Parent(s)/Guardians,

I hope all of you are safe and doing well as we work through finding the best ways to get our kids back to school and learning. A big thank you to all who filled out our survey. Your input is appreciated. We want to share with each of you the latest information we have in order to keep you informed as to what school might look like this fall. **Please understand that the planning and decisions we make today may change as so much has changed these past several months.**

**General Plan**

As of our July 8th Board of Education meeting, the district has decided that school this fall will be in the building every day for every student (4K through 12). A virtual option will also be available for parents who choose to keep their children at home. We have the ability to have all of our students on campus every day of the week while keeping them physically distanced.

**Transportation**

When calculating the numbers of students who normally ride the bus and after viewing the survey, we believe that we can get all of the kids who ride the bus to school within safety guidelines. Our plan is to have students who are siblings sit together and share seats. Our bus drivers will pick up all of our out-of-town students and drop them off at school, then go and pick up our in-town students and bring them to school. This will eliminate crowding on the bus and allow for us to keep students physically distanced.

**Before School And After School**

**IN ORDER TO KEEP STUDENTS AT LOWER RISK WHILE IN THE BUILDING, THERE WILL BE NO CARDINAL CLUB BEFORE OR AFTER SCHOOL AND THERE WILL BE NO BACK TO SCHOOL NIGHT.**

Our goal is to keep students at a lower risk while entering and leaving the building, before and at the end of the school day. When students arrive in the morning, we are asking any parent dropping off their child or any high school student who is driving to school to please enter the building between 7:45 and 7:55. If your child will be eating breakfast, please arrive between 7:35 and 7:45. The busses will arrive around 7:40 with the out-of-town students and 7:50 with our village students. This will allow students who ride the bus to eat breakfast as well.
**Entrance ways:** We will have three points of entry for our students; all of which will be supervised by an adult.

Each entrance will be on the west side of the school building.
   a. Entrance Doors Labeled A = The doors on the north west entrance will be for middle school students.
   b. Entrance Doors Labeled B = The schools main entrance doors will be for high school students.
   c. Entrance Doors Labeled C = The doors on the south west entrance will be for elementary students.

Once students enter the building, they will be able to go to their lockers and then proceed to their first hour classes/home rooms or go to the commons if they choose to eat breakfast.

**Face Masks/Coverings**

Face Masks/Coverings are not mandatory at this point but may be in the future. At this point, we are recommending all adults and students have a face mask/covering for each day they are on campus. Although we recommend them for all 4K – 5th grade students, we recognize that asking our youngest students to wear a face mask/covering will be very challenging. Middle and high school students while riding the bus, entering and leaving the building, and while in the hallways, will be advised to wear a mask/covering. These areas are places where physical distancing will be more difficult to maintain, so a face mask/covering will aid in keeping students at a lower risk. When students are in their classrooms and physically distanced, face masks/coverings may/may not be optional. Please start gathering a face mask/covering that is comfortable for your child. There are many different face mask/covering options – elastic ear loops, tie back, neck gaiter, bandana type. An effective face mask/covering is one that prevents you from blowing out a candle when worn. Please consider having more than one mask for each child as they need to be washed daily.

We are highly recommending that all students, 4K to 12, who ride the bus wear a face mask/covering.

**Health Checklist**

*Below is the list of expectations we will have before sending students to school each day.*

**Temperature**
Staff and students will be asked to check their temperatures daily before leaving for school. **Anyone who has, or who has had, a temperature in the past 72 hours equal to or greater than 100.4 should NOT come to school that day.**

Anyone who does have a temperature equal to or greater than 100.4 will be required to stay home for **72 hours (3 days)** after the temperature returns to normal without the use of Tylenol or Ibuprofen. This expectation also pertains to all school activities/sports/music events at Highland Schools in the evening and on weekends.

**Daily morning health question checklist for both staff and students**

Is your child experiencing any of the following symptoms?

~Fever equal to or greater than 100.4
~sore throat
~new or worsening cough
~fatigue
~muscle aches/pain
~loss of smell and/or taste
~new or worsening shortness of breath
~GI symptoms (nausea, vomiting, and diarrhea)

**If you answer yes to any of these symptoms, your child should not attend school or any other activities.** Also, please consult your MD if you or your child are experiencing any of these symptoms.

**Medically fragile conditions**

If a student has a medical concern/immune compromised health condition, please consult your family doctor before attending school. Also, please consult Mr. Tarrell for alternative learning options.

**Students Who Are Not Feeling Well While At School**

There will be two “health” rooms in our building this year. The usual health room will be for medication administration and injuries. The other room will be for the student who is running a temperature and showing symptoms that could be suggestive of Covid. For those ill students, we will be calling parents to ask them to come **immediately** to pick their child up. It will be very important for the school to have current emergency contact information. We also suggest you have a backup person available to pick up your sick child in the event you cannot get there immediately. There are specific guidelines from the CDC that we must follow when a student is sent home. A student who goes home with a temperature and/or Covid symptoms may very well be required to stay at home.
for as few as 24 hours or as many as 14 days. To read these guidelines that we must follow, go to https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/Returning_to_School_After_COVID-19.pdf This is information specifically written for parents and guardians. If a student is required to be out of school for any length of time, virtual learning is available.

**Cleaning Protocol**

Our building will be cleaned each and every night to prepare for students entering the building the following day. Hand sanitizer will be provided and available in all our classrooms as well as hallways, the commons, etc.....

**Lunch Program**

Lunches will be scheduled as you see below. We will have students physically distanced while in the commons. Our lunch times are listed below, but understand times may vary as more information becomes available.

Elementary and high school lunch will be split this year.

- The lower elementary, 4K to 2, will eat from 10:55 to 11:25.
- The upper elementary 3 to 5, will eat from 11:30 to 12:00.
- The middle students will eat from 12:03 to 12:33
- One half the high school will eat from 12:36 to 1:06
- One half the high school will eat from 1:09 to 1:39

**Drinking Fountains**

The drinking fountains will have the bottle filler option only. We are asking that all students have a water bottle with them each day.

**Classes**

Desks in all classrooms will be spaced for physical distancing. Group work and/or activities where students will be closer than 6 feet apart may be very limited at this time.

All lessons will be recorded using an ipad so that all students learning either virtually or those absent that day can participate and/or will have access to every lesson and every teacher.

All students learning virtually will have the same expectations as students in the school building. For example, if a student has algebra 1st hour, he or she will be expected to be online and present virtually for algebra class 1st hour. Elementary students will be expected to be online and present when school starts in the morning. We want to ensure a successful learning experience for all of our students. These expectations include, but are not limited to assignments, homework, projects, and exams.
Attendance will be recorded for all of our students whether they are learning virtually or in-house.

**Schedules**

We have a “traditional schedule” prepared and ready for the fall start. However, we are researching schedule changes to consider how we can better adjust to new protocols. Some options include a block schedule in our HS/MS, adjusting bell schedules to stagger students passing from class to class while in the hallways, and extended lunch options so less students are in the commons at any one time.

**Band, Chorus, and Phy Ed**

We are continually working on a plan to have band, choir, and/or phy ed while keeping everyone physically distanced. There will be more information to come on these classes as we continue to learn more.

**Virtual Learning**

For all students who are in the building during the school day, we will practice virtual learning from time to time while students are in class to prepare for when students may possibly be out of the building. These situations may occur if we find ourselves in a situation where no students are allowed in the building. Students who are learning virtually may also use our school parking lot for internet access if needed. The school will again, to the best of our ability, supply hotspots for families with internet connection issues.

**Recess**

Recess will be staggered as much as practical so we can limit the amount of students on the playground at one time.

**Extra-curricular Activities**

At this point, the WIAA has not determined if our fall sporting events will occur or be cancelled. As of July 1st, we have been able to allow limited numbers of students at one time in the building to train. While the future is uncertain, we will continue to prepare our students for the upcoming fall seasons and plan to start practice according to the WIAA starting dates. High school football will begin on August 3rd and high school volleyball on August 17th.

**Annual Activities Meeting**

The annual activities meeting will be held online this year. Mrs. Michek, the AD, will have a presentation showing any changes from last year as well as any new criteria families need to be aware of due to COVID.
**Online Registration**

This year, all parents will need to verify their child(ren’s) demographics online using the Infinite Campus parent portal. Most of you have an account set up, but please log in to verify that you are able to do so. If you don’t have a parent portal account created, you will be receiving an email from the school with instructions on how to create your account. If you don’t receive this email or if you have any questions, please contact Mr. Tucker. We will notify you when this registration is open.

**In Conclusion**

Please understand that the information we are sharing with you in this letter may be subject to change. There have been many many changes so far and we foresee many more as the summer progresses. Thank you so much for your patience in working with us to provide our children with a quality education even during these trying and uncertain times.

Sincerely,

Josh Tarrell

Principal, Highland Community Schools