

February 2021

Site Level Plans are based on guidance from Crete-Monee School District 201-U, Illinois State Board of Education, Illinois Department of Public Health, and Centers for Disease Control and Prevention. Please note that it contains the most current information and best practices known to us at this time. However, it is subject to changes and updates as more information may become available from state and federal agencies.

LINKS TO IMPORTANT INFORMATION

[Reopening with Equity Overview](#)

[Reopening with Equity Reference Guide](#)

20-21 Calendar School

MEC WEEKLY SCHEDULE ALL GRADE LEVELS – REMOTE ONLY SCHEDULE				
Monday	Tuesday	Wednesday	Thursday	Friday
ALL STUDENTS REMOTE Synchronous Instruction	ALL STUDENTS REMOTE Synchronous Instruction	ALL STUDENTS REMOTE Asynchronous Synchronous Instruction Small/Individual Work - By Appointment Only STUDENTS ARE EXPECTED TO CHECK-IN FOR ATTENDANCE	ALL STUDENTS REMOTE Synchronous Instruction	ALL STUDENTS REMOTE Synchronous Instruction

MEC will be following a Master Schedule for classes; Synchronous Learning for forty (40) minutes and Asynchronous Learning for ten (10) minutes. These times will be flexible depending upon our students' needs.

MEC WEEKLY SCHEDULE - HYBRID AND REMOTE				
Monday	Tuesday	Wednesday	Thursday	Friday
ALL STUDENTS Face-to-Face On-Site	ALL STUDENTS Face-to-Face On-Site	ALL STUDENTS REMOTE Synchronous Asynchronous Instruction Recorded Lessons, 1:1 and Small-Group	ALL STUDENTS Face-to-Face On-Site	ALL STUDENTS Face-to-Face On-Site

Students will have online access to all of their teachers during their scheduled periods. Additional questions and concerns can be addressed via email.



PLANNING	
Requirements	Plan
Face Coverings	<ul style="list-style-type: none"> if a student is unable to wear a face mask, the student will participate in full-time remote learning. When students and staff are onsite, or on the bus, masks will be required at all times. <ul style="list-style-type: none"> Students are permitted to remove masks for lunch. Parents will be asked to send in at least one clean replacement mask in the event of an accident or soiling of the mask. Disposable masks will be available for students and staff. Each morning during Virtual Staff Morning Circles staff will discuss the importance of vigilance amongst the staff.
Social Distancing <ul style="list-style-type: none"> Classrooms Hallway Supervision PEP - Outside Gym 	<ul style="list-style-type: none"> Use of Cool Tools Lessons provided by our PBIS Team. Use Cool Tool lessons for Social Distancing. Signage will be used to promote social distancing. Hallways will be supervised by MEC staff. Rearrange classrooms as much as possible to promote social distancing. All PE classes will be taught outside whenever possible.
Classrooms <ul style="list-style-type: none"> Chromebooks Remove Furniture Remove Personal Items Remove Soft Surfaces Desks Facing Forward Social Distancing No Sharing Marked Path of Travel Safe Capacity for Social Distancing Desks vs. Tables 	<ul style="list-style-type: none"> 1:1 Technology Classrooms will be configured based on ISBE guidelines. Seating will face the same direction. Seating charts will be used. Classrooms will be set up with desks separated by 6 feet on all sides. Rooms with tables will either need to have desks replacing them OR the number of students in that space must be limited. All extraneous furniture and items will be removed from classrooms for hygienic purposes. Hand sanitizer will be available in all classrooms. Supplies and materials will not be shared. The classrooms will be cleaned nightly. Buildings will be sanitized on Friday evenings.
Transportation <ul style="list-style-type: none"> Arrival - Buses Arrival - Drop Off Dismissal - Buses Dismissal - Pick Up 	<ul style="list-style-type: none"> Students will enter the building one at a time for check-in and will leave the building also one at a time. Masks are required to be worn on buses. Students will be socially distanced on buses as is the current practice. One student per seat. Buses will be loaded back to front.
Bathrooms <ul style="list-style-type: none"> Disinfecting Monitoring Use Hand Washing Signage 	<ul style="list-style-type: none"> Bathrooms will be sanitized frequently each day. Hand sanitizer will be outside of each washroom. Staff will monitor the use of bathrooms. Signage will be used to encourage proper hand washing hygiene.
Specialty Use Rooms <ul style="list-style-type: none"> Physical Education Common Areas 	<ul style="list-style-type: none"> PE will be held outside when possible with no contact between students. Common areas that are not in use will be closed. The administration team will develop a list of available spaces for hybrid instruction to accommodate social distancing guidelines.



PLANNING

Requirements	Plan
<p>Staff</p> <ul style="list-style-type: none"> • Arrival - Departure • Lunch - Break Areas • Meeting Locations • Temperature Check • Copy Machines/Printers • Bathrooms 	<ul style="list-style-type: none"> • The staff will meet virtually when necessary. • Sanitize copier machines - encourage staff not to use fingers to press buttons or immediately sanitize the control panel. • Hand sanitizer and wipes by all copy machines. • Staff will be in the building on a limited schedule. • Staff will only enter and leave the building through the main entrance. • Staff will have limited access to the building, i.e. a designated location in which to work. • All staff will be temperature checked daily upon arrival. • Security will do the temperature checks and monitor forms. • Disinfecting wipes will be placed in adult bathrooms. • Staff will eat lunch with the students within their assigned classrooms.
<p>Health Services</p> <ul style="list-style-type: none"> • Temperature Checks • Contact Tracing • Isolation Area • Symptomatic/Sick • Daily Medical Care 	<ul style="list-style-type: none"> • Daily temperature checks and screenings will be conducted. • 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. • A location has been designated in the CIBS Room to quarantine individuals exhibiting symptoms. • Parents are expected to report any student exposures or diagnosis of COVID-19 to the main office or the building nurse. • If a student is exhibiting symptoms of any illness, students will be sent home per district health procedures. Parents, guardians, or other authorized individuals must pick up their child. Students will not be allowed to utilize the school bus or public transportation for the return home. Local authorities may be contacted if students are not picked up before the end of the school day. • Daily medical care will be provided by the District medical staff. • The District is working closely with the Illinois Department of Health (IDPH) to monitor effective contact tracing practices. • Please contact your school nurse for readmittance guidance after an illness.
<p>Small-Group Instruction</p>	<ul style="list-style-type: none"> • Small group instruction will take place in open rooms as needed. All areas will be sanitized after use. • Social distancing will be followed. • Parents and students who desire additional support should meet/communicate with their teacher(s) to determine best-fit options. • A monitoring process will be established.
<p>Food Service</p> <ul style="list-style-type: none"> • Breakfast - Lunch • Lunch Schedule • Supervision • Disinfectant - Sanitize 	<ul style="list-style-type: none"> • Grab and Go lunches will be offered. • Students will eat breakfast and lunch in their classrooms supervised by MEC staff. • Areas, where students eat, will be sanitized after each use.



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<p>Parent Meetings</p> <ul style="list-style-type: none"> • Remote or In-Person • Parent-Teacher Conferences 	<ul style="list-style-type: none"> • Parent Meetings will need to either be remote or via phone conference - strictly enforced.
<p>Visitors and External Groups</p>	<ul style="list-style-type: none"> • No one other than staff or students will be allowed in the building. • The only exception to this would be emergency medical personnel. • Security will be responsible for allowing building access to students and facilitating parent sign-in of students if needed. • Emergency pick up procedures will be handled on a case-by-case basis. Please contact the main office for specific procedures.
<p>Communication</p> <p>Please check the District website and CMHS website for news and announcements.</p> <p><u>CM 201-U</u></p> <p><u>MEC</u></p>	<ul style="list-style-type: none"> • Email: The best and most efficient way to reach our staff is via email. Students and parents are welcome to email their teachers directly with questions, concerns, or simply to check-in. Staff will respond to email within a 48-hour window. • Phone: To reach a teacher by phone, please call and leave a message on the teacher's voicemail. can be reached via their school extension. Please allow a 72-hour window for staff to return phone calls. • Family/Student Access: Teachers can communicate directly to parents through Family Access. It is imperative that your contact information, phone number, and email are accurate in our system or you will not receive any notifications. Parents can contact the front office to get their login information. Please call 708-367-2660 to speak with a member of our office staff if you are experiencing any issues with Family Access OR if you are not receiving any communication from the school. • Google Classroom: Teachers will reach out before the start of the school year with access information for students. Students should be sure to subscribe to each of their teachers' Google Classrooms. Parents are welcome to follow students' Google Classrooms as well. Teacher/Subject Google Classroom directory will be listed on your students' grade-level classroom. • School Messenger: Emails and phone announcements will be sent out via School Messenger. These communications will be sent to the phone number/email that we have on file in Skyward.
<p>Attendance</p> <p>Attendance Hotline 708-367-2660</p>	<ul style="list-style-type: none"> • Attendance will be taken every day, including Wednesday. • Daily attendance will be recorded in Skyward. • Wednesday Attendance - Students must sign in and attend their classroom morning meeting.
<p>Emergency Drills</p> <ul style="list-style-type: none"> • Fire • Tornado • Lockdown • Bus Evacuation 	<ul style="list-style-type: none"> • Safety drills will be completed with students on site. • All safety drills will be conducted as normal using social distancing guidelines. • Procedures will also be discussed virtually during remote learning.



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Available Spaces <ul style="list-style-type: none"> Conference Rooms Multi-Purpose Rooms 	<ul style="list-style-type: none"> The administration team will develop a list of available spaces for hybrid instruction to accommodate social distancing guidelines.
New Students <ul style="list-style-type: none"> Chromebooks Welcome and Introductions by Admin Google Classroom Software Training 	<ul style="list-style-type: none"> New students will go through New Student Orientation, this will be virtual until further notice. Parent academy sessions from the beginning of the year will be recorded. New students will have access to recorded Parent Academies. Appointments will be made for device and material pickup.
Disinfecting <ul style="list-style-type: none"> Desks Tables Light Switches Door Knob - Handles Common Items Vending Machines 	<ul style="list-style-type: none"> The use of vending machines will be prohibited. Staff will be provided with disinfectant materials. Staff will be trained on the safe usage of disinfectant materials. Regularly clean high-touch areas (bathrooms, door handles, light switches, common areas, etc.). We will develop procedures to increase cleaning throughout the building throughout the day.
Water Coolers and Fountains	<ul style="list-style-type: none"> Drinking fountains and water coolers are disabled.