

SECONDARY STUDENT HANDBOOK ADDENDUM 2020-2021



STEVENS POINT
AREA PUBLIC
SCHOOL DISTRICT

#InThisTogether

STEVENS POINT AREA PUBLIC SCHOOL DISTRICT
1900 Polk Street, Stevens Point, WI
715-345-5456 | www.PointSchools.net

WELCOME

District Families and Students:

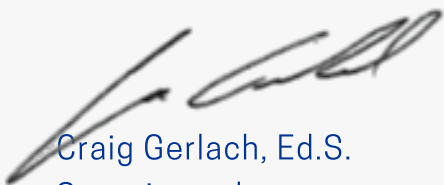
Enclosed in this guide is information on new procedures and protocols for buildings, grounds and buses that have been implemented in our efforts to provide the safest learning environment in these circumstances for your students. We have also included information on:

- Ways your family can help us to maintain healthy schools;
- When your student should stay home from summer school and when it may be safe for them to return; and
- How classroom setup and school procedures have changed.

We begin this school year with the belief that we are as prepared as we can be to provide meaningful learning opportunities for your student. We also recognize that there are things we may have missed, procedures we may have gotten wrong, and guidelines that we will need to improve as we learn and grow together in this new normal. We are opening our buildings for learning under new protocols, preparing for a school year that will be unlike any other I've experience in my 35 years serving the students of Wisconsin.

We hope your student is as excited as we are for the upcoming school year. As we start this new chapter of our response to COVID-19 and reopening of schools, we are grateful for, and do not take lightly, the trust you are placing in us. This is a resilient and strong community and I am humbled to lead this District as we take the next step of the journey together.

Respectfully,



Craig Gerlach, Ed.S.
Superintendent
#PointProud

GENERAL INFORMATION

Important Dates

September 8 - Grades 7 and 10 cohort A (last names A-L) orientation at buildings

September 9 - Grades 7-12 all students E-Learning;

Grades 7 and 10 cohort B (last names M-Z) orientation at buildings

September 10 - Grades 7-12 Cohort A (last names A-L) attend classes through E-Learning,

Cohort B (last names M-Z) attend in-person classes

September 11 - Grades 7-12 Cohort A (last names A-L) attend classes through E-Learning,

Cohort B (last names M-Z) attend in-person classes

September 14 - First full week schedule for all students, E-Learning begins for full-time

E-Learning students

COVID-19 Point of Contact

Building Principal

Ben Franklin: Steve Prokop, 715-345-5413

P.J. Jacobs: Dan Dobratz, 715-345-5422

Point of Discovery School (PoDS): Dan Lathrop, 715-345-5566

Charles F. Fernandez Center: Jennifer Knecht, 715-345-5592

SPASH: Jon Vollendorf, 715-345-5400

Attendance

Attendance is important for all students. When students are ill or miss school unexpectedly, parents should call their student's summer school office to report the absence. Office staff will ask a series of questions related to COVID-19 symptoms as part of our safety protocols.

GENERAL INFORMATION

STOP!

Do not send your student to school if they are sick, quarantining or waiting for COVID-19 test results.

Do not send your student to school if they have a current respiratory illness and/or symptoms of COVID-19 or known exposure to a COVID-19 case within the past 14 days.

COVID-19 SYMPTOMS

Students and other individuals experiencing COVID-19 symptoms should not report to school or enter district property or grounds. To reduce the spread of viral infection, please monitor your student for:



- Fever (at least 100.4°F)
- Chills
- Cough
- Shortness of breath or difficulty
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



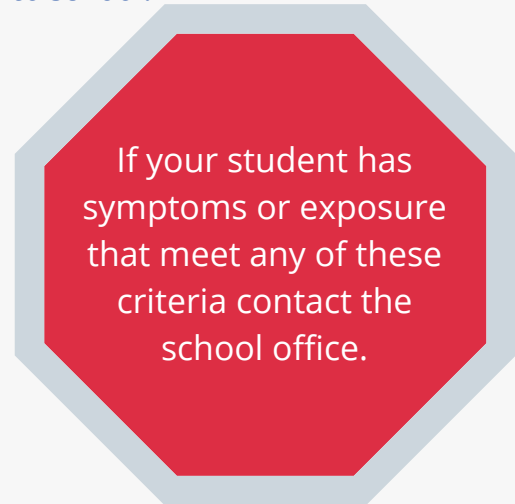
STAYING HEALTHY

Sending a student to school who has exhibited COVID-19 symptoms in the last 24 hours places other students and staff members at risk of becoming ill. It also increases the likelihood that schools will have to temporarily close a classroom, wing, or building.

Please **consider screening your student at home** before the school day by checking their temperature and determining if any of the following new or worsening signs or symptoms of COVID-19 are present.

Students with the following symptoms should not come to school:

- Fever (at least 100.4°F)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



Students who have had known close contact with a person who is lab-confirmed to have COVID-19 or who have been advised by a state or local health department to quarantine should not come to school.

If your student displays any of the above symptoms during the school day they will be moved to a health isolation room and you will be contacted to pick them up. Please ensure your contact, and emergency contact, information is current in Skyward Family Access.

Students may return physically to school after the following are met:

Positive Test

- Remain home and away from others
- 10 days have passed since symptoms started AND
- No fever (100.4°F or greater) in at least 72 hours without using medication to lower fever AND
- Cough or breathing problems get better
- Provide release from County Health Department

Close Contact

Positive Symptomatic

- See Positive Test

Positive Asymptomatic

- Stay home 10 days following test and keep away from others as much as possible

Negative: Contact in Household

- Quarantine for 14 days after household individual's quarantine is complete
- New symptoms have not appeared

Negative: Contact out of Household

- Quarantine for 14 days from last contact
- New symptoms have not appeared

Negative Test Other Illness

- Remain home until feeling better
- No fever (100.4°F or greater) for 24 hours without using medication to lower fever

No Test or Waiting on Test Results

- Remain home and away from others
- 10 days have passed since symptoms started AND
- No fever (100.4°F or greater) in at least 72 hours without using medication to lower fever AND
- Cough or breathing problems get better

MAINTAINING HEALTHY ENVIRONMENTS



The Buildings and Grounds Department has a high standard for cleanliness and safety and remain committed to upholding these standards while increasing protocols with intensive cleaning practices. The following enhanced cleaning protocols have been put in place as a result of COVID-19 and are based on local health and government guidelines.

Enhanced Protocols and Precautions

- Increased air ventilation and circulation of outside air into buildings through HVAC systems.
- Daily and weekly cleaning protocols utilizing EPA registered chemicals for disinfection specifically focusing on proper dwell time of 15 minutes.
- Special attention is being placed to disinfect high-touch points including; doorknobs, countertops, handrails, light switches, restroom fixtures, desks, phones, etc.
- Enhanced areas of focus include restrooms, communal spaces, front desk and lobby areas.
- Shared objects are to be monitored and touched by only one individual before being placed in trash/recycling or sanitization bin.
- Some spaces not commonly used for classrooms may be utilized to allow for social distancing including cafeterias, gym spaces, and other classrooms. Outdoor spaces will be utilized within the instructional day.
- Signage has been strategically placed throughout buildings to remind individuals of good hand hygiene, proper hand washing and symptoms of COVID-19.

Face Coverings

- All staff members and students will be required to wear face coverings at all times within the buildings. This requirement will be reviewed quarterly.
- All face masks must be appropriate and meet school dress code requirements.

Visitors and Volunteers

- No volunteers will be utilized within our school buildings.
- Parent visitors will not be allowed into the school buildings.

Supplies

- All students will have their own supplies, communal school supplies will not be utilized.

IN THE CLASSROOM



We have been preparing for students to return. These preparations have caused schools and classrooms to look a little different than your student may recall or be used to. To help your student prepare, please review the changes below and discuss with them what may be different about school and what may be the same. Change can cause increased anxiety for students. Contact your school office for additional resource and assistance.

Physically Distanced

- Student seating in the classroom has been set up to maintain social distancing as feasible during the instructional day. Teachers will help your student find their seat and explain why it is important for us to be physically distanced.
- Plexiglass barriers have been installed for staff members who interact with the public on a more frequent basis such as school offices, cafeteria spaces and counseling/school psychologist offices. Plexiglass barriers may also separate students seated at a table.
- Some classrooms may have had furniture removed or moved in a new way.

Safety Reminders

- The number and location of sanitization stations (hand sanitizer) has been increased throughout buildings and classrooms. Students and visitors are asked to sanitize hands when entering the building, entering and/or exiting a classroom space.
- You or your student may notice signage on public seating or in the classroom that denotes where you or your student can or can't sit or stand so we are able to maintain social distancing.
- Safety signage has been strategically placed in classrooms and throughout the building to reinforce healthy hand hygiene, social distancing reminders, and currently known symptoms of COVID-19.

Access to Drinking Water

- Drinking fountains are limited to bottle filling use only. We encourage your student to bring a labeled water bottle to fill throughout the day. Please talk to your student about the importance of not sharing or using another student's water bottle.
- One time use cups will be available for students choosing not to bring a water bottle.

Use of Lockers/Cubbies and Isolation Room

- Lockers/cubbies will be utilized during the school year. School buildings will have procedres in place to staffer student use in a way that supports separation between students.
- Health isolation rooms have been created in the building should a student or staff member begin to experience or display COVID-19 symptoms during the course of the school or work day.

IN THE CLASSROOM



Food and Snacks

- ***Birthday and/or classroom treats*** will not be allowed.

Cohorts

- In order to minimize exposure among large groups of students, cohorts have been created by last name for face to face instruction; Cohort A (students with last name A-L) and Cohort B (students with the last name M-Z).
- Students will remain with their cohort for face to face instruction

Shared Classroom Materials

- General school supplies will not be shared
- Some items in classrooms will need to be shared. Procedures will be in place to sanitize.
 - Students will utilize hand sanitizer before and after utilizing these shared materials.

GETTING TO SCHOOL



Bus Safety

- Twenty four students or less will be scheduled per bus.
- Students are to sit one per seat, unless riders are from the same household.
- Students are to sit at the window. This will allow for 6 feet of separation between seats across the aisle.
- Buses have high profile seat-backs, providing a barrier between seat rows.
- All adults and students on the bus are required to wear face masks.
- Buses will be cleaned following each route using EPA registered chemicals for disinfecting with special attention paid to high touch areas.

Drop Off/Pick Up Zones

- Parents are not to park, stop, exit vehicle or congregate at drop off/pick up.
- Special directions for drop off and pick up zones will come directly from your child's school.

Late Drop Off/Early Pick-Up

- When students are dropped off after school has started or picked up early, parents will not be allowed to enter the building
 - Please call the main office and your child will be escorted to your car

FOOD SERVICE



In-Person Learning Days

Breakfast

- Breakfast will be offered to students as a bagged breakfast.

Lunch

- Food service will be following enhanced safety protocols as outlined by local and state health departments
 - No shared use serving utensils
 - Silverware will be prepackaged and disposable OR reusable silverware will be placed on trays by one individual staff
 - No self-service meal bars
 - Food items will be individually wrapped or portioned, or served directly by a server
 - Shared use condiment pumps and squeeze bottles will be transitioned to individual packets or squeeze bottles held by one individual staff member
- For lunch, students will eat in the cafeteria, physically distanced

Grab and Go

E-Learning Days or Full-Time E-Learning

- Grab and Go meals will be available for students who are full time E-Learning
- Grab and Go meals will be available for all students on Wednesdays

Cost of Meals

- Breakfast and Lunch prices will be as follows:
 - Breakfast: \$1.10
 - Lunch: \$2.10
- Families concerned about the price of meals are highly encouraged to complete an application for Free or Reduced Lunch
 - Applications can be completed on Skyward through Family Access
 - Applications can be downloaded from [Free and Reduced Meal Information](#)
 - If you are in need of a papercopy, contact your school's main office

COVID-19 CASE RESPONSE



Knowledge of a positive COVID-19 case should be reported to:

For Students:

Cory Hirsbrunner, Assistant Superintendent and Director of Elementary Education
715-345-5466

For Staff:

Beth Bakunowicz, Director of Human Resources
715-345-5512

District COVID-19 contact persons are responsible for informing and working with the Portage County Health Department to identify next steps and establish contact tracing efforts.

There may be times when classrooms, wings, or entire buildings must be closed for cleaning and sanitizing due to a positive COVID-19 case or related concerns.

There may also be situations when a cohort of students, or students who had close contact with a known positive COVID-19 case, will need to quarantine for 14 days though traditional classroom learning is able to resume for the general student body.

Parents will be contacted by Portage County Health and Human Services if their student has been in close contact with a positive case and the next appropriate steps.

Parents will be informed by the district of closing/reopening timeframes via phone, email, text, and the school and district website.

WHAT IS CONTACT TRACING

If a student or staff member in the building tests positive for COVID-19 your student may be asked questions about close contacts by a school administrator or Portage County Health nurse. Here is some information about contact tracing. This occurs to help us contain and stop the spread of the virus.

What is contact tracing?

Contact tracing is a disease control measure to identify persons who may have been exposed to an infectious disease (COVID-19, Flu, etc.) and alert their close contacts of their exposure.

Why is contact tracing done?

The goal of contact tracing is to help prevent the further spread of infection, to identify hotspots of infection, and to protect friends, families and communities from potential infection.

How is contact tracing done?

Trained health department staff work with persons diagnosed with COVID-19 to help them recall everyone who they had close contact with while they were infectious. Health department staff will notify person(s) who may have been exposed (contacts) as quickly as possible to prevent additional spread of the disease.

How will contacts be notified?

A Portage County Health Department staff member will notify the contact by phone that they may have been exposed to COVID-19, provide information on symptoms, resources and encourage them to self-quarantine, if needed to prevent the spread of the disease.

What are contacts asked to do?

Contacts must stay at home and maintain social distancing (at least 6 feet) from others they live with, until 14 days after the last known exposure. Contacts should self-monitor for symptoms, avoid contact with high-risk persons and take temperature if these symptoms develop:

- Fever (at least 100.4°F)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If contacts develop symptoms, they should seek medical care if needed, or call 911 if there is a medical emergency.

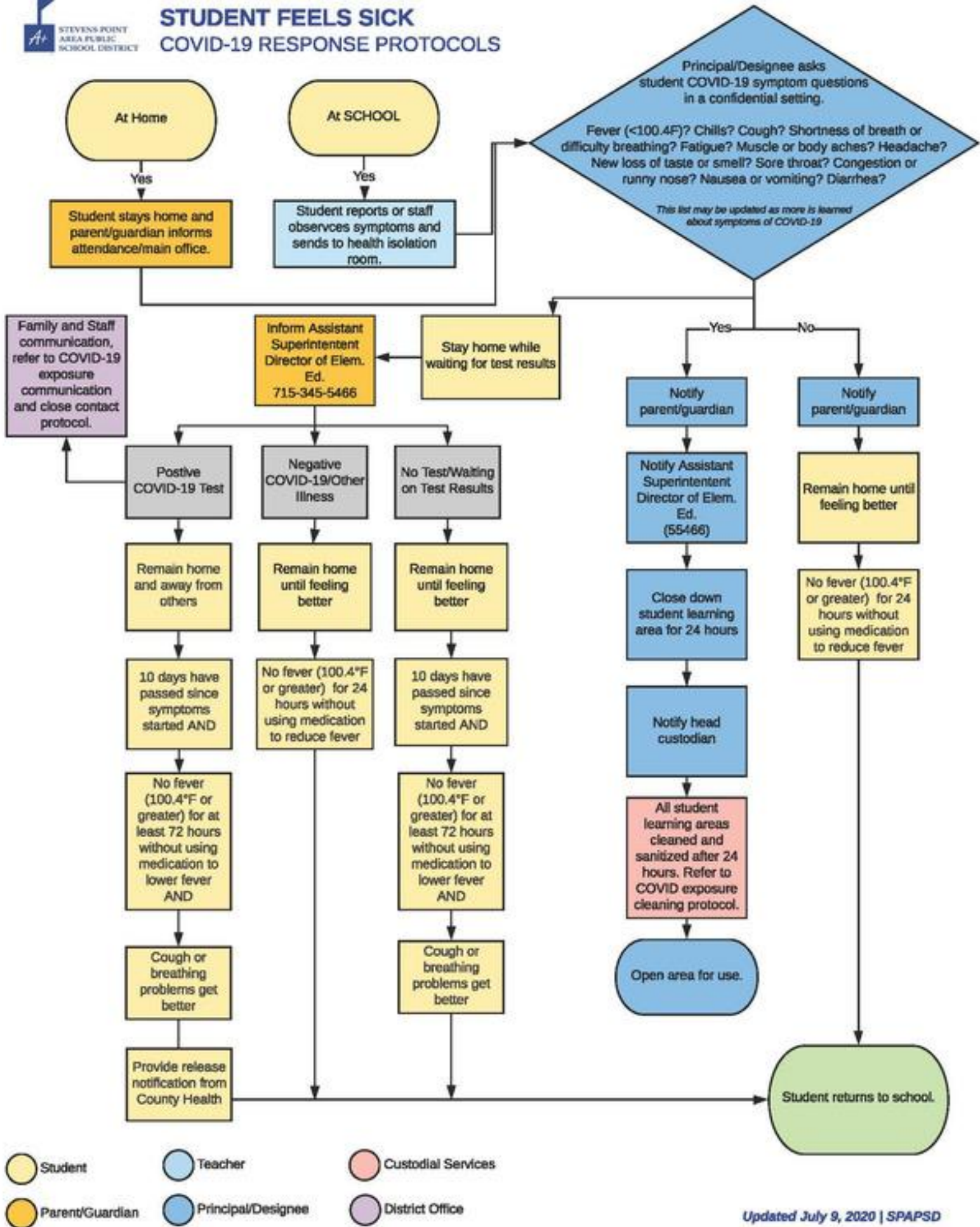
What will be said to my close contacts about me?

Identified contacts will be told they were potentially exposed. They will be asked questions about their symptoms in relation to COVID-19. Contacts will receive information about how to monitor symptoms through the monitoring tool, and information about what to do if they become sick.

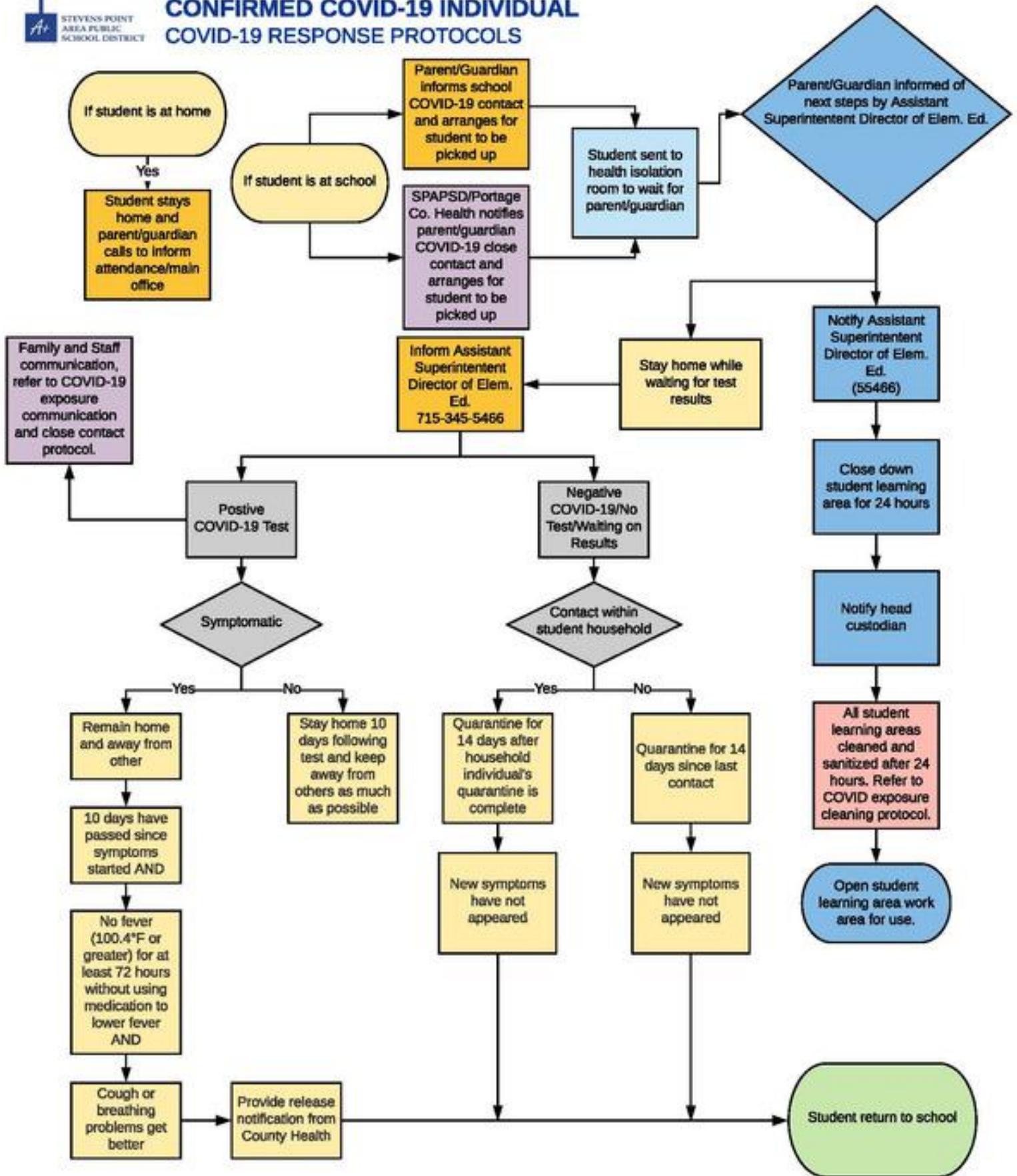
How has contact tracing been used previously?

Contact tracing was used during the 2014 Ebola virus outbreak, as well as in the SARS outbreak in 2003. Contact tracing is also used to combat measles and tuberculosis.

STUDENT FEELS SICK COVID-19 RESPONSE PROTOCOLS



STUDENT CLOSE CONTACT* WITH CONFIRMED COVID-19 INDIVIDUAL COVID-19 RESPONSE PROTOCOLS



- Student
- Teacher
- Custodial Services
- Parent/Guardian
- Principal/Designee
- District Office

*Close Contact is defined as contact within 6 feet of an individual with a confirmed case of COVID-19 for 15 minutes or longer
 Updated July 9, 2020 | SPAPSD