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Principal: Eric Larson | Assistant Principal: Kelly Vignocchi

Hello Patton Families,

As we prepare for the next chapter in the “2020-2021 Pandemic School Year” with students able to return to the building in a hybrid model, everyone’s cooperation, patience and understanding is more important than ever. Our priorities remain focused on protecting everyone’s health and safety, caring for the well-being of one another, and providing meaningful learning opportunities for our students. The more we can work together to ensure everyone’s safety and well-being, the richer and more consistent our students’ learning opportunities will be.

Below you will find our school procedures for students and families participating in hybrid learning at Patton. These procedures are based on the guidance from the Illinois Department of Public Health, Illinois State Board of Education and our school district. We realize this is a lot of information to process, and there will be a lot for our students to adjust to. At the same time, we are confident that, with your support, together we can strengthen our students’ resilience and help them successfully adapt to this different way of being in school. It will be helpful for you to gently familiarize your child(ren) with these procedures a little bit at a time.

Please take the time to go through this document as it answers many questions. We realize more questions may arise, and we encourage you to reach out to us by phone or email. Our goal is to create a safe and nurturing environment for your children while they are in our care.

Sincerely,  
Eric Larson and Kelly Vignocchi

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## HEALTH AND SAFETY

### BEFORE YOU COME TO SCHOOL

Every morning you need to complete the [District 25 self-screener questions](#) before arriving at school. By bringing your child to school you are certifying that the answers to the self screener are all “no.” If you answer “yes” to any of the screening questions for your child, he/she must stay home. This would include but is not limited to the sniffles, runny nose, cough, fatigue, fever/chills, headache, measured temperature of 100.4 or over, nausea or vomiting, diarrhea, new loss of taste or sense of smell, shortness of breath or difficulty breathing, and sore throat. If your child needs to stay home and is able to participate in class remotely, we encourage you to contact your child’s teacher to let them know they will be remote. If your child is sick and unable to participate in the day remotely, please contact the school office to report an absence or fill out our [online attendance form](#).

If your child has a symptom that is directly connected to a previous condition they may return with a doctor's note explaining an alternative diagnosis (i.e. a child with an asthma diagnosis may have a lingering cough). Mrs. Klancnik, our school nurse will also be contacting families when an illness is reported to follow up on symptoms and return to school information. For any questions related to illness or returning to school please contact Mrs. Klancnik. She can be reached via email at [sklancnik@sd25.org](mailto:sklancnik@sd25.org), or by calling the school office at 847-398-4288.

### MASKS

Students must wear masks when they are at school, including when they line up in the morning. Masks need to fully cover the nose and mouth. There are times when students will be allowed to remove their masks such as lunch, outdoor mask breaks, and recess (as long as 6 feet of distance is maintained). If PE is held outdoors, masks can be removed as well, provided students are spaced 6 feet apart.

[Please follow this link](#) for D25 approved masks. It is important to note that gaiter necks, bandanas, and masks with vents are not permitted.

### HAND HYGIENE

In addition to wearing masks and maintaining 6-foot social-distancing, keeping hands clean will help keep everyone in our building healthy and safe. When students have visibly dirty hands, students will be directed to wash hands for at least 20 seconds with soap and warm water. Following are some examples of when the use of hand sanitizer (provided by the school district) and handwashing is expected:

- Before entering any classroom
- Before and after eating
- After using a tissue to blow their nose
- After using the bathroom (handwashing)
- Before and after use of any materials that may be used by other students

## ARRIVAL AND DISMISSAL PROCEDURES



# PATTON PANTHERS

## MORNING DROP OFF PROCEDURES

Students should arrive for school **no sooner than 8:50**. For those who will be driving your children to school, please pull all the way to the end of the main drive, where the sidewalk ends. Your child should get out of the car, and line up with their class. We will have traffic volunteers from the PTA who will help guide traffic. Please follow their guidance. Their number one goal is everyone's safety and will help ensure a smooth drop off procedure. If you are walking your child, we kindly request that once children are dropped off that parents leave to prevent gatherings.

## STUDENT LINE UP (AM Kindergarten and 1st - 5th)

All students will be lining up on the blacktop on the west end of the building. We will have new markings on the ground to indicate where students should be lined up. Each homeroom will be assigned a line, and they will be socially distanced. First through fifth grade will line up on the blacktop, and kindergarten students will line up near door 5, close to the building. Students are required to be wearing their masks when lining up. On **inclement weather days**, we will begin letting students into the building at 8:50 where they will go directly to their classroom upon entering the building.



## AM KINDERGARTEN DISMISSAL

AM kindergarten students will be dismissed from the blacktop area at 11:50. For families who are picking up children in the car, we ask that you pull all the way through the drop off zone, and wait for your child outside your vehicle. Mrs. Pullam and Mrs. Pacini will be outside with their students and will release students to families once the child identifies their parent, guardian, or family member.

## PM KINDERGARTEN ARRIVAL

PM kindergarten students should arrive at 12:45 and line up under the awning of the main entrance of the school (by the office). There will be markings on the ground for students to stand on so they are appropriately distanced from one another. Mrs. Pullam will arrive at 12:50 to bring the students into the building and walk them into the classroom.

## AFTERNOON DISMISSAL (PM Kindergarten, 1-5)

We will have a staggered dismissal schedule at the end of the day. Students who are walking home from school will be dismissed at 3:30. This will allow time for them to begin to clear from the property. At 3:35, students who are being picked up by car will be dismissed from school. Staff will be assisting students at various exits throughout the building to help students maintain social distance as they exit. Parents are encouraged to have a designated meeting spot for picking up their children, wear masks and social-distance six-feet apart from other families during dismissal. Older students who walk or ride bikes are required to go straight home and not linger on school grounds.

## CLASSROOMS



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### **TEMPERATURE CHECKS**

When students enter the classroom, teachers will be taking students' temperatures. If a student has a temperature of 100.4 degrees or higher, they will be referred to Mrs. Klancnik, our school nurse. Mrs. Klancnik will take the student's temperature again and if it is greater than 100.4 degrees, parents/guardians will be contacted to take their child home. (As previously mentioned, please be sure to complete the [District 25 self-screener](#) which includes taking your child's temperature prior to leaving for school.)

### **INSIDE THE CLASSROOM**

Students will place their coats and backpacks at their individual desks. This will prevent students' belongings from coming into contact with the belongings of other students. Students' desks will be six feet apart within the classroom, and all desks will be facing in the same direction pointed toward the front of the room. Students are required to wear their mask and stay in their seats. Teachers will work to incorporate necessary movement breaks and outdoor mask breaks throughout the day. Students will also be expected to maintain six feet of social distance at all times.

The same daily and weekly schedules that were established at the beginning of the school year will continue to be followed. Classes are expected to remain together and not intermix to the greatest extent possible. There will be some mixing of 4th and 5th grade students when they switch for math, and some mixing of students when they go to special services, English language support, and intervention. In the event that students are switching classrooms, desktop surfaces will be cleaned between transitions so children are seated at a clean desk.

### **MATERIALS AND SUPPLIES**

Students will need to transport their materials and supplies each day. While paper/pencil and other activities will occur, students will continue to utilize their devices while at school. Please help your child develop a routine of making sure their devices are fully charged before they arrive at school. Classroom teachers will specify what materials need to be brought to school each day. The sharing of supplies will be very limited throughout your child's day. Should students need to share something at school (musical instrument, PE equipment, art tools, etc.) they will be cleaned and disinfected between uses.

## **HALLWAYS AND BATHROOMS**

### **HALLWAYS**

All hallways have floor markings that indicate six foot distance, in the event students need to line up in the hall. All of our halls and stairways function like a two lane street, with a line down the center and directional arrows to provide visual support.

### **BATHROOM BREAKS**

Students will continue to be able to use the bathroom as needed. No more than two students should be in the bathroom at a time. Before entering the bathroom, students should ask, "Is anyone in here?" If more than two voices are heard, the student can wait in the hall until a student exits the bathroom. Six-foot social distancing markers are placed on the floors throughout all of our hallways so students know where to stand.

## **SNACKS AND WATER BREAKS**

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Students will have opportunities for snacks and water breaks. We are continuing to limit snacks to fresh fruits and vegetables in their own skin. Fresh fruits and vegetables such as apples (peeled or unpeeled), grapes, bananas and/or carrot sticks that can be packed in a small baggie or container would be appropriate. Fruit cups in liquid, fruit pouches, fruit snacks, dips, and processed chips are examples of snacks that will not be permitted. Students are also encouraged to bring their own water bottles. Water fountains will be turned off but water bottle filling stations will still be accessible.

Snacks and water breaks may occur outside as weather permits. When eating snacks or drinking water in the classroom, students may be taught to keep their masks on and slightly lift up the bottom of their mask with one hand to take a sip of water or a bite of their snack.

## **LUNCH AND LUNCH RECESS PROCEDURES**

### **LUNCH AND LUNCH RECESS → 12:15 - 1:15**

All students are required to remain with their classrooms and not intermix with students from other classes during lunch and recess. As we review the results of the hybrid/remote only survey, our goal is for all students to eat lunch in the Commons and Gym, however, it is possible some homerooms may need to eat in classrooms. We are limited to a maximum of 50 individuals in a given space which includes supervisors and students. While eating, students will be spaced out six feet in all directions from their peers and will be facing in the same direction. Students need to bring their lunches from home, and are allowed to remove their masks when eating. There will be no food or milk sales at school. (Please refer to page 8 on the [District 25 Step 3 Reopening Plan](#).) Students will be responsible for thoroughly cleaning their area with safe cleaning supplies provided by the district when they are done eating.

Nine zones will be marked outside for recess, one zone for each class. Students are expected to remain 6 feet apart while in their zone and may take off their masks while doing so. A variety of structured, no-contact movement games and activities will be offered. Students who wish not to participate may bring a towel to sit in their spot and participate in a relaxing activity of their choice. Additionally, students may choose to walk/jog the perimeter of their zone with their masks on. One of the recess zones is the playground. Please do not send balls or other toys with your child to school. Each day, a different class will have a turn to use the playground during lunch recess.

As always, protecting everyone's health and safety is our priority, so we will need to work together and take our time to make sure students are safely transitioning to lunch, recess and the classroom during the lunch/recess hour. We want to take a safe and thoughtful approach to our lunch hour. We recognize that students will require additional time as they become proficient with our new procedures. We intend to be safe, thoughtful, and patient during this time.

### **INDOOR RECESS**

During indoor recess, students will need to keep masks on and remain socially distanced. The recess supervisors will use their discretion to ensure the children have a safe activity. Students will not be allowed to play board games or share materials in the classroom. If students are in the hallway, they will be positioned on the floor markings that are six feet apart. It is also possible that indoor recess could occur within select classrooms.

### **GOING HOME FOR LUNCH**



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Families are allowed to pick up their children during the lunch hour. A QR code is posted outside the front door which parents can scan directing them to the online sign-in/sign-out form. Students going home for lunch need to remain at home for the entire lunch hour. Upon return from lunch, parents must scan the QR code to sign their student back in.

## MISCELLANEOUS PROCEDURES

### ARRIVING LATE OR LEAVING EARLY

Since visitors are not permitted in the building, we will have an electronic sign-in/sign-out form that you can access via a QR code on your device outside the main entrance. Parents must sign students in if students arrive after 9:05.

### MY CHILD LEFT SOMETHING AT HOME

Any items that your children forgot can be dropped off at the main entrance. There will be a table set up in the vestibule for these items. Be sure to include your child's name and classroom teacher's name on the item(s) you are bringing in.

### TRAVELING OUT OF STATE

We realize there are times when families have to travel for athletics, family gatherings, etc. Please be aware, as noted on page 18 of the [District 25 Step 3 Reopening Plan](#), "a student who travels to an area of high risk (as noted by the IDPH) will be required to quarantine for 14 days per IDPH guidelines." Students who travel to an area of high risk will not be allowed to attend in-person school, and would need to be learning remotely during the 14 day quarantine period.

## COHORT INFORMATION

### SWITCHING ASSIGNED COHORT DAYS

Once families have made their decisions regarding "Hybrid" or "Full-Remote," we may have the opportunity to move some students to a different cohort (i.e. a student with the last name A-K, could possibly move to the L-Z days). This is determined by not exceeding the 12 students per classroom. We will make these decisions on a case by case basis and communicate out to families who can be accommodated once these determinations are made. You may request a "cohort switch" by emailing Mr. Larson at [elarson@sd25.org](mailto:elarson@sd25.org).

### BALANCED COHORTS

We know some students will choose to stay in remote learning. This will change the number of students attending each day. Once we have a firm sense of the number of students in each grouping, we may be seeking volunteers in specific classrooms to switch to a different class period to strike a better balance in the number of students. We know that some classes may not be split evenly; however, we are working to keep student numbers within our social distancing guidelines.