



Immanuel Lutheran School & Child Care 2020-2021 Handbook Addendum: COVID

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 and procedures.

School & Child Care Wide Procedural Changes

- Drop off for students will begin at 7:45 am unless you are utilizing open gym
 - Parents will drop off students in the same way students are picked up at the end of the day through the pick up line
 - Starting April 1, parents are able to drop off students in the school
 - Students will enter the school through designated doors
 - 3K/4K enter through office doors
 - Kindergarten-3rd Grade enter through field house doors
 - 4th-5th Grade enter through church doors
 - 6th-8th Grade enter through field house doors
- Class sizes will remain the same
 - Desks and tables will be placed with as much distance as possible
 - Classroom furniture will be minimal to help with social distancing of desks
 - 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 can come from 7:15-7:45
 - Parent will need to escort the student to the field house doors
 - Students will sit as a family together or with their homeroom class
 - 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 to be worn by students or adults in the building.
 - All masks should be in compliance with our dress code
 - Please put your child's name on the mask in a visible place
- 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 hour 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 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!*

Pick up procedures

- All students in school will be picked up outside the school building
- Please keep your family name card on the passenger visor of your car 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
- Child Care families will remain picking up their children directly from the Child Care

Virtual Learning Option

- Families who have already selected this option must sign, and abide by, the Remote Learning Agreement and Immanuel Lutheran School Family Handbook.
 - Teachers will provide a weekly packet for the student
 - Parents will pick up the packet on Monday, and drop off on Friday of each week
 - Parents will help their student with their 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
 - In accordance with state school attendance laws, attendance check-in must be submitted for each remote student by 10:00AM every morning that school is in session. Grades prek-5 check-in with their classroom teacher. Middle school students submit an attendance Google Form. In the event that check-in is not submitted by 10:00AM the student will be marked absent and parent/guardian will be notified.
 - Our teaching staff is working to make sure that each child is receiving an education that is rigorous and engaging. Failure to complete the coursework as assigned and in compliance with due dates may result in low/failing grades, retention, and/or expulsion. Families are encouraged to maintain open and timely communication with the teacher(s) and administration when support is needed.

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
 - 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

Specials Classes

- Art

- Will be taught in the classroom by the Art teacher for Kindergarten-8th Grade
- Music
 - 3K-8th Grade will be taught in the Church by the music teacher
- 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

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

Lunch Procedures

- Hot lunch is an option for students provided by Fresh and Serve or parents may choose to send a cold lunch
- Students will eat in their classroom
- All food and milk will be delivered to the classroom

Large Assemblies

- Chapel will be shared via Zoom 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)

- Please use proper hygiene
- If you develop symptoms, stay home and get tested
- If no symptoms develop you may return to school for instruction

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
- Educate those students who are at home as if they were home sick with a packet for instruction
- Classroom will be disinfected

COVID-19 positive student case

- Positive student 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
- Focus on your students health, over the homework
- Families of the classroom will be notified via email by Mr. Amling
- Classroom with positive student case is closed for a minimum of 10 days
- Students will receive virtual education from the teacher for 10 days
- Any sibling affected 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
- In-person middle school students will attend class in the building as normal since middle school teachers are not meeting with students in close contact; Preschool and Elementary students may be required to quarantine
- If the middle school teacher is able, he/she will teach their classes as scheduled via Zoom
- Substitute teacher will be in place to supervise the classroom if students are present
- Teacher may return to school after the 10 day quarantine period and if he/she is symptom free
- Parents will be notified via email from Mr. Amling.
- Classroom will be disinfected

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