

Caddie Woodlawn Return-to-School Plan

*IN RESPONSE TO COVID-19
ALL SUBJECT TO CHANGE*



WELCOME BACK

Dear Caddie Woodlawn School Families,

On behalf of the school faculty and staff, I wish to extend a warm welcome to you and your family as we embark on the 2020-2021 school year. It is my pleasure and honor to serve in my ninth year as elementary principal here. Caddie Woodlawn has had a long tradition of successfully providing educational excellence, in partnership with our families and community. The Spring of 2020 challenged our staff and students to find a new normal for learning, connected us in new ways, and required our **champions** to **champion** from afar.

The COVID-19 pandemic has impacted so many of us in a variety of ways and the start of the 2020-21 school year will look differently because of it. Normal is such a simple word and it is our goal at Caddie Woodlawn to redefine what it means to be "normal". We have taken the time to reflect on the variety of learning experiences over the past six months and use it as a catalyst for positive change in teaching and learning. The start of school may not be the "normal" we once knew, but we are certainly up for the challenge and ready to have the energy back in the building that only our students can bring. The following information provided in this plan will help ensure a smooth start to the school year. There will be more information coming out over the next couple weeks and I will send out more specific scheduling/planning/dismissal details in your back to school mailings. More health related guidance will be shared in greater detail as well. Thank you for entrusting us with your child(ren), we appreciate the partnership we have with our school family.

FIRST DAY

The first day of classes for students is August 27th. Our doors unlock at 7:45am- at that time we will open our doors to students and welcome them into the building. It is very important that you **do not drop** your child(ren) off before this time as we don't have staff on duty until 7:45am and we can't have children unattended outside. Your child may bring school supplies over the first couple days of school, we understand it may be a lot for them to carry at once, so feel free to spread that out. We will not be allowing any parents or visitors into the school for the time being. We understand this will be a big change from previous years. We will have plenty of staff on

duty helping our students, especially our younger students get to their homerooms. Our incredible teachers will be creating a virtual open house so you can see your child's classroom and meet the teacher. More specific information will be provided by your child's homeroom teacher and in your back to school mailing.

SAFETY OF STUDENTS, STAFF, AND VISITORS

Mask Requirement

All Durand-Arkansaw staff and students will be required to wear a face mask while on Durand-Arkansaw property and/or buses.

Visitor Restrictions

Durand-Arkansaw Schools will not allow outside visitors/parents into the building. If a child needs to be picked up or dropped off, please call the office and we will ensure they are safely walked to your car or into the building.

Signage on School Property

All school buildings will have signs placed throughout the building for staff and student reminders. These signs will include reminders of washing hands, using social distancing and wearing a mask.

Screening and Protocols

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be asking employees and parents to self-screen at home. This includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache

- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

Please do not send your child to school if they are not feeling well, this is extremely important.

Care Room (Quarantine Room)

If a student becomes ill with possible COVID-19 symptoms, staff will call the Caddie Woodlawn health room to report symptoms. The student will report to the **CARE ROOM**. The school nurse or health assistance will complete a health assessment and contact parents if necessary. Parents, please ensure that we have **3 updated** contacts in your child's emergency contact information in Skyward.

Hand Washing

Hand washing is extremely important throughout the day. All students and staff will practice frequent hand washing procedures. As students and staff enter or leave the building there will be hand sanitizing stations that each person must use.

Social Distancing

Social distancing is an effective way to prevent potential infection. Durand-Arkansaw staff and students will practice staying approximately 6 feet away from others, when possible, and eliminating contact with others. Social distancing in the following areas should be practiced:

- Classrooms
- Breakfast & Lunch
 - Mrs. Johnson will identify spaces for breakfast and lunch that best support social distancing.
- Lunch Recess
 - Times will be staggered by grade levels and/or assigned zones to reduce the number of students in certain areas.
- Student Cubbies
- Bathrooms
- Commons

- Water Fountain
 - The fountain portion will be turned off but the water bottle dispenser will still remain on. Areas on the floor will be given for students waiting in line.
- Recess Line-Up
- All other areas where social distance can be practiced

Classroom Expectations

Durand-Arkansaw employees and maintenance staff will be disinfecting as much as possible, classrooms and high traffic areas and workspaces (teacher desk, phone, desks, etc) throughout the day, giving special attention to commonly touched surfaces. The following key points are highlighted below:

- The technology platform will be Google Classroom for all employees/classrooms.
- Desks will be as far apart as possible to practice social distancing.
- Plexi-glass will be provided to classrooms with tables.
- Student supplies will not be shared. They will only use the materials they bring or materials they are assigned to.
- Students will not be allowed to bring items not needed for school, i.e. toys, stuffed animals, trinkets, and etc.
- Classroom teachers will set communication and expectations with parents for their office hours and best times to get a hold of them.
- Disinfectants will be placed in all classrooms to wipe down materials and areas often.

General Disinfecting Measures

Maintenance and custodial staff will be cleaning and sanitizing the school building as much as possible throughout the day, i.e. bathrooms, door handles, ChromeBooks/technology, high traffic areas, panic bars, common areas, and etc.

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily

Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	As much as possible throughout the day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Bathrooms

Staff and students will practice social distancing when using bathrooms throughout the building. If students are waiting in the hallway, staff will ensure that proper social distancing is practiced and ensure handwashing protocols are followed.

Bus Routes & Protocols

All students riding the bus will be expected to wear a face mask at all times during their ride. Any parent or guardian who walks their child to the bus door will also be asked to wear a face covering at that time. All students and parents who may have to wait at bus stops are asked to practice social distancing. Hand sanitizer will be available for each student to use as they are entering the bus and leaving the bus.

Open House & PT Conferences

Our Open House this year will be held in a virtual setting. Your child's homeroom teacher will be sending you information on this. Parent Teacher conferences will be held in a virtual setting also. More information will be sent home regarding this in later September.

SPECIAL EDUCATION SERVICES

Special education services will be provided to students as listed in IEPs. You can expect your child's case manager to reach out to you prior to school starting to verify your choice of in-person or remote/virtual learning and to review services and accommodations that will be provided in the coming school year.

The Wisconsin Department of Public Instruction has developed protocols for determining if students with IEPs should receive additional services due to the school closure this spring. There is a six month timeline on determination and you can expect to have a conversation about these additional services at an upcoming IEP meeting (if the meeting would typically fall within the first six months of the school year) or via a phone conversation with district special education staff.

Personal Protection Equipment (PPE)

All Durand-Arkansas School District students are expected to wear a mask due to the statewide mandate. However, there are exceptions that can be made for health issues and/or developmental concerns. Please reach out to your child's case manager, Michelle Zagozen, or Erika Johnson if you would like to discuss your concerns about your child wearing a mask due to health issues or his/her developmental level.

PPE with Special Education Staff

Staff members are required to wear facial coverings. Special education staff may also wear additional PPE in certain situations. Clear Plexiglas barriers may also be present in appropriate special education learning spaces.

IEP Team Meetings

At this time, visitors are restricted in our school buildings. We will continue to offer virtual (Zoom) and conference call IEPs until further notice.

Evaluations/Re-Evaluations

As soon as is practical, after the start of the 2020-21 school year, any in-process evaluation that was put on hold during the school closure will be completed. Evaluations will be processed with the earliest due date first. Mrs. Lewis and/or Mrs. Hotujec will contact parents in late August to inform families of an approximate timeline for completion of their child's evaluation. New evaluations will be processed normally. No home-based evaluations will

be conducted and no in-home transition planning meetings will be attended by school staff at this time.

ACADEMIC & HOME BASED INSTRUCTION

In Person Instruction

- Five days/week face-to-face instruction. This will be how we start the school year.

Remote Learning

- Students would learn from home using Google Classroom platform, similar to last spring.
 - Teachers will provide LIVE and/or virtual instruction.
 - Students will learn from home following a schedule.
 - A normal sequence of curriculum will be followed.

Virtual Learning

- Students will take classes through our Virtual Learning vendor.
- Students will take classes 100% online.
- District will cover costs for the classes & textbooks.
- Grades will be issued to the school by the vendor when the student finishes a course.
- The district will provide a liaison/coordinator to monitor student progress and assist with issues.

Grading

- Grade levels will decide what is part of their essential standards and grade those areas as normal.
- Assessments will look different with each model.

Attendance

- Attendance policies apply during all learning platforms. We will work with families on a case-by-case basis, as extenuating circumstances may apply.
- Unexcused absences will count toward habitual truancy.
- While in person or remote learning, students missing class for an appointment must provide a note from the doctor. The note can be faxed to (715) 672-8993 by the doctor's office, or a picture of the note can be emailed to lridgeway@durand.k12.wi.us
- While in person or remote learning, students who are sick should have a parent call them in ill to avoid a phone call from our automated system.

Technology

- All teachers will use Google Classroom & Google Meets during remote learning. We will be sending out tutorials/videos/slides etc, to parent to help learn how to best navigate this platform
- Teachers are encouraged to record lessons in Google.
- All teachers will have cameras in their room to provide remote learning.

While we are unsure what this school year has in store for us, we are confident that the relationships created with parents last spring, and this upcoming school year, will allow us to shift and adjust our plans as guidance changes. We appreciate your patience and flexibility as we navigate through redefining our new normal. Please be on the lookout for your back to school mailings late next week. We are excited to have our staff and students back for the 2020-2021 school year.