

# ST. JOAN OF ARC PARISH SCHOOL COMEBACK PLAN



REOPENING AND COVID-19 MITIGATION PLAN  
PLAN DRAFT DATE AUGUST 7, 2020

## WHO WE ARE...

St. Joan of Arc is faith, family, and fellowship. We are disciples of Christ in a wonderful, beautiful, special, one-of-a-kind Catholic school.

The plan before you is one made to address our current world situation. Though there are additional safety measures and precautions that will be taken, we continue to be who we are.

St. Joan of Arc will continue to be a place that is filled with love and joy. Our classrooms will continue to be warm, welcoming, and inviting.

We share this plan with you eager for the year ahead to grow in learning, love, and Christ together.

## MARCH 13, 2020

On Friday, March 13, 2020, all public and private schools buildings in the state of Wisconsin were closed due to the COVID-19 pandemic.

St. Joan of Arc began preparations and transitioned the entire school program to distance and virtual learning within one week.

The order carried us through the end of the 2019-2020 school year.

# CURRENT STATUS

Numbers of cases of COVID-19 continue to rise across the state

American Academy of Pediatrics, Children's Hospital of Wisconsin, and National Academy of Sciences all indicate that children should return to school

Because children are very good at transmitting COVID-19 (though they are less likely to become ill and drastically less likely to become seriously ill), Children's Hospital of Wisconsin recommends children, in general, return to school, including those with illnesses like asthma with certain precautions put in place.

They do not recommend the same for those with serious health conditions like cancer or in need of transplants.

Effective August 1, 2020, Governor Evers declared a public health emergency which includes a mask mandate for all ages 5 and above

## OUR PLAN...

Our plan is made after conducting research and participating in planning sessions with area schools and the Archdiocese of Milwaukee and is based on guidance and research from the CDC, DPI, American Academy of Pediatrics, the Archdiocese of Milwaukee, the Catholic Comeback Plan, and state, county, and local health officials. The plan will evolve and change as we proceed through the school year as the pandemic is a fluid situation and we will continue to receive additional information provided by government and health officials.

# WHY RETURN TO SCHOOL?

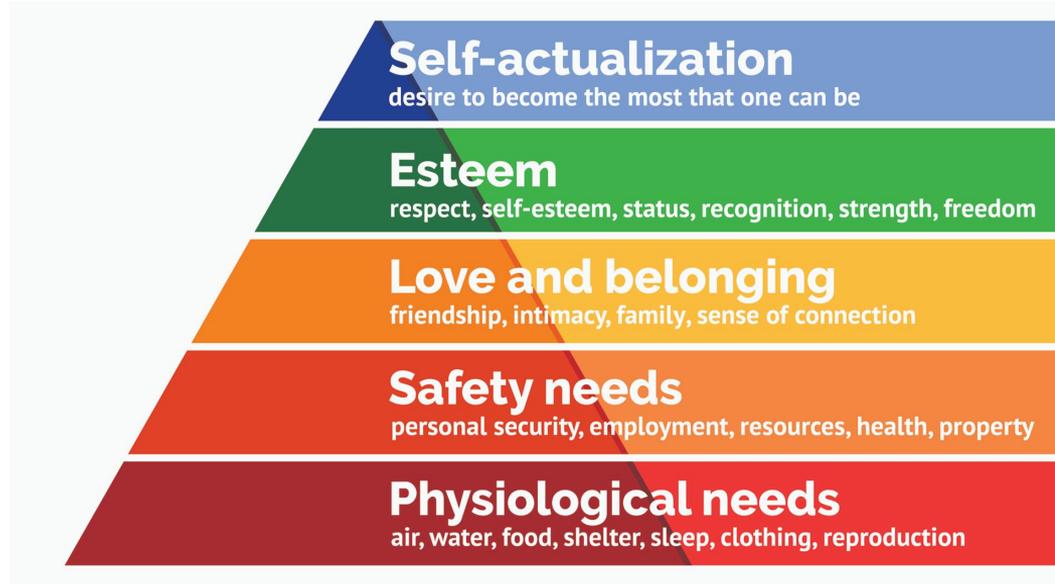
## Maslow's Hierarchy of Needs

As a reminder, to move up on the pyramid, the levels below need to be addressed.

Society as a whole is working in “Safety Needs” - this includes both physical and mental/emotional health.

Following what we know about human needs, we must be attentive to the safety and health of our children in our plans for school.

We acknowledge and understand there is a pandemic. Social distancing and mask wearing help us to move beyond safety.



# WHAT ELSE DOES THE RESEARCH SAY?

The AAP strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school.

“Lengthy time away from school and associated interruption of supportive services often results in social isolation, making it difficult for schools to identify and address important learning deficits as well as child and adolescent physical or sexual abuse, substance use, depression, and suicidal ideation.

Although many questions remain, the preponderance of evidence indicates that children and adolescents are less likely to be symptomatic and less likely to have severe disease resulting from SARS-CoV-2 infection. In addition, children may be less likely to become infected and to spread infection.”

## CONTINUED FROM THE AAP...

“Policies to mitigate the spread of COVID-19 within schools must be balanced with the known harms to children, adolescents, families, and the community by keeping children at home

Finally, policy makers should acknowledge that COVID-19 policies are intended to mitigate, not eliminate, risk. No single action or set of actions will completely eliminate the risk of SARS-CoV-2 transmission, but implementation of several coordinated interventions can greatly reduce that risk.” (American Academy of Pediatrics)

# OUR EDUCATIONAL CONVICTION

Our conviction is that our school students learn best when in a face-to-face learning environment. All of the planning in this document addresses the goal of having our students in the building for face-to-face instruction as much as possible, though offering a virtual option for those needing it. All policies and procedures related to the school day are created as means to that end.

Although this plan is written with face-to-face instruction in mind, we are well-prepared to transition to full, quality distance learning at any point in time.

# THEREFORE....

St. Joan of Arc is planning to open for face-to-face instruction for the coming school year with a virtual, distance learning option for those that will not be in school and with a variety of mitigation measures in place

Please note:

School size has us at an optimal number of students in the classrooms at a time, with no homeroom larger than 16 students

All desks in homeroom classes are able to and will be spaced at 6 feet apart

All students will be required to wear face-coverings/masks

# HEALTH SCREENING

Though we are aware the virus may spread before presenting symptoms, and we are masked to reduce the likelihood of transmission, we need to monitor for symptoms. Fever and cough are frequent indicators of infection.

Health inventory: Monitor for symptoms of:

- Cough
- Fever or chills (fever will be defined as at/above 100.4)
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Sore throat
- New loss of taste or smell
- Diarrhea
- Headache
- Nausea or vomiting

# HEALTH SCREENING CONTINUED

## Staff:

All staff members are expected to complete a self-health assessment daily before entering the building including temperature check. They will be expected to stay home when:

- When exhibiting symptoms associated with COVID-19. Everyone should become familiar with these symptoms, and we will establish a daily self-screening protocol for every student and employee (see below).
- After close contact with persons who have tested positive for COVID-19 or are symptomatic.
- After returning from travel to certain locations, as guided by CDC or local public health officials.
- If any employee has been exposed to COVID-19, the school will require medical clearance by physicians before they re-enter the school.

# CONTINUED...

Students:

Families will be asked to complete the same health inventory as staff for each child before reporting to school. Additionally:

We have a non-contact thermometer for those that would like us to check their children's temperature and/or when a student presents symptoms/is not well.

If a student or staff member begins to exhibit symptoms in line with COVID-19, they will report to the health room as an isolation space. The staff member will be sent home. A parent will be required to pick up a child and guidance will be given on what will need to be achieved for the child to return to school. In order to return to school, COVID-19 testing or a prescribed quarantine time may be required by medical professionals. We will rely on guidance from medical professionals regarding any prescribed quarantine time.

# WHAT IF SOMEONE TESTS POSITIVE FOR COVID?

St. Joan of Arc will be working with the Waukesha Health Department. While we will be following their guidance and requirements, the general quarantine requirement is that a person has to be symptom free for three days before returning to school/work

According to the information from the Health Department, if a family member tests positive for COVID, all in the household will be, at the direction of the Health Department, in quarantine for the entire time the family member is ill plus an additional 14 days. If another family member becomes ill, that quarantine time starts over.

If a student or faculty member becomes ill, those that are in close contact (less than 6 feet apart for a sustained 15 minutes or more) will also likely be asked to quarantine (remain home) by the Health Department.

# HEALTH AND SAFETY- FACE COVERINGS/MASKS

In agreement with the CDC, AAP, and CHW, it is mandatory for all students and staff at St. Joan of Arc to wear a mask. Though recommendations vary for those in 3K/4K, we will require the students to have a mask to be used at times, though not all day.

There will be regularly scheduled mask break times outdoors for all groups (with a goal of no more than 30-45 minutes in a mask before a break)

All staff and students will be provided five (5) masks by the school. These are not uniform in nature and home purchased masks or neck gaiters are acceptable.

Teachers are allowed to remove their masks for portions of time for educational purposes (to allow clear instruction to be given). This may only be done while presenting if it is needed and during this time, six (6) feet of distance must be maintained between the teacher and all students.

We will reevaluate the mask policy frequently as to how long masking will continue. Those unable to wear masks for medical reasons may enroll in our 100% virtual option for schooling.

# PROCEDURES - HOMEROOMS

In order to best limit the likelihood of spread of COVID-19, our classrooms will operate as cohorts. As such, large group gatherings will not occur. Students will be assigned to their homeroom as:

3K/4K

3rd/4th

5K

5th/6th

1st/2nd

7th/8th

Students will remain in these rooms except for movement/outdoor breaks and for specials (health class will be in the homeroom, PE will generally be held outside, art in the art classroom and music in the Display/Lecture Room. Because it will be outside, masks are not required during PE.

# PROCEDURES - CLASSROOM SETUP/PHYSICAL DISTANCING

Student and teacher desks have been set with 6 feet of distance between all student seating spaces

Extra furniture has been removed to allow for proper spacing/distancing

Hand sanitizer and hand washing stations will be available and used regularly and teachers will establish classroom traffic flow patterns to ensure distancing is maintained

# PROCEDURES-ARRIVAL

Parents will not enter the school building. Students will enter on their own. Smaller children (3K/4K) will be escorted by school staff.

Students will be sent directly to their homerooms upon arrival. Students may not arrive before 7:20 without notifying the school office by the day before so we have a safe space for the children to be. Children must have a book to read if arriving early.

Announcements will be done via intercom system with plans to incorporate video morning announcements at least once per week.

Class will begin at 7:40.

## PROCEDURES - SUPPLIES

School supplies will be per child and there will be no communal supplies this year. Additionally, manipulatives and other materials and toys for the kindergarten grades may be assigned per child in the classrooms as well to minimize spread.

All surfaces and materials in classrooms will be sanitized as part of the cleaning and sanitizing practices throughout the day.

# PROCEDURES - HALLWAYS

There will be minimal hallway movement. Access to lockers will be limited for students to only for storing backpacks, jackets/outdoor wear.

When moving in the hallway, students will be asked to keep 6 feet distance between them. All students will follow the rule of moving along the right side of the hallway, single-file.

The drinking stations will be turned off in the hallways. All students will be asked to have a water bottle at school. If they do not have one, a bottle of water will be provided for the student for the day. There will be touchless water bottle filling stations at each drinking fountain location (near the restrooms).

Bathrooms will be regularly sanitized (hourly and more as needed) to ensure sanitation. More on bathrooms on the next slide.

## PROCEDURES - RESTROOMS

Bathrooms will be able to be used as needed

Whole group bathroom breaks will be avoided

Signage will be placed in all bathrooms regarding proper hand washing and hygiene

Again, bathrooms will be sanitized throughout the day (approximately hourly) to ensure safe use by all

# PROCEDURES - LUNCHROOM

Students will be eating in the lunchroom. In order to provide for proper distancing in the lunchroom, there will be added lunch periods and only three students per table, with rotating assigned seating.

Lunch 1 - Grades 3-8

11:35-11:55 Eat

11:55-12:15 Outdoor time/recess

Lunch 2 - Grades 3K-2

11:35-11:55 Outdoor time/recess

11:55-12:15 Eat

Teachers will eat in their classrooms

# PROCEDURES - DISMISSAL

All students will be picked up via the pick-up line in front of the school building. The procedure will be as follows:

Parent pulls up to the front door. Mrs. Cerveny or designee will be outside and radio in to Mrs. Vanderhoef or designee who will call the family using the PA. Those students exit the building to their car.

Those going to extended care will move to that location at 3:00 p.m.

# PERSONAL HYGIENE

Teachers will be instructing students in proper handwashing. There are handwashing stations accessible in every classroom (in the kindergarten rooms it is in the restroom).

Hand sanitizer will be available and used in all classrooms regularly, particularly at times when hand washing is not possible.

All student will sanitize hands upon leaving and returning to their classroom for any reason.

Students will be provided a lanyard to hold their mask during scheduled break times to ensure it is not lost, falling onto the ground, or getting mixed up with another student's mask

In addition to the above, students will receive instruction in social distancing, wearing a mask, not touching faces, staying home when sick, and general good health practices.

# CLEANING/SANITIZING OF CLASSROOMS, AIR FILTRATION

Classrooms will be sanitized by our maintenance crew throughout the day when the children are out of the room utilizing our new sanitizing system (Purex PureFx). Our ventilation system makes the room safe to re-enter within less than 5 minutes. Mr. Ama will also remain on call to clean and sanitize as need arises during the day.

In order to ensure that rooms used by multiple groups throughout the day are sanitized, classes will only be held in those rooms on an every other class period basis to allow cleaning and sanitizing to take place in between groups using the spaces.

**Air Filtration** was evaluated by our HVAC company and the efficiency rating of 10 (with 6-10 being the ideal range) will be a support in maintaining a healthy air environment in our classrooms. The fans will run continually to assist with the air movement as we do not have windows that open.

# FIELD TRIPS/SERVICE PROJECTS/ASSEMBLIES

Field trips will be virtual for the time being

Service Projects will be done in the classroom/remotely. No offsite/in-person service projects will be done for the time being

Assemblies will only be held in the classroom via web-based means (over video or PA)

## EXTRACURRICULAR ACTIVITIES/SPORTS

These activities and programs enrich the lives of our students. St. Joan of Arc will follow the decision of the Archdiocese of Milwaukee Athletic Board. As such, there is a temporary hold on all extracurricular activities and sports. Beginning these activities after Thanksgiving will be decided by October 1.

## SCHOOL VISITORS

St. Joan of Arc will aim to minimize visitors to the school building. Those visiting must be by appointment with the express permission of the Principal, be escorted by school personnel, and are subject to a health screening, including temperature check. All entering the building for any purpose will also be required to wear a mask.

# STUDENT APPOINTMENTS

In the event a student needs to leave during the day for an appointment, we ask that you confirm these in writing. When arriving to pick up your son or daughter, phone the office and we will call him/her to the office using the PA system.

When returning to school, please again phone the office so we may sign him or her back and your child will enter through the front doors and proceed directly to class.

# PARENT MEETINGS

All committee and parent meetings will be held virtually via Zoom until further notice

Parent and teacher conferences will take place via scheduled Zoom calls

# HEALTH COMMUNICATION / PRIVACY

In the case of a member of our community testing positive for COVID-19, school officials will communicate to the broader community depending on the specifics of the situation. Privacy considerations, as well as the health and safety of the entire school community, will always be respected. Depending on the situation, we may need to inform the specific groups or the entire community that there has been a positive case, but we also may not. We will make these decisions in consultation with local health officials.

# SUBSTITUTE TEACHERS

Substitute teachers lead to additional exposure risks for all students and staff. In addition, there is a general shortage of substitute teachers available across education and even more so since the onset of COVID-19. As such, in the event a substitute teacher may not be secured, specials may also be cancelled for the day. Mrs. Cervený will also be relieved of her regular classroom teaching responsibilities in order to be available to substitute in a classroom or distance learning environment .

# LEARNING MODELS

Though it is our goal to have students in school for instruction 5 days per week, we are also aware that there will be those who are unable to be in the building. This may be for personal choice reasons or for health reasons. As such, our instruction is being planned to support “distance learning in the classroom.” More details on that on the following slide.

Again, our goal will be to have students in class in a mask for no more than 45 minutes at a time. Outdoor class spaces will be available and there will be frequent outdoor breaks throughout the day to make this possible.

# INSTRUCTION

Students will have home-base style classrooms. The students, with the exception of during some specials, will stay in their classrooms and the teachers will move to the students. Outdoor class spaces will be utilized and this will allow breaks from masks. All classes in grades 3-8 will be conducted utilizing Google Classroom, with materials uploaded for submission. Classes will be conducted in person, though in a format that is compatible with distance learning. This will allow those that are not currently in the building to take classes. We will ensure all lessons are presented in person and on the web so that those not in the building may continue their learning. This will also allow for a smoother transition in the event that a class or the full school needs to quarantine for a period of time.

## INSTRUCTION CONTINUED

All students in grades 3K-2 will have work provided in person as well as utilizing See Saw. See Saw is a management system for student work and materials that, similar to Google Classroom, organizes the material and the deadline dates for the material in one place. The See Saw format sends all assignments and communication through the parent account.

# TECHNOLOGY

Each student in grade 5-8 will be assigned a school Chromebook to be used at school for the year. It may be transported between school and home as need arises and with permission.

Students in grades 3 and 4 are welcome to bring Chromebooks from home to use. Please note the school is not responsible for maintenance of these devices. If you do choose to send your child with a device from home, please contact the school office so we may provide information to set the device up with school account information for smoothest use of Google Classroom. We will provide this information before the first day of school.

# EXTENDED CARE

We ask that extended care use be limited to the case of need. Students will not be able to remain in their class cohorts during the extended care time, but will be in mixed groups across grade levels.

Extended Care will be administered entirely from outside as much as possible. In the event of significantly inclement weather (i.e. extreme cold, heavy rain, lightning) Extended Care will be administered in the gym. Looking at usage, extended care will be available until 4:30 p.m. daily. Please let us know if you are in need of care beyond that time.

There is still staffing need in the area of extended care. More information on staffing is to come.

# SCHOOL LITURGY

The spacing in the church allows for school liturgy to continue as it has in the past with the following limitations:

Students in grades 1-8 will attend School Mass

Students in 3K-5K will have a separate scheduled prayer with Father Mike

# MANDATED SCHOOL CLOSURE FOR COVID-19

Depending upon the situation, upon learning of positive COVID-19 cases, it may be necessary to temporarily close the school building at the direction of health department officials. In addition, we will closely monitor community transmission rates, our own school absentee rate, and the guidance of local health officials, in making these decisions. In the situation of school closing, we will communicate the need to the school community, and begin to operate utilizing distance learning.

# DISTANCE LEARNING - INSTRUCTION

Daily live instruction (Zoom)

Recorded Instruction for other lessons

Additional web based programming may be used to support learning in some areas

3K-5K Morning Meeting done live daily, remaining work done with recorded instruction. This instruction will be developmentally appropriate for the age group, including play-based instructional activities. All work and communication sent through See Saw.

Grades 1-2. Math instruction will be conducted daily via Zoom. Additional lessons and instruction will be recorded with assignments sent through See Saw. Work will be daily guided instruction with hands-on extension activities/additional practice.

Grade 3-8 Daily live instruction(schedule will be sent by teacher) with additional lessons recorded. Work and links sent through Google Classroom. Teacher led instruction will be provided with both traditional and project-based extension and assessment activities.

# DISTANCE LEARNING-CATHOLIC IDENTITY AND PRAYER LIFE

Weekly Mass link will be shared with all families

Whole school prayer session led by the Principal will be held to begin each week

All teacher live Zoom sessions will begin and end with prayer

Religion instruction will continue

Service from home opportunities will be incorporated into the class requirements

# DISTANCE LEARNING - SUPPORT SITES

3K/4K- See Saw, ABC Mouse, Scholastic Let's Find Out

5K-See Saw, RAZ Kids, Scholastic Let's Find Out

1-2-See Saw, RAZ Kids, Happy Numbers, Reading Eggs, Education.com, Mystery Science, Science 4 Us

3-4-Google Classroom, Xtra Math, Mystery Science

5-8-Google Classroom, Khan Academy, Xtra Math, Prodigy, Vocabulary Workshop

# DISTANCE LEARNING - COMMUNITY ENGAGEMENT

Community events will be held for parents and families in partnership with our Home and School including opportunities for prayer, virtual school-wide activities for families, virtual activities and connection opportunities for parents, etc.

Additionally, upon beginning Distance Learning, prayer, announcements, and read-alouds will be offered for our community as well as the wider community through our Facebook page.

# DISTANCE LEARNING - COMMUNICATION

Parents will be linked to their child's Google Classroom accounts (See Saw will already be linked to you)

A daily class announcement will be posted to announce what must be done that day.

All due dates are communicated through Google Classroom

Tutorial videos will be shared on how to use the programming

Students will all be trained in use of Google Classroom during the first days of school

Student will be emailed about missing work and the parent will be copied on the email

Teachers will answer emails during school day hours. If you or your child emails outside of school hours, please allow until the end of the next school day for a response.

Wednesday newsletter and school updates will continue while in distance learning and surveys may be sent

All grading will be done using Standards Based Assessment and Grading and through PowerSchool

# DISTANCE LEARNING - ASSESSMENT PRACTICES

Re-do's and resubmissions will be allowed in distance learning, just as in the classroom

Insufficient Evidence will be used as the marking if the student does not submit enough evidence to demonstrate proficiency on a specific standard

Teachers will identify, at the time it is assigned, which assessments that must be done independently and which may be done with assistance

Performance standards may require live assessment via Zoom or video submission

Compliance activities may require parent authorization of completion

# DISTANCE LEARNING - STAFF COLLABORATION

Weekly faculty meetings via Zoom

Additional individual meetings with principal held once per month

Time to connect on cross-curricular assignments and projects

Professional Development will be held on scheduled PD days and embedded in weekly faculty meetings



## WHO WE ARE...

As we embark on this unusual beginning to a school year, I ask you to remember who we are...we are faith, family, and fellowship. Again, we are disciples of Christ in a wonderful, beautiful, special, one-of-a-kind Catholic school.

The work of executing this plan and of safely returning children to school is and will be a labor of love by administration, teachers, staff, and parents so that the students not only return to school but are able to stay in school.

We face changes and challenges in the year ahead, but we can accomplish this together because together with Christ we can accomplish anything!