

SCHOOL DISTRICT OF HARTFORD JOINT NO. 1

DEDICATED TO THE SUCCESS OF EACH STUDENT

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

March 12, 2020

Dear Parents/Guardians,

As various organizations are asking school districts to be proactive toward planning for the Coronavirus (COVID-19), the School District of Hartford Jt. #1 staff wants you to know that we are fine-tuning plans to continue to educate students at home with online learning as an option if school is closed. To help facilitate the process, we recently sent out a questionnaire asking for information to determine the best ways teachers can communicate to families/students to continue the education process. The intent is to ensure all students are learning during this time regardless of having a computer, email account, or internet access at home. It is also essential for us to determine contact numbers to use in the event your child is at a daycare or another childcare provider.

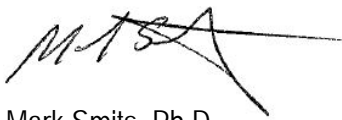
Whether we need to close school or not, student safety is our highest priority. To that end, we are ramping up cleaning efforts. Custodial staff are regularly sanitizing rooms with a hospital-grade electrostatic cleaner and teachers also have a refillable bottle of sanitizer for urgent and daily cleaning.

The District nurse will provide materials and lessons for reinforcing important classroom health practices and procedures, such as students coughing into their sleeve/elbow or a tissue and proper hand washing practices. These will be part of instruction and practiced at the classroom level. It is also important to keep your child home if they are ill. Please refer to the guidelines in the attached document as well as the Parent/Student Handbook (pages 12-13).

To keep you up to date with current information and decisions, there is an Extended School Closure page on the District website at hjt1.org. In addition, there will be a parent/guardian meeting on Thursday, March 19 at 7:00 PM in the Central Middle School auditorium. A supporting document is attached which includes extended school closing information.

As always, if you have questions or would like additional information, please contact your school principal.

Sincerely,



Mark Smits, Ph.D.
District Administrator

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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Extended School Closure Information

Instructional Programming

- Recently a questionnaire was sent to Hartford Jt. 1 School District families inquiring about technology access for at-home online learning in case the district is closed for an extended period of time. If you have not yet completed the questionnaire, please do so. The questionnaire was sent out electronically and in hard copy.
- Individualized learning paths and teacher assigned lessons will be utilized using Exact Path K-8 for Reading, ELA, and Mathematics. In addition, teachers may leverage online formats they are already using with students for providing content and assignments such as Google classroom or curriculum programs that provide students with online materials.
- Virtual students will maintain status quo for accessing online coursework and assignments.
- Teachers may also assign hard copies of these learning packets for students to complete.

Special Education Services

- Teachers will plan ahead to ensure students have appropriate accommodations required for the student to continue to access Virtual Learning if it is appropriate for services to be administered online.
- Special educators will work with students and caregivers ahead of the Virtual Learning Time to clarify expectations for learning and how support will be offered prior to and on the day.
- Special education services that cannot be provided virtually within a reasonable amount of time will be rescheduled.
- Case managers should be available throughout the day to communicate with students and parents. They will let students and caregivers know that if the students could not engage in the learning for the day that they would make up the learning.
- The District will provide a continuation of services to students upon their return to school.

English Language Learners

- Exact Path provides a translation tool for English Learner students to continue their learning path in their primary language. Other online platforms may also be utilized to support EL learners as well as hard copy materials.

Transportation

- Since the District will be closed, bus service will be suspended until schools reopen for classes.

After School Activities & Building Rentals

- After school activities will be canceled during an extended school closure and access to the building by non-district staff will be prohibited. School policies, guidelines and building use contracts state "the District reserves the right to deny the use of school facilities when the Board deems it necessary. If school is canceled due to weather, snow emergency, etc. the (building use) contract is void."

Emergency Closings Notifications

- The School Emergency & Electronic Communications letter included with registration packets contains information to opt in for emergency text messages and emails from the District. A "Skylert" tab is available in the Skyward Family Access system. Skylert allows parents to easily setup their emergency contact preferences. If you have questions about your Skyward Family Access account or password, please contact your school office. If you have problems with the setup, please call 262-670-1678 for technical support.

- School closings for the School District of Hartford Jt. #1 schools, other K-8 area schools and Hartford Union High School are announced as "HARTFORD AREA SCHOOLS." If the School District of Hartford Jt. #1 has to close alone for an emergency, the closing will be announced as "HARTFORD JT. #1 SCHOOL DISTRICT" (this includes Central, Lincoln & Rossman Schools as well as our 4K sites and early childhood).
- The District may also use a mass text, email and/or phone system to disseminate information. Parents of children at Lincoln, Rossman, 4K and early childhood sites are required to complete an Emergency Dismissal form indicating where their child is to go in the event it becomes necessary to dismiss before the end of the regular school day. If you have not completed this form or if information on this form has changed, it is your responsibility to notify the school your child attends.
- When the District or school closes due to inclement weather or other emergency, all activities in the District or at the school will also be canceled for public use.

Food Service

- State agencies are not required to provide meal service during school closures. The District is continuing to monitor USDA and Wisconsin DPI communications in case requirements, expectations or conditions change.

School Nurse: *Everyday actions to prevent the spread of respiratory viruses.*

- Students will wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing their nose, coughing, or sneezing. If soap and water is not available, they will use hand sanitizer.
- Teachers will review recommended hand-washing techniques with students.
- Staff will encourage all students to keep hands out of their mouths, eyes, or nose to prevent germs from entering their body.
- Staff will instruct students to cover their cough or sneeze with a tissue, then throw the tissue in the trash immediately. Tissues are available in the classroom but if not available, the student will cough or sneeze into their elbow.
- Staff will discourage the sharing of food.
- Staff will clean and disinfect frequently touched objects and surfaces daily and as needed with approved antibacterial products.
- Maintenance will increase the frequency of building cleaning on an as needed basis.
- Staff and students should stay home if they have cold or flu-like symptoms. The Parent/Student Handbook (pages 12-13) states a student should not return to school until they have been without symptoms and without the need for medications to control the symptoms such as fever-reducing medications for a full 24 hours.