HELEN KELLER ELEMENTARY SCHOOL

2020-2021 Handbook

- This is a working document and may need to be adjusted or changed based on new information or requirements set by the Federal Government, Illinois, the Illinois State Board of Education, or the Health Department.

KIRBY SCHOOL DISTRICT 140

Helen Keller Elementary School

Mrs. JoAnn Greene, Principal

This Parent Information Book contains information that you will find useful during the 2020-2021 school year. The guidelines are set for the safety of the students. Please read the handbook with your children so that you are aware of the school guidelines. If you have any questions, please feel free to contact me for information.

Cooperation and communication between home and school are essential. Please communicate frequently with your child's teacher. We are willing to assist you in any way we can. If you are returning, we're glad you're back. If you are a new student, welcome to Keller School.

Mrs. JoAnn Greene, School Principal
Helen Keller Elementary School

HELEN KELLER ELEMENTARY SCHOOL HOURS FOR THE 2020-2021 SCHOOL YEAR

OFFICE 7:30-3:30

IMPORTANT PHONE NUMBERS

KELLER SCHOOL 532-2144
DISTRICT OFFICE 532-6462
TRANSPORTATION 532-8539

BELL TIMES

7:35 Students Enter Building
7:45 School Day Begins-students must enter through front door.

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Attendance and Student Absences

Please call the Keller office between 7:15 and 8:20 a.m. on the day of the absence. If you fail to contact the office, we will call to verify your child's absence.

Dress Code

PLEASE NOTE: In the interest of student safety and to allow all students to fully participate in physical education activities, our PE staff has established the following guidelines for shoes to be worn in PE class.

*****Gym shoes should: Support the feet.
Cover the top and back of the foot.
Have laces or Velcro closures.

*Gym shoes should **NOT**:
Have platform soles.
Have zippers or any metal decorations.
Have wheels

- All of our students deserve to be respected. Any clothing that disrespects a particular race, religion, creed or nationality, or that contains language that may be deemed offensive, will not be allowed.
- Clothing such as tank tops and shirts with spaghetti straps or that expose the midsection are not allowed. Skirts and shorts should be an appropriate length.
- Students should wear appropriate footwear to school. Flip-flops and backless sandals present a health and safety concern, especially when the children run around at recess.

Homework and Classroom Procedures

Homework assignments vary depending on the grade level of your student. Check with the teacher early in the year to understand expectations and class procedures.

Vacations

Try to AVOID SCHEDULING ANY VACATIONS DURING THE SCHOOL YEAR. If you are planning a trip, please let the office and the classroom teacher know at least ONE WEEK prior to the trip. Student's absences will be marked as unexcused during this time. Work missed during this time is neither eligible to be graded nor factored into the student's final grade.

Conferences

- Parent-Teacher conferences take place on November 23 and November 24, 2020.
- This is an important time to meet with the teachers and work together to meet your child's needs.
- If you have special concerns, do not hesitate to contact your child's teacher to make an appointment for a conference at anytime during the school year.

Behavior Policies

- As citizens, students have certain rights and responsibilities.
- Classroom teachers, along with students, develop classroom rules that are clearly stated and fair.
- Likewise, consequences for breaking rules will also be clearly defined.

Disciplinary Action

- Rules and regulations within a school community are for the wellbeing of all. If a student disobeys classroom rules the teacher will conference with the student and review agreed upon classroom rules and consequences.
- If a student consistently disobeys school and/or classroom rules, or violates the rights of others, disciplinary action will be considered.
- The first course of action takes place between the student, teacher, and parent.
- If misbehavior continues, or is of great magnitude, the student may be suspended from school for a period of time.
- Every attempt will be made to counsel, guide, or advise all parties to a fair solution. Parent cooperation is necessary and appreciated.
- Privileges such as field trips and other special activities can be withheld as a consequence as needed.

Please refer to the district handbook provided within the district calendar for more in-depth information concerning policy and procedures on discipline, behavior management plans, detention and suspension.

Emergency Procedures

Emergency Drills

- Evacuation procedures are posted in each classroom. We will conduct drills on a regular basis.

Emergency Evacuation

- In the event of an emergency, students will be evacuated according to practiced drill procedures.
- If we cannot return to the building, our alternate evacuation site is Grissom School at 170th and Grissom Drive. Students will be dismissed from there at the end of the normal school day. In the event of a prolonged evacuation, students will be evacuated to an off-site holding area.

Emergency Weather Warning

- Students will not be dismissed from school during a Civil Defense or National Weather Service Warning. If a warning overlaps our dismissal time, dismissal will be delayed.

First Aide/School Nurse

- We have the services of a full-time registered nurse. In her absence, the office staff will oversee the health office.
- First aid is administered as necessary.
- In the event of a serious injury, the parents are contacted immediately. If the situation warrants, paramedics will be called; the ambulance cost will be the parent's responsibility.
- ***Emergency information must be up-to-date***.

PLEASE NOTE: Symptomatic staff and students may not return to school unless they have met CDC and IDPH guidelines. Symptomatic staff and students who suspect they have COVID-19 should stay home and not return to school until 72 hours have elapsed from the resolution of fever without fever-reducing medication AND 10 days have passed after symptoms first appeared if they have not been tested for COVID-19.

Medication

- The school nurse or designated office personnel administer medication. Students may not carry medication at any time except for an inhaler with a parent request. *(Ask the nurse if you would like your child to carry their inhaler for asthma.)*
- Students who require medication at school must have two letters on file in our office. Please see the nurse for these forms.
- We cannot administer aspirin, cough medicine, or other medicines. All medication must be brought to school by the parent. Children may not bring medicine to school. Please see the nurse to make arrangements to drop off medication.

QUARANTINE ROOM

- The PTO Kitchen will be the designated quarantine room.
- The maximum capacity will be 4 students.
- Barriers will be placed between students for additional protection.
- Students that are sent to the nurse with possible symptoms will go to the quarantine room.
- The nurse will check symptoms before they enter the room.
- If it is determined they need to quarantine, the nurse will stay in the room while office staff calls home.
- If it is determined they are ok to return to class, they will return to class.

ARRIVAL

- Car riders and Walkers will enter through the front doors. Kindergarten, First, and Second grade will enter through the southwest front doors. The Third, Fourth, and Fifth grade will enter through the Southeast front doors.
- Bus riders will enter through the main front doors.
- All staff and students will use hand sanitizer as they enter the building.
- Only staff and students will be permitted in the building.
- Buses will dismiss 1 at a time to help maintain social distancing.
- Students will go directly to their classroom.

ARRIVAL

- Doors will open at 7:35 for the AM group and 12:05 for the PM group.
- Staff will be on duty to monitor students and social distancing.
- Late Arrivals will be entered into the attendance system by front office staff. Parents will not enter the building.
- Students will enter in single file line (6 feet apart) to avoid crossing paths.
- Thermal scanners will check for temperature as students enter.
- If temperature is detected, student will go to the nurse to confirm.

CAR RIDER DISMISSAL

Car riders will be dismissed by grade level through the front doors. Parents must exit their cars, wearing a mask, and walk to their child's section. Each teacher will be holding a sign indicating their class and grade level. Please maintain social distancing when picking up your child(ren).

Walkers will dismiss out the back door after all the cars have exited the front parking lot. Please wear a mask when you are on school grounds. Thank you.

BUS RIDERS AND WALKERS

- All bus riders will leave via their designated exit door.
- Walkers will be dismissed after all buses and cars leave the lot.
- Staff on duty will monitor hallways.
- All students are required to wear a face covering at the bus stop and on the bus.

CLASSROOM PROCEDURES

- Attendance will be taken daily in both Hybrid and Remote settings.
- Staff and students will wear face coverings during classroom instruction.
- Classroom doors will be open as much as possible to provide air flow.
- Classrooms will be free of clutter and excess furniture to allow for regular cleaning and sanitization.
- Students will store supplies in their backpacks.
- Students will have assigned seats in the classroom.

CLASSROOM PROCEDURES

- Classrooms will be cleaned and sanitized between sessions.
- Classrooms will be furnished with additional hand sanitizer for staff and students.
- Classrooms will be set up to ensure maximum safety, following social distance guidelines to the greatest extent possible.
- When possible tables and desks will face the same direction, so students are not facing one another.

BATHROOMS

- Tape will be placed on the floor to maintain social distancing.
- A limited number of students will be permitted in the bathroom at one time.
- Bathrooms will be cleaned numerous times throughout the day.

WATER FOUNTAINS

- Water fountains will be used as refill stations only.