



School Reopening Plan

FALL 2020

Introduction to the School Reopening Plan

School Reopening Task Force

On June 11, 2020, the Board of Education commissioned a School Reopening Task Force charged to study the process of reopening schools and make a recommendation to the Board of Education by August 11. The Task Force consisted of parents, staff, administrators, board members, and a community member. The members represented a variety of industries, with a significant emphasis on healthcare professionals in order to receive expert guidance navigating an extremely complex problem. We are grateful to the 33 task force members who were willing to share their time and provide feedback to the District in order to strengthen our approach to planning for the 2020-2021 school year.

Key Data Resource

- [Waukesha County COVID-19 Dashboard](#)

Primary Resources

- [American Academy of Pediatrics](#)
- [Wisconsin Department of Public Instruction - Education Forward](#)
- [Center for Disease Control Guidance for Schools](#)
- [Wisconsin Dept Health Services Schools and Childcare](#)

Task Force Recommendations

1. Prepare a continuum of instructional delivery models and use current regional and local data and research to guide a reopening decision.
2. Establish safety protocols and best practices for students and staff members that align to guidelines published by the CDC and the American Academy of Pediatrics including Face Coverings for all K-12 students and staff.
3. Prioritize student and staff mental health.
4. Keep learning coherent between instructional delivery models.
5. Flexibly allocate resources and services to meet the needs of every student.
6. Create clear roles and expectations for students, staff and families as we respond to changing conditions, together.



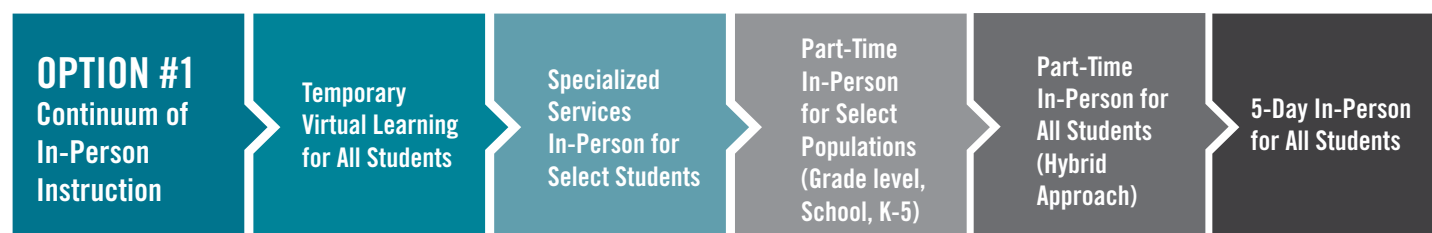
District Work Teams

With 75 days to design a flexible and cohesive approach to a variety of instructional models, the District formed 40 different work teams consisting of 150 staff members. These work teams focused on big ideas and small details on topics including Food Service, Middle School Scheduling, Back to School Planning, and College and Career. The work teams were led by staff members who serve in different roles across the District and met weekly to share progress and information. We are grateful for the efforts of our work team leaders and all staff who engaged in the planning process. Their collective work is largely represented in the details that will support the key concepts of this reopening plan.

Elmbrook Schools Instructional Models

With the uncertain future of COVID-19, the School Reopening Task Force recommended the District prepare a continuum of instructional models to flexibly support our students' needs as we adapt to the latest science and data. In addition, the District announced early in the summer that it would provide both an in-person learning opportunity and virtual learning to give families choice and options. The School Reopening Plan identifies the core elements of these instructional models, and seeks to provide enough information for families to declare their preference for each student attending the Elmbrook Schools. It is expected that plans will continue to be adjusted throughout the school year.

A Continuum of In-Person Instruction



At the heart of the in-person option is a careful balance between a commitment to health safety for students and staff and a belief that in-person instruction is able to support students' academic, social-emotional, mental health, and behavioral development in ways that cannot be replicated through online-only interactions. In this time with coronavirus present in our environment, any in-person interactions carry a degree of risk. Elmbrook staff, in collaboration with the Waukesha County Health Department, have developed a series of comprehensive strategies to mitigate health risk.

While these mitigation strategies are essential, they also introduce new operational and logistical challenges that Elmbrook has never before faced. Throughout 2020-21, district leaders will face the persistent question of finding the right level of in-person services that can be safely offered for families electing this option. The in-person instruction continuum option is designed to allow the level of in-person service to flexibly respond and adapt to current health conditions and trends.

Full-Time Virtual Learning





As noted above, the alternative to in-person instructional continuum is a full-time virtual learning option. This option is designed to provide families the stability for their schedules and routines in as safe an environment as possible. The model stays constant throughout the year regardless of changes to public health conditions. Families choosing this model recognize and accept that their children will not have regular in-person interactions with teachers and peers. Rather, they will engage in interactive lessons online.

Recognizing that family circumstances may change over the course of the year, families will only be able to change their commitment every nine weeks, or at the start of each term/quarter. However, if health conditions should improve substantially allowing "maximum in-person for all" within the in-person continuum, the District will consider what additional choices may be offered to families at that time.

The infographics on pages 4-7 are an overview of the in-person and virtual options and key elements to each instructional delivery model.

Comparison of Family Choices for 2020-21

OPTION	In-Person Instruction Continuum 	Full-Time Virtual Instruction 
GOAL	Safely maximizes in-person instructional time with several risk mitigation strategies including; social distancing, face coverings for students and staff, strong hand hygiene and cleaning practices, and daily student and staff screening expectations.	Provides families with a stable, quality, online program for the full year in the safest environment possible.
DESCRIPTION	Flexible design allows for changes to schedule and service delivery throughout the year in response to current public health data. Services may range from temporary full-time virtual to five-day in-person learning at school.	Guarantee of full-time online instruction for the entire school year. Families can choose to transition to in-person learning at the end of each quarter/term (every 9 weeks).
KEY BENEFIT	Students afforded the greatest level of in-person interactions with staff and peers that may be safely managed at any time.	Families know what to expect for scheduling. Lowest risk environment.
KEY DRAWBACK	Families will need to be prepared for schedules and routines to vary throughout the year based on changing health data.	Potential for social isolation and sustaining student engagement over time were two of the primary concerns families identified regarding their child's experience this past spring.

Technology

To provide the level of flexibility and agility necessary to offer an outstanding education to all of our students, the District continues to advance its leadership role in providing students and staff access to technology solutions.

Access for All

In response to feedback from families regarding consistent and dedicated access for our early learners, the District expanded its 1:1 initiative to KG and 1st grade students. In addition, more hotspots have been secured for families without internet access to guarantee access to all instructional models, including virtual.

Extending Applications

Already heavily dependent upon cloud-based applications such as the Google Suite, Canvas Learning Management System, and Sora e-books, the District will now be able to offer access to robust applications such as AutoCAD and the Adobe Creative Suite at school and at home.

Classroom Video

This summer, the District invested in video cameras and audio to provide a more robust teaching and learning experience for students participating virtually. These cameras can be used to capture and record direct instruction, facilitate remote questions and answers, and provide small group interventions.

Elementary School In-Person

STAY **SAFE** to STAY **OPEN** FALL 2020 PLAN



Supplies

Students will use individual supplies to limit sharing. Shared equipment/supplies cleaned between each use.

Outside of Classroom

Limited use of lockers/cubbies, coordinated student mobility for restroom breaks, recess, etc. and strategic use of common spaces.

Signage

Good hygiene practices taught and reinforced.



Face Coverings

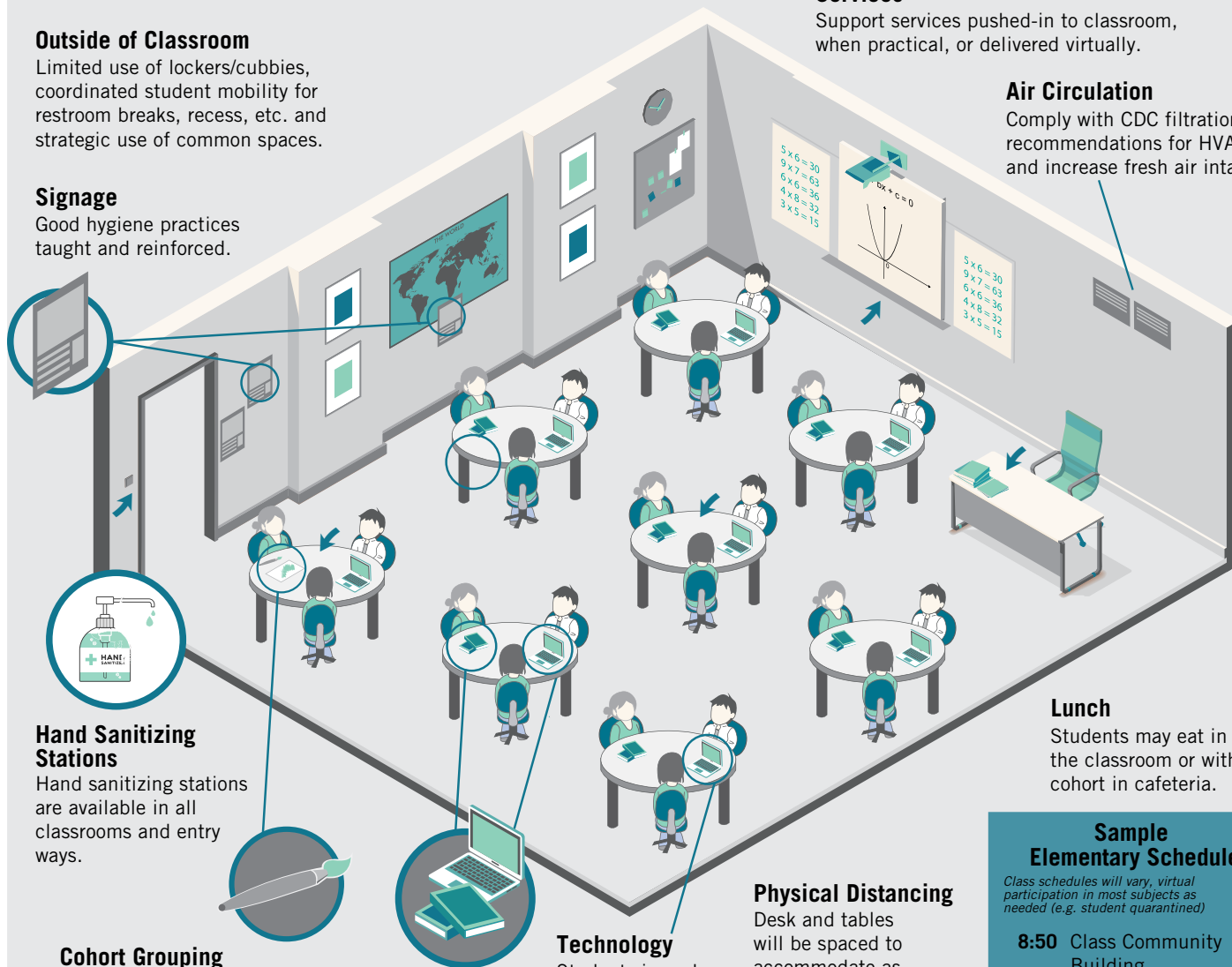
Face coverings required for all K-12 students and staff per State mandate (with exceptions for those unable to wear a mask).

Services

Support services pushed-in to classroom, when practical, or delivered virtually.

Air Circulation

Comply with CDC filtration recommendations for HVAC, and increase fresh air intake.



Hand Sanitizing Stations

Hand sanitizing stations are available in all classrooms and entry ways.

Cohort Grouping

Students remain with same classmates all day. All subjects including art, music, & library taught in classroom or outside (when practical).

Technology

Students issued District device, consistent learning platform used by each grade level.

Physical Distancing

Desk and tables will be spaced to accommodate as much physical distancing as possible.

Lunch

Students may eat in the classroom or with cohort in cafeteria.

Sample Elementary Schedule

Class schedules will vary, virtual participation in most subjects as needed (e.g. student quarantined)

8:50	Class Community Building
9:00	Literacy - Reading
10:00	Recess
10:30	Art/Music/Library/Gym <i>(Virtual participation when practical)</i>
11:30	Lunch
12:00	Social Studies/Science
12:30	Math
1:30	Recess
2:00	Literacy <i>(Writing, Word Study, Grammar)</i>
3:00	Social Emotional Learning, Digital Citizenship
3:30	Dismissal

Additional Disinfection Procedures

High touch areas including desks, light switches, and door knobs will be disinfected often.

Staff

Staff will receive professional development regarding COVID symptoms, mitigation, virtual learning, and social and emotional learning support strategies.

Bathrooms

Each cohort will be assigned a specific bathroom. Bathrooms will be cleaned regularly throughout the day.

Middle School In-Person

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Services

Support services pushed-in to the classroom when practical. Services may also be delivered in a virtual or pull-out setting.



Face Coverings

Face coverings required for all K-12 students and staff per State mandate (with exceptions for those unable to wear a mask).

Outside of Classroom

Coordinated student mobility for restroom breaks, limited use of lockers.

Bathrooms

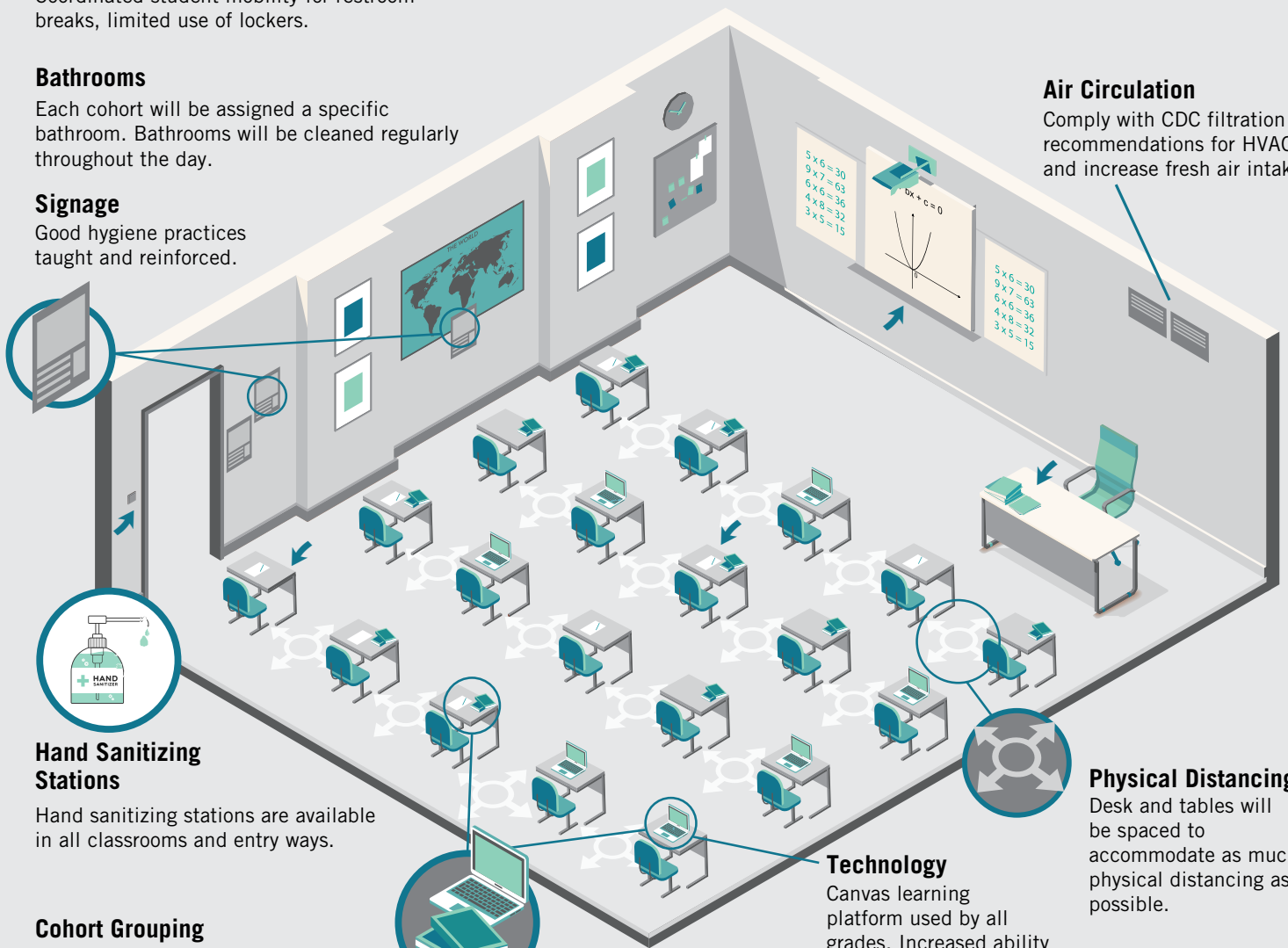
Each cohort will be assigned a specific bathroom. Bathrooms will be cleaned regularly throughout the day.

Signage

Good hygiene practices taught and reinforced.

Air Circulation

Comply with CDC filtration recommendations for HVAC, and increase fresh air intake.



Hand Sanitizing Stations

Hand sanitizing stations are available in all classrooms and entry ways.

Cohort Grouping

Students remain with the same cohort of classmates for all classes. 7th and 8th grade electives delivered in a wheel format, matching the 6th grade model. (e.g. cohort has art quarter 1, engineering quarter 2, etc.).

Lunch

Additional lunches added at each grade level to limit the number of cohorts at one time. Students seated with cohort at lunch and distanced 6 feet. Spaces cleaned between seatings.

Staff

Staff will receive professional development regarding COVID symptoms, mitigation, virtual learning, and social and emotional learning support strategies.

Equipment

Students will use individual supplies to limit sharing. Shared equipment/supplies cleaned between each use.

Technology

Canvas learning platform used by all grades. Increased ability to connect virtual students to the classroom using zoom and newly-installed video technology.

Physical Distancing

Desk and tables will be spaced to accommodate as much physical distancing as possible.

Additional Disinfection Procedures

High touch areas including desks, light switches, and door knobs will be disinfected often.

Sample Middle School Schedule

7:18	Core 1
8:27	Core 2
9:40	Elective 1
10:22	Elective 2
11:10	Lunch, Recess, Resource
12:15	Core 3
1:22	Core 4
2:31	Dismissal

High School In-Person

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Face Coverings

Face coverings required for all K-12 students and staff per State mandate (with exceptions for those unable to wear a mask).

Bathrooms

Classrooms will be assigned a specific bathroom. All bathrooms will be cleaned nightly and after each passing period.

Outside of Classroom

Coordinated student mobility for restroom use, limited use of lockers.

Signage

Good hygiene practices taught and reinforced.

Air Circulation

Comply with CDC filtration recommendations for HVAC, and increase fresh air intake.

Hand Sanitizing Stations

Hand sanitizing stations are available in all classrooms and entry ways, dispensers are antimicrobial.

Student Schedule

Students participate in a typical class schedule with an emphasis on physical distancing and cleaning procedures before/after class.

Lunch

Students eat with cohort, cafeteria cleaned in between seatings, other spaces utilized for lunch.

Staff

Staff will receive professional development regarding COVID symptoms, mitigation, virtual learning, and social and emotional learning support strategies.

Equipment

Shared equipment/supplies cleaned between each use.

Technology

Consistent learning platform used by all grades. Video technology and ZOOM connect classroom to students across schools and programs.

Physical Distancing

Desk and tables will be spaced to accommodate as much physical distancing as possible.

Services

Support services push in to classroom, when practical, or delivered virtually.

Resource Period

Resource period will be incorporated into 2nd block class to reduce student mobility.

Additional Sanitization Procedures

Each block along with high touch areas including desks, light switches, and door knobs will be sanitized often.

Sample High School Schedule

7:55-9:19	1st Block
9:25-11:29	2nd Block & Resource Period
11:35-1:35	3rd Block & Lunch
1:41-3:09	4th Block

Virtual Learning

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Families will have the option to change their instructional model from virtual to in-person at the end of each 9-week term. Exceptions will be made based on available space and extenuating circumstances.

Attendance

Recorded weekly and measured by engagement which reflects participation in synchronous (live) class sessions, academic progress, and timely completion of assignments and activities.

Course Expectations

The course syllabus, priority standards, posting of weekly learning plans, and grading practices will be the same as in-person learning. Course information will be available on a common platform; Seesaw (grades K-2), Google Classroom (3-5), or Canvas (6-12).

Instructor

All virtual courses will be taught by an Elmbrook teacher who, depending on student enrollments, may also be fully virtual or may be extending her/his in-person classroom. Instructors are expected to be accessible during typical school day hours and will have clear expectations on responding to student and family requests.

Support for Special Populations

Services for students with IEPs and English Learners (EL) will be supported in the virtual option with strong communication between students, staff and families by certified special education and EL staff. Individual plans will be reviewed with teams to ensure that services are provided in alignment to the students' needs.

Conferences

All conferences including Strong Start (Elementary) and Parent-Teacher conferences will be conducted virtually.

Interventions

Students in need of additional learning support will receive services remotely at the frequency required by the academic need.

Specials/Elective Courses (K-8)

Students will have the same access to elementary specials (art, music, etc.) and middle school elective courses as in-person learners.

Social and Emotional Care & Support Resources

Recognizing the isolating nature of virtual learning, all teachers and student services team members will work to build a supportive and nurturing online environment and school community for all students. Virtual appointments can be scheduled with school counselors, psychologists, and social workers by a student and/or a parent/guardian.

Time Online

At the elementary level, students can expect 1-3 hours of live engagement each day while middle and high school students can expect 3-4 hours. Throughout the week, engagement will include direct instruction, community building, 1:1 conferencing, small group interactions, and project work. To address screen time concerns, work assigned will reflect a balance of online and offline activities.

Co-Curriculars

- Elementary/Middle School clubs and activities typically do not begin until October. Emphasis will be given to those activities that can be conducted virtually to allow for the greatest level of participation to include virtual students.
- Elmbrook virtual students are able to participate in high school athletics. Many activities/clubs will continue during the school year virtually, affording virtual students the opportunity to participate as interest/time allows.

Technology

All students (K-12) will be provided a district device to support learning. Families without internet access can request a hotspot from their school Principal. Support is available during normal school hours to students and families by calling the technology support line at 262-229-9789.

Standardized Assessments

All students will participate in the District's standardized assessments (e.g. MAP), most of which can be delivered virtually.



Health & Safety

The Elmbrook Schools Reopening Plan is based on CDC guidelines for ensuring safe and healthy learning and work environments. The District actively collaborates with the Waukesha County Health Department to determine criteria and guidelines for school operations in 2020-21. This work includes:



Protecting Vulnerable Individuals

The CDC has defined certain students and staff who need extra precautions against infection. The virtual learning option is available for students and teachers who need extra precautions due to medical risk and others who are concerned about potential risk. Flexible telework assignments are available for non-teaching staff, including those with higher health risk. The screening, health, and safety measures that follow will offer further precautions for vulnerable students and staff.

Health Screening

Elmbrook will implement daily health screening practices for students, staff, and visitors. Families are asked to screen their children each day following the At Home Symptom Checklist from Waukesha County, keeping those with symptoms home and reporting symptoms per the usual attendance procedure. Staff will be required to report self-screening results to confirm they are asymptomatic before reporting to work.

Responding to Illness

Elmbrook and Waukesha County have developed protocols for students and staff who display symptoms. Each case is handled individually, applying established Elmbrook protocols for communicable disease and contact tracing, including expectations for communicating to families about occurrences within a school community. When a student is found to be symptomatic during the school day, they will be moved to an isolation space for monitoring until they can be picked up by a parent/guardian and safely transported for testing and treatment.

All students and staff who are confirmed positive cases, as well as those determined to have been in close contact (within 6 feet for 15 minutes or more, cumulative over 24 hours), will be expected to follow the Wisconsin Department of Health Services guidelines for quarantine outlined below. These expectations will be communicated by the District and County through the process of case confirmation and contact tracing. If a student or staff member is required to quarantine and unable to attend in-person learning, but she/he is well enough to engage in teaching and learning, a "Temporary Virtual Learning" instructional model will be used to connect the student to the in-person classroom.

Health & Safety

Determining Release of Isolation and Quarantine of Cases and their Contacts

Laboratory-Confirmed or Probable COVID-19 Case	Quarantine for 10 days (minimum) and 24 hours fever-free
Household Contact with Case	Quarantined during patient's 10+ days AND 14 days after patient is symptom-free
Non-Household Contact	Close contact (15 minutes or more, within 6 feet) would require 14-day quarantine.
Contact with Case becomes ill, not tested	Quarantined until 72-hour symptom-free, 10 days since symptom onset, 14 days since contact
Contact with Case, Test Negative	Quarantined until 24-hour fever-free, symptoms improved, 14 days since contact

Student and Community Health Monitoring

At an individual student level, Elmbrook Schools staff will actively monitor absences for both in-person and online instruction. Absences reported to be due to personal or family COVID-19 infection will assist schools in providing appropriate resources and support for the student and family during the absence and in supporting a smooth transition back to instruction when it is safe for the student to return.

At a community level, Elmbrook staff will regularly communicate and monitor developments with local health department authorities regarding cases, exposures, hospitalizations, and any other relevant metrics that may require a change in school operations. In the event of an elevated number of cases in local health data or in the event of presumed or confirmed cases directly impacting schools, Elmbrook staff will consult with County authorities for all decisions about short-term closure of a classroom, school, or the District.

School and Facility Modifications

Several district work teams developed plans to modify procedures and the physical school environment to meet CDC safety guidelines and industry best practices. These plans range from visitor management, modifications to office environments, air filtration, removal of excess classroom furniture to allow for physical distancing, parent pickup/dropoff strategies, and guiding hallway traffic. Several of these modifications and procedural changes can be found the Facility Infographic on page 10.

During a health closure for one or wmore Elmbrook schools, no students would be allowed in school buildings for instruction. Staff would access buildings for critical purposes, as permitted within health department guidelines. In rare circumstances when a necessary specialized service cannot be provided remotely, individual students may be permitted into an Elmbrook facility by appointment and with strict mitigation strategies in place.

Additional Mitigation Measures

Including virtual field trips, limit number of visitors, and no large assemblies



Water Fountain Decommissioned

Bottle filling will be available

Controlled Traffic Patterns

Maintain physical distance between students and staff

Outdoor Spaces

Utilize for learning where appropriate

Hand Sanitizing Stations

Hand sanitizing stations are available in hallways and entry ways

Lockers/Cubbies

Limited use of lockers and cubbies

Windows

Increase fresh air circulation when feasible

Bipolar Ionization

Deployed in cafeterias, gyms and some classrooms, this system releases charged atoms that attach to and deactivate harmful substances like bacteria, allergens, and viruses

Isolation Spaces

Available for individuals who may be displaying symptoms while waiting for pickup

Bus

Assigned seats, cleaning between routes, hand sanitizer, face coverings for all riders/drivers

Multiple Entry Points

Where feasible to reduce bottlenecks

School Guests

Restricted to essential visitors only, no volunteers

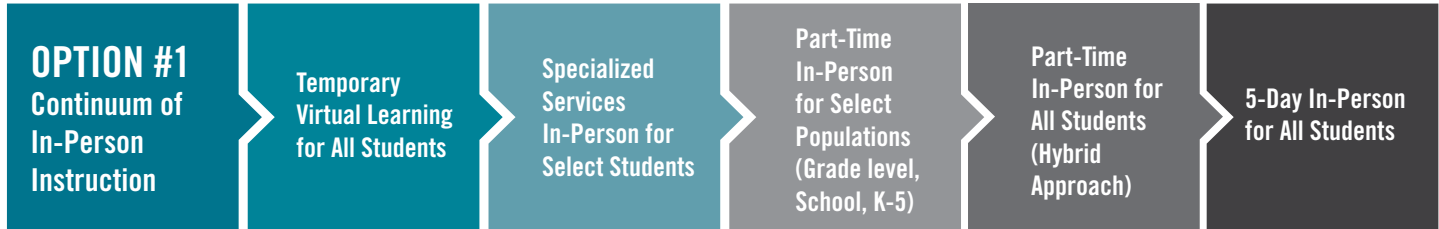
Face Coverings

Face coverings required for all K-12 students and staff per State mandate (with exceptions for those unable to wear a mask)

STAY SAFE
to **STAY OPEN**

Medical Advisory Board Informs Strategy Changes

Changes in public health data could necessitate rapid adjustments to the level of in-person instruction that can be offered at any time in 2020-21. Students, families, and staff who are participating under the in-person instruction continuum option should recognize the potential of short-term closure for a classroom, grade level, school, or district at any time.



To guide the District's decision-making process along the continuum of in-person instruction options, the District will create a **Medical Advisory Board** to advise District staff on how to interpret changes in the data and possible responses. If changes are to occur, District leaders will communicate promptly to staff, students, and families in the event that local health conditions warrant school closure or a change in instructional delivery.

Key Measures and Thresholds

The District will monitor and report several key, county and local school district measures to our school community (sample measures below). With guidance from the Medical Advisory Board, thresholds will be identified from credible sources to help categorize and assess the level of community spread and risk. When possible, 14-day averages will be used to show trends and avoid one-day data outliers. The data thresholds and the possible instructional model continuum response are not absolutes, but meant to guide and inform the decision making process. For example, a staff absence rate of 6% due to confirmed cases may initiate one a change to part-time in-person learning if all cases were assigned to classroom teachers, but a different response if as opposed to 6% non-instructional staff absences disrupting school operations but not necessarily classroom teaching and learning.

CASE Rate per 100,000 over 14 Days			
	Guidelines		
Expert Source	5-Day In-Person	Hybrid	Virtual
WI Dept Health Services	Less than 140 cases/14 days	Less than 350 cases/14 days	More than 350 cases/14 days
MN Health Dept	Less than 190 cases/14 days	Less than 490 cases/14 days	More than 500+ cases/14 days

Hospital Capacity			
	Guidelines		
Expert Source	5-Day In-Person	Hybrid	Virtual
WI Department Health Services	95%	85%-95%	Less than 85%

% of Positive Cases			
	Guidelines		
Expert Source	5-Day In-Person	Hybrid	Virtual
World Health Organization	Less than 5%	TBD	TBD
New York State Health Dept	Less than 5%	Less than 9%	More than 9%

School and District Measures			
	Guidelines		
Measures	5-Day In-Person	Hybrid	Virtual
% Staff Active Cases	TBD	TBD	TBD
% Student Active Cases	TBD	TBD	TBD
% Staff Active Absences due to Contact	TBD	TBD	TBD
% Students Active Absences due to Contact	TBD	TBD	TBD

Communication

The School District of Elmbrook's Communications Team works to create open communication between the Board of Education, Elmbrook Administration, staff, students, parents, and the community. Communication strategies are used to streamline the mass communication that is needed to inform these constituent groups. These communication strategies will be more important than ever during the start of the 2020-21 school year.

Elmbrook Learning Hub Webpage & SchoolMessenger Messages

During the 2020-21 school year, Elmbrook's [Learning Hub page](#) will house all of the new and helpful information for families. Visit this page to view important information regarding school reopening, safety updates and protocols, archived messages to families, changes in public health information, and more.

SchoolMessenger is used to send just-in-time and regular phone, email, and text messages to families, staff, and students throughout the year at both the District and school levels. These messages may include items similar to the Learning Hub as well as emergency information, current effects on District and school operations, critical changes in District/school policies and practices, and more. Families will need to check and update their contact information within Infinite Campus to ensure they are receiving these messages. Families are also encouraged to opt-in to SchoolMessenger text messages by texting "Y" or "Yes" to 67587.

The frequency and length of these messages may change in the 2020-21 school year, depending on what new information is available. All family update messages will be archived on the Learning Hub webpage.

eNotify eNewsletters & Daily Announcements

Each school sends weekly eNotify eNewsletters compiling school and District news and announcements, as well as Community, Parent Group and Co-Curricular announcements, posted to the website throughout the week. Parents are automatically signed up to receive weekly school eNewsletters, and daily announcements emails are available via parent [opt-in](#).

If you are experiencing any issues with your subscriptions, please contact pr@elmbrookschoools.org.

Social Media

Elmbrook Schools currently utilizes three social media platforms to help share information with families, staff, students, and the community.

Twitter: @elmbrookschoools

Facebook: @elmbrookschoools

LinkedIn: Elmbrook Schools

Next Steps

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|--------------------|--|
| August 11 | Board of Education determines reopening model for September 1 |
| August 11 | Following BOE decision, families and staff prompted to declare their preference by Sunday, August 16 |
| August 17 | HR and Administrative Cabinet begin to adjust staffing model and student enrollments based on selections |
| September 1 | First day of school |