



## **Handbook Addendum: COVID-19 Plan, 2020-2021**

### **School Wide Procedural Changes**

- Drop off for students will begin at 7:45 am unless you are utilizing open gym
    - Students will enter the school through designated doors wearing a clean mask until entering their classroom
      - 3K/4K enter through office doors
      - Kindergarten-8th Grade enter through field house doors
      - Teachers/Staff will be ready to help 3K, 4K, 5K and new students get to their classrooms
  - Parents are only allowed in the building in case of an emergency
    - Adults will be temperature checked upon entrance
    - Adults will walk directly to the office only
    - Adults are required to wear a mask/face covering in the building
  - Class sizes will remain the same
    - Desks will face the same direction in the classroom when possible
    - Desks and tables will be placed with as much distance as possible
    - Classroom furniture will be minimal to help with social distancing of desks
    - Plexiglass barriers will be placed in shared spaces of students in the classrooms
    - Homeroom teachers will move to different classrooms (if needed) so that the students remain in their classroom
    - Students will have an individual box for their school supplies
      - No community supplies will be used in the classroom
      - All supplies will be labeled with the students first and last name before the first day of school
  - Open Gym
    - Available for students Kindergarten-8th Grade
    - Students will need to wear their mask in the gym
    - Students can come from 7:15-7:45
    - Students will sit as a family together, or individually socially distanced from other students
      - Students will read books or work on homework
- \*\*\**In an effort to keep our numbers low for open gym, we are asking families to only use open gym if it is needed for parents to get to work on time!*
- Building Cleaning
    - Maintenance will be on site at Immanuel from 7:00-3:00 each day
    - Educational supplies will be cleaned each day
      - Cleaning solution called Neutral Quat Disinfectant will be used in the classrooms by staff for disinfecting purposes

- Bathrooms will be disinfected twice a day during school; 10:00 am & 1:00 pm and deep cleaned once a day after school
- Classrooms will be disinfected every day
- Building/hallways will be cleaned throughout the day
  - Frequent cleaning of touchpoints such as; door handles, light switches, lockers, coat hooks, playground, equipment will occur
- Face masks
  - Immanuel will require masks for all children and adults ages five and older per the Wisconsin mask mandate
  - All masks should follow our dress code. Wording/designs in compliance with the dress code **IS ALLOWED** for masks.
  - Masks or bandana, scarf, neck gaiter can be used. Nose and mouth need to be covered
  - Masks need to be freshly cleaned each day
  - Please put your child's name on the mask in a visible place
  - If you need a mask, Immanuel will have extra in the office
- Student becomes sick at school
  - Student will be isolated in designated area until parent arrives to take them home
  - Parent needs to pick up their student within one hour of the school calling
  - Student may not return to school until they are 24 hours fever free and have consulted with pediatrician for COVID-19 protocol
- Student Hygiene
  - Staff will educate students on the importance of hand washing
  - Students will wash their hands multiple times throughout the day
  - All students will keep personal belongings on their hooks outside of the classroom. Loose items (hats, gloves, lunch box) will be stored inside the backpack
- Drinking Fountains
  - These will be closed until further notice in the building
  - Please provide your child with a water bottle for the school day
  - Students can refill using the sink in the classroom
- Snack & Birthday/Special Treats
  - All students will bring their own snack to school
  - Classes will not use a shared snack approach
  - We will celebrate students in an alternative way, no class treats may be sent to school
- After School Child Care
  - Available for students 3K-8th Grade
  - Students will need to wear their mask
  - Students will sit as a family together, or individually socially distanced from other students
    - Students will read books or work on homework

*\*\*\*If your family does not need to use after school Child Care, please do not. We want to keep the numbers low for the parents that need this option. Thank you!*

*Please note that this plan is subject to change according to the latest COVID-19 conditions and regulations.*

*\*\*\*Updated as of December 8th, 2020\*\*\**

### **Late drop-off/Early pick-up**

- Adults will enter through office doors, wait in the vestibule, and receive a temperature check before entering the building.
- Adults are required to wear a mask in the building

### **Pick up procedures**

- All students will be picked up outside the school building
- Please keep your family name card on the passenger side of your windshield facing out so we can easily see your family name for pick up
- Pick up line will run at 3:00 pm for students in Kindergarten-5th grade without siblings in Grades 6-8
- Students who have siblings in Middle School will remain with their teacher outside until the 3:10 dismissal of grades 6-8
- 3K/4K students will be picked up from the Church doors at 11:00/3:00pm by the parents
  - Parents need to park in the upper lot and come pick up their child
- Pick up line will run at 3:10 pm for students in 6th-8th grade and their siblings

### **Remote Learning Option**

- Families who are uncomfortable with sending their students to school for face to face instruction may talk with Mr. Amling to enroll their child in the remote learning option.
  - Parent must sign, and students and parents must abide by, the Remote Learning Agreement and the ILS Family Handbook
  - Teachers will provide a weekly materials for the student
    - Parents will pick up the materials on Monday between 9AM - 4PM , and drop off on Friday of each week between 9AM - 3:30PM. Materials may be available via Google Classroom or ClassDojo - a teacher will communicate this through ClassDojo.
    - Parent/guardian will facilitate learning at home
    - One on one virtual instruction will not be provided by the teacher as long as school is in session five days a week, face to face.
    - Teachers will make a “point of contact” for each student and answer questions via email or DOJO.
    - Assigned classwork is required and graded. Failure to submit completed classwork as assigned and when due will lower your child’s grades and may result in retention. Chronic failure to complete and submit classwork as assigned may result in expulsion.
  - As this situation remains fluid, our teaching staff is working to make sure that each child is receiving an education that is rigorous and engaging.

### **Middle School Grades 6-8**

- Logistics
  - Students will remain in their homeroom classroom for the day
  - Teachers will travel to classrooms
  - Backpacks and coats will be kept in the students locker

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*\*\*\*Updated as of December 8th, 2020\*\*\**

- Student supplies, lunch, and classroom necessities will be taken to their homeroom at the beginning of the day
- Middle School students will have school from 8:00-3:10 pm
  - Students will be picked up with their siblings at 3:10 pm in the pick up line
  - Middle School parents should not get in the pick up line until 3:10 pm each day
- Sports
  - A definite decision has not been made yet in regards to our sports season through the MLESSA League

### **Specials Classes**

- Art
  - Will be taught in the classroom by the Art teacher for Kindergarten-8th Grade
- Music
  - 3K-5th Grade & 8th Grade will be taught in the classroom by the music teacher
  - 6th-7th Grade will be taught in the church with the students socially distanced in pews
- Physical Education
  - PE class will be taught outdoors as much as possible
  - Inclement weather, class will be in the Field House
  - Students will be brought down and taken back to class
  - Students will not use the locker rooms
  - Students will not change clothes for PE class
  - Equipment will be disinfected between uses
- Spanish
  - Will be taught in the classroom by the spanish teacher for 6th-8th Grade
- Special Education (Miss Weber, Mr. Vahl, and therapists)
  - Students will be taught by our student support team and therapists
  - Students will be brought down and taken back to class
    - Teachers and staff will work in the student's general education classroom as much as possible
  - Students will wear a mask when working with their therapists

### **Recess Procedures**

- Recess Departments
  - 3K/4K are at recess together
  - K-2nd Grade at recess together
  - 3rd-5th Grade at recess together
  - 6th-8th Grade at recess together
- Recess Logistics
  - Grade levels will be divided into three quadrants
    - Front office parking lot (Quadrant 1)
    - Soccer field/pavement by Child Care doors (Quadrant 2)

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*\*\*\*Updated as of December 8th, 2020\*\*\**

- Playground/Basketball hoops in back parking lot (Quadrant 3)

### **Lunch Procedures**

- Bag lunch/Hot Lunch will be the option for students provided by Taher Food Service or parents
- Food service providers will wear a mask at all times when preparing and distributing food
- Students will eat in their classroom
- All food and milk will be delivered to the classroom

### **Large Assemblies**

- Chapel will be shared via Zoom/livestream in each classroom
  - The class leading chapel will assemble in the sanctuary, all other students will participate via Zoom from their classrooms
- All assemblies will be carefully thought out to make sure health and safety regulations are followed

### **Closure of Immanuel Lutheran School**

- Immanuel Lutheran School will return to virtual learning if state or local government (Waukesha County) mandates it

## **WHAT IF SCENARIOS**

### **Minimal contact with COVID-19 positive person (under 15 minutes & less than 6ft a part)**

- Please practice proper hygiene
- If you develop symptoms, stay home and get tested
- **If a family member is being tested for COVID-19, the student(s) in their home should remain at home**
- If no symptoms develop you may return to school for instruction provided no one in the home is positive or awaiting test results

### **COVID-19 positive family member living in home**

- Student(s) in the family would not come to school until the family member that tested positive is symptom free for 24 hours. Non positive students would start their 10 day quarantine on this particular day of the positive case being symptom free (Could be close to 20 days)
- Educate those students who are at home as if they were home sick with a packet for instruction
- Notify families of Immanuel of positive family case in specific grade level via email from Mr. Amling
- Classroom will be disinfected

### **COVID-19 positive student case**

- Positive students may not return back to school for 10 days from the time symptoms started until they have been symptom free for 24 hours. Always consult with your pediatrician.
- Modified school work will be given through email, ClassDojo or Google Classroom

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*\*\*\*Updated as of December 8th, 2020\*\*\**

- Focus on your students health, over the homework
- Families of the whole school will be notified via email by Mr. Amling
- The classroom with a positive student case is closed for a minimum of 10 days IF the COVID positive student was last at school within 48 hours of showing symptoms. If the student was not at school up to 48 hours before showing symptoms, the classroom will remain open for face-to-face instruction because there was not an exposure to the students. For example, if a student first shows symptoms on Monday the classroom would remain open because he/she wouldn't have been in school 48 hours before onset of symptoms.
- Students will receive virtual instruction from the teacher for 10 days if the classroom is closed and all students are in quarantine
- Any sibling of the positive student should also quarantine and will receive homework through email as if they were absent
- Classroom will be disinfected

#### **Teacher/Staff Case**

- A teacher or staff member who tests positive will not be in the building until the 10 day quarantine period is up and he/she is symptom free
- Middle school students will attend school as normal since middle school teachers are generally not in close contact with students; Preschool and Elementary students may be required to quarantine
- If the middle school teacher is able, he/she will teach their in-person classes as scheduled via Zoom and the substitute teacher will facilitate and supervise in-person students. If the teacher is too sick to teach via Zoom, the substitute teacher will teach the lessons.
- Teacher may return to school after the 10 day quarantine period if he/she is symptom free
- Parents will be notified via email from Mr. Amling. Mr. Amling will communicate reports of all positive cases to the Waukesha County Health Department.

***This addendum is subject to change in accordance with federal, state, and local guidelines.***

***All employees, students, families and guests of Immanuel Lutheran Church, School and Child Care must be in full compliance with all COVID policies.***

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*\*\*\*Updated as of December 8th, 2020\*\*\**