

## **PHS On-Site Learning Plan**

### **2021-2022**

**Objective:** Our main objective is to educate our students in person on a daily basis.

#### **General Guidelines**

- Masks are a requirement for all students in school and for inside activities regardless of vaccination status. Schools must enforce the mask mandate.
- Mask exemption for medical conditions still exist, but will require a signed letter from a certified physician.
- At this time, there is no mask requirement for outdoor athletic activities.
- Each student and staff member will be provided one mask/face covering or one may be brought from home. The face covering must cover the nose and mouth and must be appropriate for the school setting.
- Each student will be assigned his or her own Chromebook device. Devices should not be shared. Borrowed devices must be cleaned between usage.
- Each student and staff member must properly wear a face covering at all times while in the building and should practice social distancing of 3 feet to the greatest extent possible.
- Staff and students should wash hands or use hand sanitizer frequently.
- All exterior doors will remain locked all day everyday. All visitors must report to the main entrance near the circle drive. Office staff will answer the buzzer and assist as needed. Visitors will not be allowed in the building.

#### **Bus Procedures**

- The CDC requires that masks be worn at all times while on public transportation (school buses). For those students, both public and private, a mask must be worn on the school bus.
- Parents are reminded to provide a clean mask for their student each day prior to boarding the bus. A limited number of masks may be available on school buses for those students who are unable to afford a mask.
- Parents are encouraged to transport their own students to and from school if wearing a mask cannot be adhered to.
- Buses will arrive at approximately 7:45 A.M. Students should exit the bus and head immediately into the building using the assigned entrance for bus riders.
- Students should continue wearing face coverings at all times while on the bus, and at the bus exchange.
- No students will be allowed to switch buses without prior approval from the building administrator.
- Students will be assigned seats on the bus and no seat switching is to occur.
- Students who refuse or fail to follow the bus safety protocols will risk losing their transportation privileges.
- Bus riders should go directly to the bus and to his or her assigned seat after the 3:20 dismissal bell..

#### **Arrival Procedures**

- Bus riders, walkers, and students who get dropped off in the morning are expected to arrive at school between 7:40-8:00AM. No students will be allowed in the building prior to 7:40AM.
- Student drivers are expected to arrive at school between 7:40 and 8:00AM. First hour class will begin at 8:00AM.
- Students will eat breakfast in the cafeteria.

- Upon arrival students should report to their first hour class or to the cafeteria for breakfast. Students should not linger outside or in the hallways.

### **Access to Office/Building**

- Parents/guardians/visitors will not be allowed in the building without prior approval of the building administrator.
- Parents/guardians needing to drop off materials for students or pick students up will do so at the main door of the building by ringing the doorbell. A staff member will meet the parent/guardian at the door.
- All meetings will take place in the safest way possible. This may include virtual meetings.
- All students or allowable visitors who enter the office should stay behind the partition.
- Student phone calls home should be limited. The student phone will be disinfected after every use.

### **Absences**

- Parents/guardians should continue to call to report a student will be absent from school.
- Parents/guardians should be aware that additional questions regarding an absence may be asked.
- Parents/guardians should immediately notify the building administrator of possible exposure to COVID in order to assist with tracing and limiting contact.
- Please see Illness Procedures for more information.

### **Classrooms/Student Scheduling**

- Students who disrupt the educational setting by intentionally and/or repeatedly failing/refusing to wear an appropriate face covering can be removed from class and subject to disciplinary consequences.
- Classrooms will be arranged to facilitate social distancing of 3 feet to the greatest extent possible.
- Students will be assigned seats in each classroom.
- Classrooms will be free of carpeted areas or seating that is not easily sanitized.
- Students will be limited in sharing objects (math manipulatives, classroom libraries, colored pencils, etc) and objects that must be shared will be sanitized between use.
- Student desks and workspaces will be cleaned frequently.
- Hand sanitizer will be provided in each classroom.

### **Hallways/Lockers/Passing Periods**

- Hallways/Stairwells will be marked to regulate traffic flow during arrival, passing periods, and dismissal.
- Backpacks must remain inside student lockers. They are not allowed in the classroom.
- Students are allowed to bring their own transparent sealed water containers. Three bottle filling stations will be available for students.

### **Cafeteria Procedures**

- Students will eat breakfast in the cafeteria.
- Students should only eat breakfast at their school of attendance.
- Students will be divided into groups, in the cafeteria, library, and main entrance hallway. Students will maintain social distance while eating and will not switch seats during lunch time.
- Tables will be sanitized between each group.

### **Illness Procedures** (in accordance to the Illinois Department of Public Health and ISBE guidelines)

- Students and staff who exhibit symptoms of COVID-19 should stay at home, contact their child's school, and/or consider contacting their doctor.
- If a student exhibits signs of illness while at school, that student will be isolated for assessment by the school nurse or building administrator.

- Students and staff exhibiting symptoms of COVID must stay home until satisfying one of the options outlined in the Pana CUSD #8 Back to School Plan.
- In the case of fever with a negative COVID test, 24 hours must pass without fever-reducing medication and a doctor's note must be obtained in order for a student to return.
- Families must immediately notify the building administrator of possible cases in order to assist with tracing and to limit contact exposure.
- Contact tracing is used by public health departments to prevent the spread of infectious diseases. Contact tracing involves identifying people who have confirmed or probable COVID-19 cases and close contacts to prevent further spread.
- Students returning from an isolation period should report to the office upon return for verification with the school nurse and/or building administrator.

### **Physical Education**

- Students are required to use masks indoors regardless of vaccination status. Lower-risk activities and increased social distancing are recommended while indoors.
- Students will be required to dress out for P.E. class.
- Locker rooms will be used.
- Weather permitting, P.E. and recess activities will be held outside and face coverings can be removed.

### **Driver Education**

- There will only be two students and one instructor allowed in the vehicle at one time.
- It is required that face masks be worn inside of the vehicle.
- Eating and drinking are prohibited while in the vehicle.
- Windows will be open weather permitting.
- There will be no unnecessary stops during behind the wheel instruction.
- Students will wash hands with soap and water or use hand sanitizer prior to and after driving.
- The steering wheel, door handles, seatbelt fastener, controls/dials, keys, seats, etc. will be disinfected in between each behind-the-wheel session.

### **Access to Library**

- Students will only be allowed in the library when an aide is present.
- Students may email [lmagnusson@panaschools.com](mailto:lmagnusson@panaschools.com) with book requests and books will be made available during your lunch module, before school or after school.
- When finished with a book, students may use the book return located in the hallway outside of the library.
- Books will be sanitized before re-shelving.

### **Dismissal Procedures**

- Students will be dismissed at 3:20pm.
- Students may access lockers when leaving, but only if necessary. Students should exit the building immediately and not linger in the hallways.
- Students should report to their bus, car, or leave campus immediately. Students should not linger at the building, in the parking lot, or the bus exchange, and parents/guardians are asked to be prompt if picking up students.

### **Parent/Guardian Communication**

- Parents and guardians are encouraged to keep open lines of communication via phone and email. Staff email addresses can be located on the school website under STAFF.
- Parents and guardians should ensure that phone numbers, addresses, and email addresses are up-to-date with the school. A text or email blast from the school is an effective way to quickly communicate information about events or school closings, and it is most effective when information is up-to-date.
- Parents and guardians are encouraged to follow the District website or social media for information.

### **Consequences**

- Reasonable interventions will be attempted to persuade students to comply with the mask mandate. Students who fail to comply with the mask mandate may be subject to disciplinary action. The disciplinary consequences may include, but are not limited to: talking with a building administrator, phone call to parents, lunch detention, after school detention, Saturday detention, AES, sent home for the day and assigned an unexcused absence, athletic code violation.
- Spectators who refuse to comply with the mask mandate will be asked to leave district property. Law enforcement will be called if spectators refuse to exit the property.

### **County Health Departments**

District and school personnel will continue to collaborate with the Christian County, Shelby County, and Montgomery County Health Departments on various logistics and decision-making. Topics will include school health and safety protocols, screening testing, contact tracing, vaccine clinics, and emergency school closings.

### **Subject to Change**

Regular, special, and/or emergency meetings may be conducted by the Board of Education to amend or modify district plans based on the needs of the community and school administration.