

Dear Parents and Guardians of Chilton Middle School Students,

Thank you so much for your patience as we work toward a “Return to Learning” plan that will assist in mitigating the risk of virus transfer while still meeting the social, emotional, mental, and academic learning needs of students. There are no easy answers and no exact right way- we work to follow the DPI guidelines, CDC guidelines, and Health Department guidelines. All items are being met with a realistic view point.

You will be asked to make a decision for your child(ren) to attend school either in person or virtually when you register your child for the year on Info-snap. I am providing all of the information I currently have below so that you can make an informed decision. If you decide on virtual education-you can return to in-person at each quarter. The intent of allowing quarterly switching is due to not being able to have a constant flipping of schedules on a week to week basis. Obviously, extenuating circumstances will be looked at on an individual basis.

(All items described below are to be re-evaluated on an ongoing basis and can change daily to meet State, County, and School District expectations)

### **Registration Highlights and Changes**

- Info-Snap is available to register if you are reading this document. If you are having trouble logging in please contact the registrar, Samantha Witt ([witts@chilton.k12.wi.us](mailto:witts@chilton.k12.wi.us))
- School Fees have changed. 5th and 6th-grade student fees will be \$35.00 and 7th and 8th grade are \$55.00. The cost increase for 7th and 8th grade is due to the Art and Healthy Living classes. (These fees are the same with Virtual and In-person options as items will be sent home to complete the required expectations)
- Payments for school can be dropped off or mailed in. When arriving at the middle school to complete a payment there will be a money lockbox to put your envelope/payment in. Please make sure to have a note with your name, student name, and payment purpose. The box will be located inside of the office entrance door, the goal is to reduce traffic flow into the building.
- Open House will not be run as in the past. This will be done via video and streamed on YouTube, Facebook, and posted on our website so all parents can be informed of items related to the beginning of the school year. This will be on Aug. 27, 2020.
- If you need to discuss class or schedule changes this will be very limited. Please contact our new middle school counselor, Mrs. Denys Mallmann. (Please feel free to reach out and welcome her to our building. We are lucky to have her.)
- Registering for In-Person or Virtual learning will be allowable for change at each quarter.

- If extenuating circumstances arise, decisions will be made for the individual situation.

### **School-Related Practices**

- There will be no parents, visitors, or volunteers allowed past the school office into the building
- Any parent needing to come in and drop off will be asked to leave the items in the proper bin without entering the building
- Any parent that needs to come in for a particular question will be asked to call or email ahead prior to arrival
- Buses will be released in a staggered form so students do not congregate. They will be moving directly to their homerooms to begin their day.
- Parents that are dropping off students are asked to not drop their son/daughter off early. Please have them exit your vehicle starting at 7:48 and directly enter the building and move to their homerooms.
- Sick students: will be sent to the office, staff will call the office and let the office staff know. Students will go into one of the marked rooms. The School nurse will go through her checklist with the student. Parents will be called and the student will be sent home.
- Staff Member Sick: staff member will be sent home. Then begin to follow the Calumet County Flow Chart as described below.
- Early release Wednesdays at 1 PM. Staff will have collaboration time from 1 - 2:40 pm. At 2:40 pm In-Service activities will begin to continue our growth as a district.
- All students will receive education during the first part of the school on sanitizing and cleanliness, along with process descriptions of building operations.
- Athletics will be decided by WIAA, Conference schools, and our Cocurricular Committee, safety is our number one priority when making any decisions on this topic.

### **In-Person Return to Learning Plan**

- School Doors will open at 7:48 am, students will enter and head directly to their homerooms. Lockers will be assigned however we will be controlling locker stops so we

do not have gathering taking place. (We strongly encourage students not to be dropped off at school much earlier than the 7:48 am entrance time)

- For students receiving a ride to school via personal auto: We ask that all 5th & 6th grade students enter the building via the entrance by Mr. Sromek's science classroom. 7th & 8th grade students enter the building via the main middle school entrance. (Entrances will be labeled)
- Each student will have their temperature checked upon entry to their homeroom class by their homeroom teacher. Students that read 100.4 or higher will be sent to the office for a secondary check. If that check is 100.4 or higher parents will be contacted immediately for student pick up. Students will be stationed in one of the school's marked Isolation Rooms to follow State guidelines. (Returning to school can be viewed on the county flow chart which is found at the bottom of this document) *Parents: please check your child's temperature if they are showing symptoms prior to being checked at school.*
- Each student will have an assigned container in their classroom where their classwork will be kept, so the need for a locker stop will not be required. This will change as the weather changes in the fall and winter months. At those times, students will keep their winter accessories in their lockers.
- Each room in the Middle School has an installed hand sanitizer station to assist with continued cleanliness from one location to another. Furthermore, there will be hallway hand sanitizer stations spread through the main hallways in the building.
- Face Coverings will be required per Governor Evers's order. When students are outside for recess, phy. Ed., or outdoor class they will be allowed to remove their masks.
- Students that are unable to provide their own mask will have one provided for them. This will be a cloth mask that can be washed and worn again.
- Increased education and signage will be located at all wash stations. Staff members will go over the importance of meeting the expected guidelines. (Please see specific signage/examples that will be placed throughout the building)
- Students will be placed into cohort classrooms. This will be the same group of students that they will be with throughout the day. The goal of the middle school is to initially have the staff members move from room to room. As we progress into the year, the goal will be on moving students in a staggered fashion into the different classrooms. This will be coordinated with the cleaning of rooms in between students' movements so that they are walking into a sanitized classroom.

- Students will not be allowed to have large gathering locations. (i.e. Band, choir, PE, and Cafeteria) These classes will be taught in individual or small groups. Furthermore, they will be held outside whenever possible to help further the mitigation measures.
- Middle School Class schedules have changed and are now running on a 5 class rotation to lessen the class sizes in each room. In each room, any unnecessary furniture has been removed and desks have been moved in so students can be spread out within the classroom.
  - Average Class size per grade level: (This does not include possible virtual learners, this represents the whole school attending in person)
    - 8th Grade: 20 students (Last year 26 students)
    - 7th Grade: 16 students (Last year 23 students)
    - 6th Grade: 16 students (Last year 23 students)
    - 5th Grade: 19 students (Elementary School)
- Middle school classes that have tables will have clear dividers at each table as another mitigation measure to assist with particle flow within the room between students.
- Breakfast and Lunch will be eaten in the classroom. Breakfast will be brought to each classroom every morning where students will be able to choose whether or not they eat breakfast at school (this is not a mandate). To help navigate students entering their code on the keypad, students will have their personal identification card that they will have scanned to showcase a breakfast purchased in the system. Lunch will be served in the cafeteria but eaten in the classroom. Students will be brought down a class at a time to get their lunch and then head back to the classroom. The lunch line will be a single file following social distancing guidelines or mask-wearing when required. Students will select the food for their trays and the lunch workers will put together each tray, at the end students will be handed the tray of food and a cover will be placed over the top to help protect the walk back to the classroom.
  - Students will communicate with their homeroom teacher on who is eating lunch and their identification cards with the scanning bar will be scanned so that the right accounts are charged.
- Shared items within the classroom will not take place. Students will have all the needed material in their designated plastic containers that they will have with them. Any item that may have to be used by others will be cleaned using certified items as designated by our maintenance staff.
- Water Bubblers will be off-limits for students to use. The installation of water bottle dispensers has taken place and students will be able to fill up water bottles using a touchless system.

- Touchless faucets have been installed in every classroom that has a sink. Students can use this for handwashing, and for water bottle fill up.
- Bathroom times will be staggered throughout the day and specified to each grade level. Students in 5th grade will use the two bathrooms in their hallway, 6th-grade students will use the bathrooms located in their hallway, 7th-grade students will use the bathrooms located across from the band and choir rooms, and 8th grade will use the bathrooms located at the end of the 8th-grade hallway.
  - Increased cleaning of the bathrooms will be completed throughout the day by maintenance staff and through the increased hiring of maintenance staff members.
- Ventilation within the school building has been increased to assist with the exchange of air inside of the building. This increase will meet the required expectations.
- School Counselor will continue to run small group meetings. These will be located in a larger room setting to continue promoting social distancing.
- Band and Choir will not be meeting in a large group setting. Both will be focusing on a small group or individual instruction.
- Locker rooms will be used with the requirement of changing for Phy. Ed. class on days when changing is necessary. Students will be allowed in 2 at a time to change and re-join the class prior to outdoor activities. Phy. Ed. teachers will openly communicate the importance and build an understanding of changing clothes often. Students at the middle school level have changing bodies, and when physical activity takes place, they will produce odor and perspiration. With being in a cohort throughout the day, it is important that we take care of each individual. Anyone experiencing difficulty with this will receive support.
- Students will be given assigned seats within a classroom. Seats may change, but cleaning will take place prior to being used by someone else.
- If masks become no longer mandated: In a few groups, and at times throughout the day the number of students may be too large to maintain a 6ft distance. In these situations, students will be asked to wear masks and maintain as much distance as possible.
- The School Nurse will work with staff, students, and parents at the Middle School to evaluate children for illness and injury and medical issues as in the past. They will have an expanded role in how they work with students and staff that show signs and symptoms of illness as well as developing protocols and processes related to the pandemic in the schools.

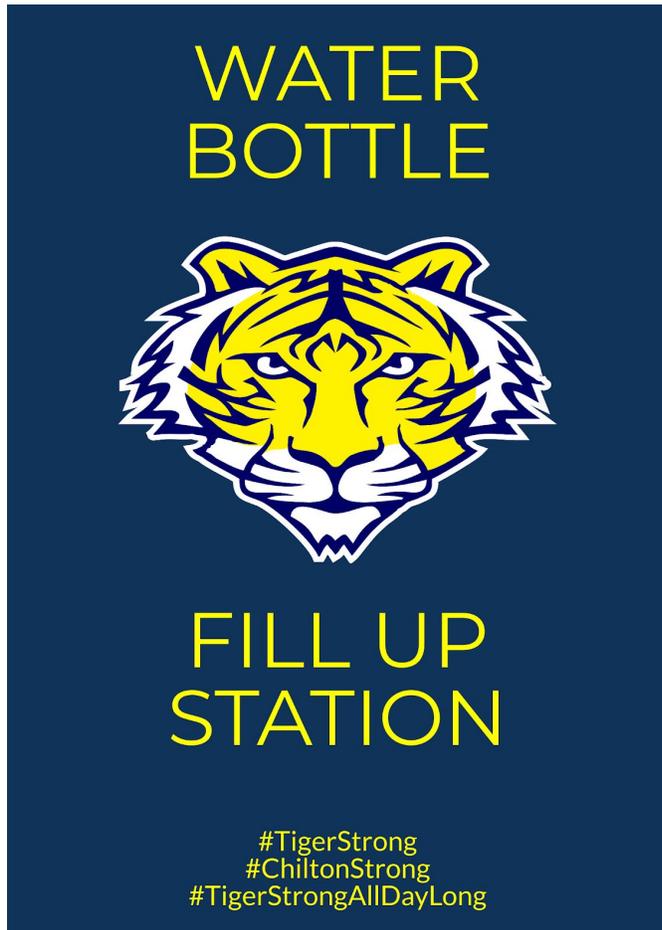
- The library is going to be off-limits as a gathering location for students. Library checkouts will be run through individual teachers and classes. The librarian will put together book boxes of grade-level books that will be brought to classrooms for checkout.
- Students with medication at school will still come to the office for dispensing of the medication. The school nurse or Mrs. Hanamann in the office will hand out the medication. Students will come to the office at their time and will be let into the office when invited in by either individual. We need to control the number of students who enter based on the size of the room.
- Students will not be able to participate in field trips or class visits until we are guided/allowed to. Furthermore, all large gathering activities will be removed from the schedule. For example, our Homecoming Celebration in the Middle School Gym.

### **Virtual Learning Platform**

- All classes will run on the Google Classroom platform. Staff members may use different technology sites to assist, however this will be limited to a set group of programs that students either have training on or will receive training during the first week of school. This will happen in and out of school in the event that a school closure takes place.
- Virtual learning will be a direct representation of in-person learning. Students, whether or not they are in school, have a daily schedule. It will be the task of the virtual learner to be available for each class throughout the day.
- Students will learn directly with their peers inside of the classroom. They will be expected to learn in real-time as much as possible, rather than working when it works for them.
- Teachers will have cameras available for streaming lessons as they are given in school, and will be able to communicate back and forth with virtual learners through the use of Zoom chat groups, Google Meet chat groups, or messaging back and forth on GoGuardian.
- Students are required to check into each class so their teacher knows they are present. Students that are not present will be marked absent. This will then follow the school district attendance guidelines. (please review student/parent handbook)
- Teachers will give daily/weekly feedback to students in the virtual setting
- Teachers will have grade updates every 2 - 3 weeks.

- Classes that require particular equipment or items to use will be made available for students at home. Art, for example, will have the needed equipment to complete the project sent home to the student via parent pick up, tiger delivery, or mail.
- School Counselors will continue to meet with students by request or for check-in purposes. This will be done through a personalized invitation to Zoom or Google Meets. Preference will be given to the student.
- Individual lesson times will be set up with virtual learners for Band and Choir students.
- Technology Issues: please email [support@chiltonsd.org](mailto:support@chiltonsd.org)
- If you have internet access issues, please reach out to the school so we can obtain a WIFI hotspot for month-to-month use until your situation is resolved

### **Specific Signage In Building**





# Hand Sanitizing Station

## Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Cough, shortness of breath or difficulty breathing

Fever or chills

Muscle or body aches

Vomiting or diarrhea

New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2–14 days after you are exposed to the virus that causes COVID-19.

### Seek medical care immediately if someone has Emergency Warning Signs of COVID-19

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

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



Centers for Disease Control and Prevention  
National Center for Emerging and Zoonotic Infectious Diseases

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



The below signs are still being designed but will be in place by start of the year

FLOOR SIGN HERE

SOCIAL DISTANCE SIGN HERE

Temperature check station here

Grade 7 & 8 Entrance sign

Grade 5 & 6 Entrance sign

Isolation room sign

Masking Sign and Importance of Masking Sign

**Calumet County Plan for Students or Staff Member Experiencing Symptoms:**

