

---

# Reentry Plan

Port Washington-Saukville School District

August 2020





## PORT WASHINGTON-SAUKVILLE SCHOOL DISTRICT

*We educate all children to reach their greatest potential.*

### SUPERINTENDENT OF SCHOOLS

**Michael R. Weber, Ph.D.**

Michael.Weber@pwssd.k12.wi.us  
100 West Monroe Street  
Port Washington, WI 53074

Phone (262) 268-6005  
Fax (262) 268-6020

Website [www.pwssd.k12.wi.us](http://www.pwssd.k12.wi.us)

### BOARD OF EDUCATION

**Brenda Fritsch, President**

Brian Stevens, Vice President  
Kelly O'Connell-Perket, Clerk  
Douglas Mueller, Treasurer  
Yvonne Klotz  
Brian McCutcheon  
Sara McCutcheon  
Aaron Paulin  
Matthew Uselding

August 10, 2020

Hello Port Washington-Saukville School District Families,

On Monday, July 27, 2020, the School Board approved a framework for the beginning of school in September. Consequently, the Administrative Council and teachers were able to begin the detailed planning for the students' return. This document, entitled "Reentry Plan," is a detailed summary of the group's planning thus far. I would like to commend the administrators and the teachers for the many hours of work, Zoom meetings, and discussions to begin putting together these details for the safety of our students and staff. As you review the plan, please keep in mind that more details will be added as we progress, and we will continue to be fluid and flexible based on the activity of the virus and recommendations from the health department. Thank you for your support and assistance as we move into the 2020-2021 school year, focusing on health and safety of students and staff, academic success, and social development. Please feel free to contact your building principal if you have questions or thoughts about this Reentry Plan.

Best Regards,

A handwritten signature in black ink that reads "Michael R. Weber".

Michael R. Weber, Ph.D.  
Superintendent of Schools

MRW/hb

---

## Core Commitments

As part of the reentry process, parents were surveyed to identify the three core commitments PWSSD must keep in mind when making key decisions. The following three commitments were identified.

### Academic Progress

Continued academic growth and progress, across all grade levels, is an important factor in our decision-making process.

### Social Development

Relationship-building, emotional support, and social interactions are important components driving our planning.

### Health and Safety

Student and staff safety must be a priority as we plan for the 2020-2021 school year.

---

## Research and Collaboration

The decision to return to school during the 2020-21 school year required research, guidance, and collaborative decision making. The following documents played an important role in determining how the Port Washington-Saukville School District would return to school. Likewise, several key groups provided guidance and feedback.



### Key Resources & Partnerships Used in Planning

- Center for Disease Control
- Washington/Ozaukee County Health Department
- Wisconsin Department of Public Instruction
- Wisconsin Department of Health Services
- American Academy of Pediatrics
- Harvard - *Schools for Health*
- State and Regional Superintendents Zoom Meetings
- Teacher/Staff Team Meetings
- Administrative Council Meetings

## Multi-Phase Plan

The Port Washington-Saukville School District Reentry Plan features multiple phases. Each phase is dependent on local health conditions and decisions to move between different phases of the plan will be made collaboratively between the school district and its many stakeholders. In **Phase 1**, all students will participate in full-time virtual learning. **Phase 2** features a cohort model with two days of in-person instruction and three days of virtual learning. In **Phase 3**, students will be in-person for instruction and activities four days per week. This phase also includes virtual learning for students who are unable to attend in-person instruction. Finally, **Phase 4** is a return to full-time, in-person instruction five days each week. Movement between phases is fluid and will be reviewed throughout the school year.



PWSSD elementary schools will reenter the 2020-21 school year in Phase 3. TJMS and PWHS will reenter in Phase 2.

# District-Wide Guidelines



---

## Attendance

Daily attendance is required and will be taken for all students on both in-person and virtual learning days. It is not permissible for students to obtain job/employment during educational hours unless involved in a school approved apprenticeship or work/business coop. Students must be in attendance for all scheduled classes to be eligible to participate in extracurricular activities. Some flexibility (i.e. time of day that students are engaged in learning and completing assignments) may be given for students learning remotely/virtually.

---

## Classroom Setup

Desks, tables and other classroom furniture will be arranged to promote as much social distancing as possible. Whenever possible, students will be arranged in the same direction and spaced appropriately. Each teacher will review his or her classroom setup and make adjustments to promote social distancing.

---

## Field Trips and Assemblies

No field trips, overnight stays, or large group assemblies will take place until further notice.

---

## Full-Time Virtual Learning

Students electing to participate in full-time online instruction and not participate in the framework approved by the Port Washington-Saukville School Board, will be redirected to an online educational platform hosted by CESA 9 for grades 6-12 and the Wisconsin eSchool Network for grades K-5. This online learning experience is not controlled by the Port Washington-Saukville School District nor are the staff members of the district involved in instructional delivery and academic support. Students will utilize the educational staff provided through CESA 9 or Wisconsin eSchool Network and its educational resources. Credits/classes completed online will be applied to the transcripts of Port Washington High School students, as well as report cards for K-8 students. There is a semester commitment to finish the course for each student that selects this format with their parents.

[WI eSchool Network \(K-5\)](#)

[CESA 9 Wisconsin Virtual School \(6-12\)](#)

Students selecting full-time online instruction must indicate so by answering the question included in the online registration. Building principals will contact families to confirm the registration and the student's name will be given to the Director of Instruction, Chris Surfus, to register for the necessary coursework. All questions on the courses should be directed to [Chris.Surfus@pwssd.k12.wi.us](mailto:Chris.Surfus@pwssd.k12.wi.us)

---

## Face Coverings

Students and staff are required to wear a cloth face covering throughout the day. A shield may be worn in addition to a cloth face covering. Face coverings will be required for all indoor activities. Face coverings will not be required when students are outdoors. Students will be given the opportunity to temporarily remove their face covering when the staff determines it can be done so safely. Students who refuse to wear a face covering when asked will be referred to virtual education and will need to wait until the start of the next semester to apply for in-person Learning.

[Wisconsin DPI - What Families Need to Know - Cloth Facial Coverings in Schools](#)

---

## Safety and Cleaning

Each classroom will have a hand-sanitizing station and disinfectant wipes. Students will receive explicit instruction on social distancing, mask use, and will help sanitize and disinfect the classroom at the end of each class period. In addition, classrooms will be cleaned daily by custodial staff with additional cleaning occurring when in-person instruction is not in session. Teachers will also help coordinate student traffic throughout the building to reduce congestion with other classes. Students will not be allowed to share personal items, water, or food. Water fountains will be turned off, except for bottle filling stations.

**Students should bring their own water bottle.**

---

## Safety Drills

Each building will continue to practice safety drills throughout the school year. In some instances, the drills will be modified to promote social distancing.

---

## Social Distancing

Whenever possible, students will remain socially distanced in their classroom cohorts. Staff members will support students in remaining socially distanced. Classroom activities at each grade level will be modified to accommodate social distancing.

---

## Supplies

Students will use their own supplies whenever possible. Shared supplies will be disinfected after each use. Shared supplies include items essential for learning, but may be difficult to secure for each student individually.

---

## Visitors

All essential visitors will be required to wear a mask throughout their visit and must check in at the main office. Parents are asked to make appointments to meet with office staff in advance to limit potential exposure.

# COVID-19 Exposure Plan



---

## Designated Room

Each school building will have a designated area for students and staff exhibiting COVID-19 symptoms. Students will remain in the area, monitored by a staff member, until they are able to be picked up by a parent/guardian or designated emergency contact.

---

## Emergency Contact and Family Plans

Prior to the start of the school year, parents/guardians should designate an emergency contact who is available to pick up their child promptly in the event of an emergency. Families should create a plan for possible COVID-19 exposure that includes transportation, quarantine, and contact tracing. Plans should include contact with the school and local health department.

---

## District Contacts

Dunwiddie Elementary: Joanna Bannon or Alicia Bornhofer	262-268-5700
Lincoln Elementary: Jane Gennerman or Laura Scharnweber	262-268-5800
Sauville Elementary: Jeff Carron or Judy Heinzen	262-268-5900
TJMS Principal: Steve Sukawaty or Carolyn Krechel	262-268-6105
PWHS Principal: Thad Gabrielse or Shannon Duchow	262-268-5500
PWSSD Nurse: Abby Kirchen	262-268-6075
Ozaukee County Health Department:	262-284-8170

---

## COVID-19 Quarantine/Return to School Protocol

The district nurse will follow the current recommendations from the Washington Ozaukee Public Health Department and the guidelines put forth by the Wisconsin Department of Health Services to determine quarantine and isolation requirements for students and staff. Please see the following documents for the specific guidelines.

Washington Ozaukee Public Health Department:

[http://www.washozwi.gov/Portals/WashOzHealthDept/Parent%20communication\\_Isolation%20and%20quarantine%20info\\_1.pdf](http://www.washozwi.gov/Portals/WashOzHealthDept/Parent%20communication_Isolation%20and%20quarantine%20info_1.pdf)

Wisconsin Department of Health Services:

<https://www.dhs.wisconsin.gov/publications/p02757.pdf>

**This information will be updated as the COVID-19 situation changes. Port Washington-Saukville School District will use the most current recommendations from these agencies.**

---

## **COVID-19 Positive Test - Student Protocol**

1. Information regarding positive COVID-19 test results will come from the student's parent/guardian or from the health department.
2. Fill out the Student Illness Tracking Form and email to the district nurse.
3. The individual must stay home and follow the PWSSD's COVID-19 Quarantine Protocol.
4. A designated member (contact tracer) from the school district should trace, identify, and contact all of the positive student member's close contacts.
  - a. Close contact is defined as someone who has been within six feet of the positive individual for greater than 15 minutes cumulative throughout the day.
  - b. Any close contacts of the positive individual will need to be quarantined for 14 days minimum. Follow the COVID-19 Quarantine Protocol for when the individual can return to school.
  - c. The contact tracer should send a list of all individuals on mandatory quarantine to the district nurse and the building principal.
    - i. District nurse will track individuals and date able to return on the tracking spreadsheet.
  - d. Submit the required documentation to the Washington Ozaukee Public Health Department.
    - i. District nurse will work with the contact tracer and the Washington Ozaukee Public Health Department to determine the appropriate documentation to submit

---

## **COVID-19 Positive Test - Staff Protocol**

1. Information regarding positive COVID-19 test results will come from the staff member themselves or from the health department.
2. Fill out the Staff Illness Tracking Form and email to school or district nurse.
3. The individual must stay home and follow the PWSSD's COVID-19 Quarantine Protocol.
4. A designated member (contact tracer) from the school district should trace, identify, and contact all of the positive staff member's close contacts.
  - a. Close contact is defined as someone who has been within six feet of the positive individual for greater than 15 minutes cumulative throughout the day.
  - b. Any close contacts of the positive individual will need to be quarantined for 14 days minimum. Follow the COVID-19 Quarantine Protocol for when the individual can return to school.

- c. The contact tracer should send a list of all individuals on mandatory quarantine to the district nurse and the building principal.
  - i. District nurse will track individuals and date able to return on the tracking spreadsheet.
- d. Submit the required documentation to the Washington Ozaukee Public Health Department.
  - i. District nurse will work with the contact tracer and the Washington Ozaukee Public Health Department to determine the appropriate forms to submit.

---

## Temperature Checks

Students and staff should monitor their temperature daily at home. A fever is a temperature of 100.4 degrees Fahrenheit or higher. Students and staff must be fever free for 24 hours without the use of fever reducing medications in order to attend school. Parents and staff members must contact the office to report fever or other symptoms.

# Special Education and Student Services



---

## Student Plans and Services

Student IEPs, 504 plans, and health plans will continue to dictate services provided to each child, both in-person and remotely. Each student's team will determine if revisions to plans are necessary for long-term programming.

---

## Meetings

IEP meetings will be held remotely when possible. In-person meetings will utilize social distancing and masks must be worn by all team members.

# Technology



---

## Devices

Students in 2nd through 12th grades will be provided with a device to access online resources and virtual learning. In grades where devices are not provided, families are encouraged to provide a device for their child. If a family is unable to provide a device, one may be requested from the school office. Students are required to arrive to in-person learning with a fully charged Chromebook.

---

## Google Classroom

Teachers will utilize Google Classroom at the 3rd and 4th grade levels as an online platform for sharing instructional videos, posting assignments, quizzes, and projects, and providing feedback to students. At the 5th through 12th grade level, Google Classroom will be used primarily as a tool for submitting assignments.

---

## SeeSaw

Teachers will utilize SeeSaw at the Kindergarten to 2nd grade level as an online platform for sharing instructional videos, posting assignments, quizzes, and projects, and providing feedback to students. Teachers in 3rd and 4th grade may also use SeeSaw as a communication tool.

---

## PowerSchool Learning

Teachers will utilize PowerSchool Learning at the 5th through 12th grade levels to provide links, assignments, class syllabus, and important resources. Students will be directed to locate all resources on PowerSchool Learning.

---

## Other Online Programs

Additional online resources and programs will be used to support learning and communication across the grade levels. These programs may be used when students are in-person or attending virtually. Teachers are encouraged to provide tutorial information to students and parents when using online resources.

# Transportation



---

## Bus Transportation

Bus transportation will be provided to all students who qualify. Seating will be limited to one student per seat, unless the students live in the same household. All bus drivers and students are required to wear masks on the bus. Buses will be loaded back to front and unloaded front to back. Buses will be sanitized after morning and afternoon routes.

---

## Bus Company Contact Information

Johnson Bus Company:     Mike Gross                     262-284-5330

---

## Parent Transportation

Parents are encouraged to provide or organize transportation for their children to reduce the number of students riding the bus. Parents must follow their school's pick-up and drop-off procedures to reduce traffic and student congestion.

# Elementary Overview



---

## Phase 3 Overview

PWSSD elementary schools will return in 2020-21 in Phase 3. In this phase, in-person instruction will take place on Monday, Tuesday, Thursday and Friday. All students will be in attendance each day instruction is held, unless families elect to attend remotely, are quarantined, or test positive for COVID-19. Remote/virtual learning occurring on Wednesdays for elementary students will be led by their classroom teacher.

Paraprofessionals may be utilized to provide support to students virtually. This could include direction instruction, help with assignments, or weekly/daily check-ins.

Monday	Tuesday	Wednesday	Thursday	Friday
In person instruction	In person instruction	Remote/Virtual Learning for all students	In person instruction	In person instruction
*Remote/Virtual Learning	*Remote/Virtual Learning	*Remote/Virtual Learning	*Remote/Virtual Learning	*Remote/Virtual Learning

---

## Arrival and Dismissal

Students may begin arriving at school from 8:20 to 8:40 AM. Upon arrival, all students will enter the building through their designated location and proceed to their classroom. Students will not be allowed on the playground prior to the start of the day.

Students will be dismissed according to each building's procedures and protocols. Social distancing will be prioritized when dismissing students.

---

## Lunch and Recess

Social distancing will be practiced during lunch. Each building will utilize a variety of spaces including classrooms, the cafeteria, outdoors, or the gym. School-provided lunch will be packaged and served as safely as possible.

Throughout the day, students will participate in regularly scheduled recess with their peers. Social distancing and a reduced number of students will be prioritized.

---

## Remote/Virtual Learning

Remote/virtual learning will take place each Wednesday for all students. Remote/virtual learning will be provided each day if families elect to remain at home\*, are quarantined, or test positive for COVID-19. Remote/virtual learning will consist of a blend of virtual instruction from an instructor, online programs, or paper-and-pencil activities.

\*For families electing 100% virtual: Students will be provided with online coursework through the Wisconsin e-Schools Network. If this option is chosen, please note the instruction and curriculum will be delivered by staff employed by this organization, and not PWSSD staff. Students remain enrolled in the PWSSD. These classes are a semester commitment at the time of registration.

Remote/virtual learning occurring on Wednesdays for elementary students will be led by their classroom teacher. If elementary students are required to quarantine due to COVID-19 symptoms, exposure, or a positive test, PWSSD staff will provide remote/virtual learning until the student is able to return to in-person learning.

---

## Specials Classes - Virtual Learning

To support virtual learning, all specialists teachers will create and post lessons or activities for one grade level band per week. For example, during the first week of instruction, on Wednesday, physical education teachers will create and post a lesson for Kindergarten students. Art teachers will create and post a lesson for students in 1st and 2nd grade. Finally, music teachers will create and post a lesson for 3rd and 4th grade students. During summer in-service days, departments and buildings teams will create their learning schedule. Teachers may collaborate across the district.

---

## Supply Drop Off Nights

At the elementary level, supply drop-off nights will be replaced with virtual class meetings. Teachers will share classroom expectations, introduce themselves, and answer questions students and families

may have about the school year. Each school and grade level will share the time and meeting link with families.

---

## **Teacher Collaboration**

District grade-level teams will work together to plan and prepare remote/virtual lessons, activities, and assessments. The schedule and assigned responsibilities will be shared with the grade level team and administrators. Each classroom teacher will send/post lessons and assignments to their class. Individual teachers are responsible for collecting assignments, providing feedback, analyzing student progress, and providing additional instructional support.

All virtual learning plans must be shared with district or school teammates by 5:00 PM on Friday.

All virtual lessons must be posted for families by 8:30 AM on Monday.

---

## **Teacher Expectations and Office Hours**

At the elementary level, Wednesday will be utilized for teachers to maintain office hours, meet virtually with students, plan and record lessons, and collaborate with district grade level teachers. Throughout Phase 3, teachers will designate a two-hour time period for office hours each Wednesday. Office hours may include small group or individual meetings and responding to students and parent concerns. During this time, teachers will be available via email or video conference to support student learning.

# Elementary Additional Phase Notes



## Phase 2 Overview

All elementary students will be divided into two cohorts. Cohort A will participate in in-person instruction on Monday and Tuesday, while Cohort B will participate in instruction in in-person instruction on Thursday and Friday. All students will participate in virtual learning each Wednesday. Students will also participate in virtual learning on days when their cohort is not learning in-person.

In Phase 2, the learning expectations will be similar to those presented in Phase 3.

Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A In-person	Cohort A In-person	Cohort A & B Remote/Virtual Learning	Cohort A Remote/Virtual	Cohort A Remote/Virtual
Cohort B Remote/Virtual	Cohort B Remote/Virtual		Cohort B In-person	Cohort B In-person
*Remote/Virtual Learning	*Remote/Virtual Learning	*Remote/Virtual Learning	*Remote/Virtual Learning	*Remote/Virtual Learning

## Phase 1 Overview

In Phase 1, students will engage in remote/virtual learning five days per week. Attendance will be taken each day. In the core content areas of reading, writing, phonics (K-2), and math, direction instruction will take place four days per week. Teachers will plan activities, lead video instruction and provide feedback to students. Wednesdays will continue to be designated for teacher office hours, individualized meeting time, and teacher collaboration and planning across the district. Students use this time for skill practice and application, use of adaptive online programs for individualized instruction, and virtual meetings with teachers. These activities will be assigned and monitored by teachers.

Daily class schedules will be developed and communicated with students and their families. There will be live interaction between teachers and students each day in the form of class meetings, virtual discussions, and individual/small group instruction. In addition, scheduled office hours will occur daily. In Phase 1, all specials teachers will design and deliver instruction 2 times per week in each grade level. Across PWSSD, elementary special teachers may collaborate to provide instruction and feedback.

# TJMS Overview



---

## Phase 2 Overview

TJMS will begin the 2020-21 school year in Phase 2. In-person instruction will take place on Monday and Tuesday or Thursday and Friday. All classes will be divided into two cohorts providing students with two days of in-person learning and three days of virtual. Student attendance will be required each day, at the time indicated on the student's schedule, unless quarantined, or tested positive for COVID-19.

Blue Cohort: Monday/Tuesday in person; Wednesday - Friday Virtual learning

Yellow Cohort : Monday - Wednesday Virtual learning; Thursday/Friday in person

\* Cohorts will be created alphabetically (Blue Cohort is A-L and the Yellow Cohort is M-Z). This alignment extends across all levels within the PWSSD to provide support for families with siblings and child care needs.

Wednesday will be a resource day for all students. If a student needs assistance, his or her teachers will be available from 8:00-10:00 AM. Teachers will be meeting and collaboratively planning instruction the remainder of Wednesday. Virtual learning will be provided for three of the five days a week or all five days for students quarantined, or test positive for COVID-19. The virtual learning component of this framework will consist of a blend of virtual instruction, online programming, teacher created activities, and homework assigned in both the in-person and virtual instruction model.

Here is a sample schedule (fifth grade):

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Blue Cohort (Last Name A-L)</b>	<b>Blue Cohort (Last Name A-L)</b>	<b>Blue &amp; Yellow (All Students)</b>	<b>Yellow Cohort (Last Name M-Z)</b>	<b>Yellow Cohort (Last Name M-Z)</b>
Core ELA 7:30-9:30	Core Math 7:30-9:30	Resource Time- Teachers are available for help.	Core ELA 7:30-9:30	Core Math 7:30-9:30
Core Social Studies 9:35-10:35	Core Science 9:35-10:35		Core Social Studies 9:35-10:35	Core Science 9:35-10:35
LUNCH/RECESS	LUNCH/RECESS	Deep clean of classrooms	LUNCH/RECESS	LUNCH/RECESS
Core Social Studies 11:25-12:25	Core Science 11:25-12:25	Collaborate/ Plan	Core Social Studies 11:25-12:25	Core Science 11:25-12:25
WIN 12:30-1:10	WIN 12:30-1:10		WIN 12:30-1:10	WIN 12:30-1:10
Related Arts 1:14-2:44	Related Arts 1:14-2:44		Related Arts 1:14-2:44	Related Arts 1:14-2:44

## Arrival

Students may begin arriving at school at 7:20 AM. Please make arrangements to drop students off as close to 7:20 AM as possible. Upon arrival, all students will enter the building through the outside door closest to their first hour class and go directly to that classroom. Students will not be allowed in the cafeteria, gym, or loiter in hallways prior to the start of the school day. Students may take care of needs in the TJ office and meet with teachers prior to the start of class.

## Dismissal

Students will be dismissed in staggered fashion to avoid unnecessary crowding. Social distancing will be prioritized when dismissing students. Once dismissed, students are not allowed to remain in the building unless prior arrangements have been made to get additional teacher support. Students are allowed to conduct business in the main office if needed. Busses will depart at 3:00 PM sharp. Lastly, if extra-curricular activities are held immediately after school, students must join that activity immediately.

---

## Lunch

Social distancing will be practiced during lunch. TJMS will utilize the cafeteria. The cafeteria provides enough space to socially distance during lunch time. Weather permitting, outdoor spaces will also be available to students. School-provided lunch will be served as safely as possible using lane ropes, traffic markings on the floor and designated seating by homeroom.

---

## Remote/Virtual Learning

Remote/virtual learning will take place each Wednesday for all students. Remote/virtual learning will be provided each day if families elect to remain at home\*, are quarantined, or test positive for COVID-19. Remote/virtual learning will consist of a blend of virtual instruction from an instructor, online programs, or paper-and-pencil activities.

\*For families electing 100% virtual: Students will be provided with online coursework through CESA 9. If this option is chosen, please note that the instruction and curriculum will be delivered by staff employed by this organization, and not PWSSD staff. Students remain enrolled in the PWSSD. These classes are a semester commitment at the time of registration.

Remote/virtual learning occurring on Wednesdays for middle school students will be led by their classroom teacher. If students are required to quarantine due to COVID-19 symptoms, exposure, or a positive test, our staff will provide their remote/virtual learning until they are able to return to in-person learning.

---

## Special Education and Breakwater Academy

Some students with special needs and Breakwater Academy will attend in-person learning on Monday, Tuesday, Thursday and Friday. Wednesday schedules will be determined by the lead teacher.

---

## Collaboration

District grade-level teams will collaborate to divide up the workload for planning and preparing remote/virtual lessons, activities, and assessments to the rest of the team. The schedule and assigned responsibilities will be shared with the grade level team and administrators. Each classroom teacher will send or post lessons and assignments to their class. Individual teachers are responsible for collecting assignments, providing feedback, analyzing student progress, and providing additional instructional support.

All virtual learning plans must be shared with district or school teammates by 5:00 PM on Friday.

All virtual lessons must be posted for families by 8:30 AM on Monday.

---

## Teacher Expectations and Office Hours

At the TJMS, Wednesday will be utilized for teachers to maintain office hours, meet virtually with students, plan and record lessons, and collaborate with district grade level teachers. Throughout Phase 2, teachers will designate a two-hour time period for office hours each day. Office hours may include small group or individual meetings and responding to students and parent concerns. During this time, teachers will be available via email or video conference to support student learning.

---

## Academic Support

When students need additional academic support, students should first reach out and communicate directly with their teachers. On the first day of in-person instruction, teachers will provide students with their schedules of availability. Unlike the Spring Virtual Educational Platform, teaching staff may not be available in the evenings outside of their contracted professional school hours. Please make sure to be in attendance for each scheduled class and be aware of each teacher's hours of availability.

---

## Non-Academic Support

Teachers are a great resource for non-academic support, however, please contact the TJMS counselors or administrators with any social emotional and mental health needs.

Steve Sukawaty  
Principal  
[Steve.Sukawaty@pwssd.k12.wi.us](mailto:Steve.Sukawaty@pwssd.k12.wi.us)

Jen Meerdink  
School Counselor  
[Jennifer.Meerdink@pwssd.k12.wi.us](mailto:Jennifer.Meerdink@pwssd.k12.wi.us)

Jodi Swagel  
Assistant Principal  
[Jodi.Swagel@pwssd.k12.wi.us](mailto:Jodi.Swagel@pwssd.k12.wi.us)

Sue Michel  
School School Counselor  
[Sue.Michel@pwssd.k12.wi.us](mailto:Sue.Michel@pwssd.k12.wi.us)

John Bunyan  
Assistant Principal  
[John.Bunyan@pwssd.k12.wi.us](mailto:John.Bunyan@pwssd.k12.wi.us)

Lori Bruno  
School Psychologist  
[Lori.Bruno@pwssd.k12.wi.us](mailto:Lori.Bruno@pwssd.k12.wi.us)

Andrea Dimmer  
Library Media Specialist  
[Andrea.Dimmer@pwssd.k12.wi.us](mailto:Andrea.Dimmer@pwssd.k12.wi.us)

# TJMS Additional Phase Notes



---

## Phase 1 Learning Expectations

Students will engage in remote/virtual learning five days per week. Attendance will be taken each day. In the core content areas, direct instruction will take place 4 days per week. Teachers will plan activities, lead video instruction and provide feedback to students. Wednesdays will continue to be designated for teacher office hours, individualized meeting time, and teacher collaboration and planning across the district. Students use this time for skill practice and application, use of adaptive online programs for individualized instruction, and virtual meetings with teachers. These activities will be assigned and monitored by teachers.

Daily class schedules will be developed and communicated with students and their families. There will be live interaction between teachers and students each day in the form of class meetings, virtual discussions, and individual/small group instruction. In addition, scheduled office hours will occur daily.

When in-person instruction is possible, direct instruction, provided by PWSSD teachers, will not be required on Wednesday. Students use this time for skill practice and application, use of adaptive online programs for individualized instruction, and virtual meetings with teachers. These activities will be assigned and monitored by teachers.

Teachers will also use this time on Wednesdays for PLC meetings, preparing remote/virtual instruction, providing feedback to students, and virtual meetings with students that are learning remotely/virtually due to quarantine or illness.

Students learning remotely/virtually will meet in real time with their teacher virtually a minimum of one time per week for individual support.

# PWHS Overview



## Phase 2 Overview

PWHS will begin the 2020-21 school year in Phase 2. In-person instruction will take place on Monday and Tuesday or Thursday and Friday. All classes will be divided into two Cohorts providing students with two days of In-Person learning and 3 days of Virtual. Student attendance will be required each day, at the time indicated on the student’s schedule, unless quarantined, or test positive for COVID-19.

Cohort A: Monday/Tuesday in person; Wednesday - Friday Virtual learning

Cohort B: Monday - Wednesday Virtual learning; Thursday/Friday in person

\* Cohorts will be created Alphabetically (Cohort A – A-L and Cohort B – M-Z). This alignment extends across all levels within the PWSSD to provide support for families with siblings and child care needs.

Virtual Instruction will take place each Wednesday for all students at the times indicated on the student’s schedule. Virtual learning will be provided for three of the five days a week or all five days for students that are quarantined, or test positive for COVID-19. The Virtual learning component of this framework will consist of a blend of virtual instruction, online programming, teacher created activities, and homework assigned in both the In-Person and Virtual instruction model.

Port Washington High School  
2020-21

Monday		Tuesday		Wednesday		Thursday		Friday	
Cohort A (Letters A-L)		Cohort A (Letters A-L)		A & B		Cohort B (Letters M-Z)		Cohort B (Letters M-Z)	
Period 1	7:25-9:00	Period 2	7:25-9:00	Staff PLC	7:25-9:30	Period 1	7:25-9:00	Period 2	7:25-9:00
Period 3	9:05-10:43	Period 4	9:05-10:43	Period 1	9:30-10:00	Period 3	9:05-10:43	Period 4	9:05-10:43
				Period 2	10:05-10:35				
				Period 3	10:40-11:10				
Early Lunch	10:48-11:18	Early Lunch	10:48-11:18	Period 4	11:15-11:45	Early Lunch	10:48-11:18	Early Lunch	10:48-11:18
Late Class	11:23-12:58	Late Class	11:23-12:58	LUNCH	11:45-12:15	Late Class	11:23-12:58	Late Class	11:23-12:58
Period 5		Period 6		Period 5	12:15-12:45	Period 5		Period 6	
Period 5		Period 6		Period 6	12:50-1:20	Period 5		Period 6	
Early Class	10:48-12:23	Early Class	10:48-12:23	Period 7	1:25-1:55	Early Class	10:48-12:23	Early Class	10:48-12:23
Late Lunch	12:28-12:58	Late Lunch	12:28-12:58	Period 8	2:00-2:30	Late Lunch	12:28-12:58	Late Lunch	12:28-12:58
Period 7	1:03-2:38	Period 8	1:03-2:38	Extra Optional Resource	2:35-3:05	Period 7	1:03-2:38	Period 8	1:03-2:38

---

## Arrival

Students may begin arriving at school at 7:00 AM. Upon arrival, all students will enter the building and proceed to their classroom. Students will not be allowed in the cafeteria, upper deck, collaboration spaces, or loiter in hallways prior to the start of the school day. Students may take care of needs in the HS office and meet with teachers prior to the start of class.

---

## Dismissal

Students will be dismissed according to each building's procedures and protocols. Social distancing will be prioritized when dismissing students. When dismissed, students are not allowed to remain in the building unless prior arrangements have been made to get additional teacher support. Students are also allowed to conduct business in the main office if needed. Busses will depart at 2:48 PM, sharp. Lastly, if extra-curricular activities are held immediately after school, these students are directed to these areas immediately.

If a student is involved in an activity that does not begin within one hour following the conclusion of the school day, those students are directed to leave school grounds and return no more than fifteen minutes prior to the start of that activity.

---

## Lunch

Social distancing will be practiced during lunch. The High School will utilize the cafeteria, the upper cafeteria and the lower deck between the gym and the wrestling room. Weather permitting, outdoor spaces will also be available to students. School-provided lunch will be served as safely as possible using lane ropes, traffic markings on the floor and designated seating.

No off-campus lunch privileges at this time. We can reassess for seniors only if the number of students eating lunch at the high school make it difficult to follow Social Distancing Guidelines. Senior criteria for off-campus lunch privilege would include academic standing, homework completion, attendance and behavior.

---

## Pirate Academy and Breakwater Academy

Students assigned in Pirate Academy and Breakwater will attend In-Person Learning on Monday thru Friday.

Please contact Matt Esselmann – [Matthew.Esselmann@pwssd.k12.wi.us](mailto:Matthew.Esselmann@pwssd.k12.wi.us) for detailed information:

---

## Plan Modifications

If the need arises to reduce the number of students in the High School, the same block schedule will be used in a Full Remote/Virtual Learning setting.

If it is decided to increase the number of students in the High School, following the Department of Health recommendations, all students would return to school for 4 days of In-Person Learning (M,Tu,Th,F) and 1 day of Remote/Virtual Learning (Wed) using the same block schedule.

---

## Remote/Virtual Learning

Remote/virtual learning will take place each Wednesday for all students. Remote/virtual learning will be provided each day if families elect to remain at home\*, are quarantined, or test positive for COVID-19. Remote/virtual learning will consist of a blend of virtual instruction from an instructor, online programs, or paper-and-pencil activities.

\*For families electing 100% virtual: Students will be provided with online coursework through CESA 9. If this option is chosen, please note that the instruction and curriculum will be delivered by staff employed by this organization, and not PWSSD staff. Students remain enrolled in the PWSSD. These classes are a semester commitment at the time of registration.

Remote/virtual learning occurring on Wednesdays for high school students will be led by their classroom teacher. If students are required to quarantine due to COVID-19 symptoms, exposure, or a positive test, our staff will provide their remote/virtual learning until they are able to return to in-person learning.

---

## Special Education

Students with special needs will attend in-person learning on Monday, Tuesday, Thursday and Friday. Wednesday schedules will be determined by the lead teacher. Special education staff will review student IEPs to determine the proper placement and weekly schedule.

Please contact the following for detailed information:

Special Education – Cheryl Ross – [Cheryl.Ross@pwssd.k12.wi.us](mailto:Cheryl.Ross@pwssd.k12.wi.us)

---

## Academic Support

When students need additional academic support, students should first reach out and communicate directly with their teachers. On the first day of face to face instruction, teachers will provide students with their schedules of availability. Unlike the Spring Virtual Educational Platform, teaching staff may

not be available in the evenings outside of their contracted professional school hours. Please make sure to be in attendance for each scheduled class and be aware of your teacher's hours of availability.

---

## Non-Academic Support

Teachers are a great resource for non-academic support, however, please contact your counselors or administrators with any Social Emotional and Mental Health needs.

Thad Gabrielse  
Principal

[Thad.gabrielse@pwssd.k12.wi.us](mailto:Thad.gabrielse@pwssd.k12.wi.us)

Jennifer Herlache  
School Counselor

[jennifer.herlache@pwssd.k12.wi.us](mailto:jennifer.herlache@pwssd.k12.wi.us)

Dan Solorzano  
Assistant Principal/Dean of Students

[Daniel.solorzano@pwssd.k12.wi.us](mailto:Daniel.solorzano@pwssd.k12.wi.us)

Laura Lauderback  
Library Media Specialist

[Laura.lauderback@pwssd.k12.wi.us](mailto:Laura.lauderback@pwssd.k12.wi.us)

Nate Hinze  
Athletic Director/Assistant Principal

[Nathan.hinze@pwssd.k12.wi.us](mailto:Nathan.hinze@pwssd.k12.wi.us)

Diana Pasten  
School Counselor

[diana.pasten@pwssd.k12.wi.us](mailto:diana.pasten@pwssd.k12.wi.us)

Melissa McCamen  
School Counselor

[melissa.mccamen@pwssd.k12.wi.us](mailto:melissa.mccamen@pwssd.k12.wi.us)

Jennifer Eason  
School Psychologist

[jennifer.eason@pwssd.k12.wi.us](mailto:jennifer.eason@pwssd.k12.wi.us)

# PWHS Additional Phase Notes



---

## Phase 1 Learning Expectations

Students will engage in remote/virtual learning five days per week. Attendance will be taken each day. In the core content areas, direct instruction will take place four days per week. Teachers will plan activities, lead video instruction and provide feedback to students. Wednesdays will continue to be designated for teacher office hours, individualized meeting time, and teacher collaboration and planning across the district. Students use this time for skill practice and application, use of adaptive online programs for individualized instruction, and virtual meetings with teachers. These activities will be assigned and monitored by teachers.

Daily class schedules will be developed and communicated with students and their families. There will be live interaction between teachers and students each day in the form of class meetings, virtual discussions, and individual/small group instruction. In addition, scheduled office hours will occur daily.

When in-person instruction is possible, direct instruction, provided by PWSSD teachers, will not be required on Wednesday. Students use this time for skill practice and application, use of adaptive online programs for individualized instruction, and virtual meetings with teachers. These activities will be assigned and monitored by teachers.

Teachers will also use this time on Wednesdays for PLC meetings, preparing remote/virtual instruction, providing feedback to students, and virtual meetings with students that are learning remotely/virtually due to quarantine or illness.

Students learning remotely/virtually will meet in real time with their teacher virtually a minimum of one time per week for individual support.