

Kingsley Return-to-School Guidance for Families

HYBRID LEARNING PROCEDURES 2020-2021

We have established procedures to maintain a safe and secure school environment. This continues to be a building and district priority. Please carefully review the building procedures in this document. These procedures exist for the benefit of the entire Dewey community. Most importantly, they are in place to ensure the safety of our students and staff. These procedures will only work if they are applied and followed by all. Thank you in advance for your cooperation and support.

Contacting the School

Main School Phone Number: 847-859-8401

After dialing the main number, you will be asked to enter the extension of the staff member you are calling. Teachers will share that information with families.

Mr. David Davis

Principal

Phone: 847-859-8250

Email: davisda@district65.net

Ms. Michelle Brand

Assistant Principal

Phone: 847-859-8412

Email: brandm@district65.net

Ms. Rebecca Jackson

Secretary

Phone: 847-859-8400

Email: jacksonj@district65.net

Ms. Dorothy Gill

Health Clerk

Phone: 847-859-8402

Email: gilld@district65.net

E-mail is the best way to contact your child's teacher: Type the employee's last name and first initial, followed by @district65.net **(For example: Rebecca Jackson - jacksonj@district65.net)**

Timeline

- **Conversations with Families:**
 - **Monday, February 1: 6:00 - 7:00 pm**
 - **Tuesday, February 2: 10:00 - 11:00 am**
- **Monday, February 8:** Email from teachers to new classes

- **Tuesday, February 9:** Proactive Teaching of New Routines, Teacher and Schedule
- **Wednesday and Thursday, February 10 & 11:** No classes for students; teacher preparation for February 16 return to school
- **Tuesday, February 16:** Return to School for student and staff

Before you bring your child to school...

District 65 will use the **Safety iPass from CrisisGo** to manage daily staff and student health

self-certifications for those who will be returning in person.

- Safety iPass from CrisisGo can be accessed on multiple devices.
- You can download the CrisisGo app to complete your daily self-certification. As you look for the app, it may be helpful for you to know it has the same symbol that you see on many first aid kits. ***Do not confuse the CrisisGo app with another app called Go Crisis.***
 - Sign in using the “SSO login” option.
 - The next screen will ask you to enter your district email address.
 - Select “iPass” at the bottom of your screen.
 - Finally, select “Report Pre-Visit Self-Certification” to complete your daily self-certification form.

Personal Protective Equipment for Staff and Students

Each staff member will be provided with the following: gloves, masks, face shields (if needed), and disinfectant wipes.

- **Masks are required for staff and students at all times when in the building**, with the exception of eating breakfast and lunch.
- Some teachers might use face shields for added protection.
- Disinfectant wipes will be used to wipe down areas in the classrooms.

PPE Considerations and Classroom Procedures

Social Distancing

- Each Classroom and office has been given a “Maximum Capacity” to account for teachers, paraprofessionals, and students.
- Halls have been marked with arrows to create one way pathways and with 6’ markings for keeping distance from others in line.

- Students will use the hallway bathroom if there is no bathroom in their classroom; bathrooms have been prepared for distancing. Only two students are permitted in the bathroom at a time.

Classroom Setup

- Classrooms have been arranged so that students are spaced at a minimum of 6 ft apart. (All non-essential equipment, furniture and non-wipeable materials have been removed from the classrooms.)
- Plexiglass will be used as a divider on tables.
- Each student will have their own materials and learning tools, including technology.
 - Each student is provided with a storage space for their materials and a bin for storing items that have been used and need to be disinfected.
 - Students should have their own backpacks to transport materials to and from school.

Technology

- Students will bring their devices with them to/from school daily.
 - **It is essential that devices are brought to school fully charged.**
- Students will be assigned an individual device. **No students are permitted to share technology at any time.**

Additional Student Supplies & Personal items

- All supplies need to be individualized; **there will be no communal or shared supplies.**
 - Specific supplies that students will need will be determined by classroom teachers.
 - Students will keep their supplies in their plastic containers or backpacks.
- **Students will not have access to lockers.** A basket will be provided for personal belongings.

Cleaning Procedures

- Classrooms will be sanitized by custodians at the end of each day and between the AM and PM classes.
- Common areas will be sanitized at the end of each day and between AM and PM classes.
- Bathrooms will be sanitized twice per day.
- Teachers will sanitize student spaces after breakfast/snack.

Arrival (8:45-9:00 am or 1:00-1:10 pm)

Before your child comes to school, complete the ***Safety iPass from CrisisGo**. This is our self-certification process to certify that your child does not have a temperature of 100.4°F or higher and is not exhibiting other symptoms associated with COVID-19. More information will be provided soon on how to do so. Please arrive no earlier than 8:45 AM and arrive at school at 11:15 for Morning dismissal. Please plan to arrive at 3:25 for the afternoon dismissal to help us to ensure a safe exit for students and staff.

***If any child in a family registers a temperature of 100.4°F or higher, ALL children in that household must stay home.**

BUS Arrival

- Buses will drop off and pick up in front of school at door # 1
- Before entering the bus, students or guardians will need to self certify using CrisisGo and show their Safety iPass to the designated bus supervisor or driver.
 - Students who have not self-certified will have their temperature taken by their designated bus aide. If they exhibit no symptoms or do not have a temperature of 100.4°F or higher, they will be allowed to sit on the bus regularly.
 - If they have a temperature of 100.4°F or higher and/or have COVID symptoms, there will be a designated area on the bus where they will be isolated from other students until the arrival of school. Then, they will be escorted to the Isolation room upon arrival.
 - If the child's temperature is 100.4°F or higher caregivers will be contacted immediately.
 - Face covering must be worn at all times by students & staff on the bus. (Extra masks will be kept on the bus in case students do not have one.)
- Hand sanitizer will be given to students upon boarding & de-boarding.
- The bus will load from the back to the front, and unload from the front to the back.
- Students will sit in an assigned & distanced seat from others.
- Some windows will be kept open (weather permitting) to ensure extra ventilation.
- Buses will be cleaned & sanitized daily and after each route.
- Upon arrival at school, students will proceed directly to their classroom.

Car Arrival

- Cars will drop off in the back of the school on Prairie.
- Before arriving at school, students or guardians will need to self certify using CrisisGo.
- Upon arrival students will enter through their designated door #7.
- Students will be screened for a complete self-certification and then go directly to their assigned entry point and proceed to their classroom.
- Students who have not self-certified will have their temperature taken near the car . Any student with a temperature of 100.4°F or higher will be asked to stay in the car with the parent.
- School staff members will contact families of children who did not self-certify.

WALKING Arrival

- Upon arrival students will enter through their designated door #4. This door is located in the back near the playground across from the main entrance.
- Before arriving at school, students or guardians will need to self certify using CrisisGo.
- Students will then need to go directly to their assigned entry point and proceed to their classroom.
- A standing thermometer will be stationed inside the building so that every student who has not self certified can have their temperature taken by a designated staff member. Any unaccompanied student with a temperature of 100.4°F or higher will be sent to wait in the designated isolation room (Siblings of that student will also be required to go home.)

BIKE Arrival

- Upon arrival students will enter through their designated door #4. This door is located in the back near the playground across from the main entrance.
- Before arriving at school, students or guardians will need to self certify using CrisisGo.
- Students will lock their bikes, then go directly to their assigned entry point and proceed to their classroom.
- A standing thermometer will be stationed inside the building so that every student who has not self certified can have their temperature taken by a designated staff member in the building. Any unaccompanied student with a temperature of 100.4°F or higher will be sent to wait in the designated isolation room. (Siblings of that student will also be required to go home.)
- We will mark off 6' distances on the bike rack to ensure kids have distance between them.

Entry Procedures for Students

Upon arrival, students will proceed to the entry door for their grade level and proceed directly to their classroom where they will show a Green Safety iPass or have their temperature checked.

Entrances:

- **All students riding the bus will enter Door 1.**
- **All students who are walking or riding a bike will enter Door 4.**
- **All students who are dropped off by car will enter Door 7.**

Dismissal (11:20 am or 3:30 pm): Exit Procedures for Students

- **All grade levels will exit the building through the same door where they enter.**
- All BUS students will be released and will exit at Door 1 (main entrance)
 - **Adults will assist K & 1st.**
 - 1 bus aide will be assigned per bus.
- All students who WALK, BIKE or ride in a CAR will be met by their grown-up at a designated spot near the same door they enter in the morning (similar to our typical dismissal).
 - **Grown-ups will receive their child and immediately leave the premises.**
 - **Staff will be assigned to assist in clearing the school grounds.**
 - **The playground will be closed.**

Transitions

- **Bathroom Procedures** (Several primary classrooms have bathrooms in the classroom.)
 - Students who need to use the hall bathroom will be escorted by an adult
 - Teachers/staff will call down to the office for another staff member to assist.
- **Hallway Travel**
 - Hallways are marked for travel in one direction only.
 - Students will stay 6' apart in the halls
- **Movement Breaks**
 - Teachers will provide breaks for students in the classroom, maintaining safety guidelines.
 - Movement breaks for outside transition will be included on the schedules.
 - Use of playground equipment will not be allowed.

Meal Information

Breakfast (AM) and Snack (PM) Distribution

- Breakfast will be a “grab and go”. Stations will be located near each entrance.
 - **Students are not required to participate in breakfast/snack**, but it will be available for all students.
 - Students will eat in their classrooms; teachers who have students in the AM and/or PM in person sections will supervise breakfast/snack in the classroom.
 - Disinfectant will be provided for wiping down surfaces after breakfast/snack.

Lunch Guidelines (Hybrid + ONLY)

- **Hybrid+ K-2 students**
 - Handwashing- 11:25- 11:30
 - Lunch 11:30-11:55
 - Handwashing- 11:55- 12:00
 - Recess 12:00-12:30
 - Handwashing/bathroom break- 12:30- 12:45
- **Hybrid+ 3-5 students**
 - Handwashing- 11:25- 11:30
 - Recess- 11:30-11:55
 - Handwashing- 11:55- 12:00
 - Lunch- 12:00-12:30
 - Handwashing/bathroom break- 12:30- 12:45
- **Lunch will be served in the Hybrid+ Classrooms**
 - Supervision will be provided by paraprofessionals and in person student support supervisors for recess and in person support supervisors only for lunch.
 - In person student support supervisors will sanitize tables between lunch periods. (Spray must saturate the area for 10 mins.)

Recess for Hybrid + Students

- Recess will continue to be held outdoors as long as weather permits.
 - Indoor recess will be in the Gym, if needed.
 - Students will wear masks during recess.

- **Students will not share recess equipment; each individual student will be provided their own equipment if requested.**
- K-2 and 3-5 students will have recess in the Gym at their specified time.
- A handwashing break will occur after recess.

Health

Link to resources

This section will continue to be updated as the Health Services Dept makes updates.

Resource: [COVID Exclusion Guidance](#)

Resource: [ISBE Best Practices for Staff/Student who test positive.](#)

When a student gets sick at school...

Educators will call down to the health office to check for the availability of spacing for students to be seen. The health office personnel will direct the educator to have the student seen in their office or to the designated assessment area.

- Students will be supervised at all times.
- **Guardians MUST have an adult over the age of 18 who is available and can quickly pick up their student. While this is always important, it is essential to help limit the spread of COVID-19.**
- Students will not be permitted back to school until they are fever free for **72 hours without use of fever reducing medication**. Individuals should not return for in-person instruction for 10 days after symptoms first appeared.
- Students will not be penalized for staying home from school and must not come when they don't feel well.

Quarantine...

- We will provide support in situations where a student may need to self-quarantine due to COVID. Rather than moving the child to the remote section, they will join remotely during quarantine. The expectation is to provide access to the learning environment during the quarantine window. More information will be provided soon.