

## North Elementary School

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Mrs. Bobbie Mills, Principal

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## North Reopening Plan

### **North will provide two options for educating our students:**

- In person instruction at the school building.
- Remote learning provided by a district teacher. While instruction will be provided by the teacher, parental involvement will be necessary at times

### **Student Day Information that has changed due to COVID-19:**

**School Supplies.** Students are encouraged to bring school supplies over the course of the first week of school, so that book bags are not overloaded on that first day of school. Please do not worry if you cannot find some of the items posted on the list, as various items can be hard to come by at this time.

**Meet the Teacher.** Teachers will be making videos introducing themselves before the first week of school. These videos will be uploaded to the school website on Friday, August 21st. They will be going over procedures, contact information, and classroom information.

**Arrival.** School doors will open to students at 7:35 a.m. Parents must drop off students in the North parking lot, please use the closest lane to the building to stop and drop off your student. Car riders will enter the building at the North door going through the gym. Bus Riders will enter the building at the front North door starting at 7:35 a.m. The front circular driveway is for daycare and buses only. Orange cones will be placed along the sidewalks for both entrances to keep students socially distanced while staff members check that students have masks on properly and that students have self-certified before entering the building.

**Dismissal.** Procedures for dismissal will be similar. Car Riders will still be dismissed at 2:30 p.m. from the North doors by the parking lot. Parents are encouraged to remain in their cars and

students will be dismissed by grade levels to their vehicle. Once students are in their cars, a staff member will begin to safely dismiss each car lane. At dismissal, buses and daycare vans will be parked in the front circular drive and students will be announced to dismiss from their classrooms when the bus/ daycare has arrived.

**Morning Supervision.** Administrators, Support staff and Paraprofessionals will be asked to help supervise entry doors and hallways to assist with morning procedures. Teachers will greet students at the classroom doors each morning and supervise students eating breakfast at their desks. Any staff member supervising doorways needs to look for students who may be COVID-19 symptomatic. If a student is suspected to exhibit symptoms, they will be directed to the office/ nurse.

**Morning Pledge and Announcements.** The bell will ring at 8:00 a.m. Students should already be in their classroom. Teachers will announce the Pledge of Allegiance and announcements in the classrooms.

**Water Bottles and Water Fountains.** The Kiwanis group has purchased every North student a water bottle to use during the school day. Students will be allowed to refill bottles at the bottle fill stations, but must maintain a 6-foot social distance. Water fountains will not be available and Staff will assist students in filling bottles.

**Restrooms.** Classrooms will have separate times for bathroom breaks and must maintain social distancing as much as possible. Vinyl yellow stars have been placed on the baseboards to help students understand the distance they need to keep while waiting for the restroom. All students/teachers/staff members need to use hand sanitizer/wash hands prior to and after using the restroom.

**Cleaning/Sanitizing.** All students, teachers, and staff members need to use hand sanitizer/wash hands upon entry to school, entering the classroom, and after coughing or sneezing. Students, teachers, and staff members need to use hand sanitizer/wash hands prior to and after eating breakfast, snacks, lunch and using the restroom. Teachers will have disinfectant and hand sanitizer in the classrooms. The custodial staff will deep clean the building every day/ night.

**Academics/Virtual Lessons.** Teachers need to assess their curriculum and make critical decisions on what their main class objectives are for the class. Teachers are encouraged to

prioritize material and decide what objectives are less important. The 1st Quarter of 2020-2021 will be used to find out where students are academically after the 2020 Corona Break and Remote Learning. The first 1-3 weeks of the new school year could/should include activities (pre-tests, post-tests, formal assessments, informal assessments) in classrooms to gauge the level of understanding for students and give the teachers a baseline of where to take instruction the remainder of the quarter and the school year.

**Lunch.** Noon supervisors and Paraprofessionals will be supervising students during their lunch in the classrooms. Students will wash hands before and after a meal is served. Students are welcome to bring a lunch from home if he or she does not want the meal served here at school. Students will be able to remove face masks while eating and social distancing is practiced.

**PE, Art and Music.** Special classes will be held in the classrooms. As much as possible the physical education teacher will take students outside for class. Students will be able to remove face masks while outside and social distancing is practiced.

**Classes Outside.** Teachers are encouraged to take classes/ students outside when applicable. If classes go outside, students are still expected to follow classroom rules/expectations. Students will be able to remove face masks while outside and social distancing is practiced.

**Usage of the Library, Cafeteria and Gym.** The library, cafeteria and gym will be utilized on an as needed basis and only with prior approval. The library aide will still be checking out books based on students' requests and will be brought to the classrooms.

**Family Nights/ Assemblies/ Field Trips.** All of these events are suspended/postponed until further notice. This includes, but is not limited to motivational speakers, family events, skating night, etc...

**Recess.** Teachers will take students outside twice a day. Students are still expected to follow classroom rules/expectations. Playground equipment will not be available for play during this time. Face masks do not need to be worn when outside and social distancing is practiced.

**Lockers.** Students will not be assigned lockers for the 2020-2021 school year. If your student has an absolute need for a locker, please contact the office.

### **Building Information that has changed due to COVID-19:**

**E-Learning Instruction.** eLearning students can be expected to complete online assignments and packets of materials throughout the day. The elearning teachers will be available for synchronous interaction with students from 4:00- 7:00 p.m. Parents will be responsible for picking up and dropping off materials needed for remote learning. For example, this may include picking up and returning assignments that cannot be submitted electronically. Parents/ Students making the choice to complete remote learning will do so on a quarter/semester basis.

Attendance and grades will be taken daily. **North will distribute chromebooks to elearning students only on Wednesday, August 19th from 10:00 a.m.- 12:00 p.m.** Please drive through the front circle driveway for pickup. If you cannot make the time for your building, please contact your building administration. If you have your own device, you do not have to use our Chromebooks for remote learning. The student will have to log into their school google account.

**Masks and PPE.** Students must wear a mask on the school bus and in the school building. Anyone entering the building must wear a face mask. Students, teachers, and staff members must wear face masks all day. Masks need to be appropriate for the school environment. We ask that students bring an additional mask with them in a ziploc bag in case the mask they wear in the building becomes wet or dirty. Halloween masks and masks with inappropriate images and/or language will not be permitted. Face shields are not to be worn in place of masks according to current guidelines. Facemasks may be removed briefly for breakfast, snack, or lunch (socially distanced). Teachers and staff members need to remind students to keep their masks on during class. Students can/may/should be sent to the office for not wearing their masks. 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. When teachers are filming in their classrooms by themselves with the door shut, they do not have to wear their masks to help students clearly understand your instruction, but they must be worn even when alone at all other times. Teachers, staff members and students may choose to wear other forms of PPE in addition to masks during the day but are not required to. All forms of PPE should be used appropriately and not become a distraction during class.

**Self-Certification and Health Screenings.** Families will be required to self-certify that their child is symptom free and fever free daily by checking their temperatures. More information will

be provided, as we finalize this process. All students/teachers/staff members need to use hand sanitizer/wash hands upon entry to school, entering the classroom, and after coughing or sneezing. Teachers/Staff members will likely self-certify themselves online daily.

**Student Attendance and Grading.** Students are expected to attend in person school or remote learning everyday. Daily attendance will be taken for both and entered into skyward. Truancy guidelines will continue to be followed for both options. Parents are reminded to contact the office by 8:00 a.m. when their student(s) will be absent. In an effort to provide the safest learning environment and based on guidance from IDPH the office will be asking parents why the student(s) is absent and what symptoms they 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 grades assigned as they were before the school closure.

**Visitors.** Outside visitors will have extremely limited access to District 117 property. Any visitor (parent, family member, delivery driver, salesperson, etc.) will be required to self-certify their health, wear a mask and are highly encouraged to make an appointment before entering the building. ISBE guidance discourages visitors to our buildings as much as possible during the COVID-19 pandemic. The office staff will be vigilant in watching for visitors to the building coming up to the security door and do their best to conduct business through the office security door when possible.

**Social Distancing.** Teachers are encouraged to separate desks/tables/students to 6 feet in their classrooms as much as possible. Tables or desks in classrooms will also be set to face the same direction as much as possible to help with social distancing. Traffic patterns in classrooms will be set by teachers to help with social distancing as much as possible. Teachers will make seating charts and this will help track student contact risks in the event of a COVID incident. Hugs, handshakes, high-fives, and fist bumps are not allowed between all stakeholders. However, replacement of these greetings that is safe and requires no contact will be used in place of the traditional greetings. For example; hug yourself at the same time I hug myself and we are hugging each other.

**Hallways.** Students are encouraged to walk single-file and not side by side while keeping 6 feet between them and social distancing as much as possible.

**Special Services.** A high priority will be placed on providing in-person instruction for students who have Individualized Education Programs (IEP's) 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 staff and students. All meetings will occur as scheduled by the case managers and administrators. Meetings will be held virtually, 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. Health Care Plans, Individual Education Plans, 504 Plans, and any other relevant documentation will be reviewed. Schools will contact the student's parents/guardians as well as the student's physician, if 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 the 504 team. Individualized Remoted Learning Plans will be developed and modified as needed to address each student's Individualized Education Plan (IEP). 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 a blended in-person learning model. 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 our students.

**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 of 10 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 10 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.

Please remember this is an ever-changing document based on guidance from the Governor's Office, CDC, IDPH, ISBE and the JSD117 Board of Education. If or when changes/updates are made you will be informed appropriately. Skylert Messenger will be utilized for communication as well as our website, and teacher communication. While our school time together will look slightly different, it will still be packed with lots of learning and fun!

Please feel free to contact me with questions, thoughts, or comments at 217-245-4084.

Sincerely,

Bobbie Mills, North Elementary Principal