



EverGreen Academy

Fall Reopening Plan

Health and Safety during COVID-19 Pandemic

Introductory Statement

from the Board

- ▶ “Responding to COVID-19 is a tremendous undertaking for schools. Schools are tasked with re-envisioning educational delivery models in a span of weeks and adjust practices accordingly. As we look toward the fall, the safety and health of our students, educators, and families remains of the highest importance.” Carolyn Stanford Taylor-State Superintendent
- ▶ Under state law, our school needs determine the operations of our buildings and the learning environment. As we reviewed CDC, DHS, and DPI guidelines and recommendations, the following is our current “return to school plan” for the fall of 2020.
- ▶ As new information presents itself from these agencies, EverGreen Academy will adjust to mitigate risk of spreading COVID and other illnesses. We have incorporated new cleaning and disinfecting procedures and changes to how the school operates.
- ▶ There may be students and staff who may not be able to return due to health concerns. Because of this, we have planned for both school operations on campus and online learning.

Overall Items to Note

- ▶ EverGreen Academy is offering 5 days of in-person learning or virtual learning (VL)
- ▶ Masks (students)/Masks/Face shields (staff) are required as part of the daily uniform to be worn by anyone inside the building
- ▶ Only faculty, staff, and students will be allowed inside the building
- ▶ Any person, at anytime, who has a temperature of 100.4 or greater will be sent home
- ▶ Social distancing will be implemented to the best of our ability and where possible, i.e., hallway movements, recess, bathrooms, etc...

Parent Responsibilities

- ▶ Parents are our first line of defense against the spread of any illness including COVID-19.
- ▶ If you've come in contact with someone who has been confirmed as having COVID-19, please stay home and notify the school as soon as possible
- ▶ Attendance is important to be successful in school, however, so is staying healthy
 - ▶ EverGreen Academy understands that these are unusual times and if your child needs to stay home due to symptoms that normally would be considered ok to come to school with, there is no penalty for being cautious and keeping your child and other children safe!
- ▶ Before bringing your child to school, please run through the following routine:
 - ▶ Take your child's temperature
 - ▶ 100.4 or higher, your child must stay home
 - ▶ Per the handbook, students need to be fever free for a full 24 hours before returning to school
 - ▶ Check your child for symptoms which include:
 - ▶ Cough, shortness of breath or difficulty breathing, fatigue, muscle or body ache, headache, sore throat, congestion or runny nose, vomiting and/or diarrhea
 - ▶ These symptoms MAY indicate COVID-19, but may not

Prior to school beginning

- ▶ Automatic sanitizing stations have been installed throughout both the elementary and middle school buildings
- ▶ Soap dispensers have been replaced with automatic sensors
- ▶ If classrooms have desks, they are all facing the same direction
- ▶ Social distancing markers have been placed in common areas, i.e., bathrooms, hallways, bubblers (only the bottle fill stations will be accessible)
- ▶ All unnecessary furniture and decorations have been removed
- ▶ The cleaning company has been contracted to aerosol disinfect all hard surfaces nightly
- ▶ HVAC ducts and vents have been cleaned and are scheduled to be cleaned monthly going forward
- ▶ No touch thermometers have been purchased and will be used to scan everyone, including staff and students, before they enter the building
- ▶ Training faculty and staff on current disinfecting procedures and requirements in the classrooms and common areas
- ▶ Reformed our procedures to incorporate paperless communication, i.e., Remind App, Facebook, JMC robo calls/texts

During school operation

Morning Drop Off Procedures

▶ Chicory (Elementary)

- ▶ Carline has been revamped!
- ▶ Cars will enter through the East driveway (traditionally the exit)
- ▶ Cars will form a SINGLE line which will stop at the main doors where staff will be waiting to take students' temperatures and let students out of their cars
- ▶ ALL students are required to be dropped off through the carline, parents will not be allowed, at this time, to park or exit their vehicles
- ▶ Late students will need to be walked into the front entryway to be signed in and their temperature taken prior to entering the building (see Office Contact)

▶ Taylor (Middle School)

- ▶ Carline is still right turn in and right turn out only
- ▶ Staff will be waiting to take students' temperatures and let students out of their cars
- ▶ ALL students are required to be dropped off through the carline, parents will not be allowed, at this time, to park or exit their vehicles
- ▶ Late students will need to be walked to the front doors to be signed in and their temperature taken prior to entering the building (see Office Contact)

During school operation

In building morning routines

- ▶ Students, grades K5-8th, will check in at the lunch table like in previous years'
- ▶ All items brought from home will need to fit in elementary students' lockers, including winter gear; nothing will be allowed to stay on the hallway floors, i.e. shoes, boots, etc...
- ▶ Upon moving to their classrooms, they will be welcomed by their teacher with a fun socially distant greeting, i.e., elbow bump, toe tap, or air hug
- ▶ Morning Meeting will be done with teachers and students staying in their classroom and streamed via Zoom
- ▶ Birthday and other shout outs will still be done as well as the Pledge of Allegiance, reciting the school vision, and a song (elementary)
- ▶ Eagle Awards and Honor Roll will be streamed Facebook live so parents/families can see their children get recognized for their hard work

During school operation

Specialists and Lunch Procedures

▶ Chicory (Elementary)

- ▶ Students will be going to their specialist classrooms (art, music, gym)
- ▶ Classrooms and supplies will be sanitized between each class
- ▶ School lunch menu for the 1st quarter will be “bag lunch” style. (Ex. Ham sandwich, fruit, vegetable, dessert, milk)
- ▶ Lunch staff will be wearing PPE (personal protective equipment)
- ▶ Any prepackaged food or milk that leaves the kitchen will be sent home if not consumed during lunch

▶ Taylor (Middle School)

- ▶ Students will be moving amongst their classes utilizing one way staircases (front and back)
- ▶ School lunch menu for the 1st quarter will be “bag lunch” style. (Ex. Ham sandwich, fruit, vegetable, dessert, milk)
- ▶ Lunches will be distributed by staff, no student helpers will be used at this time
- ▶ Any prepackaged food or milk that leaves the kitchen will be sent home if not consumed during lunch

During school operation

Recesses

▶ Chicory (Elementary)

- ▶ Students will still have recess
- ▶ Playground areas will be divided into multiple areas of use: playground, open field, parking lot
- ▶ Play areas will be utilized by specific grades on a rotating daily schedule
- ▶ Any and all play equipment used will be wiped down with disinfecting wipes at the end of each recess time to be ready for the next group

▶ Taylor (Middle School)

- ▶ Students will still have recess
- ▶ Playground areas will be divided into multiple areas of use: front playground, basketball/tennis court, back field
- ▶ Play areas will be utilized by specific grades on a rotating daily schedule
- ▶ Any and all play equipment used will be wiped down with disinfecting wipes at the end of each recess time to be ready for the next group

During school operation

Dismissal

▶ Chicory (Elementary)

- ▶ Carline will run the same as previous years', enter through East Entrance (traditionally the exit), forms two lines where indicated by signage
- ▶ ALL students will need to be picked up through the carline, no walk ups will be allowed
- ▶ Utilize name signs provided (or make your own) to help carline run smoothly and efficiently

▶ Taylor (Middle School)

- ▶ Carline will run the same as previous years', right in and right out only
- ▶ ALL students being picked up will need to be picked up through the carline, no walk ups will be allowed
- ▶ Students who have a Walk Home Permission form on file (new each year) will be released through the front door
- ▶ Utilize name signs provided (or make your own) to help carline run smoothly and efficiently

During school operation

Office Contact

▶ Chicory (Elementary)

- ▶ Anyone needing to access the building during school hours (late arrival, early pick up, item drop offs, etc...) enter the door labeled “Enter ONLY” and wait at the floor mark for assistance
- ▶ Late students will need to be signed in and have their temperature checked
- ▶ Only students will be able to enter the main part of the building
- ▶ If items need to be dropped off, please hand to the Administrative Assistant through the window and staff will make sure it is delivered to the proper student
- ▶ Students who are being picked up early will be called from their class and walked up by a staff member to be released to their parent
- ▶ The sign in/sign out table will have clean and dirty pen cups as well as hand sanitizer for your convenience
- ▶ Please exit the building through the far door labeled “Exit ONLY”

▶ Taylor (Middle School)

- ▶ Anyone needing to access the building during school hours (late arrival, early pick up, item drop offs, etc...) please ring the doorbell and stand in the marked area for assistance
- ▶ Late students will need to be signed in and have their temperature checked
- ▶ Only students will be able to enter the main part of the building
- ▶ If items need to be dropped off, please hand to the Administrative Assistant through the door and staff will make sure it is delivered to the proper student
- ▶ Students who are being picked up early will need to be signed out and the adult will be directed to return to their vehicle
- ▶ Students will be called from their class and released to go to their vehicle

Learning Environment

On Campus

- ▶ Masks (students)/Masks/Face shields (staff) are required to be worn by anyone inside the building
 - ▶ If the child and/or mask become a disruption to the learning environment, the child may be sent home for the day
- ▶ Students who have a temperature of 100.4 or higher will be sent home
 - ▶ The school needs to be able to reach parents in cases of emergencies, please make sure emergency contact info is up-to-date via JMC (the online student information system)
 - ▶ Students will need to be picked up within one hour of the school attempting to make contact
 - ▶ If a parent/guardian does not answer, a message will be left and the next person on the list will be contacted for your child
 - ▶ If a sick student is not picked up within one hour, we have been directed to contact our local authorities, so PLEASE make sure your contact information is current!

Learning Environment

On Campus

- ▶ K4 and K5 learning manipulatives (toys) will be cleaned and sanitized after use throughout the day
- ▶ Any communal supplies, no matter the grade, will be cleaned and sanitized after use throughout the day
- ▶ All desks will be facing the same direction
- ▶ Classrooms that utilize tables will be provided with clear table dividers through ESSER (Elementary and Secondary School Emergency Relief) funds
- ▶ Classroom teachers and students (where appropriate):
 - ▶ Learn and practice proper handwashing
 - ▶ Disinfect (with wipes) classroom surfaces throughout the day but especially when returning to the classroom from another areas of the school, i.e., recess, bathroom
- ▶ Just a reminder that the rest of our illness policy will be strictly enforced and can be found in the Family Handbook on page 14

Learning Environment

- ▶ Classes are being held on campus (in-person) or virtually from home
 - ▶ Families are given the option to choose either coming back to school full-time in-person OR online virtual learning (VL).
 - ▶ In-person guidelines/procedures are outlined in this document.
 - ▶ VL outlined on next slide
- ▶ In the event of a local health department or state shut down, classes will be moved to virtual learning
 - ▶ More details on the school's requirements will be forthcoming as we work with DPI for this scenario

Virtual Learning (VL) Overview

- ▶ Offered 4k-8th grade (Parent-driven responsibility)
- ▶ Parent-driven responsibility - we are providing grade-level assignments based on respective grades. Parents will need to play an active role in this option. Teachers will be available through email (and other forms of communication) and “office hours” (one hour a week afterschool). Only office hours will be via Zoom or by appointment.
- ▶ 4k/5k - packets, 1st-5th - MobyMax, 6th-8th - Google Classroom, Khan Academy, MobyMax, packets, etc.
- ▶ Semester-long commitment of 8/31/20 - 1/20/21 and/or 1/21/21 - 6/4/21.
- ▶ If you commit to VL for the semester, there is no switching to in-person teaching until next semester.
- ▶ By choosing the VL option, you will have a seat at EverGreen Academy, but your learning will be done outside of the building. This means you are completely online and will not participate in the lunch program, recess, field trips (if we have any), classroom parties, in-school events, etc.
- ▶ In-person student MAY switch to VL mid-semester, but VL CANNOT switch to in-person mid-semester.
- ▶ Grades and attendance are based on work completed and turned in on time.

Virtual Learning (VL)

▶ 4K/5K

- ▶ Receive work packets based off of in-class learning. Parents are responsible for pick up and drop off at Chicory location any time after 4:00 pm on the last day of the school week through 7:00 pm Sunday. The packets will be found in your respective bin/folder which will be located outside of the building.
- ▶ Attendance and grades will be based on work completed and turned in on time.
- ▶ Don't forget to pick up "new" work when dropping off completed work which is found in the same bin/folder.
- ▶ Communication with teacher(s) is available via email, phone call or other form of communication (based on teacher preference).
- ▶ Weekly "office hours" (one hour after school) will be available to you for additional communication. Day/Time TBD by teacher.

Virtual Learning (VL)

▶ 1st - 5th

- ▶ Teachers will assign lessons in the subjects of math, reading, English language arts, science, and social studies. These are based on grade level standards and will be assigned through MobyMax.
- ▶ Grades and attendance are based on completed work submitted on time. New assignments will be posted no later than 8:00 am Monday morning. Assignments must be completed/submitted by 7:00 pm Sunday.
- ▶ Communication with teacher(s) is available via email, phone call or other form of communication (based on teacher preference).
- ▶ Weekly “office hours” (one hour after school) will be available to you for additional communication. Day/Time TBD by teacher.

Virtual Learning (VL)

▶ 6th - 8th

- ▶ Teachers will assign lessons in the subjects of math, English language arts, science, and social studies. These are based on grade level standards and will be assigned through Google Classroom, Khan Academy, and/or MobyMax.
- ▶ Grades and attendance are based on completed work submitted on time. New assignments will be posted no later than 8:00 am, Monday morning. Assignments must be completed/submitted by 7:00 pm Sunday.
- ▶ Communication with teacher(s) is available via email, phone call or other form of communication (based on teacher preference).
- ▶ Weekly “office hours” (one hour after school) will be available to you for additional communication. Day/Time TBD by teacher.

Virtual Learning (VL)

- ▶ We plan on having a MobyMax Parent Help Night (socially distanced) prior to school starting to help you navigate through MobyMax.
- ▶ Once school starts, please contact Mrs. Alyssa Thoreson (262-977-7332) for help on MobyMax issues.

School Year Emergency Closures

- ▶ If there is a confirmed case of a faculty or staff member or student contracting COVID-19 the following has been directed by our local health authority:
 - ▶ Person/sibling(s) remain home and quarantine
 - ▶ Immediately contact Health Department where they will give direction on how to proceed
 - ▶ Please visit <https://crchd.com/> (Central Racine County Health Department) for more information on local guidelines

Miscellaneous Notes

- ▶ Faculty, staff, and students will be required to sanitize their hands upon entering the building in the morning after their temperature check
- ▶ Birthday treats will need to be individual pre-packaged items and will be distributed by the teacher
- ▶ Daily classroom snacks will not be “shared”, and communal snacks will be distributed by the teacher
- ▶ As of right now, field trips, PTO and Student Council events, and clubs are on hold
- ▶ Middle school office hours will be limited to appointment only as recommended by their teacher
- ▶ We are moving to as much paperless communication as possible, so parents will be asked to update and keep updated their “account” in JMC (online student information system)
- ▶ There is a capacity limit per the number of stalls available in each bathroom
 - ▶ Example - 3 stalls in the bathroom, 4th person must wait in hallway until stall becomes open

Miscellaneous Notes

- ▶ Sick students in general will have specified areas to await pickup away from other students and socially distanced from staff who are monitoring them
- ▶ Displays will be created to visually remind everyone about the following items:
 - ▶ Handwashing
 - ▶ Sanitizing
 - ▶ Social distancing
 - ▶ Meal/snacks (sharing)
 - ▶ Common area movement (follow the arrows on the floor)
- ▶ All elementary personal items must be able to be contained in student lockers, i.e., coats, boots, snow pants
- ▶ Moving the learning environment outside is always encouraged, weather permitting
- ▶ The mandatory parent meeting and open house will be structured differently with attendance caps and a schedule released through Sign Up Genius

Response to Early Closure of the 2019-2020 school year

- ▶ We understand the social-emotional and academic challenges that are in front of us and are working to continue as a school that promotes our Core Values:
 - ▶ Security
 - ▶ Joy
 - ▶ Perseverance
 - ▶ Respect
- ▶ Teachers will be using the first 6-8 weeks of school to teach the fourth quarter material in ELA and Math from the prior year, i.e., 3rd grade will teach 2nd grade's 4th quarter curriculum to their students
- ▶ Science and Social Studies have been mapped out for all grades to focus specific content areas
- ▶ There is a counselor located at each building to work with students who need extra social-emotional assistance
- ▶ We have a total of four teacher assistants to help teachers and students get back into the swing of things

Response to Early Closure of the 2019-2020 school year

- ▶ Our Middle School Technology class was revamped to include additional ELA and Math assistance using Moby Max and Khan Academy
- ▶ Elementary technology time was worked into the schedule to also include additional ELA and Math assistance using Moby Max and Khan Academy
- ▶ RUSD Title services will still be available for those that qualify
- ▶ MAP Testing will be done within the first month of school to help direct our instruction

Conclusion

- ▶ EverGreen Academy is committed to the health and safety of our faculty, staff, students, and families
- ▶ We are inspired by the resilience of the EverGreen community
- ▶ As we navigate the coming school year, we appreciate your continued support in creating a secure learning environment
- ▶ Contact Information
 - ▶ Michael Meier- Principal:
 - ▶ mike.meier@evergreen.k12.wi.us
 - ▶ Hillary Huck- Director of Operations:
 - ▶ hillary.huck@evergreen.k12.wi.us
 - ▶ Rebecca Spanke- Elementary Vice Principal:
 - ▶ becky.spanke@evergreen.k12.wi.us
 - ▶ Kyle Kwiatkowski- Middle School Vice Principal:
 - ▶ kyle.kwiatkowski@evergreen.k12.wi.us
 - ▶ Alyssa Thoreson- Director of Staff Development:
 - ▶ alysa.thoreson@evergreen.k12.wi.us