

Jane Addams School

Hybrid Parent Handbook



910 Division Street
Melrose Park, IL. 60160
708.450.2023

Mr. Scott Wold, Principal
Ms. Lorri R. Thompson, Assistant Principal

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SCHEDULE & CALENDAR OF GRADE LEVEL START DATES

SCHEDULE-Four Days Per Week In-Person: Monday, Tuesday, Thursday, and Friday 9:00-12:30
ALL Remote: Wednesday



= IN-PERSON LEARNING



= REMOTE LEARNING

CALENDAR OF GRADE LEVEL START DATES

Monday, March 8th

- **K – 3rd Grade**

Monday, April 5th

- **PreK and 4th Grade**

Monday, April 12th

- **5th Grade**

SAMPLE Instructional Schedule

Prior to Arrival	Parents Submit Covid Screener
8:45 - 9:00	Arrival
9:00 - 9:15	Morning Meeting/SEL
9:15 - 9:30	Language Arts Mini Lesson/ Small Group/ Independent Work/ Regroup
9:30 - 9:45	
9:45 - 10:00	
10:00 - 10:15	
10:15-10:30	
10:30-10:45	Math Mini Lesson/ Small Group/ Independent Work/ Regroup
10:45-11:00	
11:00-11:15	
11:15-11:30	
11:30-11:45	PE
11:45-12:00	
12:00-12:15	MTSS
12:15-12:30	
12:30-12:45	LUNCH
12:45-1:00	
1:00-1:15	
1:15-1:30	
1:30-1:45	Social Studies/Science
1:45-2:10	
2:10-2:20	Optimistic Closure
2:20-3:20	Dismissal/Teacher Office Hours

Remote Learners

- Our students who will continue to learn remotely will follow the same daily and bell schedule as our in-person learners.
- Classes will incorporate both remote and in-person learners.
- Though we are separated physically our school and our classes are still a learning community.

Asynchronous - During this time students can finish assigned classwork, engage in assigned purposeful practice, read, engage in digital resources through CLEVER, and connect with teachers or other staff members during Office Hours.

ARRIVAL

Self-Certification

- **All students must be self-certified by their parents or guardians before arriving at school each day. Students will not be allowed in the building unless it is done that morning.**
- All students will engage in temperature checks when they enter the building.
- Students must stay home if displaying one or more symptoms. Please report this to the school office at 708.450.2023.

Absences

- When should I keep my child at home?
 - If your child has experienced any of the symptoms listed below over the last 24 hours that are atypical and not related to a pre-existing condition.
 - Fever or feeling feverish (chills, sweating)
 - New cough
 - Shortness of breath or difficulty breathing
 - Sore throat
 - Muscle aches or body aches
 - Vomiting or diarrhea
 - New loss of taste or smell
 - Chills
 - Fatigue
 - New or unusual headaches
 - Congestion

Student Arrival & Staff Supervision Begins

- Students should not be on school grounds prior to **8:30 for PreK and 8:45 for Kindergarten-5th grades.**
- Everyone must wear masks upon arrival and remain physically distanced, 6-feet apart.
- There will be physical-distancing markers posted to help students know where to stand in line.
- Students will enter into the building at **8:30 for PreK and 8:45 for Kindergarten-5th grades** and go directly to their first class of the day.
- Students will be required to use a hand sanitizing station before entering their classroom and have their temperatures checked during arrival.

ENTRANCE LOCATIONS AND TRAFFIC FLOW

For a variety of reasons, the student drop-off time can be a challenging one, even during a normal year. We cannot stress enough the importance of patience and flexibility as we safely bring our students into the building. With everyone's help and cooperation, we can ensure a successful arrival and dismissal for our students.

Drop Off/Entrance Locations for Jane Addams Hybrid Learners



PreK-Door B

Kindergarten and 1st Grades-Door F

2nd and 3rd Grades-Door G

4th and 5th Grades-Door H

Bus Students or Tardy Students-Door A (Main Entrance)

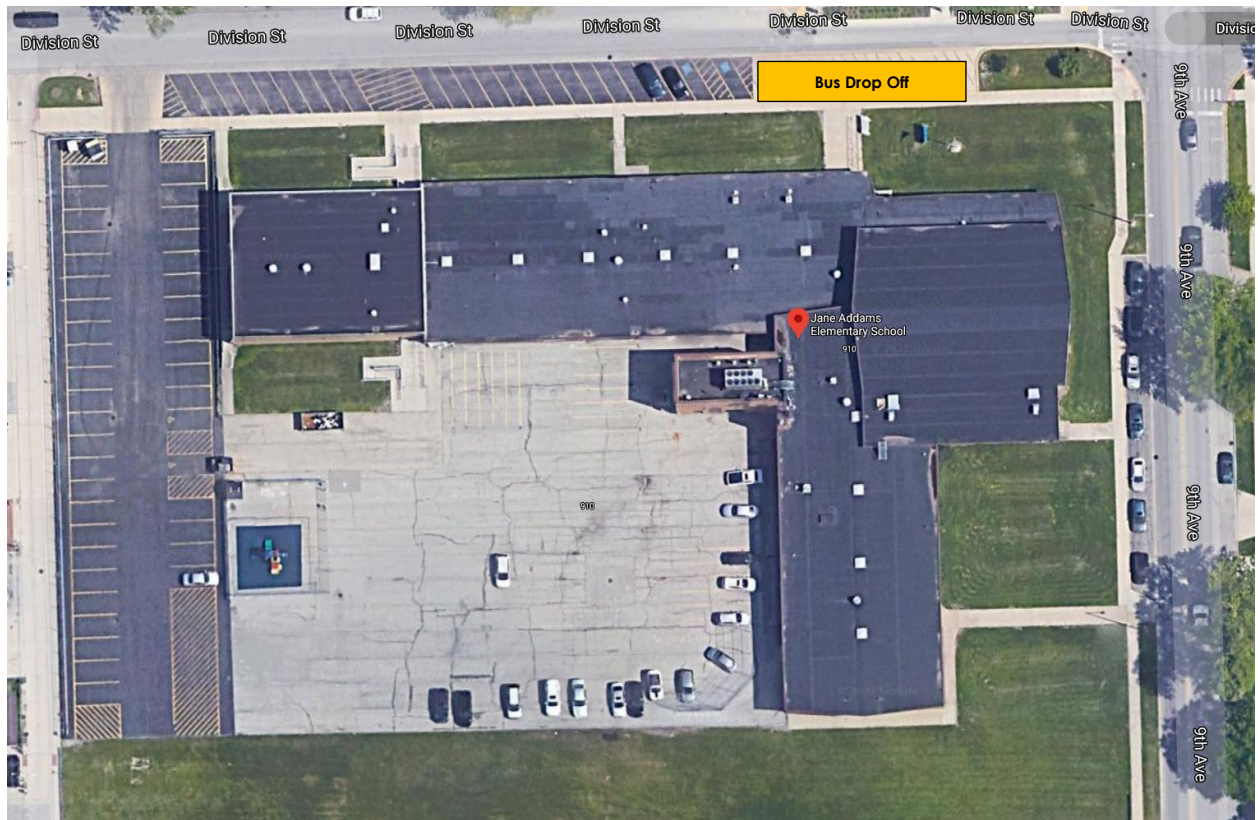
Do's

- Drive slowly
- Watch for pedestrians
- Obey the traffic conductors
- Be kind to each other as drivers.

Don'ts

- It is illegal to use your cell phone while driving on a school campus.
- Do not block parking spots.

Bus Drop Off Locations



Bus Guidelines

At the bus stop...

1. Students should arrive at their stop 5 minutes before pickup in order to be sure they make the route.
2. Be socially distant and stay 6 feet apart from others at the bus stop
3. Stay off the street at all times while waiting for the bus
4. If you have to cross the street, cross in front of the bus
5. All students must get on/off at their assigned stop
6. Students will fill up the bus from the back to the front
7. Wear a mask at all times

On the bus...

1. Keep your mask on at all times
 2. Do what your driver asks
 3. Stay in your seat, facing forward-there will be no switching seats
 4. No screaming or yelling
 5. No eating or drinking while on the bus
 6. Stay physically distanced as you leave the bus
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DISMISSAL

- Students will exit the same door that they use for arrival.
- We once again ask for your flexibility and patience with this process so that we dismiss all students safely.
- While the official dismissal time is 11:15 for PreK and 12:30 for Kindergarten-5th grades, we will dismiss bus students first followed by our walkers and car riders.
- Students should leave school property at dismissal and maintain 6 foot social distancing while exiting the building and leaving school property.
- Students are expected to wear masks at all times on school property.
- Please pull over to the parking spots on Division St. or pick-up zone on 9th Ave when picking up your child. For the safety of all children, you should never stop on the road to pick up your child.

CLASSROOMS

- Students are expected to remain seated at their desks to the greatest extent possible.
- Students will have assigned seats with a transparent desk shield to separate them from classmates.
- Desks/tables are arranged to accommodate guidelines.
- While paper/pencil and other activities will occur, students will continue to utilize their assigned devices while at school.
- Please make sure devices are fully charged the night before.
- Classroom teachers will specify which books students will need to bring to school each day.
- Please note that materials will not be shared amongst students.
- Each classroom is equipped with disinfectant wipes for cleaning purposes and a touchless hand sanitizing station.
- Classrooms will be cleaned and disinfected each day by our custodial staff.

CLEAN HANDS

- In addition to wearing a mask and maintaining 6-feet social-distancing, keeping hands clean will help keep everyone in our building healthy and safe.
- When necessary, students will be directed to wash hands for at least 20 seconds with soap and water.
- The following are times when the use of hand sanitizer (provided by the school district) and handwashing is expected:
 - Before entering any classroom
 - After using a tissue to blow your nose
 - After using the bathroom (handwashing)

MASKS

- Wear the mask over your nose and mouth and secure it under your chin **AT ALL TIMES.**
 - **Please note bandanas and neck gaiters are not approved.**
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HYBRID GENERAL SUPPLY LIST-TEACHERS MAY COMMUNICATE ADDITIONAL SUPPLIES

Preschool	Grades K-2	Grades 3-5
<ul style="list-style-type: none">• FULLY CHARGED iPad• Device charger• Headphones• All other supplies will be provided	<ul style="list-style-type: none">• Books communicated by teacher• Gallon bag• Pencils/Pens• Spiral Notebook• Scissors• Glue• Two Folders• Crayons• Water bottle• FULLY CHARGED iPad• Device charger• Headphones	<ul style="list-style-type: none">• Books communicated by teacher• Gallon bag• Pencils/Pens• Spiral Notebook• Scissors• Glue• Two Folders• Notebook Paper• Crayons• Water bottle• FULLY CHARGED Laptop• Device charger• Headphones

WATER BOTTLES

- Students are encouraged to bring a water bottle from home.
- Touchless water bottle filling stations were installed.
- When drinking water in the classroom, students may be asked to keep their masks on and slightly lift up the bottom of their mask with one hand to take a sip of water.

MOVING THROUGH THE BUILDING

- Everyone is asked to walk on the right side of the hallway.
- Floor markers have been installed to maintain six feet of physical distance.
- Social distancing guidelines are posted throughout the building.

BACKPACKS

- Students will be able to use a backpack to carry any necessary materials throughout the day.
- **Please work with your child to prioritize what learning materials are necessary, and what is not necessary to pack on a daily basis.**

BATHROOM USAGE

- Classes will have assigned bathroom breaks to minimize traffic.
- Staff will monitor bathrooms to ensure students are washing their hands and overcrowding does not occur.
- Bathrooms will be cleaned and sanitized between classes.

SIGNING STUDENTS IN & OUT OF THE BUILDING

- Please call the school office in advance to arrange for early dismissals or late arrivals.

COMMON FAQs

What if my child forgets their mask at home?

- Extra masks will be available if a student does not have one.

What will it look like when my child arrives at school?

- Students will enter through their assigned door (See above).
- Students will have their temperature checked by a staff member.
- Students will move directly to their classroom maintaining 6 ft apart.

- **What time can I drop-off my student in the morning?**

- The school will open at **8:30 for PreK and 8:45 for Kindergarten-5th grade** students.
 - ***Please plan your arrivals accordingly given that students will not be allowed to enter the building until their assigned times.***

- **What time should I pick up my student?**

- PreK students will be dismissed at 11:15am, Kindergarten-5th grade students will be dismissed at 12:30pm.

- **When does my child need to put their mask on?**

- **Students must wear a mask on school grounds at all times.**
- Please have your child put on their mask prior to exiting your vehicle.

- **Can my child bring food to school?**

- No.
 - **Students are not allowed to bring food to avoid needing to remove the mask to eat. Please make sure your child has breakfast prior to arrival.**

- **Can I send my child to school with a water bottle?**

- Yes.
 - All students can bring a refillable water bottle to school.
 - Refillable water bottle stations are available.
 - No drinking fountains will be used.

- **How do I report that my child will be absent from “in-person” instruction?**

- Call the attendance phone number at 708.450.2023 and if nobody answers please leave a message.

- **What if my child has COVID-like symptoms, but is well enough to be online virtually?**

- Still complete the process above. The child will not be marked absent.
 - Complete the student “Self-Certification” by answering “yes” to the appropriate question.
 - Call the attendance phone number 708.450.2023 and leave a message.
State: “My child will be remotely learning today.”
- The student will be able to access all lessons via remote learning platforms.
- The student will be marked “present” as long as they attend their classes remotely.

- **Will uniforms be required?**

- Yes, we will continue to follow the district’s uniform policy.
 - Students will be required to wear a light blue or white collared shirt. School spirit wear is allowed.
 - Students will be required to wear navy blue pants. School spirit wear is allowed.