



Greenfield High School  
COVID-19 In-Person Operation Plan  
Student / Family Handbook  
Spring 2021

## **Greenfield High School Guiding Principles:**

### **Learning is everyone's civil right.**

Every individual can learn.

Equity is realized through access and outcomes.

Instruction and assessment are tailored to each learner.

### **Our differences make us strong.**

Diversity--each and every voice in our community is valued

Every individual has unique strengths and contributions.

We honor and value each individual in our learning community.

People learn in different ways and different timelines.

We thrive on being flexible and responding differently to individual needs.

### **Learning is a continual and never-ending process.**

New learning occurs through risk taking, struggle, mistakes, reflection and perseverance.

We learn from experience and use what we learn to grow.

### **Relationships are foundational.**

Our learning community includes our students, families, and staff.

Learning is a shared responsibility.

We work collaboratively within our learning community.

We lead with kindness and empathy.

We promote a sense of well-being for all.

### **Evidence drives our decision-making.**

Evidence is intentionally and meaningfully gathered.

We seek out multiple sources of evidence when we make decisions.

We continually reflect in order to understand, change, and grow.

## **INTRODUCTION:**

The Guiding Principles of Greenfield High School inform the spirit and encapsulate our beliefs around our professional practice in support of our students. While we have done our very best work during the Virtual Learning Plus phase that has begun our school year, we believe that we can best exemplify our principles and most successfully lead our learning in an in-person format with our students physically with us. We are excited to have our students back and want to work and teach in a way that promotes our ability to stay in an in-person environment.

Please review this document with the understanding that this plan is focused first and foremost on maintaining school operations in a way that best mitigates the risk of COVID transmission among all individuals in the building, students and staff. In order to do this many procedures and ways of doing business had to be adjusted in the name of safety for all.

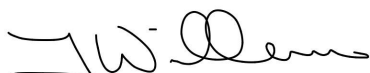
When we return, we will utilize a 4-day block schedule. We will have in-person, scheduled learning on Mondays, Tuesdays, Thursdays, and Fridays. On Wednesdays we will continue our current model of virtual targeted student support and in-person scheduled small group instruction.

It is not a perfect plan and some transmission of COVID will happen even with all precautions in place. No one involved in the planning and continued revision process considers this plan as being a perfect scenario - it is recognized that many comforts are restricted and that the plan prioritizes mitigating risk over physical comfort and familiar routines for students & staff.

In many areas we are defining expectations in a more specific way than we typically might if we were in an unrestricted teaching and learning environment. In other areas we need and trust that best professional judgment should be used based on the specific need and scenario. If you need more clarification or have questions, please ask.

We want everyone to be safe while still ensuring that student learning experiences can be as full and as rich as may be possible. Your ongoing flexibility and understanding is greatly appreciated.

**GO HAWKS!!!**

A handwritten signature in black ink, appearing to read "T. Willems". The signature is fluid and cursive, with a large initial "T" and "W".

**Mr. Todd Willems, Principal**

## **Masks**

All students and staff will be required to wear a mask upon entrance to the building and must maintain the mask through the duration of their day. Masks must cover the nose and mouth while leaving the eyes visible. Students may remove their mask only while actively eating or drinking.

All masks must meet recommended CDC, state, and local guidance. Any designs or verbiage on masks must be in compliance with the School District of Greenfield's Student Handbook guidance on Dress Code. The District will provide a limited number of masks to students as needed on request.

Students not in compliance with this requirement will be issued one reminder by the classroom teacher and will then be sent to the office. Multiple office referrals for mask infractions will lead to escalating consequences, including the possibility of an involuntary switch into asynchronous virtual learning.

Any student who cannot wear a mask for medical purposes will be required to provide documentation signed by a medical professional and will further coordinate with school administration and the district nurse prior to return.

## **Arrival**

The building will be opened for students each day at 6:45am. Students who arrive between 6:45-7:10am will enter the building from door 21 and will be directed to the cafeteria until a bell rings at 7:10am at which time students will be directed to go to their 1st hour classroom. From 7:10-7:30am doors 1, 7, and 11 will open for students to enter, at which time they may briefly stop at their lockers to drop belongings and then head directly to their classrooms.

A grab-and-go cold breakfast will be served from the cafeteria and the coffee shop from 7:10-7:30am. Students who choose to get breakfast before 7:10 will have the option to eat in the cafeteria. All food must be consumed in the cafeteria or hallways, no food will be allowed in classrooms.

*Bus* - Students will have assigned seats on the bus and will be required to wear masks at all times. Buses will unload in the same area as previous school years, the south parking lot along the side of the school building. Students will enter through door 7. Additional information regarding bussing will be distributed by the District.

*Cars* - The procedures for students arriving in a car will remain the same. Parking passes will be sold for a reduced rate of \$40.00 (non-refundable) for the remainder of the year.

*Walking* - The procedures for walking students will remain the same.

*Late Arrivals* - Students who arrive late will enter through the main doors and report directly to attendance for a pass to 1st hour. Students will immediately report to their 1st hour class.

## **Dismissal**

Students will be dismissed by departments beginning at 2:25pm. Dismissal will be coordinated via the announcement system.

*Buses* - Students will exit door 7

*Cars & Walking* - The procedures for students leaving via car or walking will remain unchanged.

***It is the expectation that all students exit the building by 2:40pm each day.***

After school clubs will begin immediately following the end of the school day and students participating in those activities will report to the supervising teacher's room by 2:40pm.

Students participating in athletic activities that do not begin immediately after school will report to the cafeteria and will be supervised in a socially distanced study hall. The bathroom closest to the cafeteria will be utilized at this time.

## **Transitions**

Due to a diminished ability to provide appropriate social distancing during transitions in-between class periods there will be an increased vigilance in the monitoring and application of our masking and movement guidelines and protocols during passing times.

Hallways will be labeled on the floor with arrows to indicate one way movement. Stairs will be labeled as an “UP” or “DOWN” stairway. Transition times will be 5 minutes between all periods, encouraging students to get to class in an efficient manner.

Masks are to be worn at all times in the hallways. **Loitering and congregation will not be allowed in hallways; students must be directly moving to a destination while in hallways.** Teachers of in-coming classes will be in doorways during transitions to encourage movement and greet students.

## **Facilities**

All vending machines will be disabled in the building. All hallway couches will be removed from shared spaces to discourage congregation and ease the burden on cleaning and sanitization.

Hallway lockers will be available for individual student use. Students shall not congregate around an individual locker.

## **Technology**

All students were issued a District-provided Chromebook at the start of the school year. **Students should bring their Chromebooks, fully charged, with them to school each day.** Charging stations will be available during lunches.

A quick service IT Help Desk will be available from 7:15 - 7:30 each morning in the Learning Commons. Students in need of technical support beyond this should use the [techhelp@greenfield.k12.wi.us](mailto:techhelp@greenfield.k12.wi.us) email address to report issues. Any students whose devices need to be sent out for repair will be issued a temporary Chromebook as necessary.

## **Schedule**

For the remainder of the 2020/21 school year, Greenfield High School will adopt a modified 4 block schedule similar in nature to the VL+ Bell Schedule used during virtual learning. The schedule is attached at the end of this plan.

## **BONUS Block**

Bonus Block is a rotating period in which each class would meet once every 7 “Bonus Blocks.” For example, the first time on the Tue/Fri (Gold) schedule students will go to their 1<sup>st</sup> period class during BONUS Block. The next time they would go to 2<sup>nd</sup> period...and so on until all 7 periods meet, at which point the rotation would start over again. An announcement will be made each morning during 5<sup>th</sup> period announcements to help limit confusion and direct students. This instructional time may be used in a variety of ways to meet the learning needs of students. It could be a review session, or a restorative work time, an opportunity to present new or deeper learning, or any other activity that may support student success.

## **Bathrooms**

Signs will be posted on the door with the recommended maximum number of students in the bathroom at a time and will be externally monitored by a student supervisor. Students will utilize the bathroom closest to the cafeteria during lunch. Students will utilize a paper pass for permission to access the bathroom and will return the paper pass to a spindle upon returning to the classroom.

## **Classrooms**

All classrooms will be equipped with cleaning supplies including alcohol-based sanitizing wipes, E22 disinfectant spray, paper towels and hand sanitizer. Students, teachers, and staff will be expected to use hand sanitizer upon entry to each room. While each teacher will share specific procedures for cleaning and sanitizing in their classrooms, it is expected that students are primarily responsible for the cleaning of the space in which they worked and any common materials used.

Desk/tables within the classroom will be arranged to support distancing guidelines, with 3' minimum between students. Students will receive assigned seats in each class on the first day of instruction and teachers will create permanent learning groups for consistency when engaging in collaborative work in classes.

No food may be consumed in the classroom. The only beverage allowed in a classroom will be water. Students may eat breakfast in the cafeteria or in the hallways during the passing period prior to 1st hour.

**Wednesday Learning**

On Wednesdays students will continue their learning in one of three ways. They may continue to study and produce evidence of learning at home asynchronously, they may request or be required to meet with their teachers virtually during a Targeted Student Support session, or they may have the opportunity to come into the building for individual or small group in-person learning sessions.

Attendance is required for any students requested for a Virtual Targeted Student Support session. Transportation will be available for students attending an In-Person Learning Session.

**Any students in quarantine will have a scheduled individual or small group meeting with their teachers during their scheduled class time in the Virtual Targeted Student Support time.**

Food service will not be offered on these days as learning activities will be completed by 12:30pm.

In-Person Learning Sessions	Virtual Targeted Student Support
Session A: 7:30-8:40am	1st Period: 7:30-8:05am
Session B: 8:45-9:55am	2nd Period: 8:10-8:45am
Session C: 10:00-11:10am	3rd Period: 8:50-9:25am
Session D: 11:15am-12:25pm	4th Period: 9:30-10:05am
	5th Period: 10:10-10:45am
	6th Period: 10:50-11:25am
	7th Period: 11:30am-12:05pm

**Wednesday Arrival & Dismissal**

Door 1 will be opened for students each Wednesday from 7:10-11:30am. Students will be checked-in based on the pre-submitted teacher attendance list upon arrival and be directed to their first in-person learning session. Students should not arrive more than 10 minutes prior to their first scheduled in-person learning session. Students who arrive prior to their scheduled in-person learning time will be supervised in the cafeteria.

Students who arrive late will be checked in and given a pass to go to their classroom. Students who arrive more than 15 minutes late will not be admitted into the classroom. If they have a later in-person session they will be checked in and directed to the cafeteria until their next scheduled learning session. If they do not have a later pre-scheduled learning session they will not be admitted into the building.

It is the expectation that all students exit the building immediately following their final in-person learning session of the day.

### **Wednesday Study Hall**

The cafeteria area will be provided as a quiet study hall for students who may have an open period of time between in-person learning sessions.

Food and drink will not be available and, as such, mask wearing must be maintained at all times. Upon arrival students will sign in, be directed to a socially distanced seating area, and will be expected to quietly and independently engage in academic work or read. Failure to abide by these expectations will result in an office referral and possible removal from the building.

### **Learning Plan / Instruction**

In recognition that in-person learning will need to be flexible enough to pivot back to virtual and to support students who may be quarantined without prior notice, teachers will be expected to continue to post weekly lesson plans to Google Classroom and Livingtree using the Virtual Learning+ Weekly Learning Plan template. Teachers will upload or link all handouts and resources to their Google Classroom allowing for students to access them if home being quarantined or if an immediate pivot is made to a virtual learning environment, at which point guidance from the GHS COVID Virtual Learning Plan would be used.

### **Student Services**

Students can schedule an appointment to see their school counselor by emailing their counselor who will then send a pass or they can access the counselor's Calendly site to self-schedule from their Chromebooks. Students should not miss class time to schedule an appointment. All paperwork should be submitted using the secured drop box outside of the Student Services door.

If a student is in crisis, they can come directly to the school counseling office and the pupil services staff that is on call for that hour will meet with the student to help de-escalate and refocus the student to return to class as soon as possible.

If a student needs to quarantine, the high school's Quarantine Coordinator will send an introductory email to reach out to the student to ensure they have access to the needed technology to access classwork and to coordinate other support as needed. The Quarantine Coordinator's role is to support the students and be available in real time during the school instructional day to answer questions and serve as a liaison between the teachers and students.

Prior to return from quarantine school counselors will virtually meet with students in small groups to determine if any modifications or additional supports are needed to assist in the return to school as needed.

If a student presents with an active case of COVID a school counselor will work individually and directly with the student and family on a Continuity of Learning plan including any supports and modifications that may be needed upon the student's return.

### **Study Halls**

Study Halls that do not conflict with lunches will be in the cafeteria. Students will have assigned seats. Food will not be sold during study halls. Students will not be permitted to utilize the atrium or LMC for study hall. Study halls that overlap with lunches will be moved into available classrooms or the LMC. The Teacher Assistant Program and Study Hall Privileges will be suspended for the 2020/21 school year. Off campus applications for study hall will be available to all students with a 1st, 4th, 5th or 7th hour study hall.

## **Lunch**

The 2020/21 schedule has been adjusted to accommodate multiple lunch periods and traffic patterns have been established in the cafeteria. To provide for additional distancing the Hawk Dome will be used as a 9th grade lunch seating area, with 10th-12th grade students eating in the cafeteria.

Lunches will take place within the context of 3<sup>rd</sup> and 6<sup>th</sup> period classes. Those with "A" lunch will go to lunch immediately at the beginning of the period, and then proceed to class. "B" lunch will have 45 minutes of instruction, then 30 minutes of lunch, then another 45 minutes of instruction. "C" lunch will have all of class first, then end with 30 minutes of lunch.

At the beginning of each lunch, 9th grade students will immediately go to the serving line. Once served the 9th grade students will exit the cafeteria to their seating area in the Hawk Dome.

All other students will be directed to a seat upon entrance into the cafeteria. Lunch supervisors will dismiss students from their seats to the lunch line. Upon completion of lunch students will be expected to dispose of trash and clean their table with provided wipes. Lunch supervisors will dismiss tables upon completion of lunch. Students will only be allowed outside of the cafeteria during lunch for restroom use. Students will be allowed to remove their masks while actively eating. Masks must be back on before a student may exit the cafeteria.

## **Office Referrals**

On occasions that a student's behavior is not redirected through a tiered classroom response, the student will be referred to the office. Any significant incidence, or continued pattern, of student misbehavior that would have previously resulted in an in-school suspension will now be issued an out-of-school suspension due to a reduced capacity to provide appropriate supervision.

## **Office Procedures**

Students may only visit the main office or student services if they have a pass or if they were directly called to the office by an office staff member or administrator. Only in the case of an emergency/crisis should a student go to student services or the office without a prior pass.

Secured drop boxes have been installed outside the main entrance of the building, in the atrium, and outside of student services to collect any paperwork or payments that may have previously been submitted to the office.

No external visitors, including volunteers or recruiters, will be allowed into the main school building during the school day. Parents will not be allowed beyond the main office unless attending a previously scheduled meeting. No student food deliveries (i.e. Doordash, UberEats, etc.) will be allowed into the building or accepted at any time.

## **Sick Students**

Before coming to school each day students should complete and follow the guidance in the School District of Greenfield COVID-19 Health Screening Checklist for Children (included below).

Ill students will be directed to the large conference room in the office and will be screened for COVID symptoms by the District Nurse.

All students who are not well enough to attend class will be dismissed for the remainder of the day. If a student is deemed ill and needs to be dismissed, parents will be contacted and be expected to either give verbal permission to have the student leave on their own, or will be required to pick their student up within 60 minutes.

### ***In order for a student to return to class the following criteria must be met:***

10 days since symptoms first appeared, no fever in the last 24 hours without using fever reducing medication, and other symptoms have improved.

**OR**



Documentation of the child's negative COVID-19 RT-PCR test result and the child is symptom-free for 24 hours.

**OR**

Documented evidence by a medical provider clearing the child's return because of diagnosis with another illness (e.g. Strep throat) that would account for similar symptoms.

### **Quarantine & Positive Cases**

#### ***Student – Positive Case***

If a student tests positive we will work with the Greenfield Health Department to assist with contact tracing and communication regarding the need to quarantine.

Students with a positive test but who are asymptomatic should contact their assigned school counselor to develop a Continuity of Learning plan that would outline their intended academic plan during the isolation period. Students will engage with their teacher during a Zoom call during the scheduled class period in the Wednesday Virtual Targeted Student Support time. Individual consideration will be given related to work completion and timelines as needed.

Students who test positive and are symptomatic would be excused from all current classwork during the isolation period. The assigned school counselor would work with the student, family, teachers, and administrator (as needed) to create a Continuity of Learning plan upon their return to school. This plan will outline supports and modifications to curriculum for the student as well as the evidence of learning a student would need to provide to fulfill the course ELG requirements for the time missed. Significant individual consideration will be given related to work completion and timelines.

#### ***Student – Quarantine***

Students in quarantine due to exposure, but without a positive COVID test, would be expected to continue course work, asynchronously, through monitoring of Google Classroom Virtual Learning + Weekly Learning Plan and the completion of identified student learning activities. The school's Quarantine Coordinator will initiate communication and provide resources and support for students while in quarantine. Students will engage with their teacher during a Zoom call during the scheduled class period in the Wednesday Virtual Targeted Student Support time. Individual consideration will be given related to work completion and timelines as needed.

#### ***Teacher - Quarantine***

If a teacher is under a health department mandated quarantine due to exposure to COVID-19, but is not symptomatic it is expected that the teacher would provide live, synchronous virtual instruction from their home. A student supervisor will be physically present in the classroom to provide student supervision.

### **Student Activities**

After school activities will be offered at the discretion of the supervising teacher in consideration of grouping of students and the value the activities would offer while not being able to visit the community or have guests. Advisors are encouraged to coordinate virtual meetings and club activities. Our ongoing student activity planning will align with athletic offerings for consistency and equity purposes and may evolve and change throughout the school year, whether in an in-person or virtual environment.

After school clubs will begin immediately following the end of the school day and students participating in those activities will report to the supervising teacher's room by 2:40pm. Students should go to their locker for any personal belongings BEFORE heading to their afterschool activities. When possible student activities in the academic areas of the school should be completed by 4:15pm to allow for a proper cleaning of the learning space for the next day. Students should leave the building immediately after their after-school activity.

Students participating in athletic activities that do not begin immediately after school should gather any belongings from their lockers and report to the cafeteria by 2:40pm for a supervised, socially-distanced study hall. The bathroom closest to the cafeteria will be utilized at this time.

### Orientation & Acclimation

Greenfield High School will engage in three days of acclimation and orientation ahead of our return to a full in-person learning model. The first two days of orientation will be focused on our returning students, with half of the 10th-12th grade students in attendance. The third day of our Orientation Week would be for all 9th grade students, supported by our LINK Crew team of teachers and student-leaders.

**Day 1: 10th-12th grade students last name A-L**

**Day 2: 10th-12th grade students last name M-Z**

**Day 3: All 9th grade students**

Bell Times	
7:30am - 8:15am	1st Period
8:20am - 9:05am	2nd Period
9:10am - 9:55am	3rd Period
10:00am - 10:45am	4th Period
10:50am - 11:35am	5th Period
11:40am - 1:00pm	6th Period & Lunch*
1:05pm - 1:50pm	7th Period
1:50 / 1:53 / 1:56	Dismissal

	LUNCH	CLASS
<b>A:</b>	<b>11:35 - 12:00</b>	<b>12:05 - 1:00</b>
<b>B:</b>	<b>12:05 - 12:30</b>	<b>11:40 - 12:05</b> <b>12:35 - 1:00</b>
<b>C:</b>	<b>12:35 - 1:00</b>	<b>11:40 - 12:35</b>

# Hallway Traffic Patterns





# Greenfield High School 2020/21 In-Person Learning Daily Schedule

Bell Times	Monday / Thursday
7:30am - 9:03am	1st Period + AM Ann (3m)
9:08am - 10:38am	2nd Period
10:43am - 12:48pm	3rd Period + Lunch*
12:53pm - 2:25pm	4th Period + PM Ann (2m)
2:25 / 2:28 / 2:31	Dismissal

Bell Times	Tuesday / Friday
7:30am - 9:03am	5th Period + AM Ann (3m)
9:08am - 9:48am	BONUS Block
9:53am - 10:38am	Advisory
10:43am - 12:48pm	6th Period + Lunch*
12:53pm - 2:25pm	7th Period + PM Ann (2m)
2:25 / 2:28 / 2:31	Dismissal

	LUNCH	CLASS
<b>A:</b>	<b>10:43 - 11:13</b>	<b>11:18 - 12:48 (90)</b>
<b>B:</b>	<b>11:28 - 11:58</b>	<b>10:43 - 11:28 (45)</b> <b>12:03 - 12:48 (45)</b>
<b>C:</b>	<b>12:18 - 12:48</b>	<b>10:43 - 12:18 (95)</b>

SCHOOL DISTRICT OF GREENFIELD

# COVID-19 Health Screening Checklist for Children

Parents: Please complete this short checklist each morning before your child leaves for school

**PART 1**

- Has your child been in close contact with anyone who tested positive for COVID-19 or was diagnosed with COVID-19 in the last 10 days?
- Has your child been diagnosed with COVID-19 by a healthcare provider in the last 10 days?
- Has your child developed any of the following symptoms within the past 24 hours?
  - Cough
  - Shortness of breath/trouble breathing
  - New loss or sense of taste or smell?
- Has your child taken medication in the past 24 hours to lower temperature (Tylenol, ibuprofen?)



YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

If you answered YES to any question in Part 1, the child can NOT go to school and you must notify the school of your child's symptoms and/or of your child being in close contact

If NO to all questions in Part 1, proceed to Part 2



**PART 2**

- Has your child developed any of the following symptoms within the past 24 hours?
  - Sore Throat
  - Unusual Fatigue
  - Nausea (sick to stomach) or vomiting
  - Runny nose or nasal congestion
  - Headache
  - Muscle or body ache
  - Fever (>100.4°F) or chills (would indicate fever)
  - Diarrhea



YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>

If you answered YES to 2 or MORE questions in Part 2, your child can NOT go to school and you must notify the school of your child's symptoms

If YES to 0 or 1 of the followings; Vomiting, Fever, or Diarrhea- the child must stay home and you should notify the school

If YES to 0 or 1 of the following; Sore Throat, Unusual Fatigue, Runny Nose/ Nasal Congestions, Headache, Nausea, or Muscle/Body Aches the child may go to school.

While COVID-19 may exhibit mild to moderate symptoms in many children, if your child begins to exhibit any of the following emergency warning signs for COVID-19, seek medical attention immediately: **trouble breathing, persistent pain or pressure in the chest, new confusion or inability to be woken up, bluish lips or face**

This list is not all symptoms. **Please call your medical provider** for any other symptoms that are severe or concerning to you.