

HOWARDS GROVE SCHOOL DISTRICT

REOPENING OF SCHOOLS PLAN

2020



**NORTHVIEW
ELEMENTARY
SCHOOL**

**HG
MIDDLE
SCHOOL**

**HG
HIGH
SCHOOL**

**CLEANING &
MAINTENANCE**



TRANSPORTATION



**DISTRICT
OFFICE**



HGSD Reopening of Schools

The Howards Grove School District is committed to providing a positive, safe learning environment for all students and staff. Our plan to reopen our schools following the closure caused by the COVID-19 Pandemic has been through careful consideration of guidance from Department of Public Instruction, Sheboygan County Health Department, the American Academy of Pediatrics, and the survey data we have collected from families and staff. Our committee focused on a plan that is right for Howards Grove. We realize that we will never have a COVID free environment; however, we will provide a COVID safe environment. We will continue to review and revise this plan as we identify areas of concern, changes in COVID-19 guidance, and the overall environment of our schools.

Committee Members

Lisa Gartman, Kerri Eilers , Lisa Schultz, Mary Rosenthal, Tim Bartz, Bethany Kneser, Jada Peterson, Courtney Athorp, Kim Zimmer, Ben Gasper, Chris Peterson, Allison Kunze, Ed Pahl, Sharry Ringmeier, Jason Cole, Heather Zizis, Scott Fritz, Kari Bramstedt, Mel Kautzer, Daniel Butler, Tracy Bandt, Angie Houston, Chris Woller, Jennifer Henschel, Abby Hawkinson, Kate Elder, Alyssa McDonald, Tracy Hiebing, Tammy Harms-Gerber, Kim Tess, Dawn Laboy

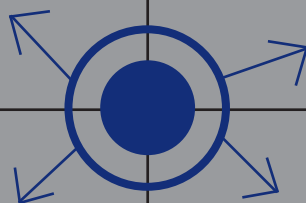


Assumptions: Guiding Principles

School will open for all students with regular hours each day. Decisions will be grounded with the health and safety of all students and staff. A virtual option will also be available.

Education for all on best practices and screening protocols

Provide recommendations for all to ensure health and safety



Maximize learning opportunities

As practicable, follow social distancing guidance

We will follow the CDC guidelines for restricting access to classrooms or buildings if positive cases are identified. Reporting and contact tracing will be coordinated with the Sheboygan County Health Department.



Screening

Provide Education to families, students, and staff regarding COVID-19

Face Coverings Required

Limit and Screen all visitors to school

Provide a COVID-19 toolkit on how to screen child and self before sending to school

Teach age appropriate hand hygiene and best practices for infection prevention

Provide flowcharts for students and staff presenting with COVID-19 symptoms



Transportation

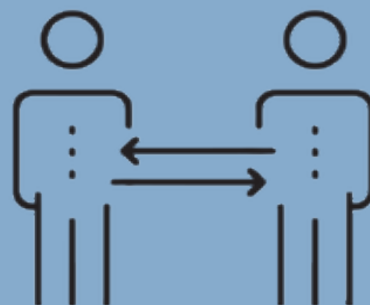


- Limited number of students on each route.
- Seat assignments will be in use. Family members will sit together. Facial coverings required.
- NO eating, drinking, or chewing gum.
- Face shields or facial coverings for drivers, depending on their comfort level.
- Load back to front for pick up and unload front to back for drop off.
- Buses will be disinfected daily and in between routes if time permits.
- Please consider alternative or self-transportation



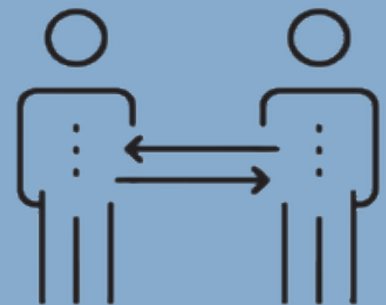
Northview Elementary School

- Provide age appropriate education on health and safety regarding COVID-19
- Facial Coverings Required
- We will provide appropriate PPE for staff
- Emphasize that students not share materials
- Practice appropriate social distancing when possible
- Reduce traffic patterns within buildings
- Emphasis on hand washing/ sanitizing
- Utilize multiple entrances for drop off and pick up
- Daily cleaning of high use areas and classrooms
- Water fountains will not be operational at this time. We are asking students to bring in their own water bottles. Bottle fillers are being installed.



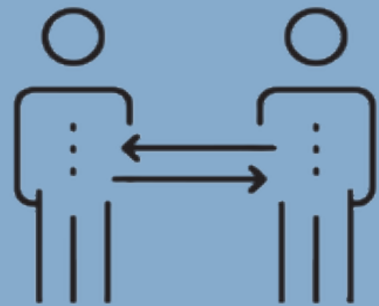
Howards Grove Middle School

- Provide age appropriate education on health and safety regarding COVID-19
- Facial Coverings Required
- We will provide appropriate PPE for staff
- Emphasize that students not share materials
- Practice appropriate social distancing when possible
- Reduce traffic patterns within buildings
- Emphasis on hand washing/ sanitizing
- Utilize multiple entrances for drop off and pick up
- Daily cleaning of high use areas and classrooms
- Water fountains will not be operational at this time. We are asking students to bring in their own water bottles. Bottle fillers are available.



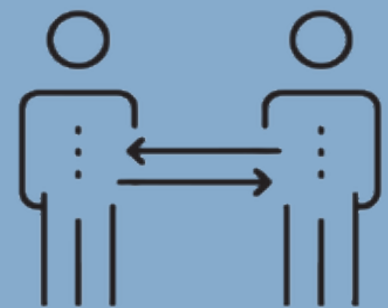
Howards Grove High School

- Education for all on health and safety regarding COVID-19
- Facial Coverings Required
- Limit congregating in commons, library and hallways
- No lockers – Use backpacks
- Encourage hand sanitizing and frequent hand washing
- Practice social distancing within classrooms whenever possible
- Utilize multiple entrances for drop off and pick up
- Water fountains will not be operational at this time. We are asking students to bring in their own water bottles. Bottle fillers are being installed.



Special Education

- We believe in providing equity and access for all special education students
- Provide age appropriate education on health and safety regarding COVID-19
- Facial Coverings Required
- We will provide appropriate PPE for all
- Emphasize students not share materials
- Practice appropriate social distancing when possible
- Reduce traffic patterns within building
- Emphasis on hand washing/ sanitizing
- Daily cleaning of high use areas and classrooms



Virtual Options



Normal Classroom Operation

A full time virtual option is available and families will have to commit to that option by quarter with the approval of the principal. Also, a virtual option is employed when a student needs to quarantine for two weeks. In both situations, the teacher instructs within the classroom while students log in to virtual meetings (platforms specific to grade level) to be a virtual participant in class. Students are expected to attend, and attendance will be taken. Students in grades 5-12 participate virtually during scheduled class time (synchronous instruction). Teachers will record the meeting and post in Google Classroom for reference when students are sick and unable to attend class or for elementary students _____ (asynchronous instruction).

1. Teacher to schedule meetings for the instructional portion of each class
 2. Quarantined students should attend the meeting virtually in real time when possible, however, if a student is ill and cannot attend class in real time they may watch the recorded lesson.
 3. Classwork to be turned in via SeeSaw (JK-grade 2) or Google Classroom (grades 3-12)
- Students who are unable to attend due to illness would have full access to the instruction provided by their assigned teacher, as each class will be equipped with a camera for instruction.
 1. Method of check-in will be appropriate to student-video for Northview, email or Google Meet for MS/HS.
 - **JK – Grade 8**
Students attending virtually will be assigned to their homeroom teacher or will attend their regularly-scheduled class, as each classroom will have a camera for instructional purposes.
 - **High School**
High school students will participate in their regularly assigned classes at the assigned times, as each classroom will be provided a camera for all instructional purposes. Odysseyware curriculum may be utilized for independent study courses or credit recovery if needed.

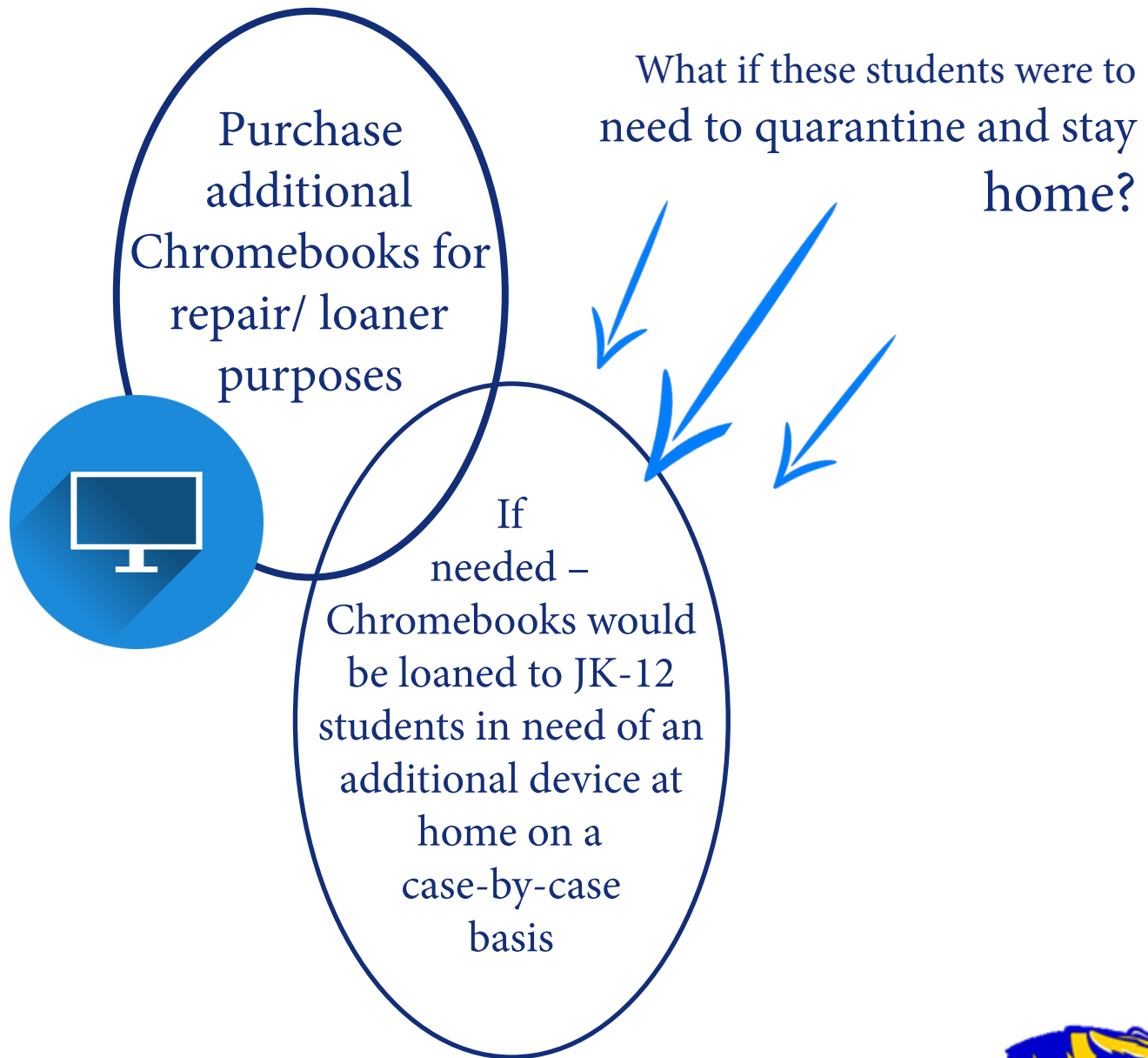


Virtual Options



Internet Access

HGSD will provide hotspots to families that are in need of them



Athletics/ Co-curriculars



Education for all on health and safety regarding COVID-19

When appropriate, facial coverings will be required.

Students will be asked to complete a daily screening process.

Students will be asked to arrive dressed for both practice and competition as well as asked to shower at home.

Hand sanitizer stations will be placed around athletic facilities to help promote proper hygiene.

Cleaning of equipment used during practice or competition will be conducted by coaches and athletes.



Food Service



- All food service staff will be wearing face covering when preparing, handling, and serving food.
- There will be additional lunch periods to accommodate social distancing.
- Food lines at each building will be revamped so that students can social distance.
- Food Service staff will serve students main entrees. The fresh fruit, vegetables and salads will be pre-portioned in grab-n-go containers.
- Round tables will be eliminated and replaced with long tables which will have specific markings as to where the student will sit to ensure social distance.
- Tables and high touch areas will be sanitized between lunch periods.



Cleaning and Maintenance

Cleaning

Daily Room Cleaning with disinfectant detergent

Daily Full Surface disinfection with Total Clorox 360

Disinfection of high touch surface areas multiple times throughout the day

Water System

Flush entire system prior to reopening



HVAC

Changing Filters frequently

Outside air flush of buildings

Daily monitoring of temp/humidity/ outside air



Mental Wellness

- Education for all on health and safety regarding COVID-19
- Crucial for students to be back in session with caring adults. This will be great for the mental health of students and staff.
- An advisory committee comprised of our pupil service team is in place to address mental health and social/ emotional health for students, families, and staff.
- Encourage direct interaction vs. social media to gain perspective and allow for meaningful conversations and true relationship building
- Continue daily Mindfulness Activities at Northview Elementary School. Incorporate Mindfulness Activities through daily announcements at the MS and HS levels.



Resources

American Academy of Pediatrics:

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/#.XvYUvOiynNA.facebook>

Wisconsin Department of Public Instruction:

<https://dpi.wi.gov/sspw/2019-novel-coronavirus>

Wisconsin School Bus Association:

<https://www.wi-sba.org/>

CDC Centers for Disease Control and Prevention:

Interim Guidance for Administrators of US K-12 Schools and Child Care Programs

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>



Contact Information



Transportation – Harms Bus	565-2375
District Office – Christopher Peterson	565-4454
Northview Elementary School – Jason Cole	565-4457
Middle School – Heather Zizis	565-4452
High School – Scott Fritz	565-4450
Special Education – Lisa Gartman	565-4457 ext. 103
Athletic/Co-Curriculars – Daniel Butler	565-4450 ext. 328
Food Service – Becky Legler	565-4450 ext. 332
Cleaning and Maintenance – Ben Gasper	565-4453
Mental Wellness - Tracy Bandt	920-973-0228
Technology/ Devices – Chris Woller	565-5460
Nursing Services – Jada Peterson	565-4454 ext. 448



Appendix

Please find in this appendix the detailed plans that address specifics for each building.



Northview Elementary School Reopening

Entry to School:

All parents (Junior Kindergarten - 4th grade) dropping off students at West playground between 8:30-8:50 am. It's important for parents to stay within or with the vehicle at time of drop-off. After dropping off your child you'll need to exit the parking lot so traffic is able to continue to flow. Northview staff will provide guidance in where students should enter the building at door 'G' and proceed to their classrooms.

The busses have a staggered release of students bus by bus and enter the school through main doors 'A' to go to classrooms. Junior Kindergarten students will get off of the bus and enter through Junior Kindergarten door 'B'. Students exit the bus from front to back.

How will you address social distancing in the building?

Common Areas: There will be signage throughout the building on the floors and walls to help remind people about social distancing. We'll be using our PBIS expectations to teach and reteach our students about respecting theirs and others' personal bubble (maintaining at least 3') Northview's floor will have traffic flow patterns to assist with movement throughout the building.

Classroom: The desks and tables will be spaced to accommodate as much physical distancing as possible, class sizes will remain the same. Assigned seats will be in a row, limit shared materials, objects, and supplies. Plexiglas and other dividers used on tables or desks for small group work.

Lunchroom: The students will be entering the lunchroom following the bubbles on the floor signifying social distance protocols. Students having cold lunch will pick up milk (if needed) and then proceed to their designated seat. If they are having hot lunch they will proceed through the lunch line being served their meal. After going through the lunch line they will proceed to their designated seat. There will be 6 to 8 students per table.



Northview Elementary School Reopening

Where will lunch be held?

Lunch will be held in the cafeteria. Each grade level has a set time within the cafeteria for lunch. Only one grade level will be present in the cafeteria at a time.

How will recess be handled?

Students will use hand sanitizer before they go out to recess. When re-entering the building students can either wash their hands or use hand sanitizer. The West and East playgrounds will be utilized. Each grade level will have their own playground bin filled with various equipment for them to use. The equipment in each bin will be sanitized daily.

How will lockers/cubbies be used?

The lockers and cubbies will be used by students with precautions in place. Further details to follow.

Recommendation of Facial Coverings?

Facial coverings will be required. The district is providing appropriate PPE for staff. Some possible face coverings may include: masks, shields, Deaf and Hard of Hearing (DHH) approved face coverings.

How will visitors be handled?

Visitors: At this time we are postponing all visitors and classroom helpers (non-district employees) from entering the building.

Substitute Teachers: Substitute teachers will be expected to check in at the NV office and follow protocol in place.

Dismissal?

Details to follow in August about new pick-up procedures for the end of the day.

Others details:

- Until further notice, no birthday treats which includes non-edible items.
- Mrs. O'Connell and Mr. Cole will be sharing videos before school begins demonstrating some of the new protocols for the upcoming school year. The social and emotional well-being of your child is of the utmost importance and we are working on providing videos to help ease the transition back to school.
- Throughout the day there will be times students will clean surfaces they used.
- Thank you PTO and the Howards Grove School District for working together to provide Northview with two water bottle fillers. One bottle filler in the main hallway and the other bottle filler on the North end of the building. Water fountains will not be operational at this time. We are asking students to bring in their own water bottles.
- Milk Break: There will be designated students assigned for delivering milk to classrooms at their designated milk break time.
- Junior Kindergarten classes will be sanitized in-between sessions Monday, Tuesday, Thursday, and Friday using a Clorox Total 360 cleaning machine.



Middle School Reopening

Entry to School

- 7:15 AM building opens for students to enter the building (Staff 7:15 AM to 3:15 PM)
 - No entrance to the building before this time
- Staggered entrance for each grade level, report directly to homeroom
- ONE bus drop off location
 - One at the main entrance
 - Should multiple busses arrive at the same time, one bus at a time will be released for entry.
- Separate Door for each grade level for parent DROP OFF
 - 8th grade enters the main entrance
 - 7th grade enters the northwest entrance
 - 6th grade enters north-central doors (near music classrooms)
 - 5th grade enters the east entrance
- Facial Coverings will be Required
- Report to homeroom
 - Lockers will be used at the beginning and end of day ONLY (staggered times directed by the teacher)
 - Lockers will be used for backpacks, boots, etc. NOT books
 - Books will stay in the classrooms
- Attendance, Lunch Count, etc. by the homeroom teacher
 - Mindful Mondays from Jess
 - Wellness Wednesdays
- Collect as much as possible in the classroom (lunch money, payments, office notes, etc.) Have ONE child bring this to the office. Our goal is to MINIMIZE the number of kids in the office throughout the day.
 - Medications must be dropped in the office by a student
- Tardies will enter the main entrance in the morning.
- Homework, silent reading, community-building, socialization within the homeroom until first classes of the day

Dismissal from School

- Staggered release (walkers, bussers, pickups)

How will Social Distancing be Addressed?

- **In halls** (example of one passing period below)
 - 5th & 6th will stay in Homeroom and continue with Block One instruction
 - 7th & 8th will rotate to encore
 - 7th will dismiss first to go to encore class
 - Homeroom 1 - immediate dismissal
 - Wait 1 minute, Homeroom 2 dismissal
 - Wait 1 more minute, Homeroom 3 dismissal
 - Students will walk to an encore, NO BATHROOM BREAKS or DRINK BREAKS at this time



Middle School Reopening

- 8th will dismiss after 7th-grade classes have arrived at Encore
 - Once 8th grade is clear of the halls, Homeroom 1 dismissal
 - Wait 1 minute, Homeroom 2 dismissal
 - Wait 1 more minute, Homeroom 3 dismissal
- Repeat this for when releasing after First Block to Homeroom

- **In classrooms**

- Students will stay in the homeroom during the first phase leaving only for ENCORE classes and lunch/recess.
 - Students will return to their homerooms. Each grade level will have set blocks for reading/writing, math, and science/social studies. Students will remain in their homerooms during each block and receive instruction. Depending on the block the instruction may be in person from their homeroom teacher or streamed from a different grade level teacher
- A minimum of 3 feet of spacing between students & staff
- Plexiglass in the front of the classroom and/or Plexiglass on moving podium, tables - as needed
- Hand Sanitizer available in classrooms
- Facial Coverings Required
- Signs above sinks with correct handwashing procedures
- Signs that show what social distancing looks like
- Cleaning Kit per room (what do we want in this? Wipes? spray/clothes?)

- **Sneak Peek**

- Teams will extend Zoom Meeting invitations to their grade-level parents for the evening of August 27th.
 - Two time slots will be offered for parents with multiple students in the building
 - 4:30 & 5:30
 - Record the Zoom for parents who aren't able to attend

Where will lunch be held?

- In the cafeteria & the area immediately outside it (if necessary).
- **What Precautions will be in place?**
 - One grade at a time in the lunchroom
 - Assigned seats by homeroom
 - 3 feet spacing for students
 - Masks off when actively eating/drinking
 - Clean the area with appropriate products by staff cleaners between groups
- **How will recess be handled?**
 - Example: 5th grade will wash hands, eat, and spend 10-20 minutes in the cafeteria before being dismissed to the playground via their entry doors. 6th grade will begin with recess and enter the building through their entry doors after about 25 minutes of recess. They will wash their hands, eat, and remain in the cafeteria until the end of the 5th/6th lunch period (45 total minutes).



Middle School Reopening

How will lockers be used?

- Students will have staggered times to use their lockers at the beginning and the end of the day.
 - There will not be access to lockers at any other time of the day.

Recommendation of Facial Coverings?

- Facial Coverings will be Required

How will visitors be handled?

- Visitors
 - As many deliveries as possible are stopped at the office
 - Only essential visitors - PATH counselors, special guest speakers that cannot meet digitally
 - There will be NO VISITORS to the Middle School at this time.
- Substitute Teachers
 - Substitute Teachers will follow district health protocol.



High School Reopening

Entry to School:

Students will take a daily health screen prior to coming to school. Students will arrive between 7:15-7:40 a.m. Parent drop off at District Office entrance. Student driver's main entrance. Bus arrival main entrance. Students will report directly to 1st block.

How will you address social distancing in the building?

Lockers will not be used. Students may use backpacks for materials. Encourage bathroom passes and not using the bathroom during passing times. Students need their own school supplies, no borrowing from other students or teachers. Students need to stay in their seats until dismissed, not congregating at the door near the end of class. Teachers will stagger passing dismissal, to reduce the number of students in the hallway. Students will proceed directly to their next class. Staff will supervise the hallway to encourage social distancing in the hallway. Caution tape on the floor to divide hallway and maintain separation. Students will use hand sanitizer on entry and exit of classroom as well as vending machines. Students will clean their own area before leaving the classroom. Teachers will layout classroom with social distancing in mind. Trying to maintain 3ft apart if masks or 6ft apart without masks whenever possible. Larger classes will be relocated to larger classrooms.

Where will lunch be held?

Lunch will be held in the HS lunch room with 3 lunches rather than the traditional 2 lunches. Tables will be marked for appropriate distancing where students may sit. Masks are encouraged while moving around the lunch room but may be removed to eat once they are seated. Line spacing will be marked on the cafeteria floor. Students will stay seated and not move around the lunch room unless they are cleaning their area when finished until the bell rings. Consider controlled dismissal by table at the end of lunch period.

How will lockers be used? Students will not use lockers at the HS.

Recommendation of Facial Coverings?

Masks are Required: Per state order, masks will be required for faculty and students. PPE will be available for faculty/students if they do not have their own. Masks should not be shared and have their name labeled on it. Students/faculty are responsible for the cleaning of their own mask.

Visitors?

There will be no visitors to the HS at this time. Business deliveries will be handled in the HS office. Substitute teachers will be expected to check in at the HS office and follow protocol in place.



High School Reopening

Others details:

- Specialists and lab teachers will also submit their plan.
- Continue developing the A/B schedule if a hybrid model is needed as well as virtual plans.
- Teachers should go as “paperless” as possible.
- Google classrooms should be created for each class.
- Cameras are being installed for virtual students. See nurses protocol for assessment and exposure.
- Letter will be sent home if exposed and immediate contact will be made from the school office.
- Specialty areas will need additional cleaning such as: band, choir, PE, lab rooms, face lab.
- No breakfast will be served between 1st and 2nd block.
- Staff may teach virtually if exposed with an adult supervisor in the classroom.
- A spot needs to be found for the sports equipment as there will be no access to locker rooms during or before the school day.
- 1st day of school there will be a zoom meeting in 1st block classrooms to replace class meetings.
- Consideration will be taken for the potential addition of cleaning staff.

