



Lincoln Elementary Learning Plan



General Guidelines

- One mask/face covering for each student and staff member will be provided. School appropriate masks may be brought from home and must cover the nose and mouth.
- Only students with a doctor's note for no mask will be offered a remote learning format.
- Lincoln students will be assigned their own Chromebook device this year that should not be shared. Any borrowed devices must be cleaned between usage.
- Each student and staff member must wear a face covering while in the building and should practice social distancing to the greatest extent possible.
- Staff and students should wash hands or use hand sanitizer frequently.
- A student who disrupts the educational setting by intentionally and/or repeatedly failing/refusing to wear an appropriate face covering violates "Student Responsibility" in the 21-22 Lincoln Student Handbook and will be addressed according to the handbook's policies and procedures.

Bus Procedures

- Students will have assigned seats on the bus and be spaced to meet social distancing guidelines to the greatest extent possible. There will be no switching of seats.
- When buses arrive at Lincoln Elementary, students will be dismissed one bus at a time. Students should head immediately into the building and report directly to class.
- Students should continue wearing face coverings at all times while on the bus.
- No students will be allowed to switch buses without prior approval from the building administrator.
- Students who refuse or fail to follow the bus safety protocols will risk losing their transportation privileges.
- When bus riders are dismissed by intercom, they should go directly to the bus using the back doors and will be loaded onto their assigned bus as it arrives.

Arrival Procedures

- NON-Bus students should not arrive before 7:45 and will report directly to the classroom after entering the SE front door. Any breakfast needs will be met in the classroom.
- Bus students will enter the building through the northwest backdoor. Students will unload one bus at a time and should remain seated until an adult indicates to unload. Upon entering the building, students will report directly to the classroom.
- Breakfast needs will be met in the classroom.
- Students will be expected to wear a face covering to enter the bus/building and should not take off their masks after exiting the bus.
- Attendance will indicate that they are fever and symptom free.

Dismissal Procedures

- Students will have staggered dismissal times.

An adjustment to the schedule from the handbook is as follows:

Regular Attendance Day <i>Cross Town Bus 3:00 p.m.</i> <i>Country Bus: 3:05 p.m.</i> <i>Walkers/Cars 3:15 p.m.</i>	3 Hour Early Dismissal <i>Cross Town Bus 12:00 p.m.</i> <i>Country Bus: 12:05 p.m.</i> <i>Walkers/Cars 12:15 p.m.</i>	Wednesday. Dismissal times are: <i>Cross Town Bus 2:00 p.m.</i> <i>Country Bus: 2:05 p.m.</i> <i>Walkers/Cars 2:15 p.m.</i>
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- Bus students will be dismissed one bus at a time from the back NW door by intercom.
- Walkers and Car Riders will be dismissed from the front doors on the south side of the building one class at a time by intercom after the buses are loaded.
- Parents can wait (**but not park**) in the West bound lane on **2nd Street**. Parents who want to park their cars must **park on the side streets**. If you are in a hurry and can't wait in line on 2nd street you should park on a side street and have your child walk to you. We discourage anyone getting out of their cars and congregating around the front of the building.
- Students should go directly to their parents/guardians car if being picked up unless waiting for a younger sibling.
- Students should not linger on school grounds and must exit campus immediately.
- Parents/guardians are asked to be prompt if picking up students.

Absences

- Student absences should be reported as usual.
- It may be necessary for you to answer additional questions regarding an absence. Reasonable explanations will be considered an excused absence using BP 7:70 to gauge excessiveness warranting truancy.
- Parents/guardians should immediately notify the building administrator of possible exposure to COVID in order to assist with tracing and limiting contact.

Access to Office/Building

- Visitors, including parents/guardians are not allowed in the building without prior approval of the building administrator.
- There is a locked drop box at the NW door to receive items you need to drop off. Please contact the Lincoln Office and leave a message that you have left items so we know that items need to be retrieved.
- When picking students up please remain outside the NW door of the building and ring the doorbell. A staff member will meet the parent/guardian at the door. Calling ahead is encouraged.
- We will not be utilizing any non-staff classroom assistance.
- All meetings will take place in the safest way possible. This may include virtual meetings.
- Approved visitors who enter the building should report directly to the office and not linger in the stairwell or hallway. Only approach the office area that is behind the plexi glass.
- Students' visits to the office will be reduced. They will not be allowed to use the phone. Any necessary calls will be made by the office staff.

Classrooms

- Masks will be worn in the building by all staff and students.
- Seating will be in rows where possible and forward facing to facilitate social distancing to the greatest extent possible and students will have assigned seating.
- Objects that must be shared will be sanitized between uses as necessary
- When necessary, students will be allowed to 'wipe down' their own work area with clorox wipes as needed.
- Water bottles are encouraged and can be refilled by an adult from the sanitized "filling station" as needed.
- Birthdays will be recognized in the classroom. Parents should send only store bought or pre-packaged treats for birthdays and holiday parties. Homemade treat items will be returned unopened.

Hallways and Hooks

- Hallways will be marked to regulate traffic flow during hallway movement.
- Teachers will coordinate regular restroom breaks on a rotation schedule to allow for scheduled cleaning times (with leniency to emergency situations) and control of hallway traffic.
- Students should only bring necessary materials to school.

Cafeteria Procedures

- All students will eat breakfast at their ATTENDANCE CENTER. No students will enter the building who do not attend school in that building.
- Students will no longer report to the cafeteria for breakfast. Breakfast will be served in the classrooms at 7:45. Non-bus students should not arrive at school prior to 7:45.
- For lunch, students will be spaced out (to the greatest extent possible) to comply with the social distance rules.
- During lunch, the cafeteria will hold a reduced number of students during serving and eating.
- Students will walk to lunch maintaining traffic flow, social distance while in line for service using a strategic traffic flow.
- Grade levels will be divided into 2 groups for reduced number of seating in the cafeteria. Students will maintain social distance while eating and will have assigned seats during lunch time. The other group will participate in outdoor recess. During inclement weather, in-door recess will be held in the classroom continuing to socially distance with masks to the greatest extent possible. The 2 groups will exchange places following the regulated traffic flow during hallway movement, continuing until all classes have rotated through the lunch schedule and returned to class.
- Tables and benches will be wiped with a safe sanitation product between each lunch group.

Physical Education/Recess

- During outdoor recess, social distancing guidelines will remain in place and masks may be removed while following the open air safety guidelines.
- During inclement weather, P.E. lessons may be held in the classroom while continuing to follow the indoor, socially distance guidelines.
- The PE curriculum will provide safe activities that will allow for a mental break to release energy while still allowing for social distancing.

Illness Procedures- *in accordance to the Illinois Department of Public Health and ISBE guidelines:*

- Any student displaying a temperature of 100.4 or higher will not be permitted to attend school until they are fever free for 24 hours without medication
- Please contact the office of a student with a fever of 100.4 or more, exhibits symptoms of COVID-19 or has been in contact with someone who has had a positive test. Clarification from a doctor will be necessary that the child is able to safely transition back to in-person instruction.
- Should a fever occur during the school day the student will be taken to a supervised quarantine area and a parent/guardian or emergency contact will be contacted to pick up the child immediately.
- In the event of picking up a sick student you will need to ring the doorbell at the back NW door and remain outside. An adult will meet you at the door with a clipboard to sign your student out.
- Parents or guardians have the responsibility of contacting the school if anyone in their immediate circle tests positive for COVID-19.
- Students experiencing COVID like symptoms may be released to school before the 14 days if clearance is obtained from a physician. A note from the physician with the return to school date will be required if a student is to return before the 14 day period is up.
- Students or staff who test positive for COVID must obtain a physician's note before returning to school.
- If a student should have to stay home for a 14 day isolation period, he or she will complete make-up work arranged by the classroom teacher.
- 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.
- Students returning from a 14 day isolation period should report to the nurse/office upon return for verification of appropriate paperwork/protocol.

Parent/Guardian Communication

- It is imperative that parents/guardians provide the school with up-to-date, working phone numbers, addresses, email addresses and emergency contact people.
- Lincoln School will attempt to keep you informed via email, class dojo (please sign up with your child's classroom) , the district website, an automated voice message and facebook or twitter.
- Parents and guardians are strongly encouraged to follow the District website or social media for information.
- Staff email addresses can be located on the school website under STAFF.
- Staff is NOT expected to answer emails after 4pm. This is their personal time with their family, but will respond to you in a timely manner the next day.