Lines’ Morning Arrival and Covid-19 Symptom Screener Procedures

Effective October 19, 2020

**General expectations at home in the morning**

All district families MUST complete the COVID-19 symptom screening Web App at home every morning for each student that will be attending in-person instruction at school that day.

Responding to the questions in the symptom screening Web App must be completed at home before the student boards a school bus or is dropped off at school. After all the questions have been answered and submitted, the Web App will indicate if your student is able to come to school or should remain at home.

If your child is not feeling well, please keep them home! Remember, per the Illinois State Board of Education (ISBE), students that are showing just one COVID symptom must be sent home. For specific questions about this, please contact Nurse Boldt.

**When students arrive at school**

*Before* coming into school, all students (and staff!) will have their COVID-19 symptom screening app checked, ensuring their responses indicate they may attend school that day.

Our front entrance is clearly marked so students know what door they should enter after their COVID screener has been scanned: walk (for walkers), bus (for those riding the bus), and car (for students being dropped off by a parent.)

Lines staff members will be outside, in the front of the building, to greet the children and scan their ID card for the screener app. There will be staff members in the parent drop off line, in the bus line, and at our main entrance for walkers. Again, all students must be checked in prior to entering the building. Once checked in by a staff member (by scanning the ID card,) students will immediately enter the building through Lines’ front doors and go directly to their classroom.
Students that are walking to school should arrive at school between **7:40-7:55** and go to the “walk” door, which is clearly labeled on the concrete. Students’ ID cards will be scanned by a staff member at that door and will then immediately enter the building.

Students that will be riding the bus should have their ID card ready to be scanned by a staff member as they step off the bus. After their ID has been scanned, they will enter the building through the “bus” door entrance, which is clearly labeled on the concrete.

Students being dropped off by a parent should arrive at school between **7:45-8:00** and must remain in the vehicle until a staff member scans their ID card. Drivers cannot pull away until their child’s screening has been completed. After the ID has been scanned, students will enter the building through the “car” door entrance, which is clearly labeled on the concrete.

**What happens if the COVID Screener Web App has not been completed?**

If during outside check-in it is determined that a student has not completed the app at home, the child will be directed to the check-in tent for further assistance. The Lines staff in the check-in tent will determine the concern and will attempt to resolve the issue.

For students in kindergarten, 1st and 2nd grade, a phone call will be made to the parent or guardian in order to complete the COVID-19 screener. For students in 3rd, 4th and 5th grade, the student will be asked the screening questions by our staff member in order to complete the check-in process.

**What happens if the Web App indicates that the child should not be at school?**

During the check-in process, if the screener indicates a child should not attend school that day, the child will be directed to the check-in tent for further assistance provided by one of our staff. The staff member at the check-in tent will determine the next steps for the child, such as making arrangements for parent pick up or determining if an error was made when answering the screening questions.

If you have any questions about Lines arrival procedures, please contact your child’s homeroom teacher or call the Lines’ office at 847-381-7850.
General expectations at dismissal time

Teachers will teach until 10:30, **so students will not start exiting the building until 10:33 at the earliest.**

We will dismiss Lines students between **10:33-10:45** (approximately.)

All students will be dismissed by the office via the intercom. We are doing this so all students do not leave the building at the same time; this will also help us enforce the social distancing guidelines.

All kindergarten, 1st & 2nd grade students will exit the building through the front doors. 3rd, 4th & 5th grade students may exit out of any door.

Lines students will not be allowed on the Lines’ playground until **after** 11:00 am, Monday-Friday.

When students are dismissed - **10:33-10:45**

Students that are walking home will be dismissed at approximately 10:33.
  - Students that are walking home must leave Lines’ school grounds **immediately.**

Bus dismissal will start at approximately 10:34.
  - Students that ride the bus will not be dismissed all at the same time; bus riders will be dismissed by their bus number.

Parent pick up students will start being dismissed at approximately 10:36.
  - **K, 1st & 2nd grade parents should arrive at school between 10:20-10:30** because K, 1st & 2nd grade parent pick up students will not be dismissed until around **10:36.**
  - **3rd, 4th, & 5th grade parents should arrive at school between 10:30-10:40** because 3rd, 4th & 5th grade parent pick up students will not be dismissed until around **10:45.**
  - As in years past, parents will line up and pick up students in the Lines’ driveway.
    - Pull your vehicle up as far as you can.
    - Drivers must stay in their vehicle.
    - Students will get into their vehicle on the sidewalk side.
    - Please put your child’s first and last name and grade level on a piece of paper and place it in your windshield. Please write large enough so it can be read by the staff standing on the sidewalk.