

# SCHOOL DISTRICT OF HARTFORD JOINT NO. 1

DEDICATED TO THE SUCCESS OF EACH STUDENT

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CITY OF HARTFORD, TOWNS ADDISON, ERIN, HARTFORD – WASHINGTON COUNTY • TOWNS OF ASHIPGUN, RUBICON – DODGE COUNTY  
HARTFORD, WISCONSIN 53027

November 4, 2020

Dear School District of Hartford Jt. 1 Parents/Guardians and Staff,

As a result of an outbreak of coronavirus (COVID-19), our District has been inundated with absences from staff and students. As of November 3, our District has had 36 positive cases and 389 of our students and staff have been quarantined already this school year. Our District currently has 38 staff members who are either on medical leave, have a positive case of COVID-19, or are working remotely due to direct contact exposures.

The number of positive cases in our staff is continuing to increase significantly. Our District had one positive staff case in September, 11 positive cases in October, 14 positive cases in the first three days of November, and another 9 pending cases today. We feel it is imperative to get our staff healthy, so that we can provide safe face to face learning.

**Please understand, we do not have enough staff or substitutes to keep our schools open at this time.**

After consulting the Washington Ozaukee Health Department, we have decided to **temporarily move ALL students to at-home virtual learning from November 9 through November 29, 2020**. The Hartford Jt. 1 School District will return to face-to-face school and hybrid instructional models on Monday, November 30th.

**As a reminder there is no school on the following days:**

- Friday, November 20 - staff professional development day
- Wednesday, November 25 - staff professional development day
- Thursday, November 26 - Thanksgiving break
- Friday, November 27 - Thanksgiving break

As with all of our work -- student and staff safety is our highest priority. The decision to temporarily close the District was not made lightly; this is a necessary measure to prevent further spread of COVID-19 among students and staff. We believe this is the right step to take for the health and safety of our families, employees, and the community at large.

## Here Is What You Need To Know...

For up-to-date information on District COVID-19 data, please visit our dashboard:  
<https://www.hjt1.org/parents/extended-school-closure-information-covid-19>

### Instructional Information

Instructional model status with the temporary closure:

- Face-to-Face students will receive real-time virtual instruction from their teachers;
- Hybrid student will receive real-time virtual instruction from their teachers;
- Synchronous virtual students will continue to receive real-time instruction from their teachers (please check for any schedule changes);
- Asynchronous students will continue to engage in self-paced virtual learning.

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CENTRAL MIDDLE SCHOOL 1100 Cedar Street Hartford, WI 53027 Phone: 262-673-8040 FAX: 262-673-7596	LINCOLN SCHOOL 755 S. Rural Street Hartford, WI 53027 Phone: 262-673-2100 FAX: 262-673-0148	ROSSMAN SCHOOL 600 Highland Avenue Hartford, WI 53027 Phone: 262-673-3300 FAX: 262-673-3543	DISTRICT OFFICE 402 W. Sumner Street, Hartford, WI 53027 District Administrator 262-673-3155 FAX: 262-673-3548 Business Manager 262-673-9033 FAX: 262-673-3548 Pupil Services Dir. 262-673-8042 FAX: 262-673-8045
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Please know virtual learning schedules may be modified based on your child(ren)'s age and essential content for a grade level or course. Teachers will communicate the virtual learning schedule and expectations. Information will be communicated through the SeeSaw platform (for students in grades 4K-2) or the Schoology platform (for students in grades 3-8). Please visit the "students" tab on the District website to access these links.

Students with special education and related services will receive real-time instruction from their special education teacher or related service provider. The special education teacher or related service provider will share a scheduled time and a link. Identified students with significant needs will be offered some face-to-face instruction.

Students who are unable to collect their materials prior to closure, should contact their school to pick up needed equipment, personal items, and prescriptions between the hours of 8:00 am - 4:00 pm, Monday-Friday.

## Attendance

Students should plan to attend school each day virtually. The same behavior and attendance expectations we have at school are in effect while learning at home. In person learning is always our preferred method. We will miss seeing you in person each day but look forward to seeing you join us each day online.

Attendance procedure for real-time synchronous virtual instruction:

- Please follow regular procedures for absences due to illness or an appointment.
- Students who miss more than 15 minutes will be marked absent.
- Students who do not attend class will be marked absent.

Students enrolled in asynchronous self-paced virtual learning should continue to follow the attendance processes and procedures outlined by Mrs. Holzman and the [Virtual Handbook 2020-21](#).

## Technology Support

Families in need of an internet hotspot can contact the technology department directly (information below) or through their building principal. The technology department will review each request for a hotspot to determine the applicability for the situation. Hard copies of material will be provided to families who are unable to take advantage of connecting to the internet.

Please confirm your technology and Chromebook is in good working order before your first class starts on November 9. This includes testing your internet connectivity, understanding the login process, etc. Students who need technical support can contact our District Technology help desk during the school day:

- Email: [covid-tech-help@hjt1.org](mailto:covid-tech-help@hjt1.org)
- Phone: 262-670-1678

When contacting the helpdesk via email or leaving a message, please include as much information about your issue as possible, including the student name and the best way for us to contact you.

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## Food Service

Parents will have the opportunity to order meals for their children during the virtual learning period. Meals will be packed for ordering and pick up will be available on a daily basis. Meals are available for pick up at the locations below (for convenience, parents may choose to pick up all meals at one location). Student breakfast and lunch will continue to be free through the USDA sponsored free meal program.

### How to Order Meals

Families need to complete these steps on a daily basis to order meals:

1. [Click this link to reach the free meals web page and access the order link.](#)
2. Complete the order form (repeat the order form for each child)
3. **Submit the order for your meal(s) no later than 11:59 p.m. the day prior to when you want to pick up your meal(s).**
4. Meal pick up will be **daily** between 11:30 am and 12:30 pm. The current Tuesday and Friday pickups will no longer be available during the temporary closure.
5. Repeat your order process each day for pickup of daily meals on the next school day.

### Meal Pick up locations

- Central - North side of building, door #3
- Lincoln - Parking lot by cafeteria door #11(follow traffic pattern)
- Rossman - Front entrance of building

Questions about meals and pickup can be addressed by contacting:

Hartford Jt. #1 Food Service  
[foodservice@hjt1.org](mailto:foodservice@hjt1.org)  
262-673-8048

## Reporting Positive COVID-19 Cases

It's imperative that you continue to report any COVID quarantines and positive cases through your building principal. We will continue to track attendance and positive cases while at home. This information helps us to track cases and spread in our community.

Please be assured the District continues to monitor cases closely and is working tirelessly to continue providing an excellent education to the students of the Hartford community. Thank you for your continued patience and understanding during this unprecedented school year.

Please reach out to your child(ren)'s principal if you have questions or require individual assistance. Thank you for your partnership and understanding.

Yours in education,

Mark Smits, Ph.D.  
District Administrator, Hartford Jt. #1

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