



REOPENING OUR SCHOOLS



HARTFORD SCHOOL DISTRICT

REOPENING OUR SCHOOLS



WE ARE LISTENING **WE ARE LEARNING** **WE WILL ENGAGE**

WE ARE LISTENING

In June, the District partnered with School Perceptions, LLC, an independent Wisconsin-based firm with expertise in conducting school surveys, to facilitate a Parent and Staff Survey. This survey sought input from parents and staff regarding the 2020-21 school year.

WE ARE LEARNING

To gain additional feedback and planning input, the District coordinated a Steering Committee made up of HJT1 stakeholders including parents, staff, and school board members. This group invested approximately four to five hours of time reviewing survey data, health and safety recommendations, legal implications, and multiple instructional delivery scenarios.

All members who were present at the final Steering Committee were supportive of the plan to offer multiple instructional delivery options as presented to parents.

WE WILL ENGAGE

We believe in the importance of providing options for families in order to best meet the needs of all learners.

OUR PROCESS TO REOPEN OUR SCHOOLS

During these unprecedented times, we understand that there is no one-size fits all model when it comes to educating our students during a pandemic. Our goal has been to be comprehensive and accommodating to our families. As a result, we have prepared a plan that includes multiple instructional delivery models so that we can best meet the needs of all learners. While every scenario may look different than the traditional school year in which we are all used to, we are confident that providing these models to our students is the best way to meet the needs of all learners. I encourage you to review this plan in its entirety and I thank you for your patience and your support as we navigate this new school year.

Yours in education,

Dr. Mark Smits, Ph.D.; Hartford Jt. 1 District Administrator

OUR DRIVERS

Academic progress of students

Ensuring the safety of students & staff

Providing options for families to best meet the needs of all learners

OUR GUIDANCE

- Hartford Jt. 1 Parent & Staff survey
- District Steering Committee
- District Leadership Team
- District Legal Counsel
- Surrounding Hartford area schools
- Washington County Department of Health
- Wisconsin DPI Education Forward Plan
- Centers for Disease Control and Prevention
- American Academy of Pediatrics

OUR COMMITMENTS

Safety: Ensuring students and staff are physically safe and emotionally healthy.

Equity: Ensuring access and equity for all students.

Communication: Consistently, clearly and concisely with staff, families, and community partners.

Adaptability: Providing flexibility to meet the social, emotional, and learning needs of all students, while maintaining affordability.

DISCLAIMER:

This document was prepared on July 22, 2020. This is a fluid process and circumstances change daily as we learn more about this novel disease. Any changes to the plan to reopen for the 2020-21 school year will be communicated by building Principals or the District Administrator.

PARENT & STAFF PLANNING SURVEY RESULTS (JUNE 2020)

OVERVIEW: The Hartford Jt. #1 School District surveyed parents and staff to gather feedback as we planned for the 2020-21 school year. The survey was conducted via email to all parents and staff from June 19 - 28, 2020. It was conducted by School Perceptions LLC.

A total of 1,014 respondents included: 864 parents and 227 staff.

SPRING: Parents provided some insight into their experiences this spring during the stay-at-home order.

In general, how confident were you in supporting your child's learning at home?

Very confident	11%
Confident	28%
Slightly confident	38%
Not confident at all	22%
Does not apply	1%

51% of families had a parent or other relative available to support learning during the school day.

PLANNING PRIORITIES

Respondents ranked top 3 planning priorities (in order):

1. Ensuring academic progress of students
2. Ensuring safety of students and staff
3. Supporting students' mental health needs

FALL PLANNING:

Given the information I have right now regarding COVID-19, this fall, I prefer my child(ren)/students would:

Stay at home (Remote learning only)	8%
Go to school (In-person learning)	59%
Combination/blend of remote and in-person learning	19%
Unsure at this time	12%
Other	2%

In the event that the District would start the school year with students back IN school, how likely are you to send your child(ren)?

Extremely likely	59%
Likely	16%
Somewhat likely	4%
Not likely	2%
Unsure at this time/Will depend on safety measures in place	17%
Choose not to answer	1%
Other	1%

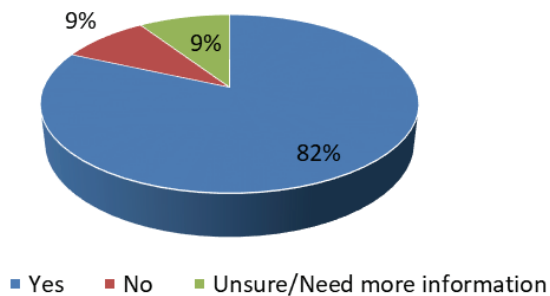
In the event that social distancing needs to continue and our classrooms need to reduce the number of students in them at one time, which of the following options are acceptable to you? (choose ALL that are acceptable)

Students rotate between attending school and remote learning on a weekly basis.	46%
Students rotate between attending school and remote learning on an every other day basis.	34%
Students would attend school in either a morning or afternoon session.	45%
Students would learn remotely/at home or in school on a quarter-by-quarter basis.	12%
Students would learn remotely/at home.	16%
Other	12%

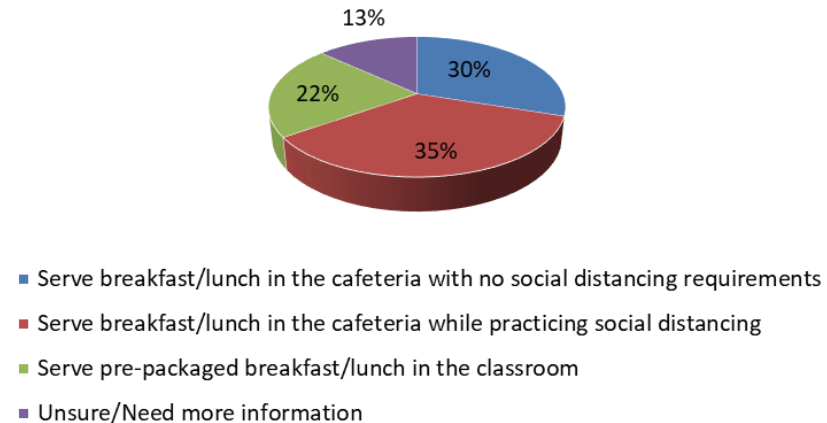
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PARENT & STAFF PLANNING SURVEY RESULTS (continued)

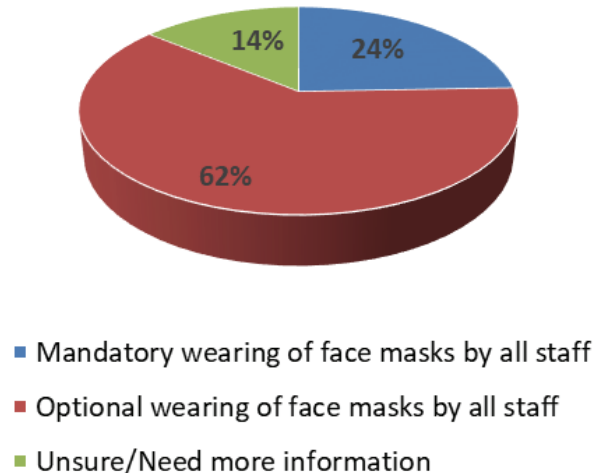
Do you support the District taking the temperature of each student/staff member at the start of the day?



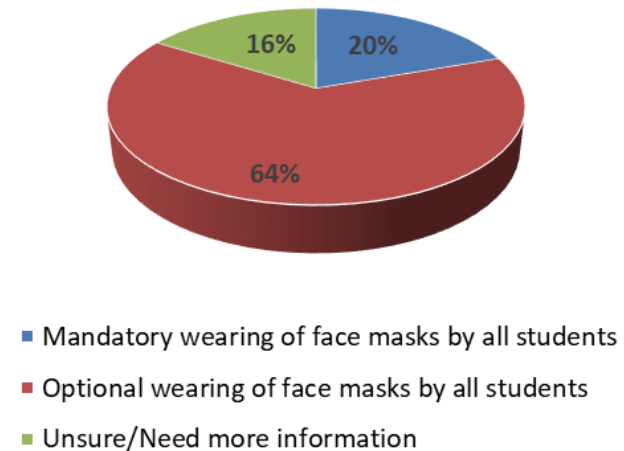
Where should the District serve breakfast and/or lunch?



Support for STAFF wearing face masks?



Support for STUDENTS wearing face masks?



CONSIDERATIONS FOR SCHOOLS FROM THE (CDC)

Guiding Principles to Keep in Mind

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:

Lowest Risk: Students and teachers engage in virtual-only classes, activities, and events.

More Risk: Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).

Highest Risk: Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as hand washing, staying home when sick) and environmental cleaning and disinfection are important principles that are covered in this document. Fortunately, there are a number of actions school administrators can take to help lower the risk of COVID-19 exposure and spread during school sessions and activities.

Promoting Behaviors that Reduce Spread



Physical Distancing

Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least 6 feet (about 2 arms’ length) from other people who are not from your household in both indoor and outdoor spaces. Physical distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19.



Hand Hygiene and Respiratory Etiquette

Hand washing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

Cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.



Cloth Face Coverings

Face coverings should be worn by staff and students (particularly older students) as feasible, and are most essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently.



Staying Home when Appropriate

Students and staff who are sick or who have recently had close contact with a person with COVID-19 should stay home.



Clean & Disinfection

Clean and disinfect frequently touched surfaces within the school and on school buses at least daily or between use as much as possible. Use of shared objects should be limited when possible, or cleaned between use.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

REOPENING OUR SCHOOLS



SAFE SPACES

Physical barriers in common spaces and classrooms where advisable.

Way finding signage and floor adhesives and in high-traffic areas.

Safety signage and education around hand hygiene, protective measures, and symptoms awareness.

Drinking Fountains is limited to bottle filling only.

Optimize classrooms and common areas to spread out and allow physical distancing as much as possible.

Safety area for personal protective equipment when an individual displays possible symptoms.

HEALTHY ENVIRONMENTS

Health screenings of students and staff including daily temperatures.

Cleaning & Disinfecting protocols will be increased to daily and weekly procedures.

Shared Objects will have increased sanitation requirements.

Common Areas will have staggered use and increased cleaning protocols.

Education and reinforcement of hand hygiene.

Modified building layouts including adjusted traffic patterns and relocated classrooms to improve physical distancing.

BUILDING OPERATIONS

Visitors & Volunteers

Non-essential visitors are restricted. All approved visitors entering the buildings must wear a face covering.

Extra-Curricular Activities

Temporarily suspended.

Field Trips, Events, Meetings

Field trips and large gatherings will be very limited. Parent and staff meetings will be held virtually.

Entrances & Dismissals

Entrances and exits will be regulated and traffic patterns adjusted. **Start times and dismissal times may vary slightly by grade level based on busing routes, instruction model selection in order to minimize cross-over among children.*

Recess

Recesses will be staggered and with the cohort.

MITIGATING THE RISKS OF THE SPREAD OF COVID-19

Face Coverings

Staff: Required when within six feet of a student or staff member and when in common areas.

Students: Face coverings are expected in areas when distancing is difficult including: classrooms, bus, common areas, restrooms, arrival, and dismissal.

Physical Distancing

Classrooms will practice physical distancing as much as possible with a full class size.

Students and staff follow operational safety procedures to reduce the spread of COVID-19.

Food Service

Students will eat with their cohorts as an effort to minimize crossover among children and adults within the schools.

For students participating in homebound, virtual instruction, lunches and breakfast at the regular cost or for free and reduced will be available to pick up at their school.

Busing

District officials will continue to work with our contracted bus company to confirm the following precautionary measures for all riders:

Capacity: Two students per assigned seat/bench when possible (preferably from the same household). Students will load the bus, filling seats from the back to the front.

Health & Safety: Hand sanitizer stations on the bus will be provided. Increased daily and weekly cleaning protocols.

Face Coverings: Bus driver required. Students expected.

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We recommend the use of cloth face masks by members of the general public if access to surgical or N95 masks is limited. While a mask may not be 100% effective in the stop of COVID-19 spread, they are certainly effective in slowing it down and protecting our community members. The effectiveness of masks may vary based on type of mask, cleanliness of mask, how long the mask is worn, and how the mask is worn, but it is by far one of the best and fairly easiest things we can all do to slow the spread of COVID-19.

In an email dated July 20, 2020 to the School District of Hartford Jt 1 from the Washington Ozaukee Public Health Department

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INSTRUCTIONAL DELIVERY MODELS



Instructional Delivery Model	FACE TO FACE Reopening with Modifications	HYBRID Reopening with a blend of Face to Face Instruction and Virtual Instruction	VIRTUAL OPT A Self-Paced, Homebound Instruction (Asynchronous)	VIRTUAL OPT B Instructor-Guided, Homebound Instruction (Synchronous)
Schedule	Students and staff attend school Monday-Friday. Current Bell schedule used. Daily schedule modifications as needed (ie: lunch, recess) with start times and dismissal times the same.	Students will attend school face to face Monday-Friday for one week. Virtual learning at home will take place the following week, Monday-Friday.	Online course modules that allow students to work through ready-made lessons and content at their own pace with scheduled teacher check ins.	Real-time, online teacher-facilitated lessons. Students follow a daily class schedule attending virtual instruction Monday - Friday. *Lessons will be recorded if a student is occasionally unable to attend real-time instruction.
Class Size	Full class sizes.	Class sizes will be reduced by half to allow for increased physical distancing and rotating schedules.	n/a	TBD
Cohort Model	To minimize crossover among children and adults within the schools, the District will implement a Cohort model of instruction for face to face learning. A cohort is a group of students who will learn together throughout the entire school day. Cohorts will be determined based on a student's grade level and their instructional delivery selection.		n/a	n/a
Curriculum	Board-approved curriculum in core subjects. Applied & Fine Arts classes will be modified or online.		Board-approved Edmentum curriculum. Applied & Fine Arts classes will be modified or online.	Board-approved curriculum in core subjects. Applied & Fine Arts classes will be modified or online.
Teacher Assignment	Assigned a homeroom teacher.*	Assigned a homeroom teacher.*	Assigned a virtual instructor*	Assigned a lead instructor*
* Note: Staff may be reassigned to cover daily operational needs prioritizing student learning and safety.				

INSTRUCTIONAL MODEL SELECTION PROCESS

After you have had time to fully review the four Instructional Delivery Models in this plan, we will ask you to select an Instructional Model for each of your children for the upcoming school year. HJT1 families will be asked to select one of the four Instructional Delivery Models for each child in your household. This process will be sent to parents via email in late July, 2020.

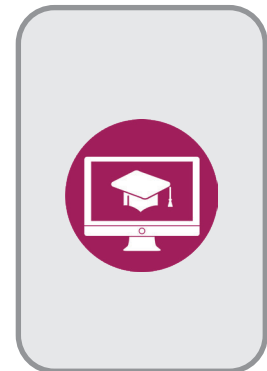
A commitment to your selection

Due to the level of coordination required by the District to determine staffing for all four models, the district asks that you commit to your selection for at least one trimester (for Rossman & Lincoln students); and one quarter (for CMS students).

If the need for adjusting instructional models arises, please contact the building principal for availability of seats in the face to face and/or hybrid models. *Please note, changing instructional models may mean your child will not have the same teacher.

Please continue to check your email as we send further email correspondence over the coming days and weeks.

The Instructional Model Selection Process will take place in late July. Families, watch your email for more details.



FREQUENTLY ASKED QUESTIONS FOR FAMILIES

HEALTH & SAFETY FAQS

What health and safety guidelines will be followed for a safe return to school?

We followed recommendations from Washington County Department of Health, Wisconsin DPI Education Forward Plan, Centers for Disease Control and Prevention, and The American Academy of Pediatrics.

Face Coverings:

Staff: Required when within 6 feet of a student or staff member and when in common areas.

Students: Face coverings are expected in areas when distancing is difficult including: bus, common areas, restrooms, arrival and dismissal.

Physical Distancing:

Physical distancing will be practiced as much as possible based on class size. This may include: modified classroom and building layouts, adjusted traffic patterns, and relocated classrooms. Students and staff will be asked to follow the operational safety procedures to reduce the spread of Covid-19.

What happens if there is a positive case of COVID-19 in school?

We ask that parents self-report to the school district in the event of a positive COVID 19 test of your student or in your family. The Department of Health Services will work with the school district to determine the proper follow-up, depending on the situation. Parents will be notified of a positive case in the school building.

Will my school be quarantined if there is a positive case of COVID-19 in the building?

The county will closely examine contact tracing and safety/health measures in place. Quarantine of a classroom, multiple classrooms, school building, and entire district are a possibility depending on the safety and health precautions that were in place in that classroom (ie: physical distancing, facial coverings, co-mingling, etc.).

How will you monitor the health of students and staff who are in the buildings?

Teachers will take student temperatures in the morning when they get to school and after lunch. If a student displays symptoms related to Covid-19 they will be sent to a Safety Area within the school building for monitoring and parent contact.

How will you reduce comingling of students and staff who select the face to face or hybrid instructional model?

As an effort to minimize crossover among children and adults within the schools, the District will implement a Cohort model of instruction for face to face learning. A cohort is a group of students who will learn together throughout the entire school day. Cohorts will be determined based on a student's grade level and their instructional delivery selection.

How will you reduce comingling of students and staff in common areas?

Students will be spread out as much as possible and rotate use of common areas. There will be increased

use of entrance and exit doors for arrival and dismissal. Students will enter and exit through doors closest to their classrooms. Restroom use will be scheduled with increased cleaning between classrooms and students. Hallways will be clearly marked with a directional flow. Lunch will be brought to the classrooms and primarily eaten within the classroom. There will be a rotating schedule of eating in the lunchroom or other areas. During recess, students will play within their cohorts in designated areas on the playground.

INSTRUCTIONAL MODEL FAQS

How do I select an Instructional Model for my child/ren for the fall?

HJT1 families will be asked to select one of the four Instructional Delivery Models for each child in your household. A secure link will be sent to families in their email. Parents are asked to complete their instructional model selection for each of their children promptly to allow the District time to coordinate.

Can families change their instructional model if it is not a good fit?

Due to the level of coordination required by the District to determine staffing, the District asks that you commit to the selection you make for your child/ren at least one trimester (for Rossman & Lincoln students); and one quarter (for CMS students). If the need for adjusting instructional models arises, please contact the building principal for availability of seats in the face to face and/or hybrid models. Please note, changing instructional models may mean your child may not have the same teacher.

FREQUENTLY ASKED QUESTIONS FOR FAMILIES (continued)

Will the District have minimum or maximum enrollment requirements for each of the four instructional models?

At this time, the District does not anticipate having minimum or maximum enrollment requirements for each instructional model. Students will be admitted into the model in which they select prior to the start of the school year. It is important to note that enrollment for each instructional model will drive staffing decisions and assignments; therefore, if numbers are too low or too high for any given model, teachers may be assigned a split grade level to account for total enrollment.

It is also important to note that if a family changes their instructional model selection after the start of the school year, they may not have the same teacher in the new model.

If a school is quarantined due to Covid-19, which virtual model will face to face students be assigned to?

At the time of the quarantine, students who attend the face to face or hybrid models of instruction will be assigned to the real-time online virtual instruction (Virtual Option B).

If a family selects the self-paced virtual option (Virtual Option A) at the time of quarantine, the student will be asked to remain in the Self Paced Virtual format for the remainder of the school year (due to risk of being out of ahead or behind schedule compared to the rest of the cohort).

Virtual Model: How will virtual instruction look different compared to the spring?

Virtual Option A: Students will access course materials on their own schedule. A teacher will check in with the student regularly. Students will not have any real time instruction.

Virtual Option B: Students will meet with their teacher for real time instruction during a daily set schedule. These same lessons will be recorded for any student who occasionally misses class. Curriculum is the Board Approved Curriculum used in the face to face classroom.

Hybrid Model: Can families with multiple children select if they prefer their children be on the same hybrid schedule vs. opposite?

Yes, the District will make every attempt to assign families to the preferred hybrid schedule.

Hybrid Model: Can families select either of the two virtual options (Option A vs. Option B) for their child/rens' virtual week?

No, families that choose the hybrid option will access face to face instruction and real-time online lessons (Option B) with the same teacher and cohort of peers on the week they are learning from home.

Hybrid Model: What does virtual learning look like for students in the hybrid model?

Students in the hybrid model will participate in real time online teacher-facilitated lessons. Students follow a daily class schedule attending virtual instruction Monday - Friday. *Lessons will be recorded if a student is occasionally unable to attend real-time instruction.

Half of the cohort of students will attend face to face instruction while the other half will participate in the lesson in real time from home. The following week the groups change.

Hybrid Model / Synchronous Virtual: Would students be marked absent if they are not present for an online session during the synchronous program.

Students in the hybrid/synchronous virtual model (Option B) will follow normal classroom practices for attendance. If a student is going to knowingly miss a lesson, they are to communicate their absence to the teacher. Student illness would be recorded as an excused absence.



REOPENING OUR SCHOOLS

www.hjt1.org/district-office/reopening-our-schools

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The School District of Hartford Jt. 1 Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. Federal laws Title IX, 34 CFR 106.9, Section 504, 34 CFR 104.8, Title II, 28 CFR 35.106; Student Policy 2260, AG 2260D & Form 2260 F2; Staff Policy 1422, 3122, 4122.

The Board designates the following individual to serve as the District's "Compliance Officer" – Alex Kenealy, Interim Director of Pupil Services, School District of Hartford Joint #1, 402 W. Sumner St, Hartford, WI 53027, 262-673-8042, kenealy@hjt1.org. Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. The complaint procedure will follow Board Policy 2260.