

STUDENT HANDBOOK ADDENDUM FOR 2020-21

Approved by the Board of Education on 08/19/2020

VISITORS

Due to the COVID-19, visitors will not be allowed unless an extreme special circumstance is approved by an administrator. If allowed, all visitor requirements must be followed. Visitors will be required to wear a mask covering their mouth and nose and must be in the presence of an assigned staff member the entirety of their visit.

Any visitor not in compliance with this procedure will be escorted out of the building.

Visitor access to classrooms and instructional activities is prohibited. Students may not bring visitors to school.

LOCKERS/LOCKER SEARCHES

Due to COVID-19, lockers will not be issued to start the school year. Lockers encourage students to congregate, which violates the social distancing requirements. Lockers will also prevent the school from creating free-flowing traffic patterns for students to safely travel from class to class.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. Due to the COVID-19, all field trips off school grounds are suspended. Although not as effective as face-to-face field trips, teachers are encouraged to find a virtual option.

ASSEMBLIES/PEP ASSEMBLIES/RECOGNITION PROGRAMS

Assemblies are a part of the curriculum and as such are designed to be educational as well as entertaining experiences. Due to the inability to social distance and the requirement to not congregate in large groups, all assemblies are suspended until further notice.

ATTENDANCE POLICY

All attendance policies will remain in place. An addendum to this policy is related to those students participating through e-Learning. In accordance with an addendum to the Pepin County Truancy Committee rules, students participating through e-Learning that are not on screen with their camera on will be considered unexcused absent and are subject to all habitual truancy requirements.

E-Learning students who have medical appointments must notify the attendance office of such appointments, and provide the office with a doctor's note – this can be accomplished by having the note faxed to the school at (715) 672-8930 or taking a picture of the note and emailing it to Erin Richardson at erichardson@durand.k12.wi.us

STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY

Parents are not to come into the office to check out their students. We ask that you call the office at (715) 672-8917 and provide the reason for checking out your student. The student will be sent out after signing out.

LATE WORK

The MS/HS late work policy will be suspended until further notice. However, late work may not be accepted until the current unit of study has been tested. Students are asked to keep current on school work so they are not overwhelmed at the end of the quarter.

Updated by the Board of Education on 09/23/2020

BREAKFAST / LUNCH

The cafeteria and commons will not be available for congregating at any time during the school day. Students will report to their first period class immediately upon entering the building. Students who wish to participate in the breakfast program should go to the cafeteria upon arrival, and take their breakfast items to their first period class.

Students will be assigned a lunch block and a lunch location. Lunch will be eaten in either the cafeteria or the commons. Students must report directly to that location and remain there until the bell rings for their return to class.

CORRIDOR CONDUCT

Students will take a right hand turn out of the classroom at all times in order to develop a traffic flow in the halls. Students should pass between classes in an orderly manner (walk on the right side of the hallway) and follow the designated traffic patterns. There shall be no running, pushing, scuffling, shouting, swearing, littering or any other disorderly behavior in the halls or lobby. Students should also take every precaution to avoid contact with other students, and must wear their face mask at all times while in the halls.

PUBLIC DISPLAY OF AFFECTION

All physical contact between students should be avoided. Hand holding for High School students has been suspended.

FUNDRAISERS

All fundraising activities have been suspended to avoid door-to-door solicitation.

DANCES

Due to restrictions against large groups congregating in one place and social distances recommendation, all dances are suspended until further notice.

BACKPACKS and BOOK BAGS

Backpacks, book bags, briefcases, or any other type of bag will be allowed in any classroom, study area, or hallway during school hours. Students will be limited to ONE backpack/book bag/briefcase. Backpacks must remain in the classroom if the student leaves to use the restroom during class. These items will be disallowed once COVID-19 has subsided and lockers are re-issued.

Procedure for Student Removal From Class

When a student is in need for removal from class, the teacher shall contact the office. A member from the Pupil Services Team will be dispatched to talk with the student in an effort to return the student to class immediately.

The Pupil Services member will generally give the student an opportunity to briefly explain the situation. The Pupil Services member shall then determine the appropriate educational placement for the student, including the option of being sent home.

PAPE PANDEMIC PROCESS

This process is subject to change, at any time, pending any updated recommendations from CDC, DPI, or DHS.

Cleaning/Disinfecting

- All school buses used to transport students will be cleaned and disinfected, after each morning and afternoon bus route
- Buses will be swept and clear of dirt, litter or loose material
- All commonly touched surfaces within the entry, passenger and driver's areas of the bus, including car seats, seat belts, and booster seats will be disinfected

Seat arrangements

- To School
 - First stop on the bus route will take the rear most available seat and each stop after that will follow the same procedure
- From School
 - Last stop on the bus route will take the rear most available seat and each stop after that will follow the same procedure
- One student per seat, with the exception of family
- 4K students, without family, will be assigned a seat up front

Personal Protection

- Students
 - Masks will be required
 - Hand sanitizer will be available
 - No food or drinks
 - No sharing of items
 - Students must ride the same bus to and from school; alternate stops will not be allowed if students will need to ride a different bus
 - Double bus runs may be necessary to transport in-town and rural students, separately, to allow for social distancing

Drivers

- Masks will be required
- Gloves required during cleaning/disinfecting
- When feasible, assigned to one bus

Sports/Activity Trips

- Students/Teachers/Coaches to load and unload all equipment
- Riders sit in the same seat to and from activity
- Drivers will disinfect in between transport
- Drivers will remain at location