



Monee Elementary School-2021

**TASK FORCE TEAM MEMBERS**

- Principal
- Assistant Principal
- DLT Member
- School Nurse
- Parent Representative
- Teacher
- (MONEE TASK FORCE)
- PTO member

**Monee** - Dr. Amos Vaughn - Principal, Nicole Chism - Assistant Principal, Debbie Caserio- Literacy Coach, Michelle Smith-Learning Behavior Specialist, Beth Pisarczyk-4th grade, Monee Task Force, Sharon Daniels - Nurse & PTO Member-Tara Shires

**Monee Elementary School Daily Hybrid Schedule**

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

**ADDITIONAL INFORMATION**

- The SITE LEVEL PLAN will go into effect once the district superintendent makes the final decision to return to the school building based on the current schedule and metrics. Here are the upcoming review dates: March 1st, March 15th, April 5th, April 19th, May 3rd. Please refer to the district website for updates on returning to the building. Kindergarten students will return the Monday following the decision to reopen. All remaining grade levels will begin on the second Monday following reopening.
- Monee Elementary has finalized students who will remain remote and the students for hybrid learning based on parent selection.
- Monee currently has identified the number of students for each hybrid group and each parent will be notified.
- Monee Hybrid Information for parents has been provided on the school website.



- 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.
- Since students will eat in the cafeteria, the lunch schedule is as follows:
  - 11:30 a.m. to 12:15 p.m. Kindergarten & 2nd Grade
  - 12:15- 1:00 p.m. 1st Grade & 3rd Grade
  - 1:00-1:45 p.m 4th & 5th Grade

## PLAN OF ACTION

Requirements	Responsibility	Plan
<p><b>Face Coverings</b></p> <ul style="list-style-type: none"> <li>● Masks</li> <li>● Face Shields</li> </ul> <p><b>District Purchased Shields</b></p>	<ul style="list-style-type: none"> <li>● School</li>   <li>● Teachers</li>   <li>● Students</li>   <li>● Administration</li>   <li>● District Office</li> <li>● Students</li>   <li>● Parents/Families</li> </ul>	<ul style="list-style-type: none"> <li>● Masks must be worn at all times when students are on the bus and on all school property</li> <li>● Extra paper masks will also be available in case someone forgets a mask.</li>   <li>● Monee staff must wear masks. Teachers will use social stories and/or slideshows/videos to explain the importance of masks. A cool tool will also be created for the transition to in-person learning.</li> <li>● Students will have opportunities to take off their mask in a safe location where appropriate social distancing can be achieved.</li>   <li>● School will set behavioral expectations for wearing masks.</li> <li>● Administration must wear masks at all times.</li>   <li>● All hybrid learners will be provided with a shield.</li> <li>● Students will be responsible for bringing their shield to school with them on the days they are to report.</li> <li>● Families will be responsible for sanitizing their shields at home.</li> </ul>
<p><b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>● Hallways - One Way</li>   <li>● Hallway Supervision</li> </ul>	<ul style="list-style-type: none"> <li>● Students</li>   <li>● Custodians</li>   <li>● Administration</li> </ul>	<ul style="list-style-type: none"> <li>● Students will follow directional arrows and walk single file within the hallway.</li> <li>● Hallway patterns will be marked off for one way traffic, as well as 6 feet distancing. Pictures were taken of how the "Typical Hallway" will look.</li> <li>● Pictures will be shared with families and parents of the "Typical Classroom Setup" during hybrid learning.</li> </ul>



<ul style="list-style-type: none"> <li>• Coat Hooks</li> <li>• Main Office</li> <li>• Nurses Office</li> <li>• PEP - Outside</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers</li> <li>• Administration</li> <li>• District/Admin</li> <li>• Custodial &amp; Maint.</li> <li>• Administration</li> <li>• Nurse</li> <li>• Administration</li> <li>• Supervisors</li> </ul>	<ul style="list-style-type: none"> <li>• Administration and staff will monitor the hallways during arrival and dismissal.</li> <li>• Teachers will allow students to either place their items on the back of their chairs in class or use the wardrobes located in the classroom. If items are placed in the wardrobes, teachers will ensure students items are placed in every other cubby.</li> <li>• Plastic partitions have been installed and placed on the school counter in the office for parents who come into the school site on the counter.</li> <li>• Only office staff and administration will be allowed behind the counter.</li> <li>• The nurse's office was relocated to the CARE ROOM. (former Art/Music Room)</li> <li>• The nurse will have a N95 mask and a gown.</li> <li>• Also, plexiglass will be placed on the nurse's desk. Partitions will be placed between students, and extra seating will be provided for safety measures.</li> <li>• PEP - Playground will be closed.</li> <li>• Students will be able to bring approved items from home for outdoor recess. After use, they must take their items home.</li> <li>• Students will be able to play on the blacktop and in the field area.</li> </ul>
<p><b>Classrooms</b></p> <ul style="list-style-type: none"> <li>• Chromebooks</li> <li>• Remove Furniture</li> <li>• Remove Personal Items</li> <li>• Remove Soft Surfaces (bean bag chairs, stuffed animals, cushions, etc.)</li> <li>• Classroom Layout &amp; Expectations &amp; Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• District /Technology Department</li> <li>• Custodial &amp; Maintenance</li> <li>• Administration</li> <li>• Teachers</li> <li>• Teachers/Admin/Custodial Staff</li> </ul>	<ul style="list-style-type: none"> <li>• 12 additional chromebook charges will be available on site</li> <li>• 32 additional chromebooks will be available on site in case of technology issues.</li> <li>• Extra furniture has been removed from classrooms for social distancing reasons and stored in cafeteria or rental pods.</li> <li>• Detailed information (including pictures) was sent to staff regarding how classrooms should be set up.</li> <li>• Personal items and soft surfaces removed and either taken home by staff or stored in cafeteria or rental pods.</li> <li>• Desks set up to face forward - traditional rows. All desks will be set up, so that the student has his/her own assigned area with his/her supplies. Desks will be staggered for social distancing.</li> <li>• Each classroom will have approximately 18 desks however, only 9 desks may be used each day.; some considerations apply.</li> <li>• Supplies and items will not be shared amongst students. All students will have their own items which</li> </ul>



		<p>will be stored in bins. Teachers will have an extra supply of sanitized/clean pencils, markers, etc.</p> <ul style="list-style-type: none"> <li>• Teachers will keep a bin for materials that need to be sanitized after student use.</li> <li>• Classroom marked off with a suggested path for entry/exit, handing in papers, etc....</li> </ul>
<p><b>Transportation</b></p> <ul style="list-style-type: none"> <li>• Arrival - Buses</li> <li>• Arrival - Drop Off</li> <li>• Dismissal - Buses</li> <li>• Dismissal - Pick Up</li> <li>• Seating Charts</li> </ul>	<ul style="list-style-type: none"> <li>• Building Site/ Bus Company</li> <li>• Admin/Supervisors\</li> <li>• Nurse</li> <li>• Admin/Supervisors</li> </ul>	<ul style="list-style-type: none"> <li>• In coordination with planning with the school, the buses will drop off a bus at a time, per the supervisors directions, so students can social distance on their way into the school site.</li> <li>• Drivers may have extra PPE equipment for students.</li> <li>• Arrival Buses will arrive at the north lot of the school. A supervisor will assist the students off the bus. Students will report to three of the designated doors</li> <li>• Students will enter with their masks on.</li> <li>• Students will submit to a temperature scan upon arrival (Therma Scanner)</li> <li>• Individuals will not be able to enter the building if their temperature exceeds 100.4 and accompanied by other symptoms that are COVID-19 related.</li> <li>• If a fever or symptoms are present, the student will be taken to the CARE room.</li> <li>• Dismissal will be conducted in rounds,, to avoid all students being dismissed at the same time.</li> <li>• Seating charts and bus supervisors will check the seating at dismissal every day to make sure students are in the correct seats</li> </ul>

## PLAN OF ACTION

Requirements	Responsibility	Plan
<p><b>Bathrooms</b></p> <ul style="list-style-type: none"> <li>• Disinfecting</li> <li>• Monitoring Use</li> <li>• Personal Care Assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance/Custodial</li> <li>• Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Bathrooms will be disinfected by custodial staff throughout the day.</li> <li>• A schedule for bathroom breaks will be created.</li> </ul>



<ul style="list-style-type: none"> <li>• Hand Washing</li> <li>• Student/Class Schedule</li> <li>• Signage</li> </ul>		<p>Bathroom breaks will need to be utilized, and areas will need to be disinfected after its use.</p> <ul style="list-style-type: none"> <li>• Students with emergencies will be allowed to go to the restroom-limit bathroom usage. The following procedures will be implemented: <ul style="list-style-type: none"> <li>Students will sanitize their hands upon leaving the class</li> <li>Students will wash their hands when leaving the restroom</li> <li>Students will use hand sanitizer upon entering the class</li> </ul> </li> <li>• Teachers will also have hand sanitizer, and give students a pump of sanitizer when they return to their line after utilizing bathrooms.</li> <li>• Signage about flushing toilets, washing hands, throwing away trash, following up with hand sanitizer will be posted in all bathrooms.</li> </ul>
<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Arrival - Departure</li> <li>• Lunch - Break Areas</li> <li>• Meeting Locations</li> <li>• Pre-existing Conditions</li> <li>• Temperature Check</li> <li>• Self Certify</li> <li>• Copy Machines/Printers</li> <li>• Bathrooms</li> <li>• Use of Appliances</li> <li>• PD Requests</li> <li>• Sick Days</li> <li>• Guest Teachers</li> <li>• Tech Equipment Needed</li> </ul>	<ul style="list-style-type: none"> <li>• School Site/ Maintenance/Custodia</li> <li>• District</li> <li>• Administration</li> </ul>	<ul style="list-style-type: none"> <li>• When staff arrives, they will self certify online through Skyward to ensure they are not experiencing a temperature or symptoms.</li> <li>• The district therma scanner will take each employee's temperature</li> <li>• All employees will enter door 1 (main entrance) or door 7 (near admin. parking) . Each entrance will have hand sanitizer.(Considerations may apply)</li> <li>• Upon entering the building, staff must have proper PPE.</li> <li>• Teacher/Staff Lunch - teachers will have the option of eating in the break room while practicing social distancing or eating in their classrooms.</li> <li>• Copy machines/printers staff members will need to sanitize their hands before and after each use. District has not yet approved proper use of anti-bacterial wipes for copy machines.</li> <li>• Sanitization stations have been provided around the areas that need to be cleaned - before and after use.</li> <li>• Employee bathrooms will be cleaned throughout the day</li> <li>• Refrigerators and microwaves will be allowed. Sanitizer wipes are available to clean after each use. However, staff will not be able to leave items in the refrigerator overnight.</li> <li>• No visitors will be allowed in the building. Parents are encouraged to call the office first to set up appointments; walk-ins are strongly discouraged.</li> <li>• No public restrooms will be allowed visitors: special circumstances may apply.</li> <li>• The library, music room or conference room will be available if privacy is needed to make parent phone calls.</li> <li>• Social distancing will be observed and implemented when using copy machines.</li> </ul>



<p><b>Kindergarten</b></p> <ul style="list-style-type: none"> <li>● Close Class Bathroom</li> <li>● Lunch Supervision for Starting Face-to-Face</li> </ul>	<ul style="list-style-type: none"> <li>● School Site/ Maintenance/ Custodial</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers will only use the class bathroom in case of an emergency.</li> <li>● Teachers will utilize hallway restrooms per the schedule that is created.</li> <li>● Lunch supervision - assistants will be utilized and other available personnel for lunch mods.</li> <li>● Teachers will share videos and demonstrations of how to wear a mask and keep hands to yourself for appropriate distancing.</li> <li>● Parents will be encouraged to practice with students regarding wearing masks.</li> <li>● Outdoor breaks will be provided so students do not need to wear masks all day.</li> </ul>
<p><b>Health Services</b></p> <ul style="list-style-type: none"> <li>● Temperature Checks</li> <li>● Tracking</li> <li>● PPE</li> <li>● Isolation Area</li> <li>● Office Location</li> <li>● Non-Emergency</li> <li>● Unnecessary Visits</li> <li>● Symptomatic/Sick</li> <li>● Medicine Distribution</li> </ul>	<ul style="list-style-type: none"> <li>● School Site/ Nurse's Office</li> </ul>	<ul style="list-style-type: none"> <li>● App for screening questions and Temperature Kiosk will be used, and staff will be assigned within buildings in the event of tech issues and nurse absence.</li> <li>● N95 mask for COVID room/additional PPE (including shields for school nurse)</li> <li>● Tracking - If a student or staff member has a temperature that is above normal, that is recorded and the parent is notified to pick up the student from school. Staff members are asked to go home for the day.</li> <li>● Extra PPE will be available within all buildings - nurse's office, main office, classrooms</li> <li>● The CARE Room will be used for students with temperatures or covid like symptoms.</li> <li>● Restrict unnecessary visits, call nurse to triage</li> <li>● Medicine distribution will be given outside of the CARE Room.</li> </ul>
<p><b>Specials</b></p> <ul style="list-style-type: none"> <li>● Art</li> <li>● Physical Education</li> <li>● Library</li> <li>● Band</li> </ul>	<ul style="list-style-type: none"> <li>● School Site/ Specialists</li> <li>● P.E.</li> <li>● Librarian</li> <li>● Band Instructor</li> </ul>	<ul style="list-style-type: none"> <li>● Art/Music - Specialists will go into classrooms</li> <li>● (Option 1) Gym can take place outside-weather permits</li> <li>● (Option 2) Gym can take place in the gymnasium.</li> <li>● (Option 3) Gym can take place in the actual classroom. Teacher will provide class instruction that includes no physical contact.</li> <li>● Physical Education - Floor marked off for social distancing. Activities will avoid contact and will be individualized - dancing, movement exercises, etc...</li> <li>● The librarian will walk to each classroom. Reading materials will be located on a cart.</li> <li>● Students will not be able to take out books.</li> <li>● The librarian will read-aloud to students and complete activities related to books....</li> <li>● Virtual band - Special masks may be used.</li> </ul>



<p><b>Small-Group Instruction</b></p> <ul style="list-style-type: none"> <li>• ELL</li> <li>• Reading - Math</li> <li>• Services (Speech, etc.)</li> <li>• Social Work</li> </ul>		<ul style="list-style-type: none"> <li>• ELL - Students are considered “at promise” so they would be part of both hybrid groups and could be serviced in the traditional way. Staff will ensure things are sanitized between groups.</li> <li>• Reading, Math, Speech, etc... - would still have assigned times per a daily schedule for interventions that could take place in the traditional way.</li> <li>• Social Work - most of the students with needs would be on the “at promise” list so they would be part of both hybrid groups.</li> </ul>
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<b>PLAN OF ACTION</b>		
<b>Requirements</b>	<b>Responsibility</b>	<b>Plan</b>
<p><b>Food Service</b></p> <ul style="list-style-type: none"> <li>• Breakfast - Lunch</li> <li>• Class Lunch Containers</li> <li>• Lunch Schedule</li> <li>• Supervision</li> <li>• Seating Arrangement</li> <li>• Disinfectant - Sanitize</li> </ul>	<ul style="list-style-type: none"> <li>• School Site/Food Service</li> <li>• Sup</li> </ul>	<p>Food service will provide cold lunch choices only, so that bins can be packed with the food by classroom. Grab and go breakfast will be available once students enter the school. Breakfast will be provided for all students in the classroom at the beginning of the day.</p> <p>Lunch Procedures:</p> <ul style="list-style-type: none"> <li>• Students will eat lunch in the cafeteria. Students will be spaced six feet apart.</li> <li>• Supervisors will ensure students sit 6 ft apart from each other.</li> <li>• Students will be 6 ft apart as they wait in line for their lunch.</li> <li>• Students will not be able to share food and the shared table will not be available. .</li> <li>• Lunchroom supervisors will be responsible for wiping down surfaces after the lunch is served.</li> <li>• Extra utensils will be provided for students in bins with lunches.</li> </ul>
<p><b>PEP - Outside</b></p> <ul style="list-style-type: none"> <li>• Use of Playground</li> <li>• Equipment (balls, etc.)</li> <li>• Supervision</li> </ul>	<ul style="list-style-type: none"> <li>• School Site</li> </ul>	<ul style="list-style-type: none"> <li>• PEP - outdoor black top area can be used but equipment can not be used due to sanitation concerns. Playing games were students can social distance</li> <li>• Students will be able to bring physical equipment from home. It can not be shared with other students and must be taken home.</li> <li>• Students will be able to remove their masks, but must maintain 6ft apart</li> </ul>
<p><b>Parent Meetings</b></p> <ul style="list-style-type: none"> <li>• Remote</li> <li>• In-Person</li> <li>• Parent-Teacher Conferences</li> </ul>	<ul style="list-style-type: none"> <li>• School Site</li> </ul>	<ul style="list-style-type: none"> <li>• Remote or by phone as needed</li> <li>• In-person meetings - in an appropriate social distancing atmosphere for amount of persons in attendance - conference rooms, classrooms, libraries may need to be utilized</li> <li>• Parent-teacher conferences - Remote or by phone. .</li> <li>• If in-person conferences take place, teachers will utilize the smartboard to display the report card or other pertinent information.</li> <li>• IEP meetings will be conducted virtually per SPED</li> </ul>



		guidelines.
<b>Visitors and External Groups</b> <ul style="list-style-type: none"> <li>Drop Off - Pick Up</li> <li>Table in Foyer</li> <li>Face Coverings</li> <li>Sign In - Sign Out</li> <li>Security</li> </ul>	<ul style="list-style-type: none"> <li>School Site</li> </ul>	<ul style="list-style-type: none"> <li>Drop off -The school will ensure students are social distancing with masks on as they enter the buildings.</li> <li>Pick-up -Car riders/walkers will be dismissed prior to bus riders, walked out, and picked up to eliminate the numbers of parents at the exit doors. Marks on the sidewalk for social distancing will be provided.</li> <li>Parents and visitors will not be allowed in the buildings.</li> </ul>
<b>Communication</b> <ul style="list-style-type: none"> <li>Staff/Parents/Guardians</li> <li>Signage</li> <li>Sick Staff Member/Child</li> </ul>	<ul style="list-style-type: none"> <li>School Site/ District Office</li> </ul>	<ul style="list-style-type: none"> <li>Parent pick up for devices and materials for new students based on a schedule</li> <li>All staff will be notified of a positive case</li> <li>Communication plan will be implemented</li> <li>Secretary meets late students in the foyer/vestibule after the parent signs them in.</li> </ul>
<b>Emergency Drills</b> <ul style="list-style-type: none"> <li>Fire</li> <li>Tornado</li> <li>Lockdown</li> <li>Bus Evacuation</li> </ul>	<ul style="list-style-type: none"> <li>School Site</li> </ul>	<ul style="list-style-type: none"> <li>Drills will take place during hybrid learning. .</li> <li>Students and staff will attempt to social distance to the best of their ability during emergency drills</li> <li>Bus Evacuation Drill plan will be implemented to ensure safety guidelines are followed</li> <li>Fire Drill plan will be implemented to ensure safety guidelines are followed.</li> <li>Monee will have the option of showing a video and providing more of a lesson on how to conduct the drill. Each individual class may complete drill (s) on their own.</li> </ul>
<b>Available Spaces</b> <ul style="list-style-type: none"> <li>Labs</li> <li>Empty Classrooms</li> <li>Conference Rooms</li> <li>Multi-Purpose Rooms</li> </ul>	<ul style="list-style-type: none"> <li>School Site/ Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Assistants may be allowed to occupy permanent space in team centers so that they don't have to share classrooms</li> </ul>
<b>New Students</b> <ul style="list-style-type: none"> <li>Chromebooks</li> <li>Welcome and Introductions by Admin</li> <li>Google Classroom</li> <li>Software Training</li> </ul>	<ul style="list-style-type: none"> <li>School Site</li> </ul>	<ul style="list-style-type: none"> <li>New students - chrome books pick-up with tech dept.</li> <li>Appointments set up on a case by case basis with office staff for meetings.</li> <li>Software training videos for parents.</li> </ul>





PLAN OF ACTION		
Requirements	Responsibility	Plan
<b>Extra-Curricular</b> <ul style="list-style-type: none"> <li>Student Groups</li> <li>After School Activities</li> </ul>	<ul style="list-style-type: none"> <li>School Site</li> </ul>	<ul style="list-style-type: none"> <li>IMSA - remotely</li> <li>Other extra curricular-student council, Monee Ambassadors, Safety Patrol, Recycling.....etc... will remain remote.</li> </ul>
<b>Office</b> <ul style="list-style-type: none"> <li>Registration</li> <li>Bus Routes</li> <li>No Photo Consent Form</li> <li>Internet Use Form</li> <li>Signage</li> </ul>	<ul style="list-style-type: none"> <li>District Office</li> </ul>	<ul style="list-style-type: none"> <li>Registration held online or at the central office</li> <li>Proper signage will be posted in the office.</li> </ul>
<b>Disinfecting</b> <ul style="list-style-type: none"> <li>Desks - Tables</li> <li>Light Switches</li> <li>Door Knob - Handles</li> <li>Common Items</li> <li>Vending Machines</li> <li>Sensor Room - Objects</li> </ul>	<ul style="list-style-type: none"> <li>School Site/ Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Vending machines should be shut off.</li> <li>Principals will be responsible for their offices to be wiped down after students.</li> <li>Secretaries will take care of the office area.</li> <li>Sensory room will need to be wiped down before and after use by staff.</li> <li>All staff will need to assist with disinfecting.</li> </ul>
<b>SEL Assessments</b>	<ul style="list-style-type: none"> <li>School Site</li> </ul>	<ul style="list-style-type: none"> <li>Social workers will determine.</li> <li>Screening for students (Universal Screeners)</li> <li>SAIG Groups</li> </ul>
<b>Water Coolers and Fountains</b> <ul style="list-style-type: none"> <li>Disinfecting - Sanitizing</li> <li>Schedule</li> <li>Personal Bottle - Cups</li> </ul>	<ul style="list-style-type: none"> <li>School Site/ Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Students will be able to bring their own water bottles from home.</li> <li>Extra water on hand for students who do not bring it from home.</li> <li>Touchless water refill stations will be available. However, all manual water fountains will be shut off.</li> </ul>
<b>Materials Distribution</b>  <b>Assessment</b>		<ul style="list-style-type: none"> <li>Additional distribution dates will be scheduled as needed for remote learners.</li> <li>MAP testing, K-2 sight word, Aimsweb for self-contained sped students, HMH assessments, Math assessments, Spelling City assessments, Expectations regarding parents for not assisting students during assessments.</li> </ul>