

**2021-2022
LINCOLN JUNIOR HIGH
SCHOOL**



**BUILDING PLAN &
OTHER IMPORTANT
INFORMATION**

Procedures for In-Person Learning

School Entry:

- **Students will enter through designated doors and will be required to wear a mask. Disposable masks will be available for students who forget their mask.**
- **Students should not arrive to LJHS any earlier than 8:00 a.m. in order to ensure proper social distancing guidelines are followed. Students who arrive before 8:00 a.m. will be required to sit in designated areas while outside of the building.**
- **Any students arriving after 8:15 a.m. must report to the main office for entrance into the school.**
- **Students still should be dropped off on Broadway St. but will only be allowed to enter the building through their designated grade level entry location below.**

<u>Entry Point</u>	<u>Grade Level</u>
LJHS Main Entrance Doors (Commons)	6th Grade
LJHS Gym Door (Broadway St.)	7th Grade
LJHS Gym Door (Kankakee St.)	8th Grade

Breakfast:

- **All students will be offered a breakfast after entering the building and before reporting to their zero hour classroom from 8:00 a.m. - 8:23 a.m.**
- **We highly encourage all students to take advantage of our “No Cost” meals.**
- **Student desks will be cleaned following breakfast.**

Classrooms:

- **Each classroom space has been set-up to adhere to social distancing guidelines to the greatest extent possible.**
- **Students are responsible for managing their own supplies. There can be no sharing or borrowing of these items. (chromebooks, pencils, calculators, etc.)**
- **Keep in mind that we are trying to limit the amount of supplies that students must carry with them during the school day. Therefore, before bringing any supplies to school, we recommend waiting until after meeting with each of your teachers. This will help determine exactly what you will need for each of your classes. Teacher expectations may have changed since the school supply list was published earlier this year.**
- **Students will be switching classes, but only with appropriate safety restrictions in place and under direct teacher supervision.**
- **The procedures implemented last year that limit the number of students in the classrooms, hallways, bathrooms, and the cafeteria, will remain in effect this year.**
- **Each student occupied desk will be cleaned after each class period. Entire classrooms and common spaces will be sanitized after school each day.**

Chromebooks:

- **Every student will receive their own chromebook and it is imperative that this device is brought to school each day fully charged and operational. The loaning of chromebooks will remain drastically reduced when compared to years past.**

Lunch Procedures:

- **Students will continue to eat lunch in, or near, the commons area. (Lunchroom, Library, or Stage) Classes will continue to be assigned a specific area to eat in order to ensure that students are spaced out appropriately.**
- **Students will only be allowed to get up or move from their assigned location with permission from their lunchroom supervisor. (getting their lunch, disposing of garbage, using the bathroom, going to the main office, etc.)**
- **Students will be allowed to go through the lunch line in order to receive their hot lunch each day.**
- **All 6th grade students will eat together on “A” lunch, all 7th grade students will eat together on “B” lunch, and all 8th graders will eat together on “C”.**
- **All eating locations (Lunchroom, Library, & Stage Areas) will be sanitized after each lunch shift.**
- **Students are not required to wear their masks while eating. However, once a student is finished, they will be expected to put their mask back on properly.**
- **Lunch times are flexible which means every student will have the opportunity to eat despite any delays that may occur. No child is ever going to be sent back to class without eating.**

Water Fountains:

- **All water fountains, except for the bottle filling stations, will remain shut down this year. Be aware that each floor now has a water-filling station. Students will be allowed to bring clear water bottles from home, refill them, and carry throughout the day.**

Lockers & Bookbags:

- **Students will be issued lockers at the beginning of this school year, but access to them will be limited.**
- **The only times students will be allowed to use their lockers will be during Zero Hour and Seventh Period.**
- **Bookbags will still be allowed to be carried throughout the school day, but do not bring any personal belongings that cannot fit, and be easily be carried, in your book bag.**
- **Remember that LJHS is not responsible for any lost or damaged possessions that are brought from home to school.**
- **The cell phone policy remains the same.**

Restrooms:

- **There will be an assigned schedule for classes to use the restroom facilities in order to limit the number of students in the hallways.**
- **Students are strongly encouraged to utilize the restroom facilities during their lunch and P.E. times.**
- **No student will be denied the use of a bathroom without a valid reason.**
- **Restrooms will be cleaned throughout the school day.**

P.E., Band, Choir, Library, Art, & High School Spanish:

- **P.E., Band, Choir, Library, Art, and High School Spanish class (for 8th graders only) will be able to take place this year with certain restrictions. (Teachers will provide more details)**
- **Seventh and Eighth grade students will be expected to change for P.E. class this year. Sixth graders do not change clothes for P.E. class.**

Class Schedules:

- **Although students will switch classes throughout the day, be aware they will be staying with their assigned homeroom group (Pod) for each class. The changing of schedules is not possible unless there are extenuating circumstances. Contact Mr. Workman directly at (217) 732-3535 if you have any questions or concerns.**
- **You can now access and print off your child's schedule on TeacherEase. If you observe any problems with your child's schedule (Two Math classes, No P.E. class, etc.), please contact me or stop by the school sometime this week.**
- **It is imperative that you contact the LJHS office at (217) 732-3535 if you experience any trouble accessing and/or creating your TeacherEase account.**

Exiting the Building:

- **The school day will last until 3:00 p.m. most days this year. Please make sure to obtain a school calendar so you are aware of all early release dismissal days that are scheduled, however.**
- **Students must exit the building on Broadway St. only. Students are not allowed to leave the building, or be picked up, in the back alley unless given special permission by the administration or a classroom teacher.**
- **Students should leave the grounds immediately after dismissal. There can be no gatherings or waiting around for friends on school grounds. The only exceptions are students waiting for rides or for other siblings. Please instruct your child to adhere to this procedure. This is only being done with their safety in mind.**

Parent Responsibilities:

- **Your correct contact information (phone numbers, mailing address, current email address, etc.) MUST BE PROVIDED TO THE LJHS MAIN OFFICE AND UPDATED AS/WHEN NECESSARY for TeacherEase and School Messenger.**
- **These platforms are the main forms of communication between students, families, and the school. If we do not have working phone numbers, email addresses, and/or the correct student contact information, we cannot keep you informed about your child's academic progress and will be unable to reach you in the event of an emergency.**
- **Please do not send your child to school if they exhibit any symptoms of COVID-19. Also, if they have to be sent home, please have a plan in place for picking your child up from school in a timely fashion so we can ensure the safety of all students and staff at LJHS.**
- **If you have any questions on how to sign up for and receive School Messenger messages from LJHS and District #27 on your cell phone, please contact Barb Coffey at bcoffey@lincoln27.net**