

# Hartsburg-Emden CUSD #21

400 West Front Street  
Hartsburg, IL 62643

Terry Wisniewski, Superintendent  
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March 15, 2020

Dear Students and Parents/Guardians,

On Friday, March 13, Governor Pritzker ordered school closings less than 24 hours after he said it would be left up to local schools and public health departments. However, we had seen many other states take similar action. Information seemed to be changing by the minute, and it has continued to change over this weekend.

The governor has ordered schools closed beginning Tuesday, March 17<sup>th</sup> through Monday, March 30<sup>th</sup>. This means students may resume on Tuesday, March 31<sup>st</sup>. The announcement also included that the March 30<sup>th</sup> deadline date is **subject to change**. As more information about the spread of the coronavirus becomes available, they will make that determination. Again, things are changing by the hour.

Sangamon and Menard counties just to the south have closed all schools as confirmed cases of the coronavirus have surfaced. As of 10:00pm last night, all the Lincoln Schools have decided to close effective immediately. Hartsburg-Emden will follow suit.

As of right now, based on the information I have:

On Monday, March 16<sup>th</sup> we'll have no school for students. All staff will report at 8:00am to the Jr./Sr. High School Building. We will have a Staff Meeting for all daily employees in the High School Cafeteria (coaches and/or sponsors don't need to be present). We'll be planning and preparing material for this shutdown.

We do plan to continue our students education at home via e-learning days. Our e-learning (at home learning) will begin on Tuesday, March 17<sup>th</sup>. Alternative assignments will be made for students who don't have internet access at home. A survey showed that about 87% of our students have internet and computer access to it at home. We will be making arrangements for the 13% that do not.

During the timeframe of our closing, only daily employees will be allowed in the building. We will be staffing the Main Office (at the Jr./Sr. High School Building only) which is what we do over the summer. Even though we will technically be closed, we will be here to answer phones and conduct regular administrative duties. For the duration of the school closing, all hours of availability will be the same, **8:00am – 1:00pm**, for the 5 hours required by the e-learning day model. If you need to come to the Main Office for something, we ask that call us and arrange to do so. Please do not come in without letting us know that you are coming.

Teachers will be working from home. They will be available for students via online formats (e-mail, google classroom, and/or social media – depending on the teacher) from **8:00am – 1:00pm**. I ask that if you have any questions, please communicate with the classroom teacher. The special needs teachers are also available during this time as well. Our Jr./Sr. High School Teacher's Aide, Melanie Wright, will also be available during this time. The e-learning day requirements are that we are available to students and parents for 5 clock hours during that school day. You may e-mail your teachers anytime, but they will only be monitoring it during that time frame, 8:00am – 1:00pm.

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## **Breakfast/Lunch Program**

The state has asked schools to continue the Breakfast/Lunch Programs. Schools have been asked to provide a **free** breakfast/lunch to all students. The state has indicated that there will be funds for all students to receive this free breakfast/lunch. We have been asked to also include all children (birth – Grade 12) in this service. There is a grant form for these funds that we will fill out. We do need to maintain an accurate count for these meals for that reimbursement. So, our plan is to provide breakfasts/lunches to all students who want them. Here is how it will work . . .

## **Place your orders**

Please call in your orders by **8:30am** to the Main Office at (217) 642-5244. You can also e-mail Erika at [esanders@hartem.org](mailto:esanders@hartem.org). This will give us an accurate count for breakfasts/lunches. You will also need to let Erika know how the meals will be received. We will be providing these meals two different ways, **“Grab-and-Go” & “Meals-on-Wheels”**. If you want meals for the entire duration of the school closing, you may let her know that as well. That way you don’t need to call every day. We will post an updated menu on our website as well.

## **Please Note:**

The cafeteria is not open. We are not to allow people to eat lunch (or congregate) at the schools. Again, the school is closed. Hartsburg-Emden employees are being told to not to have any contact with parents or students.

## **The Meals:**

Our cooks will prepare two meals, a breakfast and lunch. The meals will be place into one to-go container. There will be no special requests, only what is on the menu. We will do our best to give two different types of milk randomly selected for each meal.

## **“Grab-and-Go”**

We will have two **“Grab-and-Go”** locations Emden Elementary and Hartsburg-Emden Jr./Sr. High School. We’ll have a station just outside the door by the gym at Emden Elementary and a station just outside the double doors where we usually serve our drive-thru meals at the Jr./Sr. High School (between the ag classroom and the cafeteria). If you live in town (less than 1.5 miles from the school), not on a country route, then please prepare for a breakfast/lunch pickup at the town in which you live. Again, each container will have both meals, breakfast/lunch in it. You’ll just come up to the door, take a meal off the table, and go. The **“Grab-and-Go”** will run from **10:00am – 11:00am** on weekdays.

Our staff will be behind the door monitoring the table outside. If the table is empty, we ask that you stay a minimum of 10 feet behind the table as our staff opens the door and places more meals on the table. This will reduce contact with the public.

Again, we asked that you pick up in the town you reside and give that location to Erika when you call or e-mail her. You are permitted to request meals by the day or for the duration of the shutdown (March 30<sup>th</sup>).

## **“Meals-on-Wheels”**

We will also have **“Meals-on-Wheels”**. Our Bus Drivers will be running their routes once a day. We will be delivering meals to our students who live in the county. Routes will be run from **10:00am - 11:00am**. When you see either the regular school bus or the little white Hartem bus pull up, please come and get your meals. We are asking that our employees don’t have any contact with the public. We will leave the meals where we

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normally pick your child up. If you could put a box or table in that location, we would appreciate that. Again, we ask that nobody comes within 10 feet of the employee delivering the meal.

When you contact Erika (call or e-mail) let her know this is a delivery to your house in the country (where we normally pick you up). Again, you are permitted to request meals by the day or for the duration of the shutdown (March 30<sup>th</sup>).

**In summary**, our hours of contact for e-learning days will be **8:00am – 1:00pm**. Teachers and Teacher's Aides are all available by e-mail (or other online platforms – base on individual teachers). The Administration and Office Staff will be available by phone in the Main Office, as well as e-mail, during that same time **8:00am – 1:00pm**.

Food-services will continue. "Grab-n-Go" and "Meals-on-Wheels" will available to all students. Please communicate to us if you want those meals (breakfast/lunch). Available from **10:00am – 11:00am**. Check out the website for modified schedule. Please request a meal to get one. This is how we'll be doing our count.

### **Comments:**

It is important that we continue to work together to work through these challenging days. It is important that we all communicate, communicate, communicate so we stay successful through this time. I ask that everyone check out the district website regularly (as well as Twitter and Facebook post). Please check your email regularly and don't hesitate to contact us with questions.

I ask that we all each do our part to help slow down the spread of the coronavirus. We ask that everyone take this matter seriously. This is shutdown is designed to be an opportunity to avoid contact with others. Please don't be out running around coming in contact with a lot of individuals. We encourage all students to stay home (or in their yards) as much as possible.

If the shutdown date changes, we will continue our "Grab-and-Go" & "Meals-on-Wheels" as outlined above. E-learning day will continue with some potential modifications. We'll do our best to keep you up-to-date and informed.

We do plan to use our "Grab-and-Go" & "Meals-on-Wheels" as a method to pass out information packets (readings/worksheets) to students. Your teachers will let you know if you should pick up materials. On Tuesday, March 17<sup>th</sup>, expect initial packets to be coming home with the "Grab-and-Go" & "Meals-on-Wheels".

If you have questions, please send an email or call the school.

Sincerely,



Terry L. Wisniewski, *Superintendent*

**Hartsburg - Emden C.U.S.D. #21**

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