



WILLIAM MCKINLEY ELEMENTARY SCHOOL

Home of the Eagles

SCHOOL SESSIONS

Available learning opportunities may include remote, hybrid (blended), or in-person learning.

Remote – scholars will participate in synchronous (face to face using technology) instruction and asynchronous instruction (independent or self-directed reading, independent activities and assignments, assessments, video content, guided lessons, virtual libraries using technology and/or other school related materials)

Hybrid (Blended) – scholars will participate in blended learning where our scholars may be required to attend school in the physical school building on a modified schedule (i.e. Monday/Tuesday or Thursday/Friday)

In-person – scholars will attend school sessions in the physical school building with their teacher and their classmates based on a traditional schedule

All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the Superintendent in consultation with, and if necessary, at the discretion of the Governor, Illinois Department of Public Health (IDPH), local health department, emergency management agencies, and/or the Regional Office of Education. During a pandemic or other health emergency, the school and the District will ensure that educational opportunities are available to all students. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.

SCHOOL HOURS

Breakfast – 7:30 a.m. – 8:15 a.m.

*Students may enter the building at 7:30 a.m., but they should enter **Door 4** (on the Butterfield Road side of the building next to the little playground)*

Instructional Day

Remote – 9:00 a.m. – 2:45 p.m.

Students will be marked tardy once the designated class begins.

Hybrid (Blended) – 9:00 a.m. – 2:45 p.m.

All students will assemble on the playground wearing mask. Students and staff will make every attempt to maintain social distance. Students will be marked tardy once the Morning Announcements begin.*

Kdg -2nd Grade students will enter into **Door 2 (Little playground door)**

3rd – 5th Grade students will enter into **Door 5 (on the Rice Street side of the building)**

In-person – 8:20 a.m. – 3:00 p.m.

All students will assemble on the playground wearing mask. Students and staff will make every attempt to maintain social distance. Students will be marked tardy once the Morning Announcements begin.*

Kdg -2nd Grade students will enter into **Door 2 (Little playground door)**

3rd – 5th Grade students will enter into **Door 5 (on the Rice Street side of the building)**

Lunch/Lunch Recess

Students have one hour for lunch/recess. When weather permits, students will have outdoor recess. As the weather changes, please ensure that your child has the appropriate clothing for outdoor play. Recess is still an important part of the school day during Remote Learning and we would like for students to participate.

Remote

All students will have lunch from 12:00 p.m. – 1:00 p.m.

Hybrid/In-person

<u>Grade Level/Grade Band</u>	<u>Lunch</u>	<u>Recess</u>
Kdg – 1 st	11:15 – 11:45	11:45 – 12:15
2 nd – 3 rd	10:30 – 11:00	11:00 – 11:30
4 th – 5 th	12:00 – 12:30	12:30 – 1:00

TARDIES/ABSENCES

We expect our scholars to be present and on time to school each day. If your child is unable to attend school, please call the school office at (708) 410 – 3600 or contact your child’s teacher via Class Dojo/Remind before 9:00 a.m. to inform us of the absence. Students will be expected to actively participate in remote or hybrid (blended) learning as required by the school and the District. Parents are responsible for assuring the participation of their children. School attendance is a State requirement as absences and/or tardies have a negative impact on a child’s learning and may hinder academic growth. Students who do not actively participate in remote or hybrid (blended) learning will be considered truant. Excess absences and/or tardies may be subject to school consequences and may be subject to DCFS intervention. Please be assured that even if school is not physically in session (during remote or hybrid sessions), it is the goal of the school and District to provide your child with the best educational opportunities possible.

EARLY DISMISSAL

If your child must leave school early due to special circumstances, please contact your child’s teacher or the Main Office at least one hour prior to the early release. Students must be officially signed out when they are picked up prior to regular dismissal. **No student will be released to a minor child or an individual whose name is not listed on the emergency form.** If you have an emergency, please contact the school to provide the name of the individual who has been authorized to pick-up your child in the event of an emergency. For the protection of our children, individuals who are not recognized as a parent or guardian will be asked to provide a Driver’s License or State ID as a proof of identity for student pick-up.

HEALTH SERVICES

In accordance with school, District, and State mandates, our scholars are subject to daily health assessments. During hybrid and in person instruction, our children will be subject to daily temperature checks and/or parent/guardian self-certification prior to having meals and attending class sessions. Upon the initial screening, if your child’s temperature reads 100.4 or above, we will contact you to inform you that your child had an initial temperature read of 100.4 or above. We reserve the right to re-screen any person with a temperature read of 100.4 or above after 15 minutes pending the individual does not present or profess COVID-19 symptoms (i.e. headache, shortness of breath, cough, sore throat, vomiting, diarrhea, abdominal pain, congestion, runny nose, new loss of sense of taste or smell, nausea, fatigue, muscle or body aches). If your child’s second temperature read is 100.4 or above. You will be contacted to pick your child up from school as soon as possible. Children with temperatures of 100.4 or above are not permitted to remain in the school building. Based on guidance from IDPH (Illinois Department of Public Health), we reserve the right to send home or deny entry (and provide remote instruction) if any of the following symptoms are present headache, shortness of breath, cough, sore throat, vomiting, diarrhea, abdominal pain, congestion, runny nose, new loss of sense of taste or smell, nausea, fatigue, muscle or body aches. Please see the COVID-19 EXCLUSION GUIDANCE - Decision Tree for Symptomatic Individuals in Pre-K, K-12 Schools, and Day Care Programs provided. ¹ We will work with the local health department and emergency management agencies to protect the health and safety of all of the members of our school community in the event of a health emergency or a pandemic.

During a health emergency or pandemic (a global outbreak of disease which emerges to infect individuals and because there is little to no pre-existing immunity against the new virus it spreads sustainably), you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. We are asking that you do not send your child to school if the child exhibits any symptoms consistent with the pandemic or any other health emergency.

Scholars who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact the ability to attend school during a pandemic or other public health emergency should

contact the school. This information will assist in providing support to scholars and will only be shared with individuals who work directly with the respective scholar.

During hybrid and in person instruction, in order to limit movement throughout the school building, children who require minor medical care (i.e. Band-Aids, etc.) will receive those items from the classroom teacher. When health services is required for more significant medical needs (i.e. bloody nose, use of rescue inhaler, etc.), children may visit the health service office. If child presents with a headache, shortness of breath, cough, sore throat, vomiting, diarrhea, abdominal pain, congestion, and/or runny nose unrelated to allergies or injury and the temperature check reads 100.4 or above, you will be contacted to pick your child up from school as soon as possible.

Please contact us at the school or the District office if you have any concerns regarding your child's education, health, or safety.

SCHOOL DRESS CODE – (including) UNIFORMS & MASKS

Our scholars are expected to wear their school uniforms every day regardless of the instruction platform (remote, hybrid, or in person). Our school uniform includes: a long or short sleeved white collared shirt, a black or blue bottom, and black, blue, or white shoes. **Unless excluded by a doctor's note, masks are required to be worn during hybrid and in person instruction except when eating.** During the change of the seasons, in order to support comfort, black, blue, or white sweaters **without** hoods are permissible. **Pajamas and/or hoodies of any kind are not permissible.**

CELL PHONES

Students are not allowed to bring cell phones to school. We are aware of the society in which we live and the need for child safety before and after school. Therefore, we will not search for cell phones. **However, cell phones will be confiscated if we see or hear cell phones during the school day (meals and recess are considered a part of the school day).** Parent may be required to retrieve cell phones from the school office if they are confiscated.

BUS TRANSPORTATION

Our scholars are expected to follow the school as well as transportation rules while traveling to and from school, during field trips, while traveling to and from the bus stop, while waiting for the bus, and when entering and exiting the bus. The bus drivers and bus attendants are responsible for administering fair and consistent discipline which will be supported by the Lincoln's building Administrators. Violations of expectations may be subject to school consequences.

ASSESSMENTS

Assessment information is gathered at the classroom, District, and State levels to assist in maximizing the achievement of all learners. Ongoing classroom assessment data is gathered continuously as part of the instructional process. The NWEA-MAP Assessment is the District assessment that is administered in the fall, winter, and spring of each school year. Students in grades 3rd-5th will participate in the Illinois Assessment of Readiness in the spring. 5th Grade students will also participate in the Illinois Science Assessment in the spring. The results from the District assessments will be provided upon parent/guardian request. The results from the Illinois Assessment of Readiness and the Illinois Science Assessment will be provided to parents/guardians upon receipt from the State and processed at the District and building levels.

The 2020-2021 School Year will be a unique year for school year for school, District, and State assessments. During remote and hybrid instruction, our scholars will complete all or some of the assessments from home. Given the challenges connected to learning from home, the NWEA-MAP Growth test results will assist in helping us understand what our scholars are ready to learn. The results will help teacher understand what our scholars know today in order to set goals to improve growth throughout the school year, but the NWEA-MAP does not affect grades. **Please do not help our scholars when they participate in assessments during remote learning.** It is important to understand what they know without the help of adults or support from the Internet/technology. We will provide more specific information on the NWEA-MAP Assessment before the scheduled assessment dates.

PROGRESS REPORTS/ REPORT CARDS

Progress Reports are issued at the mid-point of each grading period and Report Cards are issued four times per year. Progress Reports are sent home with students. Report Cards are also sent home with students unless a Parent/ Teacher Conference is required by the school or a student's teacher. Please refer to the District calendar for the specific dates.

COMMUNICATION

Parents have a variety of ways to contact the school staff: E-mail, telephone, Class DoJo, and Remind (new to the District for the 2020-2021 School Year). School staff will use **Class Dojo** as a primary source of communication. If you have not signed up for Class Dojo, please do so.

DISCIPLINE

All school and District disciplinary rules and expectations remain in effect during the interruption of in-person learning, (during remote and hybrid (blended) learning). Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional, in-person classroom.

BREAKFAST/LUNCH EXPECTATIONS

Any time that our scholars have meals (breakfast, lunch, snacks) at school, they are expected to receive the items provided, give the supervisor the lunch ticket, go to and stay in the assigned seating, and wear a mask until they begin eating and replace their masks after they finish eating (unless excluded by a doctor's note). When signaled, our scholars should respond to the signal and remain quiet while receiving further instructions. Foul/disrespectful language, bullying, teasing, and playfighting, pushing, or shoving are violations of the expectations. Our scholars should adhere to expectations regardless where their meals are served. Violations of expectations are subject to discipline.

PLAYGROUND EXPECTATIONS

Playground expectations are designed to minimize injuries and to provide a safe atmosphere for outside activities. Our scholars are expected to engage in safe, cooperative, and respectful play. Foul/disrespectful language, bullying, teasing, and playfighting, pushing, or shoving are violations of the playground expectations. Violations of expectations are subject to discipline.

GENERAL EXPECTATIONS

Our scholars and our parents will be required to observe all public health and safety measures implemented by the school and District in conjunction with the State and local requirements. This includes, but is not limited to wearing a mask, temperature checks, and completing a health certification verbal or written questionnaire. Our scholars and our staff have and/or will receive additional training on health and safety measures during a pandemic or other health emergencies.

SCHOOL SPIRIT DAYS

School spirit days are on the first Friday of each month. Students may wear their school spirit shirts with jeans. If a student does not have a school spirit shirt, a solid royal blue or solid yellow/gold shirt may be worn with jeans.

VISITORS

At this time, in an effort to maintain safety and security, we are asking visitors to schedule request for in person appointments. To schedule an in person appointment with a member of our Main Office staff, please call the individual directly or call the Main Office at (708) 410-3600. Our Main Office staff would include Ms. Kilgore (Principal), Mrs. Ovedje (Assistant Principal), Mrs. Gardner (Secretary), Ms. Washington (Secretary), Mrs. Graves (Building Assistant), and Mrs. Murray (Nurse).

All visitors, parents, guests, and service personnel need to stop in the Main Office to check in (including a temperature check), sign in, and obtain a visitor's pass. If you wish to speak to your child's teacher directly, please make an appointment with the teacher. At this time we would prefer virtual meetings with teachers utilizing Google Meets (Hangouts) or Zoom.