



**Pembroke Community Consolidated School District #259**

4120 S. Wheeler Road  
Hopkins Park, IL 60944  
(815) 944-5448  
[www.psd259.org](http://www.psd259.org)

Dr. Marcus Alexander  
*Superintendent*

Mr. Kevin Johns  
*Principal*

January 8, 2021

Dear Pembroke Parents,

Happy New Year! At the recommendation of the Administration, the Board of Education has approved the plan for student of Lorenzo R. Smith Elementary School to return to face-to-face instruction on January 19, 2021. We are extremely excited to welcome our students back into our school building after being out since March 2020. In light of the potential risks that are associated with COVID-19 the District has taken many precautionary measures to ensure the health and safety of all students and staff.

The purpose of this letter is to outline many of the operational procedures that will aide in a smooth transition back to face-to-face instruction. Please see below:

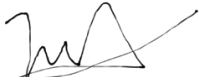
1. Students that intend to return to school for face-to-face instruction on January 19, 2021 must provide an Intent to Return form to the school or must respond to the survey call that was made by the school's Administration. If you have not contacted the school to inform us if your student(s) will be returning on January 19<sup>th</sup>, then please do so no later than January 13, 2021 by calling the school at (815) 944-5448.
2. Students that will not be returning to face-to-face instruction on January 19, 2020 will be permitted to stay home in Remote Learning. While in Remote Learning, the students will follow the normal school schedule as those students who are in the physical school building: 8:00 AM until 3:15 PM. **NOTE: Students that elect to stay home for Remote Learning WILL NOT be allowed to return to face-to-face instruction until the start of the 4<sup>th</sup> Academic Quarter: March 15, 2021.**
3. All students must follow all health and safety protocols that are outlined in the "*COVID-19 Health Protocol*." This document is attached to this letter on Purple paper.
4. As part of our "contract tracing" process, District #259 has been authorized to provide students and staff with a Rapid COVID-19 test, which provides a positive or negative result within 15 minutes. This test is used as a precautionary measure to minimize the exposure and spread of COVID-19. This test is being provided free of charge and is a benefit to the student: **taking the test is totally voluntary**. However, in order for the student to receive a test, there must be a signed "*COVID-19 Testing: Informed Consent*

Form” on file with the School. This form is attached to this letter on yellow paper. Please return it to the school with your student on January 19th.

5. **In order for students to return to face-to-face OR Remote Learning all Immunizations and Health Physical must be turned into the school by January 13, 2021.** Students that do not have current Physicals and Immunization Records will be **EXCLUDED** from all forms of instruction until the information is received. If your student is out of compliance you will receive a letter in the mail stating what areas the student is deficient in from the school’s Nurse.
6. Parents of students that will be remain in Remote Learning may come to the School to pick up their 3<sup>rd</sup> Academic Quarter instructional materials. Parents may pick up the materials on Thursday, January 14<sup>th</sup> from 10 AM until 6 PM and/or on Friday, January 15<sup>th</sup> from 8 AM until 4 PM. **NOTE: Instructional materials will be picked up from the Main Office. Parents will not have the opportunity to meet with the teachers during this time. Please reach out to the teachers through the Google Classroom or email if you would like to schedule an appointment.**
7. Attached to this letter is the “*School Reopening Logistics Procedures*” on green paper. This document outlines all of the procedures that we will follow in order to ensure proper social distancing and efficient transitions/movement throughout the building.

We look forward to welcoming our students back in a safe and well-prepared learning environment. For your convience, a copy of all documents mentioned above can be found on the District’s website ([www.psd259.org](http://www.psd259.org)) under the *COVID-19 Resources* tab. If you have any immediate questions please forward them to Principal Kevin Johns at (815) 944-5448 ext. 332. As always, I am appreciative of your continued support and dedication to the work of improving the quality of education for each student within District #259.

Sincerely,



Marcus T. Alexander, Ed.D.  
*Superintendent*

***Board of Education***

*Mr. Ira Sneed, President*  
*Mr. Eurelius Ross, Vice-President*

*Mrs. Barnetta Caston, Secretary*  
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