



August 20, 2020

Ballard East and West Families,

Welcome to the 2020-2021 school year! We are working diligently to prepare our schools for the changes that COVID-19 has brought our way. The District is starting the year with our on-site Return to Learn plan. The delivery plan may adjust throughout the year based on guidance from the Iowa Department of Education, Iowa Department of Public Health, and the Centers for Disease Control.

We understand the decision to send your child to school may have been challenging as you considered the District Return to Learn plan. The intention of *this* communication is to give you as much specific information regarding what a school day at East/West will look like in light of the District mitigation expectations.

We value social interaction and academic progress. We intend to uphold these values while implementing sound mitigation strategies in our programs. It is very important to us that our schools function as much like “normal” as possible while doing our best to keep our students and staff safe. Please see the chart below for general information about the program.

Sincerely,

Jennifer Johnson, West Elementary Principal
Michael Manock, East Elementary Principal

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The Ballard Community School District works hard to realize our vision to “Empower All learners.” That vision is best achieved through direct contact with our students. For that reason, our preference for returning in the fall is with all students in our classrooms and ensure we do so with the health and wellbeing of all our students and staff as a priority. To that end, the following mitigation strategies will be implemented.

<p>Back to School Night</p>	<p>West: 1st Grade: August 20, 4:30-6:30</p> <p>**See previous communication regarding the dates and times for Kindergarten, EK, and Second grade students.</p> <p>East (3rd-5th Grade): Students can bring school materials the first days of school. Teachers will be reaching out virtually through letters, Google Meets, as well as possible videos, etc so students can “see: there teacher. We will be sending out a map of classroom locations early next week for parents and students.</p>
<p>Schedule</p>	<p>Days: Monday, Tuesday, Thursday, Friday Hours: 8:00am-3:00 pm</p> <p>*Doors open at 7:40am* - All doors will be propped open so students do not need to touch the doors.</p> <p>Early Dismissal EVERY Wednesday: 8:00-1:30 pm</p>
<p>Health Screening</p>	<p>Evaluating Sick Students: Students should remain home when sick. Students with any high risk symptom or two or more low risk symptoms should stay home and are advised to seek an evaluation by a healthcare provider.</p> <p>High Risk Symptoms: New cough, shortness of breath or difficulty breathing, new loss of taste or smell</p> <p>Low Risk Symptoms: Fever, headache, muscle and body aches, fatigue, sore throat, runny nose, congestion, nausea, vomiting, diarrhea</p>
<p>Arrival</p>	<p>Bus: Students will have assigned seats and practice mitigation strategies per the transportation department.</p> <p>Parent Transport: Students will be dropped off within the drop-off zone and proceed to the appropriate entrance. Staff will be on hand to supervise and assist students outside and throughout the building.</p>

	<p>Locker use plan: Students will proceed directly to their classroom. Lockers will be used for personal items. Teachers will develop locker “schedules” to allow for social distancing.</p> <p>Arrival/Departure: Students will be directed to one of three entrances based on grade level and classroom location. Specials education students arriving in vans will use the front doors.</p> <p>As in years past parents may drop off students at the entrance, but will not escort students to their classrooms. This supports our security and health guidelines of knowing who is in the building at all times and to protect students from unnecessary exposure.</p> <p>East: (Arrival/Departure Map) West: (Arrival/Departure Map)</p>
Breakfast	Breakfast will be served in the cafeteria. Students will be socially distanced while eating. If a student arrives late he/she will take breakfast to the classroom as in year’s past.
Lunch	<p>Students may bring a lunch box from home or purchase a lunch at school.</p> <p>Students will have two choices for a main dish with similar side items.</p> <p>All lunch items will be brought directly to the classroom and will be disposable.</p>
Recess	<p>Students will have outdoor recess whenever possible and will stay with their classmates within an identified area of the playground. (Field, Basketball court, cement activity area, etc.) Teachers will develop a rotation allowing students to have opportunities throughout the week in different zones. *Students will not mix with students from other classrooms.</p> <p>Each classroom will have separate recess equipment such as balls, jump rope, sidewalk chalk, etc.</p> <p>Students will wash/sanitize when returning to class.</p>
Social Distancing	Social distancing will be maintained to the extent possible in buildings. This includes arranging classrooms with students seated individually and apart from one another, limited seating in the cafeteria, managing

hallway traffic during arrival, passing, and departure, utilizing large spaces for instruction, and eliminating large gatherings of students.

Classroom:
 District social distancing guidelines will be used to arrange classrooms and common spaces. Student desks will be spaced 6 feet apart whenever possible.

1. [Classroom Example #1](#)
2. [Classroom Example #2](#)
3. [Classroom Example #3](#)

Related Arts (Music, PE, Art, Life Skills):
 If social distancing can be maintained in the room, students will go there. If not, related arts teachers will go to homeroom classes or outside. Shared materials and equipment will be limited as much as possible. All shared items, as well as desks and chairs, will be cleaned by students and/or staff.

Visitors/Meetings/Events

Visitors: Parents/volunteers/presenters will, in general, be discouraged from entering the school building. As in past practice, if a child is picked up early he/she will meet adults in the office or entryway.

Meetings: Virtual staff and student/parent meetings will be held virtually, rather than in-person meetings, to the extent possible. (PD, IEP, 504, conferences, PLC meetings, etc.)

Events: Large group gatherings will not be permitted at this time (assemblies, concerts, etc.)

Masks/Shields

Masks and/or shields are required for staff and students. The District will provide a mask to all students. Shields may be offered if/when they are available. Please note there may be exceptions in your child’s classroom due to sensory and/or medical needs.

Students may wear personally purchased shields/masks.

Students will not be required to wear masks during outdoor recess time.

If six-foot distancing is available, students will be allowed short mask breaks within the classroom at designated times.

Enhanced Hygiene and Classroom Cleaning Procedures	<p>Students will wash hands or sanitize upon entry to the classroom. This includes morning arrival or a return from another location in the building such as recess or specials.</p> <p>Additional opportunities will be built into the day to wash hands.</p>
Departure	<p>Students will be released from their designated entrance/exits in a staggered schedule.</p> <p>Caregivers are asked to stay in cars and pick up using the pick up lane whenever possible.</p>
Birthday Treats	<p>Students will not share birthday treats. Classroom teachers will celebrate a child's birthday in an alternative fashion.</p>
Water Bottles	<p>Water bottles will be allowed in the classroom. Students are asked to fill bottles at home each morning. Water fountains will not be used.</p>