



# The School District of New London Operations Manual for 2020-2021 in response to the Covid 19 Pandemic.

Schools will open  
September 1, 2020 through June 3,  
2021 unless otherwise  
ordered for closure.

## FOUNDATION AND COMMITMENTS

As the School District of New London further prepares for the 2020-2021 academic year, continued focus on detail and reentry practices are ongoing. The intent is to share greater detail on reentry expectations with our school community that will further define safety parameters established for students, District employees, and school community. Note that our reentry planning tool is continually under evaluation and will also evolve as recommendations and best practices are established for the start of the 2020-2021 academic year.

Last revised, July 22, 2020

## PHASES OF RISK

Schools will open September 1, 2020 through June 3, 2021 M, T, W, TH, and F, unless otherwise ordered for closure.

- It is anticipated that additional waves of infections are expected throughout the state. Instruction will be modified due to these ranges of risk. 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.
- Risk levels are determined by the following website <https://www.dhs.wisconsin.gov/covid-19/local.htm> which tracks risk level by county/region in partnership with the Wisconsin Department of Health Services. The School District of New London will use guidance from Outagamie, Waupaca and Winnebago Counties to determine risk level. Beyond this reporting Department of Health will also notify the district if there is a tracing incident that results in closure at the district. This monitoring would be daily and would be implemented as suggested.

Low Risk	Moderate/High Risk	School Closure (day, week or other as ordered)
Traditional Model Students attend school with standard of safety in place	Modified scheduling may be implemented to limit risk at one or more instructional levels.	Return to Digital and Distance Learning with added enhancements and structure
All staff will develop a Google Classroom that supports instruction	Further limit numbers and movement	Increased communication and updates
ALL staff and students will follow increased safety guidelines	Increased building level safety protocols in place	Buildings closed to students and staff based on directives.
Transportation: Busing provided	Transportation: Closely monitored TBD based on guidelines	Student access to learning will be the priority

Example: July 22, 2020 our district remains in a HIGH RISK zone. This means we would recognize the Orange Level of concern. Generalized aspects of maintaining safe environments may include:

- Mask/face covering required by students and staff
- Limited equipment at recess and phy ed
- Online and virtual options are available
- Outside as much as possible for phy ed, music and recess
- Recess- limited activities in cohorts with low access to equipment
- Lunch- cohort lunch schedules
- Music- limited contact, no performances at this time

## OPERATIONS

### Healthy Environments

- All staff will be required to wear a mask/face covering, face shield or have a physical barrier at their workstation when within six feet of others
- All students are required to wear a mask/face coverings at school on a daily basis
- If a student needs a new mask/face covering while at school, one will be provided
- Students will be educated and required to wear a mask/face covering if physically able and will observe social distancing where possible
- Drinking fountains will be switched to bottle filling stations
- Provide parent education about the importance of monitoring symptoms, wearing mask/face coverings, and staying home when ill
- Ensure all families have access to thermometers and facial coverings
- Install sanitation stations in each room of each building
- School nurses designated sick student/adult locations in each building to minimize contact
- Students and staff will follow DHS guidelines for self isolation when needed
- 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 Wisconsin Department of Health Services if a student or staff member becomes infected. (Contact Tracing Protocol)
- Additional contracted time with BSG for increased cleaning and disinfection of high-touch surfaces and classrooms
- Use posters, floor markings, etc., to encourage distancing, physical spacing, movement, hygiene and mask/face covering protocols
- Assigned student seating in all school areas, including cafeterias
- When using equipment, students may be placed in cohort groups in order to minimize contact with others

### Access

- Monitor access, determine routes for movement, review routines, screening protocols and hygiene expectations
  - Each building will provide specific process for entry and exit of buildings
  - Symptom monitoring and temperatures taken upon entry to any building
  - Staff and students must wear mask/face coverings upon entry to any building
- Families are asked to self monitor for symptoms:
  - Parents will be given recommended procedures for monitoring symptoms
- Limit non-essential visitors and volunteers; 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
- Use appointment schedules to secure meetings and limit group numbers
- Monitor conditions prior to final approval of trips and gatherings
- Develop modified protocols for facility usage
- Utilize virtual celebrations when possible

- Virtual meetings will be prioritized when possible, appointments will be used to limit meeting participation when necessary (IEP, Parent Conferencing, etc.)
- Recess schedules may be altered to allow students to remain in their cohort
  - Limited contact and equipment during high levels of risk
  - All students are encouraged to be outside when possible for recess
- After school programming and access including Kids Club may be modified and limited and are subject to change

### Child Nutrition/Food Service

- Special events where guests visit during lunches / breakfasts will be postponed for the 2020-21 school year
- Food service programming will remain in compliance with School Breakfast, National School Lunch and Wisconsin School Day Milk Programming
- Capacity will be reduced in eating spaces to maintain social distancing
- Students may eat in alternative locations if necessary. If facilities and weather allow, students may eat outside at times. Students may have assigned seats
- The process students are used to will look different (getting trays, silverware, napkins, condiments, etc.) at each school to ensure limited touch points for items related to meal service
- Meal times may be adjusted to accommodate social distancing and capacity issues in lunchrooms or surrounding areas
- Due to the limitations, options and menu variety may be adjusted
- Meal costs will be charged at the approved prices unless granted a waiver by the USDA and DPI
- Chartwells, our District food service provider, will ensure that mandated food safety operations are implemented to protect participants
- All food service personnel will be required to wear mask/face coverings and/or face shields
- Food service programming is regularly inspected by local agencies to ensure safety and sanitation is being followed
- If schools are closed during the week, alternative meals locations may be available if granted a waiver by USDA and DPI. Deliveries of meals may be implemented again if closures are extended
- Families choosing at-home learning will be allowed to pick-up meals at assigned locations

## TRANSPORTATION

- Students will be required to wear a mask/face covering to ride the bus
- Students will use the district provided hand sanitizing stations when boarding the bus
- Drivers will be required to wear a mask/face covering to drive the bus
- Students will not be able to eat or drink on the bus unless medically necessary
- All buses will be thoroughly cleaned and disinfected daily or after each route or trip
- Group pick-ups will be asked to socially distance when waiting for the bus
- Once ridership is known from student surveys from registration, routes may be adjusted to minimize capacity
- Students/Families will be assigned seats and must sit in the same seat each day. Students will not be able to ride in the seat behind the driver
- Arrival times and dismissal times may be adjusted at each school to accommodate social distancing
- Students who have been transported in non-hazardous areas may be encouraged to walk/bike or get to school a different way
- Official route times and adjustments will be determined once transportation is confirmed by families during registration

# INSTRUCTION – AT-SCHOOL / AT-HOME

## Schedule/Calendar

- School will be open September 1, 2020 through June 3, 2021 unless otherwise ordered for closure following the posted district calendar
- The School District of New London will have programming 5 days a week for all students grades K-12 for either At School or At Home Learning options
- 4K students will have the option to attend the regular ½ day program Monday through Thursday OR opt to learn from home with weekly check-ins from an instructor. They will NOT have online classes or chromebook expectations
- The district will provide for computer and internet options for accessibility for those in need
- Staff will support and instruct students on digital citizenship and other online skills and safety
- Field trips are discontinued until further notice
- Performances are postponed at this time

## Classrooms

- Sanitation supplies will be provided in each classroom
- Community learning areas or flexible seating may be eliminated
- Students will have assigned seats
- Learning space will be prioritized
- Grading will remain as outlined by policy

## Attendance

- Current district attendance policies may be modified during pandemic. Attendance will be taken daily for students at school and learning from home
- Parents will be responsible for notifying the school of absences: if related to COVID, please share, symptoms that may be COVID related, or Positive COVID test
- Absent students will maintain communication with teachers and assignments using Google Classroom

## Registration

- New families/ students should contact us for enrollment paperwork and Family Access set up
- Families will select At School or At Home learning in Skyward through the enrollment/online registration process
  - Both options have students following the board approved 2020-2021 district calendar
  - Students will be able to move between models at regular intervals/transition times (around 6 weeks) if necessary
- August 1, 2020 is the deadline for online registration/enrollment to allow staffing and schedule accommodations based on family selection of program
- Support with online registration can be scheduled by contacting the District Office or buildings
- Free and Reduced paperwork can be filled out online, or picked up at the District Office or outside door 23 at the high school
- Families needing assistance with Free and Reduced paperwork may stop at District Office August 4-8 for support
- Families choosing At Home learning will be contacted after August 1, 2020 to discuss needs and build schedule/course enrollment

## Co-Curricular Involvement

- At School and At Home students are able to sign up for after school activities
- Participation in clubs/ activities offered during the school day may be limited or modified for at home learners
- Code of conduct and eligibility guidelines (no failures, attendance etc.), maintain in place for both programs
- Athletic and extra-curricular procedures will be updated and monitored based on risk and guidance from WIAA and agency partnership, for the latest updates on specific activities or events, please visit our website

## INSTRUCTION – TRADITIONAL AT-SCHOOL

<u>Traditional- At School Learning</u>
<p>Traditional instruction at school (M, T, W, TH, and F)*  Hours of instruction maintained as in years past  Must still meet the requirements for full time enrollment in courses</p>
<p>1:1 Chromebook K-12 students and Acceptable Technology Use policy in place</p>
<p>Enhanced Safety and Health Protocols</p> <ul style="list-style-type: none"> <li>● Symptom/Screening/Monitoring</li> <li>● Increased cleaning routines</li> <li>● Access to cleaning/sanitation supplies</li> <li>● Staff and student mask/face coverings required</li> <li>● Creative scheduling to increase learning spaces, decrease rosters and group numbers</li> <li>● Flexible and responsive to risk and student needs</li> <li>● Routines focused on social emotional health, hygiene, mask/face covering, and distancing</li> <li>● Safety introduced, reviewed, practiced and reinforced</li> <li>● Performance courses, (phy ed and music may have additional safety measures in place or options for alternative learning model)</li> <li>● Recess and lunch in cohort groups with additional spaces used to increase spaces</li> </ul>
<p>Connected content during short-term absence using google classroom</p>
<p>*In case of closure notice, enhanced digital and distance learning will be initiated to include:</p> <ul style="list-style-type: none"> <li>● Weekly lesson plans and expectations</li> <li>● Video lessons/learning</li> <li>● Connected teacher contact</li> <li>● Unified Google Classroom template</li> <li>● Bulldog tutor times</li> <li>● Enhanced tools for communication and instruction</li> <li>● 4K /Early Childhood continue learning through at home routines and packet work with weekly check-ins with families</li> </ul>

## INSTRUCTION – VIRTUAL AT-HOME LEARNING

<u>Virtual- At Home Learning</u>
<p>Students work from home to access learning in a variety of online programming and must meet the requirements of full time enrollment in courses</p>
<p>1:1 Chromebook K-12 students and Acceptable Technology Use policy in place</p>
<p>Each student would build a custom plan with assistance of a counselor or case manager</p>
<p>Course instruction would be modified for the virtual platform, so may look and feel different than a traditional model, but content and expectations will remain</p>
<p>Some courses may not be available in this format, so an alternate course may be provided</p>
<p>Most classes will be facilitated and taught by New London teachers</p>
<p>Reliable internet connection required</p>
<p>Minimum of 6 week commitment to this program to allow for timely and appropriate transition</p>
<p>Homeschool and Virtual School Students encouraged to see if this program is a good fit</p>
<p>Further details on this program will be developed based on enrollments to allow staffing to be adjusted</p>
<p>*Some courses may be offered through collaboration with the Rural Virtual Academy</p>

# STUDENT SERVICES

## School Safety / Mental Health

- Staff will create safe and nurturing environments for the students in the classroom
- Frequent communications will occur regarding resources available for students and families
- Social emotional learning curriculum will continue to be implemented throughout the district
- Staff will continue to update their training annually on the topics related to mental health
- Building level crisis teams will continue their trainings on an annual basis
- Staff will use their training to help students self-regulate when needed
- Staff will be conscious and supportive of the increased needs of students during this time
- Crisis teams will continue to provide behavioral support for students in crisis
- District level data will be monitored (attendance, academic, and behavior) via Educlimber
- Mental health assessment and support will continue through current partnerships
- Safety and mental health support for staff are available through EAP and wellness programs

## Special Education

- Special education case managers will hold IEP meetings virtually or via phone conference
- Staff will continue Child Find activities virtually utilizing the parent screener tool
- Staff will conduct face to face assessment utilizing PPE to ensure safety of the student and staff
- Special education case managers and therapists will ensure that services can be provided in a face to face or virtual format, when necessary
- Evaluations and IEPs should be completed under the legally mandated timelines
- Student IEP goals and objectives will be frequently monitored for progress, as directed by the student IEP
- The district may apply for extensions when a student is unavailable for testing and the IEP determination cannot be appropriately completed within the mandated timeline

## English Language Learners or Bilingual Students

- Bilingual and ESL staff members will continue to support and monitor the bilingual students, virtually, if necessary
- Students will continue to work towards the goals set forth in their Student Record Plans
- Students will continue to take an annual language assessment, virtually, if necessary
- Goals and progress will be monitored and modified if necessary

## Students with Critical Health or 504 Plans

- Services will be provided in accordance with student health and 504 plan specifications
- Students with Critical Health plans will continue to have their medical needs addressed as outlined in their current plan
- Students with 504 plans will continue to receive the services and accommodations highlighted in their plan

# COMMUNICATION

For the latest information and updates regarding the School District of New London, please see our district webpage and use New London Connect App.

<https://www.newlondon.k12.wi.us/district/covid-19.cfm>

\*Individual school/building level plans prior to the start of school to include specificity on academics, operations and protocols.

# FLEXIBILITY AND RESPONSIVENESS

## COVID Specific Response: Quarantine Guidelines

- New London students and staff who exhibit symptoms of COVID-19, answer yes to the screening questions, or have a temperature of 100.4 degrees will be asked to stay home until symptom free and as protocol dictates
- Further details including a health readiness decision tree are being developed in partnership with Wisconsin Department of Health Services for guidance on the following:
  - Self isolation
  - Quarantine
  - Yes responses to screening protocol
  - Positive test result
  - Known exposure to COVID- 19

# QUESTIONS OR CONCERNS

Questions or concerns should be directed to the following email address [covidquestions@newlondon.k12.wi.us](mailto:covidquestions@newlondon.k12.wi.us)

<b><u>SDNL District Office</u></b> 901 W Washington St New London, WI 54961 (920) 982-8540 District Administrator: Scott Bleck Director of Business Services: Joe Marquardt	<b><u>SDNL Teaching &amp; Learning</u></b> (920) 982-2011 Director of Teaching & Learning: Danielle Sievert <b><u>Pupil Services</u></b> (920) 982- 8447 Director of Pupil Services: Kandi Martin
<b><u>New London High School</u></b> 1700 Klatt Rd New London, WI 54961 (920) 982-8420 Principal: Brian Yerkey	<b><u>New London Intermediate / Middle School</u></b> 900 W Washington St New London, WI 54961 (920) 982-8532 Principal: Ann Pinch
<b><u>Lincoln Elementary School</u></b> 201 E Washington St New London, WI 54961 (920) 982-8540 Principal: Kirk Delwiche	<b><u>Parkview Elementary School</u></b> 1300 Werner-Allen Rd New London, WI 54961 (920) 982-8538 Principal: Jody Peterson
<b><u>Readfield Elementary School</u></b> E9177 US Hwy 96, PO Box 40 Readfield, WI 54969 (920) 667-4265 Principal: Kristin Grable	<b><u>Sugar Bush Elementary School</u></b> W10736 Cty Rd WW New London, WI 54961 (715) 752-4135 Principal: Kristin Grable

## District Nondiscrimination Statement

The School District of New London does not discriminate on the basis of sex, color, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.