

Zach Elementary School

School Motto: Together We Inspire

School Mission: We commit to do our best to encourage, inspire and meet each child's needs.

School Vision: Ensure high levels of learning for all students.

Facebook: facebook.com/zachelementaryschool

Please "LIKE" us on Facebook! We make positive and celebratory posts and comments.

Website: <https://zac.pedschools.org/>

January 4th - 8th

Monday, January 4th:

- No School
- Q&A with Principal: 6:00-7:00pm; Google Meets

<https://zac.pedschools.org/pto-and-sac>

Tuesday, January 5th:

- ZOLA: 8:15am-2:30pm
- Lunch & Breakfast Sack Meals Provided: 11:00am-1:00pm @Zach & Kinard

Wednesday, January 6th:

- ZOLA: 8:15am-2:30pm
- Lunch & Breakfast Sack Meals Provided: 11:00am-1:00pm @Zach & Kinard

Thursday, January 7th:

- ZOLA: 8:15am-2:30pm
- Lunch & Breakfast Sack Meals Provided: 11:00am-1:00pm @Zach & Kinard

Friday, January 8th:

- ZOLA: 8:15am-8:30am
- Online Kindergarten Registration
- Lunch & Breakfast Sack Meals Provided: 11:00am-1:00pm @Zach & Kinard

Lunch Menu

Monday, January 4th:

- No School

Tuesday, January 5th:

- Homemade Chili with Goldfish
- Yogurt Parfait

Wednesday, January 6th:

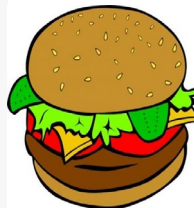
- Chicken Burrito
- Turkey & Cheese Sandwich

Thursday, January 7th:

- Mac & Cheese
- PB & J Sandwich

Friday, January 8th:

- Chicken Drumstick
- PB & J Sandwich



***January 5th-15th Phase 1**

***January 18th No School-MLK, Jr Day**

***January 19th Phase 4**

New Information

ZEF

THANK YOU for supporting ZEF!!!! We raised \$31,912.13!!! Woohoo!

Elementary Report Cards (ATTACHMENT)

PSD is excited to announce that we have updated our elementary report cards. The new report cards provide additional consistency among schools and across grade levels. They are also updated to better align with the academic and personal development skills contained within our Colorado standards. Families will be able to access report cards in ParentVUE January 11th 4:30pm.

Laptop and tech issues

If your child is experiencing tech issues with their PSD-issued laptop, please notify your child's homeroom teacher with the problem(s). The teacher will then put a ticket into the system for repair. You will be notified in a timely manner regarding the status and when to drop-off and pick-up the old and new laptops, respectively. There is no longer a need to contact Mr. Berg regarding repairs.

Kindergarten 2021-2022 Registration

Please visit the Kindergarten page on the Zach website for information on registration for 2021-22 school year.

<https://zac.psd.schools.org/kindergarten-2021-2022>

Zach Fundraiser (ATTACHMENT)

Please see attached flyer for more information.

New Information Phase 4- Starting January 19th

Online Q&A with Principal

Aisha Thomas, Zach Principal, will hold 2 Q & A sessions for parents regarding phase 4 on Monday January 4th & 11th 6:00-7:00pm; Google Meets <https://zac.psd.schools.org/pto-and-sac>

Phase 4 (ATTACHMENT)

Please see **attachment** for important information about Phase 4.

Protocol for Student COVID Workflow (ATTACHMENT)

Please see **attachment** for information.

At-Home Symptom Screening for Parents (ATTACHMENT)

Please see **attachment** for information.

Phase 4 Dismissal Times (ATTACHMENT)

Please see **attachment** for information on specific dismissal times for homerooms.

Reminders from Previous Family Memos

Mrs. Fierro's SEL Learning Page

Please visit [Mrs. Fierro's SEL learning page](#) for frequently updated resources and events supporting student engagement, and student and family needs, during Phase 1 learning."

2020-2021 Winter Reading Challenge / 2020-2021 Programa De Lectura De Invierno

Escape the cold this winter curled up with a good book and take part in our first-ever Winter Reading Challenge! Who can join? Everyone! This is a free, all-ages program to encourage reading over the winter months. The challenge begins November 16, 2020 and runs through February 7, 2021.

<https://www.youtube.com/watch?v=RsGKM4Yw7P8>

Trouble Shooting Guide for Laptop Issues (ATTACHMENT)

Please see attachment for information.

ATTACHMENTS

Elementary Report Cards

Zach Fundraiser

Phase 4

Protocol for Student COVID Workflow

At-Home Symptom Screening for Parents

Phase 4 Dismissal Times

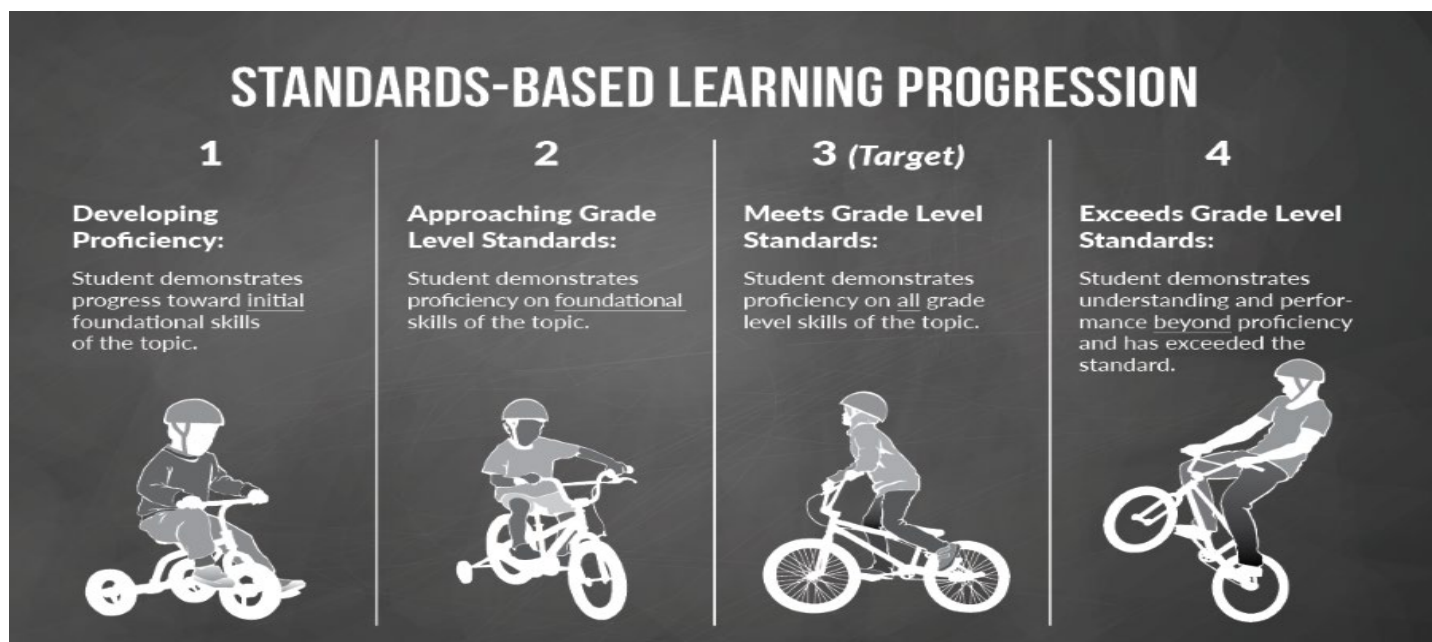
Trouble Shooting Guide for Laptop

Switch to Standards Based Report Cards

PSD has updated elementary report cards and moved to a standards-based system. If you have a child in middle school, you are familiar with this system. The new report cards align with how they are mastering grade level standards, and not simply a percentage. Teachers are able to provide more specific feedback on the actual skill or task and what the student needs to practice in order to improve.

Your students will now receive a mark of 1, 2, 3, or 4. **A mark of 3 indicates they are exactly where we expect them to be at this time.**

Effort & Personal Development	<i>Explanation of Marks</i>	Achievement
	Consistently shows a thorough understanding of the concepts or skills and extends understanding beyond the requirements of the standards.	4 = Exceeding Expectations
3 = Meeting Expectations	Shows a complete and correct understanding of the concepts or the ability to perform the skills as articulated in the standards.	3 = Meeting Expectations
2 = Approaching Expectations	Shows partial mastery of prerequisite knowledge and limited or incomplete understanding of the concepts or skills as articulated in the standards.	2 = Approaching Expectations
1 = Beginning Expectations	Shows a beginning understanding of the concepts or performance of the skills as articulated in the standards.	1 = Beginning Expectations
NA = Not Applicable		NA = Not Applicable



Please understand it will take some time for everyone to adjust to this new system. This includes shifting our classroom practices and assessments, training students, and providing more standards information to families. For example, previous progress reports this semester may not align directly with this new grading scale, as teachers are working to adjust their own grading practices”.

Families will be able to access report cards in ParentVUE at the end of each semester in both January and June.

Want more information on standards-based grading?

http://www.ascd.org/publications/educational_leadership/oct08/vol66/num02/Seven_Reasons_for_Standards-Based_Grading.aspx

<http://standardslearning.pbworks.com/f/Seven+Reasons+for+Standards+Based+Grading.pdf>

<https://www.schoolology.com/blog/standards-based-grading>

**Great for the
whole family!**

*Classes for Adults,
Teens, and Kids
ages 4 -12.*



A Special Fundraising Program

**WHERE
SUCCESS STORIES
BEGIN!**

A+

All proceeds raised go directly to

Zach Elementary

Since 1983, International Black Belt Academy has worked closely with educators and organizations in the community. This five-week course focuses on character development, child safety and basic self defense. Sessions are held at Kaizen IBBA, 1833 E Harmony Rd Unit 5. Twice each week, students learn a variety of skills including goal setting and perseverance that will develop their confidence and bring out their very best at home, at school, and in all areas of their lives.

Parent Comments

Enrolling our son in the classes at IBBA was by far the best decision we made. There are a lot of other martial art facilities in Fort Collins and we checked out most of them. The instructors here are top notch and you can really feel that the instructors want the children to succeed. Jeremy G.

This academy has been a great all-around experience for our family! From fun birthday parties to developing the character of my 9-year-old son, I'm so glad we made IBBA a part of our lives! He has become stronger physically, emotionally, and mentally as a result of his training over the past year. He has become more self-assured and I love that the training includes very practical self-defense. Jennifer S.



www.KaizenIBBA.com • (970) 204-9977 • [FaceBook.com/ibba.fc](https://www.facebook.com/ibba.fc)

This is not a program of Zach Elementary. Zach Elementary accepts no liability or responsibility for this program.



**The five-week
course includes
a uniform and
is only \$89.00**

(\$179 Value)

Please make checks payable
to Zach Elementary.



Zach Elementary School

Updated 12/17/20

Phase 4 Protocols for January 19, 2021 and beyond
School Day 8:15am-2:40/2:53pm (staggered dismissals by grade level)

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K-5 Morning Drop-off

- Staff are on duty at Kiss-n-Go and the entry door locations from 8:00-8:15 AM.
- Doors open at 8:00am. See map on page 6 for specific grade level entry locations.
- Students unpack backpack and DEAR time in class 8:00-8:15am
- For poor weather days below 18 degrees, doors will open at 7:45am (same entry process).
- Staff are on duty at Kiss and Go and the entry door locations from 8:00-8:15 AM.
- Students arriving after 8:15 AM, must enter through the main entrance.

Safety:

- ★ All adults, students, and staff members are to wear a mask while on the Zach campus and are expected to maintain physical distancing protocol.
- ★ Zach staff will be wearing a bright orange or neon yellow vest.
- ★ No cell phone usage while in vehicles.

Breakfast:

Breakfast will be served in the cafeteria from 7:45-8:10 AM. Students will eat their breakfast in the designated area during this time, physically distanced from one another.

Kindergarten Drop-off:

- ➔ Students will enter the playground area via the main playground gate beginning at 8:00 AM. Parents may walk their child to the gate where you will be met by staff. Only students and staff are allowed into the gated area.
- ➔ Please park in the south parking lot and cross at the designated crosswalk area. There will be a staff member on duty at the crosswalk.
- ➔ Students on bikes and scooters will park their equipment on the bike racks and then head immediately to their classroom entry location.

1st Grade Drop-off:

- ➔ Students will line up near the main entrance location at the designated color and sign for their classroom.
- ➔ Use the Kiss-n-Go lane where the student will exit the vehicle after the crosswalk. Staff will be on duty from 8:00-8:15 AM. Students on bikes and scooters will park their equipment on the bike racks prior to heading to their entry location.

2nd Grade Drop-off:

- ➔ Students will line up at the west entrance location at the designated color and sign for their classroom.
- ➔ Use the Kiss-n-Go lane where the student will exit the vehicle after the crosswalk. Staff will be on duty from 8:00-8:15 AM. Students on bikes and scooters will park their equipment on the bike racks prior to heading to their entry location.

3rd Grade Drop-off:

- ➔ Students will enter the playground area via the main playground gate beginning at 8:00 AM and proceed to the media center hallway doors for lineup/entry.
- ➔ Use the Kiss-n-Go lane where the student will exit the vehicle after the crosswalk. Staff will be on duty from 8:00-8:15 AM. Students on bikes and scooters will park their equipment on the bike racks prior to heading to their entry location.

4th Grade Drop-off:

- ➔ Students will enter the playground area via the main playground gate beginning at 8:00 AM and proceed to the media center hallway doors for lineup/entry.
- ➔ Use the Kiss-n-Go lane where the student will exit the vehicle after the crosswalk. Staff will be on duty from 8:00-8:15 AM. Students on bikes and scooters will park their equipment on the bike racks prior to heading to their entry location.

5th Grade Drop-off:

- ➔ Students will enter the playground area via the main playground gate beginning at 8:00 AM and proceed to the east doors for line up/entry.
- ➔ Use the Kiss-n-Go lane where the student will exit the vehicle after the crosswalk. Staff will be on duty from 8:00-8:15 AM. Students on bikes and scooters will park their equipment on the bike racks prior to heading to their entry location.

K-5 Afternoon Pick-up

Safety:

- ★ All adults, students, and staff members are to wear a mask while on the Zach campus and are expected to maintain physical distancing protocol.
- ★ Zach staff will be wearing a bright orange or neon yellow vest.
- ★ No cell phone usage while in vehicles

K-5 Afternoon Pick-up:

- ★ See below for dismissal times for grades 1-5, Kindergarten dismisses at 2:40 PM
- ★ See map on page 6 for specific grade level locations of parent/guardian waiting areas. Please do not stand or wait outside the designated area.
- ★ Staff are on duty at Kiss-n-Go from 2:45-3:10 PM.
- ★ Families should develop a “meeting place” area where older siblings can connect with younger siblings after school. Use one of the assigned locations for grade levels as those areas are away from entry and exit doors.
- ★ Parents may park in the south parking lot, along Muskrat Creek, or along Kechter Road while keeping clear of designated crosswalks and 100 feet from stop signs. Do not park in the bus land or kiss-n-go lane.

Kindergarten Pick-up:

- ➔ Students will depart via the main playground gate area (where they entered in the AM) beginning at the **2:40 PM** dismissal time. Parents are to wait outside the gated area. Only students and staff are allowed into the gated area.

1st Grade Pick-up:

- Students will depart via the main entrance. Note dismissal times: **Uhrich 2:44 PM, Stansberry 2:46 PM, Sinclair 2:48 PM.**
- Drivers will need to wait in the Kiss-n-Go lane.
- Parent walkers, wait in the grass “waiting area” between the main entrance and the flag pole. Keep clear of the main entrance area. (Please note, we are asking parents to wait in the grass even if there is snow on the ground.)

2nd Grade Pick-up:

- Students will depart via the west exit door. Note dismissal times: **Waido 2:44 PM, Lee 2:46 PM, Horky 2:48 PM, Brazelton 2:50 PM.**
- Drivers will need to wait in the Kiss-n-Go lane.
- Parent walkers, wait in the grass “waiting area” on the northwest corner of the building. Keep clear of the west entrance area and sidewalk.

3rd Grade Pick-up:

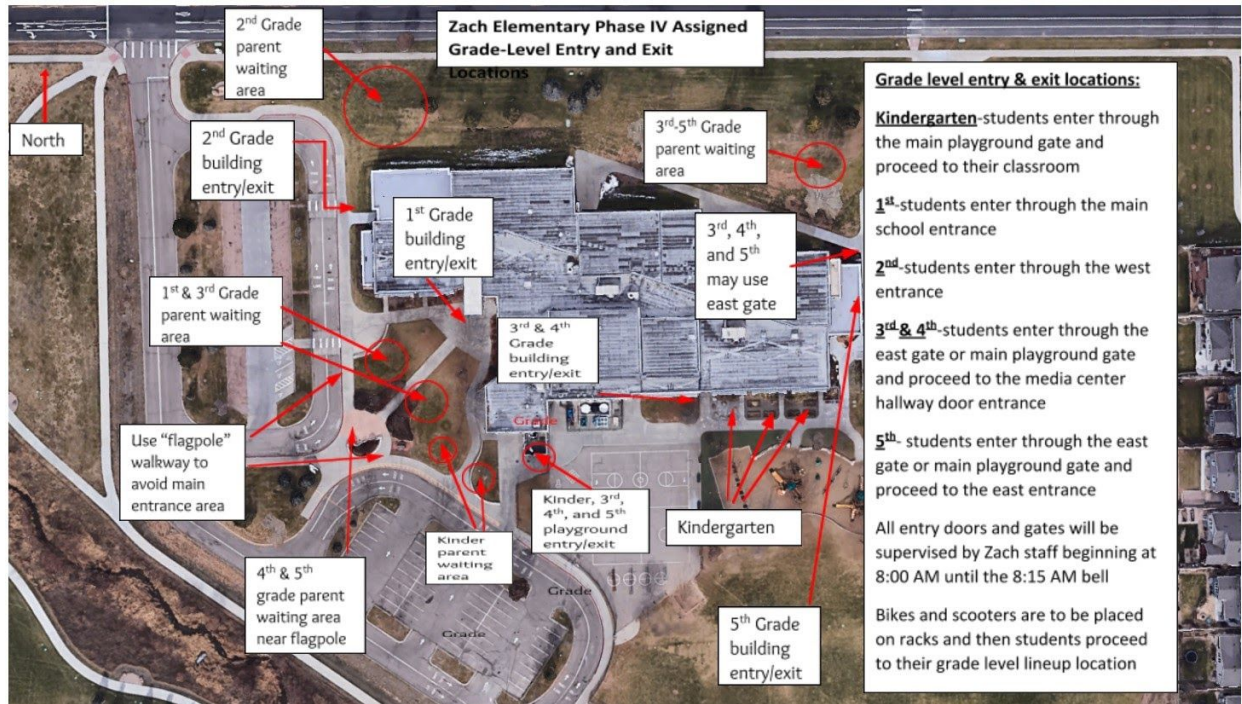
- Students will choose to depart either via the main playground gate location OR the east playground gate. Note dismissal times: **Moore 2:46 PM, Koch 2:48 PM, Tholl 2:50 PM, Ratliff 2:52 PM.**
- Drivers will need to wait in the Kiss-n-Go lane.
- Parent walkers, wait in the grass “waiting area” between the main entrance and the flag pole. Keep clear of the main entrance area. (Please note, we are asking parents to wait in the grass even if there is snow on the ground.)

4th Grade Pick-up:

- Students will choose to depart either via the main playground gate location OR the east playground gate. Note dismissal times: **Boisen 2:40 PM, Stafford 2:42 PM, Camping 2:44 PM, Walter 2:45 PM.**
- Drivers will need to wait in the Kiss-n-Go lane.
- Parent walkers, wait near the flagpole for your child.

5th Grade Pick-up:

- Students will choose to depart either via the main playground gate location OR the east playground gate. Note dismissal times: **Kozusko and Schilling 2:40 PM, Eberle 2:42 PM, Oster 2:44 PM.**
- Drivers will need to wait in the Kiss-n-Go lane.
- Parent walkers, wait near the flagpole for your child.



Homeroom & Instructional Protocols

Classroom Setup

- As recommended by LCDHE, classroom desks will be a minimum of 3 feet apart, and/or have a PSD provided plastic divider. When that spacing is not possible, maximize spacing between desks.
- Art room will have PSD provided plastic dividers for every seat/student.
- Classes will cohort by homeroom.
- Avoid close contact (within 6 feet for more than 15 minutes) with individuals outside of the cohort (e.g. interventionists, paraprofessionals, students from other classes).
- Teaching staff should have a visual indicator in their classrooms to remind them to maintain at least 6 ft. of distance while teaching.
- When working with students, including supervising during recess and lunch, staff will wear a face mask and a face shield at all times. Layered protection reduces chance of transmission and reduces the probability of teachers needing to quarantine.
- When supervising during an indoor lunch time (students without masks on), wear face masks with face shield and maintain at least 6 feet distance from students.
- Whole room sanitizing and disinfecting between classes is not necessary. Shared surfaces and materials should be sprayed and wiped down. Students may assist with wiping down surfaces and materials.

Lunch

- Elementary classes will eat as a cohort, in the classroom or outside.
- Guidance for distancing has been to maintain 6 ft. while facing the same direction while eating.
- Students must put masks back on as soon as done eating.

Outside the Homeroom Protocol

Grade level teams will work together to determine homeroom isolated bathroom breaks. All students are encouraged to wash hands multiple times daily and required to do so after using the bathroom.

Traveling in the halls as homerooms is allowed only for transitioning to Specials, outdoor learning walks, cafeteria, and bathroom breaks. No more than two homerooms are allowed in the same hallway at the same time.

Instructional small groups can be mixed from different homerooms, as long as each student and teacher wears a mask and face shield (provided by PSD) and are physically distanced from one another.

Frequently Asked Questions

What type of face covering is required for staff?

- ❖ All staff must wear a face mask at all times, unless they are alone in their rooms/office.
- ❖ When working with students, including supervising during recess and lunch, staff will wear a face mask and a face shield at all times. Layered protection reduces chance of transmission and reduces the probability of teachers needing to quarantine.
- ❖ When supervising during an indoor lunch time (students without masks on), wear face masks with face shield and maintain at least 6 feet distance from students.
- ❖

What type of face covering is required for students?

- ❖ All students are required to wear medical or cloth face masks when on school grounds.
- ❖ Students must wear medical or cloth face coverings at all times in school buildings, when riding the bus, when entering and exiting the school building, and during transitions in the school building.
- ❖ Students will not be permitted to board a PSD bus without a face mask.
- ❖ Buffs/gaiters are not recommended.
- ❖ Students are required to bring at least one clean face covering to school each day they are in school. Students are encouraged to keep an additional clean face covering in a plastic/Ziploc bag at school in the event the student's face covering becomes damaged or dirty during the school day.
- ❖ Disposable cloth face coverings will be made available to students who forget to bring one or are unable to provide one.
- ❖ Students who habitually forget to bring a face covering to school may be subject to a parent conference with the school administrator and further disciplinary measures.

Is there any time of day where face coverings are not worn?

- ❖ Students may remove their face mask in the limited following circumstances:
 - ❖ During approved outdoor "mask breaks,"
 - ❖ During homeroom cohorted recess,
 - ❖ When eating and/or drinking while indoors during designated times, so long as they remain in their assigned cohort and follow physical distancing, and
 - ❖ When eating outdoors and following physical distancing,
 - ❖ Teachers may teach remote classes in their classrooms without a mask **if they are alone with the door closed.**

What is the requirement for physical distancing?

- ❖ As recommended by LCDHE, classroom desks will be a minimum of 3 feet apart, and/or have a PSD provided plastic divider. When that spacing is not possible, maximize spacing between desks.
- ❖ Avoid close contact (within 6 feet for more than 15 minutes) with individuals outside of the cohort (e.g. interventionists, paraprofessionals, students from other classes).

When was our building ventilation upgraded?

- ❖ Zach Elementary has a whole building ventilation system upgrade in the summer of 2019.

What happens if a student is symptomatic?

- ❖ Parents will check their children for [signs and symptoms](#) daily.
- ❖ Students who are showing symptoms must [stay home](#).
- ❖ Student temperature checks will not be required upon arrival at school daily.
- ❖ Once a student is cleared to return to school (48-hours with no symptoms or fulfilling the county quarantine requirements), they must check in at the office for a temperature check before going to class.

What happens if a staff member is symptomatic?

- ❖ The staff member stays home using their leave time and a sub is provided for the class. Zach has three onsite designated subs that will be available for class coverages.

What does shift to remote learning mean?

- ❖ This is when students and/or staff are not allowed to be in the school building, and will be learning online from home. This will be a 14-day at-home learning for the entire homeroom cohort. Teachers will utilize their Google Classroom to get students assignments.
- ❖ A shift to remote learning will be called by the Principal or Assistant Principal in consultation with the School Nurse, Larimer County, and PSD CRT (Covid Response Team).
- ❖ Remote learning is not provided for individual students needing to stay home.

What happens if staff or students are presumed and/or confirmed positive for Covid?

- ❖ The entire homeroom cohort where that staff or student is in will shift to remote learning for 14 days. If the teacher is asymptomatic, they can still teach from their classroom. All students would be at-home through the 14-day window.

What happens if an asymptomatic student needs to be quarantined because of an exposure to a positive covid case OUTSIDE of the school?

- ❖ The student should follow county directives to remain in quarantine and thus not attend in-person learning. Similar to pre-covid schooling, when a child is absent from school for any amount of time, they are not provided daily remote learning. The teacher will provide the students with independent, self-paced learning activities including, not limited to, Envision math videos, core videos, online textbooks, and classwork documents (provided via Google Classroom).
- ❖ The siblings of people who are home for quarantine because they were exposed to COVID-19 do not need to stay home or be tested unless the sibling in quarantine develops symptoms or tests positive for COVID-19. Parents should closely monitor all of their children for symptoms.

What is a close contact?

- ❖ Contacts should be identified based on the full contagious period, including 2 days before the sick person's symptoms started or positive test date, whichever is earlier.
- ❖ All time-based criteria are cumulative (i.e. 2 x 10 minute exposures in a day is equivalent to one 20-minute exposure) within the full contagious period.
- ❖ Any person who meets ANY of the following criteria is a close contact:
 - Was within 6-feet of the individual for 15 minutes or greater, when both parties are masked
 - Was within 12-feet of the individual for 15 minutes or greater, when either party is unmasked and indoors (e.g. mealtimes)
 - Provided care for someone who is sick with COVID-19
 - Had direct physical contact with someone who is sick with COVID-19
 - Shared eating or drinking utensils with someone who is sick with COVID-19
 - Got respiratory droplets from someone who is sick with COVID-19 on them (through sneezing, coughing, shouting, etc.)
 - Was in the same cohort as a person diagnosed with COVID-19

What is enhanced close contact?

- ❖ Any person who meets ANY of the following criteria is a close contact:
 - Was within 6-feet of the individual for 15 minutes or greater, when both parties are masked,
 - Was within 12-feet of the individual for 15 minutes or greater, when either party is unmasked and indoors (e.g. mealtimes),
 - Was in a room with the sick individual for 40 minutes.
- ❖ Note: Teachers wearing a KN95 or better and eye protection (face mask) do not need to quarantine unless they were within 6 ft for 15 minutes of the masked sick person (or 12 ft for 15 minutes if the sick person was not wearing a mask.)

What should a parent/guardian do if they think their child was a close contact exposure?

- ❖ If you believe your student has been exposed to COVID-19, please call your school attendance line immediately and leave a message. The school nurse will contact you.
- ❖ The school's covid response team (CRT) will begin contact tracing protocols.
- ❖ We will protect the privacy of individuals through the entire process.

Do staff and students need to quarantine after traveling?

- ❖ CDC no longer recommends quarantine for people returning from international travel, and there are no quarantine requirements from the state. As long as the returning traveler is not symptomatic and is not known to have been exposed to COVID-19, they may return to school.

What if families are not comfortable with in-person? Are they still allowed to go to PSDV?

- ❖ Families not comfortable with sending their children to in-person learning may choose to homeschool or request a transfer to PSDV. Please note PSDV uses an entirely different curriculum, scope and sequence than Zach Elementary and requires an adult "Learning Coach" to be available during the school day.

What if families were in hybrid homeschool for phases 1-3, can they continue in phase 4?

- ❖ No, there is no remote learning/online learning option available at Zach during Phase 4.

Can parents volunteer in the school?

- ❖ Staff may not have visitors or volunteers in the school, including immediate family.

Will AlphaBest be open?

- ❖ Yes, for before and after school care. Register directly through AlphaBest.
<https://www.alphabest.org/poudreco>

Is the playground open?

- ❖ Playgrounds will be open to the public, following city guidelines. They are not sanitized or supervised by Zach staff outside of the regular school day. The playground will be closed to students during the 8:00-8:10 AM dropoff time period.

Online Q&A with Principal

Mrs. Thomas welcomes any parent/guardian to join her on Google Meets for an open Q&A.

Monday January 4 at 6:00-7:00pm

Monday January 11 at 6:00-7:00pm

To join, simply use the PTO Google Meet Link:

- ➔ Go to PTO page on Zach website: <https://zac.psdschools.org/pto-and-sac>
- ➔ Click “click here to access Google Meet”

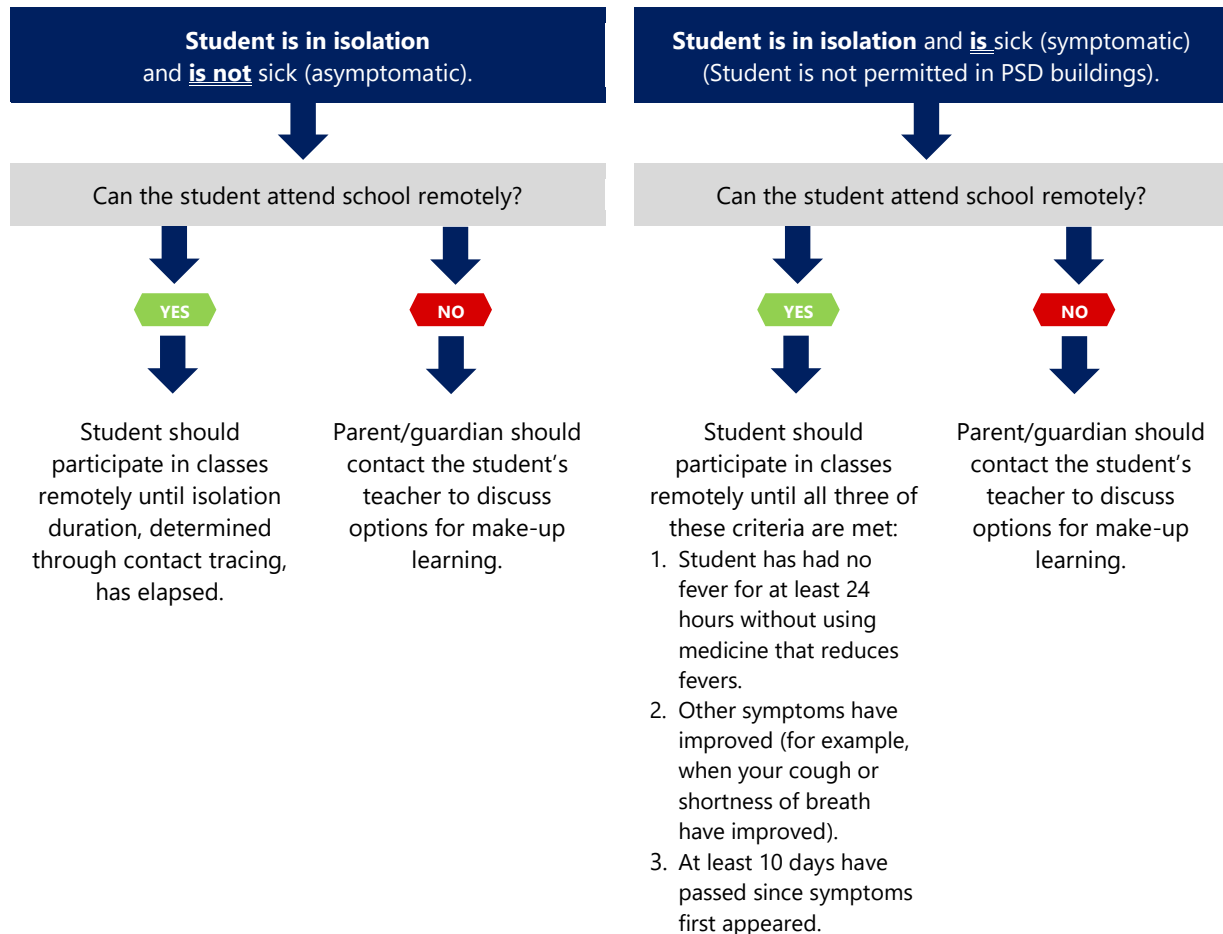


Protocols for Students COVID Workflow

Is your student not feeling well? **FOLLOW THESE STEPS** and **DO NOT SEND YOUR STUDENT TO SCHOOL:**

1. Contact your student's school attendance line to alert the school that your student will be absent. Please leave a message on this line indicating that your student is ill, may be experiencing COVID-19 symptoms (if this is the case), and/or has been tested for COVID-19.
2. Contact the School Nurse/Health Tech using the phone number provided on the attendance line and leave a message with information about your student's circumstances.
3. You will be contacted by the school nurse/health tech and/or PSD's contact tracing liaison or county health contract tracers to answer some specific questions and with next steps to follow.
4. If you have not already done so, contact your student's health care provider.

PSD will protect the privacy of individuals through the entire process.





COLORADO

**Department of Public
Health & Environment**

COVID-19 GUIDANCE

Can I go to school today?

At-home symptom screening for parents and staff

Parents and guardians can use these symptom checklists to determine when to keep their child at home based on the level of COVID-19 transmission in their community (e.g. Is the community in Protect Your Neighbor or Safer at Home or Stay at Home). School staff can also use this tool to determine if they need to stay at home. **Any student or staff diagnosed with COVID-19 or who is a close contact of a COVID-19 case should not go to school and should isolate or quarantine according to public health recommendations.**

These lists refer only to new symptoms or a change in usual symptoms. A student/ staff should not be kept home for usual symptoms they experience due to a chronic condition unless they are worse than usual. These guidelines are in addition to your regular school guidance (for example, a child with vomiting should also not attend school based on usual school guidance).

If your child is/ you are experiencing any potentially life-threatening symptoms please call 911.

Low Community Transmission (Protect Your Neighbors):

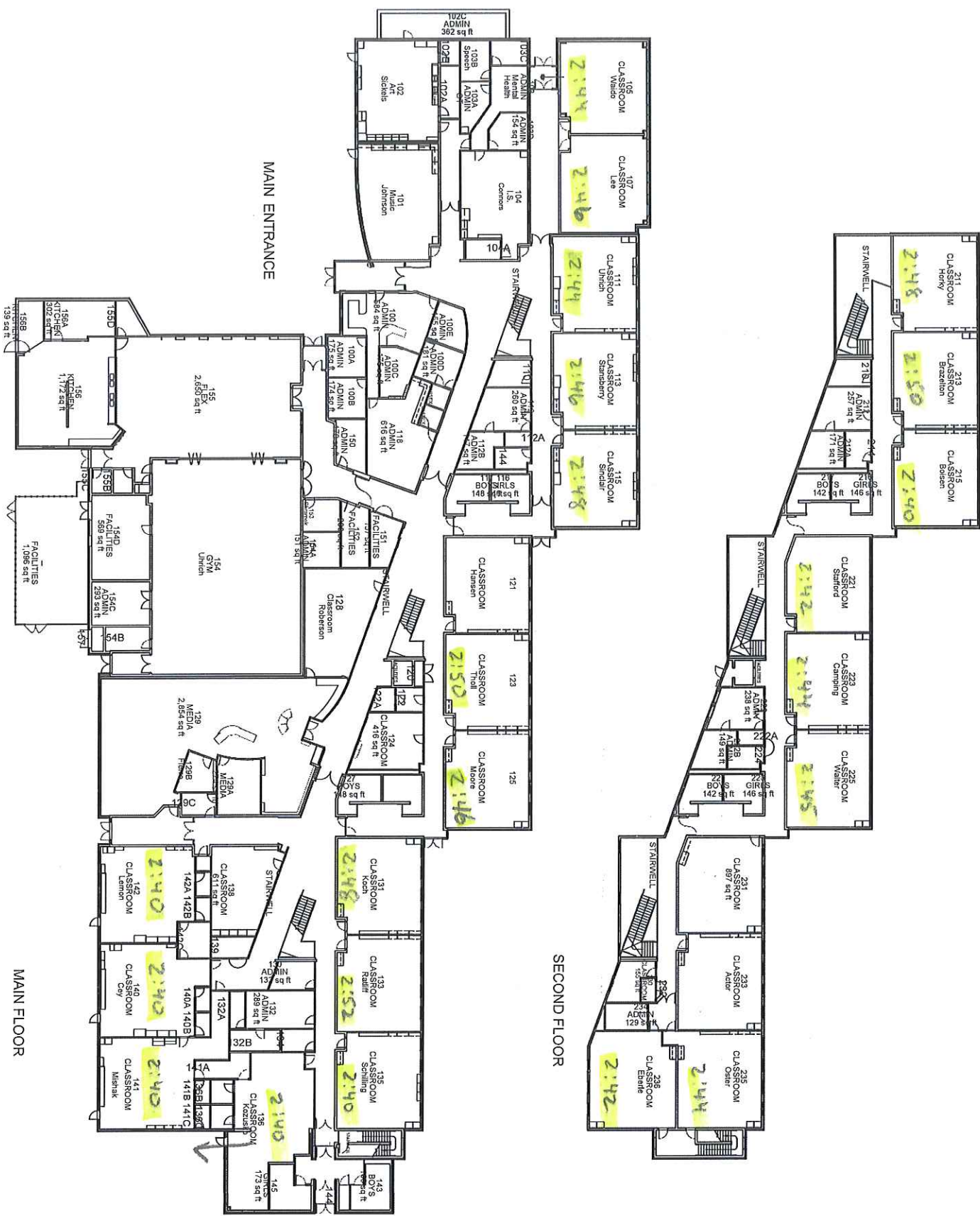
If any of the following symptoms are present, keep the child at home/ stay at home, inform the school of symptoms, and reach out to a health care provider about COVID-19 testing and next steps for treatment.

- ☐ Feeling feverish, having chills, or temperature 100.4°F or higher.
- ☐ New or unexplained persistent cough.
- ☐ Shortness of breath.
- ☐ Difficulty breathing.
- ☐ Loss of taste or smell.

Sustained Community Transmission (Safer at Home or Stay at Home):

If any of the following symptoms are present, keep the child at home/ stay at home, inform the school of symptoms, and reach out to a health care provider about COVID-19 testing and next steps for treatment.

- ☐ Feeling feverish, having chills, or temperature 100.4°F or higher.
- ☐ New or unexplained persistent cough.
- ☐ Shortness of breath.
- ☐ Difficulty breathing.
- ☐ Loss of taste or smell.
- ☐ Fatigue.
- ☐ Muscle aches.
- ☐ Headache.
- ☐ Sore throat.
- ☐ Nausea or vomiting.
- ☐ Diarrhea.
- ☐ Runny nose or congestion.



ZACH ELEMENTARY
 3715 Kechter Road
 Fort Collins, CO 80528



POUDRE SCHOOL DISTRICT
 2445 LaPorte Avenue
 Fort Collins, Colorado
 80521
 P: (970) 490-3333

SHEET DESCRIPTION
ZACH ELEMENTARY

TYPE: FLOOR PLAN
 DRAWING BY: DRK
 DATE: 2020/05/18

Tech Support Help

To fix most tech issues, please restart your laptop

- Press the ctrl – alt – del buttons on your laptop at the same time.
- On the bottom right of your screen, click the circle with a line through it.
- Choose ‘restart’. Log back in after the restart.

Issue accessing a website?

- Close the browser. Open it up and try the website again
- Still not working? Try Firefox or Microsoft Edge.

How do I know if I’m logged into Chrome?

- From your desktop, double click on the Google chrome icon. Look for your first initial in the upper right hand corner. Click the initial. If you are logged into Chrome, you will see your name.
- If you don’t see your name look in the upper right corner for the icon that looks like a person. Click **“Sign in to Chrome”**.
- Type your PSD student email address in **“Sign in”** in Google Chrome. Click **“Next”**.
- On the next page, re-enter your PSD student email address. Click **“Next”**.
- Type the student’s password. Click the **“Sign in”** button.
- Click the **“Don’t show this again”** checkbox. Click **“Yes”**. Click the **“Yes, I’m in”** button.

Power light on but screen is dark (what we call ‘deep hibernation’)

- Plug your laptop in. Press the power key (up in the right corner) down and hold it down for at least 30 seconds or until the power light turns off. Do not let go of the power key until the light is off. Wait a few minutes.
- Press the same power key for a couple of seconds until you see the white power light come back on. Then release the power key.
- You should eventually see the “Dell” start up menu appear, and then the login screen will appear. Next, **restart your laptop.**

Camera not working?

- Click the ‘windows’ icon found on the bottom left corner of the screen. The icon looks like four squares.
- Type the word ‘camera’ on the keyboard. The camera icon should appear. Click on the icon.
- The camera window will open up & you should see if the camera is working.
- Try taking a photo.

Microphone not working in Google Meets, but works in MS Teams

- If MS Teams is still running in the background, Teams will ‘take control’ of the mic and it won’t work in Google Meets. Be sure to exit MS Teams completely before using Google Meets.

Microphone not working in General

- Check to see if the light is "ON" on the F4 key on the laptop. If it is, the student may have hit the "Fn" key + F4 and locked the microphone OFF. Try Fn + F4 again to turn it back on. If the light doesn't go out, try Fn + ESC and the Fn + F4. The students do this on accident when trying to change the volume (Fn + F2 or F3)

Camera/Microphone not working in Google Meets?

- Open up a new Chrome tab/window
- Type in: meet.google.com and press 'enter'
- Select 'join or start a meeting'
- Leave the field blank and click on 'continue'
- This should prompt a window to popup asking "Allow Meets to use your camera and microphone?"
- Select "yes"
- If this doesn't work, please install the latest audio drivers on your laptop

Audio Drivers are installed, but microphone and/or camera still don't work.

- To further troubleshoot the microphone and camera, type **"Silverlight"** in the **Start menu** where it says *"Type here to search"*. **Click on the Microsoft Silverlight icon. Choose the Webcam/Mic tab.** You will see if Video and Audio are working properly.
- **Check the Windows Privacy Settings** by opening the **Start Menu** and clicking on the gear symbol. Choose **'Privacy'** from the options and you will see several sections on the left side. Scroll down on the left side and choose the **'Camera' & 'Microphone'** sections. Under each section, **make sure the 'Allow apps to access your camera/microphone'** is switched on.