

**2021-22
RE-ENTRY
PLAN**



GROWING



STRONGER



TOGETHER



WAUWATOSA SCHOOL DISTRICT
• Your Educational Community •

NOTE: This plan is dynamic and subject to change. The Wauwatosa School District will work closely with local, state, and federal health agencies to monitor the state of COVID-19 and update processes and procedures as necessary to ensure the health and well-being of our students, staff, and families.

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OVERVIEW

August 6, 2021

Dear Wauwatosa School District Community Member,

Since March 2020, the educational landscape for children, staff, and families has significantly changed. The COVID-19 pandemic has altered the ways we educate our children.

Our overall goal is to ensure students have access to in-person instruction, five days per week, throughout the entire school year. We understand the social-emotional health of our students is stronger when they can attend school in an environment with the least restrictive mitigation strategies possible.

It is the position of the district administrative team that we must adhere to the guidelines of the [Centers for Disease Control and Prevention](#), the [American Academy of Pediatrics](#), and the recent [return to school roadmap](#) from the U.S. Department of Education. These guidelines share a common theme: mask mitigation is necessary to ensure we can offer in-person instruction for all students.

Enclosed in this report are considerations related to instructional delivery methods, mitigation strategies, co-curricular activities, and other pertinent operational elements of the district.

Determining how to best handle this unprecedented global pandemic has required a convergence of public health and education policy. The recommendations in this report are focused on ensuring that we respect the advice of public health officials while maximizing student learning opportunities.

In collaboration with medical experts and educational leaders, we have developed the following document to guide the recommendations for re-entry to school for the 2021-22 school year.

Sincerely,



Dr. Demond A. Means
Superintendent

Table 1
Community and Internal Infection Rating Scale

Level	Community rate based on CDC guidelines*	Internal infection rate based on % of students with a newly reported confirmed infection within a 7-day period
1	Low = 0-9.99 cases per 100,000 persons in 7-day period	<.050%
2	Moderate = 10-49.99 cases per 100,000 persons in 7-day period	0.051%-1.000%
3	Substantial = 50-99.99 cases per 100,000 persons in 7-day period	1.001%-5.000%
4	High = 100-749.99 cases per 100,000 persons in 7-day period	5.001%-9.999%
5	Extremely High = 750 cases or more per 100,000 persons in 7-day period	>10%

Transition of Mitigation Levels

The Wauwatosa School District will communicate the status of the community and district infection rate weekly. The term “community” in relation to this report and Table 1 is defined as the City of Wauwatosa. A transition of mitigation status will be flagged after observing a seven-day trend. If a trend continues into day 10, transition planning may commence. Confirmation of the need to transition will be made on day 14. This process will typically be used to transition from level 3 to 2 or from level 2 to 1.

If community and/or district infection rates require consideration of level 4 or 5 mitigation strategies, a special meeting of the Board of Education will be called to deliberate. Administration reserves the right to recommend maintaining level 3 mitigation strategies despite high community infection rates. Conversely, if Administration recommends level 4 or 5 mitigation strategies, the School Board reserves the right to maintain level 3 mitigation strategies. **In short, the baseline for mitigation is level 3.**

The goal of this process is to establish an expectation of mitigation measures in the Wauwatosa School District. Constant transitioning of mitigation levels could be disruptive to students, faculty, staff, and community. Consistent review of baseline mitigation measures will be ongoing and potentially modified based on additional health factors (e.g., community vaccination rates).

Table 2
Leveled Mitigation Measures

Level	Mask Mitigation	Large School Events	Field Trips	Student Cohorting & Travel Patterns	Physical Distancing	Physical Distancing in Cafeteria & Serving Options	Instructional Model
1	Optional masks for all	Large school events* allowed, maintaining 3' distancing	Field trips allowed, maintaining 3' distance with non- WSD students. Masks required on bus.	No class cohort mitigation protocols No travel patterns	3'	3' or less Normal serving operations	In-person instruction, Wauwatosa Virtual Academy
2	Optional for those vaccinated; Masks required for those unvaccinated or ineligible for vaccine (indoors only)	Large School Events* allowed maintaining 3' distancing	Field Trips allowed maintaining 3' distance on bus. Masks required on bus.	Charted multi-class cohorts No travel patterns	3'	3' or less Normal serving operations	In-person instruction, Wauwatosa Virtual Academy
3	Masks required indoors for all	Large school events* allowed based on individual school infection rate while maintaining 3' distancing	Field trips allowed based on individual school infection rate while maintaining 3' distance on buses. Masks required on bus.	Adherence to class cohorting (elementary) Travel patterns (elementary)	3'	3' Distance food options to control student lines	In-person instruction, Wauwatosa Virtual Academy
4	Masks required indoors for all	No large school events*	No field trips	Adherence to class cohorting (elementary)	3'	6' Grab-n-go serving operations	In-person instruction & Wauwatosa Virtual Academy. Based on individual school infection rates, classroom, grade level, or school shifts may occur from in-person learning to virtual learning via Zoom/Canvas
5	Masks required indoors for all (when in the buildings)	Virtual; no large school events	Virtual; no field trips	Virtual; no cohorting	Virtual	Virtual	All in-person learning shifts to virtual learning via Zoom/Canvas, *hybrid accessible if medically advised, Wauwatosa Virtual Academy

**Large school events are considered indoor events of 100+ individuals.*

TECHNOLOGY

Chromebooks

This school year, all students in grades JK-12 will be issued a Chromebook mobile computing device. Elementary school students will not need to take their Chromebook home. Each elementary school classroom has a cabinet for Chromebook storage and devices can be left in the school overnight. If the need for extended asynchronous learning arises at an elementary school, students will be able to take the devices home to continue their education via our virtual platforms.

Middle and high school students will be able to take their Chromebook home nightly to use for educational purposes.

Software

The two primary software platforms in use for educational purposes are:

1. **Infinite Campus:** This platform is the Student Information System (SIS). It is where classroom placements, grades, student and family information (such as contact details, etc.) are stored. Infinite Campus is where you go to update your family contact details, see which fees are applied to your account, discover classroom placements, check student grades, and more. It is important to note that although you can see your fees on this platform, when clicking the button to pay them, you will “pop out” to a third-party payment processing service called *Revtrak*. While it fulfills a vast multitude of needs for the district, from a student perspective, Infinite Campus is generally only used to check grades.
2. **Canvas:** This platform is the district's Learning Management System (LMS). Canvas is an interactive online platform in which teachers for each class post classroom content they wish to make available online, including, but not limited to, assignments and other course work. Canvas is the primary day-to-day digital learning platform for students. Using their district-assigned Chromebook, students can go to Canvas to find class content, participate in group projects, and receive, complete, and submit class assignments. Family members may create “observer” accounts through which they can observe the classwork the teacher has deemed viewable to those account types.

Key Points

Key points of interest related to technology that are relative to all families/students can be found below. Click the subheadings to access more information on each section:

- [Acceptable Use Agreement and Guidelines](#)
 - When you update your family/student details (see Forms and Fees Site below), you will be prompted to accept the Technology Acceptable Use Agreement on behalf of your student. The link for the agreement will be provided during this process so that you can review it before agreeing. If you wish, you may click the link above now to review the agreement beforehand.
- [Forms and Fees Site for Families](#)
 - This is the centralized site for accessing your family detail update forms (required for all families each year) and to pay any applicable fees.
 - *Please note that for the 2021-22 school year, the district will absorb the cost of the 2.9% fee typically imposed on families by the payment processing service for online payments.*
 - This site also provides links for important school-level information that you should read **before September 1, 2021**.
- [Student and Family Technical Support](#)
 - This link features information on how families and students can receive technical assistance for Chromebooks, etc.
- [Chromebook FAQ](#)
 - This resource provides answers to frequently asked questions by parents relative to the Chromebook issued to their child.
- [Chromebook Insurance](#)
 - The district offers an optional, but **strongly** recommended, insurance program to cover the cost of repair caused by accidental damage to your child's Chromebook.
- [Canvas Learning Management System](#)
 - If you are unfamiliar with using Canvas as a parent/family observer, you can learn more by participating in the [Family Canvas Training Course](#).

IN-PERSON LEARNING

All schools will operate with the following start and end times:

	Monday, Tuesday, Thursday, Friday	Early Release Wednesday
Elementary Schools	SK-5: 8:20 a.m. - 3:20 p.m. JK AM: 8:20 - 10:55 a.m. JK PM: 12:30 - 3:20 p.m.	SK-5: 8:20 a.m - 2:20 p.m. JK AM: 8:20 - 10:55 a.m. JK PM: 12:30 - 2:20 p.m.
Middle Schools	8:10 a.m. - 3:20 p.m.	8:10 a.m. - 2:20 p.m.
High Schools	8:00 a.m. - 3:10 p.m.	8:00 a.m. - 2:10 p.m.

ELEMENTARY SCHOOL (GRADES JK-5)

To provide a safe and supportive learning environment, additional steps will be taken for the health and safety of all. This includes protocols for transitions, specials, and school events.

Student Arrival/Dismissal/Hallway

In levels 1-2, students will not be required to physically distance themselves during arrival, travel in hallways, and dismissal. Starting with level 3, students will be expected to mask and physically distance themselves during arrival and dismissal. Students will be expected to travel in certain patterns and class cohorts.

Cafeteria: Breakfast + Lunch

In levels 1-3, students will be required to maintain at least a 3 feet of physical distance to prevent the spread of COVID-19 and reduce the need to quarantine. The district acknowledges that 3 feet is the greatest extent physical distancing can be expected in our schools due to the physical layout of our buildings. In level 4, students will be required to maintain 6 feet **when possible** and food service will switch to a grab-and-go model.

Classrooms: Layouts + Physical Distancing

School learning environments vary in size, design, and layout. Reasonable effort will be made to keep students and staff physically distanced in all levels of mitigation.

Recess

Students will be allowed to participate in recess activities without the need to remain in classroom-specific cohorts or avoid students from other classrooms. Students will not be expected to wear masks while participating in outdoor recess activities.

Library

In levels 1-3, students in JK-5 will engage in general check-out procedures for library materials with their class. Students in SK will travel with their class to the library for weekly library lessons in levels 1-3.

Specials: Physical Education, World Language, Art + Music

Students will travel with their class to designated specials' classrooms in levels 1-3. Each classroom and shared space is supplied with hand sanitizer. In level 4, specials will occur in grade-level classrooms. Physical education classes may take place outdoors.

Band, Orchestra, Choir

Early morning rehearsals for band and orchestra and choir rehearsals can occur in levels 1-2 only, and students will be spaced 3 feet apart. Band students will use bell covers.

Field Trips

Students will be allowed to participate in traditional field trips in levels 1 and 2, as long as students/classrooms are not mixed with other groups. If buses are needed for transportation, students must be masked at all times and a seating chart must be provided to the Nursing Department to support contact tracing, if necessary. In level 3, field trips are permitted based on individual school infection rates.

Guest Speakers + Visitors + Volunteers

School visitors and volunteers are allowed in schools under levels 1-3 only. Visitors and volunteers must provide proof of full COVID-19 vaccination.

In level 4, visitors and volunteers are allowed by appointment only. Volunteers will be allowed in school buildings, but they may not work directly with students in level 4. Guest speakers are allowed in levels 1-3, but must maintain 6 feet of physical distance from students.

A guest speaker is a person invited to provide a one-time speech or keynote presentation. A visitor is a person who must enter the school to participate in a meeting or confer with a district employee. A volunteer is a person who routinely works directly with students or supports staff members.

Classroom Cohorting

Classroom cohorting is defined as maintaining grouping of an assigned classroom. Instructionally, collaboration with other classrooms is encouraged. Unfortunately, in the current environment, the practice of commingling or blending classrooms must be limited. Please note that levels 1-2 offer variations of collaborative classroom environments.

IEP Meetings/Special Education Evaluations

IEP meetings will continue to be held virtually. If a parent/guardian requests an IEP meeting be held in-person, district protocols for visitors will be followed. In-person IEP meetings will only be allowed in levels 1-2 and proof of vaccination will be required. Staff members who are traveling between buildings may attend in-person meetings via Zoom.

Students with Disabilities

For students with disabilities who may require additional accommodations or consideration, IEP teams or 504 teams should be reconvened for consideration.

Large School Events

Large school events (e.g, back to school, open houses, meet the teacher, parent/teacher conferences, assemblies, concerts) are permitted in schools under levels 1-2, as well as in level 3 based on individual school infection rates.

Considerations for School Experiences in the COVID-19 Environment

A top priority of the Wauwatosa School District is for school officials to learn to co-exist in our current COVID-19 environment while ensuring they are safe physically, socially, and emotionally. Our goal is a return to a sense of normalcy while remaining vigilant in our mitigation efforts.

The district recommends providing schools flexibility in maintaining experiences like field trips, school assemblies, and other traditional milestone events. If the district is at a certain mitigation level, but a specific school is at a lower infection rate level, the principal has the discretion to proceed with these experiences.

Example: The district is at a level 3 in infection rate (see Table 1), but school X has an infection rate of level 2 (see Table 1). The principal of school X reserves the right to plan and carry out school assemblies and large school events or approve classroom-specific field trips.

In the case of high school dances, students are allowed to invite guests who are able to (1) provide proof of full COVID-19 vaccination AND (2) commit to wearing a mask throughout the event. For school assemblies, adherence to space capacity strategies is strongly encouraged.

Access to Instruction via Zoom

The district can assure families that students who are quarantined due to an exposure to COVID-19 or have been diagnosed with COVID-19 will have access to observing live instruction via Zoom. Uniquely designed engagement for the online learner accessing instruction via Zoom may vary depending on the instructor. Additionally, special education case managers and related service providers will work with families to ensure special education services and support are provided during quarantines.

SECONDARY (GRADES 6-12)

To provide a safe and supportive learning environment, additional steps will be taken for the health and safety of all. This includes protocols for transitions, specials, and school events. It is worth noting that secondary students will need to move throughout the building more freely and more frequently than elementary students.

Student Arrival/Dismissal/Hallway

In levels 1-2, students will not be mandated to physically distance themselves during arrival, travel in hallways, or dismissal. Starting with level 3, students will be expected to mask and physically distance themselves during arrival and dismissal. Students will be expected to travel in certain patterns.

Cafeteria: Breakfast + Lunch

In levels 1-3, students will be required to maintain at least a 3 feet of physical distance to prevent the spread of COVID-19 and to reduce the need to quarantine. In level 4, students will be required to maintain 6 feet distance **when possible** and food service will switch to grab-and-go operations.

Students will be allowed to choose where to sit for meals. The Wauwatosa School District recommends that students maintain physical distancing and will provide the space to do so. If necessary, building principals will identify alternate areas for lunch seating. Students in 6th grade must follow elementary guidelines for cafeteria seating.

Classrooms: Layouts + Physical Distancing

All school learning environments vary in size, design, and layout. Reasonable effort will be made to keep students and staff physically distanced in all levels of mitigation.

Music: Band, Orchestra + Choir

Band students will use bell covers and students will be spaced 3 feet apart. To maintain the activity of co-curricular music, the district will engage in regular COVID-19 testing. This testing protocol will minimize the need for students to quarantine.

Choir classes will be conducted outdoors when possible. When indoors, students will rotate rooms every 30 minutes. Regular COVID-19 testing will be conducted.

Theatre + Dance

Spectators of all indoor activities must wear masks and maintain physical distancing of at least 3 feet. The seating capacity of indoor venues is limited to 50% when the district is at a level 3 or 4. The seating capacity *may* increase to 100% at level 1 or 2. Regular COVID-19 testing will be conducted for student participants.

IEP Meetings/Special Education Evaluations

IEP meetings will continue to be held virtually. If a parent/guardian requests an IEP meeting be held in-person, district protocols for visitors will be followed. In-person meetings will only be allowed in levels 1-2 and proof of vaccination will be required. Staff members who are traveling between buildings may attend in-person meetings via Zoom.

Students with Disabilities

For students with disabilities who may require additional accommodations or consideration, IEP teams or 504 teams should be reconvened for consideration.

Guest Speakers + Visitors + Volunteers

School visitors and volunteers are allowed in schools under levels 1-3 only. Visitors and volunteers must provide proof of full COVID-19 vaccination.

In level 4, visitors and volunteers are allowed by appointment only. Volunteers will be allowed in school buildings, but they may not work directly with students in level 4. Guest speakers are allowed in levels 1-3, but must maintain 6 feet of physical distance from students (updated August).

A guest speaker is a person invited to provide a one-time speech or keynote presentation. A visitor is a person who must enter the school to participate in a meeting or confer with a district employee. A volunteer is a person who routinely works directly with students or supports staff members.

LAUNCH

Students and staff participating in LAUNCH will follow Wauwatosa School District mitigation measures.

Lockers

Students will be assigned lockers for optional use.

Library

In levels 1-3, students in grades 6-12 may engage in general checkout procedures for library materials.

Considerations for School Experiences in the COVID-19 Environment

A top priority of the Wauwatosa School District is for school officials to learn to co-exist in our current COVID-19 environment while ensuring students are safe physically, socially, and emotionally. Our goal is a return to a sense of normalcy while remaining vigilant in our mitigation efforts.

To that end, the district recommends providing schools flexibility in maintaining experiences like field trips, school assemblies, and other traditional milestone events. If the district is at a certain mitigation level, but a specific school is at a lower

infection rate level, the principal has the discretion to proceed with these experiences.

Example: The district is at a level 3 in infection rate (see Table 1), but school X has an infection rate of level 2 (see Table 1). The principal of school X reserves the right to plan and carry out school assemblies and large school events or approve classroom-specific field trips.

In the case of high school dances, students are allowed to invite guests who are able to (1) provide proof of full COVID-19 vaccination AND (2) commit to wearing a mask throughout the event. For school assemblies, adherence to space capacity strategies is strongly encouraged.

Field Trips

Students will be allowed to participate in traditional field trips in levels 1-2, as long as students/classrooms are not mixed with other groups. If buses are needed for transportation, students must be masked at all times and a seating chart must be provided to the Nursing Department to support contact tracing, if necessary. In level 3, field trips are permitted based on individual school infection rates.

Large School Events

Large school events (e.g, back to school, open houses, meet the teacher, parent/teacher conferences, assemblies, concerts) are permitted in schools under levels 1-2, as well as in level 3 based on individual school infection rates. For school dances, guests are allowed with proof of vaccination and agreement to comply with masking requirements.

Access to Instruction via Zoom

The district can assure families that students who are quarantined due to an exposure to COVID-19 or who have been diagnosed with COVID-19 will have access to observing live instruction through Zoom. Uniquely designed engagement for the online learner accessing instruction via Zoom may vary depending on the instructor. Additionally, special education case managers and related service providers will work with families to ensure special education services and support are provided during quarantines.

Co-curricular Activities

Co-curricular activities will continue to be offered to all eligible students. Activities should be held outdoors whenever possible. To maintain co-curricular activities, the district will engage in regular COVID-19 testing. The testing protocol will minimize the need for students to quarantine.

High School Athletics

Students involved in sports must follow the most recent [WIAA guidelines](#) at all times.

In levels 1-4, spectators for outdoor activities will have the option of wearing masks. We will continue to encourage physical distancing. Spectators of outdoor activities are recommended to maintain a physical distance of 3 feet. In levels 1-4, there will be no spectator limits on capacity. In level 5, we will follow the local health authority guidelines for spectator limits, capacity, and mask requirements.

Spectators of all indoor activities are required to wear masks and maintain physical distancing of at least 3 feet. The seating capacity of indoor athletic venues is limited to 50% when the district is at a level 3 or 4. The seating capacity *may* increase to 100% at levels 1-2.

Transportation to and from competitions will require masking of student-athletes. Coaches and advisors are expected to maintain seating charts to assist with contact tracing protocols. As a result of the 3-foot physical distance required on buses, the number of vehicles available from transportation companies has been limited. Parents/guardians are encouraged to drive student-athletes to and from competitions, as long as they have signed a [transportation liability waiver](#). Please communicate and coordinate with your student-athlete's coach to ascertain the frequency in which your service will be necessary. Student-athletes are not allowed to drive to and from competitions on their own.

In conjunction with the district's Food Service, pre-packaged food options will be made available to spectators. Further, a cashless exchange system will be made available with the assistance of the district's Business Office.

VIRTUAL LEARNING

Wauwatosa Virtual Academy (WVA) represents the virtual learning option for students in grades K-5 for the 2021-22 school year. There is no virtual learning option for JK students. It is important to highlight that WVA offers a primarily asynchronous learning model. The district has developed greater opportunities for weekly collaboration with students to monitor progress, identify support needed for synchronous re-teaching, and maintain connections with students' home schools.

If you have any questions about WVA or would like to discuss the curriculum or available supports in more detail, please contact Dean Heus at (414) 773-3410 or heusde@wauwatosa.k12.wi.us.

ELEMENTARY (GRADES SK-5)

To support elementary students, a Wauwatosa School District guide teacher will:

- Serve as advisor/learning coach for multiple grade levels.
 - Help with organization.
 - Support with work completion, pace, and rate of lessons.
 - Provide daily and/or weekly check-ins on social-emotional health and wellbeing of students in the format of a morning meeting.
 - Identify areas needed for synchronous re-teaching to support grade-level standards and Pearson content.
- Serve as the conduit between Pearson Core instructors and families.
 - Communicate with families.
 - Check in on student progress.
 - Monitor student data.
 - Support responsive teaching and/or supports for additional practice.

Student Expectations/Attendance

Students are expected to log in daily to the Pearson platform and complete lessons. The number of lessons and minutes per lesson are included below:

Grade band	Schedule	Math	English Language Arts	Science	Social Studies	Electives (2-4 electives)
K-5	Lessons/week	5	5	3	3-4	1
	Lesson length	45-60 minutes	75-90 minutes	45-60 minutes	45-60 minutes	45-60 minutes
6-8	Lessons/week	5	5	4	4	1-3
	Lesson length	45-60 minutes	45-60 minutes	45-60 minutes	45-60 minutes	45-60 minutes
9-12	Lessons/week	5	5	5	5	1-3
	Lesson length	45-60 minutes	45-60 minutes	45-60 minutes	45-60 minutes	45-60 minutes

A sample daily schedule can be found [here](#).

Course Selection: Elementary School (Grades SK-5)

WVA's school counselor and the student's home school counselor will work collaboratively to build the student's schedule using the WVA [course offerings](#).

Grading

Students will receive grade reports on a semester basis from Pearson Core instructors, aligned to content objectives.

Special Education + Students with Disabilities

Students with disabilities will receive special education services support through Wauwatosa Virtual Academy.

SECONDARY (GRADES 6-12)

To support middle and high school students, a Pearson learning advisor will:

- Monitor each student's progress.
 - Initiate contact with families about student progress (emails & phone calls).
 - Serve as a resource for families in the areas of platform navigation and technical support.
 - Help students build study skills.
 - Help develop engagement plans with Pearson staff.
 - Help students develop an academic plan for the successful completion of courses.
 - Help students and families organize social and emotional support.
 - Help students with academic and career planning for their postsecondary education.
 - Work directly with the WVA teacher to help support the student.
 - Identify areas needed for re-teaching to support grade-level/content standards and Pearson content; coordinate opportunities for synchronous learning to support re-teaching.

Student Expectations/Attendance

Students are expected to log in daily to the Pearson platform and complete lessons. The number of lessons and minutes per lesson are included below.

Grade band	Schedule	Math	English Language Arts	Science	Social Studies	Electives (2-4 electives)
K-5	Lessons/week	5	5	3	3-4	1
	Lesson length	45-60 minutes	75-90 minutes	45-60 minutes	45-60 minutes	45-60 minutes
6-8	Lessons/week	5	5	4	4	1-3
	Lesson length	45-60 minutes	45-60 minutes	45-60 minutes	45-60 minutes	45-60 minutes
9-12	Lessons/week	5	5	5	5	1-3
	Lesson length	45-60 minutes	45-60 minutes	45-60 minutes	45-60 minutes	45-60 minutes

A sample daily schedule can be found [here](#).

Course Selection: Middle School (Grades 6-8)

WVA's school counselor and the student's home school counselor will work collaboratively to build the student's schedule using the WVA [course offerings](#).

Course Selection: High School (Grades 9-12)

WVA's school counselor and the student's home school counselor will work collaboratively to build the student's schedule using the WVA [course offerings](#).

Grading

Students will receive grade reports on a semester basis from Pearson.

Special Education + Students with Disabilities

Students with disabilities will receive special education services and support through WVA.

Advanced Placement (AP)

Wauwatosa Virtual Academy offers 16 [AP courses](#).

Co-curricular Activities

Resident WVA students are eligible to participate in athletic and extracurricular activities. These students will be subject to all WIAA guidelines, along with district requirements and policies. They will be designated to participate at Longfellow Middle School/East High School or Whitman Middle School/West High School.

- Students who attended Eisenhower, Madison, Underwood, and McKinley elementary schools shall constitute the Whitman/West High School district.
- Students who attended Jefferson, Lincoln, Roosevelt, Washington, and Wilson elementary schools shall constitute the Longfellow/East High School district.
 - Students currently enrolled in Wauwatosa Montessori or a district-sponsored STEM program must attend classes in person to maintain their seat. Any student who transfers to WVA will lose their seat in Montessori or STEM and will be attached to the middle/high school into which their neighborhood elementary school feeds.

SUPPORTS FOR STUDENTS

SOCIAL AND EMOTIONAL LEARNING SUPPORTS

Our schools offer social-emotional support for all of our students, especially those who are transitioning back to in-person learning for the first time since schools were shut down in March 2020. Students' home schools will develop and communicate specific plans for reacclimating students socially and emotionally to in-person learning through a variety of supports.

These supports may include, but are not limited to, beginning-of-the-year transition activities, strategic scheduling, adult/peer support systems, providing students with multiple opportunities to share their reality (voice), a social emotional check-in system, and making sure students/families know about and can easily access all student services resources (school counselors, social workers, adult building mentors, Aurora Student and Family Assistance Program).

STUDENT LEARNING SUPPORTS

Academic support will be available for all students, with an emphasis on providing support to those transitioning back into in-person learning. We will use a universal screener assessment (SK-8, 9-12 as needed) to determine students' academic needs and follow [DPI's Multi-Level Systems of Support](#) to provide equitable services, practices, and resources to every learner based on their needs. Additional details will be provided by building principals directly in the coming months.

OPERATIONS + PROCEDURES

This section has been developed with the health and safety of our students, staff, and families at the forefront of each decision. This section is fluid and subject to updates based on potential changes at the local, state, and federal levels. As such, these changes are typically beyond the control of the Wauwatosa School District.

ILLNESS

Student Illness

These guidelines have been carefully considered to address and promote our community's safety, health, and welfare. Illness guidelines are the same for all individuals, regardless of vaccination status of communicable diseases.

Symptoms Requiring Absence

- Any ONE of the following symptoms:
 - Fever/chills/generalized body aches
 - Fever constitutes 100.4 degrees Fahrenheit (38C) or higher.
 - Vomiting or diarrhea
 - Cough, shortness of breath, or difficulty breathing
 - New loss of taste or smell
- Any TWO of the following symptoms:
 - Sore throat
 - Congestion or runny nose
 - New Headache
 - Unusual fatigue
 - Muscle or body aches
 - Nausea
- The first 24 hours of various antibiotic treatments (i.e., strep throat, pink eye, etc.)
- Undiagnosed, new, and/or untreated rash or skin condition with one of the following:
 - Additional illness symptoms (fever, vomiting, diarrhea, headache, sore throat)
 - Generalized hives
 - Drainage that cannot be contained within a bandaid
 - Cannot leave rash/skin condition alone to focus on learning
- Doctor's note requiring an individualized plan of care to stay home

When to Return: Symptoms Consistent with COVID-19

- Symptoms are considered consistent with COVID-19 when one of the symptoms marked with a (^) or two of the other symptoms are present above the baseline for that individual: Cough^, Shortness of breath or difficulty

breathing^, New loss of taste or smell^, Congestion or runny nose, Fever or chills, Nausea or vomiting, Diarrhea, Headache, Fatigue, Muscle or body aches, Sore throat

- If diagnosed with COVID-19 and showing symptoms:
 - At least 10 days have passed since symptoms started AND
 - No fever (100.4F or greater) in at least 24 hours without using any medication to lower fever AND
 - Improvement in symptoms
- If tested positive for COVID-19, but not showing symptoms:
 - 10 days after positive COVID-19 test
- If student or staff are sick, but did not get tested for COVID-19:
 - At least 10 days have passed since symptoms started AND
 - No fever (100.4F or greater) in at least 24 hours without using any medication to lower fever AND
 - Improvement in symptoms
- If student or staff are sick, but tested negative for COVID-19:
 - Stay home until they feel better and have not vomited, had diarrhea, or a fever within 24 hours without the use of medication.
 - If your student visits a medical provider and your medical provider tells you that your student has something other than COVID-19 (like the flu or hand, foot, and mouth), then you should follow the medical provider's guidelines for exclusion requirements for that disease.
- Sample Illness Symptom Earliest Return Date Counting:
 - Absent for 10 days after symptoms started (or positive COVID-19 test if COVID-19 positive but not showing symptoms). The day symptoms start is day zero. Day 11 is when the individual can return to school.
 - Example:

SUN	MON	TUES	WED	THUR	FRI	SAT
	Symptoms start	1	2	3	4	5
6	7	8	9	10	Earliest Return Date	

When to Return: Symptoms NOT Consistent with COVID-19

- Stay home until they feel better and have not vomited, had diarrhea, or a fever within 24 hours without the use of medication.
- If your student visits a medical provider and your medical provider tells you that your student has something other than COVID-19 (such as the flu or hand, foot, and mouth), then you should follow the medical provider's guidelines for exclusion requirements for that disease.

Staff Illness

Illness guidelines for staff when symptoms are consistent with COVID-19 OR when staff test positive for COVID-19 are the same as for students. Please see student illness guidelines for a detailed explanation. If symptoms are consistent with COVID-19, staff members are required to submit a negative COVID-19 test to return to school/work OR stay home for 10 days from the onset of symptoms. If symptoms are NOT consistent with COVID-19, staff members may return when they feel better or as their illness requires.

COVID-19 TESTING

After illness symptoms:

- Must provide documentation of a negative COVID-19 test result OR call (414) 773-1990 to report the date of testing and a District Nurse will look up the test results in the Wisconsin state test reporting system.
- COVID-19 tests must be lab performed. Results must come from the lab and include the student's name, date of birth, and testing date. Over-the-counter tests will not be accepted.

After COVID-19 exposure:

- If illness symptoms develop while in quarantine, see testing requirements for illness symptoms
- To reduce quarantine to 7 days, testing must be completed within 48 hours of ending quarantine and provided to the district nursing team prior to returning to normal activity.
 - Last date of exposure is day zero, testing should take place on day 6 or 7 for a return to normal activity on day 8.
 - COVID-19 tests must be lab performed. Results must come from the lab and include the student's name, date of birth, and testing date. Over-the-counter tests will not be accepted.

In-School Testing: The Wauwatosa School District is participating in free school-based COVID-19 testing for teachers, staff, students, and families for the 2021-22 school year, offered by Wisconsin Department of Health Services. In-school testing details will be shared within the coming weeks.

CLOSE CONTACT + QUARANTINES

Quarantine means separating individuals who were around someone who was sick, just in case they get sick. Because people who were around other sick people are more likely to get sick themselves, quarantine prevents them from accidentally spreading the virus to others, even before they realize they are sick. Usually, people who are in quarantine stay at home and avoid going out or being around other people. This includes staying home from school.

Quarantines are based on distance and time. The district uses the CDC definition of close contact, which is someone who was within 6 feet of a person who is contagious with COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period (for example, *three individual 5-minute exposures for a total of 15 minutes*). An infected person can spread COVID-19 starting from two days before they have any symptoms (or, for asymptomatic patients, two days before the positive test collection date), until they meet criteria for discontinuing home isolation.

- Exception: In the K–12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of another student who was COVID-19 positive if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time.
- This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.

The following people with recent exposure do NOT need to quarantine:

- Individuals who have been fully vaccinated.
 - Individuals are considered fully vaccinated for COVID-19 ≥ 2 weeks after they have received the second dose in a two-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson & Johnson).
- Individuals who were previously diagnosed with COVID-19 within the last three months.

Quarantine Guidelines:

Unvaccinated individuals who are identified as a close contact to someone who was COVID-19 positive must quarantine for 7-14 days after the date of their most recent exposure. The length of quarantine is based on testing and symptom development:

- 7-day quarantine with a negative COVID-19 test:
 - Quarantine may end after 7 days if the exposed individual has not developed any illness symptoms AND has a negative COVID-19 test collected on day 6 or 7 (within 48 hours of the end of quarantine).
 - Negative COVID test results must be sent to nurse@wauwatosa.k12.wi.us or faxed to (414)244-9036 to review prior to students returning to school, sports, recreation, or other district programming.
 - COVID-19 tests must be lab performed and results must come from the lab and include the student's name and date of birth

and testing date. Over-the-counter tests will not be accepted.

- When counting, the last day of exposure is day zero. The day the exposed individual can resume normal activities is day 8.
- Continue to monitor for symptoms of COVID-19 until the 14th day after the last exposure date.
- 10-day quarantine without testing:
 - Quarantine may end after 10 days if the exposed individual has not developed any illness symptoms.
 - Continue to monitor for symptoms of COVID-19 until the 14th day after the last exposure date.
 - When counting, the last day of exposure is day zero. The day the exposed individual can resume normal activities is day 11.
- 14-day quarantine regardless of testing if:
 - During periods when the district requires universal masking based on the student's age, students who cannot follow the use of face coverings and/or maintain physical distance from other students or staff must quarantine for 14 days.
 - If the exposed individual develops any illness symptoms during quarantine, they must quarantine for 14 days from date of exposure OR 10 days from when illness symptoms first started, whichever date is later.
- **Sample Quarantine Return Date Counting:** The day of exposure is day zero. Day 8 (if tested negative) or day 11 (if not tested) is when the individual can return to school, as long as illness symptoms have not developed during quarantine. Day 15 is when students who cannot properly wear a mask or physically distance can return.

- Example:

SUN	MON	TUES	WED	THUR	FRI	SAT
	Date of exposure	1	2	3	4	5
6 Wait to test until this date	7 Last day of quarantine if results come back negative	8 Return date for a negative test	9	10 Last day of quarantine if not tested	11 Return date if not tested	12
13	14 Last day to watch for symptoms in any scenario	15 Return date if unable to physically distance / wear a mask				

Quarantine after travel:

- Students and staff who travel to countries that the federal government has restricted the entry of certain travelers into the United States ([as listed here](#))

will be required to quarantine after their return to the United States for 7-10 days as stated below:

- If you are fully vaccinated with an FDA-authorized vaccine or a vaccine authorized by emergency use by the World Health Organization:
 - You do NOT have to self-quarantine after you arrive in the United States.
 - You should get tested with a [viral test](#) 3-5 days after travel.
 - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
 - Follow all [state and local](#) recommendations or requirements after travel.
- If you are NOT fully vaccinated:
 - You need to get tested with a [viral test](#) 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.
 - Even if you test negative, you should stay home and self-quarantine for the full 7 days.
 - If your test is positive, [isolate](#) yourself to protect others from getting infected.
 - If you don't get tested, stay home and self-quarantine for 10 days after travel.
 - Avoid being around people who are at [increased risk for severe illness](#) for 14 days, whether or not you get tested.
 - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
 - Follow all [state and local](#) recommendations or requirements.

The Wauwatosa School District will contact trace and notify students, their parent(s)/guardian(s), and staff of any COVID-19 exposure that happened during the school day, school-sponsored activities, and/or Recreation Department activities. WSD will not contact trace or provide notification for non-school sponsored events, including (but not limited to) Right At School, private sports clubs, scout meetings, PTA functions, and other social events. WSD nurses are happy to consult with event organizers and serve as a resource, but cannot provide any information regarding student or staff personal health information.

ACCESS TO INSTRUCTION FOR COVID-19 RELATED ABSENCES

To support learning in the event a student must remain home due to COVID-19, the Wauwatosa School District allows students to Zoom into class if they have been placed into quarantine due to an exposure to COVID-19 or if they have been diagnosed with COVID-19. Students will have access via Zoom to observe instruction. Uniquely designed engagement for the online learner may vary depending on the instructor and the content. This access is only available to students diagnosed with COVID-19 or placed into quarantine due to COVID-19 exposure. If a student is absent for a different reason (including non-COVID illness, vacation, voluntary quarantine, parent-excused absence, pre-planned event, etc.), the student may not Zoom into classes.

MASK EXEMPTIONS

If a student has an existing 504 or IEP, that team will meet to evaluate a “no mask” request on a case-by-case basis. However, if a student does not have an IEP or 504 in place, they will need to be evaluated by the Nurse and Principal. To begin, the family will be required to complete the [Request for Face Covering Accommodation form](#).

While a student is going through the evaluation process, they will have the option to wear a mask and continue to attend in person, or they can stay home and the teacher will provide homework until a decision is made.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The district started the summer by peeling away several layers of mitigation due to low community transmission rates. However, during the course of July 2021, community transmission increased significantly. In Milwaukee County, data showed an increase in transmission from “low” to “substantial.”

Data indicates the Delta variant is roughly twice as contagious as the initial strain of COVID-19, and it has a much higher viral load. Scientists and public health officials are still learning about how the Delta variant affects children, including whether it is more severe for children than other COVID-19 strains. Pediatric cases are rising alongside adult cases.

See Table 2 for mask requirements.

- Available at all buildings:
 - Hanes cloth masks (white cloth, reusable)
 - Surgical/paper masks
 - Face shields
 - Kids and adult district logo mask
 - Kids and adult masks with clear insert in middle
 - Kids cloth (general blue/green) masks
- Available via work order:
 - BadgerShield+
 - Additional face shields for restocking
 - N-95 mask (with physician approval)
 - Additional N-95s for restocking

PERSONAL HYGIENE

Additional handwashing sinks have been installed in the district's elementary schools. Hand sanitizing stations are in each of the buildings by the entrances, in high-traffic areas, and in classrooms.

CLEANING + DISINFECTING

The Wauwatosa School District will follow standard cleaning procedures, including daily cleaning of all desks and hard surfaces. Bathrooms will be disinfected and high-touch surfaces will be wiped down on a daily basis. The district will also use UV light technology for disinfecting.

AIR PURIFICATION + VENTILATION

Air purification systems vary from building to building. However, systems have been installed to help disinfect and purify the air. All buildings have a bipolar ionization method and use upgraded filters. Bipolar ionization is a technology used in HVAC systems to boost filtration and help render viruses and bacteria harmless.

FOOD SERVICES

In the 2021-22 school year, all students will receive free meals regardless of family's income status. The U.S. Department of Agriculture (USDA) will reimburse the district for all meals served; there will be no extra expense to the district for this program. Free meals are provided to all families participating in both in-person and virtual options. We will continue to serve our families when school is not in session due to quarantine or closure.

BUILDING STAFF MEETINGS

In-person building staff meetings are allowed in levels 1-3 only (based on district or building infection rates - see Table 1).

RECREATION DEPARTMENT

The Recreation Department is an important aspect of the Wauwatosa School District. The services offered through the department are enriching and educationally important to our community.

Please note that the Recreation Department will adhere to the same school-based mitigation measures outlined in Table 2.

HUMAN RESOURCES

VACCINATION

As we prepare to re-open for the 2021-22 school year, we must ensure we have the most accurate data relative to staff vaccination against COVID-19. We ask that all vaccinated employees verify their vaccination status by completing the [First Dose Form](#) and the [Second Dose Form](#). This will allow our Nursing Staff to provide accurate guidance as they contact trace during the school day. This information is housed only with the Human Resources and Nursing staff. It is not shared with other staff, parents, students, or members of the community.

Staff who submitted their vaccination data during the 2020-21 school do not need to resubmit it.

If you are not vaccinated and you would like to receive the COVID-19 vaccine, you may use these resources to find a location nearest you:

- [Froedtert](#)
- Walk-in at the [Wauwatosa Health Department](#)
- Visit the [DHS website](#) to find another location

Please note that WSD does not require employees to receive the vaccine, nor can we advise individuals on whether they should be vaccinated. Please contact your primary care physician if you have questions.

USE OF LEAVE

Emergency Paid Sick Leave expired June 30, 2021.

Employees who have a positive COVID-19 diagnosis should apply for FMLA by submitting the [FMLA Request Form](#) to Human Resources. The district will cover the cost of the absence and not deduct sick time.

Employees who need to be absent to care for a parent, spouse, child who has COVID-19 should apply for FMLA by submitting the [FMLA Request Form](#) to Human Resources. They may also use their own sick time.

FMLA cannot be used for quarantine periods.

Employees may also use sick time to cover any other COVID-19 related absence (ex: caring for a child in quarantine).

REPORT TO WORK

Virtual working options are not available for employees who have a COVID-19 related absence, unless the staff member was exposed while performing job-related duties and a quarantine is necessary.

The Wauwatosa School District's ideal employee/employer relation is in person. In rare cases, Human Resources will approve requests for virtual working options that **do not affect student** instructional delivery methods.

STAFF RESOURCES

Resource	Description	Contact Information
EAP	Offered to all WSD employees and their household members through Advocate Aurora Health. Can address mental health, financial planning, child care, legal consultation, etc.	800-236-3231
SANVELLO	Offers clinical help for depression and anxiety via an app (completely free).	www.sanvello.com or download the app
TALKSPACE	Texting app that offers access to clinicians to discuss mental health issues. Deductible/co-pay may apply.	talkspace.com/connect (You will need your UHC ID card)
LIVE WELL WORK WELL	Offered for behavioral health issues. Deductible/co-pay may apply.	888-332-8885 (You will need your UHC ID card)

N-95 MASK REQUEST

Staff members who would like to request N95 masks may do so through Froedtert. Employees must use [this link to fill out the respirator questionnaire](#) (an OSHA requirement, 29 CFR 1910.134). Clearance forms are sent to Human Resources and the employee will be notified of clearance. Buildings and Grounds will schedule fittings after clearance is granted. Staff who are already cleared do not need to resubmit a form.

To receive more N-95 masks if you are cleared, please contact [Mark Brielmaier](#).

RESOURCES

[Frequently Asked Questions](#)

Wauwatosa Virtual Academy [Learning Support Infographic](#)

Wauwatosa Virtual Academy [Engagement Support Infographic](#)