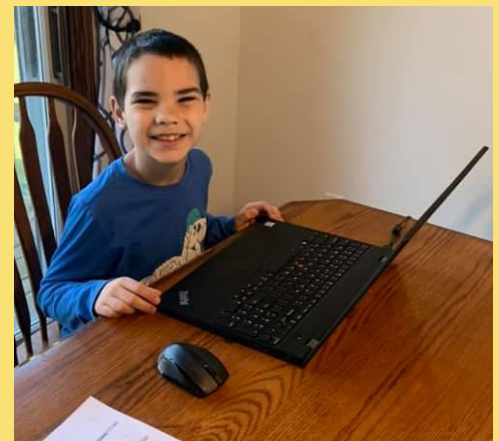
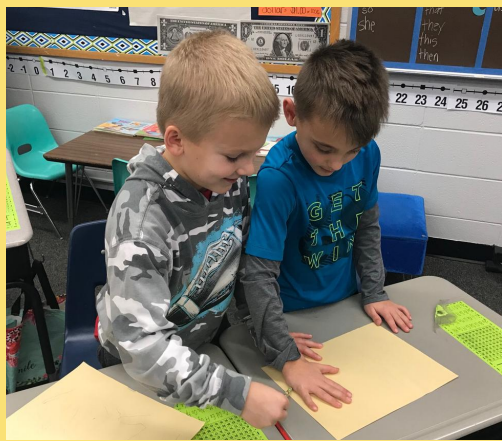


ELEMENTARY

2020 BACK TO SCHOOL GUIDELINES - DRAFT
UPDATED 8/17/2020



GETTING READY FOR WHAT'S NEXT

We are so excited to welcome our students and staff to the 2020-2021 school year! This handbook will provide some insight into what the in-person learning format option will look like.



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| | | | |
|--|---|--|---|
| <p>Maintain PHYSICAL DISTANCING at all times possible</p>  | <p>Frequent HAND WASHING</p>  | <p>FACE COVERING over nose and mouth when interacting in common spaces or where social distancing is not possible</p>  | <p>INCREASED SANITATION measures and frequency</p>  |
| <p>MINIMIZE EXPOSURE by limiting people students are exposed to daily</p>  | <p>Staff and Student Daily SELF-SCREENING CHECKLISTS</p>  | <p>Additional SAFETY PROTOCOLS for Higher Risk Activities</p>  | <p>NO SHARED RESOURCES</p>  |

BEFORE SCHOOL PROCEDURES:

- ⌚ Please review the self-screener to decide if your child is able to attend school each day.

COVID-19 SELF-SCREENER CHECKLIST

In the past 14 days, have you been in **close contact with anyone who has been diagnosed with COVID-19** or exhibited symptoms associated with COVID-19 (fever of 100.4 or higher, cough, shortness of breath)?

Have you been **advised by a doctor** or healthcare provider **to stay home** or otherwise avoid contact with others?

In the past 24 hours, have you **experience** any of the **following symptoms**?

☐ Fever of 100.4 or higher or Chills
 ☐ New Loss of Taste or Smell

☐ Cough, Shortness of Breath or Difficulty Breathing
 ☐ Fatigue

☐ Headache, Muscle or Body Aches
 ☐ Congestion or Runny Nose

☐ Sore Throat
 ☐ Diarrhea, Nausea or Vomiting

In the past 14 days, have you **traveled** via plane, mass transportation, or to/from any **areas with a CDC travel advisory**?

- ⌚ Supervision of students on the playground begins at 7:30, however, we encourage families to arrive as close to bell time as possible to avoid large groups. Upon arrival, students will report to their designated grade level play area.
- ⌚ Students arriving by bus will report to designated grade level areas on the playground unless they are eating breakfast.
- ⌚ Breakfast will be served from 7:30-7:55 in the cafeteria.
- ⌚ Students will wear face coverings while outside - since 6 ft distancing will not be possible.
- ⌚ Students will sanitize their hands before entering the building/classroom.
- ⌚ In cases of inclement weather - students will report to their individual classrooms.

RECESS:

- 🍌 Students will wear face coverings while outside - since 6 ft distancing would not be possible.
- 🍌 Students will have assigned grade level areas on the playground.
- 🍌 Students will be allowed to play on the large structure area in their assigned spots on the playground. The equipment will be sanitized after each recess is completed. Please avoid sending any unnecessary/extra items to school (ex. toys, equipment, etc.)
- 🍌 Each class will have their own classroom bin of equipment (balls, chalk, jump rope, etc) that will remain with that particular class of students and be sanitized daily at a minimum.
- 🍌 Students will use hand sanitizer on the way out to the playground and on the way in as they re-enter the school/classroom.







LUNCH:

- 🍏 There will only be one grade level eating in the lunchroom at a time.
- 🍏 Students in grades Kindergarten through Second Grade will eat in the cafeteria.
- 🍏 Students in Third Grade through Fifth Grade will eat in their classrooms.
- 🍏 Students will have one option for hot lunch. Please refer to the lunch calendar for the month to know what will be offered each day.
- 🍏 Students will wash hands before they line up for lunch.
- 🍏 Students will be spaced apart while in the lunch line with face coverings on.
- 🍏 Students will clip their face coverings to their personal lanyard while eating.
- 🍏 Students will be physically distanced at lunch tables with plexiglass barriers in between them and the person sitting across the table from them.
- 🍏 Milk will be passed out by a staff member.
- 🍏 Hot lunch will be served by staff, students will not have the option to self-serve.
- 🍏 At this time, we will not be able to honor additional guests for lunch or classroom activities (ex. parties, volunteers, etc). This will be revisited in the future upon CDC recommendation.
- 🍏 Please do not send/order “delivery” lunch from local restaurants for your child. We will not be able to allow extra guests into the building.





ART, MUSIC, PE, IMC:







-  Students will transition to and from specials classes.
-  Specials classes will be held in their respective areas and/or outside whenever possible. (ex. physical education class will be held in the gym)
-  Students will wear face coverings in each specials class.
-  Students use hand sanitizer in and out of the class.
-  **IMC:** the librarian will provide a way for students to bring home library books each week, but the technology standards (“IMC Class”) will be taught within the grade level classrooms.
-  **MUSIC:** Will follow any additional CDC guidelines as it pertains to singing. There will be an emphasis this year on other aspects of music instruction.

CLASSROOM LIBRARIES:



-  Classroom libraries will still be in use for students to access books.
-  Teachers will facilitate the safe use of classroom libraries by limiting the number of students accessing books and/or assisting the child with choosing books. Students will then keep chosen books in their book bucket. Upon returning, the teacher will shelve the books for the CDC recommended time (currently 4 days) before putting back into circulation.

BAND/ORCHESTRA/CONCERTS:

-  Band and orchestra will still take place with proper spacing and wearing of face coverings when possible.
-  Band and orchestra students will not share equipment; they need their own personal equipment.
-  Band and orchestra will be in small, cohort groups for the school year.
-  Large group, **in-person** concerts will not take place to begin the year. Staff is considering virtual options to showcase student work in the area of music.



BATHROOM USAGE:

- Allowed to use the bathroom as needed.
- Wear face coverings as they walk to and from the bathroom.
- Wear face coverings while in the bathroom.
- Use hand sanitizer as they enter and exit the classroom as well as wash their hands upon leaving.
- Custodians will conduct a deep cleaning/sanitizing.



HANDWASHING:

- Students will wash hands and/or use hand sanitizer upon every transition between rooms/settings during the school day.
- Staff will teach students proper hand washing techniques.
- Signage will be posted throughout the building to promote proper hand washing techniques.



FACE COVERING PROCEDURES:

- Students will wear a clean face covering during school hours as directed by current CDC guidelines or mandates, unless they are eating lunch or during a snack break. Face coverings should be fitted to a child's face and be worn correctly over the nose and mouth.
- Students will be provided with a break-away lanyard with a clip mechanism to keep their face covering in their possession when eating.
- The school will provide face coverings for students that do not have one.
- Schools recommend that students have child-sized cloth face coverings with elastic bands around the ears and to refrain from the tying kind when possible.
- Families are encouraged to send a minimum of 2 clean face coverings a day so students can switch to a new, clean face covering after eating lunch.

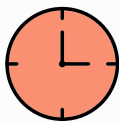
BE SURE TO WEAR FACE COVERINGS PROPERLY



FACE COVERINGS REQUIRED



DISMISSAL TIME:



- ⌚ To limit the number of students in the hallway, there will be a staggered dismissal procedure, which will occur immediately following the dismissal bell for students that are riding the bus, going to BASE, walking and being picked up by a family member.
- ⌚ Families must follow pick up and drop off procedures specific to each elementary building as well as follow the direction of school personnel assisting during these times.

PBIS (POSITIVE BEHAVIOR INTERVENTION SYSTEM) PROCEDURES:

- ✓ Students will be taught all classroom and school routines as normal.
- ✓ Students will be taught the proper hand washing techniques that will be done several times per day.
- ✓ Students will be taught how to wear a face covering.
- ✓ Students will be taught about physical distancing.
- ✓ Quarterly Celebrations and/or assemblies will be held virtually with students in their classrooms or on a class by class basis to allow for physical distancing.



HALLWAY:



- ➡ Directional arrows will be placed on the floor of the hallways to allow for proper distancing and appropriate traffic flow.
- ➡ Hallway traffic will be limited to one class at a time during transition periods.
- ➡ Student hooks for personal belongings will be physically distanced as possible.
- ➡ Students wear face coverings while at coat hooks




DRINKING FOUNTAINS:

- 💧 All bubblers have been disconnected, however bottle filler features will still be in working order.
- 💧 Students should bring their own reusable water bottle to fill throughout the day.





BUSSING:





-  Students are dropped off at school and can report to the cafeteria for breakfast OR can go to their assigned area on the playground or in the building, based on weather conditions.
-  Students will be called to the bus line at dismissal time. If their bus arrives after 3:05 they will be in an assigned area supervised by a staff member.
-  Students will be required to wear face coverings on the bus.

EXTRACURRICULAR ACTIVITIES/AFTER SCHOOL CLUBS:


-  After school extracurricular activities/after school clubs will not take place in quarter one of the school year. This will be revisited in the future upon CDC recommendation.
-  Programs/clubs during the school day will run as possible (ex. Safety Patrol, DARE, etc.)

SUPPLY PICK UP FOR VIRTUAL LEARNERS:

-  Every Thursday parents will pick up remote learner items including books, hard copies of academic work, packets, etc. Parents will return the prior week's supplies/work when they pick up the next week's supplies.
-  Items can be picked up at a designated area of the elementary school (at a time yet to be determined).



DROP OFF OF STUDENT MATERIALS:

-  Items that need to be dropped off for students during the school day such as cold lunch, homework, boots, etc. should be left in the container outside of the School's Main Entrance. Call the Main Office to alert staff there is something that needs to be delivered to a student waiting in that box.

GUESTS/APPOINTMENTS TO THE BUILDING (PARENT MEETINGS/IEPS):

- ✓ Guests to the building before, during and/or after school will be kept to a minimum and only allowed if they have a previously scheduled appointment (ex. IEP Meeting, Parent/Teacher conference).
- ✓ Unannounced “drop-ins” to check in with your child’s teacher and/or other staff will not be allowed, unless for an emergency issue, as approved by office personnel.
- ✓ Guests should refer to the Health Screening Checklist before requesting access to the building.

COVID-19 SELF-SCREENER CHECKLIST

In the past 14 days, have you been in **close contact with anyone who has been diagnosed with COVID-19** or exhibited symptoms associated with COVID-19 (fever of 100.4 or higher, cough, shortness of breath)?

Have you been **advised by a doctor** or healthcare provider **to stay home** or otherwise avoid contact with others?

In the past 24 hours, have you **experience** any of the **following symptoms**?

| | |
|--|--|
| <input type="radio"/> Fever of 100.4 or higher or Chills | <input type="radio"/> New Loss of Taste or Smell |
| <input type="radio"/> Cough, Shortness of Breath or Difficulty Breathing | <input type="radio"/> Fatigue |
| <input type="radio"/> Headache, Muscle or Body Aches | <input type="radio"/> Congestion or Runny Nose |
| <input type="radio"/> Sore Throat | <input type="radio"/> Diarrhea, Nausea or Vomiting |

In the past 14 days, have you **traveled** via plane, mass transportation, or to/from any **areas with a CDC travel advisory**?

- ✓ Guests allowed into the building will wear a face covering and sanitize upon entering and exiting the building. Guests will also check into the office to receive a guest badge to wear and sign into the guest book. Guests will check out of the office to turn in their badge and sign out of the guest book before leaving.
- ✓ If your child has an appointment or is being dropped off for an extended service, we ask that you please call the main office upon arrival and notify us of the pick up/drop off. Your child will then be permitted to enter/exit the building where they will sanitize before moving to their next location.
- ✓ Guests waiting for students at dismissal are encouraged to wear a face covering while on school grounds when physical distancing is not possible. Please refrain from congregating in large groups while waiting.



CELEBRATION TREATS/STUDENT SNACKS:

- ✓ **Daily Snack:** Students will be provided a Snack Break during the school day. Students should bring an individual, healthy snack and/or send a class set of store bought prepackaged items as directed by your child's classroom teacher.
- ✓ **Celebration Treats:** Students will be able to bring in store bought, individually packaged Birthday Treats to share with classmates. (**Suggested Treats:** goldfish crackers, cheese and cracker packs, individual packs of cookies, etc. **Refrain From:** cupcakes, homemade items, anything not sealed up in individual servings)

DEVICES:

For the 2020-21 school year families have an opportunity to participate in an optional, but recommended technology program for Chromebooks issued to students. This program is open to all students and families who have received or are receiving a district-issued Chromebook for use at school. The program is being offered by Technology Resource Advisors (TRA) and facilitated by the School District of Fort Atkinson. The program fee is \$20 per student/device. The School District of Fort Atkinson is not profiting from this offering.

The insurance covers the following for a student's district-issued Chromebook:

- Damage caused by accidental Drops/Spills
- Accidental water damage
- Manufacturer Defects/Hardware Failure

There are no deductible costs for families associated with qualified repairs. Families are entitled to a total of three (3) accidental damage claims per school year for each insured device. Manufacturer defects and hardware failures are covered by the district.

If payment is received on or before the day your child picks up their Chromebook, then coverage will be in immediate effect.

If payment is received after the day your child picks up their Chromebook then there will be a 21 day wait period before claims are honored. The device will be inspected by a staff member before coverage begins to confirm the device is functional.

DEVICES CONTINUED:

The insurance does NOT cover the following.

- Lost or stolen Chromebooks or components (i.e. AC adapter, case, etc).
- Cosmetic scratches and dents that do NOT affect the functionality of the device.
- Damage caused intentionally or through extreme neglect.
- Any device that indicates an attempt to remove, or removal of, the tamper proof stickers.
- Any device that was not issued to the student.

When a district-issued Chromebook needs repair, your student can bring the device into their school's library. The student will be issued a temporary loaner device if one is available. Turnaround for onsite repair will be within 24-48 hours for onsite repair; 7-10 days for offsite repair. Once the repair is complete your student will be contacted to return the loaner device and receive their original device back.

For students/families that do NOT invest in this insurance program, in the event of accidental damage, Chromebook repair costs will be added to the student account and families will be notified. Families that do NOT participate in the insurance program that has a damaged Chromebook will NOT be able to participate in the insurance program until the damaged Chromebook is repaired. For reference, the most common damage to a device that needs repair is the screen. Repair costs for a screen replacement (when not covered by insurance) average \$50. Other, less common repairs range from \$100 to full device replacement at \$185.

Determination of whether damage is considered "intentional" or due to "extreme neglect" will be made by a full-time staff member of the District Technology Department. Any reasonable accidental damage defined above will be covered but if the rare instance arises that coverage is denied, relevant documentation and justification will be provided to the student and family and the fee for repair or replacement will be added to the student account.

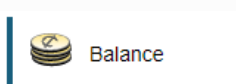
Payment Information

You can mail a payment via check to:

SDFA Chrome Care Insurance
201 Park Street
Fort Atkinson, WI 53538

If mailing a check please include a note detailing your child's name, school, and that the check is for participation in the insurance program.

Pay Online - <https://powerschool.fortschools.org/>
Click-





DEVICES CONTINUED:

Any questions about the insurance program can be directed, via email or phone, to:

studentsupport@fortschools.org
(920) 563-7811 x8830

****Students who disregard any of the above safety protocols will be assigned to a virtual learning format.****