



HORTONVILLE AREA SCHOOL DISTRICT

***Reopening Plan
2020-21***



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DISTRICT RESPONSE PLAN

After careful study of documentation of the CDC, DHS and Department of Public Instruction Education Forward guidance documents and public input via survey, the following documents and addendums reflect the Hortonville Area School District's plan to reopen in the fall of 2020. All recognize that the pandemic presents challenges and variables that can change rapidly. The HASD re-opening plan is subject to change based on the current guidance from public health. The goal of the plan is to remain open for daily student instruction with a parent/student option for virtual education.

Governance

- Send survey about re-opening to key stakeholders to determine a vision aligned with local values and needs (Parents and staff)
- Develop a professional development learning plan for staff
- Determine a communication plan for district
- Continually monitor Pandemic Plan and revise as needed
- District Safety Team is in charge of overall plan. TECIP teams will be used for managing day to day responses

School Operations

- Families will select in person or online learning in Skyward through the enrollment process. Both options have students learning per the board approved 2020-2021 district calendar.
- Current district attendance policies will be suspended during pandemic. Attendance should be taken daily for students at school and learning from home. Parents will be responsible for calling in students when ill. Building attendance teams (pupil services) will follow up with students with unexcused absences to ensure student safety.
- Develop plan to address staffing assignments and other needs. Staff that are required to quarantine due to a close contact at work, will be assigned at home duties. Staff that are required to quarantine due to a close contact outside of work will follow handbook procedures.
- Current district work hours are subject to modification for student supervision.



- Distancing requirements: Visitors are not permitted to enter school buildings during the academic day. Each building will have pick up and drop off procedures that will be considered for social distancing.
- The district will provide for computer and internet options for accessibility for those in need.
- Staff travel for professional development is discontinued until further notice.
- The district will ensure all communication is translated.
- All buildings coordinate with Julie Manthe (Food Service Director) to adjust lunch locations, protocols and procedures to accommodate for social distancing and reduced interaction with others.
- Athletic and extra-curricular procedures will be updated (see Out of School Time below)

Technology

- Work with the library media specialist to access Common School Funds to provide for student needs.
- Prepare devices for at school and at home learner needs.
- Create professional development plans based upon needs identified.
- Coordinate with district leadership to identify staff that can assist with device management and extended technology support.
- Communicate frequently with families regarding technology use in the building. Provide technical support for families and students.
- Continuously monitor and document device return process. Review issue tracking and inventory results frequently.
- Identify chronic technology issues that arose during the school closure period and use them to adjust the district technology plan.

Infection Control Mitigation

- Use the “Reopening School Building Risk Assessment” to ensure mitigation strategies are in place.
- All staff will be required to wear a mask, face shield or have a physical barrier at their workstation when within six feet of others.
- Students will be educated and encouraged to wear a mask if physically able and will observe social distancing where possible.
- Provide parent education about the importance of monitoring symptoms, wearing masks, and staying home when ill. Encourage parents to perform symptom checker with



child before coming to school. Ensure all families have access to thermometers and facial coverings. Supply thermometers (if in supply) and facial coverings if needed.

- Each building will provide multiple entryways for entry and exit of buildings.
- Install DOT approved physical barriers for bus drivers.
- Install sanitation stations in each room of each building.
- School nurses designated sick student/adult locations in each building to minimize contact.
- Ill students or staff will not return to school until they have met the criteria to discontinue home isolation per the guidance of the DHS guidelines.
- Contact tracing protocols will be implemented in conjunction with the Outagamie County Department of Health Services if a student or staff member become infected. (Contact Tracing Protocol).
- Additional contracted time with BSG for frequent cleaning and disinfection of high-touch surfaces.
- Use visual cues to demonstrate physical spacing.
- Additional waves of infections are expected, possibly coinciding with flu season in October or November. This could result in site, district, regional, county or statewide school closures or additional modifications to school operations. Short-term closures of single or multiple schools will remain a possibility.
- Where possible restrooms will add sensors for fixtures.
- There will be assigned student seating in all school areas, including cafeterias.

School Safety Mental Health

- As students return, there is likely to be increased acting out due to anxiety, depression and trauma brought on by the pandemic. Staff will create safe and supportive environments for returning students.
- Frequently communicate clearly with parents about the safety and health procedures being put in place prior to school starting.
- Conduct district wide TECIP response prior to students returning to school to identify how different groups of people may have been impacted.
- Work with district SEL team to review social emotional learning expectations and encourage staff to implement social emotional learning practices daily.
- Review mandated reporting requirements and ensure all staff understand processes and procedures.
- Continue with mental health screening at the universal level. Use building level SEL teams to ensure students receive appropriate support.



- Understand there will most likely be an increased level of misbehavior due to the trauma of the pandemic. Student Intervention Teams will provide behavioral support for misbehavior while using a trauma-sensitive approach.
- Student Intervention Teams will communicate with students and families who are not attending school.
- Monitor district level data regularly (attendance, academic, and behavior)
- Continually assess mental health needs using the district TECIP process.
- Provide mental health literacy to all staff at the beginning of the year, focusing on Trauma Informed Care. Review frequently throughout the year.
- Provide mental health support to staff throughout the year through the EAP and district wellness team.
- Classroom doors may remain open but must be locked.

Teaching and Learning

- Communicate with families for 100% virtual enrollment options in connection with information about staying within your own district (policies, access to on-site services and a few face-to-face course selections, transcripts and graduation tied to local district, online and parent handbook resources).
- Review assignment of teachers to the particular learning scenarios to align their curriculum work.
- Complete “flash back/ flash forward” curriculum assessment to identify and communicate learning gaps in vertical teams.
- Adjust pacing guides to reflect curriculum changes identified in collaborative teams.
- Ensure prerequisite skills are articulated in curriculum maps.
- Complete pre-assessment plan to measure where students need additional time and support.
- Ensure teachers have professional learning time for collaborative lesson study, collaborative review of student work, and sharing of practice through collaborative teams in a professional learning community.
- Work with schools to develop targeted intervention plans for the most vulnerable students through Site Intervention Team/RTI process.
- Reporting of progress and credit acquisition will remain the same as in prior years through Skyward and Mastery Connect.
- Use principles of Universal Design for Learning (UDL) to address barriers by creating options and various means for ensuring equitable access to learning and resources.



- Share resources with early learning partners (childcare center and district 4k) and use partners as a resource to identify resources, interventions, and extensions that are available to children and families.
- Ensure digital citizenship and other online skills and practices are prioritized.
- Field trips are discontinued until further notice.

School Libraries

- Create plan for circulation of materials during in-person, virtual, and blended learning environments, scheduling scenarios, and instructional models. In-Person: Consider options appropriate for school community for selecting materials to check out.
 - Use online catalog to place holds on materials and have library staff retrieve items and check them out to students/staff.
 - Pull small selections of books from shelves, set out on display, and allow youngest students to select from them.
 - Limit student browsing directly from shelves by having them select options in catalog before retrieving items.
- Provide book return and new material containers that can be dated and placed in quarantine for at least 72 hours (3 days) before being handled by staff.
- Pack and store non-technology manipulatives, maker space items, and any other shared supplies, and implement new activities determined at district level. Properly clean technology devices.
- Maintain libraries to reflect district distancing guidelines:
 - Table seating should have students face one direction and allow for social distancing.
 - Consider marking traffic flow on floors to designate entrance, exit, and spacing for check-out line.
- Work with others, including the technology team, to identify professional learning strengths and needs of staff in the use of digital tools and resources. Create resources for instructing students and teachers to use online catalogs to view the collection and place holds for materials. Promote and facilitate use of online resources, such as eBooks, audiobooks, research databases, and instructional tools.
- Work with technology and curriculum teams to plan professional learning opportunities for staff members based on identified needs.

Special Education

- Hold legal IEP meetings virtually instead of face to face.



- Continue Child Find activities virtually with parent screener. Conduct face to face assessment only when necessary, using the appropriate mitigating practices.
- Document how specially designed instruction is provided for each child. Provide compensatory services when unable to fulfill committed services.
- Specially designed instruction and therapy services will be provided virtually if school were to be closed.
- Train all staff on virtual tools available to perform specially designed instruction and therapy services.
- Special education students should always be considered general education students first and will be provided the same opportunities.
- Evaluations should be completed under the legally mandated timelines. The district will apply for extensions only if a student is unavailable for testing and the IEP determination cannot be appropriately completed.

English Learning

- As all students who receive services for English/bilingual learning are general education students, refer to the guidance in Teaching and Learning.
- Support school staff with planning for language proficiency development utilizing the revised WIDA English Language Development (ELD) Standards and including the Wisconsin Standards for World Languages and WIDA Spanish Language Development (SLD) Standards for bilingual/dual language learners.
- Align individual accommodations to student needs to ensure students with ILPs meet school-wide health and safety requirements.
- Continue to monitor and exit students.

Gifted and Talented

- Complete delayed or new identification processes (testing, nominations, rating scales, demonstrated products/performances) for targeted high-ability/high-potential students and create corresponding pupil profiles, as warranted.
- Identify additional students in need of intervention and/or services, whether academic or social-emotional and prioritize support for the most vulnerable students.
- Utilize flexible grouping practices to better serve the needs of students with gifts/talents.
- Differentiate in a variety of ways, especially for gifted/talented or high-ability/high potential students who know the content or can learn it quickly.



Out of School Time (OST) Programs

- Refer to addendum on OST and facility use protocols and procedures
- Include OST stakeholders and program providers in any communication that may impact program operations. This includes, but is not limited to, sudden changes in protocols, potential exposure to COVID-19 positive individuals, access to district resources that may assist in delivering programming.



ELEMENTARY SCHOOLS RESPONSE PLAN

Governance

- Elementary principals have worked together to review district recommendations and procedures.
- School Leadership Teams, School Intervention Teams, and TECIP (Traumatic Event Crisis Intervention Plan) serve as school-level pandemic response committees and will be utilized throughout the year.
- Teachers will be given time during in service days to learn technology and collaborate around virtual opportunities for families.

School Operations

- Create unified back to school communication that outlines school process and procedures throughout the transitions of the upcoming year.
- Identify staff who are not returning and hire to replace.
- Complete revisions to master teaching schedule to reflect changes in arrival and dismissal, recess and lunch, and supervision to meet new process needs.
- Continually work together as an elementary team on If/Then scenarios – how will we respond as situations evolve.
- Implement traffic plans for hallways based on building to aide in distancing and minimizing numbers of students gathering in areas.
- Additional cleaning will occur throughout the day nightly to sanitize desktops and high touch surfaces such as doorknobs.
- Meet with groups of staff during August in-service to review comprehensive plan for building:
 - Supervisors
 - Classroom teachers
 - Specialists
 - Other professional staff
 - Paraprofessionals
 - Office staff
 - Custodial and maintenance
 - Food service (by building)
 - Bus drivers (by route)
- Communicate with specialists and professional staff which students need virtual instruction (specialists, interventionists)



- Teacher Guidelines and Expectations for Digital Learning
 - All content areas included by team on individual teacher course daily
 - Standards and instruction are on pace with classroom instruction in the digital environment
 - Canvas is used by all and must include all learning resources
 - Online lessons will be made available. Lessons may be videotaped during instruction and shared among teams.
 - Digital learning expectations will be at the same level of rigor as classroom instruction.
 - Class lists will be dynamic to adjust for enrollment fluctuations throughout the year.
- The district's responsibility is to offer a well-rounded education through either in person or virtual learning.
 - All academic areas including Reading, Writing, Word Study, Math, Science, Social Studies, Social Emotional Learning, Art, Music, Physical Education, and World Language.
 - At home learning expectations will be the same as in school learning expectations with the same level of rigor for learning.
 - Students are responsible for completing all assignments and assessments by established due dates.
 - Students will log in to Canvas daily for virtual learning.
 - All students will have daily communication with teacher through a variety of methods (in person, email, Canvas, Teams, etc...)
 - Parent agrees to be the learning coach and monitor schoolwork daily for virtual learning options.
 - Students are asked to bring to school only those items requested and essential for learning. (no toys, locker bins, etc.)
 - Students at school will be asked to bring locker items home on a daily basis.

Bus

- The District and Transportation Department will survey parents on their transportation needs for their children.
- Schools will create a before school/after school plan for increased car drop off and pick up to include the following:
 - All staff will have outside duty in the morning before school and after school to monitor bus unloading/loading and car drop off/pick up areas.
 - Buses will not be released all at the same time to stagger entry to the building.



- Students will be assigned a specific door entrance to enter in the morning.
- Procedures will be used for waiting for the bus and loading the bus.
- Walking traffic patterns will be identified and monitored by teachers with visuals to indicate those routes.
- At the end of the day, students riding in a car will be dismissed beginning at 3:00 and students riding the bus will be dismissed at 3:10.

Technology

- The HASD will use Canvas as their instructional platform for both in person learning and virtual learning.
- Teachers will be provided additional and ongoing training in Canvas.
- Limited sharing of supplies and electronic devices will occur at school with cleaning protocols after student use.
- Schools will work with the IT department to create a plan for device distribution at site level as requested by families to support virtual learning.

Infection Control/Mitigation

- Elementary will create and display the following visual social distance reminders:
 - Bear Paws for waiting dots
 - Arrows for traffic flow
 - Additional social distancing reminders (6 ft apart, etc...)
- Students will remain in classroom cohorts for the majority of the day. Lunch and recess are modified to include only one grade level at a time to keep contact with other groups in the building limited.
- Building and classroom routines will include hand sanitizing upon entry to the building and classrooms, wiping down desks and supplies frequently, and following established entrance and exit patterns and traffic direction cues.
- Students will enter elementary buildings in multiple entrances.
- Maintenance Department along with Pupil Services Director and nurses will be ordering the following:
 - Disinfectant wipes
 - Sanitation Stations (one per classroom)
 - Sanitizer
 - Water Bottle fillers
 - Disposable Masks
 - Face Shields



***This will be supplied to start the school year and schools will reorder when necessary.*

- Nurses will provide a Triage checklist for classroom teachers. The checklist will be used to minimize visits to the health office unless necessary.
- Carpets and mats will be taken out of classrooms to increase social distancing within all classrooms.
- Students will bring and use their own school supplies to limit the amount of shared materials. If there are materials that need to be shared, the teacher will follow the recommended disinfection guidelines and procedures.
- All classes will be encouraged to take place outside (weather dependent) where students can spread out.
- Water filling stations will be installed at all elementary schools to encourage students to bring their own water bottle to school. Water fountains will be turned off.
- Each school will have an isolation station for ill children and a separate location for first-aid or medication distribution. (Details in Health Office section)
- Students will be encouraged to wear protective equipment and face coverings throughout the entire day.
- All drinking fountains will be turned off in buildings and classrooms. A water bottle filler or faucet will be available to students.

Health Office

- Principals have conducted health area tours with District nurses to identify isolation rooms for students that exhibit COVID-19 symptoms
- District nurses will work with Health Aides to determine the additional areas:
 - General Waiting area: injury
 - Well Student Area: medication, procedures
 - Isolation room for ill and symptomatic students.
- Staff will assess medical and behavioral needs to reduce visits to office (procedures will be put in place with the help of Inclusion Coaches and District Nurses/Health Aides) in an attempt to reduce contact with ill students and limit groups of students in small spaces.
- Administrative Assistants will assist with routine meds and playground injury when illness and COVID symptoms are being assessed by health aide.

School Safety Mental Health

- Parent/teacher conferences will be held virtually.



- Open house will be virtual and teacher expectation will be to schedule an online meeting of some type with students prior to the first day of school. Families will send in their child's school supplies in a staggered format determined by classroom teacher.
- Administrators will create virtual school tours for new families.
- TECIP tabletop activities will be created and practiced based on a COVID-19 event.
- Various other school safety teams will meet on a regular basis to evaluate and determine needs for the school staff and students.
- Established school teams will identify and support mental health needs of students and adults.
- A focus on SEL will continue in our school settings.
- No field trips, speakers, non-essential visitors (lunch, volunteer, WATCH Dogs etc...) will be permitted.
- Students will not be moving throughout the building without adult supervision and escort in order to maintain cohort groups as much as possible.
- Frequent bathroom breaks will be scheduled and staggered in cohort groups.
- Classroom doors will remain open and locked to limit the use of high contact surfaces. This is a temporary situation during pandemic time.

Teaching and Learning

- Teachers will use Canvas for weekly planning to be available for students whether they are at home or school – by teacher/team
 - Teams will be encouraged to divide lesson topics and record during real time instruction one lesson to add to the team lessons for the week
 - Specialists host a grade level page and upload two lessons and assignments per week per grade level.
- A multi-tiered approach of identifying student needs and providing Intervention and support will continue both in person and virtually.
- Teacher teams will identify standards and instruction given during extended closure and reflect on the needs of the students for the upcoming school year. A Flash Back/Flash Forward protocol will be used.
- Beginning of school year staff meetings will address teacher expectations for in person and virtually learning opportunities. Priorities will include addressing the needs of the most vulnerable students and addressing equity.
- School communication will include resources and information designed to support families on common topics of concern regularly, but in coordination of all three schools. (Pupil Service teams will help find and share these resources).



Digital Learning

- Teacher teams will develop and use the same materials (where possible) and rigor for students whose families are attending through our virtual platform.
- Teacher teams will work collaboratively and divide the instructional content areas to be posted in all individual classroom Canvas courses. (An example: 4 person 2nd grade team will divide content areas—one teacher will record lessons and organize Literacy-Reading, another teacher will be focused on Literacy-Writing, the third teacher will record lessons and organize Math, and a 4th teacher will focus on the Science/Social Studies lessons as needed.)
- Teachers will be recording content using Teams and Canvas Studio, along with using sound amplification systems and webcams to meet the needs of all students.
- Art, Music, Phy. Ed., and World Language will have their own Canvas page and will record lessons, meet with students, and assess students as they do in the classroom.
- Team leaders will assist in determining plans for teams. Grade Level teams must be on pace with each other as students from all sections could be moving to Virtual Learning. TRUE INTERDEPENDENCE will make us better.

Entry Plan

- Each school will designate specific entrances for smaller groups of students to enter and exit the building before school, afterschool, and at recess.

Lunch

- Elementary schools will change to a 'serve' school rather than a 'choice' school.
 - Food service will plate on trays full meals with two choices and wrapped cutlery. It will be grab and go with no self-serve fruit and veggie bar.
- Using washable trays, students will stack at tables and food service will pick up. Disposal trays will be used if necessary.
- A garbage can will be available for each class or two classes to limit movement and contact with others throughout the cafeteria.
- Seats will be assigned for lunch. Students will be seated with others from their cohort class with only one grade level in the cafeteria at a time.
- Milk break times will be set and food service will deliver to classrooms.
 - Per Food Service, milk is safe for up to 4 hours.
 - Bins and slips will be left outside doors, milk will be filled by food service, and milk will be left outside the classroom door to be collected by the class when



ready. Distribution time will be chosen by classroom teacher, either morning or afternoon: 9:30/10:00 or 1:30/2:00.

Recess

- Schools will only have one grade level outside at a time for recess at both little and big recess times with added supervision where needed.
- Students will wash hands/use hand sanitizer when they come in from recess. Each grade Level will have specific playground equipment bins for limited supplies.
- Non-contact activities will be encouraged for students outside. Zones on the playground may be used if necessary, to limit interactions within the grade level.
- Indoor recess materials and supervision will be in the classroom with supervision from teachers and/or supervisors.
- Adult meetings that conflict with indoor recess supervision may be cancelled. Efforts will be made to reschedule and continue the collaborative teamwork.

Specials

- Specialists may be on a cart and rotate from classroom to classroom based on cleaning and/or space needs. This will be determined on an individual basis by building.
- Student school supply kits will be used in classrooms and brought to specials if needed.

Computer Lab

- Students and teachers will wipe down all computers, keyboards, and mice along with table area and chairs before leaving the computer lab.

Hallway Movement

- Small groups and individuals will be escorted in the hallways to monitor route and contact with others.
- Hallway traffic plans will be implemented with visuals (arrows, signs)

School Library

- Each library will have dated return buckets/carts. Materials will be held for at least 72 hours (3 days) before being handled by staff and re-shelved.
- Traffic flow guidelines for entrance, exit, and check-out line spacing will be considered and posted.



- Social distancing plans for seating will be in place for students using the library.
- Bookmarks and shared materials will be removed and stored.
- Consider pulling small selections of books from shelves, set out on display, and allow youngest students to select from them for check out.
- Staff will limit student browsing from shelves, encouraging use of Destiny to browse and request items.
- Teachers and literacy coaches will review read aloud video permissions and cite appropriately.

Special Education

- IEPs will continue to be held virtually.
- Special Education teachers will work with parents and students to encourage protective equipment and face coverings for students based on individual needs.
- Special Education teachers will continue to create transition plans in the event of additional school closures.
- Special Education staff will prioritize IEP Goals that received less than typical exposure in previous year during closure. (FLASH BACK – FLASH FORWARD)

English Learners

- Schools will continue to create plans for virtual learning services if needed in the future.

Gifted and Talented

- Schools will continue to create plans for accelerated subject virtual learning services if needed in the future.

Out of School Time (OST) Programs

- Schools will allow the following out of school time activities following the recommendations of school district guidelines; Girls On the Run, Kids in the Kitchen, Walking School Bus, KidsStage, and YMCA before and after school care. Increased cleaning requirements for outside groups may be in place under building use agreements.



MIDDLE SCHOOLS RESPONSE PLAN

Governance

- Prior to School Year:
 - Middle School principals have collaborated to review district recommendations and procedures.
 - Determine professional staffing needs after reviewing virtual vs in-person needs specific to grade levels and content areas.
 - Middle School administrative team reviewed and defined roles & responsibilities specific to in-person as well as virtual learning:
 - Teachers
 - Para-pros/ aides
 - Admin Assistants
 - Administrators
 - Health Aides
 - Nurses
 - BSG
 - Planned time during in-service days to provide additional training specific to the online learning technology in addition to providing time to collaborate around virtual opportunities for families.
 - Prepare the TECIP Team to meet the needs of our school community.

- During the School Year:
 - Meet the educational and social emotional needs of students by supporting them through the educational delivery method chosen by each family during registration.
 - Utilize the Continuous Improvement Model to address needs and problem solve throughout the school year and pandemic time period.
 - Distancing requirements: Visitors are not permitted to enter school buildings during the academic day. Each building will have pick up and drop off procedures that will be considered for social distancing.
 - Teach and model student expectations regarding sanitation and social distancing procedures, passing time, and lunches.
 - Middle school principals will include updates in monthly parent and staff communication to continue to support ongoing practices in teaching and learning. The primary means of communication will be through monthly newsletters and



Skylerts, this will continue throughout the school year as updates become available.

- Opportunities will be provided for teachers to share their needs as it relates to school operations. This includes but is not limited to, professional development around virtual learning, common planning for virtual learning, and school operations.

Infection Control/Mitigation

- Prior to School Year
 - Share with families a checklist for symptoms prior to the school year.
 - Clean and sanitize all workspaces, computers and weight equipment hourly.
 - Display visual reminders around the building to educate and remind students of pandemic procedures and expectations.
 - Install bottle fillers in place of water fountain. All water fountains will be turned off.
 - Work with safety team to examine the door policy. We will keep classroom doors locked but open during the COVID pandemic.
 - Identification of COVID mitigation space(s) within our building to mitigate spread.
 - Install desk shields in high student volume areas (offices, library, health room)
 - Ensure all classrooms have sanitization stations within their rooms.
 - Install sensors on all bathroom toilets and urinals where possible to limit high frequency student touch points during the school day.
 - Staff will be provided face shields, face covering, or barrier to minimize virus transmission.
 - Maintain cleaning supplies and materials for classroom, student, staff use.
- During the School Year:
 - Students who are physically able, will be educated and encouraged to wear protective equipment and face coverings throughout the day.
 - Clean and sanitize all workspaces, desktops, computers, and weight equipment after each class period.
 - Additional cleaning services will be purchased for frequent cleaning and disinfection of high-touch surfaces.
 - Regular intervals of disinfection of shared resources (band instruments, art supplies, health equipment, PE Equipment, manipulatives, etc.)
 - Hand sanitizer will be available in each classroom for staff and student use.



- Assigned seating at lunch will occur for the availability of contact tracing. Students will choose their seats at the beginning of the year and will switch quarterly.
- Assigned seating in each classroom for contract tracing.
- Lunch tables will be spread throughout a large area and students will be sitting 4 to a circular table and 6 on a rectangular table.
- Classroom doors will be key locked but will remain open to minimize touchpoints
- All staff will be required to wear a mask, face shield or have a physical barrier at their workstation when within six feet of others.

School Safety Mental Health

- Prior to School:
 - Middle level buildings will utilize Student Intervention Team data to plan for directed resources to start the fall. Student Intervention Teams consist of pupil service staff, teachers, and administrators.
 - TECIP tabletop rehearsal will take place to prepare for potential COVID related scenarios.
 - Various teams will continue to meet to keep up to speed. Teams that are currently in place are the Student Intervention Team, TECIP team, and the attendance team which includes an on-site health aide.
 - School counselors at each middle school will manage a Canvas course with surveys students can complete virtually from home. Pages will be seen daily to provide supports to students who are unable to attend school due to quarantine or other health related reasons.
 - Staff will be provided resources to help deal with COVID related concerns and practices.
- During the School Year:
 - As students return, there is likely to be increased acting out due to anxiety, depression and trauma brought on by the pandemic. Staff will create safe and supportive environments for returning students.
 - SEL check-ins will be present at building levels and encouraged within the classrooms setting. Examples include but are not limited to “Wish you well” boards and counselor sign up access.
 - Increase universal instruction as related to guidelines and acceptable use of Microsoft Teams as a social platform.



- Provide Universal SEL instruction that takes place within the classroom and/or within Canvas for virtual access from students.
- Student Intervention Teams will meet weekly to review and address student needs and intervention plans. Students that are identified with mental health concerns will continue to be referred to the E3 program.
- Create Social Emotional Learning lessons to show the “WHY” regarding the importance of Social Distancing with the emphasis on its impact to reduce the likelihood of the return to virtual learning.
- Classroom doors will be opened but locked to reduce the amount of contact on door handles.
- Field trips, school assemblies, special guest speakers, and volunteers will not be permitted during the school day.
- Visual social distancing reminders will be present in high traffic areas such as bathrooms, lunchrooms, and outdoor community areas.

Teaching and Learning

- Prior to School Year:
 - Teacher teams will revisit power standards from last year to identify and address any learning gaps that may have occurred during the 2019-2020 school year, ie Flash Back Flash Forward, (Mind The Gap)
 - Student Intervention Teams and counselors will work to identify students who struggled with mental health during online learning. They will work with students and families to ensure students begin the year feeling safe and comfortable.
 - Teaching staff will be provided professional development to prepare for learners that are both in school and on-line.
 - Ensure prerequisite skills are articulated in curriculum maps.
 - Complete pre-assessment plan to measure where students need additional time and support.

- During School:
 - Teachers will utilize instructional strategies that encourage social distancing as much as possible in classrooms.
 - Teachers will utilize Universal Design for Learning (UDL) to address barriers by creating options and various means for ensuring equitable access to learning and resources.



- Students will take the district STAR assessment during the first weeks of school (not the first week). This will provide staff with necessary data to plan for all tiers of instruction.
- Students who were receiving tier 3 interventions in the spring of 2020 will begin fall of 2020 in tier 3 immediately.
- Use the Tier 2 & 3 Student Intervention Team list of students that were struggling in on-line learning and have the case manager prioritize time to make a connection with the family and create a plan on transition back to address and document within the and communicate action steps to all staff of that student.
- Ensure teachers have professional learning time for collaborative lesson study, collaborative review of student work, and sharing of practice through collaborative teams in a professional learning community.
- All school field trips and assemblies will be discontinued until further notice
- Grade level teams will share responsibility as it relates to online content management and availability for virtual students.
- Students, regardless of being in person or virtual, will have an identified teacher giving them feedback and specific instruction on their progress.

Special Education

- Prior to School:
 - Middle level buildings will utilize special education case managers and school psychologists to review IEP goals from spring to ensure data was collected to support growth in these areas.
 - Building leaders will work with case managers to ensure transportation needs as related to the IEP are being met.
- During the School Year:
 - All IEPs will be held virtually.
 - Middle level special education teachers will reach out to families within their case load during the start of the year to build connections and discuss transition plans for extended absenteeism.
 - Middle level buildings will utilize special education case managers and school psychologists to review IEP goals from spring to ensure data was collected to support growth in these areas.
 - Ensure we are meeting all IEP requirements. The emphasis on planning for both virtual and in-person instructional modalities will be present.



English Learners

- Prior to the School Year
 - Coordinate home visits with our EL families to continue to develop the relationships to support their academic, social emotional, and safety needs.
 - Align student accommodations to student needs to ensure students with individualized learning plans meet school-wide health and safety requirements.
 - Work with translation services to ensure critical documents have been translated for our EL families to clearly communicate reopening plans with them.

- During the School Year
 - Continue to monitor the needs of our EL families. Coordinate additional home visits with our EL families to further support their needs as they are identified throughout the year.
 - Use the Tier 2 & 3 Student Intervention Team list of students that were identified as struggling in the virtual learning format and communicate with the EL teacher to monitor their progress, continue to make connections with the families.

Gifted and Talented

- Schools will continue to create plans for accelerated subject virtual learning services if needed in the future.

School Operations

- Prior to the School Year
 - Remove all carpets and mats from learning environments to minimize surfaces that are not easy to disinfect.
 - Develop a traffic pattern plan and post visual reminders within the building to identify traffic patterns and social distancing spacing throughout school common areas.
 - Collaborate with the District Activities Director to communicate athletic and co-curricular expectations.
 - Develop a plan for social distancing during time in common areas including the lunchroom. Collaborate with the district food service director to plan for lunchroom operations and food selection options.



- During registration, parents will have the option to determine whether they would like their child(ren) to physically attend school in the fall or participate in on-line learning.
- Coordinate with the transportation department on bus staging procedures including entering and exiting busses.
- During the School Year
 - Traffic Patterns and Social Distancing
 - Each grade-levels will enter at separate doorways
 - Students will be allowed to carry backpacks so that students do not have to make extra trips to their locker.
 - Staff will be visible in hallways to continue to model and monitor hallways social distancing expectations.
 - Implement the lunch plan to include:
 - Seating capacity at lunch tables to be reduced to half capacity with students to be separated by an empty seat at all tables.
 - Tables will be spread out in the lunchroom to create additional social distancing.
 - Lunch lines patterns to be followed in the lunchroom with six feet distancing signage placed on the floor.
 - Students will select their seat in the lunchroom on the first day of the quarter. They will remain in their assigned seats for the quarter and it will change quarterly.
 - Band, Choir & Phy Ed
 - All shared materials will be sanitized between use at the end of every class period.
 - Students will be spaced in the classrooms with as much distance as the physical space allows. Weather permitting, the courses will be encouraged to take place outside whenever possible.
 - Bathroom
 - Staff will check and wipe down sinks in the bathrooms throughout the day.
 - Educators will be encouraged to allow students to use the restroom during class periods more frequently to reduce crowded areas
 - Staff will be placed outside of bathrooms during passing time to monitor the number of students entering.
 - Upon arrival students will go to assigned classrooms.
 - Student dismissal time will be staggered with pick-up being dismissed prior to bus students to reduce the number of students in the hallways at one time.



Technology

- Prior to the School Year
 - Maintain district IT Help Line
 - BYOD policy~ encourage students to bring their devices
 - Work with IT staff to ensure we have inventory and tracking methods for virtual learners.

- During School Year
 - Provide professional development time to build up and improve Canvas courses for virtual learning or differentiated learning.
 - Canvas will be our digital learning tool in the classroom and virtually
 - Ensure digital citizenship and other online skills and practices are prioritized.
 - Teacher teams will work collaboratively and divide the instructional content areas to be posted in all individual classroom Canvas courses. i.e., 8th grade literacy course instead of individual courses by teacher.

Transportation

- Schools will work with transportation department to coordinate getting on and off buses and into the schools
- Follow all district recommendations for transportation

Out of School Time (OST) Programs

- Middle level school sponsored activities will continue as able.
- Outside clubs utilizing our facilities will be asked to follow district guided practices to ensure effective sanitation practices.

School Libraries

- Work with others, including the technology team, to identify professional learning strengths and needs of staff in the use of digital tools and resources.
- Maintain libraries to reflect district distancing guidelines and clean space between student visits
- Implement plan for circulation of materials during in-person, virtual, and blended learning environments, scheduling scenarios, and instructional model.



HIGH SCHOOL RESPONSE PLAN

Governance

- Focus on meeting the educational and social needs of all students by honoring the educational delivery model chosen by each family during registration.

- Prior to the School Year
 - Assure students have the necessary resources for the instructional model of their choice.
 - Communicate the re-opening plan to students, parents, staff, and community.
 - Skylerts
 - Newsletters
 - Website
 - Provide teachers professional development opportunities to enhance virtual instruction to students and collaborate with department on consistent virtual instruction within each department and each course.
 - TECIP Team will be prepared to meet the needs of all stakeholders.

- During the School Year
 - Communicate with stakeholders about updated Pandemic procedures.
 - Schedule monthly parent, student, staff, and community forums.
 - Communicate monthly through newsletters and Skylerts.

Infection Control/Mitigation

- Prior to the School Year
 - Share with families a checklist of symptoms prior to the school year.
 - Display visual reminders around the building to educate and remind student of pandemic procedures and expectations.
 - Install bottle fillers in place of traditional bubblers. Bubblers that are not replaced by bottle fillers will be turned off.
 - Collaborate with Director of Pupil Services, special education and 504 case managers, and the school nurse to establish a plan to communicate and support students with IEPs, 504 plans, and individual health plans to best accommodate each student's individual needs as well as provide needed resources.



- Install sensors on all bathroom toilets and urinals to limit high frequency student touch points during the school day.
- Students, if physically able, will be encouraged to wear protective equipment and face coverings throughout the entire day.
- HHS will utilize a COVID mitigation room. Any student that is identified by the school health office as having COVID-19 related symptoms will be stationed in this location for a maximum of 30 minutes while student awaits transportation home.
- The high school nurse or health aide will be responsible to monitor the COVID room.
- Install shields in high student volume areas.
 - Main Office
 - Counseling
 - Student Services
 - Library
- Staff will be provided face shields, face coverings, or a barrier to minimize virus transmission.
- Maintain cleaning supplies and materials for classroom, student, staff use.
- During the School Year
 - Clean all workspaces, desktops, computers, and weight equipment after each class period.
 - Additional cleaning services will be purchased for frequent cleaning and disinfection of high-touch surfaces.
 - Install hand sanitizer stations in each classroom for student and staff use.
 - All staff will be required to wear a mask, face shield, or have a physical barrier at their workstation when within 6-feet of others.
 - Bathroom door handles will be cleaned each hour of the school day
 - Schedule lunches in small gym, commons, and corridor to minimize student count in each designated area.
 - Assign student seats in all areas during lunch
 - Ensure social distancing expectations during study halls in Academic Extension room and Commons area.

School Safety Mental Health

- Prior to the School Year



- Students who struggled with online learning will be identified and provided additional supports.
- Staff will be provided resources to help deal with COVID related concerns.

- During the School Year
 - School staff will continue to screen our students for mental health concerns.
 - Monitor student behaviors and develop individualized plans with the Student Intervention Team
 - TECIP tabletop activities will be used to prepare for possible COVID-19 events.
 - A continued focus on Social Emotional Learning (SEL) will continue in our school setting.
 - No field trips will be permitted.
 - Speakers and unscheduled visitors will not be permitted during the school day.
 - Teachers will not be permitted to attend professional conferences during the pandemic.
 - Classroom doors will be opened but locked to limit high frequency, student touchpoints during the school day.

Teaching and Learning

- Prior to the School Year
 - Assign teachers to monitor students in both the school and on-line settings.
 - Teachers and content teams will use a consistent learning management system.
 - Teachers will be provided professional development opportunities to enhance virtual instruction to students and collaborate with department on consistent virtual instruction within each department and each course.
 - Content teams will identify standards and instruction provided during the school closing in spring and determine the student needs for the 2020-2021 school year. A Flash Back/Flash Forward protocol will be used.
 - Beginning of the Year staff meetings will be used to educate staff on the pandemic plan and expectations for student learning in both in school and in the virtual setting.
 - All desks/tables in classrooms will face in the same direction.
 - Re-establish senior release process for 2020-2021 to reduce student numbers in study halls and lunch.
 - Provide an alternate learning environment for Band and Choir classes. Classes will be conducted outside when the weather allows. When the weather does not



allow for outside instruction, the classes will be held in the auditorium or other large space.

- Physical Education classes will be conducted outside when weather allows. Classes held in the fitness center will be split into two groups when numbers are greater than 50. The second location for these classes will be the field house or the old high school gym.
- Guidelines and Expectations for Digital Learning
 - All content for each course will be updated daily by supervising teacher.
 - Standards and instruction are on pace with classroom instruction in the digital environment.
 - A consistent learning management system will be used by both students and staff.
 - Instructional lessons will be recorded during instruction and shared amongst teaching teams and made available in the LMS for students to view.
 - Digital learning expectations will be at the same degree of rigor as classroom instruction.
- During the School Year
 - Students will be assigned seating in each classroom w/ copies of seats always available to needed staff
 - Fitness center will be deep cleaned each night.
 - Holding music concerts will be determined later in the school year.
- Lunch
 - Lunch will not be self-served by students. Instead, school personnel will distribute food items when needed.
 - Disposable trays will be used.
 - Additional garbage cans will be available.
 - Additional school personnel will be used to sanitize lunch areas after each lunch period.
 - Additional cashier will be added to disperse students during checkout process.

School Libraries

- A shield will be installed at the check-out counter in the high school library.
- Dated return containers will be used in the library. Materials that are returned will be held for 72-hours before being handled by staff and made available to students.



- Social distance seating will be required in the immediate library area. The computer lab and Distance Learning classroom will observe social distancing when it is an option.
- Student browsing from shelves will be limited. Students will be encouraged to use the Destiny software to check out and browse materials.
- Seating in the library will be facing one direction at each table and learning station.

Special Education

- Prior to the School Year
 - Individual transportation and scheduled outings (18-21) program will be set up to ensure safety during transit and while the student is on the job site.
- During the School Year
 - Communicate with families of students with severe health concerns. School will work with families to meet student academic and safety needs in all settings.
 - Legal IEPs will be conducted virtually instead of face-to-face whenever possible.
 - Ensure IEP goals are appropriate in a virtual or modified setting.

English Learners

- Prior to the School Year
 - Home visits to our EL families will be conducted to build relationships and partner with families to ensure that the academic and safety needs of each student is being met.
 - Align student accommodations to student needs to ensure students with individualized learning plans meet school-wide health and safety requirements.

Gifted and Talented

- Continue to use course selections to meet individual student needs.

School Operations

- Prior to the School Year
 - Identify staff that will not be returning for the 2020-2021 school year and conduct a hiring process to fill open positions.
 - Current attendance practices will be suspended during pandemic. Attendance will be taken daily for students learning at school and learning at home. Parents



are responsible for notifying the school in both educational settings when students are not present to learn. Unexcused absences will be followed up with by Student Services to student safety and consistent learning.

- Only scheduled and announced visitors will be permitted into the high school during the school day. A maximum of 3 visitors will be allowed in the High School Office and a maximum of 5 students will be allowed in Student Services. Social distancing will be observed.
 - Develop a plan to appropriately supervise lunch areas.
 - Specific departments will create safety plans based on their curriculum. Additional safety plans will be communicated with each student and available for stakeholder review within the course syllabus. Example: Tech Ed./FCS
- During the School Year
 - Students will be encouraged to report to the high school to start the day between 7:45-7:55. Students will report directly to 1st hour to start the day. At the end of each day, students will leave at the bell.
 - The high school will work with the District to ensure that each classroom has an appropriate amount of cleaning supplies.

Technology

- Work with IT staff to ensure that we have inventory and distribution protocols for virtual learners.
- Teachers will be provided consistent and appropriate training in Canvas and virtual learning.
- Maintain technology helpline
- Work with the district's Library Media Specialist to address specific student needs.

Transportation

- Follow all district recommendations for transportation.
- All buses will have Department of Transportation approved barrier between students and driver installed.
- Buses will be loaded from the back forward.
- Seat behind the driver will remain empty.
- Driver will maintain student attendance, and seating chart.
- Driver will have extra masks for students if they wish to wear one.



- All buses will be sanitized after every route/trip.

Out of School Time (OST) Programs

- Refer to addendum on Out of School and facility use protocols and procedures.



FACILITY USAGE RESPONSE PLAN

The Hortonville Area School District, Activities and Facilities Departments understand that the current COVID-19 pandemic presents a myriad of challenges when looking to open facilities back up for usage. We believe that being able to return to physical activity, athletic practices, competitions, and open gyms is essential to the physical and mental well-being of students and community members. While the risk of transmitting COVID-19 cannot fully be eliminated, we are recommending the following steps and precautions to be followed when opening our facilities to minimize the risk as much as possible.

Due to the increased risk of transmission from student/person interactions, closeness of the interactions, length of the interaction and the frequency of sharing of high touch of equipment and surfaces the district is recommending the following for facilities:

- All outdoor facilities will open for usage on July 1, 2020.
 - A facility usage form must be completed and submitted for the district.
 - Coaches/Supervisors must complete the recommended training for cleaning and sanitizing equipment.
 - Coaches/Supervisors must complete the monitor log attached and turn in to the specified place after sessions.
 - All participants must follow the recommended facility use protocol.
 - All participants must sign and hand in a wavier attached below.
- Indoor facilities will remain closed and opening will be announced when the district believes that social distancing measures can be fully complied with and the facilities are outfitted with proper cleaning and sanitation supplies.

***A Facility Usage Form must be filled out and submitted to the district. Please contact/send form to Sherry Sullivan (sherrysullivan@hasd.org).

General Guidelines (when possible):

- Promote behaviors to decrease spread
 - Thoroughly wash your hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol.
 - Wear a cloth face mask that covers your nose and mouth in public settings.
 - Cover your mouth and nose with a tissue when coughing and sneezing.
- Maintain healthy environments
 - Clean and disinfect frequently touched surfaces and exercise equipment (including any type of ball).



- Practice social distancing. Stay at least 6 feet away from non-household members. Heavy breathing with exercise or shouting likely increases the range of spread, so more distance with sport may be helpful.
- Maintaining healthy operations
 - Recognizing signs and symptoms of COVID-19 by implementing screening methods for participants, athletes, coaches, and staff.
- Specific procedures if someone gets sick
 - Stay home if you are sick. Contact and follow the advice of your medical provider.
 - Due to COVID-19 pandemic, it is very important to follow the recommendation of not participating with cold-like symptoms in hopes of decreasing the risk of transmission to others.
 - Do not return to activity without medical clearance.

Social distancing is not intended to stop COVID-19, but rather to slow it to avoid health care equipment shortages and allow time to develop tests, treatments and vaccines.

COVID-19 Facility Usage Protocol

It is mandated that all organizations requesting to use facilities in the Hortonville Area School District enforce the following protocol.

- Point of contact: Each organization needs to identify a point person for communication and questions.
 - This person will need to notify district representatives and health officials of any student or person with a COVID-19 positive test.
 - This person will need to effectively communicate, while maintaining respect for health privacy, and there may be a need for certain groups to enter isolation if there is contact with a COVID-19 positive person.
- Pre-Participation Screening: No person, student, or coach that is sick or who has household contacts with COVID-19 should participate or enter the facilities.
 - Each person should enter the buildings through the main entrance and have their temperature taken and follow the pre-screening questions.
 - Once in the facility requested, the coach, supervisor or on-site adult with document all participants on the pre-covid-19 monitoring form. This form should be handed in after every use of a facility.
 - Any person with symptoms should not be allowed to participate and must receive medical clearance prior to participation.



- Transportation to and from facility/activity: Parent drop off and pick up strategies must be planned and staggered- to avoid a larger number of families, students or people arriving at the same time or congregating.
 - Parents or caregiver should remain in the car during drop off and pick up.
 - If students or persons have to walk across parking lots or parks, physical and social distancing should be followed for safety.
 - Facilities should not be scheduled back to back. There must be time in between groups to allow for participants to arrive/depart and to allow for staff to clean/disinfect all equipment.
- Food and Beverage: Every person or student should have his or her own individual water bottle and snack. No drinking fountains (bottle fillers will remain open), shared drinks/snacks, nor families distributing snacks.
- Masks: Coaches, Supervisors, Adults and Officials are encouraged to wear masks while using district facilities.
 - During practices and competitions, noisemakers may be used rather than a whistle.
 - Students/participants should be allowed to wear a soft, cloth mask if desired during play, and encourage wearing masks during educational or talking sessions.
- Sportsmanship: Avoid pregame and post-game handshakes and in game celebrations. Instead maintain sportsmanship with predetermined gestures like waving or “tipping a cap” with physical distancing.
- Locker room/Restrooms:
 - There will be no usage of locker rooms at this time. Participants are encouraged to come ready to participate in proper attire.
 - It is recommended that only one person use the restroom at a time.

Return to Facility Usage

- Large group training; moderate and high-risk sports may gradually begin to increase practice and competition.
- Pre-Screening
 - All students, persons and coaches should be screened prior to participation. If an individual has had a fever or cold symptoms in the previous 24 hours, he or she should not be allowed to participate. He or she should contact his or her primary care provider for further guidance.
 - A log should be kept recording screening responses of all participants.
 - All participants (adults and students) must complete a waiver.



- Limitations on gathering
 - Gatherings of 50 individuals or fewer are allowed both indoors and outdoors.
 - Social distancing of 6 feet should be practiced when not directly engaged in competition or drills.
- Facilities cleaning
 - All facilities should create and implement thorough cleaning strategies and schedules to decrease spread of communicable diseases.
 - Facilities should be wiped down and sanitized prior to an individual or group entering a facility. This includes hard surfaces (chairs, furniture, bathrooms, etc.) as well as all equipment (balls, weights, etc.)
 - Participants should wash their hands for a minimum of 20 seconds with warm water and soap before and after any participation.
 - Participants should have access at all times to hand-sanitizer including inside, outside and during transfer from one location to the next.
- Physical activity and athletic equipment
 - Modified practices for moderate to high-risk activities may begin. Pre-screening guidelines should be followed.
 - Competitions with modifications involving moderate to high-risk activities may begin. This may include fewer games, fewer participants/fans, local events only, smaller rosters, etc.
 - Participants should refrain from sharing apparel (towels, clothing, shoes, etc.). If needed, a participant should label or uniquely identify his or her own apparel, so others don't use it.
 - Participants should have access at all times to hand sanitizer during participation in events/activities.
 - All equipment, including balls, should be cleaned before and after each use. They should be cleaned periodically during training/competition as well.
 - Participants should return home immediately after activity and take a shower. Clothes should be washed immediately, as well as separately from other clothes in the household.
- Hydration
 - All participants should bring and label their own water bottle. Water bottles must not be shared.
 - Hydration stations are allowed for use but must be cleaned after every practice and contest.



CONFIRMED COVID POSITIVE STUDENT/STAFF RESPONSE PLAN

All reported cases are required to be confirmed through the County Health Department. Contact Outagamie Health Department for confirmation: 920-832-5100. You may need to coordinate with the county of case origin. Begin the process once a case is confirmed:

Initial Response Steps:

1. Notify Building Administrator, District Administrator, District Nurse after confirmed case
2. If confirmed individual is present in building, isolate in designated area and apply mask to individual. Send individual home as soon as possible.
3. Close classroom and affected spaces for cleaning.
4. Move classes to alternate location. An outside area or well-ventilated space should be used.
5. Schedule TEAMS Meetings with TECIP team
 - a. Assign two to three people the role of Contact Tracing: Covid Positive Individual will need to be traced from time contagious to present. This may be multiple days. (Use Contact Tracing Spreadsheet to document)
 - b. Retrace Covid Positive individual from moment steps on school property, throughout school day, and at all school sponsored activities.
 - c. Identify list of students/staff that were in close proximity (Less than 6 ft for longer than 15 min.) of Covid positive individual.
 - d. Identify buildings, rooms, and spaces where the Covid Positive individual was present.
 - e. Contact County Health Department with contact tracing information.
 - f. Collaborate with County Health Department for next steps.
 - g. Communicate the closing of class, wing and or school building to key stakeholders.

Cleaning Measures:

1. Building administrator contacts Tim Diestler to coordinate with BSG for cleaning.
2. Identified spaces should be closed and immediately cleaned. This could include classrooms and common spaces (bathrooms, lunchrooms, commons, hallways, computer labs)



3. Shared materials in these spaces should be disinfected: (Art, Gym, playground, computer labs, etc.)
4. BSG staff will wear appropriate PPE: gloves, mask, gown, face shield per BSG procedure.
5. Trash from affected areas will be disposed of immediately.
6. Disinfectant will be compliant with current Covid protocols.

Communication:

- TECIP Team works with district administrator to develop communication/talking points to stakeholders.

Student Support/After Care:

- TECIP team should do a rapid fire response to determine steps needed to support students and staff.