



Dirksen
Primary School

Dirksen Primary School

Return to School Plan

Fall 2020

Rationale

Dirksen Primary School will return to school as safely and as normally as possible. Our approach to reopening Dirksen uses guidance from:

- Resolution No. 21:890 District 108 School Reopening Plan for the 2020-21.
- Restore Illinois Plan IDPH
- Starting the 2020-21 School Year - ISBE

This document is specific to Dirksen Primary School. The intention is not to restate everything in the district plan, but rather to give you a glimpse into what your child will be doing as we transition back to in class instruction.

Dirksen Primary School Priorities & Goals

In returning to school, Dirksen's School Team has identified the following priorities to guide our planning as we return to school:

I. Safety Precautions for Students/Staff

- A.** Providing an environment that promotes the safety of our students and staff is our top priority.

II. Teach Essential Standards

- A.** Providing our students with a high quality educational experience. Teachers will target essential standards and core competencies that were not addressed in the previous school year. Content covered during this school year will ensure students; academic and social emotional needs are addressed.

III. Care for our Student Social and Emotional Well Being

- A.** Our students will be taught lessons around our I-Care rules as well as lessons specific to the social and emotional needs.
- B.** Each month we will focus on a different skill such as perseverance, kindness, honesty, teamwork, etc.
- C.** Each day will start with a morning meeting focused on creating a positive classroom environment and responsive to each classroom's unique needs.

LUNCH/RECESS SCHEDULE

Time	
12:00 - 12:30	RECESS: Kindergarten and 1st Grade
12:30 - 1:00	LUNCH: Kindergarten and 1st Grade RECESS: 2nd and 3rd Grade
1:00 - 1:30	LUNCH: 2nd and 3rd Grade

Safety Precautions for Students, Staff, and Parents/Guardians

At Home

- Before sending your child to school each day, it is imperative that parents/guardians make sure their children are fever free without the aid of fever reducing medication, and not exhibiting symptoms of COVID.
- Please discuss with them the importance of wearing a mask and respecting the social distancing guidelines.

At School

We will be promoting healthy habits that prevent the spread of COVID 19, such as hand washing, not touching your face, social distancing and wearing of face coverings. Within each classroom, each student will have their own designated area six feet from another student. Students will not be sharing items or school supplies with one another.

Cleaning and Sanitizing

- Dirksen will have a custodian during the school day to keep restrooms and common areas clean.
- Common areas to be cleaned include any area where students could possibly touch such as handrails, door knobs, etc.
- Hand sanitizer and wipes will be available throughout the building.
- Each classroom has a sink and antibacterial soap for frequent hand washing for both students and staff.
- After every restroom use students will wash their hands.
- During the day, a bathroom schedule will allow all classes to have a designated time for whole class restroom breaks with a five minute cleaning period built in to allow for janitorial cleaning in between mass usage of restrooms.

1ST SHIFT SCHOOL DAY PORTER CUSTODIAL TASK LIST

SCHEDULE: 9 AM – 2:00 PM (M – F)

AREAS COVERED: STAFF AND PUBLIC RESTROOMS, TEACHERS LOUNGE, CONFERENCE ROOMS, LEARNING CENTER, OFFICES, HALLWAY/ENTRYWAYS, CLASSROOMS (AS REQUIRED BY MANAGER)

TASKS:

- IF NEEDED PULL GARBAGE AND REPLACE LINER
- IF NEEDED, CLEAN MIRRORS, SINKS, TOILETS, AND URINALS
- DISINFECT ALL RESTROOM FIXTURES/TOUCH POINTS: LIGHT SWITCHES, DOOR HANDLES/PUSH PLATES, SINK FAUCET HANDLES, SOAP, PAPER TOWEL, AND TOILET PAPER DISPENSERS, FLUSH HANDLES/BUTTONS, TOILET SEATS, HANDICAP BARS, CHANGING STATIONS (IF PRESENT), PARTITION DOORS/WALLS
- IF NEEDED SWEEP AND MOP RESTROOM FLOOR
- DISINFECT HALLWAY/ENTRYWAY TOUCH POINTS: LIGHT SWITCHES, DOOR HANDLES/KNOBS/PUSH BARS/PUSH PLATES, STAIRWELL HANDRAILS, HANDRAILS IN HALLWAYS
- DISINFECT MAIN OFFICE COUNTERS
- IF UTILIZED: DISINFECT TABLES, CHAIRS, AND COUNTERS IN LEARNING CENTER
- ACCORDING TO SCHEDULE PROVIDED BY YOUR SCHOOL, DISINFECT TEACHERS LOUNGE TABLES, CHAIRS, MICROWAVE HANDLE/BUTTONS, REFRIGERATOR HANDLES
- AS TIME PERMITS, CLEAN ENTRYWAY DOOR GLASS, VACUUM ENTRY MATS, SPOT SWEEP/DUST MOP TILE HALLWAYS
- PERFORM OTHER TASKS AS GIVEN BY MANAGER, SUPERVISOR, AND/OR PRINCIPAL.
- RESTROOMS AND COMMON AREAS WILL BE DISINFECTED MULTIPLE TIMES THROUGHOUT THE DAY

DIRKSEN SCHOOL EVENING CUSTODIAN

DAY OF WK	MON	TUE	WED	THUR	FRI
SCHEDULED IN TIME	3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM
SCHEDULED OUT TIME	7:30 PM	7:30 PM	7:30 PM	7:30 PM	7:30 PM

GENERAL CLEANING CLASSROOMS, OFFICES, LOUNGES, HALLWAYS, ENTRYWAYS

TASK	MON	TUE	WED	THUR	FRI
EMPTY PENCIL SHARPENER, PULL GARBAGE, & SPOT CLEAN TRASH CAN INSIDE/OUTSIDE					
CLEAN AND DISINFECT SINK/COUNTER					
RESTOCK/CLEAN AND DISINFECT PAPER TOWEL AND SOAP DISPENSERS					
SWEEP/MOP TILE FLOOR BY SINK					
WIPE WHITEBOARDS/TRAY (DO NOT CLEAN SMARTBOARD)					
SPOT CLEAN WALLS (PAY ATTENTION TO WALLS AROUND GARBAGE CANS)					
CLEAN AND DISINFECT STUDENT AND TEACHERS DESKS, LIGHTSWITCHES, DOOR KNOBS, TELEPHONE, TEACHER COMPUTER KEYBOARD AND MOUSE, STUDENT AND TEACHER CHAIRS. DISINFECT ALL HALLWAY/ENTRYWAY DOOR HANDLES AND PUSH BARS/PLATES, HANDRAILS, LIGHTSWITCHES, ETC.					
SPOT VACUUM CARPET (INCLUDING ALL HALLWAYS)/STRAIGHTEN DESKS AND CHAIRS					
CLEAN DOOR GLASS					

DETAIL CLEANING

TASK	MON	TUE	WED	THUR	FRI
DUST ALL HORIZONTAL SURFACES INCLUDING WINDOW SILLS, TEACHER'S CHAIR LEGS, TOP & FRONT OF COMPUTER SCREEN, VENTS, PICTURE FRAMES ON WALLS, SHELVING. PERFORM 1X PER MONTH					
THOROUGHLY VACUUM CARPET (INCLUDING ALL HALLWAYS) INCLUDING EDGES AND CORNERS					

RESTROOM CLEANING

TASK	MON	TUE	WED	THUR	FRI
DUST DOOR FRAMES, VENTS, TOPS OF STABILIZER BARS & PARTITIONS (1X PER WEEK)					
REFILL/CLEAN AND DISINFECT DISPENSERS					
PULL GARBAGE AND SANITARY NAPKIN DISPOSAL CONTAINERS. SPOT CLEAN INSIDE/OUTSIDE					
CLEAN AND DISINFECT TOILETS, URINALS, SINKS, & ALL FIXTURES. SPOT CLEAN PARTITIONS (THOROUGHLY CLEAN PARTITIONS 1X PER WEEK)					
SPOT CLEAN WALLS (PAY ATTENTION AROUND TOILETS, URINALS, & GARBAGE CANS)					
SWEEP & MOP FLOOR					
CLEAN WATER FOUNTAINS OUTSIDE OF RESTROOMS. THESE SHOULD BE BAGGED AS THEY WILL NOT BE USED.					
SWEEP & MOP FLOOR OUTSIDE OF RESTROOMS. CLEAN AND DISINFECT ENTRY DOOR HANDLES/PUSH PLATES.					

***HIGHLIGHTED AREAS ARE A PRIORITY AND WILL BE DONE NIGHTLY**

Nurse/Health Clerk

- Dirksen will have a health clerk provided by Unity Point Methodist.
- The health clerk will provide education on COVID-19 and proper hygiene to staff and students.
- The health clerk will see students who are not feeling well and present COVID-like symptoms.
- Dirksen will have a designated room for students who exhibit COVID symptoms and allow for them to remain socially distanced. A staff member will supervise these rooms until a parent/guardian can pick up their child from school.

Arrival

Dirksen will use two entry points to help maintain social distancing when arriving at school.

BUS RIDERS will enter the building at the gym entrance and go straight to their classrooms at 8:25am.

CAR RIDERS and WALKERS will enter at the front of the building after the health/wellness/temperature check and go straight to the classroom.

(Students will be able to eat breakfast upon arrival in the classroom.)

Health/Wellness/Temperature checks for each student and staff will take place daily. Students with a temperature of over 100.4 degrees will wait with school personnel for parents to pick them up. Students riding the bus will have their temperature checked before boarding the bus. Students who walk to school or are dropped off will have the temperature checked by a staff member located at the front entrance along the circle drive. **We ask that no student arrives at school earlier than 8:25 am.**

- Upon arriving at school and being verified as fever-free, students will enter the building and go directly to their classroom.
- Building staff will be available to help guide students to the correct rooms.
- Students will be required to wear their masks upon entering the building and must remain 6 ft. apart.

Blended Learning Attendance

Attendance will be taken each day by the classroom teacher. If a child is going to be late or absent for their in-person learning day, please call the school office at 477-4711 **by 10 am.**

On the days students are at home, a teacher check-in will be made for Kindergarten through 3rd grade students. Students will be working in Google Classroom on their At Home Learning Day.

The School Day

Students will remain in their class for all core subjects. Students will transition (with their class) through the building only when going to lunch/recess. Students at Dirksen will need to keep their school supplies in their backpack so they can be used both at school and at home on remote learning days.

- Morning announcements will begin daily at 8:50 am.
- Students will have specialist class (P.E./ Music). This class will be 30 minutes long. Weather permitting, some specialist classes will be conducted outside to provide students with a mask break during the school day.
- Wearing a mask for a full day can be difficult. Teachers will provide breaks for students from their masks using social distancing and outside areas.

Breakfast

Breakfast will be served in the classrooms for those who wish to take one. They will eat it at their desk. Every desk will be sanitized before instruction begins. Garbage cans will be placed outside of classroom pods to throw away breakfast garbage.

Once all students have finished their breakfast, students will put their mask back on. The teacher wearing gloves and a face mask will collect the garbage using the classroom garbage can.

The teacher will return to each student's desk and use a sanitizing wipe to clean the desk. Once this process is complete, the teacher will properly remove their gloves and sanitize their hands (either by washing their hands in the classroom sink or using hand sanitizer).

Lunch and Recess

- Classes will report to the lunchroom to sit at designated desks spaced 6 feet apart.
- Walkways will be clearly marked to encourage one-way entries and exits.
- Lunches will be scheduled to allow for the cleaning of surfaces between groups of students.
- Students will remain with their classmates for recess to engage in activities while also practicing social distancing.
- Students will be provided a lanyard to keep face coverings with them anytime that they can remove them.
- Students will sanitize their hands before entering the cafeteria to eat lunch.
- Cafeteria tables will be cleaned after every use.

Other Classroom Information

- Regular disinfecting will take place in each classroom by teacher/students at frequent touchpoints (i.e., pencil sharpeners, door handles, sink faucets, etc.)
- Teachers will incorporate breaks into their daily routines. These will allow students to stretch and have physical movement.
- Mask breaks will also be incorporated into the daily classroom schedule. These times might include snack breaks or lessons allowing students to go outside and maintain distance.

Restrooms and Water

- Only two (2) students will be allowed in the restroom at a time to maintain 6 ft between individuals.
- Student stalls will be labeled to help students know which stall to use and will aid in contact tracing, if needed.
- Signs in the hallways and restrooms will serve as reminders to students about social distancing, mask-wearing and hand washing.
- Classrooms will allow one (1) student at a time to leave the class to use the restroom as needed.
- Water fountains will be shut down due to sanitation requirements.
- Students may bring a water bottle to school. Due to water fountains being turned off, this won't be able to be refilled at school. Drink breaks will be taken during the day.
- Restrooms will periodically be closed to allow for cleaning and disinfecting.

TIME	CLASSROOM
9:30	Mrs. Carr
9:50	Mrs. Filarski
10:10	Mrs. Price
10:30	Ms. Jacobson
10:50	Mrs. Tharp
11:10	Miss Thompson
11:30	Mrs. Carr
11:50	Mrs. Fliarski

*Restrooms will be cleaned between each classroom restroom break.

Book Check Out

- Our Learning Center (school library) staff will deliver books to students in classrooms who wish to check out a new book.
- Books will be placed in a 72-hour 'quarantine' before being released to another student for book check out.

Grading

- For the upcoming school year, Dirksen will return to our regular grading policies and procedures. We recognize the importance of providing feedback, assessing student progress, and learning, and communicating this to students, caregivers, and teachers in the forms of grades.

(ISBE's original guidance in March 2020 on grading considered the sudden and unexpected impacts of COVID-19 on all students, beginning with "Act of God" days. The original guidance provided students and district every available flexibility regarding grading to ensure that grading "did no harm" to students.)

Visitors

- Dirksen will follow the district protocol for visitors. (Steps #1-#4 in the District Reopening Plan)
- Visitors should call ahead of time (477-4711) before visiting Dirksen.
- There will be a bin located outside of the front doors where you can place anything you need to drop off with your child's name clearly labeled on that item. This will be the "No Contact Drop Off Zone."
- Dirksen staff will deliver those items promptly to your student.

Dismissal

We will have a staggered exit at the end of the school day to allow for the supervision of students and maintaining social distancing.

- Classroom teachers will release their bus riders to another staff member to escort students to bus lines. Students will have designated areas to wait for each bus.
- Walkers/Pick up escorted by a teacher to the front entrance to walk home or wait for a ride. Teachers will form lines in their designated areas and wait with students until they are picked up from the loading zone at the circle drive.
- We will have a **loading zone** for those who are picking up their students at the circle drive at the front of the building. We will load three cars at a time. As cars pull away and new vehicles enter the loading zone, teachers will continue to release students to their parents. For safety reasons, we have to keep this process at one lane of traffic and need all parents to stay in their cars. Students will only be released to cars in the loading zone.

Communication

Communication is an essential part of this plan. Dirksen will make sure that we utilize all the tools possible to make sure our parents/guardians, students, and school community is updated with any new information regarding Dirksen School.

- Dirksen will utilize our website, Facebook page, Remind App, Phone Calls, Text Message, Emails, and Newsletters.

Dirksen will follow the district's plan if there is a suspected case of COVID-19 or if a case has been confirmed. This process can be found in detail on pages 13 & 14 of the District 108 School Reopening Plan. The communication to the school community will maintain the confidentiality of the student or staff member as required by the American with Disabilities Act and Family Education Rights and Act.

The administration must seek guidance from local health officials to determine when a student and/or staff member will return to school and what additional steps are needed for the school community.

Families who choose to have their children participate in the Blended Learning Model will be assigned one of two groups: Group A or Group B.

Below is the schedule each group will follow throughout the school year.
(as of 08/18/20)

Blended Learning Model Calendar 2020-21																																		
AUGUST							SEPTEMBER							OCTOBER							NOVEMBER													
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S							
						1		31	1	2	3	4	5					1	2	3	1	2	3	4	5	6	7							
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14							
9	10	11	12	13	14	15	13	14	15	16	17	18*	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21							
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28							
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30												
DECEMBER							JANUARY							FEBRUARY							MARCH													
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S							
		1	2	3	4	5	staff returns Jan. 6 students return Jan. 7												1	2	31	1	2	3	4	5	6		1	2	3	4*	5	6
6	7	8	9	10	11*	12	3	4	5	6	7	8	9	7	8	9	10	11	12*	13	7	8	9	10	11	12	13							
13	14	15	16	17	18	19	10	11	12	13	14	15*	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20							
20	21	22^	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27							
27	28	29	30	31	*Dismiss Early		24	25	26	27	28	29	30	28							28	29	30	31										
APRIL							MAY							KEY TO COLORS																				
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	Group A	Group B	No School	* SWIP Day	Remote Learning Plan Day	P/T Conferences															
				1	2	3						1																						
4	5	6	7	8	9	10	2	3	4	5	6	7	8																					
11	12	13	14	15	16	17	9	10	11	12	13	14*	15																					
18	19	20	21	22	23*	24	16	17	18	19	20	21	22																					
25	26	27	28	29	30		23	24	25	26	27	28	29																					

PEKIN PUBLIC SCHOOLS DISTRICT 108 COVID-19 QUARANTINE PROTOCOLS

POSITIVE TEST, SYMPTOMATIC

- Isolate at home for 10 days from the date symptoms began, AND
- Fever-free without fever-reducing medication for 24 hours, AND
- Other symptoms have improved for 24 hours.
- A release letter from the TCHD is required prior to returning to school/work.

POSITIVE TEST, ASYMPTOMATIC

- Isolate at home for 10 days from the day the test was taken. If the individual does not develop symptoms, he/she may return 10 days after the positive test was taken.
- If the individual develops symptoms, then isolation time starts on day 1 of symptoms.
- Isolate at home for 10 days from the date symptoms began, AND
- Fever-free without fever-reducing medication for 24 hours, AND
- Other symptoms have improved for 24 hours.
- A release letter from the TCHD is required prior to returning to school/work.

TESTED NEGATIVE, BUT SYMPTOMATIC

- Isolate at home until respiratory symptoms have improved, AND
- Fever-free without fever-reducing medication for 24 hours.

UNTESTED, SYMPTOMATIC

- Isolate at home for 10 days from the first day symptoms appeared, AND
- Fever-free without fever-reducing medication for 24 hours, AND
- Other symptoms have improved for 24 hours.

SYMPTOMATIC, UNTESTED, WITH A CONFIRMED ALTERNATE MEDICAL EXPLANATION

(strep, influenza, or other non-COVID- related illness, as determined by a physician)

- May return to school after 24 hours resolution of fever without the use of fever-reducing medication, AND
- Healthcare provider must submit a letter stating the student or staff member has an alternate diagnosis and the provider believes it is appropriate for him/her to return to school.

HAVING CLOSE CONTACT TO SOMEONE WITH A CONFIRMED POSITIVE COVID-19 CASE

(Close contact means being within 6 feet for more than 15 minutes of someone who tested positive, regardless of whether or not a cloth face covering was worn.)

NOT LIVING WITHIN THE SAME HOUSEHOLD AS THE POSITIVE CASE:

- Quarantine for 14 days after the last close contact date before returning to school.
- Must remain symptom-free. If an individual develops symptoms during the quarantine:
 - Isolate at home for 10 days from the first day symptoms appeared, AND
 - Fever-free without fever-reducing medication for 24 hours, AND
 - Other symptoms have improved for 24 hours.
- Those in close contact should consult their healthcare provider for further guidance regarding testing options.
- A release letter from the TCHD is required prior to returning to school/work.

LIVING WITHIN THE SAME HOUSEHOLD AS THE POSITIVE CASE:

- If the one in close contact is quarantining within the same household as the person testing positive, the quarantine period is extended to 14 days after the person testing positive completes his/her isolation period.
- If the close contact becomes positive and/or develops symptoms, the isolation/quarantine period may change.
- A release letter from the TCHD is required prior to returning to school/work.

Other Information

Dirksen Primary School has a committee dedicated to this unique time in education. This plan will be reviewed after the first two weeks of school by our School Instructional Leadership Team. The school team will make adjustments to the plan as needed to help our school run smoothly while ensuring the safety of our students and staff.

If you have additional questions or concerns, please call the school office at 309-477-4711, or email Ms. Lard (principal) at melissa.lard@pekin108.org