



School District of Bonduel Fall 2020 Reopening Plans

Please note - Sections with pink highlighter need to be finalized.

Last updated: August 20th, 2020

School Board Approved: July 20, 2020 with the understanding that changes/updates will need to be made.

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This plan was developed with the use of Shawano County Health Department considerations and guidance.

Section 1

STUDENTS IN-PERSON AND IN-BUILDINGS DAILY
WITH SAFETY PROTOCOLS

Classrooms

Student and Parent/Caregiver Expectations

Staff Expectations

Parents/Caregivers

- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100.4 F and other signs of illness should stay home. Signs of illness include fever of 100.4 or more, chills, new uncontrolled cough, shortness of breath or difficulty breathing, muscle pain, new headache, new loss of taste or smell, sore throat, vomiting, nausea, and diarrhea. Note that the list of symptoms associated with COVID are determined by public health officials and may change over time as more information becomes available.
- Provide a mask or face shield for your student to wear when needed during small group instruction and when physical distancing is not possible (If you do not have one the school will provide one for your child). **At this time, facial coverings will be required of students and staff. Those students or staff with a medical condition will be asked for proper documentation from a licensed health care provider. The District reserves the right to make decisions on a situational basis. This information refers to all areas referencing student and staff**

Teachers/Assistants

- All students and adults need to walk through the temperature taking machine when entering the buildings.
- Provide classroom setups using physical distancing when feasible.
- Assign students seats
- Wear a face covering when working one on one with students or when circulating around the room and proper physical distancing cannot be maintained.
- Encourage and remind students to physical distance whenever possible.
- Limit shared classroom materials when feasible.
- Utilize increased ventilation measures that are available within the classroom (open windows/fans).
- Use supplies provided to disinfect frequently touched hard surfaces.
- Model the use of disinfectant supplies while disinfecting high touch surfaces.
- Schedule hand washing breaks at the elementary level and Junior High as feasible.
- Have hand sanitizer available when soap and water are not readily available.
- Encourage frequent handwashing at the JH and HS level or the use of hand sanitizer when soap and water are not available.
- Encourage students to limit the number of locker stops throughout the school day.

Custodians

- Provide teachers with all supplies needed daily including EPA approved disinfectant and

facial coverings throughout this document.

- Clean mask and replace as needed according to guidelines.
- Provide your student/child a water bottle to be refilled during the school day.

Students

- All students and adults need to walk through the temperature taking machine when entering the buildings.
- Maintain maximum physical distance from peers whenever possible.
- 4k-6th grade students
 - Will remain/travel with their grade or cohort whenever possible throughout the day
 - May assist teacher in disinfecting high touch areas throughout the school day (EPA Approved Disinfectant will be utilized)
 - Limit sharing of classroom supplies (scissors, glue, etc.)
 - Related Arts/Specials:
 - Music: Outside (weather permitting)
 - Gym: Outside (weather permitting)
 - Art: In the art classroom
- 7th-12th grade students
 - 7th-8th Grade:
 - Will remain/travel with their homeroom whenever possible throughout the day or teachers may rotate classrooms instead of students
 - May assist teacher in disinfecting high touch areas (EPA Approved Disinfectant will be utilized)
 - Limit the number of locker stops throughout the school day
 - Related Arts/Specials:
 - Band/Choir:
 - HS
 - Outside (weather permitting)
 - Sousa Hall/Commons
 - Gym: Outside (weather permitting)
 - Art: In the art classroom

paper towels.

- Ensure classrooms with sinks are supplied with soap and towels for frequent hand washing throughout the day.
- Provide hand sanitizer stations in common areas
- Provide hand sanitizer in all classrooms
- Disinfect classrooms daily and after school according to the daily cleaning and disinfecting plan

Administration

- Ensure classrooms are physically distanced when feasible.
- Ensure classrooms are cleaned and disinfected according to the cleaning and disinfecting plan.
- Ensure supplies are readily available for custodians and teaching staff.
- Provide education to staff and students about handwashing, mask use, physical distancing, hygiene etiquette and cleaning and disinfecting plans (to be included on an inservice day: August 31st).
- Enforce facial covering mandate

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Provide a facial covering for your student to wear (if you do not have one the school will provide the first one for your child) ● Provide your student with a water bottle daily as water fountains will only be used for refilling water bottles only <p><u>Students</u></p> <ul style="list-style-type: none"> ● Recommended to report immediately to your classroom when possible. ● Carry a water bottle as water fountains will only be available for refilling only ● Follow all signage in the hallways and common areas. ● When possible, stay to the right when traveling down hallways and using stairs. ● Limit the number of locker stops throughout the school day ● Physical distancing whenever feasible 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas. ● Encourage and remind students to physical distance whenever possible. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● Clean and disinfect common areas according to the cleaning and disinfecting plan. <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Ensure proper signage is installed in hallways and common areas. ● Ensure supplies are readily available for custodians. ● Encourage and remind students to physical distance whenever feasible ● Implement staggered dismissal times if necessary to maximize physical distancing and student safety.

Dropoff, Pick Up, and Visitors

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100.4°F and other signs of illness should stay home. Please see the list of symptoms listed above. ● Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100.4° and/or have other signs of illness you should not enter the building. At this time, visitors will be allowed in the buildings. ● Provide a mask or face shield for your student to wear on the bus (If you do not have one the school will provide the first one for your child.) ● Follow posted guidelines and read all signage whenever entering the building. ● Limit visits to school as much as possible including visits to drop off forgotten items as visitors will be allowed in the buildings. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● Supervise hallways and common areas to ensure students are reporting immediately to assigned class and not congregating in hallways or common areas. ● Encourage and remind students to physical distance whenever possible. ● Wear a facial covering when working one on one with students or when circulating around the room and proper physical distancing cannot be maintained. ● Drop off for students 7-12 and walkers in grades 7-12 should go in front of the HS entrance only (students/adults will no longer be able to get in the old Jr. High/Sp. Ed. Office entry). Bus riders should enter through Door G. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● Disinfect common areas based on cleaning and disinfecting plan ● Ensure designated doors are propped open at arrival and dismissal. ● Ensure designated doors are closed after arrival and dismissal. ● Drop off for students 7-12 and walkers in grades 7-12 should go in front of the HS entrance only (students/adults will no longer be able to get in the old Jr. High/Sp. Ed. Office entry) <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Ensure adequate supervision is available on bus lots, entry ways, and in common areas of the building.

<ul style="list-style-type: none"> ● Drop off for students 7-12 and walkers in grades 7-12 should go in front of the HS entrance only (students/adults will no longer be able to get in the old Jr. High/Sp. Ed. Office entry). Bus students in grades 7-12 should enter through Door G. All students are required to walk through the temperature taking machine. <p>Students</p> <ul style="list-style-type: none"> ● Report directly to your assigned classroom/area upon arrival to school when possible ● Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc. ● Drop off for students 7-12 and walkers in grades 7-12 should go in front of the HS entrance only (students/adults will no longer be able to get in the old Jr. High/Sp. Ed. Office entry) 	<ul style="list-style-type: none"> ● Ensure proper signage is installed in hallways and common areas. ● Ensure supplies are readily available for custodians. ● Encourage and remind students to physical distance whenever possible. ● Ensure designated doors are propped open at arrival and dismissal. ● Ensure designated doors are closed after arrival and dismissal. ● Enforce no visitor policy to ensure safety and health of students and staff. ● Implement staggered dismissal times if necessary to maximize physical distancing and student safety. ● Drop off for students 7-12 and walkers in grades 7-12 should go in front of the HS entrance only (students/adults will no longer be able to get in the old Jr. High/Sp. Ed. Office entry)
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Transportation	
Student and Parent/Caregiver Expectations	Staff Expectations
<p>Parents/Caregivers</p> <ul style="list-style-type: none"> ● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100.4 F and other signs of illness should stay home. ● Provide a mask or face shield for your student to wear on the bus (If you do not have one the school will provide the first one for your child) ● Parents are highly encouraged to drop off and pick up their child as appropriate physical distancing on busses is difficult to maintain <p>Students</p> <ul style="list-style-type: none"> ● Maintain appropriate physical distances while at the bus stop, and while entering the building whenever possible ● Limit the contact with peers on the bus, increase physical distance between others ● Siblings sharing a seat ● Sit in assigned seat/area ● Wearing a facial covering on the bus is required ● Remain seated, facing forward while riding the bus 	<p>Drivers</p> <ul style="list-style-type: none"> ● Wearing a facial covering is required <ul style="list-style-type: none"> ○ Limit the contact with peers ○ Siblings share a seat ○ Remain seated, facing forward while riding the bus ● Provide reminders and report repeated expectation violators ● Increase ventilation on the bus by having windows open whenever possible ● Limit the amount of time of students on busses when possible ● Ensure the bus is cleaned and disinfected following the cleaning and disinfecting plan <p>School/District Administration</p> <ul style="list-style-type: none"> ● Reduce the number of transfers and overall time on buses for students whenever possible ● Monitor drop off and dismissal at school to ensure students do not congregate in groups. ● Support bus personnel by providing appropriate COVID related signage

Meetings & Conferences

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> • Notify the school of your preference to attend meetings in person, via phone, or using a virtual platform. • In person meetings if/when allowed should follow appropriate physical distancing protocols and it is required that facial coverings be worn. • Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100.4° and/or have other signs of illness you should not enter the building <p><u>Students</u></p> <ul style="list-style-type: none"> • Participate in meetings as requested by parents/caregivers or school staff. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> • When possible, attend meetings from the classroom using video technology. • When attending meetings in person, ensure appropriate physical distancing protocols are being followed • Wearing a facial covering is required <p><u>Custodians</u></p> <ul style="list-style-type: none"> • Clean and disinfect conference rooms/classrooms after meetings or provide materials for cleaning and disinfecting to take place. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Provide parents/caregivers with options for phone or video conferencing whenever possible • Ensure physical distancing guidelines are followed as much as possible when/if in-person meetings are allowed. • Ensure physical space used for meetings allows for distancing guidelines when/if allowed.

Office and Health Office

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> • Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100.4° and/or have other signs of illness you should not enter the building • Provide a mask or face shield for your student (If you do not have one the school will provide the first one for your child) • Ensure contact information is up to date in the event the school staff need to contact home. • Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms. • If and when allowed, in-person office visits should follow appropriate physical distancing protocols and facial 	<p><u>Office/Health Staff</u></p> <ul style="list-style-type: none"> • Wearing a facial covering is required • Ensure the workspace is kept clean and disinfected. • Ensure physical distancing protocols are followed whenever possible. • Isolate students who are showing symptoms to a separate area away from other students (Isolation rooms are Room 100, across from the office in the Elementary and Room 501, the old AD Office in the JH/HS) • Ensure the area is disinfected immediately following a student entering who is exhibiting symptoms. • Contact parents/guardians if students become ill or exhibits symptoms • Monitor and control the number of people in the office at any one time. <p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> • Follow physical distancing protocols • Follow Custodian expectations listed below:

<p>coverings are required to be worn.</p> <p>Students</p> <ul style="list-style-type: none"> Follow physical distancing protocols as much as possible when in office. 	<p>Custodians</p> <ul style="list-style-type: none"> Disinfect area based on disinfecting schedule/protocol Disinfect the isolation area after students who utilize the area have left the building. <p>Administration</p> <ul style="list-style-type: none"> Ensure measures are in place to protect employees working in the office Ensure proper signage is installed. Eliminate guest waiting/seating Ensure regular cleaning and disinfecting takes place in the office area. Contact parents/guardians if students become ill or exhibits symptoms Enforce the no visitor policy to ensure safety of all students and staff
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Restrooms:

Student and Parent/Caregiver Expectations	Staff Expectations
<p>Parents/Caregivers</p> <ul style="list-style-type: none"> Provide a mask or face shield for your student to wear (If you do not have one the school will provide the first one for your child). <p>Students</p> <ul style="list-style-type: none"> Follow all signage in the hallways, common areas and restrooms. When possible, stay to the right when traveling down hallways to get to restrooms. If all restroom stalls are in use, students wait on floor markings outside the restroom entrance. 	<p>Teachers/Assistants</p> <ul style="list-style-type: none"> Assist in supervision of restrooms, hallways, and common areas between classes. Encourage and remind students to physical distance whenever possible. <p>Custodians</p> <ul style="list-style-type: none"> Disinfect restrooms according to the daily cleaning and disinfecting plan. <p>Administration</p> <ul style="list-style-type: none"> Ensure proper signage is installed in hallways, common areas, and restrooms. Ensure supplies are readily available for custodians. Implement measures such as closing sinks or urinals when necessary to allow for appropriate physical distancing.

Lunches and Cafeteria

Student and Parent/Caregiver Expectations	Staff Expectations
<p>Students</p> <ul style="list-style-type: none"> When possible, stay to the right when traveling down hallways to and from the lunchroom 4k-6th Grade <ul style="list-style-type: none"> Sit in designated seats with your homeroom Rotation between grade level and classroom Follow the staggered lunch and dismissal 	<p>Teachers/Assistants</p> <ul style="list-style-type: none"> Supervise designated eating areas to ensure students are properly physically distanced when possible including bathroom permission (4k-12th Grade) Encourage and remind students to physical distance whenever possible. Use staggered dismissal when possible to ensure physical distancing at the beginning and at the end of lunch. <p>Custodians</p>

<p>schedule</p> <ul style="list-style-type: none"> ● 7th-12th Grade <ul style="list-style-type: none"> ○ Be prepared to eat lunch in one or all of the following areas (to be assigned): <ul style="list-style-type: none"> ■ Gym ■ Library ■ Commons ■ Sousa Hall ■ Classrooms ■ Outside ● Follow guidelines for restroom use during lunch periods. ● Follow physical distancing guidelines as much as possible when in line, in the serving area, and while eating lunch. ● When in the lunch line, stand on the designated floor stickers where/when applicable ● Tell cafeteria staff your lunch code 	<ul style="list-style-type: none"> ● Disinfect all tabletops and seats before and after each lunch. ● Disinfect restrooms and common spaces between lunches, following the cleaning and disinfecting plan <p>Cafeteria Staff</p> <ul style="list-style-type: none"> ● Wear a facial covering is required ● Clean and disinfect serving areas and tables between lunches ● Serve all food to students. (Students will not self-serve items and lunches may be boxed) ● Scan/type in student lunch codes ● Staff obtain tray, silverware, food, and then provide student with tray ● Provide Grab and Go Breakfast <p>Administration</p> <ul style="list-style-type: none"> ● Ensure proper signage is installed in designated eating areas. ● Seating is available to provide proper physical distancing between individuals and grade level/cohorts whenever possible ● Additional seating areas may be used to ensure proper physical distancing. ● Ensure supplies are readily available for custodians. ● Encourage and remind students to physical distance whenever possible. ● Implement staggered dismissal times if necessary to maximize physical distancing and student and staff safety whenever possible ● Provide barriers between students and cafeteria staff when possible
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Recess	
Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Students</u></p> <ul style="list-style-type: none"> ● When possible, stay to the right when traveling down hallways to and from recess ● Follow physical distancing guidelines as much as possible when traveling to recess, during recess, and on the return from recess ● When in line stand on the designated floor/ground markers where/when applicable ● Wash hands with soap and water when returning 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● Supervise designated areas to ensure students are properly physically distanced when possible ● Encourage and remind students to physical distance whenever possible ● Monitor and issue passes for bathroom use ● Use staggered dismissal when possible to ensure physical distancing at the end of recess. ● Limit shared items/equipment ● Schedule students to wash hands with soap and water when returning from recess <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Ensure proper signage is installed

from recess	<ul style="list-style-type: none"> ● Encourage and remind students to physical distance whenever possible. ● Implement staggered dismissal times if necessary to maximize physical distancing and student safety whenever possible ● If necessary, develop recess schedule to increase physical distancing by grade level
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Section 2	<p align="center">EXPECTATIONS FOR COVID RELATED STUDENT ABSENCES & INSTRUCTIONAL EXPECTATIONS FOR STAFF</p>
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(THIS SECTION INCLUDES INFORMATION ON EXPECTATIONS FOR STUDENTS THAT ARE REQUIRED TO QUARANTINE/SELF-ISOLATE)

Absent due to COVID like symptoms: a student that is absent from school or is sent home from school due to COVID like symptoms should contact a healthcare provider for further care instructions. If the student is determined to be ill for a reason other than COVID s/he may return to school when s/he has been symptom free for 24 hours and appropriate treatment for illness has been provided.

Absent due to COVID positive: must isolate at home for at least 10 days and be without fever for 72 hours before returning to school.

Absent due to being identified as a contact* of a COVID positive individual: contacts that are asymptomatic, or ill and not tested, or ill and test negative must isolate or quarantine for 14 days, or longer in household contact situations, from the date of last contact with the case.

***contact=** within 6 feet of a COVID positive individual for more than 15 minutes, or had physical contact with the person, or shared personal items, or spent at least one night in the same household.

Student and Parent/Caregiver Expectations and Additional Information	Staff Expectations
<p>Parents/Caregivers</p> <ul style="list-style-type: none"> ● Monitor student progress on coursework. ● Developing a “school schedule” is recommended to keep routines in place for students while working from home. ● Communicate questions and concerns immediately to staff. ● Monitor and support student progress through an online curriculum with parent/caregiver access to the online platform and progress information. ● In some cases involving Special Education students and for some hands on courses, some students who choose virtual education may still be asked and expected to come to school during the time of the day when all other students are not here (EX: between 2:20 and 3:20 at the JH/HS and between 2:30 and 3:30 at the Elementary) ● Should communicate with office personnel in regards to COVID related absence guidelines. <p>Students</p> <ul style="list-style-type: none"> ● This option is different from what students experienced during remote learning last spring. ● It is recommended students follow the provided virtual schedule from their grade level/content teacher to complete online learning, assignments, and assessments. ● The online curriculum will meet the same standards as our Bonduel curriculum, but it will not necessarily match the same pacing or activities that are delivered in school buildings. 	<p>Teachers</p> <ul style="list-style-type: none"> ● Teachers will teach students how to access online learning platform, virtual schedule, and resources ● Teachers will support students by assisting with use of the online platform, pacing, and providing feedback on assignments and assessments. ● TEAMS will be utilized for all grade level/content teachers ● Grade level/content area teachers will collaborate to develop virtual learning schedule by September 1, 2020 <ul style="list-style-type: none"> ○ Share with building secretary ○ Share with all parents to ensure access ○ Share with all students to ensure access ○ Provide both live feed and record lessons ○ Students and teachers will participate in virtual check-in meetings designed to support student course progress and provide opportunities for students to

- In some cases involving Special Education students and for some hands on courses, some students who choose virtual education may still be asked and expected to come to school during the time of the day when all other students are not here (EX: between 2:20 and 3:20 at the JH/HS and between 2:30 and 3:30 at the Elementary)
- Communicate questions and concerns immediately to teachers.
- Students and teachers will participate in virtual check-in meetings designed to support student course progress and provide opportunities for students to connect with each other (K-6 once per day but could change, 7-12 once per day but could change).
- 4k-6th Grade
 - Students will have access to courses in all core areas with an emphasis on English Language Arts and Mathematics
 - Students will also have limited access to specials/related arts courses
 - Students will earn grades for their work.
- 6th-12th Grade
 - Students will engage in all academic/related arts courses
 - Students will earn grades for their work

connect with each other. These meetings will take place daily with students choosing the virtual learning option.

- Teachers will grade work and record feedback within one week of turning in an assignment/assessment

Technology Department

- The district will provide a device for each student to use at home; students will not be asked to share devices.
 - Work to ensure adequate internet access district wide
- The district will provide help desk assistance when technology issues occur.

Administration

- Ensure each student has a device at home or access to one.
- Monitor and assist teachers in the delivery of content for students.
- Implement appropriate grading procedures and work from home guidelines for teachers.
- Further information to be released as the School District of Bonduel continues to partner with Shawano County Health Services

Section 3

**STUDENTS AT HOME DAILY
INDIVIDUAL ONLINE LEARNING WITH SUPPORT
(Long-Term Closure or Parent Choice)**

IF PARENTS CHOOSE OR STATE OR LOCAL REGULATIONS REQUIRE/RECOMMEND A SCHOOL CLOSURE WE MAY SHIFT TO REMOTE LEARNING.

Student and Parent/Caregiver Expectations

Parents/Caregivers

- Monitor student progress on coursework.
- Developing a “school schedule” is recommended to keep routines in place for students while working from home.

Staff Expectations

Teachers/Assistants

- Create lessons that are engaging for students using a variety of strategies.
- 4k-12 Staff develop a content area/grade level schedule
- Use TEAMS as the platform for all assignments, links to resources, etc.

- Communicate questions and concerns immediately to staff.
- Ensure your student has access to their school issued device.
- See Appendix document for further details

Students

- Following a regular “school schedule” is recommended to help keep routines in place for students while working from home.
- Communicate questions and concerns immediately to teachers.
- Participate in virtual sessions with teachers as scheduled.
- Watch lessons provided by teachers and complete assignments according to timelines.
- See Appendix document for further details

- Grade work in a timely manner and provide feedback to students on assignments.
- See Appendix document for further details

Technology Department

- Provide help desk assistance when technology issues occur.
- See Appendix document for further details

Administration

- Ensure each student has a device or access to one.
- Monitor and assist teachers in the delivery of content for students.
- Implement appropriate grading procedures and work from home guidelines for teachers.
- Work to support adequate internet access district wide
- See Appendix document for further details

