



**DODGEVILLE
SCHOOL DISTRICT**

re-**Launch Plan**



**COVID-19
HANDBOOK**

This document is intended and created solely for use by the Dodgeville School District and its students and employees. Any use other than that shall be at the user's sole risk, responsibility and liability.



COVID-19 HANDBOOK

The information provided in this supplemental handbook is focused on protocols and processes related to providing a safe and efficient learning environment for all students and staff during the pandemic. We ask that students, staff and parents read the information in the handbook carefully. Details on facilities and safety procedures, learning and technology, and general school operations are provided in the content of the document. If you have questions specific to a school, please contact the building principal or appropriate staff member directly. We anticipate that COVID-19 will continue to alter school functions and processes for the foreseeable future. The administration and staff continue to learn and refine best practices in dealing with the current reality caused by the virus. We ask for your patience and understanding as we adjust our practices to suit the needs and safety of our students and staff. Thank you for being our partner in education. We will do our best to provide a quality education and a meaningful school experience for your child.

Sincerely,
Paul Weber
District Administrator



DODGEVILLE
SCHOOL DISTRICT

COVID-19 HANDBOOK

Health & Safety

Page 3 - 14

Learning & Technology

Page 15 - 27

School Operations

Page 28 - 54

Contact Information

Page 55



**DODGEVILLE
SCHOOL DISTRICT**

GENERAL



re-Launch Plan



**HEALTH
& SAFETY**



Health & Safety



TABLE OF CONTENTS

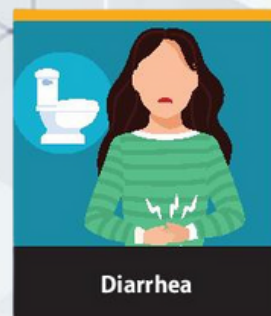
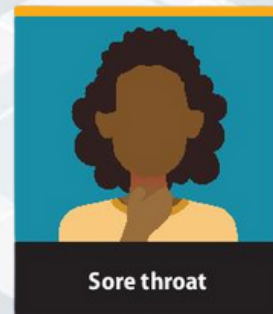
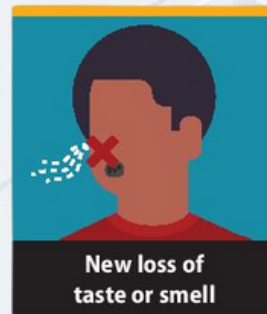
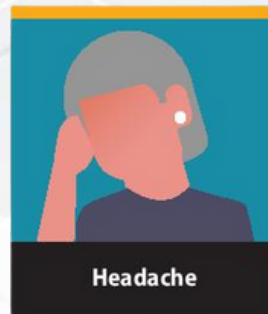
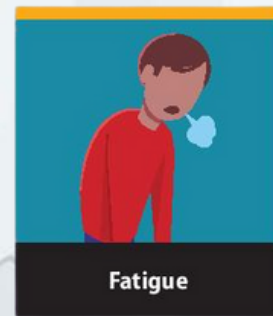
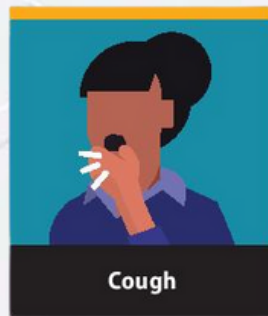
List of Symptoms.....	5
Decision Tree.....	7
Isolation Protocol.....	9
Shutdown & Re-Opening Protocols....	9
Out of State Travel.....	10
Classroom Set Up.....	10
Cleaning & Disinfecting Protocols....	11
Face Coverings.....	12
Prevention.....	14



Health & Safety

LIST OF SYMPTOMS

People with confirmed COVID-19 infections have a range of symptoms, the most common symptoms include:



Not everyone with COVID-19 has all of these symptoms. For many, symptoms are mild, with no fever. It is important to know that you can still spread the virus to others even if you have no symptoms.



Health & Safety

LIST OF SYMPTOMS

Seek medical care immediately if someone has
Emergency Warning Signs of COVID-19

- Trouble breathing
- New confusion
- Persistent pain or pressure in chest
- Inability to wake or stay awake
- Bluish lips or face

**This list is not all inclusive. Please consult your medical provider for any other symptoms that are concerning. If you need emergency medical attention, call 911.*

For the most up-to-date list of symptoms, visit:
www.dhs.wisconsin.gov/covid-19/symptoms.htm



Feeling sick?

Stay home when
you don't feel well!



Health & Safety

DECISION TREE

Please check for the following symptoms each morning before your child(ren) leave for school. If any of the following are present or true, your child is to **STAY HOME AND NOT COME TO SCHOOL** and report your information to Ann Jenkins, School Nurse, at ajenkins@draschools.org. If a student or staff member has any symptoms, that individual is to enter isolation for at least 10 days, be fever free for at least 24 hours and have symptoms that are improving before going back into public. **This is regardless of results of a COVID test.**






CHECKLIST:

- Temperature of 100.4° F+ when taken by mouth
- Cough, shortness of breath, or difficulty breathing
- Chills and muscle or body aches
- Diarrhea, vomiting, or abdominal pain
- Onset of severe headache, especially with a fever
- Fatigue
- Sore throat
- Loss of taste or smell
- Congestion or runny nose



Health & Safety

HAVE YOU BEEN EXPOSED?

-  Have you had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19?
-  Have you had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to SARS-CoV-2?
-  Have you traveled or lived in an area where local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework
-  Do you have a new uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
-  Do you live in areas of high community transmission?

If you've answered yes to any of these questions, PLEASE STAY HOME. Individuals exposed will need to quarantine at home for 14 days. No exceptions.

If you have questions, please contact Ann Jenkins, School Nurse, at ajenkins@draschools.org



Health & Safety

ISOLATION PROTOCOLS

If you test positive for COVID-19, the following isolation protocols go into effect for you and any other person with whom you have had direct contact.

- ✔ Isolate for 10 days
- ✔ Improving symptoms and no fever for 24 hours, regardless of a COVID test result
- ✔ Everyone you have had contact with will be required to complete a 14 day quarantine from the last day of contact with the person who has tested positive

SHUT DOWN & RE-OPENING

- ✔ In the event of a school closure due to a COVID-19 outbreak, the District will work with the Iowa County Public Health Department for potentially re-opening the building and district. More information will be shared with our families if this situation occurs.



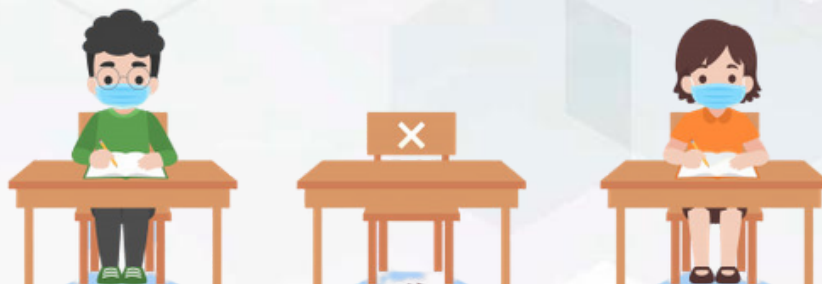
Health & Safety

OUT OF STATE TRAVEL

If you have travelled out of state or to a high community transmission area or any other potential exposure, you will be required to Quarantine prior to (re)admittance to our school environment.

CLASSROOM SET-UP

- ✓ 6 ft distance between each desk or learning area
- ✓ Minimization of shared materials
- ✓ Students with individual supplies separated from others (bins provided)
- ✓ Protective equipment will be supplied by the district. Specific requests can be made to Robert Smudde, Director of Student Services at rsmudde@draschools.org





Health & Safety

CLEANING & DISINFECTING

- ✓ All rooms will be cleaned and disinfected everyday (room checklist to be completed by custodians)
- ✓ Garbage and liners will be changed two times per day, once after lunch and once after school
- ✓ All hard surfaces will be disinfected as much as possible throughout the school day
- ✓ Shared materials will be disinfected after every use





Health & Safety

FACE COVERINGS

Required by State Mandate

All students shall be required to wear a face covering while attending school or a school function in any district building, facility, or other district-controlled area, and when riding in district-provided transportation. All face coverings must cover the nose and mouth of the student. Masks and face coverings must be worn by students regardless of the ability to maintain six feet of distancing. Students shall wear face coverings at all times except for the following exceptions:

- ✔ Students may remove face coverings when eating, drinking, or during a socially distanced scheduled break
- ✔ Students may remove face coverings when engaged in physical educational activities, as determined by the physical education instructor
- ✔ Students may be exempted from wearing face coverings due to special behavioral or individualized needs or due to a documented medical condition. Other exceptions may be made on a case-by-case basis by the Principal, Director of Special Education, or District Administrator
- ✔ Bandannas, gaiters, and masks with exhaust valves are not allowed as they provide minimal protection for the wearer and those around them



Health & Safety

FACE COVERINGS

All other rules of the district related to student dress (e.g., prohibitions against clothing or jewelry containing messages related to sexual references, profanity, drugs, etc.) apply equally to masks and face coverings.

Students who refuse to wear masks or face coverings shall be subject to discipline consistent with other school attire rules violations.



- ✔ The district will provide each student and staff member with three face coverings
- ✔ Students will be responsible to wash face coverings at home on a daily basis
- ✔ If a student forgets their face covering, the school will provide them with a disposable face covering for the day



Health & Safety

PREVENTION

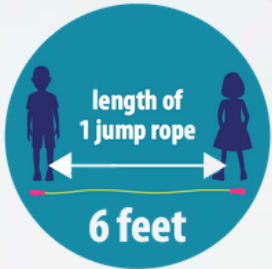
Our best defense against COVID-19 is:



**Wearing a
face covering**



**Washing
your hands
frequently**




**Physical
distancing
(at least 6 ft)**



**Avoid touching
your eyes, nose,
and mouth**

**The more we can help to slow down spread of the virus,
the more we help in terms of:**

-  Helping our community by protecting those most at-risk or vulnerable and reducing the burden on our health care system
-  Preventing the disruption of our children's education by reducing the likelihood of having mass absences or switching to virtual learning
-  Helping our economy to get back on its feet by reducing both disease spread and the likelihood of increasing restrictions



**DODGEVILLE
SCHOOL DISTRICT**

GENERAL



re-Launch Plan



**LEARNING &
TECHNOLOGY**



Learning & Technology



TABLE OF CONTENTS

Instructional Models.....17

Virtual Instruction.....18

Instructional Communication & Support...20

Hardware Support & Internet Access...21

Expectations.....23

Contact Information.....24

Special Education.....25





Learning & Technology

INSTRUCTIONAL MODELS

We are focused on delivering high quality instruction for all learners. We plan to provide this instruction face-to-face for students from ELP - 9 and in a blended learning experience which includes face-to-face and virtual learning for grades 10-12.

- ✔ An additional virtual option exists for families and learners who would like to participate in a totally virtual option.
- ✔ ***Families choosing a virtual environment will be asked to commit to a semester.***
- ✔ Changes to these options might occur based upon health and safety needs.
- ✔ Staff are prepared to support in-person learning as well as provide virtual learning when necessary.

Common Lesson Plan Format:

- ✔ Teachers will utilize a common planning template for consistency and ease of understanding.



Learning & Technology

INSTRUCTIONAL MODELS

In-Person



ELP - 9th Grade:

In this model, students would come to school each day. The grade levels would be divided to accommodate physical distancing.

Blended



10th - 12th Grade:

In this model, students would receive their education both via virtual format and in-person. The in-person instruction could come in the form of classes, labs, discussions, etc.

Virtual





Your choice!

All parents have the choice to keep their child home! If you choose this model, we will provide you a virtual learning plan.

VIRTUAL INSTRUCTION

DES ELP - 4TH GRADE

-  A dedicated Virtual Teacher at each grade level
-  Available during non-traditional school hours including some evenings in order to connect with learners and parents



Learning & Technology

VIRTUAL INSTRUCTION

DES ELP - 4TH GRADE (continued)

- ✔ Virtual teachers will collaborate with in-person teachers to provide a guaranteed and viable curriculum
- ✔ Synchronous and Asynchronous learning opportunities will be provided to allow for “real time” and “own time” learning

DMS 5TH - 8TH GRADE

- ✔ A dedicated teacher will provide support for learners who are learning virtually and will be available during non-traditional school hours including some evenings
- ✔ Each grade level teacher will provide instruction synchronously and asynchronously during the regular school day

DHS 9TH - 12TH GRADE

- ✔ Each teacher will provide instruction synchronously and asynchronously during the regular school day
- ✔ Synchronous and Asynchronous learning opportunities will be provided to allow for “real time” and “own time” learning



Learning & Technology

INSTRUCTIONAL COMMUNICATION & SUPPORT

We will provide access to weekly instructional plans for grade levels and content areas on the district website. In addition, the following instructional platforms will be used throughout the district.



Google Classroom:

This learning management platform will be used district-wide to encourage uniformity and consistency in our communication between home and school. Teachers will post weekly plans for grade levels and content areas that include videos, instructions, Google Meet links, classwork, assessments, resources, office hours, and due dates.



Google Meet:

This video-conferencing platform, connected with Google Classroom, will be used when teachers and learners need to have face-to-face meetings without being in person. Links to these meetings will be found within a learner's Google Classroom. Google Meets will be recorded and posted to the Google Classroom to allow learners to connect to classroom instruction asynchronously.



Learning & Technology

INSTRUCTIONAL COMMUNICATION & SUPPORT

To provide a guaranteed and viable curriculum for learners, grade level and content teachers will plan lessons collaboratively so that all learners receive the same content and instruction.



HARDWARE SUPPORT & INTERNET ACCESS

Students will be provided with a district-issued Chromebook to use for the duration of the school year. Those students attending in-person will be expected to transport the device home and back to school each day. Accidental damage insurance will be provided by the district for students in grades ELP-2, and students in grades 3-12 will have an option to purchase ChromeCare Insurance. More detailed information is located in the [DSD Chromebook Agreement](#) provided on our website.



Learning & Technology

HARDWARE SUPPORT & INTERNET ACCESS

The District Technology Department will support students with any device-specific concerns by offering loaner Chromebook devices and repair services. For students attending school in-person, the school libraries will remain the initial point of contact. For students attending virtually, an online form will be provided on our website.

Our Technology Department can be contacted at 608-935-3307, ext. 3013. We will make every effort to respond within 24 hours when school is in session. Issues regarding specific software programs used for instruction should be directed to a student's teacher first, who will reach out to the Technology Department if needed. The district currently has mobile hotspots that may be borrowed for home use by contacting the Technology Department.

Families are also encouraged to contact the Public Service Commission of Wisconsin (PSC) customer service phone line for help locating more robust internet service at (608) 267-3595.

The Department of Public Instruction is currently working with districts to develop more options for assistance in providing other modes of access; more information is available at:

<https://dpi.wi.gov/broadband>



Learning & Technology

EXPECTATIONS



Attendance:

Classes will be in session daily. Learners will be expected to check in for all classes they are enrolled in. Check in will be accomplished through Google Classroom. The Dodgeville School District, in accordance with Wisconsin Statute 118.15, will follow compulsory attendance guidelines. More information about attendance policies can be found in each school building's handbook.



Parental Support for Learning:

- Grades ELP-3 can expect to spend 3-4 hours per day, with parent support
- Grades 4-8 can expect to spend 4-5 hours per day, with limited parental support
- Grades 9-12 you can expect to spend 5-6 hours per day, with limited parental support



Grading:

- Grades ELP-2 will be assessed using a rubric measuring proficiency with skills
- Grades 3-12 will be assessed using the traditional model of letter grades as related to proficiency of skills



Learning Support for Parents:

We will offer optional training and tutorial support available for parents



Learning & Technology

Our teachers will provide both asynchronous and synchronous learning opportunities in a virtual setting. Synchronous learning happens with all learners being engaged at the same time, this is "real time" learning. Asynchronous learning happens at different times for all learners, this is "own time" learning. The teacher provides activities or tasks in Google Classroom that students can access at a time that works best for them.

If you have any questions or concerns, please contact:

In Person Learning:

ELP - 4 (DES):

- Classroom Teacher
- DES Principal, Mr. Marty
smarty@draschools.org
608-935-3307, ext. 2000

5-8 (DMS):

- Classroom Teacher
- DMS Principal, Ms. Baxter
sabaxter@draschools.org
608-935-3307, ext. 3000

9-12 (DHS):

- Classroom Teacher
- DHS Principal, Mr. Bohnsack
rbohsack@draschools.org
608-935-3307, ext. 4000

Virtual Learning:

- Virtual Learning Coordinator
Mr. Brom
bbrom@draschools.org
608-935-3307, ext. 2000
- School Principal

Technical Support:

- Classroom Teacher
- Tech Director
Lisa Spady
lspady@draschools.org
608-935-3307, ext. 3013
- Virtual Learning Coordinator
Mr. Brom
bbrom@draschools.org
608-935-3307, ext. 2000



Learning & Technology

SPECIAL EDUCATION

Our Special Education Department values providing free and appropriate educational opportunities for students with disabilities, to the greatest extent possible in alignment with public health guidelines. Collaboration with families has always been an essential part of the special education process and continues to be during this time. Special education providers will continue to work with families to address the unique needs of students and collaboratively identify the most essential services for each student based on the best learning environment for that student. IEP's will be adjusted, as needed, for the circumstances of the learning environment.

- ✔ We recognize that each plan can be utilized to address the needs of students with disabilities.
- ✔ We recognize that each plan is individualized and will work diligently to set detailed plans for the delivery of special education services.



Learning & Technology

SPECIAL EDUCATION



Student and Staff Safety:

There are special circumstances due to health and safety needs that will be considered on an individual basis for students with special needs. There are individuals within special education where special circumstances due to health and safety needs will need to be taken into consideration. Services within special education will occur in the most appropriate educational environment; however, due to COVID, the educational environment may be more restrictive. The decision for a student to not attend school due to health and safety will be made by the parent with input from the IEP team. Special education will limit the sharing of equipment, tools and supports. However, some materials may still need to be shared between students. These materials will be wiped down between uses and will not be directly shared from one student to another. Some sensory items that a child has utilized in the past may not be available this year. Any item that cannot be easily cleaned and disinfected will not be allowed in school this year.



Learning & Technology

SPECIAL EDUCATION



Delivery of Special Education & Related Services:

The Special Education team will deliver services as described in the student's IEP. If a parent opts out of sending their student to school, the IEP team will convene to discuss the most appropriate method for providing instruction, including but not limited to, online instruction, home packets, and offsite instruction.



IEP Meetings:

IEP meetings will be held virtually and in accordance with legal requirements.



School Closure:

In the event of a school closure, case managers and related service providers will continue to provide services remotely.

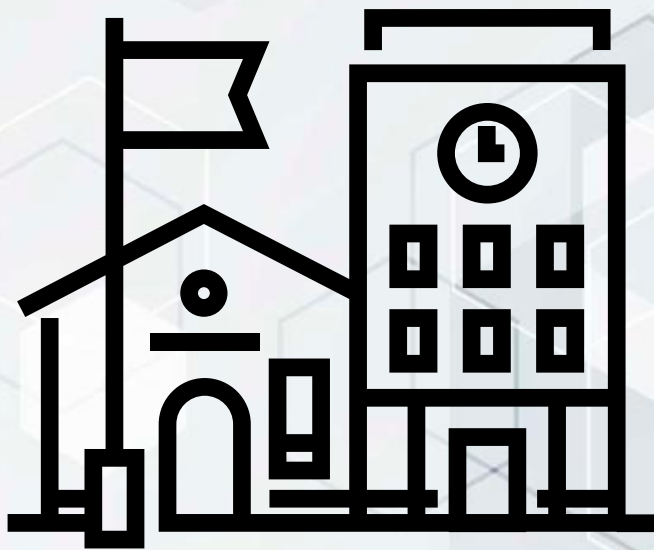


DODGEVILLE
SCHOOL DISTRICT

GENERAL



re-**Launch Plan**



School Operations

HANDBOOK



School Operations



TABLE OF CONTENTS



Food Service.....30

Extracurricular.....35

Miscellaneous.....41

Transportation.....52





School Operations

FOOD SERVICE

- ✔ Meal options will be made available for students and staff doing virtual and in-person learning.
- ✔ Purchasing meals from our food service program will need to be requested by 9 am every morning with 1st period classroom teachers or the district provided meal request link.
- ✔ Students that are registering for virtual instruction will have the option to register for breakfast and lunch as well. A week worth of meals will be available for either pickup or delivery twice a week.
- ✔ The same pricing guidelines for free and reduced food service will be in effect as the summer USDA sponsored program ended.
- ✔ Breakfast will be offered as a grab and go. The variety of options for breakfast and lunch will be limited as we focus on the new procedures and routines. Dietary restrictions and food allergies can be coordinated with the School Nurse and shared with the Food Services Director.
- ✔ Cleaning and disinfecting of facilities will be aligned with CDC guidelines and continued compliance with Federal requirements for meals served.



School Operations

FOOD SERVICE



Dodgeville Elementary School

- ✔ Students will remain socially distanced throughout breakfast and lunch procedures.
- ✔ Breakfast and lunch will be consumed in each student's classroom.
- ✔ Dirty utensils and trays will be picked up by staff and returned to the kitchen area to be cleaned at the end of each lunch period.
- ✔ Food should not be shared. Homemade birthday treats will not be allowed during the pandemic. Birthday treats can be individually pre-packaged within a factory-sealed box/container. Teachers will distribute treats safely to the class.
- ✔ Communal microwaves will not be available for student use.



School Operations

FOOD SERVICE



Dodgeville Middle School

- ✔ Students will remain socially distanced throughout breakfast and lunch procedures.
- ✔ A rotation of students using classroom and lunchroom space will be used for consuming lunch.
- ✔ Students/Staff should use hand sanitizer before they enter the food service areas and stand in line on the social distance floor decals (one person per decal).
- ✔ Students/Staff should follow the directions from the food service service area. All food items will be served instead of self-selected.
- ✔ Lunch trays must be handed to the students/staff and all food must be placed on your tray by food service staff.
- ✔ Communal microwaves will not be available for student use.



School Operations

FOOD SERVICE



Dodgeville Middle School (continued)

- ✓ Students/Staff will be required to bring their school identification badge with them when they purchase meals as the pin pad can no longer be used.
- ✓ Trays and utensils will be returned to the cafeteria in a timely manner for cleaning and disinfecting.



Dodgeville High School

- ✓ Students will remain socially distanced throughout breakfast and lunch procedures.
- ✓ Lunch will be consumed in the commons spaces.
- ✓ Communal microwaves will not be available for student use.
- ✓ Students/Staff should use hand sanitizer before they enter the food service areas and stand in line on the social distance floor decals (one person per decal).



School Operations

FOOD SERVICE



Dodgeville High School (continued)

- ✔ Students will be given up to a 30 minute lunch period where we will encourage students to spend less than 15 minutes of time with their masks off consuming food. The remaining time will be spent either outdoors or another communal space so cleaning and sanitization in the space can occur.
- ✔ Students/Staff should follow the directions from the food service service area. All food items will be served instead of self-selected.
- ✔ Lunch trays must be handed to the students/staff and all food must be placed on your tray by food service staff.
- ✔ Students/Staff will be required to bring their school identification badge with them when they purchase meals as the pin pad can no longer be used.
- ✔ No food items should be shared at any times.
- ✔ A la carte items will not be available.



School Operations

EXTRA & CO-CURRICULAR

Due to the COVID-19 pandemic, here are the changes to our activities, practices, and guidelines:

- ✔ Dodgeville School District plans to follow the guidance of DPI, WIAA, Iowa County Health for all school setting activities.
- ✔ The district will also follow WIAA/NFHS guidance regarding WIAA/NFHS extracurricular activities.
- ✔ The district will utilize guidance from the health department and in addition to local data when making decisions on extracurricular events not sponsored by WIAA. If at any point we feel that the WIAA's guidance does not provides a safe environment for our students and community, the district may cancel or modify the activity.
- ✔ All students will be allowed to participate in extracurricular activities as long as they are present each attendance day and follow the guidelines of either type of learning.



School Operations

EXTRA & CO-CURRICULAR



School - MS & HS Contests & Events:

Coaches must review and consider the CDC guidance on consideration for sports to modify practices and games to mitigate the risk of spreading the virus.

- ✔ The team should designate a primary point of contact for all questions related to COVID-19, and all parents, athletes, officials, and coaches must be provided the person's contact information.
- ✔ The team should develop a plan of action in the event an athlete, coach or official becomes ill. The plan will be made publicly available and explained to parents and athletes by the coaching staff.
- ✔ The team must educate all athletes, staff and families about the symptoms of COVID-19 and when to stay home. Athletes also should be educated on proper hand washing and sanitizing.
- ✔ Coaching staff and other adult personnel should wear face coverings (masks or face shields) at all times, unless doing so jeopardizes their health.



School Operations

EXTRA & CO-CURRICULAR

School - MS & HS Contests & Events (continued)

- ✔ Coaches and athletes must maintain appropriate social distancing at all times possible, including in the field of play, locker rooms, sidelines, dugouts, benches, and workout areas. During down time, athletes and coaches should not congregate.
- ✔ Coaches and athletic staff must screen and monitor athletes for symptoms prior to and during games and practices. If individuals participating in sporting activities show symptoms, have a temperature of 100.3 degrees or higher, or are sick, they must be sent home.
- ✔ All athletes, coaches, and officials must bring their own water and drinks to team activities. Fixed water fountains should not be used.
- ✔ Activities that increase the risk of exposure to saliva must not be allowed including chewing gum, spitting, licking fingers, and eating sunflower seeds.
- ✔ Cash transactions will be limited to the exact amount when possible.



School Operations

EXTRA & CO-CURRICULAR

School - MS & HS Contests & Events (continued)

- ✔ Avoid shaking hands, fist bumps, or high fives before, during or after games and practices. Limit unnecessary physical contact with teammates, other athletes, coaches, officials, and spectators.
- ✔ Whenever possible, equipment and other personal items should be separated and not shared. If equipment must be shared, all equipment should be properly disinfected between users.
- ✔ If multiple games are to be held at the same facility, adequate time shall be scheduled between contests to allow for facilities to be cleaned and disinfected, and to minimize interaction between athletes. Each individual game or practice at a complex must adhere to the gathering occupancy limits.
- ✔ Protocols will be established to limit entrance and exit traffic, designating specific entry to and exits from facilities.



School Operations

EXTRA & CO-CURRICULAR

School - MS & HS Contests & Events (continued)

- ✓ Protocols will be created to ensure staggered pick up and drop off for practice and events and ensure that athletes are not congregating while awaiting pick up and to ensure congregation or crowding does not occur on drop off.
- ✓ Pickups and drop offs should remain outside. Parents should not enter the facility.

Non-School - Open Gyms, Youth Practices & Tournaments:

- ✓ Adult athletes are encouraged to wear face coverings when they are not engaged in a sporting activity, unless doing so jeopardizes their health.
- ✓ Coaches should create a back-up staffing plan which should include cross-training staff and coaches and training all coaches and officials on safety protocols.

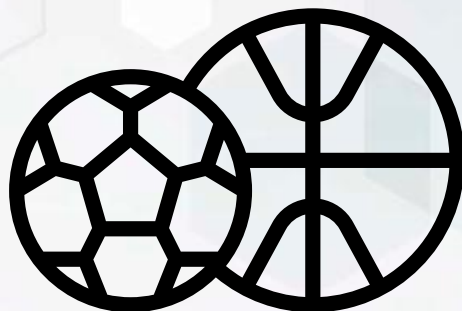


School Operations

EXTRA & CO-CURRICULAR

Non-School - Open Gyms, Youth Practices & Youth Tournaments (continued)

- ✔ Limit cash transactions to the exact price when possible.
- ✔ Protocols will be established to limit entrance and exit traffic, designating specific entry to and exits from facilities.
- ✔ Protocols will be created to ensure staggered pick up and drop off for practice and events and ensure that athletes are not congregating while awaiting pick up and to ensure congregation or crowding does not occur on drop off.
- ✔ Pickups and drop offs should remain outside. Parents should not enter the facility.





School Operations

MISCELLANEOUS

Drop-Off/Pick-Up & Parking:

VISITORS:

- ✔ All business is encouraged to be completed over the phone or through email. When you must enter the school please park in the designated parking areas in each parking lot.

ELEMENTARY SCHOOL:

- ✔ Buses will use the main door entrance and unload one bus at a time. All car drop off will take place in the north parking lot and drop off their students one at a time. Students should exit their cars already wearing their face coverings as staff and other students will be present in the drop off loop. Parents of ELP and kindergarten students may park in the lower portion of the front parking lot and walk their students up to the ELP entrance door.
- ✔ Only students and staff will be allowed to enter the building to maintain building health protocols.



School Operations

MISCELLANEOUS

Drop-Off/Pick-Up & Parking:

ELEMENTARY SCHOOL (continued)

- ✔ Pick up for buses will be near the main entrance loading one bus at a time. Student pick-up will take place in the north and south parking lots alphabetically: Last Name A-K in the south lot and L-Z in the north lot. Parents of ELP and Kindergarten students may park in the lower portion of the main lot and walk up to the ELP entrance for pick-up.
- ✔ In order to maintain physical distancing during dismissal, only students and staff will be allowed to wait on sidewalks outside the building.
- ✔ Parents/guardians are asked to remain in their vehicles.
- ✔ The main parking lot and driveway should only be used for drop-off and pick-up during normal school hours (8:00 am - 3:10 pm).



School Operations

MISCELLANEOUS

Drop-Off/Pick-Up & Parking:

MIDDLE SCHOOL:

- ✔ Buses will use the main entrance for drop off each morning beginning at 7:30 am. All cars will drop off in the drive through lanes directly behind the handicap parking stalls between 7:00 am and 8:00 am.
- ✔ End of the day pick up for buses will be in the circle drive and along the ball field. Students will be expected to use social distancing while in bus lines.
- ✔ Student pick up will take place on the south end of the parking lot near the grass area.
- ✔ Parents dropping or picking up students during the school day (8:00 am - 3:15 pm) may use the main entrance.



School Operations

MISCELLANEOUS

Drop-Off/Pick-Up & Parking:

HIGH SCHOOL:

- ✔ Students should be dropped off and picked up in the south parking lot by the main entrance.
- ✔ Staff will have designated parking in the south lot (#1 - #52) and north lot (#1 - #11). Students will have designated parking in the south lot (#53-#220). All parking will be first come first serve with the purchase of a parking pass.



School Operations

MISCELLANEOUS

Entering and Exiting Buildings:

ELEMENTARY SCHOOL:



Entering:

- All car rider students will enter the building through the north lot exterior door and proceed one-way down the back hallway.
- All bus riders and walkers will enter the building through the main entrance door.
- At the parents' discretion, ELP and kindergarten students can be walked up to the ELP door to enter the building.



School Operations

MISCELLANEOUS

Entering and Exiting Buildings:

ELEMENTARY SCHOOL:



Exiting:

- Students riding PM buses will be dismissed one bus at a time (by color) and will exit through the main doors.
- After buses roll, students with last names A-K will travel one-way down the front hallway and exit through the gym entrance doors for pick-up in the south lot.
- After buses roll, students with last names L-Z will travel one-way down the back hallway and exit through the north lot entrance for pick-up in the north lot.



School Operations

MISCELLANEOUS

Entering and Exiting Buildings:

MIDDLE SCHOOL:

- ✔ 4th grade students will enter and exit the building using the main entrance.
- ✔ 5th grade students will enter and exit the building using the cafeteria door
- ✔ 6th grade students will enter and exit the building the north door in the front of the building.

HIGH SCHOOL:

- ✔ Students will be allowed to enter through the main entrance located next to the parking lot on the south side of the building.



School Operations

MISCELLANEOUS

Face Covering Breaks:

- ✔ Students will be provided multiple breaks from their face coverings throughout their day while maintaining physical distance of 6 feet or more from others.
- ✔ Breaks will happen during breakfast/snack/lunch and recess, as well as other intervals during their day.
- ✔ Each school will provide designated "face covering break areas" for use within the building during times other than eating or recess.

Hallway Procedures:

- ✔ Anyone in the school building during normal operating times will be required to wear a mask and should be following social distancing guidelines. Hallways are wider than 6 feet and therefore students would be able to pass each other on the right side in a single file line. During specific times of the day (i.e. beginning and end of day), specific hallways may be designated for one-way traffic and will be taught to students and staff accordingly.



School Operations

MISCELLANEOUS

Recess:

ELEMENTARY SCHOOL:

- ✔ Students at DES will be provided two 20-minute recesses to assist with breaking up their day to include physical activity and a break from their face covering. Each cohort will be provided a designated area outside for recess, and teachers will directly supervise their own cohorts during recess time in order to ensure students remain physically distanced while playing in their cohort.

MIDDLE SCHOOL:

- ✔ Students at DMS will be provided a 15 minute recess with lunch as well as a 15 minute recess either in the morning or afternoon. Each cohort will be assigned a designated recess area on a daily rotation.

HIGH SCHOOL:

- ✔ Students will not be provided recess however staff are being encouraged to get students outside when able.



School Operations

MISCELLANEOUS

Restrooms:



Social distancing floor decals will be placed in the restroom spaces to provide guidance on where to wait in line and which stations are available. If a floor decal is being occupied please wait outside the restroom until someone leaves in order to maintain social distancing and room capacity in the restroom. Single/personal use bathrooms should never have more than one person in them at a time.

Visitors:



In order to maintain building health protocols, all non-essential visits to school are discouraged. School business may be done via phone or email. When it is necessary for a family member to visit school (i.e. drop off materials, pick up an ill student), visitors will be asked to remain in the main office area. While in the building, social distancing and facial covering protocols will be followed.



School Operations

MISCELLANEOUS

Lockers:



To promote social distancing, lockers will NOT be available for student use. During the pandemic only, students will be able to carry a backpack with their materials for school. All backpacks must go home with the student at the end of the day.

Drinking Fountains & Water Bottle Filling Stations:



Drinking fountains will be turned off; however water bottle filling stations will remain on. Students will be able to bring their own water bottles. If needed, a water bottle can be provided.





School Operations

TRANSPORTATION



Lamers Bus Company will provide bus services for all ELP - 12th grade students who reside 2 or more miles from school. Buses will pick up at the address provided by families on registration documents. Lamers will provide families with approximate pick up times prior to the beginning of the school year. Buses will arrive at schools no earlier than 7:30 am.



In-Town bus services will be provided on a Pay to Ride basis. There are various bus stop locations within the city limits where students will be picked up and dropped off daily. Those locations will be provided to families to identify the stop closest to their residency.



Students in ELP whether rural or in-town will be picked up at their residence or other identified address in the morning and afternoon. A mid-day run will be provided for families of ELP students who are enrolled in the ½ day option. Students will be dropped at the address which is indicated on the child's registration form.



School Operations

TRANSPORTATION

Bus Loading Procedures:

- ✔ Students will load the bus using social distancing of 6 feet.
- ✔ Students will wear a facial covering while waiting for and loading buses.
- ✔ Students will use hand sanitizing station immediately upon loading and before being seated
- ✔ Students will be seated with 2 per seat.
- ✔ Students from the same household will be seated in the same seat(s) 2/seat.

Bus Riding Procedures:

- ✔ Students will remain in their seats for the entire ride.
- ✔ Students will maintain a voice level appropriate for conversation with the student in their seat.



School Operations

TRANSPORTATION

Bus Riding Procedures (continued)

- ✔ Students will keep their personal belongings with them in their seats.
- ✔ Students may drink water on the bus but will not be allowed to eat.
- ✔ Students will keep personal items to themselves and not share with other riders.

Bus Unloading Procedures:

- ✔ Students will unload the bus using social distancing of 6 feet.
- ✔ The bus will unload from front to back with each row of seats remaining seated until the seat in front of them is at least 6 feet away.
- ✔ Students will use the hand sanitizing station while unloading.

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