



Student Hybrid Guide

South Elgin High School

I. Hybrid Models

The week of January 19, 2021 only Freshman and Sophomore students will report to the building during their assigned day. All Junior and Senior students should join the C group, in the afternoon, for that week **ONLY**.

II. Bell Schedule - Starting January 19, 2021

*Zero Hour begins at 7:20 a.m.

Tuesday (Group A)	Wednesday (Group A)	Thursday (Group B)	Friday (Group B)
Period 1 7:40 - 8:25 a.m.	Period 5 7:40 - 8:25 a.m.	Period 1 7:40 - 8:25 a.m.	Period 5 7:40 - 8:25 a.m.
Period 2 8:30 - 9:15 a.m.	Period 6 8:30 - 9:15 a.m.	Period 2 8:30 - 9:15 a.m.	Period 6 8:30 - 9:15 a.m.
Period 3 9:20 - 10:05 a.m.	Period 7 9:20 - 10:05 a.m.	Period 3 9:20 - 10:05 a.m.	Period 7 9:20 - 10:05 a.m.
Period 4 10:10 - 10:55 a.m.	Period 8 10:10 - 10:55 a.m.	Period 4 10:10 - 10:55 a.m.	Period 8 10:10 - 10:55 a.m.

<i>1st floor dismissal @ 10:50 a.m.</i>	<i>1st floor dismissal @ 10:50 a.m.</i>	<i>2nd floor dismissal @ 10:50 a.m.</i>	<i>2nd floor dismissal @ 10:50 a.m.</i>
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III. Self-Certification, Arrival, & Departure ([Beacon Video](#))

Self-Certification:

- Students will be required to self-certify prior to entering the building. Only parents can self-certify their student at this time. The self-certification process can be done by clicking [HERE](#).
- The purpose of self-certification is to ensure your child is not experiencing any of the following symptoms prior to entering the building.

- Chills, loss of taste and smell, body aches, shortness of breath, difficulty breathing, fatigue, cough, congestion, sore throat, diarrhea, nausea, headache.
- A report will be generated each morning identifying students who have not self-certified and members of our administrative team will then follow-up with those individuals.
- For those students who did not complete the self-certification prior to their arrival, then a Dean or Dean's Assistant will notify you of this requirement and a phone call will be made home to complete the self-certification process.

Arrival:

- Bus transportation will be provided for those students identified through Infinite Campus as needing district provided transportation to get to and from school. Students arriving on the bus will be dropped off at door #24 by 7:30 a.m. Students not requiring transportation will be allowed to enter the building through either door #5 or door #51.
- Students utilizing bus transportation services will be allowed to enter the building as soon as the bus arrives at SEHS. However, students will not be allowed to congregate in the Commons/Cafeteria area, as they will be required to utilize the hallway space throughout the building to ensure proper social distancing.
- **Students getting dropped off or driving themselves to school will not be allowed to enter the building until 7:30 a.m. This is to alleviate potential congestion within the hallways...please plan accordingly.**
- Please note that students participating in Zero Hour classes will be allowed to enter the building at 7:10 a.m. as Zero Hour classes begin at 7:20 a.m.
- **Lockers will NOT be accessible throughout the day. Therefore, students will need to bring all materials, coats, backpacks, and chromebooks to each class.**
- Upon entering the building, all students will be required to wear a face mask and adhere to proper social distancing guidelines. SEHS staff will be positioned at each entrance reminding our students of this expectation.
- Students arriving to school after 7:40 a.m. will need to enter the building through Door #1

Departure:

- Upon completion of the in-person portion of the school day, students will be required to leave the building through the closest approved exit. The approved exits are doors #5 and #51 for non bus riders and door #20 & #24 for all students accessing bus transportation.
- For the purpose of our second semester hybrid schedule, we will be implementing an "open campus" which will allow students to arrive prior to their first academic class and leave after their final academic class. For example, if a student has fourth period lunch/study hall, then they will be allowed to leave after their third period class. In addition, should students have fifth period lunch/study hall then they would not need to report to school until their sixth period class begins. Open campus applies to study hall and lunch for periods 1, 4, 5, and 8 **only**. Attendance will default to present for those study halls and lunch periods.
- In an effort to help ensure proper social distancing takes place, we will be implementing staggered times for dismissal. On 'A' Days' all classes on the first floor will be

dismissed at 10:50 a.m. and on 'B' Days' all classes on the second floor will be dismissed at 10:50 a.m.

- Students should use the closest door when exiting the building. Students in the A, B, and C wings will utilize doors #5 & #20 and students in the E & F wings will utilize doors #24 & #51.

IV. Breakfast & Lunch Procedures

- **Students will not be allowed to consume food within the building. However, water bottle filling stations will be available for those students who bring their own water bottle. Coffee, soft drinks, and all other items must be consumed prior to entering the building.**
- **All** students in attendance will be provided a free breakfast and lunch to take home. These items will be available to pick up upon exiting the building through doors #5, #24, and #51. Students not in attendance will still be able to access breakfast and lunch through our curb-site pick up at designated school sites, Monday thru Friday from 7:00 a.m. -11:30 a.m.
- Please note that vending machines will not be available and food will not be allowed to be consumed on the bus.

V. Bathrooms

- Students will not be allowed to access the restroom during the passing periods.
- All restroom breaks will be on an individual basis and will occur during class time.
- Students will be escorted by a hallway monitor to the closest restroom from their assigned classroom. Upon returning to the classroom, students will be required to utilize the hand sanitizer.
- Supervision of restrooms will be conducted by our Dean's Assistants throughout the day.
- Custodians will continuously monitor, clean and sanitize restrooms throughout the day.
- Students will not have access to the restrooms before or after school, as it will cause congestion and severely limit our ability to ensure proper social distancing. Exceptions will be made for emergencies and medical needs.

VI. Safety and PPE (Personal Protective Equipment)

- Face masks and social distancing are required for all individuals in and around the campus of South Elgin High School. Hand washing stations and sanitizer will be strategically placed throughout the building, and students will be encouraged to utilize these resources frequently.
- The face covering should have two or more layers to stop the spread of COVID-19, and should be worn over the nose and mouth, secured under the chin, and should fit snugly against the sides of the face without gaps.
- Masks available with exhalation valves or vents are not recommended for source control of COVID-19 and should NOT be worn.
- Personal cloth face coverings should be taken home, laundered daily, dried in a dryer, and reused.
- Face coverings must be changed immediately if soiled, wet, or torn.

- **Students who show up to school without a proper face covering will be provided with a disposable mask.**
- **Students refusing to wear a face covering will be sent home.**

Classroom Cleaning & Sanitization Measures

- All classrooms are equipped with a spray bottle of disinfectant, a roll of paper towels, and a bottle of hand sanitizer.
- We ask that teachers spray down all student desks 3-5 minutes prior to the end of each class with the supplied disinfectant.
- After allowing the disinfectant to set for 3 minutes, all students will be required to wipe down their desks and any additional equipment that was used during that class period.
*Note: The disinfectant that U-46 provides has a 3 minute dwell time, teachers will ensure at least 3 minutes have passed before having the students wipe down their desks.

Social Distancing & Classroom Configuration

- All classrooms have been configured to maximize space and adhere to proper social distancing procedures. Therefore teachers and students are not permitted to move classroom furniture once it has been set.
- The configuration of each classroom was completed over winter break.
- Floor markings have been installed to ensure social distancing and one way traffic throughout the hallways.

Student Displays COVID Symptoms

- If a student displays COVID symptoms (chills, loss of taste and smell, body aches, shortness of breath, difficulty breathing, fatigue, cough, congestion, sore throat, diarrhea, nausea, headache) while in class, then the teacher will press the call button to request an escort from the classroom to the nurse's office.
- Once in the nurse's office, the nurse will evaluate the student and then place him/her in the Quarantine Room.
- The parent/guardian will be notified and the student will be sent home.
- If the student has been confirmed to have COVID, then the nurse will fill out the COVID reporting form and begin contact tracing.
- A room cleaning request will be submitted for the Quarantine Room and the classrooms impacted will be cleaned and disinfected.

Custodians

- Clean high touch point areas throughout the day, as well as clean and disinfect restrooms during the passing periods.
- Monitor and refill disinfectant bottles, handwashing stations, and common area sanitizers as needed.
- Monitor HVAC system to ensure adequate turnover rate and proper air filtration.
- Replace lost and or damaged safety signage throughout the building.
- Clean and sanitize all rooms on a nightly basis.

School Nurse

- Evaluate students who are reported ill.
- Complete COVID form for suspected COVID case.
- Conduct contact tracing for positive COVID cases (students only).
- Complete cleaning request form for Quarantine Room (if accessed by suspected COVID case).
- Supervise the use of the Quarantine Room.

Quarantine Rooms

- There are currently two Quarantine Rooms within the building and a back-up room should it be needed.
- A nurse or designated staff member will be asked to supervise a student while in the quarantine room. This will be accomplished by said staff member standing outside of the designated room. Staff are not allowed to enter the room as it could result in exposure.

VII. Additional Items

- Learning Labs (Library)
 - Teachers will **NOT** be allowed to remain in a classroom, alone, with one student.
 - Should teachers encounter a situation where only one student arrives to a particular class, then they are required to temporarily move that class to the library where instruction will take place.

VIII. Helpful Reminders

- Face mask
- Self-certify
- I.D. (worn at all times)
- Fully charged Chromebook
- Personal water bottle
- Headphones/earbuds
- Pencil, notebook, calculator, etc.