

School District of Shiocton Return to School Plan * District Fall 2020 * DRAFT REVISIONS

The goal of our Return to School Plan for Fall 2020 is a healthy and safe-as-possible return to in-person instruction for all of our students and staff. To the very best of our ability, we will implement the health and safety protocols and procedures (best practices) recommended by the Center for Disease Control (CDC) while balancing these best practices with what we know to be true: "kids will be kids" and they need to be with each other for learning and for play. We acknowledge and accept that our responsibility lies to both the students and the staff within our schools. The health, safety, and well-being of students and staff will be at the forefront of all of our efforts. Too, we acknowledge that the virus is still new and that so much is yet to be learned. Therefore, we accept the responsibility to make our best effort to stay abreast of the new and changing information and to take into consideration the evolving knowledge as decisions are made and actions taken. Finally, we know the saying to be true, "the best laid plans often go awry". There will be stumbling blocks and pot holes, unforeseen issues and unanticipated consequences as we navigate the unknown waters of bringing students and staff back together amid the continued COVID-19 concerns. We acknowledge and accept the challenges doing so brings because we believe teaching and learning is maximized when learners and educators are together in the physical classroom.

AREA/DEPARTMENT	DISTRICT RESPONSE	TO DO
GOVERNANCE/DISTRICT LEVEL	 Survey staff regarding return to school Survey parents regarding return to school Create Back-to-School PD plan: (a) Ed Camp for teachers based on DLD needs expressed in EOY survey; (b) education for teachers re: new instructional and procedural expectations, processes - review this plan, plus procedure for for stu/staff showing symptoms Determine education plan for parents - when to keep home (create flow chart), why face coveringing, social dist, what will be done with stu show symptoms, when might we close CR/Grade/School/Detc; share this plan, share plan for return w/"roll-in" of grades Create communication for parents that includes education on prevention, best practices & protocols to be implemented, instructional model, etc 	Review results, factor into Plan Review results, factor into Plan Finalize EdCamp schedule; Finalize information to be taught to teachers Create talking points for each of these; create flow chart Send out communication (timeline needed)

	 Establish team to be used to manage day-to-day responses as stu/staff return Notifications when a positive case occurs: Work through OCHD and let them follow their process, do the contact tracing Review Fund 10 budget for 2020-2021 and allocate dollars for COVID-related expenditures such as supplies, devices, furniture, remodeling, etc (tracking purposes) Work with SPICE, booster clubs, and other outside organizations on way to maintain support of students and athletes Delegate responsibility to District Administrator to update and modify this Plan as the virus and related factors dictate such change Monitor and Update Return Plan and Pandemic Plan as needed 	At elementary = building principal, SPED director, school nurse, district admin; At MS/HS = same Work w/OCHD regarding their contact tracing protocol and share with parents, staff
DISTRICT/SCHOOL OPERATIONS	 BEST PRACTICES - HEALTH, SAFETY, WELL-BEING Implement recommended protocol and precautions per CDC and OCHD: Social distancing of 6' (to the greatest extent possible) Face coverings - strongly recommended for staff and students	Changing vernacular as face coverings can include shields, gaitor, and other Administration responsible for data collection and review, survey of staff and parents
	 Operate on a cohort-model to the greatest extent possible, keeping each group of students together for as much of the 	Need to determine what devices and connectivity are needed for the family AND for the classroom to

 day as possible, ECH - Gr 8 Provide synchronous, real-time "blendEd" instruction for students deemed "medically fragile" or with "mf" person in immediate household or currently quarantined. devices and connectivity options will be provided student has an opportunity to interact and learn with peers Virtual on a case-by-case basis; requires meeting w/principal and counselor; requires semester long commitment COMMUNICATION Families will be provided with the Notices of Health Precautions and Concerns (universal, Tier II, and Tier III) Families of Tier II, and a few of Tier II, will be contacted directly by SPED coordinator and school nurse to determine plan for return to school Share with Families the Return to School Plan (District, Building-specific) Share registration plans OPEN HOUSE/Grade level meetings (4K, 5K, Gr 6, 7 & 9) In person w/protocols Zoom option Pre-recorded message SPACE Student enrollment in ad rea* recommendations regarding potentially high-risk instruction al rea. Where there are to omany students for the instructional area*, changes will be made in either number of students or instructional area (* will compix as close to 6" croommendation as possible; teachers will enrowed all underexsary furniture and other objects taking up space in classorom) MEALS, RECES schedules will be fixeed so as to reduce the number of students in the cafeteria and out at recess; lunch room space and seating options will be expanded into main lobby Be reakfast: will be monitored and seating will be increased out ARRIVAL, DEPARTURE 			
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 AM Drop-off: not before 7:40AM (will need to hold firm due to concerns for congregation inside) procedures, including before school and after, will need to be created and communicated to parents, staff, drivers, etc. Upon entry, students go to classrooms; paras and teacher oversee until first hour begins Students needing breakfast will go to cafeteria; spread out over full cafeteria; para oversees Passing Times - will look to minimize the interaction of students in such close proximity (ex: considering staggered releases) Lockers - students will be encouraged to wash hands and/or use hand sanitizer after using lockers, upon entering classroom Staff work hours and tasks for all groups (professional, support, administration) are considered flexible and subject to change as needed, especially where student supervision and support are needed <i>Essential persons only</i> will be afforded access to the building on a daily basis. <i>No visitors or volunteers</i> will be premitted at this time Parents needing assistance during the day will report to the school office Attendance expectations will continue with the exception of days that as student is quarantined due to CVID-related concerns Athletic and extra-curricular guidelines will be updated as needed; the determination* of whether a sport will run or a season will be held will be made as early as possible (* in conjunction with various stakeholder groups, organizations) REGISTRATION Online registration will be strongly encouraged for all students the week of Aug 10 (tentative); information available in Spanish Limited, in-person registration will be offered through a sign-up process on Aug 12 and 13; interpreter will be provided as needed Verify students: Riding bus (create bus routes) Interested in virtual instruction	Communicate out expectation Inform parents; post notices on doors; LINK Need COVID code in Skyward; admins, school nurse monitor Continue to work with ADs, CWC, WIAA, and others

INSTRUCTIONAL TECHNOLOGY	• Continue normal summer cleaning and reimaging of stu, staff, and district devices; maintain 1:1 through Gr 3; explore expansion into Gr 2	Work with Sadie, IT staff; what devices are needed; what are connectivity options
	 Work with admins and directors to determine devices and connectivity options for students who will need to learn via blendEd Explore use of Common School Funds to support student and teacher needs DIGITAL LEARNING & BlendEd Identify technology issues from '19-'20 Q4 and create plan to proactively address in anticipation of return to DLD for extended period of time Ensure uninterrupted access to needed DLD instructional and virtual platforms for teachers Determine a universal platform for DLD instruction (ex: Google Classroom) and a universal virtual instructional platform (ex: ZOOM) Create professional development plan to ensure mastery of universal platforms AND based upon DLD needs expressed in survey and incorporate into Back-to-School in-service days, TT/WW/ThTh, and other planned PD days (train paras, subs) Develop a pool of "experts" among staff to assist colleagues in continued use of DLD platforms and program Train a pool of teachers, paras on basic tech issues so that they can assist each other Assist teachers in using devices and learning programs associated with synchronous, real-time "BlendEd" student instruction 	Review CSF use guidelines
TEACHING and LEARNING	 Utilize cohort model; students move between classrooms, learning environments as a cohort in Gr PK -6 (to best of ability in Gr 7 - 12) Modify instruction so as to minimize instructional learning activities that require grouping of students in small space, very close proximity (EX: carpet time, riser time) For instructional activities that call for partner work if working less than 6' apart, require the use of face coverings ensure shared objects, equipment, implements, etc are cleaned/disinfected after use Modify routines, pacing, and schedules to allow for inclusion of best practices 	

Specialty Classes	
 Band = no summer band camp; rotation of ½ of the students 	
(ex: Mon = woodwinds; Tues = brass); practice/hold class	
outside whenever possible	
• Choir = small class sizes, checking on face coverings, greater	
spacing; may need to require face coverings due to elevated	
projection of respiratory droplets; practice/hold class	
outside whenever possible	
 Both - wait on recommendations from State level Computer Leb (Other Leb Lies) 	
 Computer Lab/Other Lab Use 	
 Use 1:1 devices in CR whenever possible Look to purchase keyboard covers 	
 Look to purchase keyboard covers Students and teacher wipe down keyboards, 	
monitors, mice, tables, chairs, equipment,	
implements, and other surfaces, objects before and	
after use	
 LMC - follow protocol for LMC per building plan 	
 Orientation day at beginning of the school year for different grades 	School Nurse - teach protocols and exact how to's
(see chart at end of document - RETURNING)	and the WHY; Counselors - SEL and mental health,
• STAFF PARTICIPATION:	counseling, individ/group counseling; Admins -
• Create professional development plan to ensure mastery of	supporting the implementation of protocols, etc
universal platforms AND based upon DLD needs expressed	
in survey and incorporate into Back-to-School in-service	
days, TT/WW/ThTh, and other planned PD days (train paras,	
subs) (EdCamp)	Someones in addition to Elizabeth and Sadie
 Assist teachers in using devices and learning programs 	
associated with DLD and with synchronous, real-time	Some one other than just Sadie
"BlendEd" student instruction	
• Utilize pool of "experts" among staff to assist colleagues in	
continued use of DLD platforms and program	
 Utilize pool of teachers, paras on basic tech issues so that they are project as the sthem. 	
 they can assist each other SUBSTITUTE TEACHERS - 	
 SUBSTITUTE TEACHERS - Train a pool of substitute teachers on health and safety 	
protocols and procedures (join B2S in-service) (retirees,	
recent college grads, alum)	
 Consider hiring 1 - 2 full time substitute teachers for the 	
20-21 schooly year to ensure availability	
 When not assigned to sub, building principal will 	
allocate services to	
• Non-classroom educators may be flexed to cover classrooms	

	 in the event of a sub failure; cohorts will not be split nor combine Admins may be flexed to cover classrooms as needed 	
· · · ·		Post DPI's <u>Returning to School after COVID</u> and CDC's <u>How to Protect Yourself and Others</u>
	 Review and incorporate <u>DPI's COVID-19 Cafeterias and Food Service</u> <u>Guidance</u> recommendations Review procedures for a student (staff) showing symptoms (see handout) Share protocols of sending student to nurse VS isolation room AND 	Meet w/Deb, admins, school nurse, Dick School Nurse educates; use flow chart (see Appleton Health Dept's) School Nurse, admins, Dick
	 review the isolation rooms for space and needs To aid in the implementation of best practices, hand sanitizer units will be placed in frequent use and high touch areas including all main entrances, gyms, offices, cafeteria, classrooms, etc. 	Order and install sanitizer units (wall mount, standing)
	 Students, staff will be provided a scan card to use at meal time To aid in the decreased chance of transmission from face-to-face contact, 	Order plexi glass and holders, mount to counters; sneeze guards for lunch line; meet w/bus owners
	 install clear physical barriers in high touch, frequent use areas such as offices, lunch line, lunch room, circulation desk, etc AND install physical barriers for bus drivers Implement "situational face coveringing" which includes times when 6' distance cannot be observed, including but not limited to: 	Kids have face coverings
	 Instructional activities In lines between classes In the cafeteria line On school buses Minimize contact to address concerns regarding transmission of 	Consider hiring additional custodian for this specific purpose; Dick will provide schedule of when, what, and who is assigned
	 disease when students (staff) show signs/symptoms, create an isolation room in each wing; school nurse or nurse assistant utilizes flow chart to determine course of action [OCHD will be contacted and <u>Contact Tracing Protocol</u> implemented] Frequently used surfaces in classrooms, LMC, cafeteria, gyms, at entrances, and throughout the building will be cleaned <i>nightly</i> Use visual cues/plaquards on walls and floors to assist students in 	Consider motion sensor papertowel dispensers, trash receptacles by BR doors, etc OR teach students to use forearm to operate papertowel dispensers

	 observing/implementing best practices (social distancing, proper handwashing, etc) Review room needs w/regard to papertowel dispensers, door openers, and other high touch fixtures Resume weekly parent letter - Fridays the months of Aug and Sept 	
 Provide parents with plan summary via <u>The Link</u>, Skylert attachment, mailing including graphics, visuals (include Spanish translation) Provide Parent education regarding signs and symptoms, best practices in reducing the spread of COVID-19 including the WHY behind using best practices. Emphasize importance of symptom checking and keeping students home. (translate) Notices of Health Precautions and Concerns (universal, Tier II, and Tier III) sent out 		Create Create (school nurse)
SOCIAL EMOTIONAL, MENTAL HEALTH	 Provide refresher instruction to staff: QPR, ACES, Trauma Informed Care, NVCI/Ross Green (WHY) so that staff may create safe and supportive environments for students Review mandated reporting requirements and processes including CPS reporting Provide instruction, support, and counseling for students as they return, including orientation days Continue and monitor responses to healthy behavior screenings including YRBS and mental health screener; work with Catalpa (other) to connect student/family with necessary resources, services Consider incorporation of pet therapy for students, staff 	Admins, counselors; ?youth adolescent mental health first aid training?? BACK TO SCHOOL Counselors (DK) counselors Counselors, Kelly; Nick will check w/SC: doing YRBS? Dannielle K & Becky E; ck w/school nurse
FOOD SERVICE	 Switch to the "Subway" model of serving food Students, staff have scan card (no more entering pin on pin-pan) Teacher needed to hand out milk Condiments will be provided per individual (not on table for all to touch and use) Open soft walls and expand into lobby area (additional seating likely required) Tables+ washed down after each class w/soapy water (teacher, student) Tables+ sanitized each night Seating Chart needed for each table for each classroom (CR stay together as cohort) Students, staff strongly encouraged to wear face coverings in lunch line (take off at table) 	Plexi glass sneeze guard over all foods (may need new) Food tray guide installed on backside for food service staff to use when filling trays, then hand to students once all foods have been placed on tray Scanning systems for students, staff (no pin-pad for entering number) May need additional Food Service staff to help with tray line, condiments Teachers are needed to help w/milk Teachers create seating chart

CO-CURRICULARS	 Limit the opportunity for exposure to occur: Implement best practices for health & safety No physical contact Cancel camps and gatherings over 10 (athletics, band, etc) where best practices cannot safely be implemented Minimize travel and in-person contests No physical contact Explore impact on Quiz Bowl, Math League, etc Where travel is needed, employ best practices 	
BUSSING	 As per survey, social distancing will not be feasible on school bus Students and driver will be strongly encouraged to wear a face covering "situational face coveringing" since kids will not be able to stay 6' apart and thus face coverings would be required Driver will visually assess the student (comparing how s/he looks and is acting today with how s/he has looked and acted in previous days) Report anyone of concern to adult that greets the bus Students will load from the back to the front <i>as age appropriate</i> Students from same household will sit together <i>whenever possible</i> Students picked up at the same bus stop (ex: child care provider) will also sit together whenever possible A seating chart will be created and followed (contact tracing) Drivers will turn in seating chart at beginning of the year AND turn in new charts as changes are made Students will be afforded transportation on only those route that are (a) the one that they live on and/or (b) the one that they live on and/or (b) the one that 	Talk w/drivers
	 their care giver NO student will be afforded transportation to go home with a friend, for a party at another students home, or the like Consideration will be given to see-through barrier for driver Hand sanitizer will be provided for all buses In-town stops at Lake Park and near the post office will be suspended at least through 9/30/2020 so as to manage the number of students on the bus and maintain seating chart Pick up at the in-town stops at the duplex on Park Avenue (no sidewalk) and at the East/West stop on Hwy 76 (near railroad tracks) will continue Will ascertain ridership through specific questionnaire during registration; bus owners and admins will do follow-up as needed 	Educate parents Visiting HASD to view the barriers they have installed Drivers will do Board action required Christina

 No field trips or other through the end of Q1 (reassess by Oct 31) Consider the population age and size on the bus routes Add back Route 9 for a period of time Buses will be disinfected after each trip (AM and PM) Looking into aerosol and sprayer options Drivers, subs will be trained in recommended procedure If a child on the bus tests positive and contact tracing indicates the other members on that bus are "close contacts", the bus will be deep cleaned and left to sit for 24 hours (a "sub bus" will be used) Contact State/Legislator regarding relaxing of licensing requirements per conversation w/drivers 	Work w/Dick plus Harry (HASD) Nichole
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********END*******

RETURNING

Our focus will be on a healthy and safe-as-possible return to in-person instruction for the our students and staff. However, we know that there will be situations in which that will not be possible. In those cases, we will seek to implement options such as:

- BlendEd Learing synchronous, real-time, 'zoom' instruction into the classroom w/classmates and teacher. This option will largely be reserved for those students whose health concerns are considered "medically fragile" or for whom have a person within their immediate household that is considered "medically fragile" or for whom quarantining is required
 - 'Medically fragile' students have been identified and have received the Tier III letter; Mrs. Fors and Mrs. Thiel are working on connecting with these families
- Virtual Education a full academic day of semester-long or year-long courses provided via virtual instruction through a partnership between Shiocton School District and Wisconsin Virtual School (CESA 9); classes are taught by and assessed by a WVS teacher (not a Shicton teacher); the student remains an SSD student and is therefore eligible to participate in co-curriculars. This option will be provided on a case-by-case basis; students and a parent will meet with the school counselor and principal to discuss.
 - Parents will be asked about this option when completing registration in August

Gradual Return for In-person Instruction:

We cannot bring everyone back on Day 1; doing so would be overwhelming to the students as much as to the staff and to resources they need such as counselors, nurses, etc.

Kids need time to process being back in the building, working through their concerns, and any residual issues from last spring (and possibly this summer).

We need time to teach kids the expectations and best practices; all need time to practice and implement as changes will be needed to established routines and to form new routines, new habits, monitor changes in playground and lunch schedules, etc. We will also provide additional staff to help with the young children as they learn proper hand washing techniques and generally get into a new routine.

Our slow-to-grow back-to-school plan includes for a roll-in of grade-level students such as:

DATE	MS/HS	ELEM
Sept 1	Gr 9 & 12	6 & 5
Sept 2	Gr 10 & 11	4 & 2
Sept 3	Gr 8	3 and 5K
Sept 4	Gr 7	1
Sept 8		(no new grades)
Sept 9		4K (M/W only) (2 classes)
Sept 10		4K (T/TH only) & ECH

• The dates above are the first day of classes for each of the grades listed; student will continue to attend each day following that first scheduled day.

• Teachers not having students attend will be assisting colleagues as they seek to educate students regarding new protocols, practices, procedures, etc.