



Returning to School – Fall 2020

School Day – On-Site Operations During the COVID-19 Pandemic

Student Arrival

- Students should plan to arrive at 7:15 am. Doors will open at 7:00 am for families requiring an early arrival, but to limit student “down-time” in the classroom, families are encouraged not to drop off students prior to 7:15 am.
- Students in Grades K-8 who are arriving by car, enter at door “U” labeled School/Faith Formation located at the back parking off Plymouth St.
- Pre-K students and any siblings arriving by car enter the PK childcare entrance on Main St.
- Students arriving by bus enter at door “H” on Pleasant Street.
- Upon arrival, students should drop off their belongings on their hooks/lockers and then go immediately to their classroom and use hand sanitizer

Dismissal

- Dismissal will begin at 2:35pm and classes will be dismissed in a staggered fashion
- Students being picked up by parents/guardians exit from either door “U” or door “T” in the back parking lot. Parents should park and pick up students waiting behind cones. Parents and students must wear masks and adhere to social distancing guidelines.
- Student bus riders will exit door “H”.

Classrooms – Classrooms will be organized to maximize available space for social distancing between students and teachers. All seating will be faced in one direction. There will be webcams in each classroom that have 360 degrees of motion to allow for an asynchronous learning experience.

Lunch – Pre-K will eat lunch in the classroom and all other students will eat in the lunchroom. Seating will be arranged to maximize social distancing. All seating will be faced in one direction.

- Each grade will have designated seating
- All silverware, napkins, etc. will be individually wrapped
- All condiments and food items will be served by the staff only
- Servers will serve lunch from behind plexiglass barrier.
- No microwaves

Hand washing /sanitizing will be required upon arrival, between classes, before lunch, after recess and during other transition times.

Restroom Use - The number of students using the restroom at one time will be limited to two.

Drinking water stations will be closed except for the bottle filling station near the gym. Students may bring individual personal water bottles.

Library - Students may use the library with their class for reading time. We will begin the school year without student book check out.

Lockers are available for holding back-packs, coats and basic supplies. No personal decorations allowed inside or outside of lockers. Students may carry bags to and from classes to store their Chromebook, textbooks, and other supplies. Individual middle school classrooms will take turns accessing their lockers.

Gym will be held outdoors as much as possible. Gym uniforms and gym lockers will not be used. Activities will accommodate social distancing.

Field Trips - Students will not travel off-campus for field trips at this time

Instructional Materials - Sharing instructional materials will be limited. Any shared item will be sanitized between uses. Students will primarily use individual supplies.

Mass - Grades 1-5 will attend Mass on the 1st and 3rd Tuesday of each month and Grades 6-8 will attend Mass on the 2nd and 4th Tuesday of each month.

Hallway traffic will flow in one direction according to arrows on the floor. Extra time will be allotted for transitions.

Middle School Class Rotation

- Students in grades 6th-8th will rotate classrooms based on subject so that the teachers have full access to the resources and materials they need for their particular subject
- Individual classrooms will take turns accessing lockers
- Once all students have their materials for the next class, the classes will rotate to the next room in unison following directional arrows and without stopping to minimize passing time

Art, Music and Spanish for 5K-5th Grade will be held in classrooms. Middle school students will move to designated rooms.

Recess

- Grades 5K-5th grade will use designated areas that do not overlap with other grades.
- Individual grades will rotate use of playground equipment and play areas weekly.
- Recess activities will accommodate social distancing.

School Office

- Students who have items for the school office should give those items to their teacher.
- If a parent needs to pick up or drop off items for their child, they should push the buzzer for the school office and an office staff member will meet the parent at the door

Face Coverings – As required by the [State of Wisconsin Emergency Order #1](#), anyone over the age of 5 must wear a face mask or face covering while indoors.

- Students' masks should cover the mouth and nose, stay in place and be labeled with their name using a permanent marker to avoid putting the wrong mask on
- Student may remove masks during for outdoor recess, outdoor PE classes and while eating or drinking
- Teachers will provide times in the day for mask breaks for students and themselves
- Certain subjects require that students can see the teachers' mouth movements and vice versa (i.e. Phonics) so in these instances teachers will advise students to remove masks

Visitors

Only essential visitors/parents are allowed in the building.

Visitors/parents must wear a mask, report to the school office and answer a screening questionnaire.

Those picking up students for illness or appointments must wear a face mask and report to the school office for student pickup.

Temperature Measurements and COVID-19 Symptoms – Student and staff temperatures should be taken at home prior to coming to school. Those with temperatures of 100.4 degrees or higher or showing symptoms of COVID-19 should not report to school. Follow the [SJB Decision Tree](#) document when deciding if you should send your child to school.

Confirmed COVID-19 – In the event of a confirmed case of COVID-19 in our school community, the school administration will follow the local health department's protocols for quarantine, isolation, and return to work or school.

Separate Health Rooms

- A quarantine area for students experiencing COVID-19 or flu-like symptoms. Students must be picked up within one hour of notice.
- A wellness area for students with other health needs (i.e. bumps and bruises).

Building Ventilation – Classroom windows and doors will remain open for increased airflow and ventilation.

Enhanced Cleaning Protocols During the COVID-19 Pandemic

To facilitate additional cleaning and disinfecting procedures an additional full-time custodial staff member will be added to the team. Plexiglass barriers are installed in front of the lunchroom and school administrative assistant's desk.

Enhanced Daily Disinfection

- Middle School teachers will disinfect desks and chairs between classes.
- Pre-K through Grade 5 teachers will disinfect periodically during the day.
- Lunchroom tables and chairs disinfected between lunch rounds.
- Increased restroom and water bottle filling station cleaning.

Enhanced Nightly Disinfection

- School desks and chairs - High impact disinfecting sprayer
- Outside of Lockers - High impact disinfecting sprayer
- Playground Equipment - High impact disinfecting sprayer
- High Touch Surfaces - Door knobs, railings, light-switches, push bars
- Soft Touch Surfaces - Carpet, fabric

Questions and Answers:

Q. Will SJB school be open in September?

A. Yes. We are planning to open so that all students have the opportunity to attend school in person safely every day. We will continue to monitor the progression of COVID-19 cases in Sheboygan County, as well as the health of all students and teachers in our schools. We will regularly reassess based on data from the Sheboygan County Health Department, the Archdiocese of Milwaukee, the Wisconsin Department of Public Instruction, and other resources to determine whether we need to activate alternate plans.

Q. What safety measures are in place to protect students, teachers, administrators, and staff?

A. We have developed new procedures and enhanced cleaning and disinfecting protocols intended to ensure the health and safety of all students, teachers, and staff. New procedures include routines to maximize social distance, limiting the use of the lunchroom, regular breaks for hand washing and increased ventilation. Classrooms are reconfigured to accommodate social distancing with all desks facing one direction. Protocols will be created for recess, physical education classes, and outdoor academic experiences. Movement within the building and sharing materials and supplies will be limited to the extent possible so that students can remain with a set group, usually their homeroom class. New cleaning protocols include disinfecting frequently touched surfaces and frequently used objects at regular intervals throughout the day and increasing the frequency of disinfection during regular nightly cleaning.

Q. Will SJB be able to maintain social distance in classrooms?

A. Teachers will ensure that students maintain a safe distance from each other while in their classrooms and throughout the building. How that is accomplished will depend on the class enrollment, classroom dimensions and other school-specific needs.

Q. When should I keep my child home from school?

A. We expect all parents to take their child(ren)'s temperature and observe their overall health before sending them to school. If the child has a fever of 100.4° F or higher, or if the child shows any symptoms of COVID-19, he or she should not come to school and should contact a physician. Follow the [SJB decision tree document](#).

Q. What will happen if a student shows symptoms of COVID-19 in school?

A. If a student shows symptoms of COVID-19 while in school, he or she will go to the school quarantine health room. The student and anyone assisting the student will wear a mask. The student's parents or guardians will be called, and the student will leave school as soon as possible. The student's desk, belongings, and any commonly used objects he or she may have touched (doorknobs, pencil sharpener, etc.) will be disinfected. We will follow local public health official requirements regarding any additional steps or communication that needs to occur.

Q. When can a student come back to school after being absent with COVID-19 symptoms?

A. All students who are absent from school because they show COVID-19 symptoms should contact a physician. It is expected that students will remain absent from school until they are fever free without fever reducing medication for 24 hours and other symptoms disappear. Students who have tested positive for COVID-19 will be able to return to on-site school after following the guidance of the local public health department. Virtual learning is available for students unable to attend school on-site.

Q. What if my child or a member of my household tests positive for COVID-19?

A. In the event that a child, or a household member living with a child, has tested positive for COVID-19, families should notify the school office and follow the local health department's protocols for quarantine, isolation, and return to work or school. Prior to returning to school parents should provide evidence of child's negative COVID-19 test result and /or a release from child's primary care physician.

Q. What happens if another student in my child's class tests positive for COVID-19?

A: We will make all parents aware that a member of the school community has tested positive for COVID-19. Because each situation is different, the school will consult with the local public health department to determine protocols for quarantine, isolation and return to school. Students who share a classroom or who may have had contact with the student who tested positive will be monitored closely for COVID-19 symptoms. If need be students will receive instruction virtually.

Q. What happens if my child's teacher tests positive for COVID-19?

A. Should any employee have COVID-19 symptoms or test positive for COVID-19, we will follow the same protocols used for students (see above). If a teacher who teaches your child becomes sick and is unable to work, we will provide a substitute teacher.

Q. Could the school building be closed down due to COVID-19 this year?

A. We are working diligently to ensure a safe and healthy environment in the coming year. However, if there are multiple confirmed cases of COVID-19 in our school, we may determine, in consultation with public health officials and the Archdiocese of Milwaukee Schools Office, that it is advisable to temporarily close to control further spread of the virus. In addition, all schools may be subject to a mandate to close due to substantial progression of the virus in the county or state. If these circumstances occur, school buildings will be deep cleaned and disinfected, and students will transition to virtual learning.

Q. What if I do not feel safe sending my child back to school?

A. We are doing our best to implement new protocols to ensure the safety of all students and staff. However, we understand that some families still may not wish to return to on-site learning. If your family is in this situation you may opt for all virtual learning. Families must meet the virtual learning expectations and commit to virtual learning for the entire trimester. Please contact the principal for approval.

Q. Will my child's classroom look different?

A. Desks and tables in classrooms will be spread out as much as possible to achieve safe social distancing. To maximize floor space, non-essential furniture and other items will be removed. Desks and tables will also be arranged so that they face the front of the room.

Q. Will there be any new technologies in the classroom to create an asynchronous learning experience for those that choose virtual learning?

A. There will be webcams in each classroom that have 360 degrees of motion to allow for an asynchronous learning experience.

Q. Will students share school supplies?

A. No. Students will not share school supplies (e.g., books, crayons, technology, etc.), including subjects as art and music. Exceptions may be made for activities outdoors (such as outdoor physical education classes). If it is impossible to avoid sharing supplies, such supplies will be cleaned after every use.

Q. Will learning in the classroom look different this year?

A. The implementation of social distancing protocols and other health and safety safeguards will require some adjustments to student movement within and between classrooms. Spanish, Music and Art classes for 5K- 5th grade will be in the classroom. We are also integrating technology into classrooms more fully. Each class will use Google Classroom as a consistent on-line tool for learning management. The use of other online instructional tools will be identified and implemented. This will allow a greater amount of personalization to meet the needs of all students. It will also allow students who are absent for an extended period to stay engaged

with the classroom. Teachers, as always, will use their expertise to determine the best techniques for the content and skills being taught.

Q. How will student learning continue if the school building is closed?

A. The plan for full time virtual learning is responsive to the feedback provided on the recent parent survey. The intent is to have a virtual learning experience that closely resembles the structure, interactions, and work of in-school learning.

- Students will continue to use the technology and programs used in the classroom so that the transition is as smooth as possible.
- Clear, consistent expectations for student attendance, work, and assignments will be communicated to all students and parents.
- Teachers will instruct from the on-site classroom if possible. Guidelines are in place for increased live interaction with teachers, with the length and type of interaction determined by the age/grade of the students.

Q. Will there be any changes to tuition this year due to adaptations to the learning environment?

A. Tuition will remain as posted for the full year. The tuition and fees that families pay typically cover about 30% of our school's budget. We can keep tuition at this level because of income from fundraising and financial contributions, such as donations, and parish support. Income from each of these sources is critical to paying teachers' salaries and benefits and to implementing all parts of the programs that school delivers. Even though our school, classrooms, and learning may look different this year, the expenses of providing a rigorous Catholic education remain the same as they always have been. In fact, the program overall may cost more this year due to costs for increased technology, training, and cleaning protocols. Sustained income from all sources is even more important than ever this year.

Q. The pandemic has affected my family's income. Is there financial assistance available?

A. If your income has been affected by the pandemic, please contact the Director of Administrative Services to discuss the possibility of financial assistance or an alternate payment plan. We will do our very best to work with you.