



COTTER
SCHOOLS

WHERE STANDARDS, VALUES, *and you* MATTER

1115 WEST BROADWAY
WINONA, MN 55987 USA
PHONE: 507.453.5000
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August 25, 2020

Dear Cotter High School Students,

We hope you enjoyed your two extra days of summer vacation, and we hope you are well-rested and ready to return to school! We have a few important reminders for tomorrow and the days ahead, so please read this document carefully!

Please sign and return your Cotter Handbook form and the three District 861 forms you picked up on picture day. You can give them to your first period teacher along with your donation of Kleenex, Clorox Wipes, and Hand Sanitizer. Also, please review your schedule online. Some classroom locations have been updated.

Over the next eight days, **Wednesday, August 26 - Friday, Sept. 4**, you will come to school for four, alternating days.

Student Last Names beginning with A - K will come 8/26, 8/28, 9/1, 9/3
Student Last Names beginning with L-Z will come 8/27, 8/31, 9/2, 9/4

Classes have between 2-20 students in them, with the average number around 9 students in your class. To ensure that class numbers remain small during this e-learning period, a few changes to locations have been made.

If you are in Band:

A-K days:	Last names A-F report to the Band Room, Last Name G-K report to the Choir Room
L-Z days:	Last names L-R report to the Choir Room Last names S-Z report to the Band Room

If you are in Choir

A-K days:	Last names A-F report to the Band Room Last names G-K report to the Choir Room
L-Z days:	Last names L-M report to Choir Room Last names N-Z report to the Band Room

If you are in AP Physics: See the email from Mr. Forney. Your class meets on Tues/Thurs only.

The school day begins at 8:45 am and ends at 2:55 pm. You will follow a [seven-period day schedule](#) and attend all of your classes. You may arrive at school between 8:15 am - 8:45 am. You have been divided alphabetically between three doors to create a safe entry and exit process. The attached map indicates these locations.

Last names A-C and L-O will enter/exit the doors on Vila Street.

Last names D-G and P-S will enter/exit the doors on Cummings Street.

Last names H-K and T-Z will enter/exit the doors on 7th St.

If your first period class is Intro to Art, you will enter the JNR Building at the 360 Vila St. Doors.

Students entering the building after 8:45 am will need to enter through the Vila Street entrance / Door A.

We ask everyone to adhere to the following protocol when entering the building:

1. Students should approach their assigned entrance in dress code, wearing a mask, and follow social distancing protocols. Safety cones and floor markers will guide students through the entry.
2. Staff will greet students, ask the Health Assessment questions and take their temperature to confirm the student is feeling healthy.
3. Students will be asked to wash their hands or use hand sanitizer as they enter the building.



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4. Students will proceed directly to their classrooms and will not be permitted to gather in the hallways.

High school students **will not** be assigned lockers at this time. You should bring your backpack and supplies with you to each class. The locker rooms in the basement of the St. Teresa building will be available for athletes who need to store athletic bags for after school activities.

There is no before or after school care at this time. Students must arrange transportation. If this is a concern for you, please contact Mr. Dave Forney directly at dforney@cotterschools.org.

You must **bring a cold lunch** with you to school. This will be in your backpack for the day, so plan accordingly. We recommend you bring a filled water bottle as well. It will be hot in the building! Drinking fountains are only available to fill water bottles; the spout feature for individual drinking is not permitted at this time. Bring a water bottle!

High School students must also **bring a laptop or chromebook with them to school each day for these two weeks**. If students are in need of a chromebook for these two weeks of in-person instruction, please contact Mrs. DeMarais at ademarais@cotterschools.org. The students will be responsible for checking the chromebook in and out each day of the in-person learning period. It is imperative that students have a device, so please contact Mrs. DeMarais today. Students should pick-up their reserved Chromebooks in the Media Center between 8:15-8:45 each morning. They should return them to the same location at the end of the day. Again, these are just devices that are needed for the two-week, in-person learning period. If you need a device for the semester, please contact Mrs. DeMarais. If you are new to Cotter Schools, and you haven't received it already, your first period teacher will have your login ID and password for you.

Just as a reminder, after this period of in-person instruction, you will begin Distance Learning on Tuesday, September 8. The daily schedule for distance learning can be found [here](#). Since the first week of Distance Learning is only four days long, A-Days will be on Tuesday, Sept. 8 and Thursday, Sept. 10, and B-Days will be on Wednesday, Sept. 9 and Friday, Sept. 12. There will be no in-person Wednesday classes during the week of Labor Day. Beginning the week September 14, A-Days will be on Mondays and Thursday, B-Days will be on Tuesdays and Fridays, and Wednesday will be reserved for alternating in-person classes. More specific information of in-person Wednesday classes will be coming soon.

We are very excited to see you! We know there are a lot of changes this year, and we trust you understand that these adjustments are made to create a safe environment for learning. The health, safety, and well-being of our community is our highest priority. Thank you for doing your part!

Sincerely,

Mary Eileen Fitch and Dave Forney
Vice-Principals, Cotter Schools