



February 26, 2021

Happy Friday, Crosby Families,

It was an exciting week as we welcomed our kindergarten students back to in-person instruction. Thank you to all of the families for your responses to the surveys. Your feedback has been helpful in guiding our planning as we gradually return our students back to the building safely.

We are thrilled to welcome back our first grade students on Monday, March 1, and our second and third grade students on Monday, March 8.

Please continue reading for more information about our *Return to School* plan at Crosby, as well as district-wide *Return to School* updates.

Sincerely,

Mrs. Ferguson
Crosby Elementary School Principal

IMPORTANT INFORMATION

Expectations for all students and staff:

- Masks are to be worn at all times in the building.
- Breakfast will be provided when students arrive.
- Lunch will be provided for students to bring home.
- Attendance will be taken for in-person and remote.
- Parents **MUST** call the office to report a student's absence.

CROSBY ARRIVAL & DISMISSAL PROCEDURES

Arrival

Staff will be waiting on the sidewalk to receive students and escort them to their door. For everyone's safety, drivers must remain in their cars at all times. If your student needs assistance getting out of the car, please park in the parking lot and walk with your student across the crosswalk to the sidewalk.

- Students should not arrive before 7:50 am. Adult supervision begins at 7:50 am.
- The first bell will be at 8:05 am.
- The second bell will be at 8:10 am.
- After the second bell, students will be marked tardy and will need to come to the office for a pass to class. If there is a late bus, the students will not be marked tardy.

CAR RIDERS

Cars will drive through the parking lot and pull around to the front of the school to enter the car rider line. Cars will be directed to pull as close as possible to Door 2, where students will be dropped off. For everyone's safety, students will not be allowed to get out of the car until the car has moved past the crosswalk. Cars will not be allowed to stop in front of Door 1 or Door 13.

BUS RIDERS

Staff will greet students as they arrive off of the bus and escort them to their assigned door. Upon entering the building, students will be greeted by additional staff.

WALKERS

Walkers should enter the building through Door 12 before 8:05 am. Staff will greet students and help them find their classroom. Students who arrive after 8:05 am will enter through Door 1 and check in at the office.

Dismissal

For the safety of all students, we will dismiss students in an organized manner. Please be patient as you wait for your child in the car rider line. They may still be walking from their classroom to the dismissal location.

MAKING PICK-UP CHANGES

Parents must call the office with any dismissal changes prior to 11:30 am. We understand that emergencies happen, and this may not always be possible, but it is best if we know in advance so your child is in the right place for pick-up. Please also notify your child's classroom teacher if there is a change for that day.

Parents picking up students *before* 12:00 pm will park in the parking lot and enter the main office to sign students out. There will be no office pickups unless it is before 12:00 pm and the office has been notified by the parent/guardian beforehand. In case of an emergency, please be sure to contact the office.

CAR RIDERS

Car riders in Kindergarten, first grade, and second grade will be released from Door 2. Car riders third grade (and their younger siblings) will be released from Door 7.

Cars must pull all the way up to the end of the sidewalk in front of the school. There will be staff present to direct the flow of traffic.

We implemented a new car rider dismissal procedure last school year to ensure that all of our students get home safely in the right car. This procedure includes a car rider tag with a number on the student's backpack and a tag for the car with the same number. As cars pull up, they must have the numbered car rider tag visible (ex. hanging from the rearview mirror). If you have not arranged a time to pick up your tag, please call our front office.

Students will be released as cars move past the crosswalk and not before. Staff will escort students to their car after it has stopped moving completely. Students will not be allowed to cross the yellow line on the sidewalk while cars are moving.

All car riders will be held indoors until their driver approaches the front of the car line and the student is called by radio. Parents must remain in cars when picking up students. Parents will not be permitted to walk up to the door to pick up their student. They will be directed to the office to sign students out as an office pick up if they come to the door.

BUS RIDERS

Staff will walk students to their bus and supervise until all students are loaded onto their bus.

WALKERS

Staff will escort walkers from the building at Door 12 (north of the bus loading zone) at 12:30 pm. Students will be supervised until the end of the Crosby sidewalk.

THE NEXT FEW WEEKS

Crosby Elementary School's hours of instruction are 8:00 am - 12:30 pm and 2:00 - 3:00 pm. Wednesdays will continue to be fully remote with a class meeting at 8:00 am.

<p>Week of March 1</p>	<ul style="list-style-type: none"> ● Kindergarten students follow the same schedule from the previous week ● 1st graders return to building in “A/B” groups <ul style="list-style-type: none"> ○ Monday/Tuesday, 8:00 am - 12:30 pm – Group A in person ○ Thursday/Friday, 8:00 am - 12:30 pm – Group B in person ○ Monday/Tuesday and Thursday/Friday, 2:00 - 3:00 pm – one hour of remote instruction for all students ● All students work remotely on Wednesdays
<p>Week of March 8</p>	<ul style="list-style-type: none"> ● 2nd and 3rd grade return to the building in A/B groups ● All grades will follow this schedule due to staff vaccinations: <ul style="list-style-type: none"> ○ Monday/Tuesday, 8:00 am - 12:30 pm – Group A in person <ul style="list-style-type: none"> ■ 2:00-3:00 pm – one hour of remote instruction ○ Wednesday, all students work remotely ○ Thursday, 8:00 am - 12:30 pm – Group B in person <ul style="list-style-type: none"> ■ No afternoon session ○ Friday, all students work asynchronously
<p>Week of March 15 - End of School Year (dependent upon COVID-19 guidelines)</p>	<ul style="list-style-type: none"> ● All in-person students in the building Monday/Tuesday and Thursday/Friday <ul style="list-style-type: none"> ○ 8:00 am - 12:30 pm – in person ○ 2:00 - 3:00 pm – one hour of remote instruction ● Remote students continue remote instruction through Zoom ● All students work remotely on Wednesdays

MARCH SCHEDULE CHANGE

In order to accommodate our second round of staff vaccinations, we have made a few changes to the schedule in March:

- **Wednesday, March 10**–Normal asynchronous Wednesday (no early release)
- **Thursday, March 11**–All students are dismissed at 12:30 pm. Buildings close at 1:00 pm.
- **Friday, March 12**–Asynchronous day for students and staff. (Teachers will communicate plans and expectations for the asynchronous day with their students.)

MANDATORY QUARTERLY SELF-CERTIFICATION & VERIFICATION

Quarterly form

All families must complete their [Quarterly Self-Certification and Verification](#) form on [PowerSchool](#) **before they return to the school building**. Each in-person student is required to have a Quarterly Self-Certification and Verification form on file. This form only needs to be completed once per quarter.

If your student plans to enter the school building at any point during the semester (orientation, sports, extracurriculars, etc.), you must complete this form *before* they enter the building.

Daily screening

When your student returns to the building, you will be expected to complete a daily [Self-Guided Symptom Screening](#). Parents are responsible for determining if their child is healthy and may attend school each day. If you need a thermometer for your daily *Self-Guided Symptom Screening*, please contact the health aide at your student's school:

- **Washington School** – Maria Latterell (815-943-6367, ext. 2603)
- **Crosby Elementary School** – Laura Montemayor (815-943-6125, ext. 2557) or Selena Aleman (815-943-6125, ext. 2557)
- **Jefferson Elementary School** – Robin Smith (815-943-6464, ext. 2404)
- **Harvard Junior High School** – Nicole Pierce (815-943-6466, ext. 2306)
- **Harvard High School** – April Trepanier (815-943-6461, ext. 2207)

OPT-IN FOR MEAL DELIVERIES

March – Beginning Monday, March 1, students who choose remote instruction must **OPT-IN** to receive meals. In-person students will automatically receive meals.

Students who walk home or get picked up at the end of in-person hours will receive meals on their way out of the building. Students who ride the bus will get their meals when they get off the bus. Remote students will still have breakfast and lunch meals delivered each morning.

BUS INFORMATION

If you are planning to have your child picked up or dropped off on the bus to a location other than their home address, please visit Central Office and complete the necessary paperwork. Parents must provide a form of identification in order to change their child's bus route.