

August 2020

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

SCHOOL HOURS

* INSTRUCTIONAL HOURS – REGULAR HOURS	
Early Learning Center	AM Session: 8:30 am to 11:00 am PM Session: 12:30 pm to 3:00 pm All Day EC SMILLE: 8:30 am to 11:00 am or 12:30 pm to 3:00 pm All Day K SMILLE: 8:30 am to 11:00 am or 12:30 pm to 3:00 pm
All Elementary Schools	9:00 am to 3:35 pm

* Synchronous and asynchronous instructional hours will vary by building.

EARLY LEARNING CENTER WEEKLY SCHEDULE REMOTE ONLY THROUGH OCTOBER 16, 2020				
Monday	Tuesday	Wednesday	Thursday	Friday
ALL STUDENTS REMOTE Synchronous Instruction	ALL STUDENTS REMOTE Synchronous Instruction	ALL STUDENTS REMOTE Synchronous Asynchronous Instruction Recorded Lessons, 1:1 and Small-Group	ALL STUDENTS REMOTE Synchronous Instruction	ALL STUDENTS REMOTE Synchronous Instruction

EARLY LEARNING CENTER SCHEDULE – HYBRID IF SAFE TO RETURN TO SCHOOL ON OCTOBER 19, 2020				
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



**ELEMENTARY WEEKLY SCHEDULE – REMOTE ONLY THROUGH OCTOBER 16, 2020
ALL GRADE LEVELS**

Monday	Tuesday	Wednesday	Thursday	Friday
<p>ALL STUDENTS REMOTE Synchronous Instruction</p>	<p>ALL STUDENTS REMOTE Synchronous Instruction</p>	<p>ALL STUDENTS REMOTE Synchronous Asynchronous Instruction</p> <p>Small-Group, 1:1, and Guided Activities</p> <p>STUDENTS ARE EXPECTED TO CHECK-IN FOR ATTENDANCE</p>	<p>ALL STUDENTS REMOTE Synchronous Instruction</p>	<p>ALL STUDENTS REMOTE Synchronous Instruction</p>

**ELEMENTARY WEEKLY SCHEDULE – HYBRID AND REMOTE
IF SAFE TO RETURN TO SCHOOL ON OCTOBER 19, 2020**

Monday	Tuesday	Wednesday	Thursday	Friday
<p>50% OF Students and Diverse Learners Face-to-Face On-Site</p> <p>Synchronous Instruction</p> <p>At Home 50% of Students Remote Synchronous Instruction</p>	<p>50% OF Students and Diverse Learners Face-to-Face On-Site</p> <p>Synchronous Instruction</p> <p>At Home 50% of Students Remote Synchronous Instruction</p>	<p>ALL STUDENTS REMOTE</p> <p>Synchronous Asynchronous Instruction</p> <p>Small-Group, 1:1, and Guided Activities</p> <p>STUDENTS ARE EXPECTED TO CHECK-IN FOR ATTENDANCE</p>	<p>50% OF Students and Diverse Learners Face-to-Face On-Site</p> <p>Synchronous Instruction</p> <p>At Home 50% of Students Remote Synchronous Instruction</p>	<p>50% OF Students and Diverse Learners Face-to-Face On-Site</p> <p>Synchronous Instruction</p> <p>At Home 50% of Students Remote Synchronous Instruction</p>



PLANNING	
Requirements	Plan
<p>Face Coverings</p>	<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. • Using social stories and/or slideshows/videos to explain the importance of masks. • Behavioral expectations for wearing masks will be explained to students. • Give opportunities to take off your mask in a safe location where appropriate social distancing can be achieved.
<p>Social Distancing</p> <ul style="list-style-type: none"> • Classrooms • Hallways - One Way • Hallway Supervision • Lockers • Coat Hooks • Cafeteria • PEP - Outside • Gym • Library 	<ul style="list-style-type: none"> • Share videos and demonstrations of how to wear a mask and keep hands to yourself for appropriate distancing. • Auditorium, Cafeteria, and other open spaces will be socially distanced per the current State of Illinois guidance. • Utilizing signage will be used to promote social distancing. • Create one direction hallways (marked on floor). • Rearrange classrooms as much as possible to promote social distancing. • Re-evaluating our arrival and departure procedures to have social distancing in hallways and common areas. • Lockers - only consideration at Balmoral- space locker assignments as far apart as possible based on numbers, stagger times to access lockers. • Coat hooks - students will be spread out so items are not close together. • PEP - outside equipment will not be used. • Physical Education will take place OUTSIDE when weather permits. • Library - Librarian to be mobile on a cart.
<p>Classrooms</p> <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. • Items are not shared in the classroom. All scholars have their own items. Teachers will have an extra supply of sanitized/clean pencils, markers, etc. • Keep a bin for materials that need to be sanitized daily. • Classroom marked off with a suggested path for entry/exit, handing in papers, etc. • Utilization of virtual manipulatives. • Individual sets of manipulatives • The classrooms will be cleaned nightly. • Buildings will be sanitized on Friday evenings.



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<p>Transportation</p> <ul style="list-style-type: none"> • Arrival - Buses • Arrival - Drop Off • Dismissal - Buses • Dismissal - Pick Up • Supervision • Seating Charts 	<ul style="list-style-type: none"> • Masks are required to be worn on buses. • In coordination with planning with the school, the buses would drop off a bus at a time, per the supervisors' directions, so students can social distance on their way into the school site. • Seating charts and bus supervisors will check the seating at dismissal every day to make sure students are in the correct seats. • Bus riders will go directly to classes after the arrival of all buses keeping students in line with the appropriate distance between students. • 23 students to a bus, one to a seat, family members can sit together. • Buses will be disinfected and sanitized daily. • Seating charts will be used and buses will be loaded from back to front. • Parents will receive a notification when bus routes are available. • Drop Off - Make sure scholars are social distancing with masks on as they enter the buildings • Afternoon Pick-Up - Stagger dismissal as much as possible. • ELC Only <ul style="list-style-type: none"> - Car riders will go to their classroom lines and sit on tape marking social distancing from each other than go directly to classes. - Blended classes will keep all students lined up socially distanced then go to classes.
<p>Bathrooms</p> <ul style="list-style-type: none"> • Disinfecting • Monitoring Use • Hand Washing • Student/Class Schedule • Signage 	<ul style="list-style-type: none"> • Classroom bathrooms (if applicable) will be used only in emergencies. • Bathrooms will be sanitized frequently each day. • A classroom schedule for bathroom breaks will be created. • Students will be directed to wash their hands after using the restroom. • Signage about flushing toilets, washing hands, throwing away trash, following up with hand sanitizer will be posted in all bathrooms. • Limit emergency bathroom breaks to one/two assigned bathrooms. • Bathrooms will be disinfected on a schedule created with the custodial staff.
<p>Staff</p> <ul style="list-style-type: none"> • Arrival - Departure • Lunch - Break Areas • Meeting Locations • Temperature Checks • Copy Machines/Printers 	<ul style="list-style-type: none"> • Staff will be in the building on a limited schedule. • 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. • All staff will self certify that they are not experiencing a temperature or symptoms by signing in each day in the main offices of each building. • Hand sanitizer and wipes by all copy machines. • Disinfecting wipes will be placed in adult bathrooms. • Signage for the student only bathrooms. • Teacher/Staff Lunch - Additional locations will be used for staff lunch/break areas. • Meeting locations - a large enough area such as the library or large classroom will be used so that social distancing can take place.



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<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 each building 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>Specials</p> <ul style="list-style-type: none"> • Art • Music - Band • Physical Education • Library 	<ul style="list-style-type: none"> • Art/Music - Specialists will go to classrooms to reduce student movement throughout the building. • Physical Education - Floor marked off for social distancing. Activities will avoid contact (dancing, movement exercises, etc.) Equipment used, will be sanitized after use. Physical education would also take place in classrooms. • Library - mobile visiting classrooms with activities, reading of books to younger students, Chromebook time for independent programs, videos. • Books will not be checked out.
<p>Small-Group Instruction</p> <ul style="list-style-type: none"> • ELL • Reading - Math • Services (Speech, etc.) • Social Work 	<ul style="list-style-type: none"> • Small group instruction (math, reading, speech, OT, PT, ELL, social work) will take place in areas that can be socially distanced. All areas will be sanitized after use. • Diverse Learners: Students will be onsite daily. • Students that need interventions will be determined by the teachers and the Tier II team. • Parents and students who desire additional support should meet/communicate with their teacher(s) to determine best-fit options.
<p>Assessments</p>	<ul style="list-style-type: none"> • Types of Assessments: MAP Testing, K-2 Sight Words, Reading, Math, and Spelling City.
<p>SEL Assessments</p>	<ul style="list-style-type: none"> • Students and staff will have access to social and emotional support and resources.



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<p>Food Service</p> <ul style="list-style-type: none"> • Breakfast - Lunch • Class Lunch Containers • Lunch Schedule • Supervision • Seating Arrangement • Disinfectant - Sanitize 	<ul style="list-style-type: none"> • Grab and Go lunches will be offered. • Lunch periods will be staggered to allow for social distancing. • Locations for breakfast and lunch will include classrooms and the cafeteria. • The school staff/lunchroom supervisors are responsible for wiping down surfaces after breakfast and lunch is served.
<p>PEP - Outside</p> <ul style="list-style-type: none"> • Use of Playground • Equipment (balls, etc.) • Supervision 	<ul style="list-style-type: none"> • PEP - outdoor blacktop area can be used, but equipment can not be used due to sanitization concerns. Playing games where students can social distance. • Students will be able to remove their masks but must maintain 6 feet apart. • PEP is supervised by the school staff.
<p>Parent Meetings</p> <ul style="list-style-type: none"> • Remote • In-Person • Parent-Teacher Conferences 	<ul style="list-style-type: none"> • Parent meetings and conferences will need to either be remote or via phone conference - strictly enforced. • If an in-person meeting must take place, family members and school staff will be seated socially distanced in a designated space.
<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. • If we need to have a parent on site, we will sign them in, conduct a temperature check, form completion, and limit exposure by meeting in a large space. Face coverings will be required. • Emergency pick up procedures will be handled on a case-by-case basis. Please contact the main office for specific procedures.
<p>Attendance</p> <p>Attendance Hotlines</p> <p>ELC 708.367.2770</p> <p>Balmoral 708- 367-2500</p> <p>Crete 708-367-8430</p> <p>CSK 708-367-4700</p> <p>Monee 708-367-2600</p> <p>Talala 708-367-2560</p>	<ul style="list-style-type: none"> • Attendance will be taken every day, including Wednesday. • Daily Attendance will be recorded in Skyward. • Wednesday Attendance (Elementary Only) - Students must sign in and attend their classroom morning meeting. • If students will be absent, we ask that parents/guardians/caregivers call the school office or attendance hotline by 9:00 am.



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<p>Communication</p> <p>Please check the District website and school websites for news and announcements.</p> <p><u>CM 201-U</u></p> <p><u>Early Learning Center</u></p> <p><u>Balmoral</u></p> <p><u>Crete</u></p> <p><u>Coretta Scott King</u></p> <p><u>Monee</u></p> <p><u>Talala</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 708-367.2500 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 (Elementary Only): 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>Emergency Drills</p> <ul style="list-style-type: none"> ● Fire ● Tornado ● Lockdown ● Bus Evacuation 	<ul style="list-style-type: none"> ● Safety drills will be conducted on "A" days and "B" days so all scholars participate. ● Social distancing will be practiced appropriately for each drill.
<p>Available Spaces</p> <ul style="list-style-type: none"> ● Labs ● Empty Classrooms ● Conference Rooms ● Multi-Purpose Rooms 	<ul style="list-style-type: none"> ● Use open space for specialists, teacher assistants, etc. to conduct small groups. ● The administration team will develop a list of available spaces for hybrid instruction to accommodate social distancing guidelines.
<p>New Students</p> <ul style="list-style-type: none"> ● Chromebooks ● Welcome and Introductions by Admin ● Google Classroom ● Software Training 	<ul style="list-style-type: none"> ● Appointments set up on a case by case basis with office staff for introduction meetings. ● Parent academy sessions from the beginning of the year will be recorded. New students will have access to recorded Parent Academies. ● Video recordings of curriculum nights and a virtual tour of the building will be created. ● Appointments will be made for device and material pickup.



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Extra-Curricular <ul style="list-style-type: none"> • Student Groups • After School Activities 	<ul style="list-style-type: none"> • IMSA will be conducted remotely. • ELC Only - Possible virtual family events or virtual parent training. • After school activities will not take place at this time.
Disinfecting <ul style="list-style-type: none"> • Desks - Tables • Light Switches • Door Knob - Handles • Common Items • Vending Machines • Sensor Room - Objects 	<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. • The sensory room will need to be wiped down before and after use by staff. All staff will need to assist with disinfecting.
Water Coolers and Fountains	<ul style="list-style-type: none"> • Drinking fountains and water coolers are disabled. • The District will provide bottled water.