

Important Notes to Remember

1. All visitors must report to the front office and maintain social distancing.
2. We are requiring that all visitors wear a mask when entering the building.
3. We are asking that parents/guests not visit students during the school day for safety precautions and social distancing concerns. Parents also will not be allowed to walk children to the room this year.
4. Students must be in school for at least half of the day in order to be counted as present for the day.
5. Students arriving after 8:00 a.m. must report to the office accompanied by an adult before they may enter class. The back doors will be locked promptly at 8:00 a.m., and students will not be allowed to enter through these doors. Students must enter at the front office and be signed in by a parent. Students are marked tardy if they arrive after 8:00.
6. Please send a note if there is a change in your child's normal manner of dismissal. We will no longer deliver changes made by phone, because the afternoons are very busy in the front office and due to no longer having phones in the classroom, we cannot guarantee that your child's teacher will receive the message, we cannot interrupt instruction, and for safety reasons.
7. If your child is absent from school, please remember to send an excuse containing the child's name, date when excuse was written, date when child was absent, reason for absence, and parent/guardian signature. Excuses should be turned in the day your child returns to school.
8. Please schedule teacher conferences during planning periods or before or after school. Please be aware that most conferences will be held virtually this year.
9. Please remind students to wear tennis shoes on PE day.
10. District Five is "peanut free" due to an increase in student allergies to peanut products.
11. The district is not allowing for any type of outside food/drink items to be brought or delivered to schools this year.
12. Our schools will no longer accept deliveries of flowers, balloons, and other gifts to students on Valentine's Day. We encourage parents to celebrate this special event privately.
13. Just a reminder that cell phones, pagers, iPods, or any other electronic devices and/or toys are not allowed at school. The school will not be held responsible for any such devices that are brought and lost or stolen.
14. Our PTO Presidents are Rachel Hughes and Kristin Miller. They can be reached at mcleespto@gmail.com or by calling the front office and leaving a message.
15. At this time, we do not plan to have special events such as but not limited to: Field Day, Awards Day, Grandparents' Lunch, dances, assemblies, and Fall Festival in person this year. We will send home information if any changes are made throughout the year.
16. Masks are required for all students and staff. Masks may be removed for short periods of time once students are seated and socially distanced.
17. Students will attend recess with their class only. They will not be able to play on the playground equipment.
18. Students will walk to the cafeteria to pick up their lunch tray. They will return to rooms and eat lunch in their classroom. Breakfast will also be eaten in the classroom. Breakfast is free to all students at McLees.

19. Parents will pay material fees and technology fee online this year. We will send out an email with the link next week. Once fees are paid, the secretary will email school information and your child's homeroom teacher name to you.
20. We will have a drive through Open House on Thursday, September 3rd. We are offering two times (9:00-10:00 or 1:00-2:00). Kindergarten, second, and fourth grade teachers will greet parents and students at the back of the building on the left side (car rider side). First, third, and fifth grade teachers will greet parents and students at the back of the building on the right side (bus side).
21. For kindergarten and new students only, teachers will contact you to set up an appointment to come in throughout the day on Wednesday, September 2nd to meet teachers and see the building.
22. Students will go to recess with their class only.
23. Related arts teachers will come to classrooms.
24. Car riders can be dropped off in the morning beginning at 7:00AM.
25. Upon entering the building in the morning, students will walk down to their hallways and sit in the hallways until 7:45. Teachers will be on duty throughout the building to supervise.
26. Students will enter classrooms and begin working at 7:45.
27. Parents will be given a car tag to write your child's name on if your child is a car rider.
28. We will use multiple rooms to house students in order to dismiss with distancing. We hope dismissing students at 2:30.
29. Busses will be dismissed separately on the right side of the building. Students are required to wear a mask while on a bus.
30. Water fountains will be turned off, but we will be receiving a fill station soon.
31. We will have an isolation room separate from the nurse's room in case a student or staff member shows any symptoms of COVID-19.
32. Teachers will be provided with hand sanitizer, gloves, and disinfectant supplies.
33. At this time, we are not planning to have any after school clubs.
34. We will not field trips at this time. The district will revisit this after Spring Break.
35. All students in grade K-5 will take MAP testing three times this year.
36. There are decals placed throughout the building to help with social distancing.
37. Students may continue to bring a lunchbox from home.
38. A plexiglass wall will be provided for the front office counter.
39. There will be no classroom parties this year.
40. Snacks and treats cannot be sent in by parents. Children will only eat food prepared by the school cafeteria or food in the lunchbox brought from home.
41. Each homeroom will be considered a cohort. This means each homeroom will stay together as much as possible throughout the day. Social distancing within a cohort may not always be possible, but teachers will do everything within reason to provide social distancing.
42. Students who receive IEP services or attend Gifted and Talented class will continue to do so.
43. Fifth grade will not be departmentalized this year. Students will not change classes.
44. If a teacher is out, a sub will cover the class if available. Classes will not be split. If a sub is not available, the class will be covered by a staff member.
45. If school is cancelled due to inclement weather or COVID-19 for a period of time, teachers will use eLearning with the students attending the traditional school model.

46. If a student is out sick, he/she will not receive eLearning. Teachers will send assignments home as they have in the past.
47. If a student or staff member tests positive for COVID-19, they must isolate until:
 - 10 days have passed since symptoms started AND
 - 3 days fever free without taking medications to reduce fever AND
 - Symptoms have improved
48. If a student or staff member tests positive but have no symptoms, they are required to stay out of work until 10 days after the specimen was collected for testing.
49. If a family member of a student or staff member tests positive for COVID-10, the person will need to quarantine until 7 days after their household member has been cleared from their isolation period. The employee should monitor their temperature and symptoms during this time.
50. There is a likelihood that an entire class would have to quarantine for a period and receive eLearning if a student or teacher tests positive in that room.
51. The cost of lunch for students that are on full pay will be \$2.15. Students on reduced lunch status will pay .40.
- 52. Please note that all of this information could be subject to change.**