

School Arrival Time: 7:48AM (for a 7:55AM start)

July 15, 2021

Dear Families,

Welcome to our AV-W Crew!

We are so excited that you are a part of our Arbor Vitae - Woodruff School Crew. At AV-W, we consider ourselves Crew, as referenced in the quote by Kurt Hahn, founder of Expeditionary Learning - "We are Crew, Not Passengers!" We believe that when we work together, our journey is more enriching and fulfilling.

In the spirit of Crew, we want to make sure that you have all of the pertinent information necessary to start the school year. We plan on starting with *In Person Learning* for **all** students on Tuesday, September 1, 2021.

AV-W is committed to keeping all Crew members (students and staff) safe while at school. Protocols that we will continue for the 2021 - 2022 school year will be:

- The creation of contactless environments and procedures that minimize surface contact and eliminate unnecessary touches
- The frequency of cleaning and enhanced sanitization protocols with CDC grade cleaning products
- The monitoring of illnesses and multi-symptoms related to COVID
- Connections with local and state health departments to stay on top of the latest information on COVID in schools

This is our pledge to the health, safety and well-being of all students and staff during the school day.

Instructional Model

In Person Learning (students here at AV-W with safeguards in place)

Grades 4K - 8

- All students attend in person five days per week
- Face coverings will be optional and still available for students and staff (subject to change if there would be a health department mandate)

Physical Spaces

- Safety Signage - Hand hygiene, protective measures, and symptom awareness
- Drinking Water - Bottle Filling Only (all wings)
- Isolation Room - Principal Conference Room

Healthy Environments

- Health Screenings for Visitors (including guest speakers)
- Cleaning & Disinfecting - Maintain daily and weekly protocols
 - High touch point schedules of cleaning & new part time hire just for sanitation
- Limit Shared Objects - Individual student supplies
- Hand Hygiene - Teaching expectations, signage, sanitation stations
- Hand Santiziers in each classroom and bathrooms

Daily Operations

- Visitors - Limit non-essential visitors and visits (visitors will need a health screening)
- Only individual, prepackaged snacks/birthday treats.

Transportation Information

- Students to wear face coverings on buses (stay tuned...right now this is a federal mandate)
- Maintain daily and weekly cleaning protocols

Students with Special Needs

- IEP teams will work together to determine necessary accommodations

Social Emotional/Mental Health Supports

- Debriefing and supporting
- Student/family check-in
- Monitoring and addressing identified individual needs
- Continued universal guidance practices
- Continued work with therapists, counselors and community support agencies
- Continued relationship with AWARE grant mental health providers

Registration Day

AV-W will not have registration day this year. Here's the scoop on what you need to know.

Crew teachers will connect with families the week of August 23, 2021. Please check your email for a welcome message.

Please call Lakeland Bus if you have any questions concerning bus routes, pick ups, or drop offs. 715-356-5984

Picture day will be September 10, 2021. Retake day is October 13, 2021. More information will come home with your child the first week of school.

Reasons you may need to call (715) 356-3282 ex. 4456 or physically come to school:

- ☐ Names and phone numbers of your two emergency contacts have changed
- ☐ You have a change in address, phone number or email address
- ☐ There are legal or custodial issues we need to be aware of
- ☐ You are new to the district

School Arrival and Dismissal

Our morning bell will ring at **7:48** with students expected to be ready to roll at **7:55AM**. The staff is not available to supervise students before 7:30AM or after 3:20PM. If children are dropped off prior to 7:30AM, they should stay in the cafeteria until that time. There will be supervision on the playgrounds from 7:35 – 7:48AM. The morning bell will ring at **7:48AM** and students should report to their classrooms.

To ensure a smooth drop off procedure, please do not park in the drop off zone in front of the school. The only place permissible for parking is the center garden island. Parking in our drop off lane severely restricts the positive flow of vehicles into and out of our school grounds. This is also a huge safety concern for our students and parents. The drop off area will be marked by orange cones at the beginning of the school year until families are familiar with the drop off zone. Please remember to use extreme caution whenever driving on school property. As some of you know, we tend to get passionate with parents that ignore this important rule. Please help us keep our students safe by following our drop off procedures.

Additionally, please cede the right of way to our school buses. The buses do not have the luxury of stopping as quickly as smaller vehicles.

Primary students (PreK-1) will be dismissed at the end of the day at 3:07PM. Their teachers will walk them to the front entrance and school buses. Intermediate students (3-5) will be dismissed at 3:10PM. They will walk themselves to the front entrance and school buses. Middle school students (6-8) will be dismissed from class at 3:15PM. They will also walk themselves to the front entrance and school buses. Due to health concerns, parents will not be able to enter the school to congregate in the cafeteria to wait for students.

This is just a reminder that our front doors are locked during the school day. We will continue to encourage our parents to drop off and pick up students outside of school without entering the building.

Students are not allowed to remain at school after 3:30PM unless they are attending a school activity (sports, homework help, or club activity) or have prior arrangements with a staff member. We have encountered some of our older students staying until 4:30 or even 5:00 for a variety of reasons. Please work with us to have our students picked up by 3:30PM. Children who are not picked up by 3:30PM will remain in the school office until a parent/guardian arrives to pick them up.

Late Arrival

Children are considered tardy if they arrive after 7:55AM. If you are dropping off after 7:55AM, **you must escort your child into the office using the monitored door and use the intercom to communicate with our front office staff.** Please make every effort to ensure your child arrives at school on time. Late arrivals disrupt a successful start to the day. Many times a tardy student becomes upset or embarrassed by having to enter a classroom in which the day's activities have already begun. Please ensure that your child is here by 7:48AM.

Technology Policy (ALL PreK - 8 Students)

The AV-W Technology Policy will be available for families to review during the first two weeks of school.

*ALL Kindergarten - 8th students/parents receiving a school-owned device must sign the "Student Acceptable Use Agreement & AV-W Device Protocol" before a device will be issued. This agreement requires signatures for safe use and responsibility for equipment by both parents and students. Devices will be issued during the week of September 7th, 2021.

Repairs or replacement of lost, stolen, or intentionally damaged Chromebooks will be the responsibility of the student assigned to the Chromebook.

School Supplies

Lakeland Sharing and AV-W has once again joined together to provide backpacks and school supplies to ALL students. **The only items students will need to bring to school will be headphones and gym shoes (a water bottle if necessary).**

Coats

Knights of Columbus has once again provided coats and boots. Please let our office staff know if you are interested in these offerings when you register.

Student Cell Phone Use

AV-W's Personal Electronics Expectations

Compassion/ Courage/Integrity I have my personal device turned off and stored from first to last bell. I use my personal device appropriately when given permission.

Please support our school-wide expectation by encouraging your child to use his/her phone when given permission or before/after school. We are very accommodating when students ask to call parents for appropriate reasons.

Meet and Greet

Our annual Meet and Greet will be held virtually. Links to view our welcome video will be shared the afternoon of Monday, August 30, 2021.

Availability of Free and Reduced Breakfast & Lunch

Breakfast and lunch will be available again this year at no charge for all of our families.

Families qualifying for Free and Reduced Lunch (direct certification) in the past will be contacted before the start of the school year with specific instructions.

If you think you may qualify for assistance due to changes in your income, please contact Amber Haling at (715)356-3282 ex. 4450. Completing this paperwork will enable you to receive benefits from other agencies in our community. Assistance will be available for families needing support in completing Free and Reduced Lunch applications via Skyward (our computer system).

Breakfast/Lunch/ Milk

(Please note these may change)

Breakfast: No Charge

Lunch: No Charge

Milk: \$0.35

Staff Lunch: \$3.65

Staff Breakfast : \$2.10

Milk fees must be paid prior to receiving milk:

Snack Milk

PreK & Kindergarten Fee: \$61.00/year or 2 installments of \$30.50.

Looking Forward

Check out the AV-W website www.avwschool.org for our 2021 - 2022 School Calendar, 2021 - 2022 Annual Notices, Free and Reduced Lunch Applications and Family Handbook (found under the For Parents link).

If you would like copies of the documents referenced from our website, please contact the main office at (715) 356 - 3282.

Important Dates

August 16 & 17, 2021 - Registration Days for New Families or Current Families with Changes in information

September 1, 2021 - 1st Day of School

September 3, 2021 - No School

September 6, 2021 - No School

Take care,

Rich Fortier & Jocelyn Smith

Principal/Superintendent