

Dear Student,

We are excited for the Hybrid school scenario to begin on Monday, October 26, 2020. **You have been assigned to the Palatine Team** and will alternate between in-person attendance at school and remote connections to your classes on a weekly basis. A schedule detailing the Palatine Team's attendance rotation through December 18, 2020, is available [here](#) for your reference and planning. Your team assignment may be different from the team printed on your temporary ID.

**Your first day of in-person learning will be on Monday, October 26, 2020.**

Please be aware of the details below as you prepare for in-person attendance at school. The daily routines and habits of all people in our school will be different from the past.

### **School ID Card**

We are currently in the process of distributing Student IDs to students who are on campus for activities and athletics prior to the start of hybrid instruction. We will also be distributing Student IDs during student picture day on Saturday, October 17, 2020.

If you do not receive your ID prior to the first day of the hybrid instruction, you will receive it on your first day of in-person attendance at school.

Each time you enter the school building, you will need to present your ID card. Staff members will verify that you are scheduled to be on campus and that you do not have any status restrictions preventing you from coming in. You should only come to school if you are scheduled to participate in in-person classes, have an appointment for an afternoon academic support session, or are engaged in after-school athletics or activities.

### **Health and Safety Protocols**

#### Daily Wellness Screening Survey

**Do not come to school if you are ill.** You will receive an email each morning in your school-assigned email account from *District 211 <noreply@qualtrics-survey.com>*. The email will include a link to the [District 211 at-home Daily Wellness Screening Survey](#). **Prior to leaving your home, you must complete the screener each day you are scheduled to be present for in-person classes.** Answer each question honestly to reflect your current health status. You will receive an immediate response indicating whether or not you are approved to come to school. If approved to go to school, you must show the response screen with a green checkmark, either on your iPad or a personal mobile device, to gain entrance to the building. **Do not complete the wellness screener on days you are not coming to the school in-person.**

### Face Masks

You must wear an appropriate face mask at all times when at school or when using school transportation services. Your face mask must completely cover your mouth and nose while fitting snugly against the sides of your face. ***Bandanas, neck gaiters, and face masks with exhalation valves or vents are not acceptable alternatives to a face mask.***

### Entering the School

You must enter the school using one of the designated doorways – Entrance 1 or Entrance 2. Your body temperature will be checked as you enter the school. ***If you do not pass the wellness screener, have a body temperature above the maximum threshold, or cannot adhere to the school's established safety protocols, your parent will be called, and you will be sent home.*** Click [here](#) for more information about school safety protocols.

### Movement within the School

While at school, ***all people must maintain at least six feet of distance from others.*** Signs have been posted in some hallways and stairways to indicate one-way walking patterns to support people's safe movement.

Each period of your daily class schedule includes an assigned room. You must report to the assigned room each period and attendance will be taken for all classes including study halls. In order to address health and safety needs, you will not be able to freely visit common spaces such as the media center or cafeteria during periods you are not attending an academic class.

### Classrooms

Your classrooms have been set up to ensure a minimum of six feet between seats. You should sit in your chair upon entering the room. Follow all instructions from your teacher or room monitor while in the classroom.

### Disinfecting and Cleaning Procedures

Throughout the day, desktops, tabletops, chairs, and equipment in classroom and laboratory spaces will be disinfected using a product approved by the Food and Drug Administration (FDA). Additionally, high touch surfaces throughout the school, including hand railings and doorknobs, will be disinfected frequently during the school day. The entire school building will be deep cleaned overnight in preparation for the next school day.

Hand sanitizer is available to students in all classrooms and in common areas throughout the school.

### Passing Periods

Passing periods will last 15 minutes and students will be released from their classrooms in five-minute increments. Specifically, one-third of each class will be released at the start of the passing period and those students will directly report to their next classroom. Five minutes later, the next third of students will be released from their classes and they will report directly to their next classroom. Finally, the last set of students will be released to walk directly to their next classroom. The bell will ring after each five-minute interval.

### Restroom Access

Students will need permission from their teacher or room supervisor to use the restroom during class time. The number of people using a restroom simultaneously will be monitored in order to follow distancing guidelines.

### 1st and 4th Period Study Halls

If you have a 1st period study hall, and if your parent has given permission, you may report to school at the start of 2nd period.

If you have a 4th period study hall, and if your parent has given permission, you may leave school at the end of 3rd period.

### **Transportation**

#### Riding the Bus

School bus services is available to eligible students on each Hybrid school day. Please review the expectations for students riding the school bus available [here](#). Bus drivers will maintain a log of all students who ride the bus and busses will be disinfected after each route using a product approved by the FDA. Each night, all busses will be deep cleaned in preparation for the next day's use.

#### Bus Route Information

You can locate your bus number, bus stop location, and morning pick up time in [Infinite Campus](#) by selecting *More* from the left-hand menu and choosing the *Transportation* link.

Bus routes will operate as indicated below.

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|------------------|--|
| Morning Route:   | Pick up students at regular bus stops prior to the start of the school day.  |
| Mid-day Route:   | Return students to regular bus stops at the end of the academic day and pick up students with scheduled in-person appointments for <a href="#">afternoon academic support sessions</a> . |
| Afternoon Route: | Return students to designated bus stops at the end of the afternoon academic support sessions and pick up students needing to attend in-person athletic and activity events.             |
| Evening Route:   | Return students to designated bus stops at the end of athletic and activity events.  |

#### Parent Drop-Off

If your parent is bringing you to school, you must use Entrance 1. The parking lot will be clearly marked to indicate traffic flow patterns for parents who drive their children to school. ***Do not arrive earlier than 7:50 a.m. unless you have an "Early Bird" Class.*** You will not be allowed to enter the school prior to that time.

#### Student Parking

You must have a parking permit to park in the school lot. Parking permits will be distributed during your first week of in-person attendance. If you drive yourself to school, you must use Entrance 1. The parking lot will be clearly marked to indicate traffic flow patterns. ***Do not arrive earlier than 7:50 a.m.*** You will not be allowed to enter the school prior to that time. Do not gather with other students in the parking lot prior to coming into the school building. You will be expected to maintain a minimum six-foot distance from others while at school, including in the parking lot. If you have questions about student parking, you should contact Mr. Arroyo at 847-755-1614.

#### Parent Pick Up (after school)

Students will be dismissed from their last class beginning at 1:00 p.m. and ending at 1:10 p.m. They will be released in three groups from their last period class at 1:00 p.m., 1:05 p.m., and 1:10 p.m. Students will be released at the same time each day. Please arrive no earlier than 12:50 p.m. for pick up.

### **Student Lockers**

#### Hall Lockers

Hall lockers have not been assigned for the 2020-2021 school year. It is recommended that you bring only those items essential for school with you each day and that you use a bag or backpack to carry these items to and from school, as well as while at school.

#### Locker Rooms

Students will not change clothes for Wellness and Physical Education classes. Locker rooms will be unavailable for use.

### **Food Service**

#### Eating at School

All students are eligible to have a school-provided breakfast prior to the start of the academic school day. Meals and snacks must be eaten in designated areas of the school and your face mask can be removed while you are eating. You will have the option of eating a school-provided lunch after the last academic class period ends in a designated area at school or picking up a school-provided lunch to take home. Only students who have signed up for an afternoon academic support or study hall may eat lunch on campus. ***Students may not eat while on the school bus.*** All meals are provided at no cost to students.

You may bring a water bottle to school and, when at least six feet away from others, *move* your face mask in order to drink. Your face mask must be moved back in place immediately after drinking.

#### Meal Options When Remote

Meal bags are available for students who are observing the remote week of their Hybrid schedule. More details about meal bags are available [here](#).

We look forward to your return to in-person classes and encourage you to be prepared for the changes in daily school routines. Please contact your school counselor if you have questions about your class schedule.

Sincerely,

Tony Medina  
Principal