



Adlai Stevenson Family Hybrid Guide

Spring 2021

'Every Student, Every Day'

We will begin shortly. Please keep your microphone muted.

Welcome Back

- **This session will highlight safety protocols and procedures during hybrid learning.**
 - **Please keep your microphone muted.**
 - **We will record and share this meeting for those that cannot attend. It will be posted to our School Schoology Page and Website.**
 - **Please place all questions in the chat and they will be answered to the best of our ability at the end of the session.**
 - **Please call the office at 216-838-5300 between 9:00 and 4:00 if you have any questions .**



OPT out Information

- Families who would like to remain in Remote Learning can do so by calling the main office at 216-838-5300 or the Enrollment Office at 216-838-3675.
- Deadline to OPT out is March 19th.
- There is also an OPT out link on the CMSD website.



Update Your Contact Information

- **As we move towards Hybrid Learning, it is more important now than ever for the school to have accurate contact information.**
- **Pease update your information by calling the office at 216-838-5300.**
- **This includes:**
 - **Address**
 - **Phone Number**
 - **Email Address**
 - **Emergency Contacts**
 - **Etc.**



Health and Safety

- **Parents are required to check each morning for signs of illness before bringing or allowing their student to go to school. A student **MUST** stay home if he/she exhibits:**
 - **Temperature of 100.4 degrees or higher**
 - **Any cold or flu-like symptoms, including:**
 - **Cough**
 - **Diarrhea**
 - **Headache**
 - **Vomiting**
 - **Body aches**
 - **Runny nose**
- **Any student who is exhibiting these symptoms will be sent home from school and must remain home for 24 hours after all symptoms pass.**



Health and Safety

- All students will take an active temperature screening upon arrival and must wear a mask at all times. (Gaiter masks are NOT allowed)
 - PreK Students may wear a face shield.
- Any student who arrives with a fever or shows signs of illness will be required to be picked up and will be placed inside the school CARE clinic until that time in order to minimize any possible exposure.
- Visitors will be required to take an active temperature check and COVID-19 screen before entering the building and must wear a mask. Visitors will not be allowed past the office for any reason.
- The Office will be CLOSED 12:30-1:30 each day for cleaning.
 - Office Hours will be 9:35-12:30 and 1:30-4:05.



Health and Safety

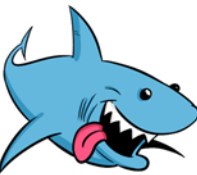
The following health and safety guidelines will be in place for all scholars while on campus:

- A face mask must be worn at all times, unless eating or drinking.
- Drinking fountains will not be used. Students may bring a sealed, leak-proof bottle of water to school. This bottle will not be able to be refilled and must be used appropriately at all times.
- Student must maintain 6 feet of distance between each other at all times. No hugging, high-fives, etc.
- Students must not share manipulatives or materials unless they are thoroughly sanitized between uses.
- Student will not store items in desks or lockers. All items will remain in the student's book bag at his/her seat.
- Students must enter/exit classrooms one person at a time.
- Student use of restrooms will be limited to scheduled breaks only unless it is deemed an emergency.



Learning Technology

- All students, except those in PreK and Kindergarten, **must bring their device with them to school each day** and are encouraged to bring personal headphones. Please be sure that the device is fully charged. You should continue to call the HelpDesk at 216-838-0440 for support with technology but must also notify the teacher.
- Each student will be provided with a laptop backpack to help properly protect the device to and from school.



Dress Code

Students do NOT need to be in dress code for the remainder of the 2020-2021 school year but MUST dress appropriately for school.

- This includes, but is not limited to:
- Shirts/tops must cover the entire shoulder area and lay below the waist line.
- Shorts/skirts must come to the knee when standing.
- Pants must sit at the waist line.
- Shoes/boots must be worn at all times. No open toed shoes or sandals/crocs.
- No hats, do rags, or head coverings may be worn unless for religious purposes.
- Students must be able to participate in all school related activities.
- It is not recommended that students wear any expensive jewelry and the school is not liable for any loss or theft.
- All clothing, jewelry, etc. must be non-distracting to the learning environment.
- No inappropriate language or images will be permitted.



Arrival Time

- All car riders and walkers should arrive between 9:25 and 9:35. Doors for these students will open at 9:35 and students will report directly to class. No car rider or walker should arrive prior to 9:25 for safety reasons. All students who arrive must wait in line to enter the school. Social distancing must be maintained at all times and students must wear a mask whenever on school property.
- **Updated school hours are 9:35-4:05**
- Bus riders will arrive at school at the time designated by the transportation department.
- Building Visitors will NOT be allowed in the building during arrival and dismissal.



Dismissal

- A staggered dismissal will be followed:
 - Kindergarten through 3rd grade will start at 3:55.
 - 4th through 8th grade will start at 4:00.
- ALL car riders should be picked up in front of the school, from the corner of Wendy Ave to the flag pole. Cars will be required to leave using 183rd.
- All students must be picked up by 4:05. Continued late pick-up will result in a referral to CFS.
- All walkers will be expected to leave campus immediately.
- Masks **MUST** be worn at all times and social distancing must be maintain.



Dismissal



Arrow indicates traffic pattern for Kindergarten through 8th grade pick up.



****MASKS and SOCIAL DISTANCING ARE REQUIRED****



Attendance

- For Hybrid Attendance students will be marked absent if they do not attend in person learning per their schedule and will be marked tardy if they arrive after 9:35 a.m. on in person days. For remote learning days, students will be considered present if they attend live, remote instruction or complete any work related to the instruction for that day.
- All other attendance guidelines will remain the same.



Breakfast and Lunch

- **Students will receive a Grab and Go breakfast upon arrival to school.**
 - **Students will eat in the classroom while engaging in a Class Meeting.**
 - **Breakfast service will end at 10:15 a.m.**
 - **A water bottle will be included.**
- **Lunch will also be served in a Grab-and-Go method with most students eating in the classroom.**



Bus Information

- Bus assignments are done through the District's transportation department. If you have questions regarding transportation, please contact 216-838-4BUS.
- Student who live within 2 miles of the assigned school will NOT qualify for transportation unless special accommodations are approved.
- RTA passes for students in grades 7th – 8th will be passed out to students who qualify each week.
- Guidelines while on bus transportation:
 - Face masks are required.
 - Hands must be sanitized upon boarding the bus.
 - Students must sit in their assigned seat.
 - Students must board at their assigned stop only.
 - Students must wear face masks and socially distance when at bus stops as they are extension of the school.
 - Students must wear face masks and socially distance when exiting the school bus.
 - Students who ride RTA will be provided with daily bus passes.



Visitor Policy

- All adult visitors will be required to pass an active COVID-19 assessment and temperature check before entering the office area. A mask must be worn at all times.
- Only 2 people are allowed in the office area at a time so we ask that only 1 member of the household come into the building. Please be aware that if the office is at capacity you may be asked to wait outside.
- There will be no waiting or loitering in the office.
- Visitors will NOT be allowed past the office unless it is deemed an emergency.
- Visitors will NOT be allowed in the building during arrival and dismissal.
- Please call the school at 216-838-5300 for assistance and to schedule an appointment to avoid possible exposure.
- Office Hours will be 9:35-12:30 and 1:30-4:05.



Resources

- [CMSD Hybrid Website](#)
- [Adlai Stevenson Website](#)
- [CMSD Hybrid Family Guidebook](#)
- [CDC](#)
- [Cleveland Department of Public Health](#)
- **Transportation – 216-838-4BUS**
- **Technology HelpDesk – 216-838-0440**
- **Enrollment or Hybrid Questions – 216-838-5300 or 216-838-3675.**



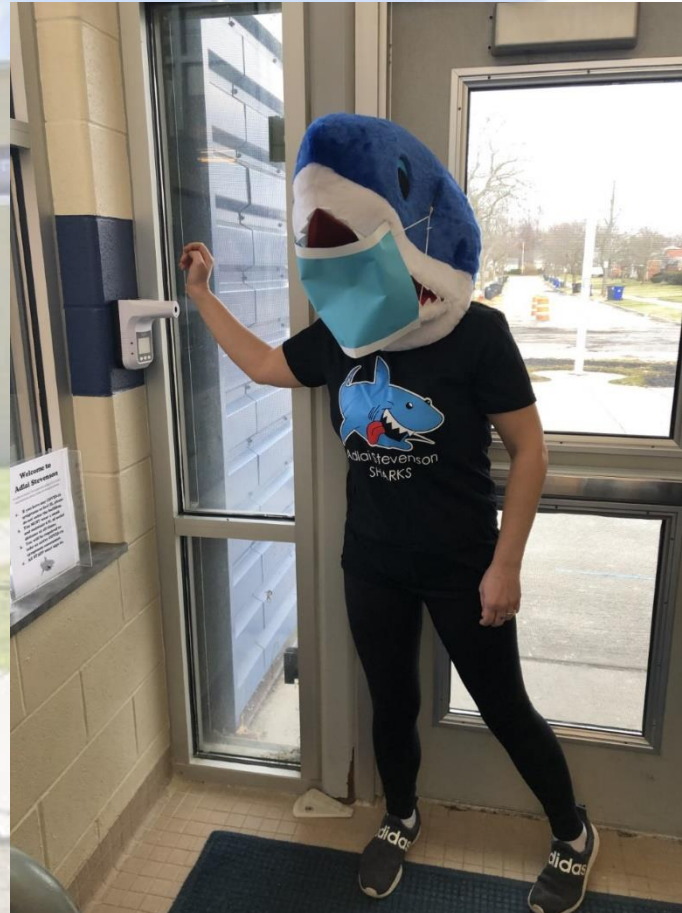
On Campus

- **Students must stand six-feet apart while awaiting entrance into the building.**
- **Masks must be worn at all times.**
- **Have your backpack opened and in front of you before you get to security in order to make the process as quick as possible.**



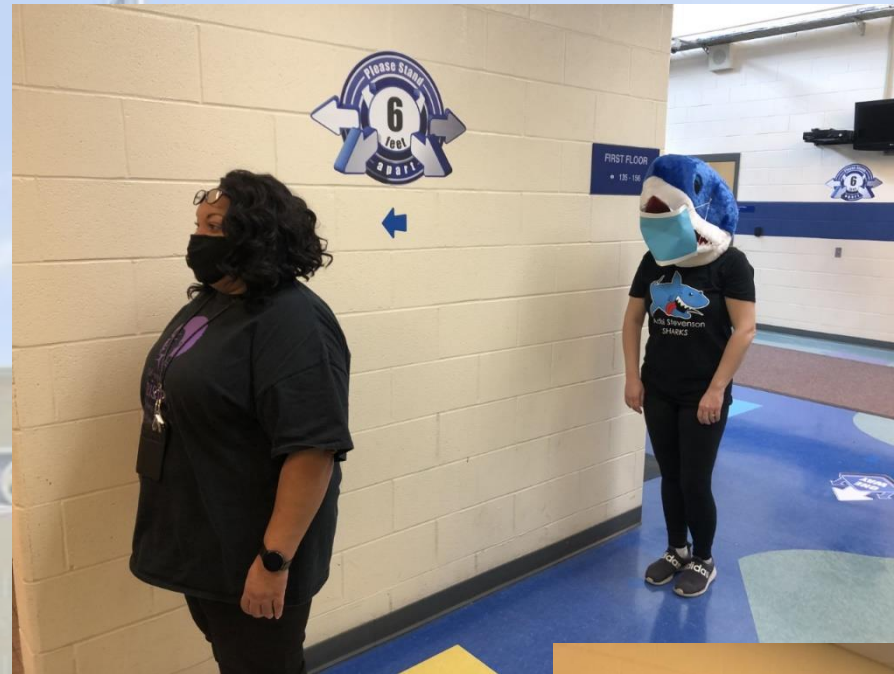
Entering the Building

- Upon entering the building, an active temperature check will be conducted by placing your wrist near the wall mounted thermometer.
- A hand sanitizer station is located directly inside security and should be used.



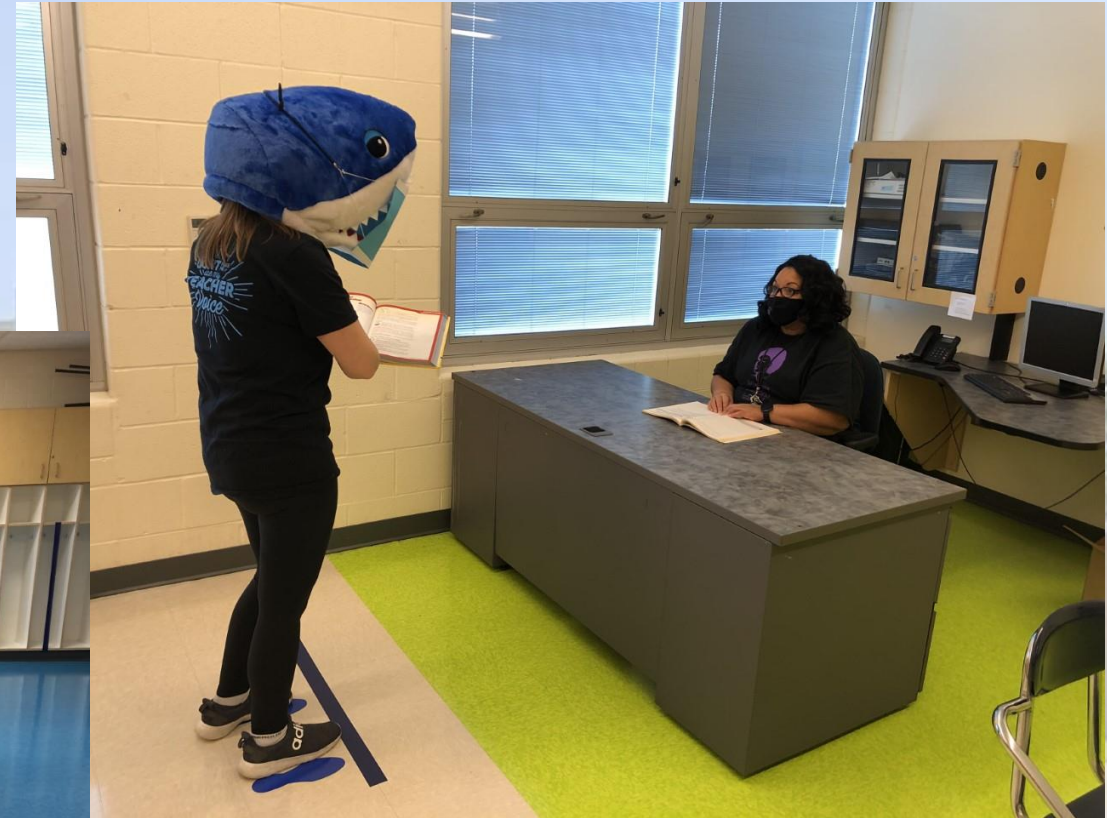
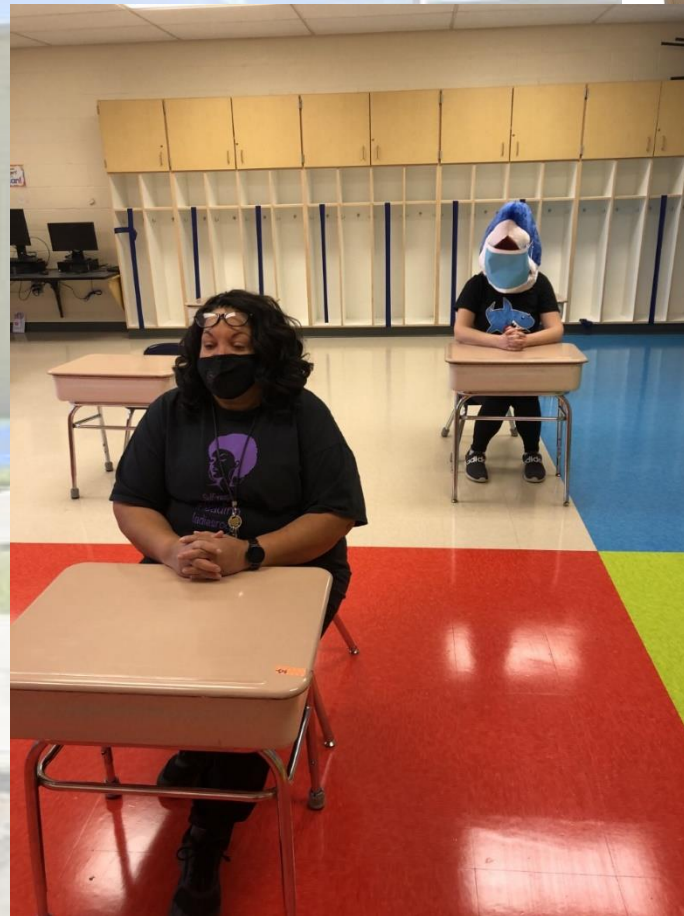
Hallways

- Hallways are marked with directional signage. All students and staff must follow these signs.
- Students must stand six-feet apart from each other at all time. Blue arrow on the ground indicate six-feet.
- Students must stay on the right hand side of the hallway at all times.
- Masks must be worn at all times.
- Hallway movement will be limited.
- Utilize sanitizer stations each time you pass.



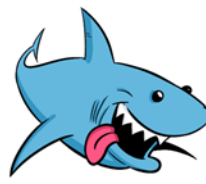
Classrooms

- All classrooms are marked with student capacity limits.
- Student must enter and exit the classroom one student at a time.
- Desks are located so that students are six-feet from each other and should not be moved.
- When approaching the teacher's desk, floor signage indicates where one should stand.
- Masks must be worn at all times.



Stairwell and Elevators

- All stairs are one-way, as indicated by signage.
 - The main stairwell goes up.
 - The back stairwell goes down.
- Student must maintain six-foot distance as indicated by floor marking.
- Elevator capacity is 1 person.



Restrooms

- Capacity limits in restrooms are posted and must be adhered to.
- Every other restroom stall is marked off in order to maintain six-foot distance.
- All students must wash their hands for 20 seconds.
- Hand sanitizer stations are also located outside each restroom and should be used.
- All restroom breaks will be scheduled to limit movement in the hallways and any potential cross-contamination.



Phases and Timelines

- **March 12th – First Day for select populations of students.**
 - Individual families will be called.
- **Week of March 15th - First days for PreK through 2nd grade students**
 - Cohort A with last names A-La, Monday and Tuesday, starts March 15th
 - Cohort B with last name Le-Z, Thursday and Friday, starts March 18th
- **Week of March 22nd – First days for 3rd through 8th grade students**
 - Cohort A with last names A-La, Monday and Tuesday, starts March 22nd
 - Cohort B with last names Le-Z, Thursday and Friday, starts March 25th
- **Wednesday is asynchronous for all students.**



Sample Hybrid Schedule

Hybrid PreK-8

Combination of In-Person & Remote Learning as health and safety levels improve

	M	T	W*	TH	F
Select Students with Disabilities in Self-Contained Classrooms	In-person Learning	In-person Learning	*A subset of students with critical needs (MD/AU,CC SC, etc.) may report on Wednesdays for additional support.	In-person Learning	In-person Learning
PreK (full-day and half-day programs)	In-person Learning	In-person Learning	Remote Learning/ Planning/ Professional Development	In-person Learning	In-person Learning
Grades K-8 (A)	In-person Learning	In-person Learning	Remote Learning/ Planning/ Professional Development	Remote Learning	Remote Learning
Grades K-8 (B)	Remote Learning	Remote Learning	Remote Learning/ Planning/ Professional Development	In-person Learning	In-person Learning



In-person Learning



Remote Learning



Options

- **Hybrid Learning per the previous schedule.**
 - PreK and Self-Contained students will come 4 days a week, M/T/R/F.
 - All other students will come 2 days a week with an additional 2 days of remote instruction.
 - Wednesdays is asynchronous work.
- **Remote**
 - Students receive 4 days of remote instruction.
- **Virtual Academy**
 - Self-paced learning modules with no direct instruction.
 - Student would need to re-enroll in home school for the 2021-2022 school year.
- **While the school and district will attempt to maintain student and teacher relationships, we cannot guarantee that students will maintain the same teachers, regardless of what option is selected.**



Please type questions into the chat.





**Please do not
hesitate to call us
at 216-838-5300 if
you have any
questions.**

