



School District of Arcadia Reopening and Instructional Plan

Key Priorities

- Instruction
- Mitigating Risk
- Community Impact
- Communication

Assumptions

1. We will hold school in some capacity throughout the pandemic.
2. We will not have more money or resources than we currently do.
3. Some families will not want/be able to have their student attend school until effective treatments or a vaccine is available.
4. Many parents will not be able to supervise their children during the day at home.
5. Child care options for families will be limited.

Learning Methods Overview

Changes in how learning and teaching occur will be based on state mandates, county mandates, changes in risk levels, and possible cases in our buildings. We will need to be flexible and adaptable with our methods of teaching and learning as things continue to change in our county, region, and state.

| School Buildings are OPEN unless: | Learning Methods |
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| <p>Schools have been ordered closed by state or county health departments.</p> <p style="text-align: center;">OR</p> <p>Lack of available staff to effectively supervise and meet the needs of students.</p> | <p>2 Options</p> <ul style="list-style-type: none"> ● Face-to-Face Learning ● Parent Elected Remote Learning |
| <p>Face-to-Face Learning</p> <p>All buildings will be open for students to attend in person.</p> | |
| <p>Parent Elected Remote Learning</p> <p>PK-12th grade students are at home engaged in asynchronous and synchronous learning. Two types of delivery of lessons can occur. The learning schedule will be provided to families based on the grade level of the student.</p> <p><u>Synchronous learning</u> (live-streamed lessons and instruction) occurs based on the schedule established by school staff. Students are expected to log in and participate during the live lesson for</p> | |

nearly all lessons.

Asynchronous learning (recorded, self-paced lessons) may also be used for some lessons. During this delivery method, students can access recorded lessons at their convenience. Staff will monitor progress of students and will have set office hours during which students can contact the staff member for nearly immediate feedback and interaction. **NOTE: This will only be used if absolutely necessary and will not be the regular method of instruction for students.**

A student's schedule may need to be modified because some courses cannot be taught effectively through a remote learning method.

| School Buildings are CLOSED to Students if: | Learning Method |
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| <p>Schools have been ordered closed by state or county health departments.</p> <p style="text-align: center;">OR</p> <p>Lack of available staff to effectively supervise and meet the needs of students.</p> | <p>Remote Learning</p> |
| <p>Remote Learning</p> <p>PK-12th grade students are at home engaged in asynchronous and synchronous learning. Two types of delivery of lessons can occur. The learning schedule will be provided to families based on the grade level of the student.</p> <p><u>Synchronous learning</u> (live-streamed lessons and instruction) occurs based on the schedule established by school staff. Students are expected to log in and participate during the live lesson.</p> <p><u>Asynchronous learning</u> (recorded, self-paced lessons) may also be used for some lessons. During this delivery method, students can access recorded lessons at their convenience. Staff will monitor progress of students and will have set office hours during which students can contact the staff member for nearly immediate feedback and interaction.</p> | |

| BUILDINGS OPEN Expectations/Protocols | |
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| Face-to-Face Instruction | |
| <p>Pre-Screening Students and Staff</p> | <ul style="list-style-type: none"> ● Parents/Guardians Are Expected to Pre-Screen Their Child(ren) Everyday <ul style="list-style-type: none"> ○ Parents/Guardians: Screen students at home for: |

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| | <ul style="list-style-type: none"> ■ a fever >100.4 without medication, <ul style="list-style-type: none"> ● (Do not give Tylenol or Ibuprofen to your child before sending him/her to school) ■ chills, ■ cough, ■ shortness of breath/difficulty breathing, ■ fatigue, ■ muscle/body aches, ■ headache, ■ new loss of taste or smell, ■ sore throat, ■ congestion, ■ runny nose, ■ nausea/vomiting, or ■ Diarrhea <ul style="list-style-type: none"> ● Parents: keep your student at home if any of the listed symptoms are present ● Staff will pre-screen at home before coming to school/work |
| <p>Attendance</p> | <ul style="list-style-type: none"> ● Parents: contact school to report your student's absence <ul style="list-style-type: none"> ○ Information should include the student's complete name, symptoms of illness and a contact phone number ● Students MUST stay home if: <ul style="list-style-type: none"> ○ Students are experiencing any symptoms listed below. <ul style="list-style-type: none"> ■ fever >100.4 without medication, ■ cough, ■ shortness of breath/difficulty breathing, ■ fatigue, ■ muscle/body aches, ■ headache, ■ new loss of taste or smell, ■ sore throat, ■ congestion, ■ runny nose, ■ nausea/vomiting, or ■ diarrhea ○ A family member living in the same household is showing COVID-19 symptoms. ○ Children having a family member who has tested positive for COVID-19 must quarantine for 14 days. ○ Children having come into contact with a person who has tested positive for COVID-19 must quarantine for 14 days. ● NOTE: As individual situations arise, parents/guardians may contact the school to request assistance with decision making regarding |

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| | <p>attendance. In these instances, school officials will seek guidance from the Trempealeau County Health Department.</p> <ul style="list-style-type: none"> ● Attendance will be taken every school day/class period. Students not following the attendance guidelines will be considered truant. |
| <p>Pick Up/Drop Off</p> | <ul style="list-style-type: none"> ● Students being dropped off at school must be wearing a face covering as soon as they exit the vehicle. ● Students must maintain social distancing to the extent possible at all times while on school property, unless they are with a family member who lives in the same household. ● Students being picked up after school must wear a face covering until they enter their vehicle. ● Parents will be required to remain in their vehicle when dropping off or picking up their child(ren) unless plans have been made with school administration. ● Social distancing practices will be in place for entering and exiting the building. ● Students should not congregate outside or inside the school building upon arrival at school or when waiting to depart school at the end of the day. ● For all students who need to leave the building (have an appointment, are ill, need to leave early, etc.) parents will call the school office upon arrival to the building and the student will be released after the parent has been identified either through the entry camera or direct ID by a staff member. <p>Elementary</p> <ul style="list-style-type: none"> ● Follow the map that has been provided to you to help with traffic flow. ● AES staff will escort your child to your vehicle during the school day. ● Please do not double park as this is dangerous and impedes traffic flow. ● Students will go straight to their classroom when they arrive at school. ● Bus riders will go through door 9 or 11. Car riders and walkers will enter through the front doors by the main office. <p>Middle School</p> <ul style="list-style-type: none"> ● Students and parents will not be allowed to linger at the front door at arrival or dismissal. ● Parents/guardians are asked to stay in their vehicles during pick-up and drop-off in the MS drive up lane. ● Car riders and walkers will enter and exit through the door off the parent drive up lane. Bus riders will enter and exit through the front school doors. <p>High School</p> |

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| | <ul style="list-style-type: none">● Students and parents will not be allowed to linger at the front door at arrival or dismissal.● Car riders and students driving to school should enter the doors on the student parking lot side of the high school. Walkers and bus riders will enter and exit through the school doors on the Fairfield Ave side of the building. |
| Walkers | <ul style="list-style-type: none">● Students walking to school must have a face covering on as soon as they enter school property.● Students must maintain social distancing to the extent possible at all times while on school property, unless they are with a family member who lives in the same household.● Students walking from school must wear their face covering until they are at least off of school grounds. |
| Transportation | <ul style="list-style-type: none">● Parents will be encouraged to drop off and pick up their students whenever possible to help reduce numbers of students on buses and therefore helping mitigate risk.<ul style="list-style-type: none">○ Parents will be required to remain in their vehicle when dropping off or picking up their child(ren).● Bus routes will be very similar to the 2019-2020 school year, with some slight changes to pick-up and drop off times and locations.● Some routes have been changed to minimize cross-over of students from one bus to another.<ul style="list-style-type: none">○ Students will be allowed only access to one bus route in the morning and one bus route in the evening. If a student needs to be picked up or dropped off at a different location on the same bus route that would be allowed.● Students will be required to wear a face covering at all times while on the bus or in other school-provided transportation.● Hand sanitizer will be available for students to use upon entering the bus. Students are expected to use this every time they board the bus.● Students will be assigned a seat and must remain in that seat throughout the duration of the route.● Bus drivers will wear face coverings and/or a face shield and may have an enclosed clear compartment around the driver's seat, which may be added at some point during the school.● If a parent walks their child to the bus during morning pick up or meets them at their drop off location, the parent must remain at least six feet from the bus entry door or must have a face covering. At no time should the parent attempt to enter the bus. |

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| <p>Face Coverings/ Protective Barriers</p> | <ul style="list-style-type: none"> ● <i>The District will require staff and students to wear face coverings at all times while on District premises, during District activities, and while on District-provided transportation when social distancing cannot be maintained consistent with the recommendations of the CDC available at https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html.</i> <ul style="list-style-type: none"> ○ Two cloth face coverings will be provided to each student. Students are expected to bring these home with them, clean them, and wear them to school the next day. ○ Two cloth face coverings will be provided to each staff member. Staff are expected to clean and maintain them. There will also be clear face coverings available for staff upon request. ● Clear partitions may be placed in high traffic areas - offices, food service, bus driver compartments, teacher desks, etc. ● Clear partitions may also be used in some classroom settings on student desks or student tables. |
| <p>Hand Washing and Hand Sanitizing</p> | <ul style="list-style-type: none"> ● Hand sanitizer stations will be located throughout the hallways in all buildings and will be available on each bus. <ul style="list-style-type: none"> ○ There will be at least one hand sanitizer station on each bus and one located outside of each classroom door. NOTE: Due to a current shortage of pump sanitizer stations, they may be spaced farther apart at the start of the year. ● Handwashing routines will be emphasized and mandated as part of normal, regular routines. ● Traveling staff should wash and/or sanitize their hands upon entering a new building or classroom setting. |
| <p>Cleaning</p> | <ul style="list-style-type: none"> ● Rooms and buses will be sanitized at least once daily. ● High touch areas will be cleaned multiple times throughout the day. |
| <p>Drinking Fountains</p> | <ul style="list-style-type: none"> ● Drinking Fountains will be turned off. ● Bottle Filling stations will remain turned on. <ul style="list-style-type: none"> ○ Students will be provided with a water bottle by the school district on the first day of attendance. |
| <p>Visitors to School</p> | <ul style="list-style-type: none"> ● No one from the public - visitors, parents, vendors, etc. - will be allowed into the buildings during times when students are present. <i>Legal Reference - WI Statute 120.13(35)</i> |

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| | <ul style="list-style-type: none"> ○ If it is an absolute necessity for someone from the public to enter the building, they must prearrange the meeting with the building principal and they are required to wear a face covering at all times when present. ● For all students who need to leave the building (have an appointment, are ill, need to leave early, etc.) parents will call the school office upon arrival to the building and the student will be released after the parent has been identified either through the entry camera or direct ID by a staff member. ● Meetings with parents and visitors will be held virtually as much as possible. |
| <p>Students or Staff Showing Signs of Illness</p> | <ul style="list-style-type: none"> ● Students <ul style="list-style-type: none"> ○ The School District of Arcadia will follow guidance from the Trempealeau County Health Department ○ If a student develops COVID-19 symptoms during the school day, the student will be sent home and the parent is advised to contact their health provider by phone. <ul style="list-style-type: none"> ■ Parents/Guardians should call the school when they arrive for pick up, remain in their vehicle and the student will be released. ○ Classroom(s) will be thoroughly cleaned and sanitized. ● Staff <ul style="list-style-type: none"> ○ Report to their direct supervisor and leave the building. ○ Contact their health provider by phone ○ The primary work area will be thoroughly cleaned and sanitized. |
| <p>Staff and Student Return to School Post Illness - COVID-19 / Other Illness</p> | <ul style="list-style-type: none"> ● Covid 19 - Staff/students may return to school when cleared by their health provider or the Trempealeau County Health Department. ● Please Note – any individual that is COVID-19 positive is placed under isolation by their Health Department, any identified Close-Contact individual(s) are placed under quarantine by their Health Department. All individuals that are placed under isolation or quarantine are only released by their Health Department. ● Other Illness(es) - Staff/students may return to school when they have not experienced symptoms of illness for three days (72 hours) |
| <p>Food Service</p> | <ul style="list-style-type: none"> ● Breakfast will be “grab & go” and will be eaten in the student’s assigned classroom or designated area. ● Lunch will be served on disposable trays and students will use disposable utensils. ● All condiments will be single-serve packets and will be stored and made available in each classroom. ● All available spaces throughout the building will be used for eating, including hallways and common spaces. <p>Middle:</p> |

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| | <ul style="list-style-type: none"> • A “Grab and Go” breakfast will be served from 7:30 - 7:55 am for students to grab before going to assigned breakfast areas. |
| Classroom Arrangements | <ul style="list-style-type: none"> • Desks will be arranged as far apart as practical based on available classroom square footage. In many cases they will be facing in the same direction towards the front of the room. • Where tables are used and shared, plexi glass screens may be used to separate students. • Non-instructional shared items will be removed. • Instructional shared items will be cleaned between uses. • Doors will be propped open if possible. <p>Elementary:</p> <ul style="list-style-type: none"> • During guided reading instruction, a maximum of 4 students will be allowed at the kidney shaped table with the teacher. • Rugs have been removed from the classrooms to promote social distancing. |
| Lockers/Cubbies | <p>Elementary:</p> <ul style="list-style-type: none"> • Lockers/cubbies will only be available during beginning and end of the day transitions • Lockers/cubbies - only used for winter items and backpacks. • All student’s personal items go home each day <p>Middle/High:</p> <ul style="list-style-type: none"> • Lockers will not be used. Students will carry their belongings and school issued books in backpacks/bookbags. |
| Locker Rooms | <p>Middle/High:</p> <ul style="list-style-type: none"> • Students will not be changing for PE. Students need to wear safe clothes and shoes on PE days. |
| Library | <ul style="list-style-type: none"> • The LMC will have limited use. Students wishing to check out reading materials will need to do so using the online catalog and then submitting a request to the LMC staff who will then deliver the materials to the classroom(s). |
| Hallways | <p>Elementary:</p> <ul style="list-style-type: none"> • Hallways will have designated directions on each side. Physical distancing emphasized with safety signage in high traffic areas. • Student release times for each class will likely be staggered. <p>Middle/High:</p> <ul style="list-style-type: none"> • Hallways will have designated directions on each side. • Students will keep socially distanced to the greatest extent possible. |

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| Restrooms | <p>Elementary:</p> <ul style="list-style-type: none"> • Students will use restrooms in assigned groups by classroom. <p>Middle/High:</p> <ul style="list-style-type: none"> • Students will only be allowed to use the restrooms during class periods. • Restrooms will not be utilized during passing periods. • Try to use bathrooms one at a time. |
| Backpacks | <p>Elementary:</p> <ul style="list-style-type: none"> • Students will keep their backpacks in lockers/cubbies. <p>Middle/High:</p> <ul style="list-style-type: none"> • Students must have a backpack or bookbag to carry school supplies during the school day and home each afternoon. Lockers will not be used. |
| Instruction | <ul style="list-style-type: none"> • Instruction will be based on the Power Standards established for each grade level and/or content area. • There will be no in-person assemblies or field trips. • Materials may not be shared by students. <p>Elementary</p> <ul style="list-style-type: none"> • Physical Education <ul style="list-style-type: none"> ○ No activities that involve physical contact ○ Students maintain spacing to the greatest extent possible ○ No shared equipment • Music <ul style="list-style-type: none"> ○ No activities that involve physical contact ○ Students maintain spacing to the greatest extent possible ○ No shared equipment ○ Equipment will be cleaned after each class • Some specials will be conducted in homerooms, so students do not have to travel through the building. (Art, LMC-keyboarding, Guidance) • Any equipment that requires sharing must be properly sanitized and left to sit for at least three hours before being used by another student. <p>Middle/High:</p> <ul style="list-style-type: none"> • Any equipment that requires sharing must be properly sanitized before being used by another student. • Music and band will be theory based. Singing and playing of instruments will only be allowed in a one-to-one setting, offered in small groups (those in each homeroom) for the students who choose to participate on a rotational basis. |
| Grading | <ul style="list-style-type: none"> • Students will be held accountable to the district grading scale. |

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| Homework | <p>Elementary:</p> <ul style="list-style-type: none"> ● Homework will be given on a limited basis. ● Students are expected to read a minimum of 15 minutes a day. <p>Middle/High:</p> <ul style="list-style-type: none"> ● All homework will be submitted electronically through Google Classrooms as much as possible. |
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| Recess | <p>Elementary:</p> <ul style="list-style-type: none"> ● The playground will be divided into sections using temporary fencing, each homeroom will stay within their assigned section. ● One grade level will only be allowed on the playground at a time. ● Sections will change daily. ● Playground equipment and balls will be assigned to a homeroom. ● Playground equipment will be cleaned between different homeroom uses. <p>Middle School:</p> <ul style="list-style-type: none"> ● Students will be attending recess with our lunch period and be asked to practice social distancing. ● No playground equipment will be allowed out to recess. |
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Parent Elected Remote Learning

Parent(s) who prefer to have their children in a remote learning environment, will be required to meet certain expectations for their child to participate in the remote learning environment.

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| Attendance | <ul style="list-style-type: none"> ● The student must commit to remote learning for at least a trimester. <ul style="list-style-type: none"> ○ If necessary, a consultation between a school official and a parent will take place to determine if this method of learning meets the needs of the student. ● All students (PreK-12) will log in during required times throughout the day to participate in live-streamed instruction from their teachers for their respective classes. ● Students in PreK-Grade 4 will need to have a parent or adult caregiver at home with them at designated learning times to assist with technology, helping the child stay on task, and to assist as a “learning coach” when needed. ● Students engaged in parent elected remote learning MUST be logged in at the start of classes and remain logged in during the duration of live-streamed instruction to be counted as present. ● Video must be turned on. ● Attendance will be taken every school day/class period. Students not following the attendance guidelines will be considered truant. |
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| Instruction | <ul style="list-style-type: none"> ● Instruction will be based on the Power Standards established for each grade level and/or content area. ● Students must have access to reliable internet. ● Learning activities will be posted to Google Classroom. Students will be expected to submit completed assignments through Google Classroom unless otherwise instructed by their teacher(s). ● Teachers will offer virtual office hours for remote learning students. ● Students will follow the remote learning norms for instruction. <ul style="list-style-type: none"> ○ Video turned on. ○ Microphone muted unless instructed to turn on or granted permission by the instructor to turn the microphone on. ○ Chat is only used for communication between the instructor and students. NO chat between students is allowed. ○ Logged in on time. ● Students will follow their instructional class schedule. |
| Grading | <ul style="list-style-type: none"> ● Students will be held accountable to the district grading scale. |
| Food Service | <ul style="list-style-type: none"> ● The foodservice program is allowed to serve meals to students who have chosen Parent Elected Remote Learning. They can be provided the meals for five days with one pick up between 12:15 and 1:00 PM on Wednesdays at the high school for all grade levels. Students will pay for meals at the same rate as they would if they were in school. If you are choosing to participate, you will need to contact your child's school offices to sign up if they will be taking part in the program. You MUST sign up if they are participating in the foodservice program. |

BUILDINGS CLOSED Expectations

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| Attendance | <ul style="list-style-type: none"> ● All students (PreK-12) will log in during required times throughout the day to participate in live-streamed or recorded instruction from their teachers for their respective classes. ● Students MUST be logged in at the start of classes and remain logged in during the duration of live-streamed instruction to be counted as present. ● For students viewing recorded lessons, attendance is measured by the completion of the assigned formative assessment. ● Attendance will be taken every school day/class period. Students not following the attendance guidelines will be considered truant. |
| Instruction | <ul style="list-style-type: none"> ● Instruction will be based on the Power Standards established for each grade level and/or content area. ● Students will follow the remote learning norms for instruction. <ul style="list-style-type: none"> ○ Video turned on. |

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| | <ul style="list-style-type: none">○ Microphone muted unless instructed to turn on or granted permission by the instructor to turn the microphone on.○ Chat is only used for communication between the instructor and students. NO chat between students is allowed.○ Logged in on time.● Student course and instructional minutes will be modified. |
| Grading | <ul style="list-style-type: none">● Students will be held accountable to the district grading scale. |
| Food Service | <ul style="list-style-type: none">● Yet to be determined |