

**Swallow School District
Reopening Plan
Shared with Families
August 9 & 10, 2020**



**SWALLOW SCHOOL DISTRICT
INSPIRING EXCELLENCE SINCE 1844**

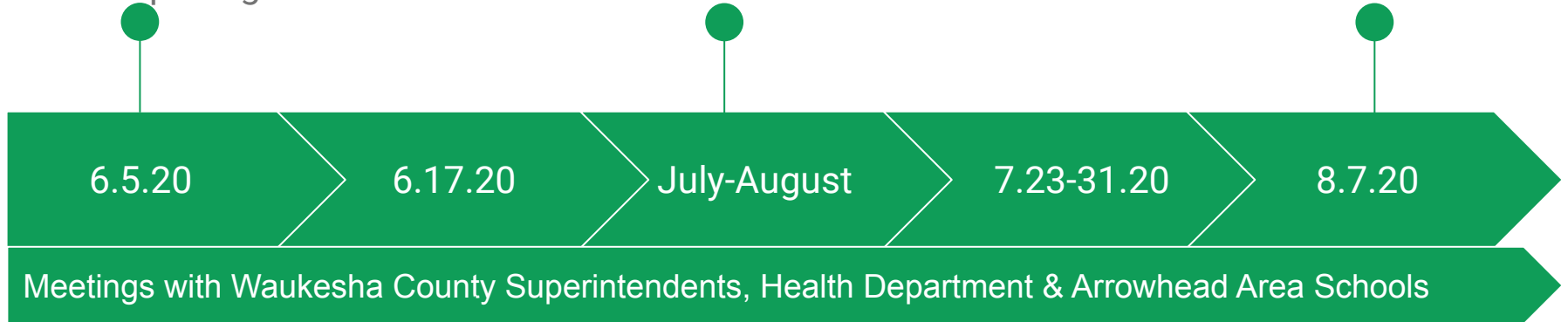
Engagement, Planning & Communications Timeline



Full staff meeting to review school year, survey data, and make recommendations for Fall Reopening

Task Force meetings with experts in Business, Human Resources, Insurance/Risk Management, Operations/Logistics, Indoor Environmental Quality, Health Care and 4K-8th Grade Teaching & Learning.

Initial Draft Reopening Plan to School Board for Feedback



School Board commissions Task Force and designates charge and desired membership expertise.

Parent/Staff Forums & Surveys



Parent/Staff Updates & Family Instructional Model Selection via emailed Survey

4K-5th-Grade Homeroom teacher information sent to families; Middle School schedules available in Infinite Campus

First Day of School



Staffing of instructional models and final planning for commencement of school year with assistance from Task Force.

Strong Start Conferences--Sign-Up forthcoming



Reopening School:

Goal of the Swallow School Board

Reopen Swallow School for face-to-face instruction five days per week (with the understanding that a flexible virtual option will be needed for some students all of the time, and a fully virtual option may be needed for all students some of the time) [using strategies set forth by the Waukesha County Health Department and CDC to mitigate the spread of COVID-19.](#)



Reopening School:

Guideposts & Four Phase Plan for Reopening

Guideposts:

- COVID-19 is novel
- Fluidity to community spread, research ongoing, and need for flexibility
- Factors which will impact our phased approach to reopening:
 - Percentage of students and staff with the same illness
 - Community spread of COVID-19
 - Outbreaks of COVID-19 traced to Swallow
 - Hospitalization and capacity data
 - Student absenteeism
 - Staff absenteeism



Swallow's Four Phase Model for Reopening	Phase 1	Phase 2	Phase 3	Phase 4
Instructional Model	All Virtual	Face-to-Face with Virtual As Needed & Virtual Option	Face-to-Face with Virtual As Needed	Face-to-Face
Distancing	N/A	Furniture maximizes distance, visual reminders for distancing; plexi used as needed.	Furniture maximizes distance, visual reminders for distancing; plexi used as needed.	Routine classroom protocols and room layout.
Cleaning	Final cleaning once all are out of building; ongoing cleaning.	Deep nightly cleaning and disinfection of school; frequent during the day cleaning of high touch areas; hand hygiene routinely managed within day.	Deep nightly cleaning and disinfection of school; frequent during the day cleaning of high touch areas; hand hygiene routinely managed within day.	Nightly cleaning protocols with continued disinfection of high touch areas throughout the day and evenings.
PPE	N/A	Masks for all employees and students per Governor's order & CDC recommendations.	Masks/other PPE based on Waukesha County Health guidelines.	No PPE is needed.
Screening	N/A	At home symptom tracking each morning for students and staff.	At home symptom tracking each morning for students and staff.	Return to routine home oversight of illness tracking.
Visitors/Volunteers	N/A	No Visitors or Volunteers.	Minimal Visitors and Volunteers.	No Restrictions.

Updates from County Collaborative, from Waukesha County Executive Paul Farrow

- **Key Public Health Information** to Assist the Task Force in Instructional Model Recommendations and Operational Planning:
 - What guidelines is the Waukesha County Health Department using related to COVID-19?
 - Who is defined as a Close Contact in the instance of a positive COVID-19 test?
 - Who has to quarantine and for how long if a close contact has a positive COVID-19 test?
 - What is a cohort and why is this important?
 - What will close our school? Who can/will close our school?



Operations:

Summary Infographic

- Healthy Environment
- Physical Spaces
- Day-to-Day
- Transportation
- Lunch/Snack



Operations:

Healthy Environment



Healthy Environment



HVAC System - Installation of Merv 13 filters and Needlepoint Bipolar Ionization (NBPI) technology throughout entire building to improve indoor air quality

Touchless Technology - All bathroom and classroom sink faucets are now touchless and many toilets are as well (not every toilet was replaced as they did not need to be)

Hand Hygiene - With two additional bathrooms added during renovations and each classroom (except 1st grade) having in-room sinks, there are ample handwashing stations throughout the building. In addition, soap dispensers are antimicrobial and paper towel dispensers are touchless. Hand sanitizer stations are also readily available.

Cleaning and Disinfecting - Electrostatic sprayers to will be used routinely to augment routine daily cleaning protocols. During the day high touch surfaces will also be disinfected routinely along with increased daily and weekly protocols

Healthy Environment



Symptom Screening - Parents should screen children each morning and staff should self-screen. [See the Waukesha County Symptom Checklist](#). Ill staff and students should not report to school.

Isolation - Timely removal of students and staff who are displaying symptoms to a separate health room.

Modified Classroom Layouts - Removal of unnecessary furniture to allow for greatest physical distancing

Shared Objects - Individual supplies will be used as much as possible, sanitization requirements when this is not possible.

Common Spaces - Increased cleaning protocols, staggered use.

Operations:

Physical Spaces





Bigger, Brighter Digital Displays - Each classroom has a new digital display which allows viewing without crowding in the front of the room

Webcams - Rooms will have webcams available, along with supplementary devices for small group virtual work as needed

Second Displays - Rooms are wired for second displays when funding is available for them

Drinking Water - Bottle filling and one-time-use cups only

Cubby/Locker Usage - Intentional assignment of these spaces that allows for least crowding; limited usage throughout the day

Physical Barriers - Plexiglass barriers at customer service points or when distancing cannot be maintained in a classroom.

Floor Adhesives - 6' separation and directional arrow stickers in high traffic areas

Safety Signage - Hand Hygiene, Social Distancing, Symptoms

Operations: Day-to-Day





Visitors - No non-essential visitors or volunteers per [Waukesha County Stay Safe to Stay Open Guidelines](#).

Cohorts - Static groups limit interactions inside and outside of classrooms.

Entrances and Exits - Regulate access and directional flow.

Staffing - Reassign staff as needed to cover daily operational needs prioritizing student learning and safety.

Safety Procedures- Drills will continue based on statutory requirement with CDC and Waukesha County Health Dept. guidance.

Field Trips & Gatherings - Limit and monitor conditions before final approval for field trips and large school events.

COVID-19 Health Questions - Waukesha County Health Department (262) 548-7212 or **After hours:** Call 211 or Call (414) 455-1736 or toll free (866) 211-3380.

Wrap Around Care - Partnered with Wisconsin Youth for this service. They will follow district guidelines and protocols.



Face Coverings

Face Coverings- Students and staff are required to wear face coverings per School Board action through November 10, 2020 following the same language as the current state mandate.

The Board will revisit this requirement in October to determine next steps.

PPE Availability

- Two cloth masks per child and staff member will be provided for usage this year
- Additional single use, disposable masks have also been secured for those who forget a mask that day
- N95 masks, gowns, and gloves for Health Room Staff
- Staff will also have shields provided to them

Operations: Transportation





Student Capacity - Fewer students per seat (students from same household can sit together) and students seated by windows to provide physical distancing. The driver of the vehicle has the right to determine assigned seats, and/or specific entry/exit procedures.

Face Coverings - All bus riders required to wear face coverings.

Health and Safety - Buses will be cleaned and disinfected between trips whenever feasible, especially focusing on commonly touched surfaces.

Students with Special Needs - IEP driven accommodations in consultation with families.

Self-Transport - Notify building secretary if student will be transported to school other than the bus to plan for accurate numbers of students transported.

Ventilation systems will operate while students are in the vehicle, and windows will remain open, as weather allows, to increase circulation of outside air.

School Entry Upon Arrival - Students will be routed into the building upon arrival to stagger foot traffic and provide distancing at lockers and cubbies.

Operations:

Snack & Lunch



Snack

- Students will wash hands before and after snack
- A clean eating space will be provided.

Lunch

- Students will wash hands before and after lunch
- There will be increased seating and additional eating areas including community spaces and classrooms.
- We will eliminate the self-serve stations and provide those options from our regular service station
- There will be contactless checkout with disposable materials for the first quarter
- Eating areas will be cleaned and sanitized between groups of students using them



Student Mobility

Movement with a Purpose



SWALLOW SCHOOL DISTRICT
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General Student Mobility Protocols

- Hallway procedures - controlled traffic procedures
 - Maintain Physical Distance between staff and students
 - “Tight to the Right” in hallways

- Reduce Congregation
 - Limit student cohort access to cafeteria, playground, front office, health room, and the use of lockers, restrooms, and the library



Student Mobility

Health Room

- Whenever possible, a staff member will provide basic First Aid care (i.e wash and apply band-aid) using supplies in Go Kits within classroom
- Staff will call health room when care is needed beyond basic First Aid. Nurse will provide care for all non-COVID symptoms in the hallway outside classroom or Nurse's Office as needed
- Staff will call health room for specific directions when a student is feeling ill and should be sent for an evaluation by the Nurse



Teaching and Learning Practices

Continuity of Learning Regardless of Model



Instructional Model Overview

A survey will be coming out asking you to commit to a minimum of a 9-week option for either face-to-face instruction or virtual learning.

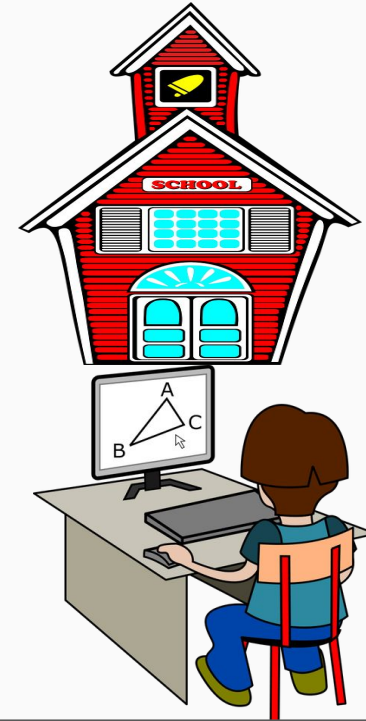
	Face-to-Face	Virtual Learning
Learning Schedule	<ul style="list-style-type: none">• 7:45-8:00am drop off - students move immediately into school• Scheduled Specials, lunch and recess• Intentionally built-in handwashing, sanitizing, and mask breaks throughout the day• Class use of outdoor spaces for learning as possible• 3:15pm dismissal	<ul style="list-style-type: none">• Students would engage in their coursework remotely directed by a qualified teacher• Students must login daily and attend live lessons or watch recorded live lessons in a timely manner• Students must engage in assigned content areas each day• Small group/individual meeting offerings• Asynchronous (not on the same schedule as school) as well as synchronous (at the same time as regular school day) lessons will be provided to meet varying student and family needs
Technology Use	<ul style="list-style-type: none">• Teachers will consistently use Canvas as the learning platform for all grade levels and classes• Students will engage respectfully and appropriately in online dialogue and discussion as applicable with classmates attending via virtual connection• Students will continue to follow the Swallow Technology Use Agreement.• Students use personal device/home internet or work with the district if these things are needed if they are attending virtually for a short period of time.	<ul style="list-style-type: none">• Students will engage respectfully and appropriately in online dialogue and discussion as applicable with virtual classmates• Students will continue to follow the Swallow Technology Use Agreement.• An appropriate home setting to be able to interact with peers and staff when required• Students use personal device/home internet or work with the district, as these are needed daily while attending virtually
Student Attendance	<ul style="list-style-type: none">• Attendance per Swallow student handbook and traditional in-person tracking• Absences are reported to the office.	<ul style="list-style-type: none">• Attendance is taken when students participate in their online sessions daily.• In the event of an excused absence, per Swallow student handbook guidelines, we would treat it as a normal absence from class - this would allow students to make up the missing work as they would have in person• Parents may excuse the absence as they normally would by calling the main office and would continue to be subject to district/state attendance parameters.

Instruction:

Face to Face
with
Virtual as
Needed
(Option A)



Face-to-Face at School



Live Virtual from School for those at Home

Face-to-Face with Virtual as Needed--Overview



Return to the classroom: Students and staff practice operational safety procedures to mitigate the spread of COVID-19.

Staffing: May be reassigned to support distancing and safety procedures enabling students to return to the classroom.

Schedules: In-person classes following the school calendar and 8:05am-3:15pm day. There may be some schedule modifications within the school day to accommodate hygiene, cleaning, and transitions.

Social Emotional Learning (SEL): SEL foundation for reboarding students and staff.

Recess and Lunch: Cohorts of students physically distanced.

Face-to-Face with Virtual as Needed--Overview



Resources: Learning Management System (Canvas) will be utilized for all grade levels. Training for staff, students, and parents will be provided.

Grading: Per Swallow School Board Policy.

Moving Between Models: Models may need to be moved between based on positive COVID-19 cases within the community or individual schools with a preference for traditional classroom learning in a safe and healthy environment.

Devices and Access: Students use personal device/home internet or work with the district if these things are needed.

Use of Spaces: Traditional classrooms along with larger learning spaces and outside options for learning as needed.

Face-to-Face with Virtual as Needed -- Specials



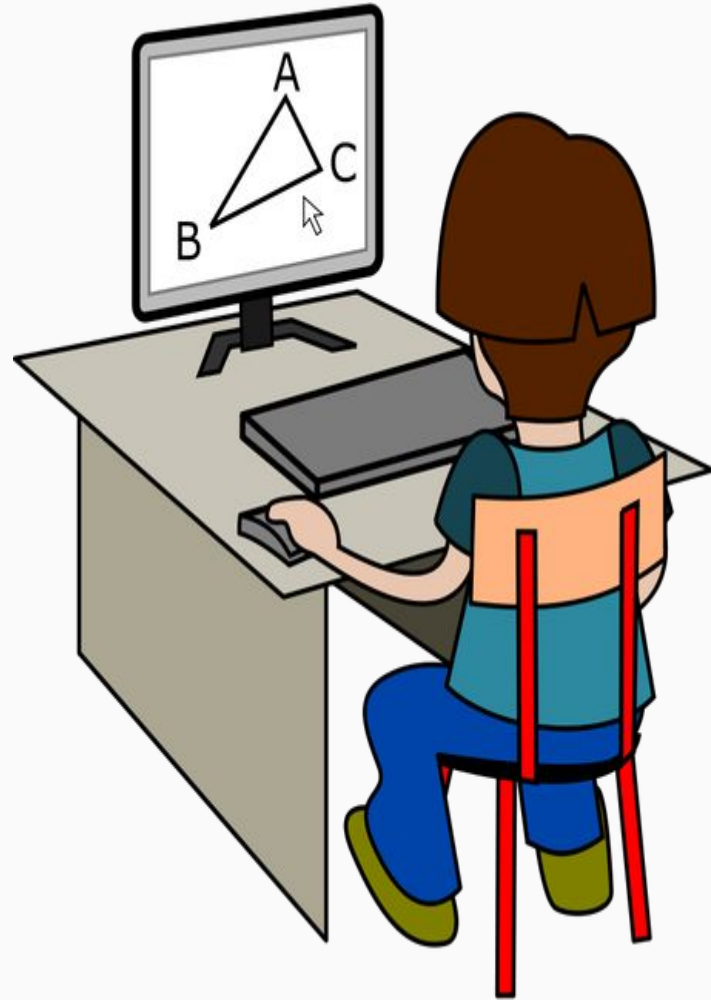
Art: Continued cohorting from core classrooms, personal art boxes for students, handwashing and sanitizing before and after, increased tool supply to eliminate sharing needs between cleans, physical distancing between art and elementary STEAM room

Music: Increased distancing in new rooms including using multiple spaces. Instruction moved to larger spaces such as MPR, outdoors, gymnasium when appropriate. Smaller group rehearsals and practices.

Physical Education: Use outdoor spaces when possible, follow CDC guidelines for safety, provided by the physical education teacher

Library: Guided selection for books, three day book quarantine, increased cleaning, student tracking, student provided headphones, BYODevices 5th and up.

**Instruction:
Full-Time
Virtual
Learning
CHOICE
Model
(Option B)**



Full-Time Virtual Learning



Online/Virtual Only Schedule: Daily schedule and length of opt-in for families TBD on enrollment

Devices and Access: Students use personal device/home internet or work with the district if these things are needed.

Early Identification: Teachers to quickly identify students struggling to engage and develop a plan with families.

Resources: Learning Management System (Canvas) will be utilized for all grade levels. Training for staff, students, and parents will be provided.

Grading: Per Swallow School Board Policy.

Expectations: Specific expectations for student and parent engagement in learning process on daily basis.

Additional Instructional Notes: Library Materials

Reshelving of Materials

- Classroom and school library materials will be placed in storage for 48-72 hours before reshelving/recirculating
- Teachers will establish the procedure for this expectation with classroom libraries that works for them and their students
- As always, continued encouragement for students to bring their own independent reading books from home.



Additional Instructional Notes: Recess Protocols

- Classes will access designated exit and entry doors.
- School will have established outdoor recess locations that are assigned to student cohorts for access during recess and any classes conducted outside.
- Students will remain in their class cohort during their scheduled recesses and outdoor instruction.
- Handwashing will occur both before and after recess breaks
- Playground equipment will be disinfected periodically throughout each school day.



Additional Instructional Notes: Outdoor Safety Protocols

- Staff will review protocols for safety when classes are outside with students
- With the potential for increased time outdoors as a class, staff and students must have clear expectations.



Instruction: Special Education



Special Education



Environments: Access to education will be reconfigured to meet physical distancing guidance while meeting the needs of individual students and their IEP.

Communication: Ongoing and systematic communication internally with all staff and parents to meet student needs in the best ways available. All IEP and 504 meetings will be conducted virtually for the 2020-2021 SY.

Moving Between Models: If/as there is a need to move between instructional models, accommodations will be made for safe delivery of services utilizing the student IEP and 504 teams. All student plans are being updated to provide accommodations and modifications appropriate for each mode of learning.

IEP/504 Meetings: At this time, all evaluation and IEP meetings shall be held virtually to eliminate guests in buildings and gathering groups of adults.

Instruction:

Social & Emotional Support



Social & Emotional Support



Reboarding: Focus on connectedness, relationship-building and community building during the first weeks back for students and staff.

Climate and Culture: Work to introduce students to new look of school and classrooms before school starts, creating welcoming environments for learning.

Universal Instruction: Utilize curricular components of Second Step, Zones of Regulation, and Trauma Sensitive Schools staff training and resources to support students in face-to-face and virtual models.

Ongoing Support: Continue to identify and follow referral systems for individuals who need targeted support as well as access to school employed and community mental health professionals.

Wellness: District programming in Physical Education, health, brain breaks within classrooms, and consistent recess offerings.

Communication: Ongoing and systematic communication to staff and families

Moving Between Models: Needs will likely change if/as instructional models change in response to school or community conditions. At these points, additional support will be provided.

SEL Support

Teachers and staff are encouraged to prioritize getting to know their students, community building and helping students acclimate to new routines as school resumes. Prioritizing these components of social-emotional learning means that we will introduce academic rigor more slowly than in previous years. As educators, we will need to help students develop the social emotional skills and competencies they will need to cope with and manage stress. These skills should be explicitly taught and opportunities to develop, practice, and reflect should be woven in throughout the day.

- Staff training to support self, families and students at universal level through Second Step resources.
- Second Step lessons for school reentry and (re)building community first 5 weeks of school.
- Family resources for community support within *Thursday Folder* or shared as needed



Strong Start Conferences

What/Why:	Swallow Staff will hold Strong Start conferences in an adjusted format to allow students and families time to meet their teacher, explore their new space, drop off supplies, and build connections to staff and the redesigned learning spaces.
How:	Students will sign up for Strong Start Conferences during a specific 15-minute block. Once their Strong Start Conference is finished, they will explore the school with a guided virtual tour to see the redesigned building.
Success Criteria:	This will be successful when students and families have a chance to form connections to their new learning spaces, ask questions to clarify wonderings for the new year, and meet their teacher for the upcoming school year!



**Athletics
&
Activities**

SWALLOW



HAWKS

Athletics and Activities



Guidance:

Athletics are an important part of the Swallow School experience. The decisions as to whether to hold athletics will be made in collaboration with the other AMSAC schools, in reference to guidance from the WIAA and the Waukesha Health Department. The goal is to safely hold athletic practices, competitions, and events when it is safe to do so.

Activities:

To be determined based on safety and social distancing practices being able to be followed.

Safety & Security

Drills are Still Required per the Wisconsin DPI, August 7, 2020



Fire Drills

Initial Drill

- Sound the fire alarm for 10 seconds and make an announcement that "this is a fire drill" (provide instructions according to the plan)
- Have students exit one class at a time-in time intervals that allows for physical distancing
- Travel to the meeting/rally point, once there, emphasize to students this is the meeting rally/location
- Take a route back to the classroom that does not cross paths, doing so in time intervals that allow people to maintain physical distancing.
- Have staff check in that they have completed the drill for their room.
- Announce the end of the fire drill
- Debrief with staff and document the drill information on the State SBD11 form

Monthly Drills

- Sound the fire alarm and make the fire drill announcement.
- Have the teacher/staff member provide classroom instruction on how a fire drill is performed and review the meeting/rally points.
- Document on the SBD 11 form



Tornado/Shelter Drills

Melissa and Adam will create a schedule that allows individual classrooms to proceed to the shelter area when there is no hallway activity

- Teacher/Staff will review shelter evacuation procedures
- Take the students to the shelter area and emphasize this is the shelter area and review tuck and cover method
- Return to the classroom
- Building staff maintain a spreadsheet to verify all classrooms have performed the shelter drill
- Once all classrooms have performed the drill, document on the SBD11 and add details in notes

***2x per year (fall & spring)**



Lockdown Drills

- Melissa, Jeremy and Adam will work together to make the safety drill announcement using the prerecorded verbiage as done in prior years.
- Teachers will instruct and demonstrate how students would move to their safe zones in the learning environment they are in. (Majority of students remain in their seats, emphasizing that in a real lockdown they understand they would move to the safe zone.)
- Teacher/staff member will physically close the door (which should already be in the locked position)
- Teacher walks to the “safe zone” of the classroom and may include a few students to walk with him/her to the safe zone to demonstrate the safe zone.
- After five minutes, administrator announce the all clear
- Debrief staff as needed, enter information on the SBD 11 form

***2x a year (fall & spring)**



Supporting Resources & Documents



[American Academy of Pediatrics](#)

[Centers for Disease Control and Prevention: Childcare, Schools, and Youth Programs](#)

[Education Forward: Safely and Successfully Reopening Wisconsin School - WI Department of Public Instruction](#)

[US Department of Labor: COVID-19 and the American Workplace](#)

[Waukesha County Stay Safe to Stay Open School Toolkit](#)

[WI Department of Health Services: COVID-19 K-12 Schools Reopening School Buildings Risk Assessment Tool](#)

[WI Department of Health Services: Interim COVID-19 Transportation Guidance](#)

[WI Department of Health Services: Interim COVID-19 Cafeterias and Food Service Guidance](#)