


STAY SAFE
to
STAY OPEN
...partnership



Expect Excellence

School District of New Berlin

2020-2021



REOPENING SCHOOLS

HANDBOOK & FAQs

INTRODUCTION

The School District of New Berlin's goal is to return to school fully in person, with an option of full distance learning for families who need that option for medical reasons or prefer that option as a result of safety/health concerns or other reasons. **Effective as of 5/21/2021** [these mitigation measures](#) have been updated.

We continue to plan, however, for various scenarios; as public health needs change throughout the summer and school year, our schools and learning models may need to change as well.

This is the model we continue to work

with: https://docs.google.com/document/d/15AjbPuJ03P_ghz1-JbpgjvAtZZb4RKMIztuGHc88hDY/edit?ts=60a52c28

In-person with distance-learning option

- a. a vast majority of students physically in the buildings
 - i. students follow a set schedule with an engaging instructional structure
- b. an option for families who want or need a 100 percent distance learning option
 - i. Those students would be required to participate every day
 - ii. Instruction is delivered live, recorded or independently with guidance from teachers/staff.

The following SDNB Re-Entry to Schools 2020-21 Handbook & Frequently Asked Questions (FAQs) is designed to help parents understand how we will continue to provide instruction as safely as possible. This document will be updated as new guidance comes from Waukesha County, the Waukesha County Department of Health, State of Wisconsin, the Wisconsin Department of Public Instruction, the Centers of Disease Control and other local, state and federal entities. Related information and recommendations can be found on [Waukesha County's "Stay Safe to Stay Open" school partnership website](#).

Updates will be communicated via School Messenger, texts and phone calls (as deemed necessary), and will be posted on the SDNB's "Reopening Schools" [webpage on the website](#).

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HEALTH AND SAFETY

Mitigation Measures and Masks / Face Coverings

Updated 5/19/2021 - What will cause the district to shift to virtual for all students?

There is not an easy answer to this question. We continue to monitor staff and student positive cases and quarantines daily and may need to make a decision, based on the number of students or staff out, on a moment's notice.

But, person-to-person spread in our buildings continues to remain minimal. Most of our cases can be traced back to activities outside our schools such as sleepovers, family gatherings and nights out with friends. Those activities are likely to continue - if not increase - even if our schools are closed.

Additionally, through an all-hands-on-deck approach, we continue to staff our classrooms daily. We have had building and district administrators subbing and filling in where needed. Filling our substitute vacancies has, however, become increasingly more difficult and we have increased our sub recruitment efforts.

Our district's purpose is to serve ALL our students the best we can. We will be ready to switch to virtual for all (or a larger portion of our student body) if we must or are mandated to do so, but for many of our students, especially those with the most significant needs, the best place for them is in our schools to learn, to grow socially and emotionally, to help with their mental stress and anxiety.

Will students be required to wear a mask / face covering at school?

Updated May 19, 2021: It is **recommended**, but not required, that students in all grades are required to wear masks while in our buildings and masks will continue to be **required** on buses and crowded areas (with the exception of during lunch and other designated "mask breaks"). We recognize some students will not be able to wear a mask / face covering all day and we will evaluate this on a case-by-case basis. If a child has a medical reason to be exempt from wearing a mask, they must provide a note from their physician to a building administrator indicating the reason for the exemption. The SDNB will address any issues related to students intentionally refusing to follow these safety procedures. The [CDC](#) and [Waukesha County](#) have shared reasoning why masks / coverings should be worn to mitigate the spread of COVID-19.

UPDATED MAY 12 - Do students have to wear masks outside and at recess?

At the May 10 School Board meeting, the Board determined that masking outdoors for all students and staff is recommended, rather than required. This means that students and staff outside for recess, class or any other circumstance are no longer required to wear masks.

Will staff be required to wear a mask / face covering at school? What about visitors?

Updated 5/19/2021 Masks / face coverings are recommended for all staff or staff can work behind a plexiglass partition. It is recommended that any visitors to our buildings also wear a mask/face covering.

How is a face covering defined?

A face covering is defined as a piece of cloth or other material that is worn to cover the nose and mouth completely. Face coverings include, but are not limited to, bandanas, cloth face masks, a disposable or paper mask, a neck gaiter or a religious face covering. Face coverings do not include face shields, mesh masks, masks with holes or openings or masks with vents.

Updated 5/19/2021- Will masks / face coverings be on student supply lists?

We encourage families to have their child(ren) practice wearing and getting used to masks / face coverings prior to the start of the school year, in case it would ever change from recommended to required.

Updated 5/19/2021 - What are the student face covering expectations in school?

The SDNB recognizes the requirement of face coverings on buses and/or in crowded areas in order to best ensure health and safety in the school environment. We recognize that this may be a learning curve for many of our students and is a practice that will require teaching, reteaching, and reinforcement for our students. We will be utilizing a "three strikes" policy regarding refusal to comply with the District's requirement of masks/face coverings on our buses and in crowded areas. The following progressive discipline will be utilized in accordance with [BOE Policy 5131.10 CODE OF CLASSROOM CONDUCT linked here](#).

All incidents of refusal will be logged in Infinite Campus. Blatant refusal to comply with the district's mask requirement on busses and crowded areas will result in the disciplinary action, as follows:

First Refusal

- Bus Driver or adult redirection
- Parent contact
- Infinite Campus documentation

Second Refusal

- Infinite Campus documentation
- The student will be referred to administration and suspended out-of-school and/or off of the bus for up to five instructional days..
- A reminder of the consequences for further violations will be provided to the parent and student along with the written notice of suspension per [BOE POLICY 5131.2 CONDUCT - CAUSES AND PROCEDURES FOR DISCIPLINARY ACTION linked here](#)

Third Refusal

- Infinite Campus documentation
- The student will be referred to the administration.
- An out-of-school suspension will be issued and a student may be auto-enrolled in virtual learning and/or the family will need to transport the student to and from school for the remainder of the mask requirement on busses and in crowded areas.

- The student will be suspended for no more than 5 days until the enrollment in virtual learning and the student's course schedule is finalized. A written notice of suspension will be provided with a resolution detail of "enrollment in virtual learning."

****If the student has an individualized education plan (IEP) or Section 504 plan, face-covering accommodations should be discussed with the case manager. In the event a disciplinary response is necessary, the administration will follow all federal and state guidelines for discipline, which will include working with the IEP/504 team and potentially proceeding with a manifestation determination process.****

Updated 5/19/2021 - What are the student face covering expectations on the bus? What if a child at the bus stop is not wearing a mask?

No students will be left curbside if they refuse to wear a mask while getting on a bus or while on the bus. If a student doesn't have a mask, they'll be offered one by the driver. If they refuse it or refuse to wear it, they will be directed to sit in the front seat and the driver will contact the building administrator as soon as possible.

The first mask offense on a bus will result in a warning and a referral. A second mask offense results in another referral AND a bus suspension for 5 instructional days. A third mask offense after suspension will result in a bus suspension for the remainder of the semester.

What cleaning procedures are in place?

Every classroom, every workspace and every restroom every day will be wiped down and then sprayed down with disinfecting sprayers in the evening when no one, other than the custodian, is in the school. If custodians are notified that specific rooms / spaces need extra attention, they may be cleaned twice a day or scrubbed down to a higher degree.

Additionally, custodial and maintenance staff will frequently clean highly touched surfaces, like door handles and railings as often as possible. Classroom electronics, tables/desks, and other shared items will be cleaned by custodians, faculty and staff. Further guidelines may be issued before the start of school based upon building specific situations.

Please note, however, that while it is important that surfaces are cleaned regularly, as the virus has been studied more in depth, the primary cause of spread is person to person via airborne respiratory droplets, [according to the CDC](#).

How will proper hand washing be maintained?

Teachers will provide hand sanitizer before entering or exiting the classroom, before / after eating and at other appropriate times. Additional hand washing time will be built into the daily elementary schedule and hand washing will be encouraged at the secondary level. Teachers and staff will monitor elementary students to ensure proper handwashing techniques. When hand washing is not feasible, hand sanitizer will be available.

What other mitigation efforts are in place in buildings?

Water fountains will not be available for use; the district is installing several additional bottle-fill stations throughout our schools, and students are encouraged to bring their own, refillable water bottles to school. Plastic / plexiglass barriers will be put up in common stop points, such as the main office, library, nurses office and food service lines. Additional plexiglass barriers may be added to teacher and / or student desks, as well, depending on specific classroom needs. Classroom electronics and tables will be cleaned frequently.

(Updated 5/20/2021) 5

Will water bottles be included on class supply lists? Will a thirsty student without a water bottle be able to get a drink?

Some schools have already shared school supply lists, but all families will receive a communication about how students will be expected to bring their own bottle from home. Bottle fill stations will be operable, but water fountains / bubblers will not. We prefer students to have their own water bottle, but a student without a water bottle may request a cup from their classroom teacher or from the office.

Does the district's air circulation comply with the CDC's filtration recommendations?

We are looking at all of our systems to attempt to meet or exceed the CDC recommendations. To do so, the district will be increasing the level of outside air being brought into the buildings throughout the day, and we plan to purge, or "over-ventilate" our buildings both before and after school.

Why are we assigning classroom seats?

Assigning seats will allow for more accurate contact tracing, if necessary.

Will students be able to use their lockers or shared cubby spaces?

Elementary students will be able to use cubbies and hallway hooks. Secondary students will not be able to use hallway or locker room lockers. Secondary students will be able to keep their backpacks, lunches and jackets/coats with them throughout the day. (This may be updated for the beginning of the 2021 - 2022 school year).

Can my child have a school snack? Will my child be allowed to bring treats to his or her classroom?

Teachers may designate a snack time but will require hand washing / use of hand sanitizer before and after eating. Snacks may not be shared. To minimize exposure, students / staff / guests will not be allowed to bring food/snacks to share, with the exception of prepackaged / individually wrapped treats.

Will family members be allowed in the building?

We will limit / reduce family members' entrance to buildings. Non-essential visitors will not be permitted in the building during the school day. Parent meetings will be conducted virtually. Parents dropping off students at the elementary schools will remain in the vestibule only; parents dropping off students at the secondary schools are asked to remain in their cars.

What is the procedure for picking up my child during the school day?

If a student needs to leave school during the day for any reason, elementary parents / guardians can pick up their child in the school vestibule. Secondary families are to wait in their vehicle in the parking lot where their child will meet them.

COVID-19 Case Scenarios / Protocols

When should a student be kept home from school?

UPDATED May 19, 2021: Please go through the following symptom checklist with your student every day before sending them to school. If your student has these symptoms, keep the student home and call your healthcare provider and the school attendance office. If you are unsure if your student should remain home, please contact your school's office prior to sending them to school.

If you have one of the following:

- Fever/chills/body aches (fever defined as > 100 degrees)
- Cough
- Shortness of breath or difficulty breathing
- Diarrhea
- Vomiting
- New loss of taste or smell

OR at least two of the following (with no other confirmed cause, like seasonal allergies):

- Nasal congestion or runny nose
- Muscle or body aches
- Fatigue
- Headache
- Sore throat
- Nausea

[CDC guidelines if you are sick](#)

Will there be temperature screenings prior to entering school buildings?

No. The SDNB asks that you take your student's temperature before coming to school and perform a self-screening. Do not allow your student to attend school if their temperature is above 100 degrees. Call your healthcare provider and the attendance office if your student is presenting symptoms.

UPDATED DEC. 14 - What is the difference between quarantine and isolation? When is a person put in quarantine and isolation for COVID-19? And how long is a quarantine and isolation for COVID-19?

Quarantine: a quarantine is when people are asked to stay home and avoid contact with others because they may have been exposed to an infection but are not yet showing symptoms.

<p>Close contact with someone who has COVID-19 - will not have further close contact AND is asymptomatic</p>	<p>Last day of quarantine is:</p> <ul style="list-style-type: none">● 10 days: if the asymptomatic individual does not get a COVID-19 test; self-quarantines for 10 full days after last contact with COVID-19 positive individual; monitors an additional four days for symptoms; and, if possible, continues to stay away from others, especially high-risk individuals.● 7 days: if the asymptomatic person is tested for COVID-19 no earlier than the sixth day after the last day of contact and test results are negative; self-quarantines for seven full days; monitors an additional seven days for symptoms; and, if possible, continues to stay away from others, especially high-risk individuals.
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Close contact with someone who has COVID-19 - lives with the person but can't avoid further close contact AND is asymptomatic	Household close contacts that cannot separate themselves are continuously exposed and need to stay quarantined for as long as they are exposed to someone infectious, plus the 7-10 days (see above) after they are no longer exposed.
Under quarantine but had additional close contact with someone who has COVID-19	Restart quarantine (see above) from the last day the person had close contact with anyone who has COVID-19

Isolation: Isolation is when people are asked to stay home and avoid contact with others because they have been diagnosed with an infection.

Symptomatic - person had symptoms (regardless of test)	Isolation may end when the following criteria have been met: <ul style="list-style-type: none"> ● 24 hours with no fever And ● Respiratory symptoms have improved (e.g. cough, shortness of breath) And ● 10 days since symptoms first appear
Asymptomatic - person tested positive for COVID-19 but had no symptoms	Isolation may end when the following criteria have been met: <ul style="list-style-type: none"> ● They continue to not have symptoms And ● 10 days have passed since test

ADDED MAY 12: What is the new Waukesha County-recommended guidance related to quarantining for students possibly exposed to COVID-19 in school settings?

Waukesha County's recommendation, [announced May 6](#) and approved by the School Board on May 10, relaxes quarantine guidance to allow students possibly exposed to COVID-19 **in school settings only** to continue in-person learning, if the following conditions are met:

- The school has committed to COVID-19 prevention policies, which include the following: mask wearing, implementing strategies to maximize distance between students, handwashing, ventilation and management of students exhibiting symptoms of COVID-19.
- Close contacts remain symptom-free and agree to self-monitor for symptoms a full 14 days following exposure; close contacts will immediately remove themselves from the school environment if symptoms develop.
- Close contacts strongly consider getting tested on day 6 or 7 after exposure to help identify asymptomatic spread.
- NOTE: Some exceptions apply when it comes to athletics and WIAA requirements.

It is important to note that individuals possibly exposed to COVID-19 in the home or in a setting outside of school are still required to follow the CDC-suggested quarantine guidelines, found [HERE](#). Also, the SDNB will

continue to conduct contact tracing and will continue to contact families of students who are considered close contacts of individuals who test positive for COVID-19.

- If you are identified as a close contact in SDNB you DO NOT have to quarantine if you
 1. Are wearing a mask when you came into contact OR
 2. Are fully vaccinated (meaning 2 weeks have passed since your 2nd vaccine, or 1st if it is J&J. OR
 3. You have tested positive for covid in the 90 days previous to being identified.

- If you are identified as a close contact in SDNB you DO have to quarantine if you
 1. Are not wearing a mask OR
 2. Are not vaccinated OR
 3. Have not tested positive for covid in the 90 days previous to being identified.

- If you are identified as a close contact outside of school, and you are not fully vaccinated or have not tested positive for covid in the last 90 days you will have to follow the 10 days quarantine (or 7 if they test neg on the 6th day after contact)

UPDATED 5/19/21 - What are the WIAA's requirements for quarantining a student-athlete who is determined to be a close contact of an individual who tested positive for COVID-19?

The WIAA has determined that In order to be eligible for WIAA postseason play, the student, who is determined to be a close contact, is required to quarantine if within 14 days of the start of a sport's postseason. Therefore, student-athletes will be subject to quarantine if they are identified as a close contact to a positive case within 15 days prior to the start of their sport's postseason. Please note, student-athletes who are fully vaccinated (or who have had COVID in the past 90 days) are exempt from quarantine.

The following are the dates in which student-athletes will be subject to quarantine based on the start of each sport's postseason.

- Golf - May 17 or 18
- Tennis - May 23 or 24
- Soccer - May 24
- Softball - May 25
- Track & Field - May 30
- Baseball - May 31

Between now and 15 days before the postseason for each respective sport begins, SDNB will notify opposing schools if we have student-athletes who would otherwise be subject to quarantine. If the opposing school is uncomfortable competing against a student-athlete who has been identified as a close contact, that student-athlete may be asked to not compete in that contest.

UPDATED 5/12/21 - What are the new CDC, DHS and Waukesha County guidelines related to asymptomatic close contact quarantines, and will the SDNB follow them?

As of Monday, Dec. 14, the SDNB will shorten its required quarantine for asymptomatic close contacts **in non-school settings** to the following:

- **10 days:** if the asymptomatic individual does not get a COVID-19 test; self-quarantines for 10 full days after last contact with COVID-19 positive individual; monitors an additional four days for symptoms; and, if possible, continues to stay away from others, especially high-risk individuals.
- **7 days:** if the asymptomatic person is tested for COVID-19 no earlier than the sixth day after the last day of contact and test results are negative; self-quarantines for seven full days; monitors an additional seven days for symptoms; and, if possible, continues to stay away from others, especially high-risk individuals.

There are several important notes about the new quarantine guidelines that families must keep in mind:

- Asymptomatic close contacts who choose to get tested must do so using an FDA-approved PCR or antigen test; rapid tests have a higher rate of producing false negative results, and the results cannot be used to shorten a quarantine period. This is consistent with county, DHS and CDC recommendations. Test results must be emailed to pamela.jesse@nbexcellence.org for review before a student can return to school.
- Household close contacts that cannot separate themselves are continuously exposed and need to stay quarantined for as long as they are exposed to someone infectious, **plus the 7-10 days after they are no longer exposed.**
- The CDC, DHS and Waukesha County all concur that a 14-day quarantine remains the best option as it can take up to 14 days after exposure to the virus for a person to develop symptoms. Families should continue to consider 14-day quarantines for their child(ren) when possible.

UPDATED MAY 12: If an employee or student has close contact (within 6 feet for more than 15 minutes) to someone outside of a school setting who is positive for COVID 19 but is asymptomatic, they may return to school/resume activities when the following criteria are met:

- **Quarantine for 10 days:**
 - if the asymptomatic individual does not get a COVID-19 test;
 - self-quarantines for 10 full days after last contact with COVID-19 positive individual;
 - monitors an additional four days for symptoms;
 - and, if possible, continues to stay away from others, especially high-risk individuals.
- **Quarantine for 7 days:**
 - if the asymptomatic person is tested for COVID-19 no earlier than the sixth day after the last day of contact and test results are negative;
 - self-quarantines for seven full days;
 - monitors an additional seven days for symptoms;
 - and, if possible, continues to stay away from others, especially high-risk individuals.

If symptoms appear during the quarantine period then the employee/student should remain out for 10 days from the first day the symptoms appear.

UPDATED NOV. 13 - Does the SDNB determine if a quarantine or an isolation is needed?

The District Nurse, with guidance from the Waukesha County Health Dept., will determine isolation of positive cases and quarantine of the close contacts to the positive case. Dates of isolation / quarantine could change if the health department receives additional information that impacts the dates.

UPDATED NOV. 13 - What is considered a “close contact”?

The following interactions with someone who has tested positive for COVID-19 are considered “close contact”: you were within 6 feet for at least 15 minutes (at once or cumulative) starting from 48 hours before illness onset (or, for asymptomatic patients, 48 hours prior to specimen collection) until the time the patient is isolated.

UPDATED NOV. 23 - Are siblings automatically considered “close contacts”?

In order to help further mitigate the spread of COVID-19, the district is implementing changes to our handling of students exhibiting COVID-19 symptoms. Out of an abundance of caution and based off of Waukesha County information related to household spread, the SDNB now considers ALL siblings of students who are COVID-19 symptomatic as possible close contacts. As such, the student and their sibling(s) will be required to isolate at home until at least one of the following is satisfied: they isolate for 10 days; they produce a negative test result for the symptomatic student, and share the result electronically with the SDNB; and / or they can provide a doctor’s note explaining any symptoms as something other than COVID-19. Similarly, all children of COVID-19 positive parents / guardians in the same household will be subject to the new guidelines detailed above.

ADDED - SEPT. 9 - Who determines “close contacts”? If a student (or the student’s parents) disputes being a close contact, can he / she avoid being placed in the protocols?

SDNB and school staff will, based on schedules, seating charts and other information, identify and determine “close contacts”. Per Waukesha County’s suggestion, the SDNB will defer to staff member information when / if disputes arise and will proceed with health and safety protocols in place for those students.

What happens if a person presents symptoms at school?

A student or staff member who has a temperature of 100 degrees or higher or is presenting symptoms of COVID-19 will be isolated and assessed. If the student has a fever, the parent will be contacted to pick up the student as soon as possible and to call their healthcare provider. Custodial staff will be informed to clean spaces used by the symptomatic person. Siblings of the symptomatic student will also be assessed.

What happens if there is a positive COVID-19 case?

Administration will coordinate with local health officials to determine the course of action. This will allow local health officials to help the school determine appropriate next steps, including whether extended dismissal of some or all students and staff is needed to stop or slow further spread of COVID-19. These decisions will be on a case-by-case basis.

If a student presents with symptoms of COVID, tests NEGATIVE and has NOT been in close contact (within 6 feet for more than 15 minutes) to someone who is positive for COVID 19, they may return to school/resume activities when the following criteria are met:

- No fever in the last 24 hours without the use of medicine
- No symptoms within the last 24 hours without the use of medicine

UPDATED OCT. 9: If a student tests positive for COVID-19 and has/develops symptoms of COVID-19, they may return to school/resume activities once the following criteria are met:

- Isolation for 10 days from date of symptom onset
- After isolation, Employee/student has been symptom-free the last 24 hours before they return without the use of medication

UPDATED OCT. 9: If a student tests positive for COVID-19 and is asymptomatic, they may return to school/resume activities once the following criteria are met:

- Isolation for 10 days from date of positive test as long as no symptoms develop
 - Must be symptom-free without the use of medicine in the 24 hours before returning to school

ADDED SEPT. 2 - My child had COVID-19 symptoms and left school, but he/she has tested negative for COVID-19. Can my child return to school, and when?

The district nurse (pam.jesse@nbexcellence.org) and your child's school must receive an emailed correspondence (i.e. a doctor's note) from your child's physician that clears them of COVID-19 at least 24 hours prior to when the student can return. For example, if the district nurse and your child's school receives clearance via an emailed correspondence from your child's physician at 9 a.m. Tuesday, the earliest the child can return to school would be 9 a.m. Wednesday.

ADDED SEPT. 9 - When will the SDNB send a child who is presenting COVID-19 symptoms home? And if it's my child that gets sent home, what should I do next?

Your child will be sent home if he or she has one or more symptoms of COVID-19. Symptoms of COVID-19 include but are not limited to the following: fever, cough, congestion, shortness of breath, loss of sense of taste or smell, diarrhea, vomiting, nausea, runny nose, abdominal pain, fatigue, muscle aches, chills, sore throat, and headache. Not everyone with COVID-19 has all of the symptoms and many people experience mild symptoms. Also, if your child does present with symptoms of COVID-19, it is important to remember many other illnesses cause similar symptoms.

The steps you should take and considerations to keep in mind if your child is sent home from school for COVID-19 like symptoms are linked [HERE](#).

ADDED AUG. 5 - What if a student coughs or sneezes - will the teacher contact the office / health room?

A simple cough or sneeze would likely not warrant a visit to the office / health room. Persistent coughing or sneezing may warrant a call to the office or a request to have the student accompanied to an isolated area.

ADDED AUG. 5 - What if a student has allergies or another condition that may present COVID-19-like symptoms?

The SDNB is following the CDC and the Waukesha County Department of Health guidance regarding COVID-19 symptoms. We will make every attempt to distinguish between symptoms of allergies, indigestion, or other common conditions. If there is any doubt, we will err on the side of caution and ask that a parent/guardian picks up the student and potentially obtains further evaluation by a healthcare provider or the public health department.

ADDED AUG. 5 - Will staff be trained on what COVID-19 symptoms are and what to look for?

Yes, as part of the annual staff training protocols, a component of the training will be dedicated to COVID-19.

What data determines if / when a school or the district needs to close as a result of COVID-19 cases?

The Waukesha County Department of Public Health makes that determination, but we have not yet received specific data / metrics the county will use during its decision-making process.

What if my student is high risk or immunocompromised?

Students who are considered high risk or immunocompromised should consult with their health care provider regarding school re-entry. Discuss concerns with your building principal to determine the appropriate learning model.

LUNCH AND RECESS

UPDATED MAY 12 - I've heard the United States Department of Agriculture (USDA) is continuing / expanding the complimentary lunch program? Does this apply in the SDNB?

Yes. In order to assure that all children are well nourished to promote better learning the USDA has announced that school districts will be able to continue to offer one complimentary lunch per child per day - regardless of economic status - until federal funds run out or June 30, 2022, whichever comes first. What this means is students who are attending classes in person will not be charged for a school lunch if they chose to take one.

Students learning virtually and other families with children (ages 18 years and under) at home that are experiencing hardship may register to participate in our lunch pick-up program by contacting our Food & Nutrition Services Department. The pick up location will be door No. 25 on the south side of the Eisenhower MS/HS building, 4333 S. Sunnyslope Rd. There will be a sign out to help mark this area. The current safe distancing pick-up procedure is for you to call the kitchen at (262) 789-6321 as you pull up and tell us your name. We'll bring the lunches out and set them on a table. After we have stepped away from the table, you get out of your car and pick up the lunches. Pick up will take place between 7:30-9:30 a.m. on days that school is scheduled to be in session.

To register for the meal pick up program please email ikitchen@nbexcellence.org or call (262) 789-6321 by 9 p.m. the day before you would like to begin to pick up meals. Please include the following information:

- 1) How many lunches do you need?
- 2) What flavor of milk (chocolate or 1% white) would you like for each lunch?
- 3) Does any child receiving lunch have a food allergy we should know about?
- 4) What ages are the children?
- 5) Are the children virtual students in our district?
- 6) Approximately what time do you expect to pick up the lunches each day?
- 7) cell phone number

How will food be served?

Food service staff will provide hot and cold grab-and-go meals to limit touch exposure. There will continue to be several menu options even with these mitigation efforts in place. Whenever possible, items will be prepackaged, including fresh fruit, vegetables, and utensils.

Are students going to eat in the lunchroom?

At the elementary level, students will eat in their classrooms. At the secondary level, students will use the lunchroom and other designated locations within / outside of the school with some physical distancing.

Will I be able to eat lunch with my student?

No. To encourage social distancing and to minimize outside exposure, families will not be allowed to eat lunch with their child(ren).

Will school meals be available if learning is online?

Yes, students who have chosen virtual learning may still participate in the school lunch program by registering to pick up lunches at Eisenhower MS/HS each day that school is scheduled to be in session. Lunches will be charged to the student's lunch account. To register for meals, click [HERE](#).

Will there be recess?

Yes. Students will wash their hands before and after recess. Social distancing measures will be assessed knowing students will be outdoors.

INSTRUCTION, CURRICULUM & ASSESSMENT

For more information regarding the elementary instructional model options, click [HERE](#).

For more information regarding the secondary's five-day in-person instructional model, click [HERE](#).

For more information regarding the secondary's distance learning model, click [HERE](#).

What does the school day look like?

How school will begin in September depends largely on guidance from the Waukesha County Department and other local, state and federal entities. These are the current models for the 2020-21 school year:

In-person with distance learning option

- a vast majority of students physically in the buildings
 - iii. students follow a set schedule with an engaging instructional structure
- an option for families who want or need a 100 percent distance learning option
 - iv. Those students would be required to participate every day
 - v. Instruction is delivered live, recorded or independently with guidance from their teachers.

If my child is learning virtually by my choice, will they be part of their same in-school classroom/classmates/teacher?

This will depend on how many students elect virtual and if the district chooses to hire a virtual teacher or if in-person teachers are managing both cohorts of students.

Can we change to "in-school instruction" when we feel comfortable, any time we want and will my child's teacher/classmates be the same as when they were learning virtually?

Our hope is that students complete the semester in the model their families have selected, but extenuating circumstances will be reviewed on a case-by-case basis after contacting the building administrator. Classroom teacher assignment will depend on the number of students who elect virtual learning and whether or not we are assigning a specific virtual school teacher. The student would go back into a classroom in the building in which they would normally go and classroom assignment would be determined at that time. If the virtual teacher is

also the in-person teacher, however, the student will go to that teacher's classroom. Please note that families should expect a delay in the transition from one model to another.

If my child begins in in-school instruction and we feel that we want to change to virtual for safety/health reasons, can we do that immediately? Will my child continue online with the same class/teacher for the remainder of the school year?

If extenuating circumstances exist, a parent can contact their building administrator and discuss the possibility of going virtual. If approved, a transition process to virtual would be developed for the child. Classroom teacher assignment will depend on the number of students who elect virtual learning and whether or not we are assigning a specific virtual school teacher. The student would go back into a classroom in the building in which they would normally go and classroom assignment would be determined at that time. If the virtual teacher is also the in-person teacher, however, the student will go to that teacher's classroom. Please note that families should expect a delay in the transition from one model to another.

How do I sign up for half-day distance learning?

the SDNB is not offering a half-day distance learning option.

Is student participation required?

Yes. Attendance will be taken daily and grades will be given in all learning models (online, hybrid or onsite). Contact your principal with concerns.

If a hybrid learning model is necessary, will siblings go to school on the same day?

Yes. Siblings will go to school on the same day and be home on the same day.

Will learning standards change?

No. Teachers will continue to provide rigorous instruction based on the state standards in all learning models.

What assessment(s) will take place to make sure students are ready to transition to the next grade level?

Our teachers are in close communication with previous grade levels staff members. Students will be assessed when the school year starts and teachers will address student needs as they have done in the past. Teachers will continue to assess individual student progress toward learning goals, and MAP testing will be administered in the fall.

How will my student be graded?

Because all learning will be required by the State of Wisconsin, students will receive grades. This school year, we will be following our [traditional grading practices](#) throughout the school year for all students.

If we are in a 100 percent distance learning environment or a hybrid learning model, what platform (learning management system) will my student use for online learning?

The SDNB will be utilizing Canvas as our learning management system. Teachers will set up their Canvas courses at the beginning of the year to easily change from one instructional model to another as public health status dictates. Each staff member is/will be trained in best practices for implementing a virtual/distance learning environment as the needs arise. Parents will receive more information about Canvas as we get closer to the start of the school year.

How will the SDNB provide equitable education for each student?

The SDNB is dedicated to providing thorough and appropriately rigorous educational opportunities for every student, whether on-site or online. All students are entitled to an opportunity for participation in any service provided by the SDNB.

Students with Disabilities

Ensuring equitable learning opportunities to enable students with disabilities to progress in state standards and social emotional learning continues to be the aim of IEP and 504 teams. The entire IEP team will make any decision about an individual child's placement or services under the Individuals with Disabilities Education Act (IDEA), Early ACCESS, or Section 504. The IEP team will review the specialized services and supports prescribed in the current IEP. Special education teachers will continue to collaborate with general education teachers to provide scaffolds, accommodations and modifications for students with disabilities. Special education teachers will communicate frequently with families to ensure student needs are being met in both the physical and virtual settings.

English Language Learners

ELL teachers will continue to collaborate with mainstream teachers to build lesson supports for language learners in both physical and virtual environments. Teachers will work with students and families to ensure that basic, technical, and social emotional needs are met in the case of virtual learning being a necessity.

Can students with disabilities, who opt-in to distance / virtual learning, receive special education services in person?

Yes. An IEP team can determine the amount, frequency, and location of special education services for students whose families choose virtual / distance learning. In the event there is a mandatory school closure for all or some of our students, and virtual / distance learning is required, no in-person services can be delivered for the safety of staff, students, and their families.

If school is shut down for all or some students, can a student with a disability still come to school or have staff come into the home to deliver in-person services?

In the event there is a mandatory school closure for all or some of our students, and virtual / distance learning is required, no in-person services can be delivered for the safety of staff, students, and their families.

ADDED SEPT. 4 - How do I know what course I have which day in IC as a high school student?

Now loaded in your schedule are the periods you have each day. For example, on Tuesday, September 8 you should only see periods 1, 3, 6 and 8.

ADDED SEPT. 2 - How do parents and students log in to Canvas?

This elementary [letter](#) was sent by building principals on Sept. 2 to their families. This secondary [letter](#) was sent by building principals on Sept. 2 to their families.

ADDED SEPT. 30 - Where can I find more information about accessing Canvas as a parent?

[Canvas on IOS](#), [Canvas on Android](#), and utilizing Canvas as a parent [observer](#) are available on the [Canvas Community](#).

ADDED SEPT. 29 Secondary students: What if my child wants to be virtual today due to a non-COVID illness since teachers are delivering synchronous learning to their students in their classroom at the same time as students at home?

As we begin our full face to face learning for the 2020 - 2021 school year, we have had a few requests for a face to face student to engage virtually for a day based on non-Covid related illnesses, injuries, or doctor/dentist appointments which may cause the child to stay out for the entire day. SDNB does expect all of our face to face students to physically be in attendance each day but we do understand that a non-Covid related illness, injury, or appointment are exceptions that may occur that would require a student to not be in physical attendance but would like to attend virtually.

If a child needs to be virtual for a day based on one of the previously mentioned reasons, the following must occur:

1. A parent and/or guardian needs to call in their child to the front desk attendance and describe the reasons she/he is at home (please be specific as we want to assure that the child is not exhibiting Covid related symptoms).
2. A parent, or the child/student, is responsible for contacting their teachers for that day so they are aware of an additional online student.
3. The student should log into the canvas class at the time that the class is taking place during the day unless other arrangements are made with the instructor.

This would be coded as a parent request (PR) and counts as a physical absence from school unless there is a documented medical excuse.

EMOTIONAL SUPPORTS AND BASIC NEEDS

How will students and teachers connect and build relationships?

Staff members will be assigned to groups of students to create one-on-one live connections. Each staff member will be trained in trauma-informed care to recognize and respond to students' needs. We will also utilize a phased hybrid model of instruction for the first two weeks for our face-to-face learners to assist the teacher and students in getting to know one another. Details about the school calendar changes were shared in previous communications to families and are on our website.

Will there be before- and after-school care as in the past?

Yes. The YMCA's Y-Base will provide before- and after-school care at our elementary buildings and will put in place the same safety and mitigation measures and protocols as the district. We will continue to work out details with the YMCA throughout the summer. Please note that the evolving health situation could change our offerings as we draw nearer to the school year.

If my student is showing signs of emotional distress, who can I contact?

We encourage you to reach out to your student's teacher as the first point of contact. You may also contact your building principal or guidance counselor/school psychologist at the secondary level or building principal and school psychologist at the elementary level for additional support.

How can I assess my student's emotional health?

Here are few resources to help you:

- [CDC Helping Children Cope with Emergencies](#)
- [How to Ask What Kids are Feeling](#)

How do I access child care?

If we are required to implement a 100 percent online learning environment or a hybrid learning model, we realize child care may become an issue. We ask that you start developing a plan in case we cannot return to buildings.

TECHNOLOGY

If we are in a 100 percent online learning environment or a hybrid learning model, will every student have a school-issued device?

Yes. The Board of Education approved the administration's request to expand our 1:1 initiative to include our K-2 students for the 2020-21 school year and beyond. All students in grades K-12 will have either a district-issued iPad (elementary) or Chromebook (middle and high school).

I do not have access to the internet at home. How can I get service?

The [Wisconsin Public Service Commission \(PSC\)](#) provides a listing of internet service resources available across the state. Local internet providers in the New Berlin area include [AT&T](#) and [Spectrum](#). The [PSC](#) can be contacted at <https://psc.wi.gov> or (608) 267-3595. You can also consider speaking to your cell phone provider for information about a mobile hotspot. If you are unable to contact these businesses and other options are not available to you, please contact SDNB Director of Technology Brandon Kostolni at brandon.kostolni@nbexcellence.org or (262) 789-6281.

I need help navigating the technology my student uses for online learning. How can I learn to use these platforms?

Teachers will provide you with information and other resources specific to your child(ren)'s class. Please direct questions about these resources to your child(ren)'s teacher.

I have had connectivity issues in the past. How do I troubleshoot my internet connection at home?

Please contact your home internet service provider.

My student is having trouble logging into their Google/Gmail account. How can I resolve this?

Ensure your student is using the correct password by verifying it in the Campus Parent Portal under "Digital Learning Resources". If your student continues to have trouble with their Google/Gmail account, contact the TechKNOW Help Desk at techknow@nbexcellence.org or leave a message at 262-789-6290 with specific details.

ADDED SEPT. 4 - My student is still having trouble logging into their Google/Gmail account. How can I resolve this?

Parents can find the information by logging into their [Infinite Campus Parent Portal](#) using a browser (the mobile app will not work) and go to More > Digital Learning Resources. The password listed is the students' initial password. If the student has changed their password and can't remember it, the parent can reset the password under the Technology Password Change link. If there are more students in the household the parent can toggle between children in the upper right corner of that page. If your student continues to have trouble with their

Google/Gmail account, contact the TechKNOW Help Desk at techknow@nbexcellence.org or leave a message at 262-789-6290 with specific details.

ADDED SEPT. 8 - Where can I find more information about how my student accesses Technology including TCI, Compass Learning, and more?

Please review the [Technology Access FAQ](#) for more information.

ADDED SEPT. 8 - Where can I find more information about Digital Learning?

Please visit the [Digital Learning](#) page on the district website under Family Resources->Communication & Technology Tools.

ADDED SEPT. 8 - Where can I find more information about my student's iPad or Chromebook?

Please review the [iPad FAQ](#) or the [Chromebook FAQ](#) under [Digital Learning Initiative](#) on the district website.

My student's school-issued device will not turn on or is having trouble connecting to the internet. Who should I contact?

Please contact the TechKNOW Help Desk at techknow@nbexcellence.org or leave a message at 262-789-6290 with specific details.

ADDED Sept. 14 - Online Streaming Statement

Protection of student privacy is of utmost importance to the School District of New Berlin (SDNB). Under state and federal law, student information is protected from disclosure to third parties. Through the use of applications such as Google Meet, Webex, Zoom and other online applications, lessons may be live streamed or recorded for later viewing by students.

Due to the nature of online environments, information about your student may be stored online and accessible by someone other than your student and/or SDNB. While the SDNB has done its due diligence in protecting student privacy, it cannot guarantee the security of all communications.

If you have questions or concerns regarding the use of online applications, please contact your student's teacher or school administration. We understand that each family situation is unique and will continue to work with you to support your student.

ADDED Oct. 7 - Why is my student unable to access a Zoom meeting?

Your student's account may not be authenticating to Zoom properly. Follow these [instructions](#) to ensure the account is associated to the SDNB Zoom Domain.

TRANSPORTATION

Will bus transportation be provided to and from school?

Yes. We continue to plan for re-entry for the fall with Durham Transportation Services but fully understand that physical distancing on school buses will be difficult to maintain. Given that, we encourage families to consider alternative transportation modes, including family drop-off/pick-up.

Will my student have to wear a mask / face covering on the bus?

All students are required to wear masks / face coverings on buses to reduce the risk of transmitting COVID-19. A student may be denied transportation if he / she refuses to wear a mask / face covering. If a student is unable to wear a mask / face covering because it is not developmentally or medically appropriate, the student will be assigned a seat in the front rows of the bus. Additionally, all family members or “helpers” who provide assistance to students who need help getting on or off the bus, are recommended to wear masks / face coverings.

Will the bus drivers wear masks / face coverings?

Yes, they will. Additionally, Durham bus drivers will do a daily health screening, including non-contact temperature checks prior to driving their routes.

What other mitigation measures will be in place related to bus transportation?

- Our goal is to have hand sanitizer and / or wipes available on all buses.
- Students will load the bus from back to front based on the order of stops, sit with siblings when possible and be assigned seats if needed.
- Students will need to ride their own bus and not get on other buses to go to someone else’s home. If a parent needs to change a bus route based on childcare needs on a permanent basis, they will need to let the home school know about this need for a change. For contact tracing purposes we will not be able to have student’s change a bus route on an intermittent basis.
- There will be no eating or drinking on the bus.
- Bus drivers will keep the windows open to increase airflow, when possible.
- Buses will be cleaned twice daily before the morning route and after the afternoon route. Detailed information on the cleaning procedures for buses from Durham can be reviewed [here](#).

If the SDNB must implement a hybrid learning model, will my elementary students ride the bus together?

Yes. Siblings, who attend the same school, will go to school at the same time and be home at the same time.

ATHLETICS, ACTIVITIES, EVENTS AND OUTSIDE ORGANIZATION BUILDING USE

Athletics and Activities

The SDNB has fully participated in each of the Wisconsin Interscholastic Athletic Association (WIAA) sports seasons (fall, winter, and spring). The SDNB has continued to follow guidance relayed from the WIAA, Woodland Conference, Wisconsin Department of Public Instruction, the Waukesha County Department of Health and other local, state and federal entities in regards to athletics and activities.

What are the current mitigation strategies for Athletics?**Student Expectations**

- Preparticipation screening (temperature check, symptoms check, etc.) before coming to a

- workout, practice, contest or camp. Inform your coach if feeling ill or experiencing symptoms.
- Student-athletes will be required to have their own water bottle for practices, contests and camps.
- Hand sanitizer stations will be available upon entry and exit of the athletic facilities. We encourage student-athletes to sanitize their hands before and after workouts
- **ADDED May 19, 2021** - Face masks are recommended and not required.
- Be respectful to everyone, including those who choose to wear or not wear a mask.
- Locker rooms may be used for changing purposes, if supervised by a staff member. The locker room may not be used for socializing or gathering.
- When traveling, the host school expectations must be followed along with WIAA expectations for the end of season tournament series.

Coach Expectations

- Maintain social distance during warm-ups, rest breaks, cool downs and whenever feasible.
- Assign cohort groups when possible to limit close contacts.
- Maintain daily attendance records at all workouts, camp sessions and or events at all levels to facilitate contact tracing if necessary.
- **ADDED May 19** - Facemasks are recommended and not required.
- Be respectful to anyone who chooses to wear or not wear a mask.
- The head coach (or camp director) will be the COVID point of contact if a positive case arises in their sport or team. If a positive case arises, notify a school administrator immediately.
- Sanitize equipment whenever possible during workouts, contests or camps and especially before the next group that comes in and uses the same equipment.
- Locker rooms must be used for changing purposes, and must be supervised by a staff member.
- When traveling, the host school expectations must be followed along with WIAA expectations for the end of season tournament series.

ADDED MAY 19, 2021: Are there any limitations for spectators to sporting events?

There are no current limitations on spectators for our spring sports. Face masks are recommended and not required.

ADDED AUG. 4, 2020: If we choose the full distance learning model for our child(ren), will they be eligible to compete in athletics, clubs, activities, etc.?

Yes. Students who participate in the distance learning model will be able to participate in the same activities as students in the full in-person model.

Will there be field trips?

There will be no in-person field trips.

Will there be special events like in-person fundraisers and dances?

We will follow current guidance from the local health department for events planned outside of the school day.

Will outside organizations be able to use SDNB facilities?

The SDNB will approve building use by outside organizations on a case-by-case basis. Approval will depend on the size of the group and custodians' ability to clean the facility in preparation for the following school day.

COMMUNICATION

ADDED SEPT. 9 - Can I find out who is infected with COVID-19, whether it is a teacher or a student?

In accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPPA), a federal law, neither the SDNB nor Waukesha County will release the identities of any individual infected or suspected to be infected of COVID-19 or any other illness.

How will my family keep up with changes?

The SDNB will provide updates via School Messenger, text and phone calls. To be sure the School Messenger messages reach you, please confirm your email and phone number contact information in the Infinite Campus Parent Portal.

We will also use our website as a hub of re-entry information for the rest of the summer and throughout the 2020-21 school year. The [re-entry web page](#) of our site will be pinned to the homepage throughout the school year. We will also post important changes and messages on social media (Facebook and Twitter).

ADDITIONAL RESOURCES

- [Centers for Disease Control and Prevention \(CDC\) Coronavirus \(Covid 19\) main page](#)
 - [FAQ](#)
 - [How it is Spread](#)
- [Children's Hospital of Wisconsin back-to-school panel discussion](#)
 - YouTube video
- [Waukesha County "Stay Safe to Stay Open" website](#)
- [Destination Back to School: A Roadmap for Reopening](#)
 - Comprehensive document provided by our legal partners to guide the reopening process
- [COVID-19 Planning Considerations: Guidance for School Re-entry](#)
 - Guidance from the American Academy of Pediatrics
- [School Health Services Interim COVID-19 Infection Control Mitigation: Toolkit](#)
 - Guidance from the Wisconsin Department of Public Instruction on face-to-face mitigation strategies
- [How can I get my child to wear a mask? And other answers from experts](#)
 - Article from JSOnline