

New Field ES Hybrid Learning Handbook

Important Links	
<ul style="list-style-type: none"> ● CPS Reopening Guide ● CPS Health Protocols ● CPS Guide for Educators ● Reopening Guide - Executive Summary ● Student Daily Health Screening Protocols 	<ul style="list-style-type: none"> ● New Field Website ● New Field Reopening Information ● New Field Calendar ● New Field Staff Directory ● Face Covering Accommodations

Current Numbers (updated 1.29.21)																					
	102	108	109	111	113	201	202	210	213	310	311	312	313	305	306	308	309	301	302	303	304
Hybrid	12	10	14	12	12	8	15	13	11	9	10	13	11	14	8	12	13	0	14	15	0
Remote	10	13	9	11	11	8	12	13	15	13	13	13	12	12	16	8	12	24	0	0	24

IN PERSON learning shifts	Monday/Tuesday	Thursday/Friday
	Kindergarten	108, Ms. Welsh & Ms. Arias
109, Ms. Calhoun & Ms. Coronel		102, Ms. Coronel & Ms. Calhoun
113, Ms. Pankratz & Ms. Lopez		
First	210, Ms. Kim & Ms. Wipf	201, Ms. Rizo & Ms. Lopez
	202, Ms. Nelson	213, Ms. Wipf & Ms. Kim
Second	310, Ms. Regaldo	
	312, Ms. Tubon & Ms. Espino	311, Ms. Espino & Ms. Tubon
	313, Ms. Staes	
Third	305, Ms. White	306, Ms. Spore
	309, Ms. Francomb	308, Ms. Paz
Fourth (four days per week)	302, Ms. Blanco	302, Ms. Blanco
	303, Mr. Mroz/ Ms. Gomez	303, Mr. Mroz/ Ms. Gomez

K-4 Hybrid Model Overview	
In Person: 7 hours per day, (2 days per week K-3, 4 days per week Gr 4)	
<ul style="list-style-type: none"> ● In School: 2 days per week, 7 hours per day Gr. K-2 & 4 days per week, 7 hours per day Gr. 4 ● At home school days: 150 minutes of real-time instruction and 210 minutes of independent learning activities/day ● Wednesday Remote Dates: 180 minutes of real time instruction and 180 minutes of independent learning activities/day 	
Virtual learning (For families who opt out of in-person learning)	
<ul style="list-style-type: none"> ● 150 minutes of real-time instruction and 210 minutes of independent learning activities on Monday, Tuesday, Thursday, and Friday. ● 180 minutes of real time instruction and 180 minutes of independent learning activities on Wednesday. 	

Daily Schedules	
	District Guidance
<ul style="list-style-type: none"> ● Essentials Classes - see Essentials Tab ● Bathroom Schedule - See Remote/InPerson Tab. ● Recess & Lunch Schedule - See Recess/Lunch Tab <ul style="list-style-type: none"> ○ Recess: See cold/hot weather guidance for information on outdoor recess ○ Students may bring their own lunch as well 	CPS Reopening Guide
Virtual learning (For families who opt out of in-person learning)	
<ul style="list-style-type: none"> ● 150 minutes of real-time instruction and 210 minutes of independent learning activities on Monday, Tuesday, Thursday, and Friday. ● 180 minutes of real time instruction and 180 minutes of independent learning activities on Wednesday. 	

K-8 In-Person Daily Schedule Summary	
Student Day (7 hours)	Teacher Day (7 hours)
<ul style="list-style-type: none"> ● 6 hours of instruction** (<i>includes supervision for independent work tasks while teacher focuses primarily on remote learners</i>) ● 45 minutes of recess and lunch ● 15 minutes of non-instructional activities (e.g., passing periods, bathroom breaks, health screens) 	<ul style="list-style-type: none"> ● 300 minutes of instruction ● 45 minutes of continuous, duty free-lunch ● 60 minutes of duty-free preparation ● 15 minutes of non-instructional activities (e.g., passing periods, bathroom breaks, health screens) <p>* In order to accommodate the need for additional health protocols, schools may account</p>

<p>* In order to accommodate the need for additional health protocols, schools may account for additional non-instructional activities such as staggered entry, temperature checks, and bathroom breaks.</p>	<p>for additional non-instructional activities such as staggered entry, temperature checks, and bathroom breaks.</p>
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<h2 style="text-align: center;">Entry & Exit Procedures</h2>	
<h3 style="text-align: center;">New Field Protocols</h3>	<h3 style="text-align: center;">District & CDC Guidance</h3>
<p>Health Screeners:</p> <ul style="list-style-type: none"> ● CPS Daily Health Screener - Everyone must complete the screener prior to coming to school. If you do not pass the screener DO NOT COME TO THE BUILDING <p>Temperature Screening:</p> <ul style="list-style-type: none"> ● Temperatures will be screened upon entry into the building. If a person registers a temperature of 100.4 degrees or above, we will ask that they leave the building. If a child, the parent will bring them home or they will be taken to the care room for their parent to be called. <p>Additional Mitigation Strategies</p> <ul style="list-style-type: none"> ● All students and staff must be masked upon entry into the building <ul style="list-style-type: none"> ○ Deliberate and consistent mask refusal will result in return to remote learning ● All students and staff will wash or sanitize hands upon entry into the building, before and after meal time, after using the restroom, etc. ● Social distancing to the largest extent possible ● PPE- per job description <ul style="list-style-type: none"> ○ Staff and students who do not adhere to proper mask wearing (covering both the mouth and nose) will be subject to a disciplinary action. <p><u>Drop Off and Pick Up Details</u></p> <ul style="list-style-type: none"> ● PK & Cluster: Arrival, 8:35 - 8:40 / Dismissal: 3:30 - 3:40 <ul style="list-style-type: none"> ○ PK 101 & 103 → East side doors (Doors ___) ○ PK 110 & 112 → West side doors, off Clark St (Doors ___) ○ Cluster Programs → Main entry staging ● Kindergarten, First & Second Grades → West Playlot in designated areas <i>Staggered entry and dismissal times</i> <ul style="list-style-type: none"> ● Kinder entry: 8:45 - 8:50 / Dismissal: 3:25 - 3:35 ● First entry: 8:50 - 8:55 / Dismissal: 3:30 - 3:35 ● Second entry: 8:55 - 9:00 / Dismissal: 3:40 - 3:45 	<ul style="list-style-type: none"> ● CDC defines temperature as 100.4 ● CDC Mitigation Strategies ● CPS Health Protocols ● CPS Guide for Educators

<ul style="list-style-type: none"> • Third & Fourth Grades → East playlot in designated areas <i>Staggered entry and dismissal times</i> <ul style="list-style-type: none"> • Third entry: 8:45 - 8:50 / Dismissal: 3:30 - 3:40 • Fourth entry: 8:50 - 8:55 / Dismissal 3:40 - 3:45 • Designated TAs and SECAs will be at each entry/exit point to support supervision and health screener checks • Teachers should meet their pod of students no later than 8:45am • Students CANNOT be dropped off earlier than 8:35am.. The playgrounds will be closed for play in the mornings and utilized for ensuring kids line up 6 feet apart. • During incimate weather, you will pick up students from designated indoor spaces. Please see locations here (forthcoming). 	
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<h3 style="text-align: center;">Sick Student Protocols</h3>	
<h4 style="text-align: center;">New Field Protocols</h4>	<h4 style="text-align: center;">District & CDC Guidance</h4>
<p>Care Room:</p> <ul style="list-style-type: none"> • Overseen by trained CPS employee (Training includes specific Care Room training, PPE and Bloodborne training) • If a child feels ill at any time during the school day, teachers will notify administration, the child will be sent to the care room and parents will be called for immediate pick up • Students CANNOT stay in the building when feeling sick <p>Illness during the day:</p> <ul style="list-style-type: none"> • If a child feels ill at any time during the school day (fever, cough, shortness of breath) teachers will notify administration, the child will be sent to the care room and parents will be called for immediate pick up. • Parents must return the Medical Exclusion Form, completed by a medical provider, in the event that a child leaves school due to illness • If a child incurs an injury during the school day requiring Band-Aid, icepack, etc., they will be seen by the nurse or New Field administration. They will not go to the care room. <p>COVID Testing & Tracing</p> <ul style="list-style-type: none"> • CPS has committed to a testing protocol among employees who are returning to in-person instruction. On a weekly basis, 25% of staff will be tested and all staff should expect to be tested at least once per month. Employees will self-administer the test and also have the right to refuse. • In the event an employee or student has tested positive for COVID-19, they should self-report to cps.edu/covidresults. CPS will then conduct a thorough investigation to determine next steps. • Only close contacts will be quarantined. 	<ul style="list-style-type: none"> • Sick Student Protocol • Suspected Sick Student • Care Room Guidance • PPE Quick Guide for School Staff • Care Room Attendant Manual • COVID-19 Guidance for Educators • School-Based Surveillance Testing

Building Movement Protocols	
New Field Protocols	District & CDC Guidance
<p>Stairs, during school hours (outside of entry/exit)</p> <ul style="list-style-type: none"> Classrooms on the East side of the building will utilize East stairs for UPWARD movement Classrooms on the West side of the building will utilize West stairs for UPWARD <p>Bathroom</p> <p>Center stairs will be used for DOWNWARD movement (except during dismissal)</p> <ul style="list-style-type: none"> Classrooms will have designated bathroom times (see schedules) If a student has to use the bathroom outside the designated time, First-Fourth grade students will be trusted to utilize the restroom on their own. Security will be monitoring bathroom usage and radio for spot cleaning. <p>Water Fountains</p> <ul style="list-style-type: none"> Water fountains will be CLOSED, but bottle filling stations will be open on each floor. Students should have a marked water bottle for filling. Bottle filling stations are on the first and second floors. <p>Staff Locations</p> <ul style="list-style-type: none"> In addition to classrooms, staff may utilize the teacher’s lounge, library, lunchroom for break, lunch and work space needs. Spaces will be cleaned every hour using the high touch cleaning protocol. 	<ul style="list-style-type: none"> CPS Movement Guidance CDC Water Systems

Student Pods & Social Distancing	
New Field Protocols	District & CDC Guidance
<ul style="list-style-type: none"> 15 students max/pod to minimize exposure to other students Staggered hallway and bathroom movement to limit exposure <p>Fourth Grade Departmentalized Class</p> <ul style="list-style-type: none"> Students will remain in their homeroom classroom and the teachers will rotate <p>Essentials</p> <ul style="list-style-type: none"> Music will take place in the homeroom Art will take place in the homeroom PE will take place in the classroom, Gym, or outside respectively Tech will take place in the homeroom Dance (kindergarten) will take place in the homeroom Specials teachers will teach in quarterly shifts to limit Pod exposure 	<p>Chicago Capacity Dashboard</p>

<p>Lunch</p> <ul style="list-style-type: none"> ● Students will eat lunch in classrooms ● Students that eat a school lunch will pick up their lunches from the cafeteria <p>Recess</p> <ul style="list-style-type: none"> ● Recess will take place outside for students when weather permits. Please dress appropriately! If you need assistance securing warm clothing, please contact our school <ul style="list-style-type: none"> ○ See cold weather guidelines ● Pods will be assigned specific playgrounds for recess 	
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Cleaning Protocols	
New Field Protocols	District & CDC Guidance
<p>Cleaning & Sanitizing Procedures</p> <ul style="list-style-type: none"> ● Custodians will clean and sanitize rooms, restrooms and common areas during the days as well as after school ● Staff are to clean and sanitize student supplies, equipment and materials throughout the day ● Cleaning schedule (link) 	<ul style="list-style-type: none"> ● Cleaning and Disinfection Guidance for CPS Primary and Secondary Schools for COVID-19 ● CDC Clean & Disinfect ● Essential Elements of the day (PreK applied school wide)

Air Filtration Protocols	
New Field Protocols	District & CDC Guidance
<p>Air Quality:</p> <ul style="list-style-type: none"> ● In alignment with the New Field Air Quality Report, the building has a functioning automated mechanical ventilation system and functioning operable windows. In alignment with the CDC, the building provides adequate filtration for Airborne Particulate Matter. (See New Field Air Quality Report) ● Supplemental air purifiers are in every classroom, care room and main office. <ul style="list-style-type: none"> ○ Two air purifiers in fourth grade classrooms 	<ul style="list-style-type: none"> ● New Field Air Quality Report ● CDC Ventilation in Buildings

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| <ul style="list-style-type: none">• Teachers will be asked to open at least one window as the temperature tolerates. (See CDC document) | |
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