

SCHOOL DISTRICT OF HOLMEN

Belong. Serve. Succeed.



Reopening Our Schools

2020-2021 School Year



Dear Holmen Families,

To begin, I would like to express my heartfelt gratitude to so many for their patience, dedication, and commitment to our students. During the school closure at the end of the 2019-20 school year and through the summer, our staff have demonstrated their devotion to the students of the School District of Holmen. Thank you to the Holmen community for the outpouring of support during a time when more families than ever found themselves in need. Most importantly, I am grateful for the families in the School District of Holmen. Our students were required to learn in an environment and situation like no students before them, but demonstrated their resilience and fortitude as they continued their learning from home. Parents and guardians stepped up again and again to help students through this unique and challenging time. To all of you, thank you. You once again proved that we are Better Together.

Moving forward, we know the 2020-2021 school year will look different than any other school year in history, but the theme of Better Together applies more than ever. We've been committed to communicating with you from the very beginning of this global pandemic, and we will continue to fulfill our duty to foster an understanding among all of our stakeholders. To communicate our current plans for reopening schools this fall, this document is available to all families. We hope this information helps you and your family have a better idea of what to anticipate for the return to school this fall.

If you have any questions or concerns, please email your building/program principal or me at locsta@holmen.k12.wi.us.

In partnership,



Dr. Kristin Mueller
District Administrator
School District of Holmen



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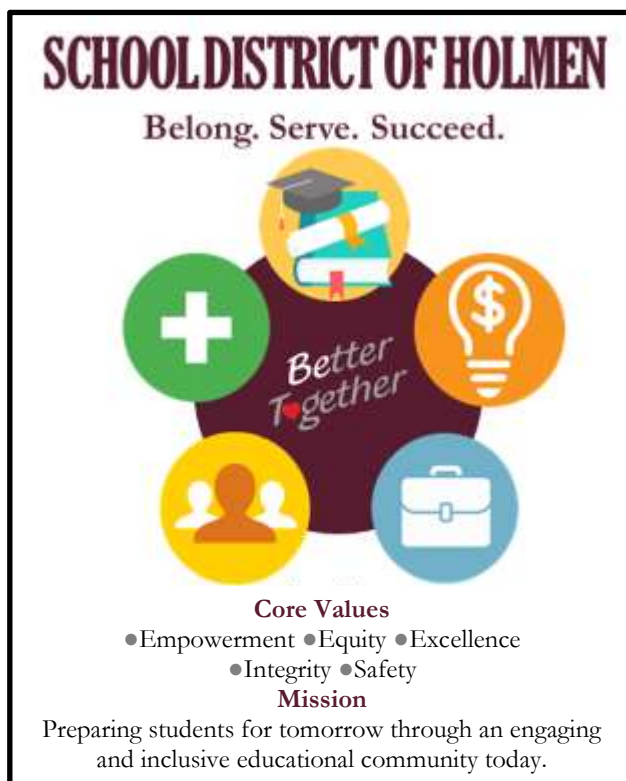
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Guiding Principles

The School District of Holmen (SDH) has been closed since March 13, 2020 as a result of the health emergency associated with the COVID-19 pandemic. The SDH administrative team has been collaborating with the La Crosse County Health Department and area colleagues to develop plans to reopen our school doors effectively in the fall of 2020 in the COVID-19 environment.

To guide the school district through the complex decision making process for reopening schools, guiding principles have been developed. The Guiding Principles provide a foundation that is aligned with the beliefs and priorities of the SDH, to be used for planning, decision making, and actions as we work to reopen the schools for fall of 2020.

1. The SDH will refer to the guidelines for reopening schools as published and/or presented by the Center for Disease Control, Wisconsin Department of Health Services, Wisconsin Department of Public Instruction, and/or The La Crosse Health Department for the safety of our students, staff, and the community.
2. The SDH Vision: BELONG. SERVE. SUCCEED,
Mission: Preparing students for tomorrow through an engaging and inclusive educational community today
Values: Empowerment, Equity, Excellence, Integrity, Safety






3. The SDH will deliver excellent instructional programs to meet the educational needs of all students in whatever format and mode is required.
4. The SDH will identify adaptable, flexible scenarios to re-open our programs and schools and meet the unique needs of students and staff.
5. The SDH will enhance our capability to provide engaging remote learning with students at the center of our teaching and learning.
6. The SDH will preserve community and provide support for students and families to assist with their wellbeing and social emotional needs.
7. The SDH will consider issues from an equity lens as part of the decision making process.
8. The SDH will solicit input from staff and parents on key components of reopening plans.
9. The SDH will inform families, staff, and students of our timelines, plans, and decisions with advance notice whenever possible.
10. The SDH will anticipate COVID-19 items that will affect the budget and fiscal management.

A Phased Approach to Starting the Year

The School District of Holmen will begin the 2020-21 school year with a fully virtual instructional model for K-12 students. This instructional model will be reassessed after 30 days to determine if the instruction will remain in a virtual format, transition to a blended instructional model or return to an in person format. The image to the right shows the school calendar for September 2020, including the latest date an announcement will be made regarding the next instructional model.

September 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

 First Day of School
  No school
 Projected Announcement of Upcoming Model

The school year will begin with in person instruction for students in the District's PreK and Early Childhood programs. This aligns with the District's plan to phase in students beginning with our youngest learners. Due to the age of the PreK and Early Childhood students, the District will follow guidance provided for childcare centers while the students are in school.

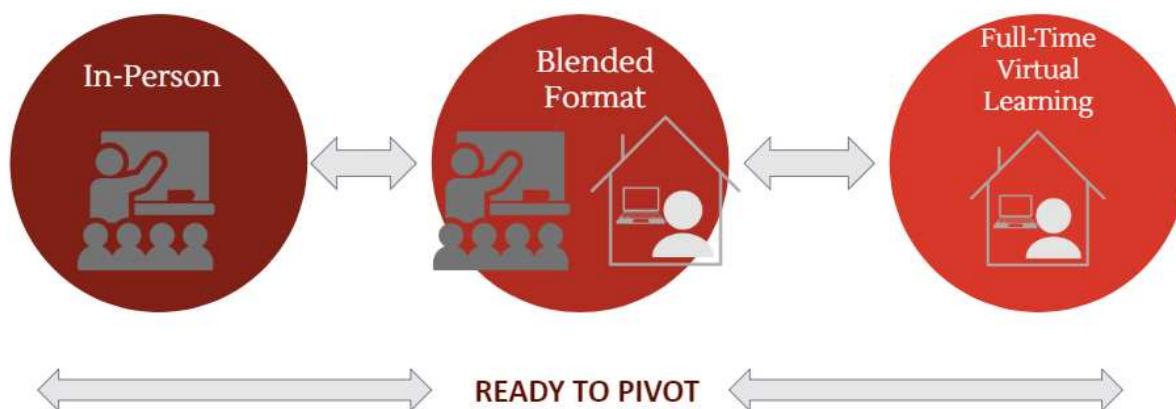
The District is collaborating with local partners to address the need of supervision for families with K-5 students during the school day. Please visit <https://www.laxymca.org/temporary-school-day-care> for more information from the YMCA or <https://www.bgclax.org/newpage2888e71e> for more information from the Holmen BGC.

The School District of Holmen is committed to returning all students to schools as soon as safely possible.

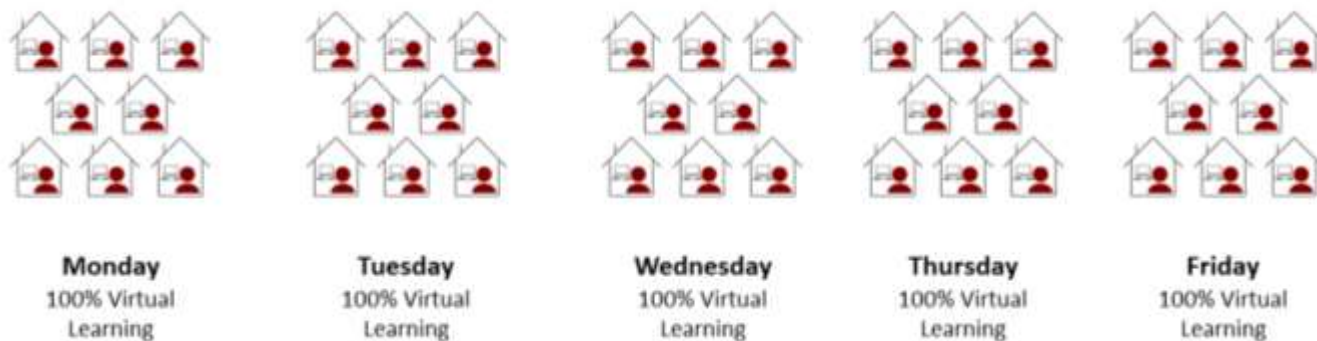
Instructional Models

There are three options of instructional models that could be delivered during the 2020-21 school year. The three models are full-time virtual learning, a blended format, or in-person learning.

The School District of Holmen must remain flexible, adaptable and fluid and be able to move between the models throughout the school year. For example, if we are in-person, a local outbreak of cases could force a school or district closure, which could result in moving to full-time virtual learning. On the other hand, as conditions improve this will allow for a blended format or in-person learning. There is also the possibility of individual students or groups of students that will necessitate quarantine due to exposure.



Full - Time Virtual Learning



Elementary students:

Student learning will take place Monday - Friday. Schedules for whole group/small group synchronous and asynchronous learning will be created for students, dependent on grade level. The teachers will have daily contact with students to provide an engaging experience that will build relationships and provide direct instruction in all curricular areas. Student work will be driven by a daily schedule but allow flexibility for unique family situations. Your child's teacher will provide the District curriculum in a common learning management system.

- Grades 4K-2: Seesaw
- Grades 3-12: Canvas

Each family will be invited into the school building the first week of the school year in order to prepare for virtual learning. You will get the opportunity to meet your teacher, receive information about devices along with usernames and passwords, and get to see the physical classroom space. For more information, please contact your building administrator.

School District of Holmen Elementary Virtual Schedule 2020-2021

	Monday	Tuesday	Wednesday	Thursday	Friday
7:45-8:15	Prep for School	Prep for School	Prep for School	Prep for School	Prep for School
8:15-8:45	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting
8:45-9:45	Instructional Block #1	Instructional Block #3	Instructional Block #1	Instructional Block #3	Instructional Block #1
9:45-10:00	BREAK	BREAK	BREAK	BREAK	BREAK
10:00-11:00	Instructional Block #2	Instructional Block #4	Instructional Block #2	Instructional Block #4	Instructional Block #2
11:00-11:15	BREAK	BREAK	BREAK	BREAK	BREAK
11:15-12:30	Small Groups or Independent Work	Small Groups or Independent Work	Small Groups or Independent Work	Small Groups or Independent Work	Small Groups or Independent Work
12:30-1:30	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:30-3:15	Art and Small Groups or Check-Ins with Teachers as Needed (Office Hours)	Music and Small Groups or Check-Ins with Teachers as Needed (Office Hours)	LMC and Small Groups or Check-Ins with Teachers as Needed (Office Hours)	PE and Small Groups or Check-Ins with Teachers as Needed (Office Hours)	Small Groups or Check-Ins with Teachers as Needed (Office Hours)
3:15-3:45	Teacher Planning	Teacher Planning	Teacher Planning	Teacher Planning	Teacher Planning

Middle School Students:

Student learning will take place Monday - Friday. Students will have a daily schedule with advisory every day to check in and ask questions. Each day the students will have blocks where they will meet with the teachers. The student will meet virtually in real time with the teacher and also be allowed time with the teacher to ask questions. Time is built into the daily schedule for independent learning and to reach out to teachers for individual help. For more information, contact the building administrator.

6th Grade					
	Monday Cores 1,3 Encore 1	Tuesday Cores 2,4 Encore 2	Wednesday Interventions & Office Hours	Thursday Cores 1,3 Encore 1	Friday Cores 2,4 Encore 2
7:00-7:45	Get Ready for School	Get Ready for School	Get Ready for School	Get Ready for School	Get Ready for School
7:45-7:55	Advisory Meet Virtually	Advisory Meet Virtually	Advisory Meet Virtually	Advisory Meet Virtually	Advisory Meet Virtually
8:00-8:50	Core 1 Meet Virtually	Core 2 Meet Virtually	8:00-8:25 Core 1 Groups	Core 1 Meet Virtually	Core 2 Meet Virtually
			8:25-8:50 Core 2 Groups		
9:00-9:50	Core 3 Meet Virtually	Core 4 Meet Virtually	9:00-9:25 Core 3 Group	Core 3 Meet Virtually	Core 4 Meet Virtually
			9:25-9:50 Core 4 Groups		
10:00-10:40	Encore 1 Meet Virtually	Encore 2 Meet Virtually	10:00-10:20 Encore 1 Groups	Encore 1 Meet Virtually	Encore 2 Meet Virtually
			10:20-10:40 Encore 2 Groups		
12:00-1:00	Meet in scheduled group or independent work time	Meet in scheduled group or independent work time	Independent work time	Meet in scheduled group or independent work time	Meet in scheduled group or independent work time
1:00-2:00	Teacher Office Hours 20 minutes of reading for pleasure	Teacher Office Hours 20 minutes of reading for pleasure		Teacher Office Hours 20 minutes of reading for pleasure	Teacher Office Hours 20 minutes of reading for pleasure
2:00-3:00	Independent work time	Independent work time		Independent work time	Independent work time

7th Grade					
	Monday Cores 1,3 Encore 1	Tuesday Cores 2,4 Encore 2	Wednesday Interventions & Office Hours	Thursday Cores 1,3 Encore 1	Friday Cores 2,4 Encore 2
7:00-7:45	Get Ready for School	Get Ready for School	Get Ready for School	Get Ready for School	Get Ready for School
7:45-7:55	Advisory Meet Virtually	Advisory Meet Virtually	Advisory Meet Virtually	Advisory Meet Virtually	Advisory Meet Virtually
8:00-8:50	Core 1 Meet Virtually	Core 2 Meet Virtually	8:00-8:25 Core 1 Group	Core 1 Meet Virtually	Core 2 Meet Virtually
			8:25-8:50 Core 2 Groups		
9:00-9:40	Encore 1 Meet Virtually	Encore 2 Meet Virtually	9:00-9:20 Encore 1 Groups	Encore 1 Meet Virtually	Encore 2 Meet Virtually
			9:20-9:40 Encore 2 Groups		
10:00-10:50	Core 3 Meet Virtually	Core 4 Meet Virtually	10:00-10:25 Core 3 Groups	Core 3 Meet Virtually	Core 4 Meet Virtually
			10:25-10:50 Core 4 Groups		
12:00-1:00	Meet in scheduled group or independent work time	Meet in scheduled group or independent work time	Independent work time	Meet in scheduled group or independent work time	Meet in scheduled group or independent work time
1:00-2:00	Teacher Office Hours 20 minutes of reading for pleasure	Teacher Office Hours 20 minutes of reading for pleasure		Teacher Office Hours 20 minutes of reading for pleasure	Teacher Office Hours 20 minutes of reading for pleasure
2:00-3:00	Independent work time	Independent work time		Independent work time	Independent work time

8th Grade					
	Monday Cores 1,3 Encore 1	Tuesday Cores 2,4 Encore 2	Wednesday Interventions & Office Hours	Thursday Cores 1,3 Encore 1	Friday Cores 2,4 Encore 2
7:00-7:45	Get Ready for School	Get Ready for School	Get Ready for School	Get Ready for School	Get Ready for School
7:45-7:55	Advisory Meet Virtually	Advisory Meet Virtually	Advisory Meet Virtually	Advisory Meet Virtually	Advisory Meet Virtually
8:00-8:40	Encore 1 Meet Virtually	Encore 2 Meet Virtually	8:00-8:20 E1 Groups	Encore 1 Meet Virtually	Encore 2 Meet Virtually
			8:20-8:40 E2 Groups		
9:00-9:50	Core 1 Meet Virtually	Core 2 Meet Virtually	9:00-9:25 Core 1 Groups	Core 1 Meet Virtually	Core 2 Meet Virtually
			9:25-9:50 Core 2 Groups		
10:00-10:50	Core 3 Meet Virtually	Core 4 Meet Virtually	10:00-10:25 Core 3 Groups	Core 3 Meet Virtually	Core 4 Meet Virtually
			10:25-10:50 Core 4 Groups		
12:00-1:00	Meet in scheduled group or independent work time	Meet in scheduled group or independent work time	Independent work time	Meet in scheduled group or independent work time	Meet in scheduled group or independent work time
1:00-2:00	Teacher Office Hours 20 minutes of reading for pleasure	Teacher Office Hours 20 minutes of reading for pleasure		Teacher Office Hours 20 minutes of reading for pleasure	Teacher Office Hours 20 minutes of reading for pleasure
2:00-3:00	Independent work time	Independent work time		Independent work time	Independent work time

High School

Student learning will take place Monday - Friday. Students will have a daily schedule with advisory every day to check in and ask questions. Each day the students will have blocks where they will meet with the teachers. The student will meet virtually in real time with the teacher and also be allowed time with the teacher to ask questions. Time is built into the daily schedule for independent learning and to reach out to teachers for individual help. For more information, contact the building administrator.

Monday/Tuesday/Thursday/Friday Schedule

Prep Period	7:30 - 8:00 am	
1st Period	1: 8:00 - 9:00am (60 min)	
	1A: 8:00-8:28 (28 min)	1B: 8:32-9:00 (28 min)
	Break (10 min)	
2nd Period	2: 9:10 - 10:10am (60min)	
	2A: 9:10-9:38 (28 min)	2B: 9:42-10:10 (28 min)
	Break (10 min)	
3rd Period	3: 10:20 - 11:20am (60 min)	
	3A: 10:20-10:48 (28 min)	3B: 10:52-11:20 (28 min)
	Break (10min)	
4th Period	4: 11:30am – 12:30pm (60 min)	
	4A: 11:30-11:58 (28 min)	4B: 12:02-12:30 (28 min)
	Break (10 min)	
Lunch	12:40 pm - 1:10 pm	
Office Hours (by appointment)	1:10 - 2:00 pm	
Office Hours (open)	2:00 - 2:30 pm	
PLC	2:30 - 3:30 pm	

Wednesday Schedule

Prep Period	7:30 - 8:00 am	
Advisory	8:00 - 8:30 am	
	Break (10 min)	
1st Period	1: 8:40 - 9:20am (40 min)	
	1A: 8:40-8:58 (18 min)	1B: 9:02-9:20 (18 min)
	Break (10 min)	
2nd Period	2: 9:30 - 10:10am (40min)	
	2A: 9:30-9:48 (18 min)	2B: 9:52-10:10 (18 min)
	Break (10 min)	
3rd Period	3: 10:20 - 11:00am (40 min)	
	3A: 10:20-10:38 (18 min)	3B: 10:42-11:00 (18 min)
	Break (10min)	
4th Period	4: 11:30am – 12:30pm (60 min)	
	4A: 11:10-11:28 (18 min)	4B: 11:32-11:50 (18 min)
	Break (10min)	
Lunch	12:00 pm - 12:30 pm	
Office Hours (by appointment)	12:30 - 1:15 pm	
Office Hours (open)	1:15 - 2:00 pm	
PLC	2:00 - 3:30 pm	

Definitions*Asynchronous Learning (Self Study):*

Students will work on their own using resources provided by instructional staff, there is no real-time meeting.

Learning Management System(LMS):

A system used as a communication tool for content, assessment, and much more. In our case this is called Canvas.

Office Hours:

This time is primarily intended for student communication and facilitation of asynchronous learning and for student questions. There will be a time for students to make an appointment and an open time period.

PLC (Professional Learning Community):

This time is intended for synchronous and asynchronous planning as well as course level and department level team meetings. In order to ensure high levels of learning for all students our course level teams continue to meet in order to ensure they are teaching the same Priority Standards and Learning Targets while developing common assessments, and analyzing data which helps us to identify which students have learned the material and how to best move forward when the material has not been learned.

Prep Period:

Preparing for lessons (technology, online assignments, grading, data collection, etc.), checking emails and Canvas for student questions or general correspondence.

Synchronous Learning (Real Time):

Learning that happens in real-time. Students are expected to attend the class period via virtual meeting platforms (Zoom, Google Meet, Canvas Conference). Attendance will be taken like it is during typical in-person learning.

Blended Format

Students will attend school in person in one of two groups. There will be Group A and Group B each consisting of about half of our student population. Across the district, we will keep families together so that they are on the same weekly schedule. Each group will be in person for two days per week and remote for three days per week. One day per week will be a virtual learning day for all students where students will get individual support or services, staff can collaborate, and/or professional development might be delivered.



Monday/Thursday
Group A: In-Person
Group B: Independent Online Learning



Wednesday
Individual Online
Intervention, Individual
Work



Tuesday/Friday
Group A Independent Online Learning
Group B: In-Person

In-Person Learning

Students will attend school in person Monday - Friday. Increased health and safety measures will be in place for the safety of students and staff.



Monday
In-Person
Instruction



Tuesday
In-Person
Instruction



Wednesday
In-Person
Instruction



Thursday
In-Person
Instruction



Friday
In-Person
Instruction

Alternative Option: Coulee Region Virtual Academy

The Coulee Regional Virtual Academy (CRVA) is an entirely online experience for K-12 students, regardless of the type of instruction being delivered in the district (face to face, blended, remote because of COVID-19 closures or restrictions), offering an alternative to those families who are seeking a consistent, fully online experience. Students who enroll in the CRVA program would remain members of their resident school district, allowing them to maintain a sense of community and belonging in their resident schools. More information is available at <https://www.holmen.k12.wi.us/families/coulee-region-virtual-academy.cfm>.



Monday
CRVA Instruction



Tuesday
CRVA Instruction



Wednesday
CRVA Instruction



Thursday
CRVA Instruction



Friday
CRVA Instruction

Schedule

- 4 days of E-Learning
- 1 day of Teacher Prep Day, Student Support/Catch-up Day, Professional Development

Devices and Access

Students will be issued district devices. Home internet access is vital for all students.

Early Identification

Teachers and schools will quickly identify students struggling to engage and will work with administration and student support services to address barriers.

Resources

Curriculum and software resources come from partnership with the Wisconsin eSchool Network.

Grading

- Standards Based for Elementary
- Traditional Grading for Secondary (A-F)

Communication

Ongoing and systematic communication between staff and families.

Moving Between Models

This option will provide a full-time online environment with no need to move between models.

Temporary 'School Day' Care

We are thankful and fortunate to have the YMCA and BGC as our partners in the Holmen community. Both organizations will provide school age supervision this fall.

One frequently asked question is how supervision of children may take place in our community facilities and schools while we are providing instruction in a virtual format. The following provides much of the reasoning behind the District's decision to work with these local partners to provide supervision for elementary students during the virtual school day.

- Supervision will be provided in a much smaller setting, allowing for proper safety measures to occur at the YMCA and BGC locations
- The school day is much more complex with lunch for 100's of kids and the delivery of multiple types of courses.
- We also want to ensure the proper training of our school year staff, as school will look different with new cleaning protocols having to be done much more frequently.

If you are interested in the supervision provided by either of these partners, please visit the links below to indicate your interest.

- [BGC](http://www.bgclax.org) or select the “*Holmen Club*” at www.bgclax.org
- [YMCA](http://www.laxymca.org) or select “Temporary 'School Day' Care” at www.laxymca.org



BOYS & GIRLS CLUBS
OF GREATER LA CROSSE

Other Instructional Considerations

Special Education

Students with special education needs will continue to be served by their special education case managers and related service providers in all instructional programming options. A student's IEP may need to be revised depending on the instructional program the student is in at any given time and to reflect how services may look different in a virtual/remote setting compared to in person. Some students may require in-person instruction. These decisions will be made on an individual basis with parental input and involvement.

Section 504

Students with Section 504 Accommodation Plans will be served in all instructional program options. Case managers of students with Section 504 plans will continue to coordinate these accommodation plans and inform the student's teachers and other relevant staff of the necessary accommodations whether in the virtual/remote setting, blended learning option or in person.

English Learners

Students identified as English Learners (EL) will be supported in all instructional programming options. English Learner teachers will continue to facilitate instruction and collaborate with regular education teachers to foster development toward English proficiency for EL students. These supports and services may look different depending on whether the student is receiving instruction virtually, in the blended learning model or in-person. Each student's Individual Language Plan (ILP) will reflect necessary services and accommodations and how they will be provided. Parents will be involved in these decisions.

Gifted and Talented

Enrichment and extension of student learning will continue to be provided by our Talented and Gifted teachers at the elementary level in all instructional programming options. Classroom teachers will provide differentiated instruction and enrichment opportunities to high performing students at all levels. Appropriate course selection at the middle and high school level will offer students challenging and accelerated learning opportunities.

Social and Emotional Health

The social and emotional health of students and staff is as important as their physical health and safety. It will be important for all staff to focus on social and emotional health especially at the beginning of the school year as students are welcomed back to school regardless of their instructional setting. The first week of school will focus on reconnecting with students and building relationships.

Mental Health Supports

Climate and Culture

Ensure virtual learning, classroom and school spaces are safe, positive, welcoming and supportive learning environments.

Caregiver Resources

Share resources with caregivers so they can help support their student's mental wellness.

Early Outreach

Provide caregivers a confidential way to let schools know about concerns they have about their student returning to learning.

Monitoring Student Needs

Help school staff monitor and recognize early warning signs in students or identify students who may need support.

School-Based Student Services

Ensure school counselors, social workers, school psychologists and behavior interventionists are able to respond to emerging student needs at school.

Student Teleservices

Ensure school counselors, school social workers, school psychologists, behavior interventionists are available to support the mental health needs of students learning in a virtual format or who prefer teleservices.

Student Teletherapy

Work with caregivers and students so they can access their mental health therapy services through outside agencies, via teletherapy.

Staff Wellness

Provide flexibility and promote staff wellness practices and Employee Assistance Program options.

Grading

Grading will proceed normally no matter which mode of learning we are currently experiencing which means teachers will regularly assess students as part of their instructional planning to gauge proficiency and provide feedback. Progress reports and report cards will be issued at all grade levels. At the high school level, GPA and class rank in relation to grading will be calculated as they were prior to COVID-19.

Student Attendance

Different than last spring, attendance will be compulsory in the 2020-21 school year regardless of learning mode. In the blended instructional model, attendance will be a combination of face-to-face presence in classrooms and progress with work completion during remote learning days. Attendance in virtual/remote learning will require a daily check in for all courses/times for which students are scheduled each day as well as other required sessions as assigned to students.

Technology

We will ensure every student, K-12, has their own device should they need one. The district will also make available hotspots for those families who need access to the internet.

Arrival/Dismissal Procedures

Each building will have entrances assigned to keep cohorts separate. In elementary schools, there will be no morning recess before school, and students will line up socially distanced with their cohort and enter the building when they arrive at school. Students will apply masks and sanitize hands upon entering the building. Students will have staggered dismissals to reduce traffic in the building and ensure older siblings are able to meet younger siblings for after school plans.

Co-Curricular/Extracurricular Activities

The District will facilitate student participation in co-curricular/extracurricular activities using guidance provided by state and local health agencies along with the WIAA. Preventative measures such as physical distancing, limited sized cohorts of students, and increased cleaning procedures will be implemented. Practices and competitions are determined based on the risk level and the plans developed by each activity. Other non-athletic co-curricular activities will be encouraged to be conducted virtually when school is not in-person. Activity advisors can bring small groups of socially distanced students together with masks outside of schools for essential work that could not be conducted virtually.

Safety Considerations

Isolation Rooms

Each school building has a separate room dedicated for symptomatic students waiting to be picked up. This room will be stocked with gloves, surgical grade masks, lab coats, and face shields as well as non-fabric covered chairs to allow for easy cleaning. Staff who enter the isolation room will be required to utilize appropriate PPE. The isolation room will be cleaned between uses.

Health Screening

Students and parents will be provided information on symptoms of COVID-19 and when to keep students home from school. Parents will be asked to verify this information prior to sending a student to school. Students who present with symptoms upon a visual screening from a staff member will be immediately isolated from the rest of the students and assessed by school health services personnel. That student will remain in the isolation room until a parent picks them up. Find more information on symptoms from the CDC in the [Appendix](#).

Personal Hygiene Education

District Nurses will provide handwashing education to staff and students as they return to school. Hygiene education including covering your cough and sneeze and disposing of tissues will also be provided. In addition, PBIS teams are developing tools for handwashing, mask wearing, and physically distancing in the hallways.

Symptomatic Student Exclusion Protocol

The School District of Holmen is following the WI DHS exclusion from in-person criteria. (See [Appendix](#).) We recognize this may create increased or prolonged absences in response to the COVID-19 Pandemic.

Contact Tracing

The District will support County efforts in contact tracing. We encourage teachers to record or be cognizant of the students with whom they work. If this information was needed for contact tracing, we may need to follow up with specific teachers.

School/District Closure

Localized school or district closures may occur based on outbreaks. As the conditions surrounding these closures are often handled based on many community factors, specific criteria are not established. In this situation, we would respond to guidance or orders from our County Health Department, Wisconsin DHS, or the Governor's Office.

Visitors

Visitors essential for instructional programming or operations may be present in school buildings. Active monitoring for COVID indicators will be in place for all people in district buildings.

All visitors must abide by the following protocols:

- They must wash their hands or use an alcohol-based hand sanitizer upon entry
- They must be masked at all times
- They must follow social distancing guidelines

Operations

Key Mitigation Strategies

Wash Hands:

Hand Hygiene is an effective intervention to control the spread of infection. Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces. Hand hygiene is performed by washing hands with soap and water for at least 20 seconds or using hand rub with 60- 95% alcohol content until the content dries.

Physical Distancing:

Classrooms and common areas are arranged for physical distancing between staff and students. The CDC recommends maintaining at least a 6-foot distance between all students and staff throughout the school day. In some settings, this social distancing may be difficult or impossible to maintain. Therefore, strategies to help maintain social distancing that will be implemented include, but are not limited to, staggered arrival/departure times, in-person and virtual classroom rotations, student cohorting, and, as weather permits, increased use of outdoor space for instruction.

Mask (Cloth face coverings) Wearing:

Masks are required for staff, students, and visitors. Students who do not have their own mask will be provided one by the District at school and while using District transportation. It has been recommended by health agencies and our District medical advisor that cloth face coverings be worn by any child over the age of 2 that can remove a mask themselves, therefore all students will be required to wear masks. Cloth face coverings can help prevent the wearer from spreading disease if they are asymptomatic, pre-symptomatic, or do not realize they are sick.

If a student refuses to wear a mask or indicates it is a personal choice, staff will use coaching and education through Positive Behavior Intervention Supports. If the student continues to refuse, they will be isolated and the guardian will be contacted. A plan will then be developed between the student, guardian, and administration around appropriate environments for learning, which may include virtual instruction.

Exceptions to mask wearing are rare but could include those who are not able to wear a mask because of a medical, sensory, or behavior concern. The District will work through these

considerations on a case-by-case basis and work to provide additional mitigation measures. Students and staff will be provided training on how to properly wear a mask:

Wear Your Mask Correctly

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- CDC does not recommend use of masks for cloth masks for source control if they have an exhalation valve or vent.



Source: CDC

Parents play a crucial role in preparing their children for wearing facemasks on the bus and in the school buildings. Educational materials will be made available to parents as a resource for preparing their children for wearing facemasks in the [Appendix](#). Education on the proper use of face masks will be provided in school at the beginning of in person instruction and reinforced as needed throughout the time that they are required.

Specialized equipment for those providing direct care or supporting daily living tasks is available. Staff members will be provided additional Personal Protective Equipment if they are working with a student in close proximity or on a skill that requires removal of a mask.

Additional Mitigation Strategies:

Physical Barriers

Installation of acrylic barriers in spaces with frequent public interaction or disciplines, which have increased dispelling of respiratory droplets.

Floor Adhesives and Tape

Physical distancing decals and tape to mark directional pathways are available and placed at each building in high traffic areas or spaces where students may need to wait.

Safety Signage

COVID Symptom Information is posted at every building, especially high-traffic entrances. Handwashing signage is also posted at staff and student bathrooms. Signage regarding physical distancing is also present in many areas. In addition, reminders of the mask requirement are posted in multiple locations in the building.

Drinking Water

Drinking fountains are not currently active. Bottle filling remains active and in spaces where bottle fillers are not currently available, these items have been acquired and installation plans are moving forward.

Healthy Environment

Cleaning

The Buildings and Grounds Department continues to work with our vendors to ensure we have the necessary products to sufficiently and safely clean and disinfect district facilities.

District cleaning guidelines will follow recommendations from the CDC, DPI, and the La Crosse County Health Department, as well as learned practices during major flu outbreaks. This mainly consists of generalized cleaning with the additional disinfection of all hard surfaces and touch points on a daily basis.

Cleaning supplies and hand sanitizer will be made available in each classroom and other areas. The supplies will be safe and appropriate for the areas they are placed in and buildings and grounds will teach staff how to properly use the cleaning supplies.

Hand sanitizing stations will be located through common areas and hallways, including just inside entrances.

The Buildings & Grounds Department is working with the building administrators to identify frequencies for disinfecting throughout the day. The Department is also providing custodial staff development and training specific to the COVID-19 virus.

Heating and Cooling Systems

Per CDC guidelines, the District will provide the highest level of filtration possible and increase the outside air intake within the allowable constraints of each building's system. Testing of each room will occur to ensure the air handling meets ASHRAE COVID standards will occur in every occupied classroom.

Nutrition Services

During Virtual Learning

District will offer to provide meals for delivery for students at home through a pre-order system. Meals will be provided through the normal school-year National School Lunch Program. Families will be charged or fees waived based on eligibility status.

During Blended Learning

Meals will be provided at school. Meals will be served in the cafeteria but consumed in

classrooms or other designated areas for distancing purposes. Students will scan a student ID card when going through the cafeteria. Self-service options, such as the salad bar, will not be offered.

For students learning remotely, the District will offer to provide meals for pickup for students at home through a pre-order system. Meals will be provided through the normal school-year National School Lunch Program. Families will be charged or fees waived based on eligibility status.

During In Person Learning

Regular Face to Face learning, meals will be provided at school. Meals may be consumed in classrooms, other designated areas, or the cafeteria. However, students will be kept in groups of no more than 50. All meals will be pre-ordered for k-5 grade levels. Students will scan a student ID card when going through the cafeteria. Self-service options, such as the salad bar, will not be offered.

CRVA Students

For students attending the Coulee Region Virtual Academy, the District will offer to provide meals for pickup for students at home through a pre-order system. Meals will be provided through the normal school-year National School Lunch Program. Students would be charged or fees waived based on eligibility status.

Transportation

During Virtual Learning

During virtual learning, District transportation will be used to deliver meals, in collaboration with Nutritional Services. District buses and vans will also provide transportation to School District of Holmen 4K and Early Childhood program students will continue to provide transportation to private schools, as required by state statutes. See the “Anytime Transportation is Provided” subsection for more information.

During Blended Learning

During the blended learning instructional format, the Transportation Department will provide an altered format of transportation to students that require services in school buildings. District transportation will continue to be used to deliver meals, in collaboration with Nutritional Services. See the “Anytime Transportation is Provided” subsection for more information.

During In Person Learning

The District will provide transportation on scheduled routes for all students attending school. See any time transportation provided below. See the “Anytime Transportation is Provided” subsection for more information.

Anytime Transportation Is Provided

Cleaning Procedures

Spray all touch points after each route, bus handrail, windows, driver area. Sanitizer or wipes available for students. Wipe down seats with disinfectant. Deep cleaning once a week.

Drop Off/Pick Up Zones

Bus and parent drop off and pick up zones may need to be modified to accommodate an increase in self-transported students.

Face Coverings

Cloth face coverings are required for driver and students.

Routes

Bus/van routes will plan to run on the same schedule daily, unless informed by the District. Infinite Campus updates routes nightly on the transportation tab for parents/students.

Self-Transport

Parents and/or students planning to self-transport are encouraged to contact transportation to increase accuracy of routes and staffing requirements.

On Vehicles

District vans and buses will have highly visible signs about stopping the spread of COVID-19, similar to those in school buildings. Seating charts and limited bus capacity will allow for social distancing with students in the same family or daycare sitting together. Furthermore, cohorts will be used to seat elementary students in groups by grade. Students will leave and enter the bus slowly and apart from each other. The Transportation Department will ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods

In addition, students are not to pass or share any items such as books or personal papers with other students while riding the bus and should not eat or drink while riding the bus.

COVID-19 Points of Contact

School Point of Contact

School Principal

Student Point of Contact

Jill Mason

Director of Student Services

masjil@holmen.k12.wi.us

Staff Point of Contact

Melissa Kaatz

Human Resources Supervisor

kaamel@holmen.k12.wi.us

Communication Protocols

Positive cases of COVID-19 are reported to the LaCrosse County Health Department. The protocol requires the county to contact the school district when they have a report of a positive case that affects our student and staff population. Notifications to families and staff will be sent out by the school district based on contact tracing protocol. No personally identifiable information will be shared about students or staff.

Call to Action

This is a time for Unity, as a School District we want our kids in school. We urge our community to:

- Stay home when you are sick.
- Minimize close physical contact with those outside of your household.
- Minimize travel, especially to viral hotspots.
- Wear a fabric face covering when in public.
- Maintain 6-foot distances whenever possible.
- Wash your hands frequently with soap and water.
- Avoid touching your face.

Resources

- [Center for Disease Control](#)
- [Wisconsin Department of Education Reopening Guidelines](#)
- [American Academy of Pediatrics](#)
- [Wisconsin Department of Health Services](#)
- [La Crosse County Health Department](#)

Appendices

[Cloth Face Coverings in Schools](#)

[COVID-19 Symptoms](#)

[COVID-19 Guidelines](#)