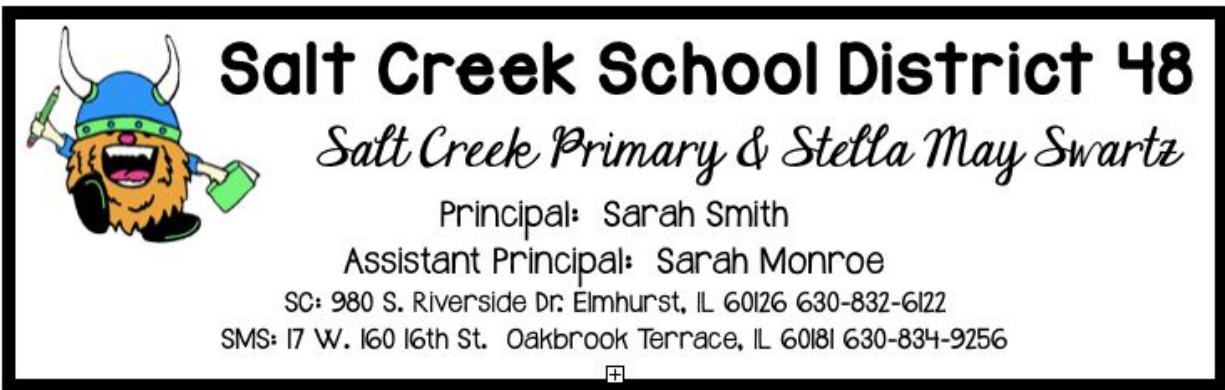


Salt Creek & Stella May Swartz's



Return to School Covid Handbook

Procedures to help you and your child prepare for the hybrid model of learning.



September 15, 2020

Dear Salt Creek and Stella May Swartz Families,

We are beyond excited to welcome your child(ren) back into the halls of our school. It has been far too quiet without them here. We've been extra busy preparing and planning to make our in-person learning as safe as possible while meeting our students' academic and social-emotional needs. Please take a moment to read through the information below. We believe it will address many of the questions you have as you prepare to send your child to school. In addition, it will answer questions about how eLearning will adjust as some students return to school. We can't thank you enough for your support and dedication. As always, if you have any questions, please don't hesitate to reach out. We look forward to seeing you soon!

Sincerely,

Sarah Smith & Sarah Monroe

Introduction

Guidance and Partnership

Collaboration and guidance with the following partnerships was established to determine safety measures for employees, students, and families:

- Illinois State Board of Education
- Illinois Department of Public Health
- DuPage County Health Department
- Centers for Disease Control & Prevention Guidelines
- Community Survey Data
- D48 Staff Survey Data

Guiding Principles

In order to ensure the continued well being of Salt Creek SD 48 students, staff, and families, the following guiding principles have been put in place:

1. Consider the health and safety of our students and staff
2. Consider both academic and social-emotional needs of our students
3. Ensure equity and access for all our students
4. Ensure at least 5 hours of daily student engagement

Communication Method

The procedures and requirements are subject to change based on public health guidance and conditions. To stay updated on the most current information:

1. Check your email often
2. Visit our district website at <https://www.saltcreek48.org/>
3. Follow us on Twitter and facebook
4. Download the Salt Creek App for notifications

HEALTH AND SAFETY

Health Screening

A health screening must be completed every day for each child enrolled in the Hybrid Model. This must be done prior to sending your child to the bus stop or driving your child to school. The health screening requires symptom and temperature checks by parents who will self-certify that their child is free of the following COVID related symptoms: *fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion, nausea, vomiting, or diarrhea.*

The health screening will be emailed to you each morning. Students attending the AM Hybrid session must have their screening completed by 7:15. Students attending the PM Hybrid session must have their screening completed by 11:15. An answer of yes to any of the health screening questions requires your child to remain at home. Please call the office to notify the school of your child's absence.

In addition to the screening, upon arrival at school, each student's temperature will be checked by a staff member prior to entering the building.

If you do not complete the health screening, a staff member will screen your child for symptoms.

Health Protocols for a Sick Child

If a student has any of the COVID-19 related symptoms listed above and/or a temperature of 100.4, the student must stay at home. Please call the school to report the absence.

Students who have tested positive for COVID-19 or who are suspected of having COVID-19 infection should seek medical attention, self-isolate, and follow CDC guidelines for discontinuation of isolation. Students who have had close contact with an individual who has tested positive for COVID-19, or is suspected of having COVID-19 infection, should isolate at home and monitor for symptoms for 14 days.

If a child is feeling ill while at school, the nurse will assess their symptoms. If they are experiencing COVID-19 related symptoms, the child will be escorted to the Health Screening

Room for further assessment. A parent will be called to pick up the child from school as soon as possible.

If a child goes home with any sort of sickness, they must stay at home symptom-free for 72 hours.

In any of the above scenarios, please call the building nurse and/or administrator to determine when your child may return.

SAFETY PROTOCOLS

Social Distancing

With respect to expected safety measures, public health recommendations continue to include the standard of 6-feet distance between and around persons. Social distancing is enforced through the following measures:

- Students will be assigned to a desk/table, which has been strategically placed to keep students 6-feet apart.
- Classrooms will be arranged to allow for a flow of traffic and lines that maintain social distancing guidelines.
- Visual markers to indicate 6 feet spacing in the hallways, at drinking fountains, washrooms, and arrival and dismissal entryways.

Face Coverings

As required by the Illinois Department of Public Health (IDPH), except during band, face coverings must be worn at all times in school buildings, even when social distancing is maintained. All individuals in a school building must wear a face covering unless they have a medical contraindication, have trouble breathing, or are unconscious, incapacitated, or unable to remove the face covering without assistance. A student with a medical condition who is not able to wear a face covering must have a physician's note stating the child is unable to wear a face covering and explaining the medical condition that prohibits it. It is still up to the School, even with a doctor's note, if a child can attend school in person without a face covering. Anyone may wear a face shield, in addition to but not in lieu of, a face covering.

Classes will have the ability to go outside for movement breaks and specific instructional activities. Face coverings are not required outside if social distance is maintained (if individuals remain 6-feet apart from each other).

Please send extra masks to school with your child in case he/she loses or breaks the mask he/she is wearing. We will have disposable face masks for children to wear if they need one.

Hand Hygiene

Increased opportunities for handwashing will be a part of the new school routines. Students will wash hands upon arriving at school, re-entering the building after being outdoors, and any time the hands are visibly dirty. In addition, hand sanitizing stations will be placed in all classrooms as well as the entrance of the building.

Cleaning Measures

To increase cleaning practices, an additional day custodian has been added in each building. A list of cleaning procedures will be completed in between student attendance sessions and at the end of each day. Throughout the day, high touch areas will be sanitized. Each classroom will have hand sanitizer and spray disinfectant with paper towels. Handwashing procedures will be implemented upon arrival to the school building and throughout the school day. In the hours between the AM and PM schedules, each classroom will be cleaned and disinfected.

FACILITIES AND OPERATIONS

Drinking Fountains

Salt Creek Primary and Stella May Swartz will have hands-free bottle filling stations. We encourage students to come to school with a full water bottle that they can fill up throughout the day.

Restrooms

Students will be able to use the restroom as needed. We will have a limited number of students allowed in the washroom at one time. There will be visual markers that will assist with social distancing in the bathroom.

Meals

The Illinois State Board of Education and Salt Creek School District 48 are excited to share the announcement from the U.S. Department of Agriculture that they have extended waivers for Summer Meals Food Service Program through the end of this calendar year. This allows Salt Creek School District 48 to offer **free** reimbursable grab and go meals to all children. The flexibilities include:

- Allowing the USDA Summer Food Service Program to be served to all Salt Creek 48 students at no cost;
- Permits meals to be served outside of the typically-required group settings and meal times;
- Waives meal pattern requirements; and
- Allows parents and guardians to pick-up meals for their age 18 and under children.

Every child in our school district is eligible for the **free** combo breakfast/lunch meals as long as they are 18 or under. If we have more parents picking up meals than we have meals that day they will be asked to go over to Jackson Middle School in Villa Park, IL (DuPage District 45) since District 48 and 45 food service programs have merged.

For students enrolled in eLearning, we will provide combo breakfast/lunch grab and go meals **every Tuesday** in front of the District 48 Administrative Offices door at Albright Middle School from 1:00 PM-1:30 PM and 2:35 PM-3:00 PM.

Students participating in hybrid learning will be able to take a combo breakfast/lunch meal home with them. AM hybrid students have their lunch for that day and breakfast for the following day Monday through Friday. PM hybrid students have their breakfast and lunch for the following day Monday through Friday.

Recess

Classroom teachers are welcome to take students outside for breaks throughout their in-person learning. Each class has an assigned recess time with access to the playground.

Social and Emotional Wellbeing

We recognize this is a difficult time for our students and families. Our staff will continue to work on establishing relationships with our students to help provide them with support during the school day. Each class will have a designated time in their schedule to continue working on the social and emotional needs of students. In addition, the school social worker, Mrs. Scholtes will have weekly lessons available in her Google Classroom.

Hybrid and eLearning Models

Daily eLearning Model:

Overview:

- 100% remote instruction on a daily basis.
- 5 Hours of eLearning scheduled daily
- Synchronous experience daily for academic and/or social-emotional instruction
- Combination of synchronous (live) and asynchronous (virtual or remote) instruction
- Additional instructional packets available for primary students
- Specials and interventions will be provided

Daily Hybrid Model:

Overview:

- Combines in-person instruction and eLearning
- In-person instruction focuses on core content areas (ELA, Math, Science/SS, SEL)
- eLearning instruction focuses on specials, intervention, and assigned classroom work

Schedules:

Hybrid Grade Level Staggered Starts:

The dates below highlight when we believe grade levels may begin a hybrid start in September.

- September 14th: Start of in-person preschool classes
- September 16th: Report to the Board of Education on Return to Learn School Progress

- September 17th: Kindergarten
- September 21st: Second and fifth grade begin hybrid model
- September 23rd: First and third grade begin hybrid model
- September 28th: Fourth, sixth, seventh, and eighth-grade begin hybrid model

Salt Creek Primary Schedule:

Time	AM Group	PM Group
7:50 - 10:20am	In-Person	eLearning
10:20am - 12:05pm	Teacher Lunch, Planning Time, & Building Cleaning	
12:05 - 2:35pm	eLearning	In-Person

Stella May Swartz Schedule:

Time	AM Group	PM Group
7:40 - 10:10am	In-Person	eLearning
10:10am - 11:55pm	Teacher Lunch, Planning Time, & Building Cleaning	
11:55 - 2:25pm	eLearning	In-Person

Classroom Schedule:

As we begin the hybrid model, all student schedules will change from what is currently being followed in our all remote learning environment. Please be on the lookout for updated communication from your child's teacher regarding their updated schedule.

Students in the hybrid model will receive a schedule for the eLearning portion of their school day. At home eLearning will include specials instruction as well as asynchronous learning activities that support in-person learning.

Students in eLearning will continue to receive a combination of synchronous and asynchronous instruction in core subjects and specials. An updated schedule from your

child's eLearning teacher will follow.

Specials Schedule:

Specials include PE, Art, STEM, Music, SEL, and library time. Your child's specials schedule will be included in the schedule sent by your child's grade level teacher. Specials instruction can be accessed through Google Classroom.

Technology:

We will continue to use Google Classroom as our online platform and Google Meets as our platform for providing synchronous instruction. If you have difficulty with technology during the school day, please call the main office or complete our technology form and we will get back to you: <https://forms.gle/DR1kQYPSdLZAe7oi7>.

When experiencing difficulties entering Google Classroom or Google Meets, try shutting down your computer. Simply, exit Chrome, shut the Chromebook, leave it closed for one minute, reopen, and log in again.

Arrival and Dismissal

Transportation

ISBE guidance states that all individuals on a bus must wear a face covering. The number of students on each bus is limited to 50. Seating assignments will be in place to increase the amount of distance between students. Family members will be assigned to sit together.

Arrival

Temperature Screening

Upon arrival at each school, students will stand on visual markers leading up to each entry point and receive a temperature screening.

Hand Hygiene

Following a temperature screening, students will go to their classroom or designated grade level bathroom to wash their hands.

Salt Creek Primary:

Buses will pull up to the end of the bus lane. Buses will unload one at a time. Students will walk off the bus and find a visual marker outside the main door. When they arrive at the door, they will receive a temperature screening.

Car riders will enter through the gym doors. Please walk your child(ren) across the crosswalk. A staff member will direct students to the blacktop. When students arrive on the blacktop, they will find a visual marker. When students arrive at the gym door, they will receive a temperature screening.

Stella May Swartz:

Buses will arrive in the bus lane and students will line up outside the main doors. Buses will unload one at a time. Students will walk off the bus and find a visual marker to stand on. When students arrive at the door, they will receive a temperature screening and hand sanitizer.

Car riders will arrive on Elder Rd (see map below). A staff member will indicate when your child can exit the car. Students will find a visual marker outside their assigned door. When students arrive at the door, they will receive a temperature screening and hand sanitizer.

Dismissal

At each school, students will be dismissed by class. Students can not ride a bus other than the one they are assigned.

Salt Creek Primary:

Car Riders:

If you are picking up your child from school, we will have a name card for you. Please place your name card on your windshield. Pull onto the blacktop and follow the circle (see map below). When you get to the pick-up location, your child will come to your car. Please stay in your car. Wait for a staff member to tell you to exit. There will not be a sign-out sheet this year.

SC MAP



Stella May Swartz:

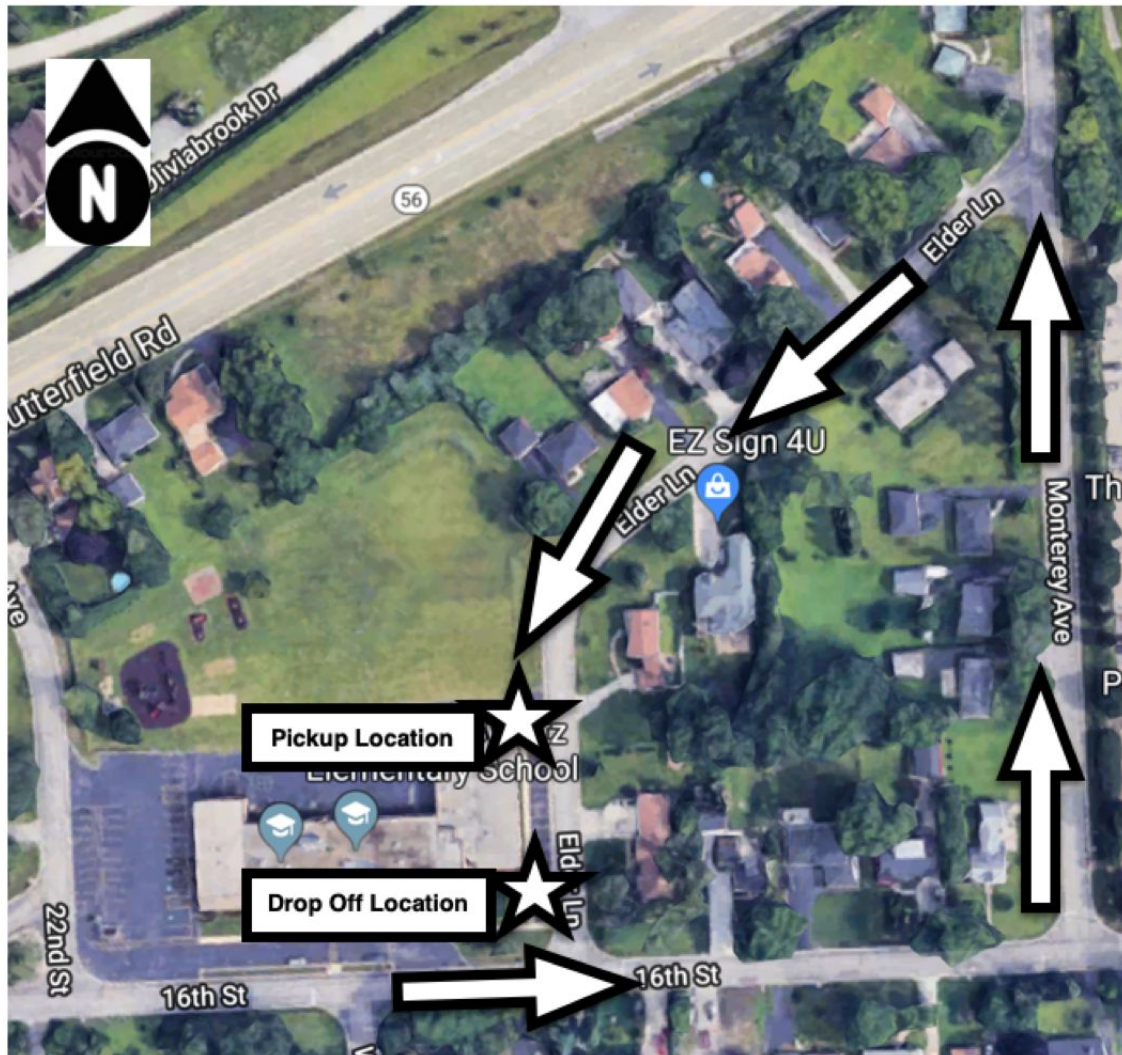
Car Riders:

This procedure will be the same as in previous years. Please remain in your car and wait for your child to be dismissed. Students will find a visual marker to stand on outside while waiting for their ride. They will walk to their car when they see their parent.

SMS MAP

Drop Off & Pickup Location Map

Take Monterey Ave. North, then a left on Elder Ln.



Classroom Procedures

Classroom Arrangement

In class, students will have designated spots that will be appropriately spaced to promote social distancing. Classrooms will be arranged to promote social distancing in walkways. Expectations and visuals will be in place to facilitate the correct spacing when walking in line.

Lockers

Lockers will not be used to store daily materials for students. Students will bring their backpacks into the classroom and hang them on their chairs or a hook on their desk. Materials that are not needed daily (change of clothes, extra supplies) may be stored in a locker.

Supplies

Students will use individual classroom supplies brought from home. The use of communal or class supplies will not be used at this time. Each student will have their own markers, crayons, pencils, scissors, crayons, glue. etc.

Library

Library materials will be available for check out during the year. Use our online library catalog available through <https://www.saltcreek48.org/page/lmc> and our staff will prepare books for you to pick up, contactless, at the front of your child's school. Returned books will be set aside for 4 days before recirculating. Each grade level has a virtual library time assigned during the eLearning portion of their day (see specials schedule). The story can be found in the library's Google Classroom.

Grading and Attendance

Grading

We will return to traditional grading practices for assignments and assessments. Students will receive feedback on assignments and grades/marks on their report cards.

Attendance

Normal attendance procedures will resume. Please contact the school office if your child will be absent for any reason from hybrid or eLearning.

Extracurricular Activities & Special Events

Visitors and Parent Helpers

We will be limiting visitors in our buildings at this time. Appointments will be scheduled if a parent or visitor is needed in the building.

Clubs

At this time, after school extra-curricular clubs and activities will not be offered to students.

Field Trips

Field trips will not be scheduled this year. Salt Creek Primary registration includes a \$45 field trip fee. This fee will be reimbursed to families who paid this fee. .

Classroom Parties

At this time, we will not be having classroom parties.

School Events

Guidance recommends holding school events virtually. This includes back to school night and parent-teacher conferences. We are looking into ways to have these events virtually. Please continue to check your email for notifications regarding these events.