

The Black Hawk School District has finalized its reopening plans for the 2020-2021 school year. The plan was passed on Wednesday, July 29, by the Black Hawk School Board. The plan incorporates in-school face to face instruction with Covid-19 mitigation strategies, as well as an at home virtual option for those families who feel at this time it is in their best interest to have their student(s) learn at home in a virtual setting. We are asking families to declare their students instructional format for an entire quarterly grading period. This will be done via the online registration process. Included in this document are the strategies the district will implement in the possibility of a temporary school closure.

MS/HS students who choose virtual instruction will be expected to follow the schedule of their classes - engaging in their classes as they occur within the school day. This means that they will be scheduled in a minimum of seven courses each semester. Seniors who are attending in-school instruction, must be scheduled for a full 8 periods per day. This would include the school to work options. Seniors who have at least 20 credits, and choose the virtual learning option, may request to be waived from the requirements of being a full-time student, with the possibility of only enrolling in the required classes that they need to fulfill Black Hawk graduation requirements. A full-time student is defined as one that is enrolled in at least six classes per semester.

The current in-school instructional school day will run from:

**8:05 a.m. - 2:39 p.m. Instructional Day**  
**2:25 p.m. Village of Gratiot Shuttle Bus Departure**  
**2:45 p.m. Buses Depart South Wayne**

The beginning of the 2020-21 school year will start on Tuesday, September 1. On Monday, August 31, students will be strongly encouraged to attend a “summer school” session to acclimate themselves to their schedules, new Covid-19 school protocols, and their daily routine.

Following are the Covid-19 mitigation strategies that will be implemented as new procedures of the 2020-2021 school year:

### **Health Checks**

Parents and Staff Must Conduct Health Checks Daily

Each child’s parent must assess their child for any of the following symptoms. If the child has any of the symptoms the child shall be kept home and it is recommended they are taken to a doctor. Each staff member must do a health check on her/himself.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Fever of 100.4 or higher

Students will be monitored during the school day. If a student presents any symptoms of illness they will be sent to the office. Students will be required to wear masks when reporting to the office with any illness. Teachers/support staff will notify the office and children will be escorted by available staff.

Students that are suspected of possibly being infected with CORONA-19 will be quarantined in one of the following areas until a caregiver can pick the child up:

- Office bathroom
- Area in office to the left of the entry
- Nurses office

Office staff will be trained in appropriate protocol to handle a potentially infected child.

- Students who get bumps, bruises, etc. can be handled by the classroom teacher and recorded in the binder as usual

### **Personal Protective Equipment (PPE)**

\*Orders by the Governor's office or the Department of Health Service will supersede local decisions.

#### **Current Governor's Orders (as applies to the school):**

- Every individual, age five and older, shall wear a face covering if the individual is indoors or in an enclosed space, and another person is present in the same space.
- Face coverings are strongly recommended in all other settings, including outdoors when it is not possible to maintain physical distancing (6 feet between each person)
- Face coverings may be removed while/if:
  - While eating or drinking.
  - When communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.
  - While sleeping.
  - While a single individual is giving an educational, musical, or theatrical presentation for an audience, the single speaker may remove the face covering when actively speaking and maintaining a 6 foot distance from others.
- Children between the ages of 2 and 5 are encouraged to wear a mask when physical distancing is not possible.
- Face Coverings are not recommended for:
  - Individuals who have trouble breathing.
  - Individuals who are unable to remove the face covering without assistance.
  - Individuals with medical conditions, intellectual or developmental disabilities, mental health conditions, or other sensory sensitivities that prevent the individual from wearing a face covering.

#### **Local Rules:**

- Require all district staff (bus drivers, janitors, secretaries, aides, teachers, administration, cooks, visitors, substitute) to wear a face covering when within 6 feet of kids/adults or during transitions
- District Staff is recommended to wear face covering and shield if in close proximity to students (3 feet or less)
- Require students to wear a face covering during transitions, on the bus, and within 6 feet of one another
  - Strongly encourage students to wear face coverings throughout the day even within the classroom
- Face coverings will be provided by the district if needed

### **Transportation/Bussing**

Families will be contacted to confirm if children will be riding the bus

- Face coverings shall be worn by drivers & riders.
- There will be assigned seats and the busses will be filled from back to front and released from front to back to limit contact.
- Hand sanitizer will be available at the entrance of the bus
- Windows will be opened on the busses when the weather allows

- Bus loading and unloading will be at staggered times
- Students will be directed to different entries dependent on grade level
- Students with disabilities and other considerations will be allowed to ride without masks
- Drivers will spray a disinfectant throughout the bus and wipe off commonly touched areas between routes.

A separate shuttle run will be made to pick up students in Gratiot to alleviate large numbers of students on a single route.

### **School Entry & Morning Procedures**

Students will enter the building at designated locations to be named later. They will wear face coverings upon entering the doors. Students will proceed immediately to their classroom (MS/HS students will proceed to their 1st period class).

- MS/HS students **will not** have access to lockers before the beginning of the school day. Students will be allowed to have backpacks during the school day to carry class supplies and textbooks. Breaks during first and last periods of the day will be created for students to visit lockers. This will be done on a class by class basis.
- Electronic devices will be placed in school lockers during the 1st period locker break for both middle school and high school students.
- Breakfast will be delivered to first period classrooms or homerooms for elementary.

### **Hygiene Procedures#**

Social stories, visuals (posters displayed in rooms, hallway, bathroom) with hygiene protocol will be used to encourage appropriate hygiene. Staff will be trained on all hygiene and safety protocol to protect students and staff.

- All staff will teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
- Hand sanitizer will be available at all entries to the building and classrooms. Whenever an individual enters/exits a room they are expected to use hand sanitizer.
- There will be scheduled bathroom breaks for hand washing and using the restroom.
- In the elementary teachers will spray disinfectant on desks and other surfaces when children leave the room for lunch and some specials. The disinfectant kills germs as it evaporates.
- MS/HS teachers will spray the desks with a bleach solution as a class leaves, students will be asked to dry the desks as they enter a room.
- Drivers will spray a disinfectant throughout the bus and wipe off commonly touched areas between routes
- A schedule will be developed to clean and disinfect commonly touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains)
- Shared equipment will be limited and when necessary disinfected between uses
- Automatic sinks will be installed in restrooms
- Additional bottle filling stations are being installed - use of mouth pieces on water fountains is prohibited
- Students and staff will need to use water bottles for water

## **Locker/Cubby Usage**

- Teachers will monitor cubby use within self-contained elementary classrooms
- Lockers will not be accessed by students prior to the first period or between periods. Staggered scheduled breaks will be used for students to visit their lockers during 1st and the last periods, as well as prior to their lunch break.

## **Parent Training-Virtual Learning**

The district is in the process of implementing Schoology district wide. Schoology is a Learning Management System (LMS) which will be used for communicating and sharing instruction with students and parents. The format will be similar at all grade levels with age appropriate adjustments being implemented.

- A parent tutorial for Schoology is being developed and will be shared with families
- The tutorial will be provided as PDF as well,
- A FAQ will be developed

Training will be created for other on-line formats that accompany Schoology.

## **Student Training**

Schoology is the Learning Management System (LMS) that 4K-Grade 12 will utilize to support student learning.

- Staff will utilize schoology throughout the day to get students familiar with the system by having students submit assignments, conferences, etc..
- Mr. Firgens and Mrs. McCauley will use their time with students to have students log in and practice specific skills on the schoology platform.
- “How to” sheets will be created for students and staff for the use of schoology
- Common practices will be implemented in all classes and grade levels for ease of use for students and staff, appropriate grade level adaptations will be made
- Ground rules will be established in the first 2 weeks of school with the students and expectations regarding assignments, using schoology, etc.

## **Virtual Instruction**

Parents will have the opportunity to choose virtual learning for their student(s). Virtual learning means a student will engage in their coursework asynchronously or possibly synchronously, if circumstances dictate, via technology. If virtual learning is chosen, students will engage through a Learning Management System (LMS) called Schoology. In grades 6-12 students will be asked to engage at the same time as their classmates do in the face-to-face learning environment. Students in grades ECH-5 will be asked to engage in their learning as prescribed by their grade level teachers.

Students will be provided specific training related to each of the following areas:

- Online etiquette training (youth protection training)
- Use of Schoology as LMS 4k-12
- Elementary teaching teams will form grade appropriate virtual instruction proposals for administrative approval. The intent of the proposals will be to provide a plan for grade level appropriate skill acquisition while meeting the specific needs of the students.
- MS/HS students will be expected to follow the schedule of their classes - engage in the class as it is occurring at school. This means that they will be scheduled in a minimum of seven courses each semester.
- If the District is required/chooses to go to school-wide virtual learning, block scheduling and an alternating check in schedule for MS/HS during virtual instruction will be implemented.
  - The district will establish minimum engagement criteria for all staff and students
  - Daily/frequent check ins for accountability
  - All teachers will follow specific lesson plans that will support new learning of and command of appropriate standards

- The district will emphasize recording of lessons that can be accessed at home, even by those students that are learning in person.

Parents that are choosing virtual learning for their child/ren are expected to commit to either virtual learning or in-school instruction. The expected commitment will be for an entire quarter. Students may move from in person to virtual but not virtual to in person until after the quarter. **Students who fail to follow district Covid - 19 guidelines, while in school, may be required to virtually learn outside of the school building for the remainder of a grading term.**

### Technology

The district is planning to be 1:1 with Chromebooks. We are planning to have classroom sets for ECH-5 and issuing a Chromebook to each child in grades 6-12. Each Chromebook in the classroom sets will be assigned to an individual child. \*\*\* There may be some delay in going to 1:1 due to backorder of Chromebooks.

The District will use the 1:1 initiative in the following manner:

- To support virtual learning will via Schoology and supporting technology
- Students will keep the same chromebook from year to year.
- Chromebooks are returned at the end of each school year for maintenance and redistributed at the beginning of each school year.
- Chromebooks will be distributed on the first day of school, and through bus route distribution for students who do not come to school to begin the year.
- Proper protocol for use of equipment and computer issue tickets will be funneled through the student's 1st period teacher. Students will not be allowed to send tickets to TC Networks.
- Staff will receive a laptop provided by the district to utilize throughout the school year
- Students that do not have good internet for downloads/uploads will be provided a flash drive with presentations loaded or hardcopies.

### Accommodations

- Students who have unique needs will be given special considerations to assist their learning.
- Students with needs that demand face-to-face instruction will be provided the opportunity to attend school in person when virtual learning is implemented if the circumstances allow.

### Field Trips/Gatherings

In order to reduce exposure for students and staff field trips and gatherings will be limited in the following manner:

- only trips that have an educational basis will be considered
- Administrative approval will be required for all field trips
- Travel/destinations need to meet district PPE/social distancing requirements.
- Small gatherings with cohorts for in-person scheduling/registration/orientation for grades 6, 9. will be held for students - no non-school adults will be allowed.
- Any gathering must adhere to ppe/social distancing requirements of the district.
- No in-person Back to School Night/Open House. Online classroom tours/presentations/welcome by staff will be encouraged.
- Parent - Teacher conferences will be virtual. MS/HS conferences will be scheduled by parent or teacher request.

### School Transitions

- Students must wear masks when transitioning
- Social distancing will be practiced to the extent possible
- Elementary students will not be in the hallway at the same time as MS/HS students.
- MS/HS transition times between classes will be staggered by grade levels.

- Tier 1 and Tier 2 intervention & enrichment will be held in classroom cohorts
- Tier 3 interventions will still happen outside of the classroom as required by law.

### **Bathroom Breaks**

- MS/HS restroom breaks will be scheduled by class. Access to the restrooms and refill stations will not be allowed during hallway transition time.
- Students will be required to use hand sanitizer leaving & entering room
- Hand stamps will be used for elementary students to be washed off prior to return, to verify proper hygiene

### **Emergency Drill Procedures**

The district will use the following protocol for emergencies

- Immediate emergency takes priority over Covid transmission
- Practice drills in small groups, versus school wide, only doing actual drills when necessary (seeking legal advice on what can be done)
- Face coverings and social distancing will be used as much as practicable.

### **Food Service (Breakfast/Lunch)**

- Students will eat breakfast in classrooms
  - Elementary will have breakfast delivered to the rooms.
  - MS/HS students will “grab their breakfast as they enter the building.
- Lunches will be served as follows:
  - Elementary classes will be served in the cafeteria with the exception of 4th and 5th, which will be served in the classrooms
  - Lunch times were adjusted to allow for social distancing
  - MS lunches will be served in the upper and lower commons
  - HS lunches will be served in the upper and lower commons
    - Warrior Pass- accepted for seniors with parent permission.
  - Additional seating will be added to accommodate numbers and social distancing

### **Recess**

The following protocol will be implemented to mitigate risk during recess times:

- Staggered recess times for elementary
- Provide additional locations for recess (i.e. - behind the football bleachers)
- Divide playground area into sections-black top, equipment, 2 grass areas.
- Assign cohorts to specific areas per day with a maximum of 3 grades on playground max.
- Rotate assigned areas daily
- Require hand sanitization before and after recess
- MS use of other outdoor spaces for “recess” north end of gym parking lot/bleachers//behind bleachers.
- Possibility of outdoor sitting area
- Mask free if orders allow

### **Specials**

- Students will use their own supplies as much as possible
- Shared resources will be sanitized on a regular basis

### **Athletics/Co-Curriculars**

Waiting for further WIAA guidance before action is taken

## **Visitors/Volunteer**

The district is implementing the following protocol to protect students and staff:

- No visitors in the building without appointment.
- No parent/caregivers in building for drop off or pick up of students. Students may be dropped off and picked up at the doors.
- Restrictions and PPE requirements will be posted
- Vendors/deliveries will be allowed entrance but will be required to follow PPE protocol.
- Support service providers to follow staff ppe/distancing requirements.
- Regular volunteers for educational purposes are allowed under the following conditions:
  - They follow a regular schedule
  - Administrative approval has been given
  - All district PPE and Hygiene is followed
- No volunteers for elementary parties will be allowed
- Sporting event protocol to follow after the recommendations of the WIAA are considered
- No performances will be allowed

## **Transition Between Models**

The district will attempt to allow in person instruction as much as possible. We will allow parents to opt their child into virtual learning if they feel it is in the best interest of their child/ren.

The district will work with either the county or state Department of Health to determine if a grade level, a group of individual students or the whole school needs to resort to virtual learning.

## **Cleaning/Sanitization**

The district will use approved sanitizers on a scheduled basis to sanitize all rooms and surfaces in the building to the extent possible.

## **Communication Protocols**

The district will work diligently to communicate with staff, students, parents and community to keep all informed of the current status of school and measures being taken to mitigate risk of the current pandemic. The district will minimally use the following protocol:

- Teachers will use Schoology as the primary tool to communicate 1:1 and en masse with students and parents.
- Elementary Teachers may use Class Dojo as a secondary tool provided the communication goal desired is better met by Class Dojo
- The District will use Skylert, The School Website, The School Facebook page to communicate 1:1 and en masse with students and parents.
- Provide communication in languages other than English when needed

## **High Risk Students/Staff**

- The District will be in contact with all families, regarding the intent of sending their children to school for face-to-face instruction
- Virtual Learning Option will be available for High Risk Students or other students that caregivers deem it is the better option for their child.
- Staff will be contacted about their ability to safely work and provided options if possible
- A voluntary Employee Wellness Program is being created.
- The District is looking into providing a DPI- Compassion Resilience Program.

## **Potential Positive COVID-19**

The district will work with the county Department of Health Services to appropriately identify and quarantine students/staff who have potentially been exposed or are infected with COVID-19. The current recommendations are as follows:

- Symptomatic confirmed cases must isolate at home until they are well (free of fever, productive cough and other acute symptoms of respiratory infection) for at least 72 hours AND at least 10 days have passed since their date of symptom onset.
- Asymptomatic confirmed cases (or cases where onset date is unclear) must isolate at home until 10 days have passed since the date their tested specimen was collected.
- Persons who are ill but test negative for COVID-19 can return after they have been symptom-free for 24 hours. If an ill person tests negative for COVID-19 but positive for another disease, they should be excluded according to the disease criteria on the Wisconsin Childhood Communicable Diseases wall chart.

ANY CONTACT who becomes ill and is not tested for COVID-19:

- Must isolate at home until they have been free of fever, productive cough, and other symptoms of respiratory infection for 72 hours, AND at least 10 days have passed since the date of symptom onset, AND at least 14 days have passed since their last exposure to the case.

ANY CONTACT who becomes ill and tests negative for COVID-19

- Must isolate at home until they have been fever-free for 24 hours without the use of fever-reducing medications, AND symptoms have improved, AND at least 14 days have passed since their last exposure to the case.

If the contact tests negative for COVID-19 and an alternative diagnosis or laboratory-confirmed infection is identified (e.g., influenza; hand, foot & mouth disease; norovirus),

- the individual must follow the criteria for exclusion from school or group for the diagnosed disease found on the Wisconsin Childhood Communicable Diseases wall chart, AND have at least 14 days passed since their last exposure to the case.

## **Additional Alterations Due to COVID-19**

The end of face-to-face instruction will end in time for busses to depart at 2:45

There will be an expectation that all face-to-face learners will be engaged in curriculum via technology for 45 minutes of additional time per day.