



MONROE ELEMENTARY SCHOOL DISTRICT #70

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Bartonville, IL 61607

Phone: 309-697-3120 Fax: 309-697-3185

July 29, 2020

Dear Monroe Families,

I appreciate your patience and understanding as we continue to develop and update our return to school plan. I would like to commend all of our staff and parents who helped create and give input on our return to school plan.

Developing a plan that meets all of the diverse learning needs along with students learning at home and in-person was a very difficult task. Our goal is to keep students and staff healthy while still providing a quality education over two platforms. We are at the point where we need parents to select the best learning platform for their child(ren). The attached survey should be completed by parents to determine the final learning platform choice for each child attending Monroe for the first nine weeks. We ask that the survey be completed by the end of the day Sunday, August 2nd. <https://forms.gle/AdQyockAKHKxpeDAA>

Attendance Options

In-person instruction – For parents who wish to send students to Monroe, it will mirror a traditional school day from 8:05 a.m.-1:30 p.m. daily for the first semester. Moving to an early dismissal schedule allows teachers necessary time to plan and meet the needs of handling both in-person and remote learning students. To accommodate the early dismissal schedule, physical education, technology, and elementary music have been moved out of the daily schedule to allow more instructional minutes for core subjects. Breaks are scheduled to allow students outside to remove masks and get some fresh air. Monroe will follow the Illinois Department of Public Health guidelines when handling students and staff that are ill or show signs or symptoms of COVID-19.

Remote learning instruction – For parents who wish to choose our remote learning option, it will look quite a bit different than it did in the spring. The staff at Monroe will have a central web-page for students and parents to access. Staff will post a weekly grid of assignments on the webpage with links to necessary instructional programs. Lesson delivery for remote learners will be a combination of live streaming, pre-recorded lessons by the teacher, other instructional videos, paper, and platforms. Students in remote learning will be asked to log in daily no later than 8:30 a.m. each morning for attendance and start their remote learning. Remote learners will follow the same curriculum, pacing, assessments, and expectations as those students learning in-person including consistent due dates and times for assignment submission. Teacher contact times for remote learners take place between 1:30-3:00 p.m. daily. An email address will be monitored between the hours of 8:30 a.m. and 1:30 p.m. by staff for general support. Parents who choose a remote learning plan will stay in remote learning for the first nine weeks and then have the option to transition to in-person instruction.

Completed details of our transition plan are included below. Please allow for flexibility the first few weeks of school. If you still have questions please email me at dreiley@monroe70.org.

Sincerely,
Dr. Darrick Reiley
Superintendent

Monroe School District #70 *(updated 7.15.20)*
2020-2021 School Calendar

August 12	Teacher Institute Day	No School
August 13	Teacher Institute Day	No School
August 14	First Student Attendance Day	1:30 Dismissal
September 4	Teacher Institute Day	No School
September 7	Labor Day	No School
September 18	Remote Learning Day	Remote Learning For All Students
September 25	Mid Term 1 st Quarter LCHS Homecoming	
October 9	Remote Learning Plan Day	No School
October 16	End of 1 st Quarter	
October 20	Report Card Day	
October 21	Remote Learning Day	Remote Learning For All Students
	PT Conferences (Format and Times TBD)	
October 22	Remote Learning Day	Remote Learning For All Students
	PT Conferences (Format and Times TBD)	
October 23	No School evening PT Conferences	No School
October 30	School Improvement Day	11:05 Dismissal
November 3	Election Day	No School
November 6	Mid Term 2 nd Quarter	
November 13	Remote Learning Plan Day	No School
Nov. 25,26,27	Thanksgiving Break	No School
December 4	Remote Learning Day	Remote Learning For All Students
December 18	School Improvement Day	11:05 Dismissal
	Last Day Before Winter Break	
	End of 2 nd Quarter	
Dec. 19 – Jan. 3	Winter Break	No School

*** **The Second Semester Will Be Re-Evaluated in November for Changes** ***

January 8	Report Card Day	
January 15	School Improvement Day	11:05 Dismissal
January 18	Martin Luther King Jr. Day	No School
January 29	Curriculum Day	1:30 Dismissal
February 5	Mid Term 3 rd Quarter	
February 11	Parent/Teacher Conferences (3:00-7:00 p.m.)	1:30 Dismissal
February 12	School Improvement Day	11:05 Dismissal
February 15	President's Day	No School
February 26	Curriculum Day	1:30 Dismissal
March 3	Grandparent's Program	1:00 P.M
March 5	End of Third Quarter	
March 12	Curriculum Day	1:30 Dismissal
	Report Card Day	
March 26	Curriculum Day	11:05 Dismissal
March 27-April 4	Spring Break	No School
April 5	Teacher Institute	No School
April 23	Curriculum Day	1:30 Dismissal
	Mid-Term 4 th Quarter	
May 7	School Improvement Day	11:05 Dismissal
May 18	Curriculum Day	1:30 Dismissal
	8 th Grade Graduation (Tentative)	
May 19	Curriculum Day	1:30 Dismissal
May 20	Report Card Day	11:05 Dismissal
May 21, 24,25,26,27	Emergency Days if Necessary	To Be Determine

Monroe District 70

Transition Plan Phase 2 (updated 7.24.20)

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1. HEALTH & WELLNESS	
TOPIC	DISTRICT PLAN
Develop a Communication Plan	<ul style="list-style-type: none"> • Parents will be surveyed to update email addresses • Facebook, email, district website, Classtag, and Alert Now (phone call) will be utilized for communication • The district website will be updated with resources and access to our remote learning platform • Frequently asked questions, instructional videos, useful links, and teacher lesson plans will be linked on the website
Social Distancing & Safety Precautions	<ul style="list-style-type: none"> • Students will be required to social distance as much as possible • Students who arrive at school without a mask will be sent home • Students will be required to stay in their assigned area/seat in the classroom, during lunch, and on the bus • Students will receive instruction on appropriate hand washing and use of hand sanitizer • Socially distanced lines will be clearly marked where needed • All students and staff will sanitize their hands before and after entering a new space • Students will stay in one classroom for instruction and teachers will rotate
Face Masks	<ul style="list-style-type: none"> • Students and staff must wear a mask at all times except when eating • Staff members may wear a face shield while teaching as long as he/she is 6 feet away from students • Face masks need to be school appropriate • Students arriving to school without a mask will be sent home

	<ul style="list-style-type: none"> • Masks need to cover the nose and mouth, and have no large gaps in the side • Students and staff do not need to wear a mask outside if social distancing is maintained • One face mask is being provided by the state that will be kept at school • Anyone entering the building will need to be wearing a mask • Students must be wearing a mask to get on the bus and leave it on until they are off the bus • Masks should not be worn 2 days in a row without cleaning with soap and water • A note from a medical provider for students or staff who are unable to wear a face mask for medical reasons. The note from the medical provider should clarify if students or staff requiring the exception could wear a face shield as opposed to a mask if a mask is prohibited.
Prepare for sick student/staff	<ul style="list-style-type: none"> • Monroe will follow the guidance of the IDPH when determining if students need to be sent home, quarantined, or when it is appropriate to return to school from illness/isolation or quarantine. • If a parent calls their student in sick, a symptom screening will be performed. • If your student is isolated or quarantined, parent contact will be made by a school administrator before their student can return to school.
Symptom Screenings	<ul style="list-style-type: none"> • Parents are asked to do a symptom check each morning and not send students to school with fever above 100.4° F or symptoms based on a document that will be provided (district will send out based on updated IDPH guidelines) • All students and staff will have temperature before entering the building. Four designated locations will be used for temperature checks. • Students who have a temperature higher than 100.4° F degrees will have their temperature recorded and sent home. • Students arriving late will check in with the main office and symptom screening will take place. • If a student is not feeling well they will be asked a series of questions to determine their symptoms and their temperature will be taken. Students displaying symptoms will be isolated immediately based on IDPH guidelines. • It is expected that a parent or other designee is readily available to pick up their child in a timely manner if sick or a failed wellness check
Schools should institute a process to maintain ongoing monitoring of individuals excluded from school	<ul style="list-style-type: none"> • Monroe will inform the school community of outbreaks per local and state health department guidelines while maintaining student and staff confidentiality rights. • Students sent home from school will be provided written documentation for a return to school date. • Students sent home from school will be transitioned to the remote learning plan for the duration of their time out of school. (The deadlines/requirements of changing learning style only at the quarter mark do not apply to students sent home from illness.)

	<ul style="list-style-type: none"> • Students with COVID-like symptoms who are sent home will be contacted by a Monroe staff the day before their return date to make sure they are symptom free before returning to school.
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2. INSTRUCTIONAL OPTIONS	
TOPIC	DISTRICT PLAN
In Person Instruction	<ul style="list-style-type: none"> • 8:05-1:30 each day (drop off time starting at 7:45) • Some subjects such as PE, Technology, and Elementary Music may be assigned as remote learning tasks to complete at home • Students will be provided frequent breaks to get outside for mask removal • When students are sick from school they would transition to Remote Instruction until able to return to school • Students attending in person during the first quarter will have the ability to transition to remote learning on parent request for the duration of the quarter
Remote Instruction	<ul style="list-style-type: none"> • The first window of Remote Learning will be for 9 weeks. After the 9 weeks students will be allowed to re-evaluate their choice • Attendance will be required daily no later than 8:30 a.m.; students who are sick will still need to have a parent call the office to report non-attendance • Lesson delivery will be a combination of live streaming, recorded lessons, alternate video lessons / instruction, and paper. • Weekly schedules for classwork will be posted on Fridays for the following week. • Pick up and drop off of paper assignments will be from 3:00-8:00 p.m. on Fridays • Weekly schedule posted as Google sheet will notify students when live discussions within the classroom will occur. • Some activities (Live Streaming, MAP testing, etc) will require specific log-in times for students. • Grading scales used will be the same as in person students • Assignment due dates will be consistent and closely aligned to in person students • Instructional pacing and expectations will be the same for Remote Learning students as in person • Teacher “office hours” to answer questions or provide assistance is between 1:30 and 3:00 pm. E-mails sent to teachers will be answered within 24 business hours. • An email address will be monitored between the hours of 8:30 a.m. and 1:30 p.m. by staff for general support

3. INSTRUCTION

TOPIC	DISTRICT PLAN
Classrooms	<ul style="list-style-type: none"> • Students will have assigned seats with social distancing implemented as much as possible • Teachers will rotate classrooms instead of students • Large tables and unnecessary furniture will be removed and stored to accommodate social distancing • Chromebooks/iPads will be assigned to individual students • Supplies will be clearly labeled for each student • A daily schedule allows for a morning, lunch, and afternoon mask break for staff and students. Breaks will be outside weather permitting.
Technology	<ul style="list-style-type: none"> • Families will complete a survey to determine the number of Chromebooks that need to go home with students, and identify families without internet access • Students without devices will be allowed to take a Chromebook home • Once Chromebooks are distributed to classrooms, a master list of Chromebook numbers will be assembled for all staff
Special Education Considerations	<ul style="list-style-type: none"> • Desks will replace tables for social distancing. • IEP teams will meet in person at scheduled times unless the parent(s) request a virtual meeting. • Students with an IEP will be pulled out of their homerooms to go to the Special Education room if they are required to receive minutes for core instruction. • Students will be excused from science and/or social studies classes to accommodate their IEP minutes due to no technology class. • Additional after school virtual meetings can be held for academic assistance
Grading	<ul style="list-style-type: none"> • Traditional grades will be given • Remote learning and in person instruction will follow the same grading, daily schedule, and curriculum expectations
Physical Education, Gymnasiums, and Locker Rooms	<ul style="list-style-type: none"> • Locker rooms will be closed • Physical Education requirements will be turned into remote learning activities to be completed at home • Physical Education activities given will be student choice based and list several activities and options
Music/Band/Choir	<ul style="list-style-type: none"> • K-4 general music will be taught exclusively as a remote class for all students to view videos and complete activities outside of school.

	<ul style="list-style-type: none"> • 5-8 Band/Choir courses will observe all social distance guidelines and have specific protocols that Mr. Driscoll will provide to those students.
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4. COMMON AREAS	
TOPIC	DISTRICT PLAN
Main Office	<ul style="list-style-type: none"> • Almost all communication, drop off of materials, sign in/out, will be done in the vestibule • Parents will not be allowed past the vestibule • Different locations will be used for sick students and other student daily needs • Social distancing will be maintained • A desk barrier / shield will be added
Hallways, Lockers and Traffic Flow	<ul style="list-style-type: none"> • Face masks must be worn at all times • Teachers will travel to classes to eliminate hallway traffic • Lockers will not be used for supplies, textbooks, or other items used throughout the day • Students should not bring items that are not needed for the school day
Cafeteria/Food Service	<ul style="list-style-type: none"> • Breakfast will not be served. Based on procedures, this will be re-evaluated after the first 9 weeks. • A shield will be placed in front of staff during food distribution • Student lunch serving will be staggered within lunch hours with half going to recess first • To accommodate social distancing at lunch, half of the students will eat in the cafeteria and half in the gym • Classroom snacks/birthday treats to be shared with the whole class must be store-bought and individually-packaged and will not be eaten in the classroom • Remote learning students who qualify for free or reduced lunch can pick up lunches through the school
Restrooms	<ul style="list-style-type: none"> • Students will be taught proper hygiene and social distancing • Signs will be posted to reinforce proper hygiene and procedures
Drinking Fountains	<ul style="list-style-type: none"> • Drinking fountain use will be prohibited except for the bottle refills • Students should bring their own sealable water bottle with their name on it
Library Access	<ul style="list-style-type: none"> • Students can only go to the library during designated class times. • Students can check out multiple books at a time • Students will be allowed to read eBooks instead of physical copies • Students will sanitize their hands when entering the library

	<ul style="list-style-type: none"> • When books are returned, they will be “quarantined” for three days before being returned to the shelves
Playgrounds	<ul style="list-style-type: none"> • Playground use will be limited to Little Flyers only • Students are not allowed to bring their own equipment for use at recess • Alternate recess activities and games that practice social distancing and safety will be given to staff and shared with students

5. PROCEDURES	
TOPIC	DISTRICT PLAN
Before School	<ul style="list-style-type: none"> • Student drop off starts at 7:45 – Parents should not leave until temperature checks are completed • There will be four curb-side temperature check stations close to the drop off point <ul style="list-style-type: none"> ○ Cisna - Station 1 (all multi-grade families will get checked here and then go to their grade specific door) ○ Parking Lot - Station 2 (K-4 students get checked here and then go in the main doors) ○ Busses (behind school) - station 3 (get temperature checked and head in the gym doors) ○ Jr. High Doors - Station 4 (5-8 students will get checked here) ○ A map is included as an appendix for parents showing traffic flow patterns • After temperature checks, students will head directly to their homeroom through designated entrance doors.
After School	<ul style="list-style-type: none"> • There will be three 5 minute staggered dismissal times based on last names. Walkers and car riders will be dismissed first beginning at 1:30. • Parents are encouraged to stay in their cars or stay socially distanced when picking up • Students exiting will be dismissed through designated doors. • At the end of the day, students should exit the building immediately unless they have a planned activity with a teacher.
Student Transportation	<ul style="list-style-type: none"> • Parents are strongly encouraged to perform a symptom screening check with their student(s) before sending them to the bus stop. • All bus riders will wear face masks. If someone is at a bus stop and does not have a face mask, the bus driver will provide one in order to ride the bus. • Assigned seats will be given to all bus riders. • Students who refuse to wear masks, take them off during the bus ride, or consistently forget will be

	removed from the bus
Sanitation Procedures	<ul style="list-style-type: none"> • Jr. High and 2-4 bathrooms will be cleaned at 9:30, 11:30 and 1:30 • Classroom chairs and desks will be sprayed at the end of school day • A room cleaning checklist will be provided to document accuracy • Water fountains are not being used except for bottle fillers
Shared Objects	<ul style="list-style-type: none"> • Students will not share supplies or devices • Items that cannot be given individually and would need to be shared will be appropriately sanitized between uses

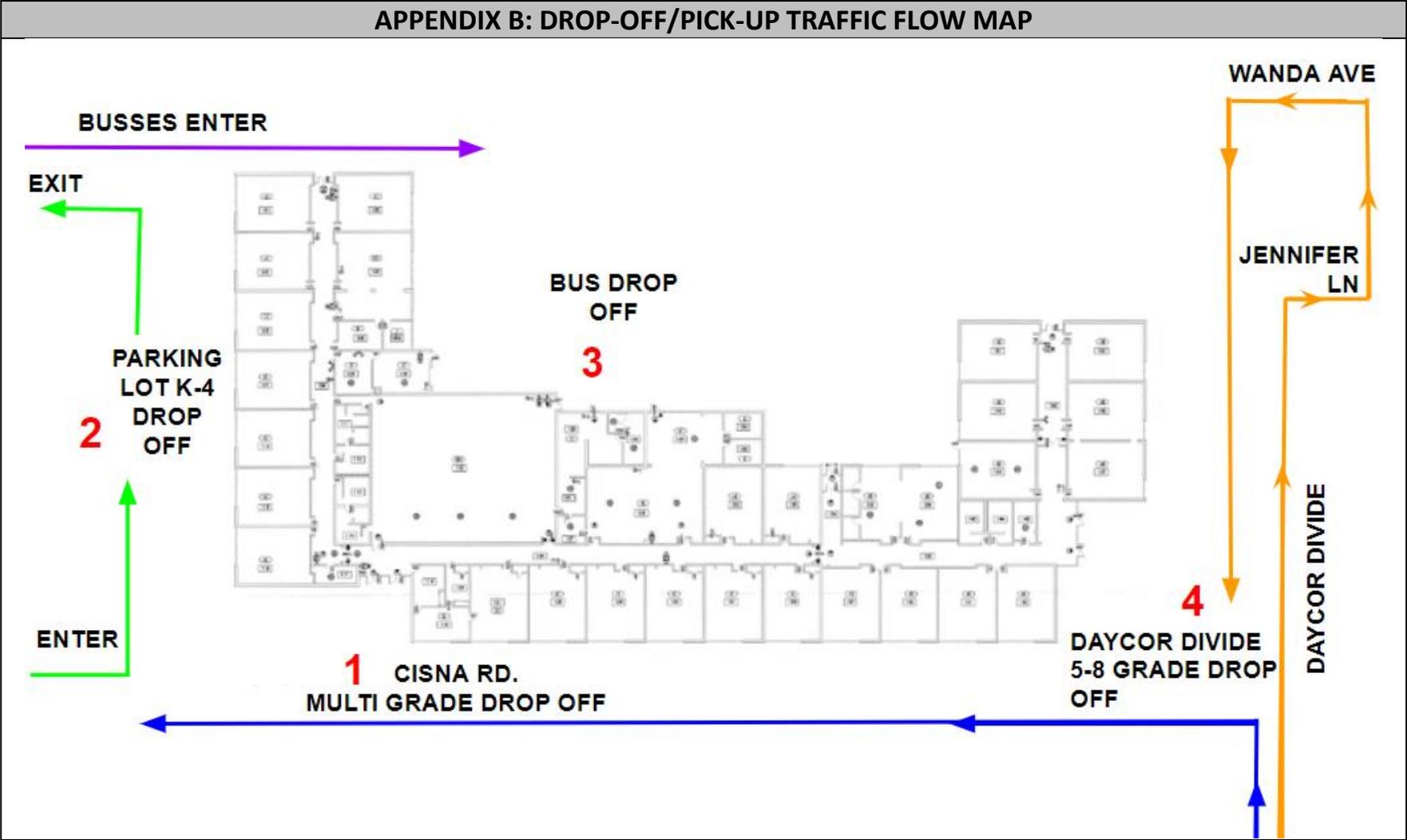
6. OTHER SERVICES / EVENTS	
TOPIC	DISTRICT PLAN
Evaluate Calendars	<ul style="list-style-type: none"> • The district calendar has been amended to reflect COVID changes. It is posted on our web-page and part of our plan • School will dismiss at 1:30 for the first semester • A few remote planning days and remote learning days (all students) were added to the calendar • The calendar will remain flexible and subject to change
Back-to-School Night	<ul style="list-style-type: none"> • Little Flyers, Kindergarten, and First Grade will be hosting back to school nights by appointment • Second through Eighth Grade Teachers will post a video on August 13th to communicate Back-to-School information
After Care	<ul style="list-style-type: none"> • After Care costs \$10 per day per student • No more than 20 students per room as long as social distancing can take place • Students will be assigned designated rooms • All staff and students must wear masks • After Care will run until 5:30pm • Parents will need to have a debit / credit card on file to ensure payment is made on time • Frequent breaks will be taken outside weather permitting so students can take off masks • Store-bought and individually-packaged snacks will be provided and will not be eaten in the After Care room(s) • Students and staff will be temperature screened before entering after care rooms
SEAPCO Services for Students (OT/PT, Speech, Social Work)	<ul style="list-style-type: none"> • SEAPCO related services will remain in person. • All SEAPCO employees will be symptom screen and temperature checked upon arrival to the building.

Services, etc.)	<ul style="list-style-type: none"> • SEAPCO employees will follow all precautions as dictated by SEAPCO and Monroe.
<p>Considerations should be given to the impact that COVID-19 has had on mental health</p>	<ul style="list-style-type: none"> • Use of video conferencing with students in other classrooms (co-op projects, reading buddies, etc) • Information from our Social Worker on Monroe’s website listing available services and how students/parents can access during school and while remote learning • Sharing of books by social worker (or borrowed from social worker) for social stories • Visits in person (or video conferencing) by social worker to classes • An Introduction video from our social worker will be played in classes at the beginning of year • Utilize Social worker developed lesson plan/content of SEL and mindfulness activities to use in classroom

APPENDIX A: EXCLUSION PROTOCOL

Exclusion Protocol for Staff & students source CDC and ISBE/IDPH school guidance document 6-23-20		Exclusion Period
1	<p>Person arrives to school or shows any symptom of COVID-19 through-out the school day, without known exposure to positive case</p> <p>*Symptoms defined as: Temperature greater than 100.4 degrees Fahrenheit, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, diarrhea</p> <p>(If exposure to positive case, this person would already be quarantined – see #5 below)</p>	<p>*IMMEDIATE exclusion from classroom</p> <p>*Placed in supervised isolation space</p> <p>*Parents are contacted for PROMPT pickup</p> <p>*Referral to a healthcare provider at own expense for an evaluation on whether testing is needed CDC/IDPH currently updating guidelines for the exclusion period for this point</p>
2	<p>Person tests positive for COVID-19 with symptoms</p> <p>*Peoria County Health Department determines start date and end date of exclusion based on symptoms</p> <p>*School personnel will contact parent (guardian) before re-entry</p>	10 days from start of symptoms AND 24 hours fever free (without fever reducing medicine) AND improvement of symptoms
3	<p>Person tests positive for COVID-19 with NO symptoms</p> <p>*Peoria County Health Department determines start date and end date of exclusion</p> <p>*School personnel will contact parent (guardian) before re-entry</p>	10 days from test date or from first development of symptoms (whichever is longer)
4	<p>Person is notified they are a “close contact” of positive COVID-19 case and develop symptoms</p> <p>*”Close contact” means within 6 feet for at least 15 minutes to a person who tested positive to COVID-19</p> <p>*All contact tracing and notifications will be completed by the Peoria County Health Department</p>	10 days from start of symptoms AND 24 hours fever free (without fever reducing medicine) AND improvement of symptoms
5	<p>Person is notified they are a “close contact” of positive COVID-19 case with NO symptoms</p> <p>*”Close contact” means within 6 feet for at least 15 minutes to a person who tested positive to COVID-19</p> <p>*All contact tracing and notifications will be completed by the Peoria County Health Department</p>	14 days

APPENDIX B: DROP-OFF/PICK-UP TRAFFIC FLOW MAP



APPENDIX C: PARENT AND STAFF SELF-CERTIFICATION

Monroe Elementary School District #70 Parent and Staff Self-Certification

These questions should be asked daily before attending school!!!!

Does Monroe Staff or students have any of the following symptoms?

- Fever (Temperature of 100.4 degrees Fahrenheit or greater) without fever reducing medication
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Headache
- New loss of taste or smell
- Sore throat
- Nausea or vomiting
- Muscle/body aches
- Known close contact with a person who has been diagnosed with COVID-19

Have you received a confirmed diagnosis for COVID-19 by a healthcare professional in the past 14 days?

Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?

If you were able to answer "YES" to any of the questions students / staff should not attend school.