

**Decorah Community School District**  
Monday Information: Belongings &  
Items Retrieval



March 23, 2020

Good Afternoon,

We have received a number of contacts from students and families requesting access to school to retrieve personal items, band and orchestra instruments, school issued technology devices, boots and snow pants, etc. The following information details how we will purposefully provide access to students and families over the next two days.

**Please be aware this is not a required event.** This is simply an opportunity for students and families who want to retrieve personal items; students who would like access to an instrument that was left at school; and a chance for PK-12 students to pick up a district-issued technology device for optional use during the emergency closure.

We will allow West Side and John Cline students to take their district-issued technology device home due to the emergency closing. If a family wants to take advantage of this opportunity, we will ask a parent to complete our Acceptable Use form.

I ask that you read the rest of this communication carefully in order to understand how you and your family can assist in making this a healthy and safe process. Please review the IDPH guidelines below, and if you have experienced any cold, influenza, or COVID-19-like symptoms DO NOT come to school for this retrieval opportunity.

Any person who exhibits any symptoms of a cold, influenza, or coronavirus (COVID-19) needs to immediately isolate at home and follow these guidelines.

- Stay home and isolate from others in the house until:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
- AND other symptoms have improved (for example, when your cough or shortness of breath have improved)
- AND at least 7 days have passed since your symptoms first appeared.

### [Full IDPH Isolation Guidance for Iowans](#)

Students and families will be able to enter our schools based on the following schedule and guidelines.

- **Tuesday Afternoon, March 24, 2020- 12:00 (noon) to 4:00 pm**
  - Carrie Lee Elementary
  - John Cline Elementary
  - Decorah Middle School
  - Decorah High School
  
- **Wednesday Morning, March 25, 2020- 8:00 am to 12:00 pm (noon)**
  - Carrie Lee Elementary
  - John Cline Elementary
  - West Side Early Childhood Center
  - Decorah Middle School
  - Decorah High School

In order to minimize the number of people in the buildings, and student and family wait-time, we have established the following building access and arrival guidelines.

All students and/or families need to check-in at the front entrance. A door attendant will be monitoring the number of people in the building, and will grant access as capacity is available.

We ask all families to practice recommended social distancing while waiting to enter a building. Once you have entered a building, retrieve your items quickly, and practice group-size and social distancing recommendations. We will allow people into the building as people exit the building.

We will grant building access to a student, and one accompanying person (parent, older sibling, other relative, etc.)

Please be aware that some school staff will likely be on-site assisting with this retrieval opportunity or working. We are excited to greet and see our students, but we will follow group size and social distancing recommendations. We ask that you talk with your child(ren) about appropriate social distancing, and the need to not touch or hug our staff before coming to your school(s).

Students and families may arrive on site based on the following schedule.

- **Tuesday Afternoon, March 24, 2020**
  - between 12:00 (noon) and 1:00 pm- Students whose last name begins with the letter A through F
  - between 1:00 and 2:00 pm- Students whose last name begins with the letter G through L
  - between 2:00 and 3:00 pm- Students whose last name begins with the letter M through S
  - between 3:00 and 4:00 pm- Students whose last name begins with the letter T through Z
  
- **Wednesday Morning, March 25, 2020**
  - between 8:00 and 9:00 am- Students whose last name begins with the letter A through F
  - between 9:00 and 10:00 am- Students whose last name begins with the letter G through L
  - between 10:00 and 11:00 am- Students whose last name begins with the letter M through S
  - between 11:00 am and 12:00 pm- Students whose last name begins with the letter T through Z

**I want to reiterate that this is not a required event.** We have received many requests for access to musical instruments and technology devices. Rather than respond to these requests one at a time, we want to act to serve our students' needs in an efficient and safe manner.

If you take advantage of these events, we appreciate your cooperation in following the Iowa Department of Public Health recommendations, and we appreciate your support of Decorah Schools.

Mark M. Lane, Superintendent of Schools