



Health & Safety Handbook 2020-21

Introduction	4
Statement of Intention	4
Government-Mandated Phase Plans: Summary and Alignment	5
Recognized Medical Authorities	6
Community Wide Practices	7
Community Pledge	7
Health Screenings	7
Community Commitment	7
Student Screening	7
Onsite Secondary Daily Student Screening	8
Mid-Day Symptom Reporting and Procedures	8
Faculty and Staff Screening	9
Visitor Health Screening	9
Covid Testing Requirements	9
Testing Requirements and Recommendations	9
Reporting Cases to IDPH	9
Test Results and Next Steps	9
Covid Negative Result and Alternate Diagnosis	9
Covid Positive Result or Opting for No Test	10
Siblings and Other Household Members Observing Quarantine	10
Closure	10
Pod Closure	10
School Closure	11
Immunocompromised Students	11
School Day Practices	12
School Pods	12
Key Protective Measures	12
PPE and Face Coverings	12
Mask Breaks	13
Social and Physical Distancing	13
Signage	13
Halls	13
Classrooms	13
Snack / Lunch /Recess / Outdoors	13
Social Distancing Across Grades and Subjects	14



Hygiene	14
Drop off / Pick up	14
Locations and Process	14
Orchestra Days: Special Drop Off Procedure	15
Bathroom Use Prior to Drop Off	15
Drinking Fountains	15
Restroom Assignments and Use	15
Assigned Bathrooms	15
Outdoor space	16
Snack Recess Assignments by Grade	16
Lunch Recess Assignments by Grade	17
Hallways and Common Areas	17
Crossing Streets	17
Inclement Weather	17
Thunderstorms and Freezing temperatures	17
Hot Lunch and Food Delivery	17
Kitchen	17
Operational Practices	18
Ventilation & Air Filtration	18
Cleaning Service and Regular Sanitizing	18
Cleaning Products	19
Staff and Faculty Training	19
Visitor Policy	19
Main Office	19
Parent / Student Practices	20
PPE Commitment	20
Water Bottles	20
Outerwear	20
Thermometer	21
Travel and Quarantine	21
Other Considerations	21
Field Trips	21
Parent Evenings	21
Festivals	22
Community Connections Events	22
Board Meetings	22
Questions? Contact Information	22





Introduction

Urban Prairie Waldorf School's Covid-19 Reopening Plan reflects our commitment to serve the safety, health, social-emotional, and learning needs of all our students.

With our hybrid learning options for families, ample building size and outdoor space, along with our long experience with all-weather outdoor time across the grades, it is with great hope for the future that UPWS offers the following plans for the Illinois Covid-19 phases.

Notice of Ongoing Updates: Please be aware that the Covid policies of Urban Prairie Waldorf School may change and be updated to reflect the best practices provided by the local, state, and federal agencies that oversee the guidelines and mandates for schools under Covid-19.

Statement of Intention

We will work with local, state (Illinois State Board of Education ISBE/ Illinois Department of Public Health IDPH), national (Center for Disease Control) guidelines, to meet the varying needs of our school community, and the structure of our physical space. This will guide the ways in which we offer a UPWS experience throughout the Illinois pandemic phases. We recognize children benefit most from in-person connection and social interactions to learn in a truly meaningful and dynamic way. Ultimately, we all need this human connection. Through our work, we will be serving the children, our families, each other, and the world. By opening our doors to the children, we also support the work that you, their parents and guardians, are doing in the world.

Revision Date:
August 24, 2020



Government-Mandated Phase Plans: Summary and Alignment

Complete definitions may be found at the [Illinois Department of Public Health website](#).

Phase 1 - Strict stay at home and social distancing are in place. Essential businesses are open only. Schools are closed.

Phase 2 - Non-essential stores may open, with face mask policies and social distancing guidelines. Schools are closed.

Phase 3 - Gatherings of 10 people or fewer in one space. Face masks and social distancing are the norm. Schools may run small-group programs for groups of 10 or fewer under current IDPH guidelines.

- Urban Prairie expects to be able to serve children from early childhood to second grade onsite in Phase 3.

Phase 4 - Gatherings of 50 people or more in one space are permitted. Schools may reopen under Illinois Department of Public Health (IDPH) guidelines:

- What is 'one space' when inside? Per IDPH, examples of one space may include one school bus, one classroom, or areas of a hallway. Capacity restrictions do not apply to an entire school building. Masks must be worn.
- What is 'one space' when outside? Per IDPH, each group of 50 or fewer individuals must remain 30 feet apart. If individuals are 6 feet apart at all times, face coverings do not need to be worn.
 - Because of the challenges of ensuring children stay 6 feet apart during outdoor social time and free play, it is the UPWS protocol that they wear masks during this time except when taking a mask break. Staff will teach children how and when they can take mask breaks.

Phase 5 - Large events resume and businesses continue activities with new safety guidelines.



Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
<p>Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open.</p> <p>Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</p>	<p>Non-essential retail stores reopen for curbside pickup and delivery.</p> <p>Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating & fishing while practicing social distancing.</p>	<p>Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions.</p> <p>Gatherings of 10 people or fewer are allowed.</p> <p>Face coverings and social distancing are the norm.</p>	<p>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.</p> <p>Face coverings and social distancing are the norm.</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</p>

Recognized Medical Authorities

Illinois State Board of Education (ISBE), Illinois Department of Public Health (IDPH), and Centers for Disease Control (CDC) Guidelines

- Urban Prairie’s plan for reopening onsite in September 2020 follows the Return to School guidelines as published by ISBE, IDPH, and CDC.
- These agencies update their recommendations often, even weekly.
- Administration reviews recommendations as they are published and updates our procedures and policies in this handbook.
- Parents will be notified in the Weekly Administrative newsletter of any updates.
- Based on these updated guidelines, this handbook is a working document that will be updated and recirculated to parents as needed.
- To access their school reopening information please click the links:
 - [Illinois State Board of Education](#)
 - [Centers for Disease Control and Prevention \(CDC\)](#)
 - [IDPH](#)



Community Wide Practices

Community Pledge

All parents, faculty and staff must sign our community pledge stating they understand the importance of and agree to keep our whole community safe and healthy. All members choosing the on site option are required to sign the pledge acknowledging they will follow the guidelines as put forth by the Administration. The Pledge statement and form will be distributed prior to the start of school.

Health Screenings

Community Commitment

- All community members (students, parents, faculty and staff) agree to complete the 14 Day Health Screening Form beginning 14 days prior to the start of their first day of school.
- All community members (students, parents, faculty and staff) agree to complete the Daily Health Screening Form every morning once school has started.
- The screening is available via our Operoo form app and should be completed by 7:30 a.m. each morning. If you are unable to use the app, you may complete a manual form to be turned in to the Administration representative at drop off.

Student Screening

- Beginning 14 days prior to the first day of in-person school parents/guardians will document the temperature of your child(ren) and answer the screening questionnaire. This is to accomplish two things:
 - 14 days of tracking is required to ensure Covid is not present in individuals
 - Tracking prior to school will develop the habit of daily tracking
- What to track:
 - Cough
 - Chills
 - New loss of taste or smell
 - Shortness of breath/difficulty breathing
 - Fever
 - Watery/Pink Eye
 - Muscle Pain
 - Sore throat
 - Nausea



- Vomiting
- Diarrhea

- How to report:
 - Prior to the start of school complete our manual 2 week Health Screening Form. Click this link to see the questionnaire: [Return to school screening form](#)
 - As of Tuesday, September 8, families attending in-person will use our Operoo Daily Health Screening Form to submit temperature and complete the questions on their phone or their computer each morning.
 - If there is a day your child does not come to school, you should contact the school and still complete the Daily Health Screening Form
- It is extremely important that students stay home if there is any sign of illness.

Onsite Secondary Daily Student Screening

- Administration will take the temperature of all students and employees at drop off or upon arrival to school as a secondary measure.
- Any student or employee with a temperature of 99.0 or higher will be sent to the office for a second reading using ear temperature for greater accuracy. If the student or employee is still over 99.0 they will be sent home.

Mid-Day Symptom Reporting and Procedures

- If a symptom occurs mid day, a student will be sent to the office to a pre designated quarantine space in the office area
- Parents will be called for immediate pick up. Administration will not determine if any symptoms are from food or another issue (i.e. anxiety)
 - We are using the most cautious measure by sending them home
- Parents should continue observing the symptom(s). If the symptom(s) persists for more than 24 hours, the child must meet the below measures;
 - be diagnostically tested for Covid,
 - be fever-free for 24 hours without the use of fever-reducing medication and have had no symptoms including diarrhea or vomiting in the previous 24 hours.
 - Have a doctor's note documenting the alternative diagnosis and a negative Covid-19 test result should accompany a student or staff member returning to school with an alternative diagnosis after experiencing Covid-like symptoms.
- If the symptom(s) resolve in less than 24 hours the student may return to school. (i.e. an anxiety headache or stomach ache)
- Staff or faculty with mid day symptoms will be sent home and follow the same protocol as students



Faculty and Staff Screening

- Beginning on 8/24/20 staff and faculty are to begin taking their temperature and answer the Daily Health Screening Form
- Starting Tuesday, September 8, on-site faculty and staff will use Operoo to record their daily Health Screening Form each morning.

Visitor Health Screening

See *Visitors Policy in Operation Practices* section.

- All visitors will complete the online app or manual screening and temperature check prior to entering the school.

Covid Testing Requirements

Testing Requirements and Recommendations

In the case of an ill student or staff member:

- A medical evaluation and Covid-19 diagnostic test is strongly recommended for all persons with Covid-like symptoms.
- All students and staff sent home with Covid-like symptoms that have persisted for 24 hours or more should be diagnostically tested.
- Students and staff should remain home from school until they receive negative test results or quarantine for 10 days.

Reporting Cases to IDPH

UPWS will report any positive Covid cases at the school. We will only report the grade and pod of the positive case, not individual names. If we have two or more cases, this would prompt an investigation by the Local Health Department that may result in recommendations for testing and quarantining all students/staff in the affected classroom or the school.

Test Results and Next Steps

Covid Negative Result and Alternate Diagnosis

Students and staff returning to school after experiencing Covid-like symptoms but being diagnosed with a non- Covid illness must meet the criteria for returning to school for the illness with which they have been diagnosed (i.e. influenza diagnosis a child is home 1-4 days and fever free). This includes:



- At a minimum, the individual must be fever-free for 24 hours without the use of fever-reducing medication and have had no diarrhea or vomiting in the previous 24 hours.
- A doctor's note documenting the alternative diagnosis and a negative Covid-19 test result should accompany a student or staff member returning to school with an alternative diagnosis after experiencing Covid-like symptoms.

Covid Positive Result or Opting for No Test

- Students and staff who are confirmed or probable cases of Covid-19 based on testing must complete 10 calendar days of isolation from the date of first symptom onset and be fever-free for 24 hours without use of fever-reducing medications and other symptoms have improved before returning to school.
- Students and staff with Covid-like symptoms who do not get tested for Covid-19 and who do not provide a healthcare provider's note documenting an alternative diagnosis, must complete 10 calendar days of isolation from the date of first symptom onset and be fever-free for 24 hours without use of fever-reducing medications and other symptoms have improved before returning to school.

Siblings and Other Household Members Observing Quarantine

- If one of the household members is being evaluated for Covid-19, the rest of the household must be quarantined until an alternative diagnosis is made, or negative result received.
- If the sick student becomes a confirmed case (i.e., tests positive for Covid-19) or a probable case (i.e., has Covid-like symptoms and is epidemiologically linked to known case), the local health department (LHD) conducting contact tracing will place household contacts, including siblings, in quarantine for 14 calendar days. The health department also will provide guidance on how to safely quarantine and isolate within the household.

Closure

Pod Closure

Two confirmed cases of Covid-19 infections occurring within 14 calendar days of each other in individuals in the same classroom would meet the case definition for an outbreak. This is because the cases would be epidemiologically linked (known exposure to) with respect to place (same classroom) and time (within 14 calendar days).

With two confirmed cases in a pod, the pod goes home for 14 day quarantine with remote learning.



School Closure

If there are two confirmed cases in the school across any of the pods in 14 days, the entire school goes home for a 14 day quarantine with remote learning.

Immunocompromised Students

Immunocompromised students should reach out to our Student Support Coordinator, Adriana Kondrat, to talk about possible accommodations. adriana.kondrat@urbanprairie.org

School Day Practices

School Pods

Early Childhood And Prairie Roots
Grades 1 & 2
Grades 3-5
Grades 6-8





Key Protective Measures

PPE and Face Coverings

- Masks will be required at all times besides for specific times as detailed below under “Mask Breaks.”
- Students must wear a minimum two-ply cotton or surgical mask. Neck gaiters and bandanas, previously thought to be similarly effective, have been determined to be less effective and are therefore no longer permitted.
- N95 or KN95 may be worn but the school is following the CDC guideline that N95 masks should be reserved for immunocompromised individuals and medical workers.
- Urban Prairie believes children can consistently wear masks but the school will continue to observe in person and assess if there are concerns.

Mask Breaks

- The only current allowable mask breaks indoors are for eating, drinking, or naptime.
- For outdoors in Phase 4, our mask break protocol must be strictly enforced and followed.





Social and Physical Distancing

Signage

Signage in the halls and classrooms to assist students in understanding what a distance of 6 feet looks like.

Halls

The school will delineate 6 foot spacing in the indoor hallways on the floor along with arrows for flow.

Classrooms

Each classroom is measured and 6 feet spacing will be clearly marked. Desks are placed 6 feet apart

Snack / Lunch /Recess / Outdoors

- Meals will be eaten outdoors as much as possible
- Outdoor meals: Students will eat in a designated area (i.e. an individual blanket or towel) that is placed 6 feet apart from their peers.
- Indoor meals: Indoor meals will take place in classrooms seated at desks. All surfaces will be wiped down before and after eating.
- The students will be allowed to play games that maintain social distancing

Social Distancing Across Grades and Subjects

- In some subjects, such as orchestra, woodwork, and even in skills work or morning lesson, teachers may momentarily move within a 6' distance of a student to assist as necessary



- In early childhood social distancing will be maintained as much as is possible for this age group. The majority of their programming and time will be spent outdoors.

Hygiene

- Touchless soap dispensers and touchless paper towel dispensers are mounted in all bathrooms and classrooms with sinks.
- Hand sanitizer stations are available in the halls, and there are mounted hand sanitizer stations in classrooms that don't have sinks.
- Students will sanitize or wash their hands during the scheduled bathroom breaks. They will wash their hands prior to meals. They will be encouraged to wash and sanitize their hands throughout the day (i.e. between transitions / classes)

Drop off / Pick up

- Students will be dropped off to their designated outdoor area (playlot or Adams park). Once they reach their class's area, the teacher will guide them where to stand/sit that is 6 feet apart from their peers.
- Students will be picked up from the play lot. Each class will have a designated area to sit and wait. Teachers will adhere to social distancing.
- *Please note that, for the safety and health of our community, UPWS has a contracted scavenger service to pick and remove garbage at Adams Park.*

Locations and Process

A detailed plan with maps will be provided the week of September 8.

- Drop off is 7:45-8:05 a.m.
- Based on social distancing requirements and the need for class to start outside each morning, the school will have three drop off sites.
 - Prairie Roots and Early Childhood: 13th Street, near the parking lot (traveling east on 13th Street)
 - Grades 1 - 4: Hastings Street at the west gate, or 13th Street near the parking lot
 - Grades 5 - 8: Adams Park (13th Street, east of Ashland Avenue)
- Cars dropping off students heading to different drop-off points must make two stops.

Orchestra Days: Special Drop Off Procedure

- Grades 3 / 4: If possible, on Orchestra Days, please drop at the 13th Street check-point.
- Grade 5 - 8: Students enter the Ashland/east door and are checked in by administrative staff.
- After dropping off instruments in the designated area, students will proceed to their classroom. The class teacher may then choose to bring the full class outside for morning lesson.



Bathroom Use Prior to Drop Off

- If a student in grades 5-8 needs to use the bathroom prior to drop-off, parents/guardians must drop them at the front door on Ashland to use the first floor student bathroom.
- The student will complete the health screening in the office and then be sent to the bathroom.
- Parents/guardians must wait outside or in the car for their child to return, at which point they may bring them to their designated drop off site at Adams Park.

Drinking Fountains

- Per CDC, drinking fountain use is discouraged. Based on this, we will only have the bottle filler available and accessible at the fountains.
- Children should come to school with a full water bottle every day.

Restroom Assignments and Use

- Every grade is assigned their own bathroom. The school's bathroom plan ensures that the number of students in the hallway should never be more than 3 during non-transition times.
- While indoors, students are permitted to use the bathroom whenever needed, one at a time, with the understanding that they notify their teacher before leaving the classroom.
- Specific times are given for bathroom use to ensure students use the bathroom before going off-site for snack and lunch / recess.
- The hallway will be monitored by a designated staff member to ensure students are following hallway and common area social distance guidelines.
- 1st Grade will line up in the hall to use the bathroom.

Assigned Bathrooms

- Prairie Roots & Early Childhood: Prairie Roots and Nap Room Bathrooms
- Grade 1: Single bathroom directly west of the main office
- Grade 2: 1st Floor Student bathroom (east)
- Grade 3 / 4: 1st Floor Student bathroom (west)
- Grade 5: Upstairs faculty lounge bathroom
- Grade 6: Community Kitchen bathroom inside Cricket Hall
- Grade 7: 2nd floor student bathroom (west)
- Grade 8: 2nd floor student bathroom (east)





Outdoor space

The school will use the following spaces for our students each day.

- Early Childhood side yard (garbage pick up daily)
- Playlot (garbage pick up daily)
- 13th and Wood Street green space (garbage pick up weekly in the school's areas of use)
- Adams Medill Park - west end (garbage pick up weekly in the school's areas of use)

Snack Recess Assignments by Grade

- Grade 1: Play Structure (Play Lot)
- Grade 2: South Play Lot (Play Lot)
- Grade 3 / 4: Paybox (13th and Wood Street)
- Grade 5: Can TV (13th and Wood Street)
- Grade 6: Benches (Adams Park)
- Grade 7: Middle Trees (Adams Park)
- Grade 8: South End (Adams Park)

Lunch Recess Assignments by Grade

- Grade 1: Hillgrove (13th & Wood)
- Grade 2: South Village (13th & Wood)



- Grade 3 / 4: Play Structure (Play Lot)
- Grade 5: South Play Lot (Play Lot)
- 6: Benches (Adams Park)
- 7: Middle Trees (Adams Park)
- 8: South End (Adams Park)

Hallways and Common Areas

- 6 foot spacing and arrows for traffic flow will be marked in the hallways.
- Pods will be instructed to follow specific hallway routes accessing their classrooms and bathrooms following their points of entry and access.

Crossing Streets

- Students will be accompanied by their teacher(s). An administrative crossing guard is available for peak times and high-traffic streets.
- Teachers will have school crossing stop signs to use at street crossings.

Inclement Weather

Thunderstorms and Freezing temperatures

- If severe thunderstorms or freezing temperatures are forecasted prior to the start of the day, the school day may be cancelled as thunderstorms severely limit our ability to be outside, which is a priority at this time.
- We will notify parents via e-mail by 6:00 a.m. if the day is cancelled.

Hot Lunch and Food Delivery

- Hot lunch services or delivery will not be provided this year.
- We will not be able to accept food delivery for students. Due to the other safety priorities for Administrative staff we have to limit this service.

Kitchen

The kitchen is not operational for community use in the 2020-21 school year.





Operational Practices

Ventilation & Air Filtration

- UPWS has a fresh-air intake system that draws in fresh air to provide increased ventilation in the classrooms.
- Windows will be open in all classrooms to allow for increased air flow.
- Multiple HEPA filters are placed in each classroom to filter the air in the classroom.

Cleaning Service and Regular Sanitizing

- A day porter will be onsite from 8 a.m. - 4 p.m., and a secondary porter or cleaning crew will be onsite from 4 p.m - 6 p.m. to clean after school hours.
- During the day, the porter will focus on cleaning and disinfecting bathrooms, hallways, and other common spaces. We estimate cleaning these spaces 2 to 3 times per day, to allow time to properly clean and disinfect these common surfaces.
- The school has increased the frequency of cleaning and disinfection, with a focus on areas that are commonly touched, such as doorknobs, stairwells, and light switches.
- Each classroom will be cleaned at the end of the day by the cleaning service unless an emergency dictates otherwise (i.e. mid-day, or a 24-hour wait, in the case of a severe illness leading to quarantine of the space).
- Each classroom will be provided with disinfecting spray.



Cleaning Products

- Each classroom will be provided with disinfecting spray to be used for high touch surfaces and objects.
- Cleaning and disinfection products will be provided in the school and classrooms that are EPA-approved and used safely and in accordance with label directions.

Staff and Faculty Training

- Faculty will be trained during the two weeks prior to school opening on the Covid procedures as listed in this handbook (social distancing indoors and outdoors, health screening measures, bathroom use and schedule, etc).
- Prior to school opening, faculty will develop methods to teach and train the children in a pedagogically appropriate manner for mask wearing, social distancing, hallway etiquette, bathroom use, etc.

Visitor Policy

- During Phase 4, only staff/faculty, students, and essential workers will be allowed on UPWS property during school hours, unless advance permission is granted by administration. This ensures that social distancing is maintained and number of contacts are minimized.
- Visitors that are permitted on property during school hours and during non-school hours are required to complete a health screening. Hand sanitation and masks will be required of all visitors.
- Visitor exceptions include but are not limited to:
 - Parent-teacher meetings that must be held on site will be after the school day ends.
 - Volunteers refers to essential volunteers only
 - Admissions tours during non school hours.
 - Third-party visitors (vendors, service providers), to meet essential needs to operate the school
 - Farm CSA pickup

Main Office

- Masks will be worn in the office area.
- Social distancing will be observed.
- Office use is primarily for administrative and faculty use.
- Student trips to the office will be limited and based on teacher discretion.



- If students are sent to the office due to illness, the student and office staff will follow in school quarantine procedures as listed in the Health and Wellness section.



Parent / Student Practices

PPE Commitment

- Parents agree that their child(ren) will wear masks while at school. Parents agree to share the importance of mask wearing with their children and that they will wear a mask at all times except when eating.
- If challenges occur with a student wearing a mask (repeatedly pulling off, below the nose, etc) the teacher and / or administration will work with the parents to find a way to support the child in accomplishing this task.
- If it proves too challenging for a child. Administration will meet with the parents to determine if shifting to remote learning is a better option for the child.

Water Bottles

- Children must come to school with a full water bottle every day.
- The bottle filling stations are available.
- The drinking fountain IS NOT available.
- The office does NOT have a backup supply of water bottles.

Outerwear

- Children will be outdoors this year, even more so than ever, especially in the rain.
 - Rain gear for all ages is a must: jackets, pants, boots.



- Winter gear is essential (please see our dress code for outwear policies). Winter jacket, snow pants, boots, neck gaiters, gloves and hats)
- Many children forget to bring gloves and hats. In the past, we have offered communal student gloves and hats to be picked up and returned before and after recess. Due to Covid we can no longer offer this to students. The office will have gloves and hats available for purchase. If your child forgets a hat or gloves they will be given the item by the office and the family will be charged \$5 via TADS for the item.

Cold Weather Attire

- Long underwear and multiple layers are highly recommended once the weather turns cold. The windows will be open in the classroom into the deep fall and during all seasons the air ventilation will be on high in the classrooms. This may make it feel colder inside than previous years.

Thermometer

- Please ensure you have a working thermometer at home, as you will need it daily.

Travel and Quarantine

- UPWS follows Illinois state and City of Chicago guidelines regarding travel and quarantine states. If you travel to a quarantine state you will need to keep your child home for 14 days after your return.
- During this time your child will be enrolled in the remote learning program so they can maintain their classwork.
- We request that families notify us of travel plans so we understand any absences that occur.

Other Considerations

Field Trips

At this time IDPH does not recommend field trips. We will continue to update this policy as the school year progresses with the hope that we can hold full day excursions / field trips in the Spring 2021.

Parent Evenings

- At this time our teachers are planning to offer remote parent evenings.
- We are considering options for blended format meetings, physically distanced and outdoors. As the year progresses we will determine if and when this can occur.



Festivals

Each festival will be considered on a case by case basis, based on the guidance released by the state government and educational authorities at that time. Decisions to move forward with the event or cancel it will be made 30 days prior to the scheduled festival date.

Community Connections Events

Small-group, offsite events, by grade, may be organized by Community Connections.

Board Meetings

The Board will continue to hold monthly meetings remotely. All community members are encouraged to attend the open session.

Questions? Contact Information

Sharla Paul, Director of Administration: sharla.paul@urbanprairie.org

Peggy Lofgren, Director of Finance and Operations : peggy.lofgren@urbanprairie.org

Angela Kiefer, Director of Curriculum and Instruction: angela.kiefer@urbanprairie.org

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