

Lakeland School



**School Conditional Health Practices
for the
2023-2024 School Year**

Presented to the
Walworth County Children With Disabilities Education Board
on July 22, 2020

Updated 9/14/2021
Updated 1/5/2022
Updated 7/20/2022
Updated 7/19/2023



Dear Lakeland School Families and Staff,

Lakeland School of Walworth County is committed to supporting our families and staff, providing a safe instructional environment, and delivering the best possible student experience. Every reasonable attempt will be made to uphold our long-standing commitment to meeting the individual needs of our students.

This summer, we have outlined a 4-phase plan that we will use to guide our year, depending on the rate of illness in the school and county. Please take some time to read through the Phases that are listed in this document to know how Lakeland School will proceed. We will be starting the year in **Phase 3**. Our goal is to move to Phase 4, with no restrictions as time goes on. Please keep in mind that Phase 4 and Phase 1 have not been outlined yet in this Conditional Health Practices document. A goal of ours this school year is to outline those two phases.

Phase 4: In person learning, masks optional, no quarantine or isolation, open campus for families and community members (to be developed during the 22-23 school year).

Phase 3: In person learning, masks optional, with quarantine and isolation, open campus for families and community members.

Phase 2: In Person Learning, masks required, closed campus.

Phase 1: Remote Learning due to high transmission.

The health and safety of students, employees, and community members is the utmost priority as we return for the 2023-2024 school year. Lakeland School continues to utilize data provided by the [Centers for Disease Control](#), the State of Wisconsin, Walworth County Board of Supervisors, Walworth County Health Department, and the Department of Public Instruction (DPI) to guide the decision-making processes related to the school.

We ask all members of the school's community to embrace the guidelines contained in this document and to contribute to a school environment that is safe for all. The guidelines mentioned in this document are meant to serve as universal practices to apply in various situations throughout our school and school year. Lakeland School will notify you if we were to move to a different phase.

Lakeland School
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262.741.4118 tel
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We are looking forward to welcoming you back into the building for all traditional events at Lakeland School as we grow back together in unity. It's going to be a great year!

Best Regards,

Matthew P. Huettl, Director of Special Education

This document is subject to updates, changes, and additions as further information, clarifications, and requirements are received.

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PHASE 3

Preventive Safety Measures

Personal Protective Equipment

Face Coverings

Wearing a well-fitting mask reduces the risk of spreading respiratory viruses. In Phase III, universal masking within Lakeland School will be optional. Any individual who chooses to wear a mask should be supported in their decision to do so. Face coverings will be made available upon request for those who choose to wear them.

Underlying Health Conditions / Extenuating Circumstances

Employees who may be particularly vulnerable should contact their supervisor or administrator and the Human Resources Department (262-741-7950) to address any safety or health concerns. Specific guidance for staff will be available from Human Resources / Public Health.

Personal Hygiene

Coughing and Sneezing

Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow, not your hands. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer.

Healthy Hand Hygiene

Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer. Avoid touching your eyes, nose, and mouth with unwashed hands.

Hand Sanitizing

If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be used. Cover all surfaces of your hands and rub them together until they feel dry. Hand sanitizer will be provided and used in all classrooms, department offices, and other key areas in the building.

Cleaning and Disinfecting

Classrooms

Classrooms are equipped with basic cleaning stations, including sanitizing wipes, soap, and hand sanitizer. Classrooms will also be cleaned daily (or more often as needed) by custodial staff.

Staff Offices and Individually Assigned Workspaces

Cleaning and disinfecting offices and individually assigned workspaces will be the responsibility of the employee assigned to that space. Cleaning supplies will be provided to departments in order to complete basic cleaning and disinfecting of surfaces. To request additional cleaning supplies, contact the front office at 741-4115 or send email to tmccullough@lakelandschool-walco.org. Our custodial service is not allowed to move any personal items (pictures, keys, clothing, etc). in office spaces.

Public Spaces

Commonly touched surfaces in all public spaces will continue to be cleaned and disinfected by custodial staff on an ongoing basis. This includes common areas such as primary entrances, hallways, and restrooms.

Other Areas

Specific questions or concerns about cleaning and disinfecting practices should be directed to the School Principal, Trish McCullough, at 741-4115 or email tmccullough@lakelandschool-walco.org

Meetings, Programs, and Events

As we start the school year, we look forward to welcoming parents and community members back on campus. Lakeland School will be considered an “Open campus.” Visitors will be allowed on campus for traditional events. All IEP meetings will be offered as both in person and virtual formats. District tours will be available in person by appointment. If parents wish to speak with an administrator, an appointment can be made to meet on campus by contacting Lakeland School front office staff.

Travel

Lakeland will continue to follow the latest travel guidelines put out by the CDC. Visit the [Wisconsin Department of Health Services](#) and the [Centers for Disease Control and Prevention](#) prior to travel for the latest travel guidance.

Screening and Reporting

Temperature Checks Procedure and Staffing Requirements

During Phase 3, temperature checks will be done on any student or staff member who may have symptoms concerning infection. Daily monitoring of temperatures will not be part of the classroom routine. Any student that is found to have a fever of 100.0 or greater will be isolated from their peers until they are able to be picked up from school. Depending on the number and type of symptoms present, the plan for return will be determined by the school nurse.

Isolation Room Establishment, Requirements, and Staffing

The predetermined isolation room is a designated location and will be separate from the health room.

The classroom teacher will review with the student why they are going to the isolation room, social stories are available as needed. A designated staff member will be assigned to supervise students while in the predetermined isolation room awaiting pick up by the parent or guardian, should the need arise. The staff member will be provided with PPE and Professional Development as appropriate.

Testing

Walworth County may have limited capabilities to do testing for symptomatic students and employees. Tests are available at various clinics and hospitals in the area. Individuals are strongly encouraged to use outside facilities as they are able. Information on testing sites can be obtained from the [Wisconsin Department of Health Services](#).

Employees and families of students who test positive or who have been notified of contact are required to notify Lakeland School (262-741-4118) and Walworth County Public Health Department (262-741-3362) in order to begin contact tracing to potentially exposed individuals.

Protocols for Positive Cases

If it is determined that someone tested positive for an illness in your department, you will receive notification through email.

Quarantine

Quarantine is a strategy to prevent the transmission of the illness by staying away from others when you've been a close contact to someone who has tested positive for an illness.

Transmission rates are significantly higher amongst family members living under the same roof; therefore, extra precautions are needed. Individuals who are up to date on their vaccinations (if applicable) who have a household exposure do not need to quarantine unless symptoms develop. They should continue to monitor for symptoms for 10 days following exposure. If symptoms develop they should isolate at home and get an appropriate test.

Individuals who are unvaccinated (if applicable) and have a household contact will be required to quarantine for 5 days from the last date of exposure to the positive person. If they are unable to completely isolate within the home, they must wait to start their quarantine period until the positive person's 5 days of isolation ends. If no symptoms develop after the 5 days of quarantine they may return to school/work, and are recommended to wear a well-fitting mask for the following 5 days. If symptoms develop at any time during the 10 days following exposure, you must stay home, isolate, and obtain an appropriate test. If testing is negative, you may return once symptom free for at least 24 hours without the use of fever reducing medications.

Isolation

Isolation is used to separate people with confirmed or suspected of an illness from those without an illness.

People who are in isolation should stay home until it's safe for them to be around others. At home, anyone sick or infected should separate from others, stay in a specific "sick room" or area, and use a separate bathroom (if available).

Individuals who have had a confirmation of an infection must remain out of the building until:

- They have had no fever for at least 24 hours, without the use of fever-reducing medication.
- and
- At least 5 days have passed since the symptoms first appeared or from the date of being diagnosed (whichever happened first) and are currently symptom free.

Symptoms may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

School Environment

Lakeland School intends to be on campus for face-to-face instruction for the 2023-2024 school year, while preserving the health and safety of everyone in our classrooms and school building.

- Water fountains will be in full operation for students and staff
- School assemblies will be held
- Lunch will be provided in a family style format, served in the cafeteria
- All school events will be open to normal operations
- Swimming will be available to all students during Physical Education classes
- Students will be able to participate in Community Outings without restriction in consultation with the Building Principal and School Nurse. Outings will follow the protocol of the visited locations.

Employee Assistance

For information on the Employee Assistance Program, through EAP and the Walworth County Human Resources Department, [email Human Resources](#) or call 262-741-7950. These services are available to employees, their spouses or significant others, and their dependents.

Communication

Communication is a critical component of the Lakeland School Return Plan. Making sure that we are communicating key messages both internally and externally will be important as we work to build confidence in our school's ability to bring students and employees back to school in a safe way.

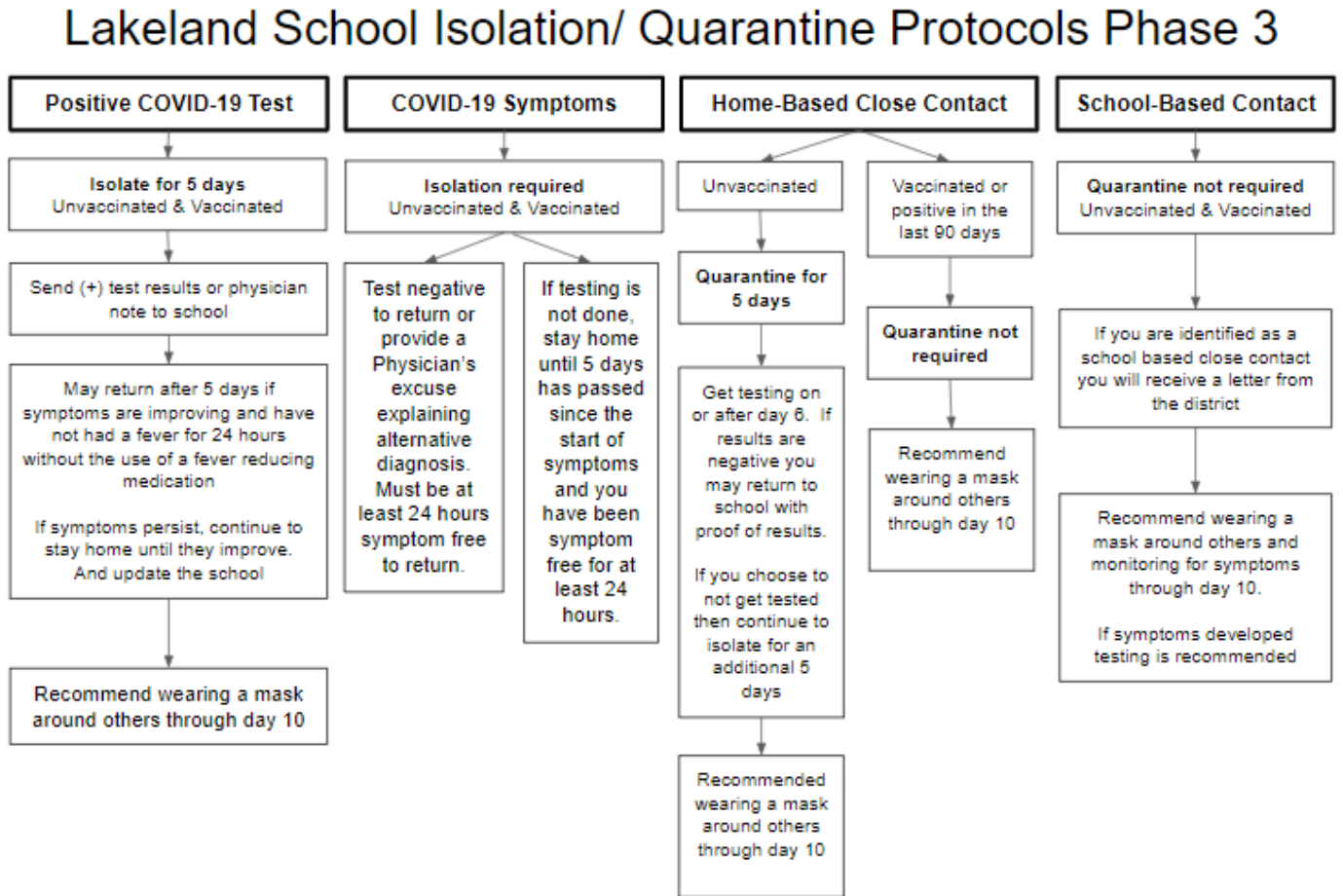
These communications will be developed by Lakeland School Administration in partnership with stakeholders across the fifteen Walworth County School Districts and in line with Walworth County communications and local, state, and national health guidelines, with an emphasis on health and safety information, best practices, and the idea of the social covenant to keep our community safe.

The School website will serve as the central hub for information and will be updated regularly as appropriate. Additional communications will include broadcast emails and Skylerts to families and employees, targeted audience communications, and collaboration with traditional media.

Ongoing Review of Positivity Rates

The administrative team will be meeting every two weeks in collaboration with the Department of Health Services and School Nurse to determine the CDC Community Levels, staff, and student positivity rates (by department and whole school) to determine the need to move between phase 3 and 2. This change may require lengthened quarantine times, students and staff to eat lunch in the classroom, reinstating contact tracing, masks required for staff, and implementing a closed campus (no visitors allowed on the campus). Families and Staff will be notified by the school administration if there is a move to a different phase. CDEB has given the Director of Special Education the authority to move between the phases within this plan.

Chart 1- Lakeland School Isolation/ Quarantine Protocols Phase 3



Transitional Phase 3:

As Lakeland School reviews illness data, certain restrictions may be put in place prior to going to Phase 2. Isolation and Quarantine times could move from 5 to 10 days, close contacts could be required to quarantine, students might eat lunch in their classroom, masks will be required for staff and recommended for students, and water fountains will be unavailable. Water bottles will be provided upon request, given available supply. Students are encouraged to bring in personal water bottles. The administrative team will be meeting every week in collaboration with the Department of Health Services and School Nurse to determine the county, staff, and student positivity rates (by department and whole school) to determine the need to move between phase 2 and 3.

PHASE 2

Preventive Safety Measures

Education and training will be provided regarding the preventive safety measures.

Social/Physical Distancing

The definition of social/physical distancing is 3ft - 6ft in all directions. Social/physical distancing will be taught, practiced, and reinforced in all environments (both indoors and outdoors). However, our students' individual abilities and needs, such as feeding, self care, therapy, and safety, may not allow for social/physical distancing at all times.

Personal Protective Equipment

Wearing face coverings will reduce the spread of infection by protecting you as well as those around you. Appropriate face coverings must cover both the nose and mouth.

Lakeland staff will be required to wear school provided face coverings regardless of vaccination status (masks and/or face shields). Staff face coverings will be required in all public areas, shared spaces in hallways, classrooms, and in school-related vehicles. Face coverings should also be worn outdoors when social distancing cannot be continuously maintained between individuals.

Employees who are unable to wear face coverings due to medical reasons may request accommodations through the Walworth County Human Resources Department at 262-741-7950 or walcohr@co.walworth.wi.us.

School staff will need to make considerations for the necessary PPE on a case-by-case basis, depending on the activity, physical proximity, and level of potential exposure throughout the day.

Students are not required to wear face masks.

Underlying Health Conditions / Extenuating Circumstances

Employees who may be particularly vulnerable should contact their supervisor or administrator and the Human Resources Department (262-741-7950) to address any safety or health concerns. Specific guidance for staff will be available from Human Resources / Public Health.

Personal Hygiene

Coughing and Sneezing

Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow, not your hands. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer.

Healthy Hand Hygiene

Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer. Avoid touching your eyes, nose, and mouth with unwashed hands.

Hand Sanitizing

If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be used. Cover all surfaces of your hands and rub them together until they feel dry. Hand sanitizer will be provided and used in all classrooms, department offices, and other key areas in the building.

Cleaning and Disinfecting

Classrooms

Classrooms will be equipped with basic cleaning stations, including sanitizing wipes, disposable face coverings, and hand sanitizer. Individuals are encouraged to clean their personal space before and after use. Because of the highly transitional aspect of classrooms, individual precautions and responsibility will be paramount. Classrooms will also be cleaned daily (or more often as needed) by custodial staff.

Staff Offices and Individually Assigned Workspaces

Cleaning and disinfecting offices and individually assigned workspaces will be the responsibility of the employee assigned to that space. Cleaning supplies will be provided to departments in order to complete basic cleaning and disinfecting of surfaces. To request additional cleaning supplies, contact the front office at 741-4115 or send email to tmccullough@lakelandschool-walco.org. Our custodial service is not allowed to move any personal items (pictures, keys, clothing, etc.) in office spaces.

Public Spaces

Commonly touched surfaces in all public spaces will be cleaned and disinfected by custodial staff on an ongoing basis. This includes common areas such as primary entrances, hallways, and restrooms.

Other Areas

Specific questions or concerns about cleaning and disinfecting practices should be directed to the School Principal, Trish McCullough, at 741-4115 or email tmccullough@lakelandschool-walco.org

Meetings, Programs, and Events

All those planning Lakeland School meetings, programs, and events will use judgment when determining whether these activities can be held successfully while abiding by the social/physical distancing and personal protection guidelines. All school-led activities conducted on and off campus require reasonable efforts to be made to ensure compliance with a six-foot separation between individuals. This may require limiting the number of attendees by offering multiple event times or multiple event locations.

During Phase 2:

- No visitors will be allowed in the building.
- Pick up or drop off of all supplies/materials will require a scheduled time. Please contact the office at 262-741-4118.
- All meetings that include families, districts, and other outside agencies will be held virtually.
- District tours will be in person by appointment only.

Travel

All employees are encouraged to limit nonessential personal travel. Visit the [Wisconsin Department of Health Services](#) and the [Centers for Disease Control and Prevention](#) prior to travel for the latest travel guidance. Until further notice, employees must report any nonessential travel to their supervisors, as travel outside of Wisconsin or their state of residence may require a self-quarantine period upon return.

Families are encouraged to share any travel plans out of the state and country. Guidance from local state and federal health agencies will be considered in each individual's return to school plan.

Screening and Reporting

Daily Temperature Checks Procedure and Staffing Requirements

Temperatures for all staff will be taken each morning upon arrival in the classroom.

Designated staff will be available throughout the day to take temperatures of students during the instructional day, as necessary.

Staff will be provided with a temporal thermometer, training in the use of a temporal thermometer, and appropriate PPE.

If the temperature of the student is greater than or equal to 100.0° Fahrenheit, the student will be taken to the predetermined room for isolation, apart from other children and staff. Escorts will maintain 6 feet of social distancing. School Health Room staff will then follow the established protocols.

Isolation Room Establishment, Requirements, and Staffing

The predetermined isolation room is a designated location and will be separate from the health room.

A designated staff member will be assigned to supervise students while in the predetermined isolation room awaiting pick up by the parent or guardian, should the need arise. The staff member will be provided with a gown, gloves, and a face shield as appropriate. The staff member assigned will complete the training and the use of Personal Protective Equipment (PPE).

Testing

Walworth County may have limited capabilities to do testing for symptomatic students and employees. Free tests are available at various clinics and hospitals in the area. Individuals are strongly encouraged to use outside facilities as they are able. Information on testing sites can be obtained from the [Wisconsin Department of Health Services](#).

Employees and families of students who test positive or who have been notified of contact are required to notify Lakeland School (262-741-4118) and Walworth County Public Health Department (262-741-3362) in order to begin contact tracing to potentially exposed individuals.

Protocols for Student Illness and Contact Tracing

Contact tracing is currently being facilitated through local health officials. The staff at [Walworth County Public Health Department](#) have undergone contact tracing training and are prepared to assist in this area if needed. If through contact tracing it is determined that a student or staff member has been in close contact with a confirmed positive individual, the following protocols will be followed.

Given the nature of our students and the population we serve, Lakeland School will follow the 10 day quarantine and isolation protocols as follows:

Quarantine

Quarantine if you have been in close contact (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone

People who are fully vaccinated (if applicable) do NOT need to quarantine after contact with someone, unless they have symptoms. Vaccinated people should wear a mask indoors in public for 10 days following exposure or until their test result is negative.

Unvaccinated (if applicable) people will need to quarantine for 10 days before the last date of contact with the sick individual.

All people should get tested 5-7 days after their exposure, even if they don't have symptoms

Isolation

Isolation is used to separate people infected from those who are not infected.

People who are in isolation should stay home until it's safe for them to be around others. At home, anyone sick or infected should separate from others, stay in a specific "sick room" or area, and use a separate bathroom (if available).

For Anyone Who Has Been in Close Contact

Anyone who has had close contact with someone should stay home for 10 days after their last exposure to that person.

Individuals who have had a confirmation of an infection must remain out of the building until:

- They have had no fever for at least 72 hours (three full days), without the use of fever-reducing medication.
- At least 10 days have passed since the symptoms first appeared and they are symptom-free. Symptoms may include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

Staff or Students Who are Exposed Within Their Family Home

- Will need to quarantine for 10 days from the last day of close contact with the positive case in the home
- If unable to isolate within the home, the exposed individual will have to start their quarantine once their family members finishes their isolation period

Transmission rates are significantly higher amongst family members living under the same roof and extra precautions are needed.

Configuration of Spaces

All areas within the school will make reasonable efforts to ensure compliance with a 3ft- 6ft separation between individuals to correspond to current state guidelines. Reconfiguration of classroom spaces will be done to ensure social distancing is maintained inside the building, as well as outdoor spaces throughout the Lakeland School campus, in transportation provided, and in related service areas, and other learning spaces.

Barriers

Barriers or physical controls will be installed in areas where face-to-face interactions are required, such as the front office/reception. A physical barrier can be a means of reducing exposure to droplet exchange.

Traffic-flow Patterns

Physical barriers, closures, or one-way traffic patterns will be in place within the building and classrooms to limit potential exposures. Contact the administration to share suggested locations for traffic-flow changes.

Learning Environment

Lakeland School intends to maximize face-to-face instruction while preserving the health and safety of everyone in our classrooms and school building. In order to achieve that, we will follow social/physical distancing guidelines and require all employees and essential duty staff to wear face coverings in all classrooms and other areas of the building. Students will be encouraged to wear face coverings in all classrooms and other areas of the building.

Instructional Options --

Below are descriptions of the delivery formats that will be offered in Phase 2.

Face-to-Face Format

Students will attend school in-person, five days a week, with risk mitigation procedures in place. Classrooms and spaces within the building will be reorganized to maximize space. Students will move between classes in small groups with limited additional interaction throughout the day. Individual and sealed lunches will be served in the classroom. Students will be provided with a water bottle for use with sensor-activated refill stations at school. Traditional bubblers will be turned off.

Modified classroom seating layouts and class sizes for face-to-face teaching will fulfill social distancing and room capacity requirements following public health guidelines. To maintain these distances, seating and other furniture should not be removed or rearranged at any point during the school year. Refer to the Cleaning and Disinfecting section of this plan for additional information.

If at any time students are unable to attend, as in a typical school year, employees will work with the family to determine options for completing the work.

Distant Learning Format

Distant Learning is not an option.

Contingency Plans

All employees are expected to develop contingency plans for the following scenarios:

- An outbreak resulting in a temporary break (short-term or extended).
- Any circumstances that result in the need for 100% remote learning.
- Further reduction of class sizes due to federal or state guidelines.
- An employee's transition to distant learning due to a positive exposure or other related concern.

Work Environment

Staffing Options

Administration reserves the right to make staffing assignments, as needed. All employees should communicate health and safety concerns with administration and the Human Resources Department to make arrangements. Please see the Human Resources / Public Health document detailing this information.

Shared Workstations

All employees are asked to share the responsibilities of maintaining safe working conditions by frequently cleaning and disinfecting equipment and surfaces in shared working areas. See the Cleaning and Disinfecting section of this plan for more information.

Breaks and Meals

Break rooms and other shared spaces must maintain a safe social distance of six feet between individuals. Creating a break schedule for these areas should be considered to maintain safe social distance.

Employee Assistance

For information on the Employee Assistance Program, through EAP and the Walworth County Human Resources Department, [email Human Resources](#) or call 262-741-7950. These services are available to employees, their spouses or significant others, and their dependents.

Communication

Communication is a critical component of the Lakeland School Return Plan. Making sure that we are communicating key messages both internally and externally will be important as we work to build confidence in our school's ability to bring students and employees back to school in a safe way.

These communications will be developed by Lakeland School Administration in partnership with stakeholders across the fifteen Walworth County School Districts and in line with Walworth County communications and local, state, and national health guidelines, with an emphasis on health and safety information, best practices, and the idea of the social covenant to keep our community safe.

The [School Information on Coronavirus](#) website will serve as the central hub for information and will be updated regularly as appropriate. Additional communications will include broadcast emails and Skylerts to families and employees, social media updates, targeted audience communications, and collaboration with traditional media.

Signage

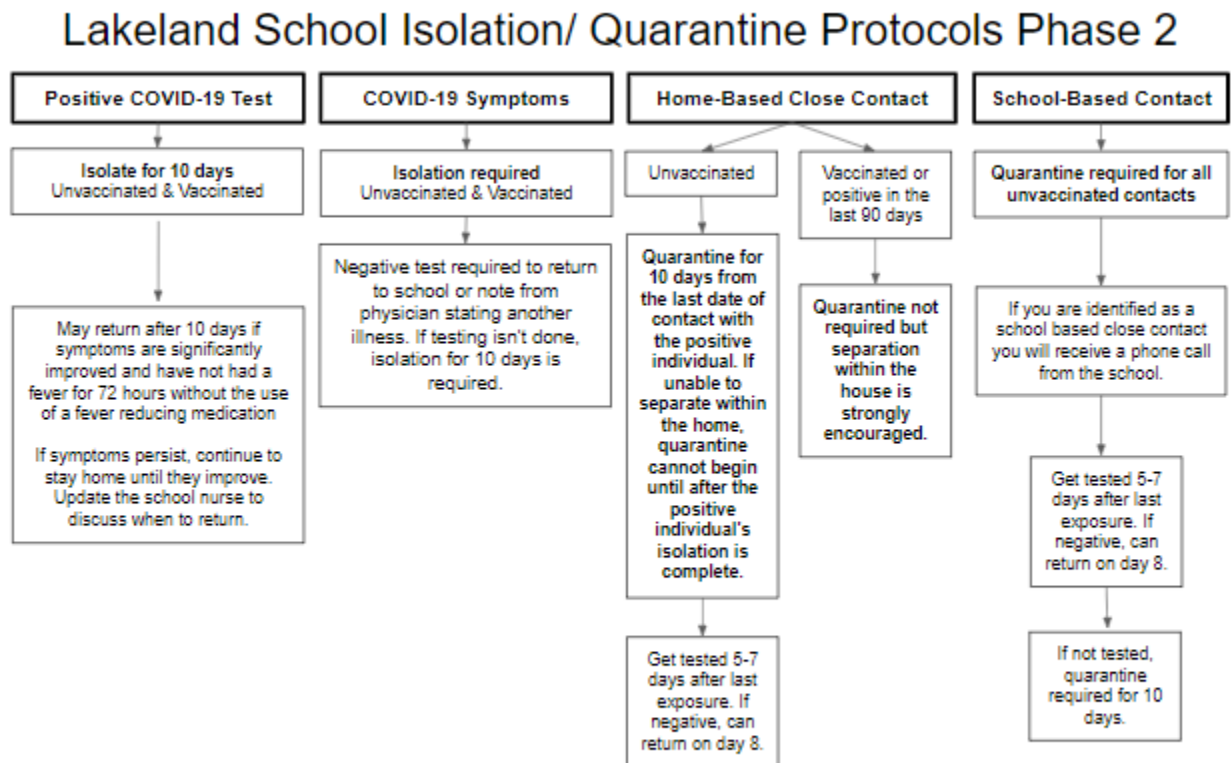
All signage pertaining to operational changes and social covenant and health practices will be consistent and follow the established procedure for design, approval, production, and posting. Signage may include, but is not limited to: directional arrows indicating which way people should be moving in the building to eliminate cross traffic, as well as reminders to wash hands, wear face coverings, and practice physical distance, etc.

Transportation

Bus Transportation

Seating on the bus will likely be assigned. Bus drivers will be encouraged to wear face masks when interacting with students. Sanitizing of buses will occur before and after each route.

Chart 2- Lakeland School Isolation/ Quarantine Protocols Phase 2



PHASE 1

In the event of a surge in medical cases, and as deemed necessary by the Department of Health and the Lakeland School Administrative team, the school will pivot to an all school Distant Learning plan. Students will be provided with chromebooks to learn synchronously and asynchronously while at home.

Here at Lakeland we will take every precautionary measure to keep our school from going into a remote learning situation, as we know that our students are best served while on campus and in person.

Lakeland School Distant Learning Plan

The Lakeland School of Walworth County Distant Learning Plan is intended to communicate our approach to providing ongoing high-quality academic, social-emotional, and wellness supports for students and families. We acknowledge that distant learning cannot substitute for daily face to face instructional programs. Distant learning requires adjustments to the curriculum while ensuring our standards are not compromised. Staff who are not in the classroom providing face to face instruction, will be designated distant learning staff for specific departments. The Distant Learning staff will work to support both teachers, students, and families with the transition to distant learning and to provide a safe environment for them to experience learning in new ways.

Guiding Principles for Instruction and Health During Distant Learning

The following are guiding principles for each of our key stakeholders involved directly in our Distant Learning Plan.

- **Teachers** require time to develop lesson plans and collaborate with colleagues, time to provide direct and guided instruction for students, time to check in with students, and time for their own health and family needs during school closure.
- **Students** have differing developmental considerations regarding screen time, attention spans, and independent learning, which should be addressed in teachers' lessons; they likewise require time for their own health and family.
- **Families** and caregivers should provide guidance related to scheduling learning times for their children that help avoid conflict with use of home resources; and, certainly, they require time for their own health and family.

Distant Learning Teacher Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8:30	Daily Assignments for Content Area Published on Google Classroom (M:Reading, T:Math, W:ADL, Th:Social Studies, F: Science) Program Support Staff Daily Posting Published on Google Classroom Specials Area Weekly Posting Published on Google Classroom				
8:30-9:30	Department Meetings, Curriculum Meetings, Staff Meetings Grade Level and Content Area Collaboration Professional Development Opportunities				
9:30-10:30	Live Distant Learning ELA LSYou Student Learning	Live Distant Learning Math LSYou Student Learning	Live Distant Learning ADL LSYou Student Learning	Live Distant Learning Social Studies LSYou Student Learning	Live Distant Learning Science LSYou Student Learning
10:30-11:30	Planning/ Co-Planning Time	Planning/ Co-Planning Time	Planning/ Co-Planning Time	Planning/ Co-Planning Time	Planning/ Co-Planning Time
11:30-12:30	Department Meetings, Curriculum Meetings, Staff Meetings Grade Level and Content Area Collaboration Professional Development Opportunities				
12:30-1:30	Department Meetings, Curriculum Meetings, Staff Meetings Grade Level and Content Area Collaboration Professional Development Opportunities				
1:30-2:30	Live Distant Learning ELA LSYou Student Learning	Live Distant Learning Math LSYou Student Learning	Live Distant Learning ADL LSYou Student Learning	Live Distant Learning Social Studies LSYou Student Learning	Live Distant Learning Science LSYou Student Learning
2:30-3:30	Planning/ Co-Planning Time	Planning/ Co-Planning Time	Planning/ Co-Planning Time	Planning/ Co-Planning Time	Planning/ Co-Planning Time

Lakeland School Distant Learning Expectations Guide

Technology Requirements

- **All** classwork, assignments, and correspondence between any Lakeland School staff member and student or family must be completed using **Google Classroom and Gmail**.
 - **Google Classroom and Gmail** will be used for private communication and school announcements, as well as academic communication, communication regarding whole group assignments and group discussions.
- Teachers and staff are expected to have **separate** Google Classrooms for each group to reflect face-to-face classes. For example, Mr. C.'s MS Orange Group, Mr. C.'s MS Red Group, etc. This will allow you to differentiate and post your lessons by academic group on your designated posting day. Students and Families will only see the academic classrooms that they are enrolled within, making Google Classroom user friendly for all.
- **Direct DHH and Vision**, as well as **Occupational, Physical, and Speech Therapy sessions** will also be held using Google Classroom.

Weekly Meeting Schedule

- **Department Meetings** will take place once per week on a staggered schedule. Administration will be available to participate, as needed.
 - **Monday:** Early Learning and Elementary Departments
 - **Tuesday:** Middle School Department
 - **Wednesday:** High School I Department
 - **Thursday:** High School II Department
 - **Friday:** LSYou Department

Meetings will take place via Google Meets. Please review our Distant Learning Teacher Schedule for department meeting times.

- **Curriculum Meetings and Professional Development** will be scheduled during open times in the following blocks: 8:30-9:30 AM, 11:30-12:30 PM, or 12:30-1:30 PM, and will be communicated during the prior week.
- **Planning/Co-Planning** is held Monday through Friday, 10:30-11:30 AM and 2:30-3:30 PM, for teacher and therapist collaboration, lesson preparation, and professional duties, which include daily attendance, developing and posting lesson plans, grading student work, medicaid billing, hard-copy material development, and communication with families.

Teacher Office Hours

Role of Student Monitoring and Support Checking for understanding, monitoring student progress, and providing feedback are important parts of face-to-face instruction and are equally important within distant learning. Teachers and Therapists across departments and content areas continue to check in and monitor student learning using the tools available to them.

- Staff will respond to all communication within 24-hours of receipt of the message during regular work hours. Regular work hours are from 7:30 AM to 3:30 PM, Monday through Friday.
- **[Parent Communication Log Form](#)**: Documentation is a vital part of the distant learning process. Staff will diligently adhere to entering Communication Log expectations throughout the time we are in remote learning. Staff must log phone calls and email communication with families.

Curriculum Aligned Distant Learning

- ELA, Mathematics, and Science lessons during Distant Learning must be aligned to the **Wisconsin Common Core Essential Elements (CCEE)**.
 - [English Language Arts CCEE](#)
 - [Mathematics CCEE](#)
 - [Science CCEE](#)
- Social Studies CCEE will be published at a future date. Lakeland School will follow **Wisconsin Standards for Social Studies**, in addition to guidance from Ohio's Learning Standards-Extended.
 - [Wisconsin Standards for Social Studies](#)
 - Lakeland School Social Studies
- Adaptive Daily Living Skills
 - [F.I.S.H.](#)
- Specials classes, including Art, Music, and Physical Education, resources are below:
 - Art
 - Music
 - Physical Education
 - [Spark Curriculum](#)
 - [Open Phys Ed Website](#)

Google Classroom Assignments

- **Distant Learning Teacher**: Assignments must post on Google Classroom at 8:30 AM on the content specific day. Publish no more than current week's assignment. Please review Distant Learning Teacher Schedule for rotation. **Student Work** is due by Midnight of the assigned date.
- **Program Support Staff**: Morning Meeting, Daily Question, or a Social-Emotional Topic will be published on Google Classroom at 8:30 AM, Monday through Friday.
- **Specials Area Staff**: Weekly Learning Menu covering Art, Music, and Physical Education will be published on Google Classroom at 8:30 AM on Monday and will remain available until the end of day on Friday (Midnight).
- **LSYou**: Staff will submit a weekly schedule and activity plan for individual student meetings by Friday at 8:30 AM for the following instructional week.

Distant Learning Hard-Copied Materials

In recognition of the technology access challenges and/or preference for students and families, based on request, staff will develop and distribute hard-copied materials to ensure students have consistent access to appropriate, high-quality learning aligned to the Common Core Essential Elements and skills to meet their individual needs. The hard-copied materials will reflect a blend of review and reinforcement for previous learning, as well as introduction of new learning in all core subject areas. Hard-copied materials will focus on English Language Arts and Mathematics, with interdisciplinary connections in Science and Social Studies, extensions, and choices to develop and maintain key concepts and skills in Adaptive Daily Living, Music, Art, and Physical Education.

- **Families** will contact the Distant Learning Teacher via Class Dojo or Walworth County Email to request hard-copied materials.
- **Distant Learning Teacher** will develop a two-week learning plan and organize materials within three days to start the following Monday.
- Once materials are complete, **Lakeland school staff** will mail or deliver hard-copied materials to the student's home.
- **Families** will contact the Distant Learning Teacher via Class Dojo or Walworth County Email to schedule a pick-up of student work. Hard-copied materials will continue until notified of a change.

Live Distant Learning Expectations

- [Lakeland School Live Distant Learning Expectations](#)

Distant Learning Grading Policy

K-12: Lakeland School has moved toward Standards-Based Grading (SBG) to identify what a student knows or is able to do, in relation to our predetermined learning targets found in the Common Core Essential Elements. The benefits of SBG include monitoring student work and teacher instruction to ensure targeted, individualized activities and assessment driven student growth.

- **Student Work:** The [Lakeland School Standards-Based Grading](#) rubric will be used to measure mastery level of ELA, Mathematics, ADL, Social Studies, and Science learning targets..
- **Engagement:** The [Lakeland School Engagement](#) rubric points are earned by responding to the Program Support Teacher daily post and by completing activities from the Specials Area Learning Menu.
- **Distant Learning Teacher** will post student grades by 12:00 PM the following Monday for the prior week.

Distant Learning Attendance Policy

Accuracy of attendance continues to be a **mandatory** and **legal** document throughout Distant Learning. Please follow Attendance Policies as if students were in person. **Students/Caregivers are expected to login to Google Classroom using their student account and complete/participate in the daily activities assigned by Lakeland Staff.**

Social-Emotional Supports for Student Learning

Our School Counselor, School Psychologist, Program Support, and Administration are available to support students, families, and staff during distant learning. They are supporting students, families, and staff in many of the same ways as they did prior to distant learning but using different strategies to make connections and provide resources.

During the school closure, school teams will monitor and address needs of students with potential risk factors, such as:

- Students whom teachers are unable to connect with
- Students with inconsistent attendance or non-participation in distant learning sessions
- Students who are not receiving delivery of distant learning materials
- Students or Families who request additional support

Lakeland School has worked to put together resources on our webpage for Students, Families, and Staff within our community. Please reference this guide for support and resources. Contact your Distant Learning Teacher or Administration for further support.

Parent/Caregiver and Student Expectations

1—*Health and Safety:* Be mindful of your child’s stress level and any anxiety related to world events or their own change in routine. Also, keep in mind that your child is sensitive to the stress and anxiety they perceive in you. If illness in your family makes it difficult for your child to participate in distant learning, be sure to share your situation with your child’s teachers. Teachers can help to work out a plan that is supportive of your immediate family needs while providing the level access to continued learning is reasonable for your child.

2—*Set Aside Time and Space:* We encourage families to establish a physical space, if possible, where your child can participate in distant learning during the day. Across grade levels, there are scheduled times when students are expected to join their teacher or class in a distant learning activity or a check-in. Your child may need your help to be available for participation during these times. Consider how you can help maintain a sense of routine for your child, including expectations for wake up times and bedtimes that work for your family. Your child should take periodic breaks as they learn.

3—*Stay Connected to Your Child’s Teachers:* **Students/Caregivers are expected to login to Google Classroom and complete/participate in the daily activities assigned by Lakeland Staff.**

Teachers will consistently communicate with caregivers on a periodic basis. These check-ins let caregivers know how students are progressing and give additional insights into their learning experiences. However, keep in mind that teachers are responsible for outreach and engagement with many students and their families. If you have a question or concern about your child’s learning, don’t hesitate to initiate contact with your child’s teacher.

4—*Stay Active:* Set expectations that your child engages in some form of physical exercise each day. Exercise will help your child maintain their health and development. This is vitally important to their health, wellbeing, and learning. Teachers will recommend some physical activities and exercises for students as part of distant learning instruction, but it is also important for caregivers to model and encourage exercise. It may also be appropriate to think about how your child can help with additional chores or responsibilities at your home.

The Future of Distant Learning

Lakeland School of Walworth County CDEB joins educational leaders around the nation in recognizing that changes to instructional delivery formats impact our students and staff significantly. We are continuously working to develop and improve processes and practices that can continue providing effective academic, social-emotional, and comprehensive services for students and families. These plans account for the possibility that we will see ongoing interruptions to face-to-face schooling in the months ahead.

QUESTIONS?

For questions or comments related to the Lakeland School Conditional Health Practices, contact the Lakeland School 262-741-4118.

Please watch your email and our website for further updates.