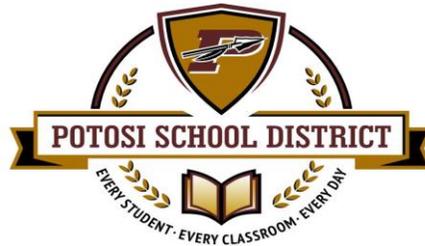


**Kurt Cohen**  
District Administrator  
(608) 763-2162

**Tammy Cooley**  
Pupil Services Director  
(608) 763-2162



**Mike Uppena**  
K-12 Principal  
(608) 763-2161

**Mark Siegert**  
Athletic Director  
(608) 763-2161

July 21, 2020

Potosi Students and Families

Over the last few months, much of our time has been spent on preparing a plan to best return to school this fall. Throughout the planning, we have held three positions that we feel are true:

1. Students have the best opportunity to learn utilizing a face to face presentation model.
2. Even if we decide to return to full-time face to face instruction, we must be prepared to provide instruction through online delivery as some students/families will opt out of returning in person and at times some students may be absent from school for extended periods of time.
3. While it is impossible to promise a completely safe return to school, we will put measures in place to create an environment that is as safe as possible for both students and staff.

On Monday, July 20<sup>th</sup>, the Potosi School Board approved our reopening plan that includes full-time, face to face instruction for all students in grades Pre-K – 12 as our primary presentation style. Students/families will have the opportunity to decide to opt out of the face to face instruction and instead start the year in a virtual manner through an online learning presentation facilitated by our teaching staff. As we move closer to our September 1<sup>st</sup> start date, we will be asking which of the two methods of instruction you will choose for the start of your child's school year.

Below, please find some of the steps we will take to help make face to face instruction as safe as possible.

### **District-Wide Safety Measures**

- Students/families and staff should complete a temperature check each morning before coming to school. **Students and staff with a fever and/or other symptoms should remain home for the day.**
- We will attempt to keep elementary students separated from middle/high school students as much as possible. To do this, elementary students will enter and exit the school at the elementary end. Also, we will separate the school office so that there is an office strictly for the elementary school.
- Teachers will be instructed to utilize outdoor spaces as often as possible.
- Classroom desks will be placed to promote social distancing as much as possible.
- Area rugs and soft-sided furniture will be removed from classrooms to aid in cleaning protocols.
- Water fountains will be turned off. It is recommended that students bring a water bottle from home to use during the school day. Students should not share water bottles with other students.
- Each room will be equipped with a hand sanitizing station.
- Rooms will be sanitized each day.
- Students will be reminded to practice good hygiene procedures with frequent hand washing.

### **Elementary Safety Measures**

- Classes will be kept separate to limit contact from one class to another.

- Art and music classes will take place in each classroom so that students will not need to travel to the art room and music room.
- Breakfast and lunch will be eaten in each classroom.
- A recess schedule will be utilized to keep classes separate from each other.

### **Middle School/High School Safety Measures**

- Students will eat lunch in the cafeteria with social distancing measures in place as much as possible.
- Larger rooms (cafeteria, auditorium, foods room) will be utilized for larger class sections to help promote social distancing.
- Students will be asked to wipe down their desk at the end of each period.

Students/families that opt out of coming back in a face to face delivery will have the option to start the year online. In this presentation method, elementary teachers will record lessons for students/families to review at any point during the day. Middle school and high school students will be expected to log in for livestreamed classes during the normal daily school schedule.

Since March, we have learned that the information we receive can change daily and therefore we have found that we must be prepared to alter plans and decisions frequently. To this end, the Potosi School Board also noted that while approving this initial plan now, the fact remains that the plan may need to be adjusted as we move towards a September 1<sup>st</sup> reopening of our facilities. With this in mind, we will continue to send out material related to the start of school throughout the month of August.

As always, please reach out to us if you have questions or if there is anything we can do to help.

Eagerly anticipating students back in the building,

Kurt L. Cohen  
District Administrator  
Potosi Schools

**“Every Student, Every Classroom, Every Day”**