones: playground equipment will be inaccessible to students.

Remote Instruction: Students participating in online learning from home are expected to complete possible online assignments and packets of materials throughout the day. The remote or eLearning teacher(s) will be available for synchronous interaction with students each school day from 4:00-7:00 p.m. Parents will be responsible for picking up and dropping off requisite materials needed for remote learning. For example, this may include picking up and returning assignments that cannot be submitted electronically. Families/students making the choice to engage in remote learning will likely do so on a quarterly or semester basis. Attendance will be taken and grading will be conducted daily.

Restrooms: Each classroom will have a scheduled ten-minute restroom break in the morning and afternoon. Without exception, primary classrooms will use the restrooms located on the south end of the hallway (nearest their classrooms); intermediate classrooms will use the restrooms located on the north end of the hallway (nearest their classrooms). Individual restroom requests may be accommodated. Maintaining a 6-foot physical distance in the bathrooms will be accommodated as much as possible. It is expected that all students and staff will wash hands using soap and water for a minimum of twenty seconds after using the restroom.

School Supplies: School supply lists can be found on the South website (south.jsd117.org) under the "For Parents" tab. As some supplies are hard to come by these days, please do not worry if you cannot find everything that's listed. Instead of bringing school supplies all at once, students are encouraged to comfortably bring what they can over the course of the first week of student attendance beginning Monday, August 24.

Social/Physical Distancing: As much as possible, teachers are encouraged to separate desks/tables and students by six feet in their classrooms. Desks/tables will be set to face the same direction as much as possible. Traffic patterns in classrooms will be set by teachers to help with distancing. Teachers will create and strictly adhere to seating charts which will be vital to

communication in the event of a COVID outbreak. Hugs, handshakes, high-fives, and fist bumps are not allowed among all stakeholders.

Special Classes: Art, Music, and Physical Education (PE) will be held in regular classrooms (ie, the Special teacher will travel). Outdoor options, particularly for daily PE, will be strongly favored. Students will be able to remove face masks while outside and social distancing is practiced.

Special Services: A high priority will be placed on providing in-person instruction for students who have Individualized Education Plans (IEPs) and 504 Plans. Individualized considerations may include remote instruction for medically fragile students and students who demonstrate behaviors that may lead to safety concerns for students and staff. All special education meetings will occur as scheduled by case managers and administrators. Meetings will be held virtually (ie, Zoom) as much as possible. All IEP meetings will continue to be held in accordance with special education timelines. All appointments and meetings with school staff will be scheduled in advance. Students who have chronic medical conditions will have their individual situation assessed by the school nurse. Healthcare plans, IEPs, 504s, and any other relevant documentation will be reviewed. The school will contact the student's parent/guardian as well as medical personnel as needed. All students will be required to wear a face mask in accordance with the ISBE/IDPH guidelines. Should parents/guardians provide documentation from their child's physician stating that wearing a face mask would pose a significant health risk to the student, the IEP and/or 504 team will meet to consider the recommendation. Adjustments will be made to the student's plan as determined appropriate by the IEP and/or 504 team. Individualized Remote Learning Plans will be developed and modified as needed to address each student's plan. Each Remote Learning Plan will be individualized and work to address IEP goals and consider accommodations/modifications that are needed for access to remote or blended in-person learning models. These Remote Learning Plans will identify what services will be provided to each student. Students who receive related service minutes in the IEP will receive services using consultation/collaboration with case managers, video conferencing, hands-on tasks provided by the therapists, online materials, or materials that have been provided for families. District 117 staff will continue to work collaboratively with Four Rivers service providers to deliver services to all students.

Student Attendance and Grading: Students are expected to attend in-person or remote learning instruction each school day. Daily attendance will be taken and entered into Skyward for each. Truancy guidelines will continue to be followed for both options. Parents are reminded to contact the office when their student(s) will be absent. In an effort to provide the safest learning environment, based on guidance from IDPH, the office will ask parents why the student(s) is absent and what symptoms the student(s) may have. Students enrolled in either learning option will be expected to complete learning activities in accordance with teacher expectations. Learning activities will be assessed and graded as normal (ie, as they were before the COVID closure in March 2019).

Visitors: Per ISBE guidance, outside visitors will have extremely limited access to JSD 117 property and facilities. Visitors are strongly encouraged to make an appointment. Any visitor (parent, family member, delivery driver, salesperson, etc.) will be required to self-certify their health and wear a mask. If any of the above are not followed, the visitor may not gain entrance to the facility. As much as possible, business will be conducted virtually (ie, email) or via secured drop-off and pick-up of items through the front door.

Water: Water fountains will be turned off and unusable. Water bottle refilling stations will be turned on and usable. Students are encouraged to bring a clean water bottle with a closable lid to school each day. Water bottles should be clearly marked with student names. (Many returning students will have a white and blue South Viking water bottle provided last school year by the PTO.)



Subject to Change: These guidelines are fluid and may be altered based on guidance from CDC, ISBE, IDPH, the Governor’s Office, the Morgan County Health Department, JSD 117 leadership, including the Board of Education. If/when changes/updates are made you will be informed appropriately. Skylert Messenger will be utilized for communication. The following draft date highlighted in yellow will updated accordingly: **AUGUST 14, 2020**

Contact Us: We want to hear from you! For general school questions or comments, please email Secretary Rachael Jones (rjones@jsd117.org) and/or Principal Tim Chipman (tchipman@jsd117.org). You may call the office with any questions (217.245.5514, then press zero (0) to speak to someone). Information may be received by fax (217.245.2804). We promise to keep our school website (south.jsd117.org) maintained and up to date at all times. For general school district information, please continue to refer to the JSD 117 Reopening Plan and the continuously updated Frequently Asked Questions, both found on the school district website (jsd117.org).