

Scott Altman Primary School



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A clear *vision* is key for traveling on the path of learning.

2020-2021

September 9, 2020

In addition to the recommendations and requirements set forth by the Illinois State Board of Education and Pekin Public Schools District 108, the following plans and procedures have been created by the Scott Altman Primary School Instructional Leadership Team. The following plans and procedures are specific to Scott Altman Primary School. Any questions should be directed to Principal Lynn Brown. (This plan is a working document and is subject to change.)

Virtual Meet Your Teacher

- A video will be created by each Altman teacher to be shared with families on Tuesday, August 18. During the video, the teacher will share important information regarding the school day and school year.
 - Topics to be covered during the video:
 - Overall information about the class
 - Arrival and dismissal procedures
 - New school and classroom procedures due to COVID-19
 - Schools supplies needed at school and supplies that can stay at home
 - Snacks during the day
 - Other information as needed
- Handouts will be provided via email, on Tuesday, August 18. Any form requiring information from the families will be sent home electronically and by paper copy, if requested.
- The Scott Altman Primary School staff have created a Virtual Tour video. The video link will be shared with families to view on Tuesday, August 18.

Arrival

- Students riding a bus will receive temperature checks and symptom screenings by the City of Pekin Bus Department. When arriving at school at 8:25, the door near the Kindergarten rooms (Door #9) will be held open by a staff member for students to enter the building. Upon entry, students will be directed to go to classrooms or to breakfast. This door will be locked after bus students are safely in the building.
- Students arriving to school by walking or by vehicle will be receiving temperature checks and symptom screenings at the main entrance (Door #1) upon arrival. Multiple staff members will be at the main entrance to assist with the screenings. Students may enter the building between 8:10-8:40 to eat breakfast. Students who are not eating breakfast, must enter the building between 8:25-8:40.
- Students who are tardy (arriving after 8:40) are to ring the doorbell for a staff member to greet them. The staff member will conduct the temperature check and symptom screening upon arrival.
- Marks noting a 6 foot distance will be made with chalk and/or tape on sidewalks.

Breakfast

- When students arrive for breakfast, they must wash their hands or use hand sanitizer prior to entering the cafeteria. All food will be prepackaged in a bag and given to the student. The student will be escorted to his/her assigned seat to eat.
- When finished eating, the student will raise his/her hand to get permission to throw away trash. Face coverings will be required when a person is not eating.
- All students must wash their hands after eating breakfast.

Mask Management

- Masks will be worn by all who enter the school building, at all times during the day, when a person is not eating or drinking or outside. Extra masks are available in the school office, if needed.

- Breakaway lanyards will be given to each student and staff member. Names will be marked on the lanyard. The mask will be attached to the lanyard when leaving the classroom for lunch/recess/outside/PE/Music.
- The lanyard will remain at school in the students' school supply box.
- Mask breaks are encouraged and will take place outside during the school day. Teachers have scheduled mask breaks into the school day.

Supply Management

- Families will be notified of the essential school supplies during the Virtual Meet Your Teacher video.
- Supply boxes to hold essential school supplies kept at school will be given to each student. Any school supplies kept at school will not be needed at home.
- All extra supplies are to be kept at home and can be used during the virtual day.
- Any math manipulatives or other items provided by the school will be kept separate and in the students' supply box.

Health Offices

- Two Health Offices will be used for the safety of our students and staff. The Main Health Office will be used strictly for well students needing first aid or getting medication. The Extra Health Office will be used for students who are presenting COVID like symptoms.
- When a student presents COVID like symptoms in the classroom, the teacher will call the health office and notify the health clerk. The teacher will send the student to the Extra Health Office where the health clerk will meet the student. The student will be assessed by the health clerk in the Extra Health Office.
- Multiple staff members have been assigned to observe students in the Extra Health Office if the health clerk is not available.
- When adhering to a student in the Extra Health Office, staff will use the appropriate personal protection equipment. When a student leaves the Extra Health Office, the area will be cleaned by our day custodian.

Restroom breaks

- Restroom breaks have been scheduled by classrooms throughout the day to minimize the amount of time classes pass each other in the hallway.
- Teachers will teach students about keeping a 6ft distance as much as possible when using the sink in the restroom.

Water

- Due to the water fountains being turned off, students are encouraged to bring their own water bottle (marked with their name) for the day. A water dispenser has been purchased by the school and will be kept in each classroom for refilling water bottles. Water bottles are to be taken home at the end of the day.

Small Group Teaching

- Students from the same classroom may be pulled out to a separate room for small group teaching. Time for cleaning between groups is placed into the schedule.

Visitors at School

- Any visitor wishing to meet with a staff member must make an appointment prior to entering the building.
- When arriving at the school, visitors will ring the doorbell and will be asked a series of questions from our office staff.
- If the visitor is bringing items for a student or staff member, the item will need to be labeled and left on the table outside the school.
- If the visitor is picking up a child early from school, the procedure outlined in the District 108 plan will take place.

Cleaning /Sanitizing/Washing:

- Upon entering the building, students will use hand sanitizer or wash their hands. Frequent breaks have been built into each classroom schedule to allow for cleaning and washing hands. All classrooms are equipped with a sink for frequent hand washing.
- Restrooms and high touch surfaces throughout the building will be cleaned multiple times throughout the day.
- Hand sanitizer and disinfecting wipes have been provided to classrooms and placed throughout the school. An electrostatic sprayer and ozone machine will be used periodically within the school, along with deep cleaning.
- A daily and nightly cleaning plan has been established and will be implemented by our custodial staff.

Student Schedules:

- Students are scheduled into an A or B schedule. "A" students will attend school in the building on Monday and Wednesday and some Fridays. "B" students will attend school in the building on Tuesday and Thursday and some Fridays.
- Whether students are in school or not in school on a virtual day, students will be expected to engage and complete assignments and tasks set forth by their classroom teacher. Google Classroom will be utilized along with communication via the Remind app and email.
- Staff will be checking for messages/questions from virtual students and responding to these messages from at least 2:40-3:10 daily. Feel free to email the teacher, call the school or send a message through Remind if you have any questions.

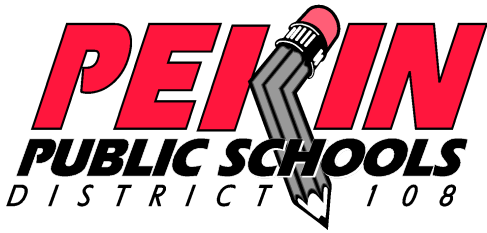
Lunch and Recess

- When students enter the classroom in the morning, they will tell their teacher what choice of food they would like at lunch. The teacher will record the choice and give the information to the cafeteria.

- Families will identify through a Google Form if they would like a lunch for their child to take home for the virtual (at home learning) day. This information will be sent to the cafeteria as well. Before dismissal, sack lunches for those who ordered will be delivered to the classroom by Aramark staff.
- When students arrive for lunch, they must wash their hands or use hand sanitizer prior to entering the cafeteria. All food will be placed on the tray and given to the student. The student will be escorted to his/her assigned seat to eat.
- When finished eating, the student will raise his/her hand to get permission to throw away trash. Face coverings will be required when a person is not eating, but may be removed from the face when outside at recess.
- All students must wash their hands after eating lunch.
- Students in Kindergarten and 1st Grade will have lunch and recess from 11:00-Noon. Five minutes has been set aside at 11:30 for cleaning between grade levels.
- Students in 2nd Grade and 3rd Grade will have lunch and recess from 12:05 - 1:05. Five minutes has been set aside at 12:35 for cleaning between grade levels.
- A specific order has been set for classes to be dismissed and walk with their teacher back into class.

Dismissal

- Students riding a bus will be called by a staff member to enter into the hallway and stand on a specific 6ft marking. When the bus arrives, all bus students will exit the building and load the bus.
- One class per grade level will be in the hallway at a time.
- At 2:40 school will be dismissed.
 - Kindergarten will dismiss through Door #9. Kindergarten students will be located on the front lawn for pick-up. Families - please make eye contact with your child's teacher before leaving with your child.
 - 1st Grade will dismiss through Door #1. 1st Grade students will be located outside the main entrance for pick-up. Families - please make eye contact with your child's teacher before leaving with your child.



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- 2nd Grade will dismiss through Door #4. 2nd Grade students will be located on the blacktop, near the beige fence. Families - please make eye contact with your child's teacher before leaving with your child.
 - 3rd Grade will dismiss through Door #7. 3rd Grade students will be located on the blacktop, closer to the playground equipment. Families - please make eye contact with your child's teacher before leaving with your child.