

Spring Grove Elementary School



Return to School
Our Guide to Reopening School
Based on Guidance From ISBE, IDPH, and CDC
August 2021

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Introduction

It is our goal to educate all students during the COVID-19 pandemic in a manner that allows for as much in-person learning as possible. Nippersink SD 2 continues to follow all guidelines set forth by the IDPH, ISBE, and CDC in order to ensure our students and staff have a safe and healthy environment to return to this fall. This plan outlines all the safety measures taking place in addition to the new protocols, procedures, and enhanced cleaning plans designed to keep our students and staff safe.

The COVID-19 pandemic is a very fluid situation and both Districts must be prepared to change our delivery of instruction at any point. This guide to reopening SGE will outline the specifics of what to expect at the start of the 2021-2022 school year.

Schedule

School Hours

8:45-3:34 (K-5)

8:45 -11:30 (AM ECE)

12:45 - 3:30 (PM ECE)

Health and Wellness

SOCIAL DISTANCING

- Social distancing of six feet, but no less than three feet, should be observed as often as possible.
- Signage will be posted throughout the building as indicators of safe distances.
- Teachers are encouraged to take students outside as often as possible to instruct or give students a break from wearing their masks.
- Parents are encouraged to ensure their child can tie shoes and zip their own coats so that social distancing can be maintained as much as possible.

PPE and FACE COVERINGS

In accordance with mandates, ALL individuals in school buildings must wear face coverings at all times, unless they are younger than two years of age, have trouble breathing, or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance.

- All individuals inside the building must wear an approved face mask.
- Masks may be removed while eating a snack.
- Masks do not need to be worn outside.
- Any student refusing to wear a mask will be excluded and sent home. Students will sit in the nurse's office while they wait to be picked up.
- Classrooms will have masks for any student who does not have one with them from home or if theirs breaks.

HYGIENE

Frequent hand washing and hand sanitizing are key to help prevent the spread of COVID-19. Staff members must clean hands as often as possible with soap and water for at least 20 seconds. If soap and water are not available, an alcohol-based hand sanitizer should be used.

- Classrooms will have sanitizer pumps located by the door.
- Classrooms will have wipes to clean desks.

HEALTH SCREENING

- Students and staff are encouraged to stay home when not feeling well.
- Any student or staff member who begins to show symptoms related to COVID-19 will report to a designated area until they are able to leave the building.
- Students in this area must be picked up by a parent or guardian, bus transportation home will not be permitted.
- Staff members who have had contact with someone who is positive for COVID-19 must notify the building principal or supervisor immediately.
- Students who have had contact with someone who is positive for COVID-19 must follow the IDPH guidelines for self-monitoring and self-quarantine.

DESIGNATED QUARANTINE SPACE

- The nurse's office will be designated as the quarantine space for any student or staff member displaying symptoms.
- Teachers will be given bags with items to help students in their classrooms with non-Covid symptoms. Teachers can also call the nurse or the office to assist with these students.

PREPARING FOR WHEN A STUDENT OR STAFF MEMBER BECOMES SICK

Any student or staff member who begins to exhibit a high fever associated with COVID-19 like symptoms must report to the designated area and follow the building procedure.

Students will be provided a face covering and will remain in the quarantine area until a parent or guardian picks up the student, or alternative transportation home is arranged. Staff will remain in the quarantine area until they are able to leave. Students and staff who are sick must self-monitor and return to school according to the IDPH guidelines. A doctor's note may be required for staff returning to work. Staff who have had contact with someone who is positive for COVID-19 must notify their building principal or supervisor immediately. Students who have had contact with someone who is positive for COVID-19 must follow the IDPH guidelines for self-monitoring and self-quarantine.

Operations

MAIN OFFICE

- No more than two visitors (in addition to the two secretaries and principal) may be in the office at one time. Signage will be posted in the vestibule, as well as from the main hallway as a reminder.

VISITORS/VOLUNTEERS

- Visitors will be asked to remain in the office or vestibule while the student they need comes to them.
- Visitors will not be permitted outside of the main office unless necessary and approved.
- All visitors must observe proper face covering protocols while waiting for their student.
- Volunteers will not be allowed to help in classrooms or assist in any area of the building.
- Delivery personnel will need to check in via the main office before entering the building.

WATER FOUNTAINS

- Water fountains will be disabled except for the bottle refilling station.
- Students are encouraged to bring their own water bottle each day **LABELED CLEARLY WITH THEIR NAME.**

BIRTHDAY TREATS

- Students are only allowed to bring store-bought, individual pre-packaged items. (Cupcakes from the bakery are not permitted.)
- Items (including, but not limited to) such as trinkets, bookmarks, or pencils are allowable if they come in the wrapped packaging.

FIELD TRIPS

- Field trips are canceled until further notice.

CLASSROOM PARTIES

- Classroom parties are canceled until further notice.

HALL PASSES

- If a student is given a hall pass, it must be paper.

ATTENDANCE FOLDERS

- Office staff will collect notes each morning from each classroom.
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CLASSROOM LIBRARIES

- Classroom libraries are permitted as long as social distancing can be maintained.
- Upon collection of handed out books, the teacher will set these books aside for at least 72 hours before future use.

HOOKS

- Students will store coats/backpacks on hooks, but should be spaced out as much as possible.

Instruction

Teachers are encouraged to bring their classes outside for instruction whenever possible.

CLASSROOMS

- Common gathering areas are not permitted.
- Small group instruction is not permitted unless social distancing can be provided.
- Desks are recommended to be at least 6 feet apart but no less than 3 feet.
- It is recommended that students all face the same direction. Rows are required.
- Students will be expected to remain seated unless otherwise directed by their teacher.
- Teachers/students will sanitize as needed throughout the day.
- Teachers/students will be asked to sanitize their hands upon entry to the classroom, and upon leaving. In addition, they will also be asked to sanitize before and after eating.
- Desks will be sanitized daily with wipes provided.

CLASSROOM MATERIALS

- Community supplies are not permitted.
- Each student will require their own supplies.
- Teachers are encouraged to put together individual manipulative bags for students to keep in their desk.
- Students will be assigned their own device, textbooks, and desk.
- If any materials are used by an individual student that do not belong to them, they will need to be sanitized before another individual may use them.

IEPs/504s

- IEPs/504s will be carried out per their requirements.
- Questions can be addressed with case managers.

SEL

- While core subjects are essential, so is the delivery of SEL to our students. Teachers are encouraged to incorporate as many SEL activities as possible to build relationships with students and to acclimate students to this new and different environment.

LEARNING PLATFORM

- All students in grades PreK-5 will utilize Google Classroom. All assignments, links, and meeting times will be provided through the student's Google account.

Procedures

ARRIVAL

Student entry into the building will begin at **8:40 AM**.

- Students will NOT be permitted to wait inside the foyer anytime.
- Your child may exit your vehicle on the right side at **8:30 AM** when you see a staff member open the door to the building. Parents must stay in their vehicle at all times (Please refer to the parent drop off/pick up document for specific instructions).
- ECE parents will drop off their children by the gym entrance door.
- Buses will stagger their drop off to help maintain social distancing.
- Students are to report directly to their classrooms and may not visit the office, other students, or other staff members.
- Students who arrive after **8:45 AM** should report directly to the office through the main entrance. An adult will need to accompany them inside to sign them in as they will be considered tardy.
- The following doors will be used for specific grade levels.
 - Middle front door - Kindergarten & 1st Grade
 - Gym entrance door - ECE, 2nd Grade & 3rd Grade
 - Playground entrance door - 4th Grade
 - Mobile 3 (by the playground) - 5th Grade
 - Main Entrance - Student drop off

ECE MORNING DISMISSAL

- ECE students will dismiss at 11:30 AM and will be accompanied by staff members at all times.
- Parents who will be picking up their child may do so by the gym entrance door.

DISMISSAL

- Parents are not permitted to wait inside the foyer for their students. Parents picking up will be asked to remain in their cars or outside on the sidewalk (for those walking home).
- Kindergarten will load buses first beginning around 3:25 PM, or as buses arrive if they arrive later than that.
- Walkers and car riders will be dismissed at 3:25 PM.
- Bus riders will remain in their classrooms to wait for the bus to be called.
- Two buses at a time will be called with about a minute of wait time in between to allow for students to socially distance as they exit the building.
- Students will be asked to use the exit that is assigned to them for the morning entrance. Staff will be monitoring students both inside and outside the school building.
- Buses will be released from the parking lot when the building has been cleared.

LUNCH/RECESS

- Each grade level will be assigned a lunch/recess time.
- Kindergarten/1st Grade Lunch @ 11:00 - 11:30 / Recess @ 11:30 - 12:00
- 2nd/3rd Grade Lunch @ 11:40 - 12:10 / Recess @ 12:10 - 12:40
- 4th/5th Grade Lunch @ 12:20 - 12:50 / Recess @ 12:50 - 1:20
- Families may continue to order lunch for students to eat at school or provide one from home.
- Students will eat in the cafeteria. Current guidance supports as many students in a space as can be socially distanced.
- Students may bring a snack to eat at a designated time.

SPECIALS

- Students will participate in live specials in the specials classroom.

BATHROOMS

- One student from each classroom will be allowed to be gone at any given time.
- Our day porter will spray and sanitize all bathrooms throughout the day.

TENT

- The district has rented a large tent that will be located outside the cafeteria doors. This tent can be used as an additional outdoor space for instruction and lunch on warmer days.
- Tables in the tent will be sanitized after each use.

LIBRARY BOOK CHECKOUT & RETURN

- Students will check out library books from the library.
- Book Return
 - Books needing to be returned will be picked up from each classroom by either Mrs. Richer or Mrs. Loitfellner. For your convenience, there is a 24-hour library book drop off bin outside the main entrance of the school. All returned books will be quarantined for 72 hours before being checked in and put back into circulation.

HALLWAYS

- Movement in the hallways should be limited.
- Hallway traffic will move on the right side of the hallway in the direction you are going.

STUDENT MISBEHAVIOR

- If a staff member wants to send a student to the office due to behavior, they will need to call the office to ensure space is available. A plan will be made to determine when the student can be seen.
- Students should never be sent without contacting the office first.