

ESSENTIAL INFORMATION FOR RETURNING TO SCHOOL

(created on 8/4/2020)

- **Masks must be worn at all times when in the school building. Mask breaks will be given as frequently as possible by going outside and socially distancing.**
- **The school will provide one (1) face mask to each student. Parents may choose to provide their own face masks for their child(ren), and that is completely acceptable.**
- **School will begin at the regular time (8:15 a.m.) and will dismiss every day at 2:30 p.m. The cafeteria will not be available as a waiting place for parents/guardians who pick up their children at the end of each day due to IDPH guidelines.**
- **Latchkey services will be available in the morning and after school. Temperature and symptom screenings will take place in the cafeteria when Latchkey students arrive.**
- **Except for Latchkey children, students will not be allowed in the school building until 7:45 a.m. at which time temperature and symptom checks will begin in the drop-off line. Once students enter the building, they will go directly to their classrooms. Students will not gather in the cafeteria or the gym.**
- **Students who wish to eat breakfast will go directly to the serving line.**
- **Temperature screenings and symptom checks will be done every morning prior to students entering the school building. The plan is to have a team of two people come to each car in the drop-off line to take temperatures and ask symptom questions. As long as a student is fever-free and symptom-free, he/she will be allowed to enter the building. If a student has a fever of 100.4 or greater or has COVID-19 symptoms, he/she will not be allowed out of the car and will not be able to attend school that day. Masks must be on before entering the building. A hand sanitizing station will be located at the door for each student to use prior to entering the building.**
- **Students who ride a bus will have temperature checks and symptom checks prior to boarding the bus. If a student is not permitted to board the bus, he/she will be sent back home. Please have a plan in place for what your child should do if he/she has a fever or does not pass the symptom screening and cannot board the bus.**
- **When calling to report your child(ren) absent, please be prepared to give specific symptoms along with COVID-19 diagnoses and COVID-19 exposure, if applicable.**
- **Any individual within the school environment who shows symptoms during the school day will be immediately separated from the rest of the population and sent home.**

- Lunch procedures have changed. Students who eat the school lunch will eat in the cafeteria (no more than 50 people in the cafeteria at one time). Students who bring their lunch will eat in the classroom with supervision. If a student who brings his/her lunch wants a milk, one will be brought to the student.
- Junior High students will not dress out for P.E. P.E. for all grade levels will be held outside as long as weather permits. We will not be utilizing the locker rooms at this time. If that changes, parents will be given ample time to acquire P.E. uniforms.
- Students are encouraged to bring a water bottle or cup to school each day to minimize the use of the drinking fountains. Any bottle or cup brought to school must have a secure lid to avoid spills.
- Locker usage will be at a minimum. Junior High students will be allowed to use their backpacks to take their books and supplies to classes.
- Your patience during this unprecedented time is greatly appreciated. We're working diligently to be IDPH compliant because everyone's health and safety is our first priority.

Welcome Back to School



Steeleville Elementary School
General Information



FIRST DAY OF SCHOOL – Monday, August 17th – this is a regular full day of school.

HEAD LICE SCREENING – All students will be checked for head lice on Tuesday, August 18th.

FREE/REDUCED LUNCH APPLICATIONS - A new application must be completed each year. If you wish to apply, please complete the form and return it to the office the first day of school.

ALL PERSONS (including parents) **MUST** report directly to the school office when visiting the school for temperature check & symptom screening. Please **DO NOT** go directly to the classroom or playground.

SIGNING IN/OUT- All students who arrive to school late, leave and return during the school day, or leave before the end of the day must first report to the office. Students will also be required to sign the in/out log sheet in the office.

LUNCH PAYMENTS – Students who have a credit balance of \$5.00 or less and those students who owe lunch money will receive a lunch statement at the end of each week. Lunch prices are \$2.50 for K-4 and \$2.70 for 5-8. Breakfasts are \$2.00 each for all grades. Extra milks are .30¢ each. Breakfast will be served from 7:45 a.m. until 8:15 a.m. each day.

ABSENCES- When your child is absent from school, you must report his/her absence by calling the school office (965-3469) by 9:00 a.m. Please be prepared to give specific symptoms along with COVID-19 diagnoses and COVID-19 exposure, is applicable. Failure to report the absence will result in an unexcused absence.

MEDICINE – **ANY** medicine sent to the school must be brought to the office and must be accompanied by a note signed by the parent with instructions on administering the medicine. Medicine that is to be given three times a day should be given at home. If at all possible, please refrain from sending medicine with students. See the Parent/Student Handbook.

Medicine that is sent to the school without a note will NOT be given to the student.

ILLNESS- If your child is not feeling well, please **DO NOT** send him/her to school. If your child has a fever (100.4° F or higher) has been ill during the night, he/she should stay at home and recuperate.

CLASSROOM INTERRUPTION – If you need to give your child a message or give him/her something, you must report to the office. Please do not go directly to the student's classroom as this causes disruptions in the classroom. We will make every effort to see that your child receives the message or item.

SUPERVISION AT SCHOOL ACTIVITIES – Due to supervision concerns, student's 3rd grade and below are not allowed to attend school activities without parental supervision.

STEELEVILLE ELEMENTARY SCHOOL

RETURN-TO-SCHOOL PLAN

609 S. Sparta St., Steeleville, IL 62288

Phone: 618.965.3469 Fax: 618.965.3490

Dr. Stephanie L. Mulholland, Superintendent/GS Principal

smulholl@steeleville138.org

Transition Planning Team: Cheryl Kuhlman, Shawn Liefer,

Stephanie Mulholland, Stephanie Rubach, Julie Sutton, &

Chelsey Wine

2020-2021 RETURN TO SCHOOL

Goals

- To reopen Steeleville Elementary School for in-person instruction on a full-time basis
- To ensure compliance with IDPH and ISBE recommendations requiring appropriate social distancing, face coverings, enhanced sanitation measures, and other accommodations necessary to ensure the safety of students, staff, and their families
- To minimize instructional loss by providing routines, structure and connections with all students
- To provide differentiated instruction using many existing programs for students in partnership with families when necessary
- To communicate with families about how they can reinforce and help explain safety protocols at home
- To prepare for the return to remote instruction in the event of a resurgence or second wave of the virus (See Remote Learning Plan)

IDPH Guidelines

- Require use of appropriate personal protective equipment (PPE), including face coverings
- Prohibit more than 50 individuals from gathering in one space
- Require social distancing be observed as much as possible
- Require that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings
- Require an increase in school-wide cleaning and disinfection

Communication

- Administration and Return to School Committee will develop guidance documents which facilitate clear communication with students, families, and staff about expectations and protocols (August 2020)
- Administration and Return to School Committee will develop Intake/Survey and needs assessment to help guide planning (July 2020)
- Administration will distribute the Return to School Plan and Remote Learning Guidelines (August 2020)
- Administration and teachers will be using methods of communication that are already familiar to our families
- Administration and teachers will communicate using the following methods:
 - District Website
 - Email
 - Classroom Websites
 - Google Classroom
 - Handwritten Letters
 - Phone Calls

- Social Media including Facebook, Twitter, and teacher utilized apps such as Remind101, Google Hangout, Google Meets, YouTube, etc.

Family/School Partnerships

- We realize that we have many different family dynamics within our District and that families have been affected by COVID in a variety of ways and understand students will be working with different levels of support and experiences and may have anxiety during this time
- Please contact your building principal (Stephanie Mulholland) with any special requests or help you may need to assist with the transition to in person learning or, if the need arises, Remote Learning (618.965.3469 or smulholl@steeleville138.org)

Social–Emotional/Relationships

- Administrators and teachers will be available daily
- Trauma-informed practices will continue to be practiced by staff and social work services
- Call the school administrator or guidance counselor for help with any other supports (618.965.3469)

Safety Protocols

Prior to the return of students, teachers will be trained on new health and safety protocols related to COVID-19.

Symptom Screenings

- Temperature and symptom screenings will be conducted at the Cafeteria entrance
- Bus students will enter at the front of the building by the office but will have had temperature check and symptom screening prior to boarding the bus
- Individuals who have a temperature of 100.4 or greater or exhibit known symptoms of COVID-19 will not be allowed to enter the building
- Individuals who exhibit symptoms will be referred to a medical provider for evaluation, treatment, and information about when they can return to school

Cleaning and Hygiene

- Frequent and proper handwashing will be encouraged
- Hand sanitizer will be available in every classroom, in the hallways, and at the entrances
- Students will be asked to use sanitizer as they enter and exit the classroom
- Desks will be sanitized at the end of each class period
- Chromebooks, keyboards and other educational devices that are shared by students will be cleaned between each use
- Students will be discouraged from sharing materials
- Each night cleaning and disinfection will occur using recommendations of IDPH and local health departments

Face Coverings

- While in the building, all individuals must wear face coverings at all times
- The school will provide one cloth face mask per student and employee
- If students or staff are unable to wear a face covering due to trouble breathing, a physician's note is required to be submitted to the office stating the medical reason
- Face coverings do not need to be worn outside

Classroom Procedures

- When possible, desks will be arranged to ensure 6-foot physical distance and all face in the same direction
- When possible, windows and doors will be opened for ventilation
- Students will be asked to use hand sanitizer as they enter a classroom

Traffic Flow, Hallways, and Lockers

- Face coverings must be worn at all times
- Students will be issued a locker and asked not to share with others
- Locker handles will be sanitized throughout the day
- Students will be allowed to use backpacks to reduce locker use

Restrooms

- Loitering will not be allowed in the restroom
- Students are expected to practice social distancing while in the bathroom

Drinking Fountains

- Students should only use the water fountain to refill individual drink containers
- Students are allowed to have water in closed bottles or containers with sealed lids

Cafeteria/Food Service

- Cafeteria capacity will be limited to 50 people and social distancing will be practiced
- Areas where students consume meals will be thoroughly cleaned and disinfected between groups and after meals

Student Transportation

District policies regarding transportation procedures will be followed. Students who ride the bus will be have a temperature and symptom screening before boarding the bus each day.

Physical Education, Gymnasiums and Locker Rooms

- Gymnasium capacity will be limited to 50 people and social distancing will be practiced
- Physical education will be conducted outside as long as weather permits, and masks will not be required as long as social distancing is followed
- Junior High students will not dress out for P.E. at the beginning of the year; parents will be given ample notice if this changes
- Locker rooms will be disinfected between groups of students if and when they are used

Illness and Diagnoses Monitoring

Symptoms and/or temperatures will be assessed in the morning before entrance to the school.

Health/Wellness

- Staff and students must stay home if they test positive for COVID-19 or show any signs or symptoms of illness
 - Current known symptoms of COVID-19 include the following:

<ul style="list-style-type: none"> ▪ fever (100.4 or higher) ▪ cough ▪ shortness of breath or difficulty breathing ▪ chills ▪ fatigue ▪ muscle & body aches 	<ul style="list-style-type: none"> ▪ nausea ▪ vomiting ▪ diarrhea
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- headache
- sore throat
- new loss of taste or smell
- congestion or runny nose

- Families and staff should report possible cases to the school in order to initiate contact tracing
- When calling your child(ren) in sick, please be prepared to give specific symptoms along with COVID-19 diagnoses and COVID-19 exposure
- The local health department will be consulted regarding student exposure
- Any individual within the school environment who shows symptoms during the school day will be immediately separated from the rest of the population and sent home
- School members who are sick should not return to school until they have met the criteria to return
- Parents will be asked to sign a release form which allows the school to share information with the Health Department if it becomes necessary (Resources on health can be found at IDPH [<http://www.dph.illinois.gov/>] and CDC [<https://www.cdc.gov/>])
- The local health department will be consulted about required procedures in the event of a positive test or quarantine

Contact Numbers

Steeleville Elementary School: 618.965.3469

Randolph County Health Department: 618.826.5007

This is a working document and will be adapted as new recommendations are released.

Last Updated: 08/3/2020