



Kiel Area School District RETURN TO SCHOOL PLAN

September 2020-21

The Kiel Area School District is committed to providing every student with a safe and equitable education, regardless of the learning environment. The plan provided below has been developed with the help of educators, parents, students and the community and is based on feedback and survey data that has been collected over the last few months.

This plan was created through the lens of what was deemed to be safe, reasonable and doable. It is understood that not all stakeholders will agree with every part of this plan. With that said, our team did everything possible to listen to all thoughts and perspectives.

Please know that this plan is a fluid document, based on the ever fluctuating situation regarding COVID 19. The plan will be updated and shared with everyone as mandates change.

Please know that there are a number of building specific items that will be shared by the principals prior to the start of the school year.

Thank you!

Dr. Ebert

Kiel Area School District parents and students will have *THREE* return to school options in Fall 2020:

1

Return to brick and mortar school setting as outlined within this plan.



2

Enroll in the Between the Lakes Virtual Academy (K-8) or Kiel eSchool (9-12)

KIEL  SCHOOL


BETWEEN THE LAKES
VIRTUAL ACADEMY

3

Those parents of students with health concerns related to COVID-19 should contact the appropriate building principal.



Temperature Checks

The district will conduct temperature checks for all individuals entering the buildings.



The district will conduct temperature checks for all individuals entering the buildings. Dr. Ebert will closely monitor the state situation as well as the prevalence of flu season to determine the need and length of temperature checks.

ZIELANIS ELEMENTARY SCHOOL

- » Full Circle Care students will be checked upon arrival in the morning.
- » Bus riders will have temperature checked when getting off the bus at the Adams Street entrances.
- » Students being dropped off and walkers will have their temperature checked at the North Street entrance.
- » Staff will have their temperature checked upon entering the building.
- » Students who have a temperature over 100.4 will be escorted to the sick room or nurses office and the parents will be called for immediate pick up.
- » Parents will be asked to remain in the vestibule and the child will be escorted to them.

KIEL MIDDLE SCHOOL

- » Bus riders will have their temperature taken when getting off the bus.
- » Walkers and students being dropped off should enter through the MPR (Multi-Purpose Room) where their temperature will be taken.
- » Staff will have their temperature checked upon entering the building.
- » Any student with a temperature over 100.4 will be escorted to the sick room and the parents will be called for immediate pick up.
- » Parents will be asked to remain in the vestibule and the child will be escorted to them.

KIEL HIGH SCHOOL

- » Students who drive are to enter door N where temperatures will be taken. If a temperature over 100.4 is recorded, the student will be escorted to a designated area and the parents will be called for immediate pick up.
- » Bus riders will enter through door A where temperatures will be taken. If a temperature over 100.4 is recorded, the student will be escorted to the main office and the parents will be called for immediate pick up.
- » Staff will enter through door N and have their temperature taken upon entering the building.
- » Parents should remain in vestibule of building and wait for student to be escorted to them.

Face Coverings

Face coverings will be mandatory for all staff and students while inside any district facility, per state mandate. "Face covering" means a piece of cloth or other material that is worn to cover the nose and mouth completely. A "face covering" includes but is not limited to a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering. A "face covering" does not include face shields, mesh masks, masks with holes or openings, or masks with vents.

Based upon guidance from the Department of Public Instruction (DPI), Manitowoc County, CDC and parent/staff survey results, the district will require staff and students to wear face coverings at all times inside district facilities. Teaching staff will be encouraged to maintain a 6 ft. distance from their students.

Face coverings are considered part of the dress code and will be enforced as outlined in student handbooks. Staff members will educate students on how to properly wear a face covering through encouragement and teachable moments.

Staff and students may bring their own face coverings. The district will have face coverings available for those who need them.

Students and staff who may have a medical condition(s) prohibiting them from wearing a face covering while at school will need to provide the district with medical documentation from their doctor. The District will be following the CDC guidance on cloth face coverings. Please go to the link to see acceptable face coverings: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

The district will review the documentation to determine reasonable accommodation(s).

There may be times throughout the school day, such as recess, when students are able to maintain social distancing and will not be required to have a face covering on. Staff members will be encouraged to take students outside for "face covering breaks."

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Classroom Structure

{ Classrooms will be set up
to best meet social distancing
guidelines. }

The building principals and teachers will set up individual classrooms to best meet social distancing guidelines.

ZIELANIS ELEMENTARY SCHOOL

- » Students will need large zip lock bags to store personal items.
- » Students will wash hands upon entering classroom.
- » Tables will be sanitized in between uses.
- » Limited number of students will be allowed in centers.
- » Individual student bags will be created.

KIEL MIDDLE SCHOOL

- » All classrooms will have designated spots marked for seating.
- » All students will be assigned a Chromebook.

KIEL HIGH SCHOOL

- » Juniors and seniors in online classes will be able to flex time out of building (1st and 5th block).
- » Use of larger common spaces for instruction.
- » Students will be spaced out in regular classrooms.

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Building Routing Plans & Signage

ZIELANIS ELEMENTARY SCHOOL

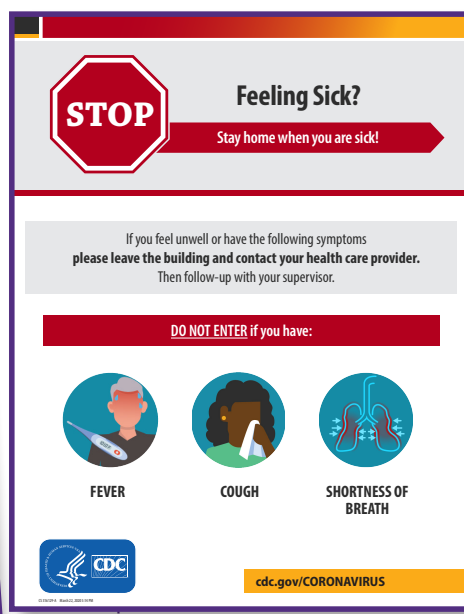
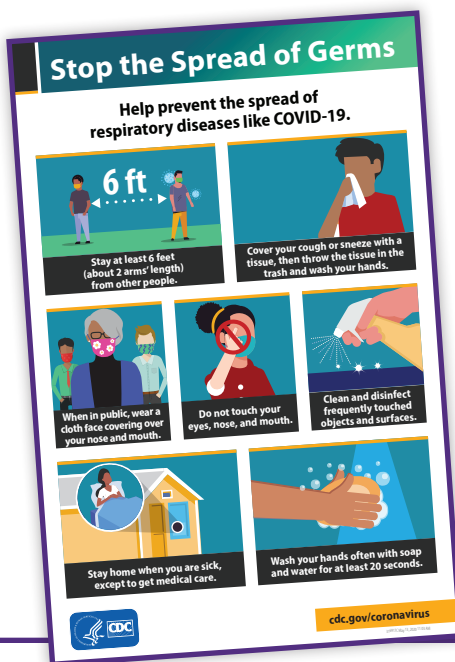
- » Designated routes will be marked for students to follow throughout the building.
- » Students will remain with their homeroom teacher for the majority of the day.
- » Students will be escorted to specials classes by the teacher, to ensure proper social distancing.

KIEL MIDDLE SCHOOL

- » Release times will be staggered to reduce number of students in hallways.
- » Students travel with their homeroom group to other classes & to exploratories as best as possible.
- » Students report to classrooms in the morning rather than congregate in the halls.

KIEL HIGH SCHOOL

- » Stagger release times.
- » Students report directly to their next class.
- » Students will be asked to stay to the right, while traveling throughout the building.
- » Arrows will be placed on the floor.



Sharing Supplies

{ Students will be responsible for disinfecting their own personal space and materials. }

Based upon guidance from the Department of Public Instruction (DPI), Manitowoc County and parent/staff survey results, the district would ask that each student have their own set of school supplies.

- » As students rotate classrooms, each student will be responsible for disinfecting their own personal space and materials
- » Disinfecting wipes will be included on school supply lists for students to use when cleaning their own personal space.

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Playground

The district will allow students to have recess outside, while social distancing as best as possible.

ZIELANIS ELEMENTARY SCHOOL

- » Recess will be staggered to limit the number on the playground.
- » Students will be required to wear a face covering during recess if social distancing cannot be maintained.
- » If students are required to be indoors for recess, face coverings will be required.
- » All permanent playground equipment will be disinfected at the end of each day.
- » All playground balls, etc. will be disinfected after each use.
- » All students will wash hands before and after recess.

KIEL MIDDLE SCHOOL

- » Recess will be staggered by grade level.
- » Students will be required to wear a face covering during recess if social distancing cannot be maintained.
- » If students are required to be indoors for recess, face coverings will be required.
- » All playground equipment will be disinfected in between uses.
- » All students will wash hands before and after recess.

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Field Trips

{ There will be a phase-in approach to field trips this school year }



The district will phase-in field trips based upon the state situation.

- » No field trips to start the year.
 - » Dr. Ebert will monitor the state situation.
 - » Dr. Ebert will send out a message to staff when the state situation becomes safer.
- » Once the situation has become safer, teachers may request field trips to be considered by Dr. Ebert.
- » Final Step: resume all field trips.

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Cafeteria



Based upon guidance from the Department of Public Instruction (DPI), Manitowoc County and parent/staff survey results, students will be eating in both the cafeteria and classrooms to provide for proper social distancing. All food will be served by food service staff and condiments, etc. will be prepackaged.

ZIELANIS ELEMENTARY SCHOOL

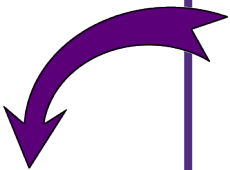
- Lunch times will be staggered (K-1; 2-3; 4)
- To provide proper social distancing, students will be eating in both the cafeteria and classroom
- Students will enter through one door and exit through a different door
- Handwashing/sanitizing will be done before and after lunch

KIEL MIDDLE SCHOOL

- To provide proper social distancing, students will be eating in both the cafeteria and classroom
- Students with cold lunches will be able to eat outside
- Students will enter through doors by 6th grade wing and exit to outside doors
- Handwashing/sanitizing will be done before and after lunch

KIEL HIGH SCHOOL

- Juniors and Seniors will have open campus. This will be evaluated on a regular basis, based on feedback from staff, parents, and community.
- An additional lunch period will be added so that students are evenly distributed
- Middle area will be clear to create a line for the left option. Right line will be spaced out with the students lining up outside of the gym.
- Nutrition break will be a grab and go with satellite station set up by the tech center
- Hand sanitizers stations will be set up in the lunch line



Juniors and seniors will have an "Open Campus" lunch option; this means that they may leave campus if they so choose.

Volunteers/Visitors

VISITOR

{ The District will use a Phase-In approach
to allowing volunteers and visitors,
based upon the state situation. }

The district will phase-in volunteers/visitors based upon the state situation.

- » No volunteers/visitors to start the year.
- » If the state situation becomes safer...
 - » Dr. Ebert will send out a message to staff when the state situation becomes safer.
- » Once the situation becomes safer, teachers may invite a minimum number of volunteers/visitors into their classrooms.
- » Final Step: no limitations on volunteers/visitors.

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Restrooms

The District will have plans in place to best meet social distancing guidelines.

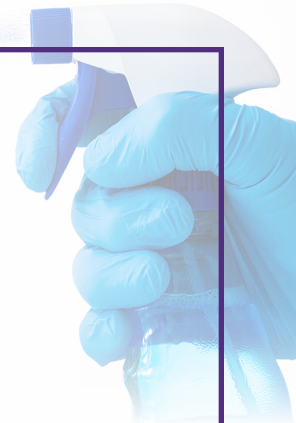


- Number of students will be limited in the restrooms at one time
- Students will be reminded about proper hand washing techniques

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Disinfecting Plan



{ The district's comprehensive cleaning & disinfecting plan addresses routine procedures, as well as proper storage of cleaning products. }

This cleaning and disinfecting plan is consistent with the Center for Disease Control and Prevention (CDC) guidelines and protocol for public spaces, workplaces and institutes of higher education. This plan addresses routine cleaning and disinfecting as well the proper storage of cleaning products.

1. CLEAN AND DISINFECT FREQUENTLY TOUCHED SURFACES. These surfaces will be wiped or sprayed at least once per day. Proper cleaning and disinfecting on surfaces will be performed using an EPA-registered disinfectant that is effective for use against the SARS-CoV-19 virus that causes COVID-19.

- » Playground Equipment
- » Door Handles
- » Light Switches
- » Sink Handles
- » Drinking Fountains
- » Vending Machines
- » Desktop surfaces
- » Hand Rails

2. SCHEDULE FOR ROUTINE CLEANING AND DISINFECTING

- a. **Zielanis Elementary School** - Besides the daily cleaning noted above, one time per week each grade level will have all surfaces deep cleaned using Millenium 64. Bathrooms are cleaned and disinfected daily.
- b. **Middle School** - Locker handles will be sprayed once per day. Additional disinfecting is covered by the use of SunDrop cleaner and disinfectant. Bathrooms are cleaned and disinfected daily.
- c. **High School** - Locker rooms, fitness center and hallway areas will be cleaned and disinfected twice per day. SunDrop cleaner and disinfectant is used in the auto scrubber for the floors. Locker handles will be sprayed once per day. Additional disinfecting is covered by the use of SunDrop cleaner and disinfectant. Bathrooms are cleaned and disinfected daily.

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Disinfecting Plan



CONTINUED

3. ALL DISINFECTANT BOTTLES PLACED IN CLASSROOMS HAVE A WARNING LABEL ON THEM.

- » Ph levels in our disinfectant are neutral and have a low risk for injury.
- » Teachers are required to store cleaning and disinfecting supplies in a classroom closet.
- » All custodial supplies are locked and secured in custodial office/storage areas.

4. DISTRICT VEHICLES.

- » Mini Bus bus seats will be sprayed after every use.
- » Clorox wipes will be provided and placed in our suburbans to wipe down surfaces after each use.
- » Hand sanitizer will be available in each vehicle.

5. HAND SANITIZER WILL BE AVAILABLE THROUGHOUT THE BUILDING.

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Educational Opportunities

KIEL SCHOOL

The Kiel eSchool Virtual Charter School serves students in grades 9-12. Kiel eSchool provides additional/alternative learning opportunities for students whose educational needs may be better met, in whole or in part, outside the traditional school setting.

Students who are home schooled, credit deficient, homebound, school age parents, gifted, drop outs, have health problems, or schedule conflicts can all benefit from the flexibility of taking online courses that are available year round - 24 hours a day, 7 days a week. Our students can access Internet courses with the assistance of an online teacher/facilitator, a local mentor/teacher and a personal/family coach. Each student has their own Personal Education Plan tailored to their needs.

Kiel eSchool is a rolling enrollment school, so students can enter our locally taught courses at any time.



BETWEEN THE LAKES VIRTUAL ACADEMY

Between the Lakes Virtual Academy is a K-8 public school, with the same accreditation and accountability as our local brick and mortar schools. The difference is, we have the flexibility to teach students who may want to remain at home, attend school online, or in a blended format.

Over the last few years, the Kiel Area School District has been working to create a high functioning and fully accredited virtual charter school to serve students around the state. The finishing touches were recently completed and this new charter school was board approved on June 24th with full school board support.

This K-12 eSchool will offer a flexible environment for families and high quality, standards aligned instruction and curriculum, along with experienced teachers to help support students. The Kiel Area School District will also offer an on-site area for students to receive support when needed.

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Health Concerns & “What If” Scenarios

Based upon guidance from the Department of Public Instruction (DPI), Manitowoc County and parent/staff survey results, the district will work with parents who have child(ren) with specific health conditions.

HEALTH NEEDS/CONDITIONS - ATYPICAL SITUATION

Those with health concerns related to COVID-19 should contact the appropriate building principal to try to best meet individual health needs.

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PROTOCOLS FOR “WHAT IF” SCENARIOS

MANITOWOC COUNTY IS HIGHLY ENCOURAGING ANY INDIVIDUAL WHO HAS COVID TYPE SYMPTOMS TO GO AND GET TESTED!

What happens when a student/staff member reports to the office if not feeling well?

The office will ask some specific questions to determine if the student/staff member may have COVID-19 symptoms and send the individual home.

What happens if a student/staff member becomes sick at school, but isn't tested for COVID-19?

The individual will be sent home and isolate until they are feeling better and all of the following have happened:

- Stay home at least 10 days since their symptoms started and;
- They haven't had a fever (100.4° F or greater) in at least 72 hours without using any medication to lower fever and;
- Their cough or breathing problems get better
- The individual will meet with the school nurse prior to being allowed to return to school

What happens if a student/staff member becomes sick at school, but tests negative for COVID-19?

The individual should stay home until they are feeling better and they have not had a fever for 24 hours without using any medication to reduce fever.

What happens if a student/staff member tests positive or a doctor said they likely have COVID-19?

- Stay home at least 10 days since their symptoms started and;
- They haven't had a fever (100.4° F or greater) in at least 72 hours without using any medication to lower fever and;
- Their cough or breathing problems get better
- The individual will meet with the school nurse prior to being allowed to return to school

Health Concerns & “What If” Scenarios

What happens if a student/staff member tests positive for COVID-19, but doesn't show symptoms?

- The individual needs to stay home for 10 days after the day they were tested and keep away from other people as much as possible.
This is because even if they don't have symptoms, they can still spread the virus.
- The individual will meet with the school nurse prior to being allowed to return to school.

What happens if a student/staff member comes in “close contact” with someone who has COVID-19?

- The individual will need to stay home for 14 days since the last time they were around that person to see if they develop symptoms.
- *If an individual develops symptoms they are to:*
 - Call their doctor & ask to get tested
 - Follow doctor instructions for staying home while you wait for the test results
 - Meet with the school nurse prior to being allowed to return to school

What happens if a student/staff member had “close contact” with someone with COVID-19 and gets sick but isn't tested for COVID-19?

- The individual should stay home and away from others as much as possible until they get better and all the following have happened:
 - At least 10 days have passed since their symptoms started and;
 - They haven't had a fever (100.4 F or greater) in at least 72 hours without using any medication to lower fever and;
 - Their cough or breathing problems get better.
 - PLUS 14 days have passed since they were last around the person with COVID-19.
 - Meet with the school nurse prior to being allowed to return to school

What happens if there are other children in the home, who do not have symptoms should they stay home, too, or continue coming to school?

Other children may continue to go to work and school. If the child who was in close contact gets sick, then other children should stay home.

What happens if we live with someone who has COVID-19?

Everyone who resides in the household should stay home until all of the following have happened:

- The sick person gets better
- At least 10 days have passed since their symptoms started and;
- They haven't had a fever (100.4° F or greater) in at least 72 hours without using any medication to lower fever and;
- Their cough or breathing problems get better
- PLUS 14 days have passed since there were last around the person with COVID-19
- Meet with the school nurse prior to being allowed to return to school

Busing

{ Students and drivers must wear a face covering on the bus, per state mandate. }

The district will provide busing in the safest way possible.

DRIVERS/BUSES

- Before each route/trip, drivers will complete self-screening for COVID-19 symptoms.
- Buses will be sanitized before each morning, afternoon, and extra-curricular trip.
- Drivers will be encouraged but not required to wear a face covering and/or face shield when students are on the bus.
- When weather permits windows and roof hatches will be left open on buses.

STUDENTS

- Students will be required to wear a face covering while on the school bus.
- Students must refrain from touching other students, seats, walls, etc.
- Students will be encouraged to practice social distancing and remain seated.
- No food or drink may be consumed on the bus.
- Students are to cooperate with the directions provided by the bus driver.
- Students will follow the seating chart, if applicable
- When arriving at school, the bus will unload, row by row, front to back.

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School Attendance

{ The District will be flexible with student and staff attendance. }

ATTENDANCE OF STAFF AND STUDENTS:

- » The district will be flexible with the statutory attendance requirements for students who may test positive and/or have to be quarantined due to exposure.
- » If one or multiple teachers are absent, the following protocols will be followed:
 - Use of substitute teachers
 - Use of internal staff
 - Principals to monitor and consider other options to meet student needs
- » This may result in a staggered schedule (ie: on-site and off-site days each week; ½ day on site every day; grade level days; A/B schedule), building closure and/or a district-wide closure.

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FAQ



What happens if we are forced to go back to a virtual learning environment?

» **The district will provide virtual learning should the school be shut down due to COVID-19.**

The goal of the district will be to provide virtual instruction that mirrors traditional instruction, including:

- Teachers will deliver as much instruction online to students as possible as this will mirror the classroom environment.
 - Classes/lessons will be recorded, when feasible.
 - Students will be instructed first, then given daily work.
 - Attendance will be monitored through a variety of ways.
 - Students and teachers are expected to respond to emails within 24 hours.
 - A consistent online format will be used.
 - » Google platform and/or Zoom
 - » If a teacher uses a different platform, they will instruct students and parents on how to use it.
 - Teachers will provide timely feedback to students.
 - » Teachers will have chat/email open during instructional hours.
 - Teachers may supplement teaching with packets of work, but the majority of instruction must be done online.
 - Each teacher will set up a bi-weekly virtual parent meeting, which is optional for parents, to allow parents to share collective feedback.
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- At minimum a bi-weekly principal message to parents that provides an “update” and asks for any questions, thoughts or concerns as a whole. Principal shares this with the entire staff and creates a FAQ sheet to be shared with parents. Principals will frequently communicate with parents to share with them “what is going on” in the school.
 - Building principals will join lessons often. Principals will observe each teacher at least one time, perhaps more, depending on how long we are out. This schedule will allow principals to continue with observations and offer feedback to teachers regarding their online instruction.
 - Teachers must use assessments to provide grades and feedback to students. If more work is needed and remedial instruction is needed, then the teacher will set up meetings to work through it. Summative assessments must be completed per usual.

FAQ



What determines changing from the traditional brick and mortar setting to a virtual environment?

- » **The district is no longer able to provide high quality education to students due to staff absences**
- » **High percentage of student absences as determined by Manitowoc County**
- » **This may result in a staggered schedule (ie: on-site and off-site days each week; ½ day on-site every day; grade level days; A/B schedule), building closure and/or a district-wide closure.**

How can parents help?

Parents please talk with your child(ren) about everyday steps they can take to help prevent the spread of the virus as outlined from Manitowoc County:

- Washing hands often
- Avoiding close contact with people who are sick, even inside your home
- Staying 6 feet apart from people
- Covering mouth and nose with cloth face cover when around others
- Cleaning and disinfecting frequently touched surfaces
- Daily monitoring for any symptoms
- Daily temperature checks
- Talk with your child(ren) about keeping their distance from the teacher (this is especially important at the lower grade levels)

It is important to follow these same guidelines outside of the school day!

What is the plan for Co-Curriculars?

Based upon a decision made by the WIAA, the district will proceed with fall sports.

Below is a summary of the WIAA's actions:

- **August 17, 2020 Start Date** for low risk sports which include cross country, golf, tennis and swimming.
- **September 7, 2020 Start Date** for high risk sports which include football, volleyball and soccer
- If the fall season is cut short due to the virus; the district may request finishing out the season in spring.
- All non-athletic activities will proceed as normal as possible as long as proper social distancing can be maintained and if not, face coverings are worn.
- All athletic and non-athletic activities will continue to be monitored by Steve Walsh, in conjunction with Dr. Ebert, and adjusted as necessary based upon the state situation.
- HS Principal and Athletic Directors in the conference are working on safety protocols for each sporting season.
- Winter and spring sport seasons will be based on guidance from the WIAA.

Taking Care of Our Staff

As the district prepares for the safe return to school for our students and staff, the district has also been engaged in conversations with many different employee groups to ensure that staff has a voice in the return to school plan.

Dr. Ebert has been meeting on a regular basis since mid-June with an advisory committee consisting of staff from all employee groups at every level, members of the Kiel Education Association (KEA) leadership team, members of the student services department, and the administrative team.

These meetings have provided staff with a voice in the draft plans and an opportunity to ask questions and provide invaluable feedback to help shape the final plan as we do our best to ensure everyone's safety!

Other Safety Precautions

The district is installing plexi-glass in the following areas to help keep students and staff safe:

- » Main offices
- » Attendance windows
- » HS Guidance office
- » Kitchen serving areas

The district will continue to evaluate all safety measures and make appropriate adjustments, as needed.

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WASH YOUR HANDS



1 Water and soap



4 Between fingers



2 Palm to palm



5 Base of thumbs



3 Back of hands



6 Focus on wrists

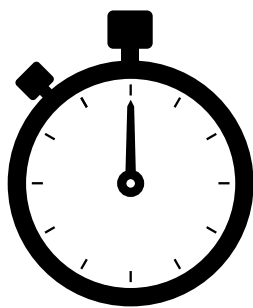
TIPS FOR STAYING HEALTHY....

» Clean your hands often.

» Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

» If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

» Avoid touching your eyes, nose, and mouth with unwashed hands.



20 SECONDS

You should wash your hands for at least 20 seconds...that's how long it takes to sing the "Happy Birthday" song twice!

COVER YOUR COUGH & SNEEZE!

Use a tissue to cover your mouth or nose. If tissues aren't available, cough or sneeze into your elbow. Be sure to wash your hands after!

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