

Richton Square School

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Mrs. Narishea Parham
Associate Principal



Dear Richton Square Tiger Families~

WELCOME BACK!! We are excited to welcome the students for in-person instruction to begin on Monday, January 25th, 2021!

In these unprecedented times, we have made some changes to our procedures so that we are in compliance with the District 162 Re-Opening Plan and the State Guidance. It is imperative that you visit the Matteson School District 162 website at www.sd162.org to read the Re-Opening Plan for Hybrid transition in its entirety, prior to sending your *Little Tiger* to school on January 25th. Below are some changes specific to Richton Square School in addition to what is listed in the District plan. As you know, the safety and security of our Tigers is our number one priority. In order to fully implement our plan, we need your partnership as we move forward in developing safe habits during the school day.

Before your student leaves for school, **please self-certify that your child is free of COVID-19 symptoms**. Prior to entering the building, every staff member and student will have their temperature checked and need to turn in the provided self-certification form.

A critical component to ensuring student success and academic growth is excellent attendance as well as punctuality. Let's see if we can have 100% attendance (in-person and remotely) each day so we can maximize every instructional minute!

In the event your child needs to be absent, please contact the school at (708) 283-2706. If you need to leave a voicemail, use extension number 0.

ARRIVAL TO SCHOOL - BUS TRANSPORTATION - unloading at 7:20 a.m.

Based on the location of your residence, the District Transportation Department assigns your student a bus number and time of pick-up and drop off. The District schedules stops at the safest and most efficient locations.

It is also important to note that if your student needs a stop change, the school must be contacted. **Students are not permitted to ride any bus other than the one to which they have been assigned. Students not assigned to buses may not ride the bus.**

To assure safe operation of the school bus, riders must use these guidelines at all times. During the 20-21 school year the following NEW procedures will be implemented while riding the bus during arrival and dismissal times.

- All Richton Square bus routes will have a designated bus monitor the entire school year.
- All students and staff will be required to wear a face covering at all times. If a student does not have a mask, a disposable mask will be provided prior to boarding the bus.
- All staff and students will have their temperature checked prior to boarding the bus.
- All staff and students will be given hand sanitizer prior to boarding the bus and once again when entering the school.
- All students must provide their bus monitor with the caregiver completed self-certification form.
- All students and staff will be sitting in one assigned seat for the entire ride (socially distanced, student seats will be assigned based on the route order so that students do not have to pass each other as they enter or exit the bus).

Upon arrival at the school, buses will be greeted outside by a designated staff member. Students will exit the bus one at a time with their bus monitor and staff member to escort them to their assigned classrooms.

ARRIVAL TO SCHOOL - PARENT/DAYCARE DROP OFF - beginning at 7:30 a.m.

- Parents/Daycare dropping off students are encouraged to drop off beginning at 7:30 a.m. once the buses have cleared. A designated staff member will greet you at the vehicle, please ensure your child has on their mask. If they forget their mask, a disposable one will be provided to them. Prior to exiting your vehicle, the designated staff member will take your student's temperature, provide hand sanitizer, and collect their completed self-certification form. Students will then be directly escorted to their classroom by the staff member.
- The following procedures apply to each student entering the building:
 - Any student not wearing a mask will be provided one.
 - All students will be asked to use hand sanitizer upon entering the building.
 - Students will be escorted and supervised to their classroom by staff. Teachers and staff will be in the hallway to receive students.
 - After students unpack their belongings, they will immediately go wash their hands within their classroom.

LATE ARRIVAL TO SCHOOL - PARENT DROP OFF- after 7:45 a.m.

- Parents/Guardians should call ahead or contact the school, if a student is expected to arrive late.
- The parent should escort the student to the main entrance and wait until a designated staff member clears the student to proceed to class (temperature check, provide hand sanitizer, and check self-certification form).

DISMISSAL - BUS TRANSPORTATION - BEGINNING AT 10:05 a.m. & 2:05 p.m.

Students will wait in their classroom until their bus is called. When their bus is called, students will be escorted to the north hallway and placed in the correct drop-off order by a designated staff member (*social distancing spots are located on the carpet to ensure 6 feet spacing is maintained*). The bus monitor will check in all students and make sure they are in bus drop-off order.

DISMISSAL - PARENT/DAYCARE PICK-UPS - BEGINNING AT 10:15 a.m. & 2:15 p.m.

- Parent pick-ups and daycare providers are asked to pull-up in the front circle drive and remain in their vehicles. A staff member will greet you (*ID will be requested*). Your child's name will be radioed into the building.
- Students that are parent/daycare pick-ups will remain in their classroom until name is radioed into the building. A staff member will then escort the student to the caregiver or daycare provider's vehicle.

EARLY DISMISSAL - BEFORE 10:00 a.m. or 2:00 p.m.

Parents/Guardians should write a note or call ahead whenever possible if a student is expected to be picked up early. **REQUESTS FOR EARLY PICK-UP CANNOT BE HONORED AFTER 9:30 A.M. or 1:30 P.M.**

- The student will remain in their classroom until the appropriate time, to avoid them having to wait in the main office for a parent or guardian to arrive. Upon your arrival (*ID will be requested*), the student will then be escorted to the front foyer to be dismissed.
- Parents picking up a child or children prior to dismissal will be asked to remain outside or in the foyer until the child or children is/are brought to the vestibule.
- No parent will be allowed passed the front office unless it is an extreme emergency.

STUDENT ATTENDANCE-

- Attendance will be taken each day by teachers for both students attending in person as well as students attending remotely. In order to be considered present remotely, students **MUST SIGN INTO GOOGLE MEET FOR THEIR CLASS.**
- Parents/Guardians of students who are not able to attend class must call Richton Square School.
- If a student is scheduled to attend in-person, and is not feeling well, it is encouraged that they stay home.

TECHNOLOGY (iPad)-

Students attending school for in-person instruction **DO NOT** need to bring their iPads to school. Please continue to utilize the iPads to complete assigned at-home extension activities, as well as other supported learning applications, and continue to post within their Google Classroom.

FOOD SERVICE-

Breakfast/Snack:

Breakfast/Snack will be provided and consumed within their classroom at the designated (socially distanced) station.

- Please note: due to mask removal for food consumption, students must maintain social distancing during this time.

I know this was a lot to take in, but we are planning for the safest re-opening possible. I appreciate you taking the time to review this information with your Tiger prior to the return to school on January 25, 2021. Please feel free to reach out to me with any questions or concerns. I am always here to listen, help, and support any way possible. I am BEYOND excited to have our Little Tigers again walking the halls of Richton.

In partnership,

Mrs. Parham

Paw-riffic Principal