

EST. 1999

PRAIRIE CROSSING
CHARTER SCHOOL



CREATING NATURAL LEADERS

We believe that
children are our
best hope to
improve the world.

**Return to School
On Campus Plan
January 2021**

2020-2021 PCCS Return to School Plan - On Campus Learning

By sending your child to school in person, you are indicating that you have read and understood the Phase 4B procedures.

Return to School - On Campus (Phases 4B & 4C)

Prairie Crossing Charter School (PCCS) recognizes there are many factors involved with creating the “Return to School Plan” during a pandemic. Following the guidelines given by the State and the Illinois Department of Public Health (IDPH), we have created a phased plan with processes and procedures that allows the school to take steps towards in person instruction.

We have shared under separate cover our [Phase 4A Return to School Remote Learning Plan](#). This plan addresses our plan for a blended learning model with in person instruction beginning in a phased approach based.

Phase 4B begins the transition back towards in person instruction with an assigned schedule of 2 days in person and three days remote instruction. Families during Phase 4B will have the option of continuing with Remote Learning.

Phase 4C is comprised of five days of in person instruction on campus for K-8 students. During Phase 4C families will also be offered the option of continuing with Remote Learning as described in the [Return To School - Remote](#) plan. Phase movement will be evaluated on a continuous basis. Families who choose to remain in Remote Learning during Phase 4B & 4C will commit to that method of learning for the duration of the Phase or Trimester mark, whichever is earliest.

Details of the Instruction Phase Plan can be found [here](#).

On Campus Blended Learning - 4B & 4C

All students, staff, and parents will be required to wear a mask at all times while inside buildings and while outside if unable to maintain appropriate social distance.

Per ISBE *Transition Guidance for On Campus instruction*, PCCS classrooms will be set up to maintain social distancing protocols as much as possible. The school will be set up to accommodate all students for on campus learning, in Phase 4B this is accomplished using the Hybrid A/B Schedules of attendance, and in Phase 4C all students will have the opportunity to attend everyday using social distance protocols. Typical classrooms will have learning spaces for a minimum of 12 students. Larger spaces being utilized (i.e. gym, Byron Colby Barn) which can accommodate larger groups of students as long as social distancing guidelines are met. Students will learn from and be supported by an assigned group of staff in their social group throughout their day. Students will stay in their learning space while a set group of staff will rotate into classrooms and/or video stream instruction to provide lessons and support to students including our accelerated and at-risk population. With on campus blended learning, students

2020-2021 PCCS Return to School Plan - On Campus Learning

and staff will learn and instruct using a model where instructional lessons may also be available through live feed to other classrooms and to the students attending through remote blended learning. All students will have direct interaction with their homeroom teacher and also their support team throughout the day. In order to maintain social distancing and social grouping sizes, Specials (P.E., Art, Music, and Spanish) will be provided remotely to classrooms and to remote learners at home. Students will have either a Specials teacher or other support staff in the classroom to monitor and assist with instruction delivery.

Hours of Attendance (On Campus Blended Learning)

Kindergarten = 5 Hours per day

1st through 8th Grade = 6 Hours per day

Remote Learning - Off Campus

In the Remote Learning model found in phases 4 A-C, students will learn the traditional PCCS curriculum and skills from home with a blend of live (virtual) or recorded lessons and self guided on-line learning opportunities. Our goal on these days is to partner with our families to provide meaningful and engaging learning opportunities outside of the classroom, which will maintain our high expectations and pursuit of increased student growth and achievement. For virtual lessons, students will engage with their teachers, support staff, and classmates throughout the day in whole class and small groups using Zoom, Google Classrooms, Choice Boards, and SeeSaw. Interventions and Enrichment will be supplied to all qualifying students using small group and individual lessons, as needed. A set group of staff will rotate to provide instruction, services, and support for our at-risk population. Although parents will not be expected to be the primary teacher, they will need to provide support at times to include monitoring for engagement and attendance.

On Campus Blended Learning Arrival Procedure

Students

Carpool begins at 7:40 for all students. Families are expected to adhere to their assigned carpool locations to ease the flow of traffic at arrival. Once on campus, students from carpool and walkers will walk single-file (and maintain 6-foot social distancing) to their designated classroom entrance point. Maps will be provided showing the entrance points for each classroom. For the majority of students, that will be the exterior door to their classroom. At that location, a staff member will be waiting to take their temperature. If the student appears unwell or has a temperature of 100.4F or greater, they will be immediately sent to the nurses office, and a parent/guardian called. While students are at home, if they feel well enough to participate, they may join the class in Remote Blended Learning.

Any student sent home due to a fever or being part of a car with a fever reported will be documented with the school nurse immediately after carpool. The school nurse will then follow

2020-2021 PCCS Return to School Plan - On Campus Learning

up with a phone call to parent(s)/guardian(s) to gain more information from the family as well as help make a plan for next steps of when the student(s) may return. Students who have a fever diagnosed as unrelated to Covid-19 by their medical professional must stay home for at least 24 hours fever free without medication (per CDC guidelines).

Carpool

Carpool will look different from normal to ensure the physical safety of both students and staff, parents/drivers will become an integral part of this safety protocol. When all cars are stopped, students will exit their car doors or parents will help them to exit the vehicle. The student will walk single-file (unless with siblings) directly to their classroom's exterior door, where they will wait at 6-foot intervals until the teacher/IA calls them forward for a temperature check and visual health screening. Any student arriving with a temperature greater than 100.4F or exhibiting signs/symptoms of illness will be sent to the nurses' office. The student will be placed in a quarantine area and their parent/guardian called to pick up in a timely manner to limit any on-campus exposure to others. Please note that if the ill student has siblings on campus, or was in a carpool/cohort with non-family members, those students will also need to go home for the day and continue their learning remotely as a precaution.

Safety & Security

With updated health safety practices, additional procedures and practices will be instituted to provide for the health and security of our students and staff.

Additional Security Practices:

- Exterior doors and all entry points will remain locked and monitored, either by camera or by staff in the classrooms.
- During Recess and Carpool times, staff will be strategically placed to monitor and ensure safety & security of all on campus spaces.
- Although students will have limited movement throughout the school, staff members will be placed to monitor hallways to help ensure safety and security during movement periods.
- Safety Drills will be accomplished using social distancing. Any close contact drills will be simulated and explained in detail with students and staff.

The School Day Process and Procedure (On Campus)

Classes will begin at 8 am for both on campus and remote learners. All student belongings including their lunch and backpack will stay at their desk space with them. Students will have their supply bins also in their designated space as there will be no sharing of supplies in the classroom. Students will be expected to stay in their seats unless they are given permission to get up. Teacher discretion will determine if the class will be using the locker bay for storing coats and winter gear only. The locker designations will be spaced apart to prevent congestion. Students will stay in their assigned classrooms and assigned staff rotate between assigned classrooms for instructional and support purposes as needed. There will be support staff

2020-2021 PCCS Return to School Plan - On Campus Learning

assigned to designated learning spaces to assist the classroom staff. Students will follow a schedule which includes core instruction, outdoor learning, lunch, recess, and specials. Each Gradeband will outline and provide their individual classroom procedures and behavior management plans at the start of the in-person learning .

Recess

Students will have opportunities to go outside and play while maintaining 6 feet social distance protocols. Students will continue to wear their masks outside during recess. If a student needs to remove their mask, they will do so with staff permission, in a location that is socially distanced from others. During inclement weather, indoor activities that maintain social distance protocols will be made available for students within the classroom. There will be no academic recess or detentions in place until Phase 5.

Attendance

Staff will follow the traditional attendance policy for students on campus. Students who are remote learning will follow Remote Learning attendance protocols. Parents/Guardians are responsible for reporting student illness or non-attendance in accordance with current Parent/Student Handbook procedures. Failure to attend and/or maintain engagement for more than three days without appropriate communication and approval of excused absence will result in a student being placed on an academic intervention plan. Chronic truancy will be reported as per school policy.

Academic Intervention Plans

For On Campus Blended Learning: after three days of not completing required school work, a student will be placed on an academic intervention plan.

For Remote Blended Learning: after three days of not completing an attendance form or required school work a student will be placed on an academic intervention plan.

[Student Academic Accountability Procedure](#)

Outdoor Learning

Students will have the opportunity to be outside for learning in the multiple spaces around the campus and Prairie Crossing proper as they always have. During outdoor activities, classes may be combined to not exceed 48 students distanced 6ft apart. Students will be allowed to have their masks off with permission from staff, if they are distanced 6 feet apart from each other.

Restrooms

Will be cleaned throughout the day. Paper hand towels will be provided outside of the restroom as the hand dryers will be turned off. Classrooms will be assigned specific bathrooms to allow for social distancing and maintain their school social groups.

2020-2021 PCCS Return to School Plan - On Campus Learning

Handwashing

Students will wash hands upon arrival at school, before and after lunch, when entering or exiting a classroom, after using the restroom, and as needed. Hand sanitizer and/or hand washing should occur whenever someone enters a classroom. Both hand sanitizer and hand soap will be readily available in each classroom and monitored for appropriate use throughout the day.

Lunch

Students will eat lunch in their assigned classrooms keeping 6 feet distance away from others. Students and staff will wash their hands before and after eating. Tables will be sprayed with the appropriate cleaning product by staff and the student will wipe down their designated area with a paper towel. Students will be able to take their masks off to eat, but must put on their mask after they have finished. After lunch, staff will come by to spray the tables for the student to wipe down. At all times, allergy procedures will be followed. Students will be seated at their own table at least 6 feet away from other students' food items. There will be no sharing of any food items. Students must bring lunches that do not require use of the microwave. There will be no snack time in grades 1-8 due to the hours of the school day unless medically necessary per physician note. PCCS will follow the [Lunch Cleaning Procedure](#).

Drinking Fountains/Water Bottles

Students and staff will not be able to use the drinking fountains at school. Students and staff may bring reusable water bottles and refill them at the sink throughout the day as needed. Younger students may ask for assistance with this process as needed.

Grading

Staff will follow the traditional grading procedures for both On Campus Blended Learning and Remote Learning as outlined in the Parent/Student Handbook with modifications as necessary for individual students. Students in both instructional settings will have the same requirements for assignments and due dates unless otherwise determined by the staff.

Student Services

Staff will work with students and families to ensure appropriate learning opportunities for students with specific learning needs (e.g. students with IEPs, 504 plans, and/or English Language Learners). Students with exceptional needs and At-Risk will be supported and provided their minutes and services within their classrooms in person or remotely to the extent possible. When appropriate, accommodations will be provided and/or modifications may be made by teachers or case managers consistent with the student's goals and needs.

Personal Protective Equipment

2020-2021 PCCS Return to School Plan - On Campus Learning

Students will be provided with one school issued cloth mask . Families are responsible for providing their child(ren) with at least two clean masks per day. Students will take their masks home daily to be washed. If a student needs a new mask and does not have any additional ones, they will be asked to put on a disposable surgical mask. Visibly soiled or wet masks should be kept away from others in the student's own backpack. As required by IDPH, except while eating face coverings must be worn at all times in school buildings, even when social distance is maintained. All individuals in a school building must wear a face covering unless they have a medical contraindication, are under 2 years of age, have trouble breathing, or are unconscious, incapacitated, or unable to remove the face covering without assistance. PCCS will require physician notes for students and staff who are not able to wear a face covering. Further information is outlined in the [Procedure for Face Coverings on School Premises](#).

Each classroom/office space will be outfitted with first aid kits, touchless thermometers, cleaning supplies, gloves, and disposable masks for emergency use.

Face Shields

Face shields are not effective protection against coronavirus and should only be used in situations when other methods of protection are not available. IDPH is aware there may be a small minority of individuals who have a medical contraindication to using face coverings. If face shields can be tolerated, face shields might be utilized in these situations, understanding their limitations and the heightened need for strict adherence to social distancing. ISBE recommends that schools review information such as a physician's note documenting the medical contraindication for any individual who is not able to wear a face covering. In cases where individuals need facial visualization for instruction and communication, IDPH recommends video instruction to promote social distancing. If video instruction is not available or appropriate, face shields may be used with the understanding that they have not been deemed effective for source control. As such, heightened attention and adherence to 6ft social distancing is critical for individuals using face shields. Examples of limited situations when face shields may be necessary, if video instruction is not possible, for teachers of English Learners, world languages, or speech language therapists whose students may need to see their mouths form words to facilitate language acquisition.

Classroom Space Cleaning

Each classroom will be outfitted with EPA approved disinfectants, cleaning supplies, and disposable gloves. Staff will do periodic cleaning throughout the day of high-touch/use materials as well as an end of the day cleaning after students leave for the day. Floors will be mopped daily and as needed. Staff will use the [Daily Classroom Cleaning checklist](#).

Ventilation

Staff will maintain air flow in their classrooms in Comstock and Carson with fans on and outside windows weather permitting and the clerestory (interior hallway windows) open as much as

2020-2021 PCCS Return to School Plan - On Campus Learning

possible during the school day. Interior doors shall remain open as much as possible to improve ventilation and decrease touches to handles. Gym Ceiling vents and fans will remain open and on to improve ventilation of learning spaces. Barn Windows (weather permitting), vents, and fans will all be kept on to improve ventilation of learning areas. Wright School House- windows (weather permitting), vents, and fans will all be kept on to improve ventilation of learning areas. HEPA purifiers have been installed in each classroom

Interior Hallways (Comstock/Carson)

These will be used for students to gain access to the bathrooms and to provide small movement breaks for students who need them in designated areas. Students will move in and out of their classrooms using the room's exterior door. All hallways will have signage for one way travel as much as possible.

Field Trips

Until Phase 5 is reached there will be no off campus day or overnight field trips. Staff will work to create meaningful virtual experiences for students.

Special Occasions, Parties, Celebrations

As allowable, staff will plan for activities that are done within the classroom maintaining ISBE and IDPH requirements. No visitors will be permitted for these events.

Late Drop Offs

Students arriving late must remain in their vehicle once they arrive on campus. At that time, the parent/guardian will telephone the Front Office, 847-654-9722, and await for them to approach the car for a temperature screening. If the student appears unwell, or has a fever of 100.4F or greater, they will not be permitted on campus and must return home. If the student does not have a temperature, nor exhibit any signs of possible COVID-19 infection, they will be given a "Hawks Go Card" and/or escorted to class.

Early Pick Up

If students are being picked up early during the school day the parent/guardian will need to call the front office to request the pick up and will be given instructions on where to meet their child. This does not include students who are being picked up due to illness or injury. Parents should go to door # A4 (Kennicott Building in Market Square) for injury/illness or door #A3 (Kennicott Building in Market Square) for a student with a fever. See section on medical protocols for further details.

Drills/Lockdown

During the traditional school year we have a variety of state mandated drills for Fire, Tornado and Active Shooter. Active Drills which require close contact will be taught and simulated until in Phase 5.

2020-2021 PCCS Return to School Plan - On Campus Learning

Student Discipline

If there is a student discipline issue that can not be addressed with the classroom staff, administration will work with the student in a social distance environment which will be cleaned/disinfected after use. Staff will use the existing student discipline procedures with an adjustment to detentions and suspensions. If a student requires an in school suspension or detention, it will be served by the student being a remote learner for the suspension period at home to maintain social distancing and social grouping protocols. If a student requires an out of school suspension the student will not participate in remote learning for the out of school suspension period. Students who refuse to wear their masks appropriately or follow social distancing requirements will be sent home for the day. Continued refusal and non-compliance to the health and safety on campus may result in the student being suspended from the in person learning environment for violation of ISBE Requirements and CDC guidelines.

Supply Drop Off

On a designated date and time prior to the Phase 4B school year starting Parent(s)/Guardian(s) will drop off specific school supplies in (5 Gallon) bins they supply and those will be labeled with student name, teacher, classroom space by the staff receiving the supplies. . Staff will deliver the bins to designated classrooms for students to have on the first day of school.

Dismissal Procedure

At the end of the school day students will pack their personal belongings in their supply bin, pack books and materials needed for at home into their backpacks. Teachers will have students get their coats and boots/shoes in a socially distanced manner. Students will leave the room when their number is called, remaining 6 feet socially distanced in outdoors spaces, and wait for their car to pull up in the designated carpool area.

Medical Protocols

Student Wellness Certification Procedure

Parents/guardians will, each morning prior to the start of their student's school day, conduct a head-to-toe assessment of their child and take their temperature at home. In order to maintain a healthy campus, everyone must make sure their child is feeling their best and are safe to be around others when they come onto campus.

Please refer to the following document for guidance on how to best assess your child and certify understanding of our Certification Procedures.

[Procedure for parents to self certify their children](#)

2020-2021 PCCS Return to School Plan - On Campus Learning

Campus visitors

All campus visitors must report first by calling in to the Lobby Guard Monitor. At that time, the visitors will consent to having their temperature taken and must sign the following self-certification form: [Visitor Sign In](#)

Illness Tracking During Arrival

Students will exit their car door independently when given the okay by the designated carpool administrator. The student will be wearing their mask and go directly to their classroom's exterior door for screening. At the exterior door, either the Teacher or IA will be awaiting with an infrared thermometer and will visually screen the student for any signs/symptoms of illness before being permitted to enter the classroom. If a student has a temperature greater than 100.4F or appears unwell, they will not be allowed into the classroom and must report to the nurses' office for quarantine monitoring. The parent/guardian of that student will be contacted and expected to pick up within a reasonable amount of time. Siblings of the ill student or non-family carpool cohorts will also need to go home and continue their learning remotely as a precaution.

Handwashing

To minimize spread of infection, students must adhere to a standard protocol of 20 seconds washing hands with soap and water. If soap and water are not readily available and hands are not visibly soiled, a sanitizer that contains at least 60% alcohol is an approved alternative. Handwashing will be done upon 1) entering and exiting each building; 2) entering each new classroom; 3) before and after eating; 4) after sneezing, coughing, or blowing one's nose, 5) before and after using the restroom.

[When To See The Nurse](#)

Guidelines for health office visitation will be clearly posted in all classroom spaces. There will be a first aid box for teachers/IA's to utilize for minor cuts/scrapes. Staff will call the health office if they are unsure or unable to give medical treatment. The RN and/or administrator on duty will triage either over the phone, via Zoom, or will go directly to the student location if the situation allows.

What to do if a student develops symptoms that correspond with possible Covid19 diagnosis

If a student develops symptoms corresponding with possible COVID-19 (fever, difficulty breathing, new onset loss of taste/smell, frequent cough, body aches, chills) they will be immediately separated from their classmates. The staff member in charge will put on gloves and take student temperature. The gloves will then be discarded and hands washed prior to calling the health office to notify of the ill student. The student will be directed to come to door A3 via Market Square. The student will enter door A3 and be met by RN/designee and triaged with [Symptom Questionnaire](#) as well as a temperature re-screen. The triage area will be

2020-2021 PCCS Return to School Plan - On Campus Learning

equipped with all necessary PPE including gloves, masks, face-shields, goggles, isolation gowns and disinfectant supplies. The student will then be placed in a self-isolation bay visible to the RN/designee and a phone call made to the student's parent/guardian. The parent/guardian must come within 30 minutes to pick up the student or emergency contact will be utilized.

Isolation/Quarantine Space

We have created a supervised quarantine space for students/staff who are experiencing COVID-19 like symptoms and may be awaiting evaluation and/or pickup. Judgment of nursing professionals or the administrator/designee (in the absence of a nurse) must determine who is placed in the quarantine space and the level of supervision (e.g., supervised by nurse or unlicensed personnel) required for persons within the quarantine space.

Pick up a Sick/Injured Child (Non-Covid related)

If a child feels unwell, or becomes injured, they will first notify their teacher/IA. Students will not be permitted to just "drop-in" the health office. The staff member will then call down to the health office and verify that the student is able to come. The student will then come to door A4 (non-COVID-19 door). If it is determined that the student is best situated to go home, their parent/guardian will be contacted for pick up. The student will wait for parent/guardian in the non-COVID-19 health office. The parent will pick up their child by going to Market Square and meeting the nurse and/or student at door A4. The student will be signed out *by the RN or designee* via the LobbyGuard system.

Student Medication Administration

Students will be allowed to come to the health office room A4 (non-Covid door) to receive medication (both daily medication or an as-needed medication such as ibuprofen/inhaler) ONLY after contact with RN or administration verification. The student will be instructed to follow the guidelines set forth in: [Student Medication Procedure - COVID-19](#)

Close Contact

Close contact means the individual was within 6 feet of the individual who tested positive for COVID-19 or is suspected of having COVID-19 infection for more than 15 minutes.

Individual Self- Quarantine Requirements

Individuals who have tested positive for COVID-19 or who are suspected of having COVID-19 infection should seek medical attention, self-isolate, and follow CDC guidelines for discontinuation of isolation. Individuals who have tested positive or who are suspected of having COVID-19 need to report to Individuals who have had close contact with an individual who has tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor for symptoms for 14 days. If a student or staff member is thought to have or has tested positive for COVID-19, all students in their social group will be notified and those suspected of having had "close contact" will be expected to follow the self quarantining protocol.

2020-2021 PCCS Return to School Plan - On Campus Learning

Individuals who did not have close contact can return to school immediately after disinfection. Students and staff who are self-quarantining may continue to work/learn remotely if they are well enough to do so.

Medical Procedures

The following documents outline in-depth the specific procedures and practices to be followed:

[Procedure for Isolation Exclusion Return To School](#)

[Procedure for Face Coverings on School Premises](#)

[Procedure for Screenings](#)

[Procedure for Social Distancing](#)

Aftercare/Enrich Me/Clubs/Sports

Enrich Me

Enrich Me programs will not be offered in-person during Phase 4A or 4B.

Before Care and After Care

Before and After Care will not be offered during Phase 4 (A, B and C).

Student Clubs

Student clubs may be offered in a virtually format as appropriate.

Extra Curricular Activities

It is our intent to continue with extra curricular activities throughout all of Phase 4, in an altered structure that follows the safety protocols. More details to follow.

Band

Band may be offered virtually or during after school hours as an extracurricular activity. More details will be forthcoming from the Band Program.

School Gatherings/Meetings/Visitors/Volunteers

School Gatherings

During the 2020-2021 school year there will be no in person open houses, back to school nights, curriculum nights, or conferences. All these events will be held virtually with the specific details outlined as the events come up.

Meetings

During all Phases of 4 (A,B and C) there will be no in person meetings with staff or administration. Additionally, Student Support Team (SST), IEP and 504 meetings will continue

2020-2021 PCCS Return to School Plan - On Campus Learning

to be held virtually via phone or video conferencing. Staff meetings, Professional Development, Inservices, and team meetings will all be held virtually.

Classroom Visitors/Volunteers

Until the school transitions into Phase 5, there will be no classroom visitors or volunteers with the exception of Substitute and/or Student Teachers. Parent(s)/Guardian(s) requesting campus access will need to be authorized by the Administration and will be expected to follow the [Self Certify Procedure](#).

References

This document has been created with the consultation of the following resources:

[ISBE Guidance-Phase 4](#)

[ISBE Guidance-Phase 4 FAQ](#)

[Illinois Department of Public Health](#)

[CDC Guidelines for Schools](#)