



Monee Elementary School



Hybrid Learning Information &
Procedures-2021

Safety Procedures



MASKS MUST BE WORN at all times when students are on school busses and all school property. Masks must fit appropriately and cover both the nose and mouth. Students should also have at least two clean back-up masks in their backpack.

Use of District Purchased Shields: All Hybrid Learners will be provided with a shield. Students will be responsible for bringing their shield to school with them on the days they are to report. Families will be responsible for sanitizing their shields at home daily.

Hand Washing & Sanitizing: Students will use sanitizer prior to leaving the classroom, upon leaving the restroom, and upon returning to the classroom. Students will thoroughly wash hands after using the restroom.

Personal Sanitizers and Hand Wipes: Students are welcome to bring their own supply of hand sanitizer to school with them. Personal items cannot be shared.

Staying Safe at School



Wash your hands regularly. Use hand sanitizer as needed.



Avoid touching your face.



Wear your mask over your nose and mouth at all times.



Keep your hands in your own space. Avoid touching other students' supplies.



Stay 6 feet away from others.



If you are not feeling well, stay home & stay safe.

What does my child need to bring to school on Hybrid days?

Your child should come to school prepared with the following materials:

- **Chromebook**- **NO LOANERS are available if you forget to bring one**
- Classroom supplies- SUPPLIES ARE NOT TO BE SHARED/BORROWED
 - pencils/pens/coloring materials/glue/scissors
 - math book
 - reading materials
 - Notebook (if requested by teacher)
 - folder
- Additional two **masks** to be used in the event of an emergency. These can be kept in your backpack.
- **District issued safety shield**
- Your own water bottle. All fountains are turned off.
- Lunch--if you are bringing from home.

You need to remember your items. Parents will not be permitted to drop things off to you during the day.

Hybrid Students Will Attend By Assigned Group

Monee Elementary School Daily Hybrid Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Hybrid Group A	Hybrid Group A	Remote Instruction **Asynchronous (All Students) Family Communication, Intervention & Planning	Hybrid Group B	Hybrid Group B
Hybrid Group C	Hybrid Group C		Hybrid Group C	Hybrid Group C
Remote instruction (LIVE) *Synchronous for Hybrid Group B	Remote instruction (LIVE) *Synchronous for Hybrid Group B		Remote instruction (LIVE) *Synchronous for Hybrid Group A	Remote instruction (LIVE) *Synchronous for Hybrid Group A

School Hours: 9:00 a.m. to 3:35 p.m.

**Synchronous--Online learning that happens in real-time. The teacher and students meet for live sessions, activities and chats.*

Asynchronous: Independent, online learning without real-time interaction from the teacher. Students learn on their own. Lessons can be pre-recorded, include videos, and/or independent assignments/practice. **PLEASE NOTE: Students will still be required to attend their morning meeting on Wednesdays-this process will be the same as remote learning.

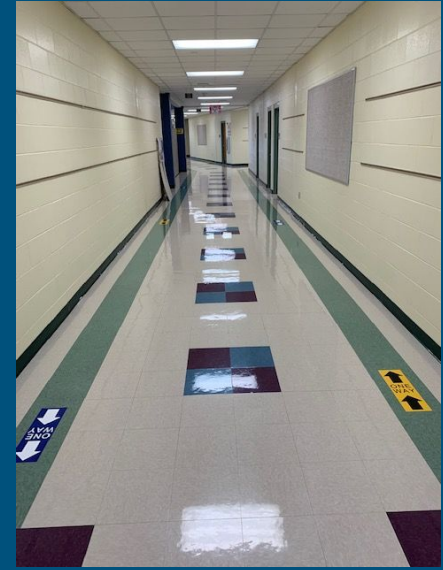
Arrival Procedures

- Students will submit to a temperature scan upon arrival. (THERMA SCANNER)
 - Persons will be prohibited from entering the facility if the temperature exceeds **100.4**, or if the temperature is lower than **100.4** and accompanied by other symptoms or exhibiting other symptoms COVID-19 related.
 - If a fever or symptoms are present, the student will be taken to a quarantined area (Care Room) where our school nurse is located, and a parent will be required to come pick them up.
- Once cleared, students will go to their classrooms where breakfast will be distributed. (Breakfast will be located on the student's desks/table)
 - **REMINDER: Breakfast and Lunch are free to all students this year!**
- All materials will need to be unpacked by the student and cannot be shared.

Hallway Procedures

- Teachers will dismiss classes in a staggered pattern for lunch and dismissal.
- Students are expected to maintain an appropriate (6 ft or more) distance between one another in the hallways. Masks will be worn at all times.
- Administration, teachers and staff will be monitoring the hallways.
- Students will not be allowed in the hallway without a pass

Typical Hallway



- Students will follow directional arrows and walk single file within the hallway. The hallways are ONE WAY on each side. Students will pass through the open hallway door following the arrows.

In Class Procedures

- Students will be assigned seats in class. They will have an empty desk next to them to help with spacing.
- Students will need their fully charged Chromebook and supplies each day.
- In order to maintain a 6ft social distance, student movement will be restricted throughout the classroom.
- Supplies will NOT be allowed to be shared between students and other students, or students and staff.
- Students will be expected to participate in the lesson & planned activities. Teachers will be working with Hybrid and Remote students simultaneously.
- Students will be required to have teacher permission to use the restroom outside of assigned class breaks.
- Students will be required to wear their mask, and to have their plastic shield set up on their desk at all times.



Typical Classroom Setup



Students will sit a desk with an empty desk next to them to ensure adequate spacing-6 ft.apart.

Lunch Procedures

- Students will sanitize their hands upon entering the cafeteria.
- Students will be assigned seats 6 feet apart from other students. Only two students will be placed at a table.
- All students are encouraged to take advantage of the free lunch program available to our district.
- Students may bring a lunch from home. Food items can not be shared.
- Students need to raise their hand if they need to use the washroom or when they have garbage to be thrown away. Students will not be allowed to wander around the cafeteria.
- Shields **MUST** be used at all times.

Bathroom Procedures

- Bathroom breaks will be scheduled by the classroom teachers
- Students will be required to sign out from the classroom to use the bathroom for an emergency (these breaks will be limited).
- Bathrooms: Space is limited inside the bathroom. Students will be asked to adhere to the safety signs posted in that area. If all available stalls, urinals or sinks are in use, students should step out of the bathroom and wait in the designated space.
- Students will use hand sanitizer both before leaving the classroom & upon their return.



Dismissal Procedures

- Dismissal will be conducted in rounds. Teachers will let the students know when it is time for their class to leave.
- **Please listen for the announcements.** When your bus is called, you will proceed directly to your bus with your belongings. Students will follow directional arrows and walk single file within the hallway.
- Walkers and car riders will be dismissed separately. Students are expected to maintain an appropriate (6 ft or more) distance between one another in the hallways. **Masks On!**
- Staff will be on hand to make sure that you get to your destinations with social distancing protocols in order.