



SHEBOYGAN
LEADERSHIP ACADEMY

COVID-19

Return to School Family Handbook

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Planning Resources

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Online Model

ELECTRONIC DEVICES

Distribution of electronic devices will be organized before September 1, 2020. Students in four-year-old kindergarten and kindergarten will be assigned a Chrome tablet and charger. Students in grades one through eight will be assigned a Chromebook and charger.

PAPER MATERIALS

Paper materials will be assigned and distributed along with electronic materials as appropriate per grade level.

INSTRUCTIONAL DELIVERY

Students will be assigned a unique Google account and password corresponding to their first and last name to access their Chromebook or tablet. **GoogleClassroom will be the main instructional platform in grades 4K through grade eight.** ClassDojo will supplement instruction in grades 4K through grade five.

GoogleMeet will be utilized on a scheduled or rotationally scheduled basis for instruction, socialization, and one on one assistance. GoogleMeets may be recorded if desired by the classroom teacher. GoogleMeet attendance will never be mandated or graded as Sheboygan Leadership Academy understands the unique situation of every family we service. However, **instruction will be delivered primarily through GoogleMeet.** Therefore, if a GoogleMeet is missed students will be required to make up that instruction through the means most convenient and accessible to them. Sheboygan Leadership Academy will make resources available in order to deliver instruction, but it is imperative that parents or adults in the home facilitate their online students' learning.

4K-5 CONTENT

In grades 4K through grade five a single GoogleClassroom will be maintained, with teachers collaborating as necessary, to organize and facilitate instruction. Online instruction will focus on the core subjects of English language arts and math. Science and social studies will be integrated on an every other day schedule. Specials of physical education, art, music, and Spanish will not be graded. Supplemental activities in these areas may be integrated when appropriate and possible.



6-8 CONTENT

In grades six through eight the core subjects will maintain individual GoogleClassrooms to organize and facilitate instruction. Online instruction will focus on the core subjects of English language arts, math, science, social studies, and Spanish. Specials of physical education, art, and music will not be graded. Supplemental activities in these areas may be integrated when appropriate and possible.

GRADING

Areas of content, as highlighted above, will be graded using the traditional Sheboygan Leadership Academy grading scale.

Letter Grade	Percent Range	GPA Equivalent
A+	96.5	4.0
A	93.5	4.0
A-	91.5	3.7
B+	88.5	3.3
B	84.5	3.0
B-	81.5	2.7
C+	79.5	2.3
C	76.5	2.0
C-	73.5	1.7
D+	71.5	1.3
D	68.5	1.0
D-	64.5	.7
F	0	0

COMMUNICATION

Any parent communication received will be responded to within 24 hours. Response time will be quicker during teaching office hours of 8:00 am until 3:00 pm.

WELFARE

Student safety is our number one priority at Sheboygan Leadership Academy. It is expected that all students communicate with their teacher and that parents or family members communicate with their student's teachers as needed to maintain instructional delivery and to ensure student learning and wellbeing. All of Sheboygan Leadership Academy's policies and procedures outlined in our Student and Family Handbook remain in place throughout any period of online learning.



INTERNET USE

Internet safety while using a Sheboygan Leadership Academy school account and device is of the utmost importance. Filtering and monitoring of student internet use will continue throughout any period of online learning. Any violation of the internet safety agreement (completed each year during student registration) will result in action being taken by school administration.

VIRTUAL BY PARENT CHOICE

Should school be occurring in a face to face limited setting, families may still choose, at any time, to continue their student's education at home online. All class assignments will be posted to Google Classroom and ClassDojo as appropriate. GoogleMeets will be initiated at scheduled and posted times so that students may attend live classes. Teachers will be available for questions through email and messaging, however will not be available for one on one GoogleMeets with online students while in the hybrid or cohort models. Parents will be expected to support their students' educational performance throughout any period of online learning.



Hybrid Model

PARENTAL RESPONSIBILITIES

It is imperative to the success of this model that all school families are vigilant about school safety. Screening children for symptoms of COVID-19 is crucial. It is also very important to know who your children have come into contact with in a given period of time. Sharing information about possible COVID-19 exposure or student symptoms with our school office is critical to everyone's safety. Please keep the following in mind:

- Students who have symptoms of COVID-19 including a fever greater than 100.4°F, diarrhea, vomiting, new onset or worsening cough, shortness of breath, chills, sore throat, runny nose, muscle pain, headache, or a new loss of taste or smell **must be kept at home and the school office must be notified**
 - **The student will be sent home** if the student exhibits a new or worsening cough, a fever greater than 100.4°F, diarrhea or vomiting as stand alone symptoms or two or more of the following symptoms: headache, chills, muscle aches, nausea, loss of taste or smell, sore throat, unusual fatigue or runny nose
- Students (and same household siblings) who have been exposed to COVID-19 through a recent interaction with a person with a known positive case of COVID-19 **must be kept at home until directed otherwise and the school office must be notified**
- Previously ill or exposed students may return to school when school district nurses, school staff, and county health officials or pediatricians (if necessary) are in agreement that all necessary requirements have been satisfied

Family communication regarding staff or student illness will be released as appropriate and legally responsible. Names of individuals will not be released.

PHYSICAL DISTANCING

The main focus of the hybrid model is strict physical distancing between students and staff. Physical distancing of six feet will be encouraged and maintained in this model. Class sizes will be limited to a maximum of 13 students. Classroom floors can be clearly marked to indicate six feet of space between each student workspace. Teachers will maintain physical distance from students when possible and appropriate.



STUDENT GROUPING

A maximum group size of 13 students will allow students to maintain consistent interactions with the same, small class population. The cohort will be together for the entirety of the school day. Staff will rotate between cohorts as needed, however students will not change or interact with other cohorts. Student cohort locations will be assigned and will not change or rotate. Consistent seating charts will be utilized within each individual cohort. Food service and recesses will take place within the cohort.

FACE MASKS

All students and staff will wear face masks throughout the entirety of the school day. Both disposable and cloth masks will be accepted. Face masks must cover both the mouth and nose. If students or staff come to school without a mask, one will be provided for them for use throughout the school day. Masks will be removed and replaced throughout meal times and for other necessities as directed by the classroom teacher, however masks will be worn throughout the majority of the school day. Masks will be worn throughout the entirety of any recesses and/or gym classes, whether in an indoor or outdoor setting.

ARRIVAL TO SCHOOL

Students in four year old kindergarten, grade one, grade four, and grade five will enter the building using the main entrance or door #1. Students in kindergarten, grade two, and grade three will enter the building using door #2. Students in grades six through eight will enter using an entrance on the west side of the main entrance or door #8. Parents and family members will be prohibited from entering the school building with their students during school start and end times to prevent large group assembly. In the hybrid model bus students will arrive at school at approximately 7:45 am. The first school bell will ring at 8:00 am. Instruction will begin at 8:05 am. Breakfast will be available to be eaten in classroom cohorts from 7:45 am until 8:20 am.

SCHOOL VISITORS

Only students and staff will be permitted to enter the interior of the school building. Parents, family members, or other visitors wishing to liaison with school personnel, interact with children, or to pick up or drop off children for an appointment during the school day or during non-school hours, will only be allowed to enter the vestibule within the main entrance to the building. During arrival and dismissal times, no parents, family members, or other visitors will be allowed in the vestibule within the main entrance to the building.

TEMPERATURE SCREENING



Temperature screening of school staff and students will occur when possible and appropriate. Temperature screening will be conducted using an infrared thermometer in order to preserve physical distancing. Temperature screenings will be conducted at times that do not disrupt the learning environment or cause crowding. Individual staff and students will be screened by request. A temperature of 100.4°F or higher will be considered a fever and cause for a student or staff member's removal from the learning environment.

ILLNESS AT SCHOOL

Students or staff who become ill at school will be removed from the cohort setting. Students will be isolated and parents or guardians will be contacted as needed. School staff and parents will work together to determine the amount of time the student will need to be out of school depending on the student's symptoms. School staff will liaison with the Sheboygan Area School District's nursing department and the Sheboygan County Department of Health as needed. Communication regarding staff or student illness will be released as appropriate and legally responsible. Names of individuals will not be released.

BATHROOM USE

Bathrooms will be shared by student groups, and will be sanitized on a rotational basis. Grades 4K and kindergarten will have their own bathrooms. Grades one, four, and five will share the centrally located bathrooms. Grades two and three will use the east bathrooms. Middle school will utilize the bathrooms located in the warehouse.

HAND WASHING

Hand washing and the use of hand sanitizer throughout the day will be regularly encouraged. Hand washing and the use of hand sanitizer during school meal times and recess times will be mandatory.

CLEANING

All classroom spaces will be cleaned and sanitized every evening by paid cleaning staff. Shared restrooms, door handles, and sinks will be cleaned throughout the day on a rotational basis and sanitized every evening. The use of disinfectant during the school day will be carefully implemented to ensure adult and student safety.

LOCKERS & BACKPACKS

Students in grades 4K through grade five will be assigned lockers for the storage of personal belongings. All cohorts will be assigned lockers that preserve physical space during student use. Students in grades six through eight will use backpacks to manage their personal belongings



which can be kept in their workspace. In grades six through eight coats may also be kept at each student's personal workspace.

ELECTRONIC DEVICES

Students in four-year-old kindergarten and kindergarten will be assigned a Chrome tablet and charger. Students in grades one through eight will be assigned a Chromebook and charger. Electronic devices will remain at the school building in the hybrid model, but can be sent home at any time should the school building close or for any student who needs to modify their attendance schedule.

INSTRUCTIONAL DELIVERY

Instructional delivery in the hybrid model will be a combination of live instruction, streamed instruction, and independent work time utilizing supplemental resources and technology. Teachers will rotate from cohort to cohort in order to provide face to face instruction to each of their students in equal amounts of time. Aides and additional teaching staff will provide supportive supervision to cohorts as needed, to allow teachers to rotate.

Students will be assigned a unique Google account and password corresponding to their first and last name to access their Chromebook or tablet. GoogleClassroom will be the main instructional platform in grades 4K through grade eight. ClassDojo will supplement instruction in grades 4K through grade five. Technology will support the hybrid model making all instruction accessible to all students. This method will also make it possible for teachers to easily transition to online instruction should the school building close or should a student be unable to attend school due to illness.

4K CONTENT

Instructional content for 4K throughout the hybrid model will remain unchanged to the content typically experienced in the normal 4K classroom. Focus will remain on the four core subjects of English language arts, math, science, and social studies. Specials of art, music, physical education, and Spanish will be integrated into the classroom by the classroom teacher.

K-5 CONTENT

In kindergarten through grade five instruction will focus on the core subjects of English language arts, math, science and social studies. Specials of art and music will be integrated into the weekly schedule. Specials of physical education and Spanish will be on hiatus during the duration of the hybrid model, however physical movement will be regularly integrated throughout the school day by the classroom teacher.



6-8 CONTENT

In grades six through eight instruction will focus on the core subjects of English language arts, math, science, social studies, and Spanish. Specials of art and physical education will be integrated into the weekly schedule. Music instruction will be on hiatus during the duration of the hybrid model. Study hall will be built into the weekly rotation to assist with student task completion for the multiple subject course load.

RECESS AND PHYSICAL EDUCATION

Recess will continue to be a regular part of the 4K through grade five schedule. Outdoor recess time will rotate throughout the cohorts so that each cohort is able to enjoy the outdoors and playground at least once throughout the school day. Handwashing will be encouraged before and after outdoor play. 4K will be able to schedule and enjoy their own recess time in the 4K green space. Other grades will share use of the blacktop and playground equipment. Middle school physical education classes will be located in the gym, but can take place outdoors whenever possible. When physical education classes are not taking place, the gym space will be available to all cohorts for general use. After 4K dismissal, the 4K green space will also be available to all cohorts for general use.

SCHOOL DISMISSAL

School dismissal for students in 4K will remain at 11:00 am. Dismissal for students in kindergarten through grade eight that require bus transportation will be dismissed at 1:45 pm. Students in grades kindergarten, two, and three will be dismissed from door #2. Students in grades five, one, and four will be dismissed from door #1. Students in grades six through eight will be dismissed from door #8. After bus students have been dismissed cohorts will be dismissed in grade order. Staff will guide students out of the school building. After one cohort has dispersed, the next cohort will be released. Hybrid dismissal will begin at 2:00 pm. Hybrid dismissal is at the same time, weekdays, Monday through Friday.

PRIVATE LESSONS

Individual student tutoring and individual or family instrumental lessons are permissible throughout the hybrid model. In these situations physical distancing, mask wearing, and cleaning of the shared space will be critical and mandatory.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities will not be permitted throughout the duration of the hybrid instructional model. Any extracurricular activities that can take place virtually may continue.



TEACHER PREPARATION AND COLLABORATION

Teacher preparation time will be from 2:10 pm until 3:10 pm daily. On Wednesdays, teachers will continue to have collaboration and professional development responsibilities. For the duration of the hybrid model, teacher collaboration and professional development will be completed in virtual workspaces. Physical collaboration spaces, such as the teacher's lounge and copy room, will follow social distancing guidelines and operate with limited occupancy.

TRANSPORTATION

A seating chart will be enforced on all school bus rides to ensure physical distancing. School buses will arrive at school by 7:45 am and depart from school at 1:45 pm. School buses will operate with windows opened whenever possible. Student masking on all school buses will be mandatory.

NUTRITION

Breakfast in classroom packs will be served from two carts, one designated for grade four through middle school service and one designated for 4K through grade three service. Breakfast carts will make two passes through each school wing to ensure breakfast is made available to all students. Breakfast service will begin at 7:45 am and will end at 8:20 am. Breakfast will be consumed within the cohort classroom.

Hot lunch will be delivered to the classroom cohorts and will be consumed within the cohort classroom. A short recess will follow lunch time so that all cohorts have the opportunity to consume lunch, collect garbage, and break from instruction.

Birthday treats and other instances of shared food will be prohibited throughout the course of the hybrid model.

WELFARE

Student safety is our number one priority at Sheboygan Leadership Academy. The hybrid model of education with student cohorts is significantly different from the traditional school model. Teachers and staff will closely monitor student welfare and wellbeing throughout the duration of the hybrid model. Special attention will be paid to breaks, play, physical movement, and mental health. All of Sheboygan Leadership Academy's policies and procedures outlined in our Student and Family Handbook remain in place throughout any period of hybrid model instruction.



SPECIAL EDUCATION SERVICES

Modifications and accommodations will be made to special education service plans in order to provide every student at Sheboygan Leadership Academy the tools necessary to be successful. Special education services will continue with fidelity throughout any period of hybrid model instruction.

CALENDAR MODIFICATIONS

Due to the daily early release time of the hybrid model the following calendar modifications will be made. The days that were originally scheduled for noon release (Wednesday, October 7th and Wednesday, January 13th) will become normal full school days. The days that coordinate with the school district calendar for 1:10 release (Wednesday, November 25th, Wednesday, December 23rd, Friday, March 26th, and Wednesday, June 9th) will become non-school days.

OPTION FOR PARENT CHOICE

Throughout the duration of the continuing pandemic school families may choose, at any time, to continue their student's education at home online. All class assignments will be posted to Google Classroom and ClassDojo as appropriate. GoogleMeets will be initiated at scheduled and posted times so that students may attend live classes. Teachers will be available for questions through email and messaging, however will not be available for one on one GoogleMeets with online students while in the hybrid or cohort models. Parents will be expected to support their students' educational performance throughout any period of online learning.