

Return to School Plan

Updated 08-07-20

Dear Parents,

Looking to the future with hope, we have established guidelines to provide a safe environment for our students and staff as we reopen St. John the Evangelist. Our number one priority is keeping our students and staff safe and healthy while continuing to provide our students with a strong, faith-based education. These guidelines are put in place under the recommendations of the Archdiocese of Milwaukee, the Wisconsin Department of Instruction, the Department of Health Services and the Greenfield Health Department. Accurate as of August 7, the information provided below summarizes our plans for the 2020-2021 school year. These protocols may be adjusted as we monitor the situation. We thank you for your flexibility, understanding, and patience in these ever-changing times. Any and all changes will be communicated promptly to our school community.

All families will be asked by the Archdiocese of Milwaukee to sign a "Return to School" statement. A hard copy of this waiver will be sent to families. You can view the waiver here:

[*Return to School Statement of Understanding - Covid-19*](#)

It is our plan to return to in person classes on Monday, August 31st. The identification of positive cases of Covid-19 in our community, higher rates of community spread, or changes in local guidelines will likely lead to quarantine periods throughout the year, either for our entire school or for individual classroom cohorts. In the event of a quarantine, online schedules for classes utilizing google classroom as the learning platform will be provided to families affected by the quarantine.

All decisions regarding quarantine/school closures will be made in conjunction with the Greenfield Health Department.

Health

If your child is not feeling well, please do NOT send them to school.

All students will have their temperatures taken with a no-touch thermometer each morning prior to entering the building. Parents are asked to wait in their cars until temperature readings have been recorded. Students with temperatures over 100.4 degrees F will be excluded.

Any child presenting symptoms of Covid -19 during the school day will be sent to an isolation room. Parents/guardians will be called immediately to pick up their child. Families are asked to make plans to have someone available to pick up children within 30 minutes. Symptoms of Covid -19 include a fever of 100.4, cough, shortness of breath or difficulty breathing, fatigue,

chills, body/muscle aches, headache, sore throat, congestion, new loss of taste or smell, nausea or vomiting, and/or diarrhea..

Any child who is ill (not Covid related) may not return to school until they are fever free without fever-reducing medicine for 36 hours.

If a student has tested positive for Covid-19, they may not return to school until they are free of fever and respiratory symptoms for at least three days without fever-reducing medicine **and** ten days have passed since symptoms first appeared. Students must have written clearance to return to school from their local Health Department.

If a teacher or other staff member has tested positive, the same protocol will be followed.

If there is a suspected or confirmed case of Covid-19 in your child's classroom, we will contact the Health Department of the community where your family lives. Parents will be notified by email or phone of specific next steps.

St John the Evangelist requires parents to notify the administration immediately if your child or another family member has been exposed to or tested positive for Covid-19. Confidentiality will be maintained.

The Guidelines for notification and Isolation/Quarantine in the event of a confirmed case of Covid -19 are available here:

[*Notification Process for Schools with Confirmed Covid-19 Cases*](#)

Start of the School Year:

As stated above, we will begin the school year on Monday, August 31st, with our book and supply drop off. This event will be held by appointment, using a sign up genius document for scheduling. Students will have their pictures taken, and uniforms will be available for resale at this event.

Regular classes will begin on Tuesday, September 1st, following the drop-off/pickup protocol outlined below.

Welcome Back Night will be held virtually on Thursday, September 3rd. Classroom teachers will be providing 30 minute parent sessions via Zoom. Watch for communication directly from the teacher regarding details to access these meetings.

Entering/leaving the building:

Parents will not be allowed in the building during drop off or pick up times.

Drop off: All parents of students in K5 through 8 are asked to drop off on the north side of the building. Parents are asked to not exit cars at morning drop off. Staff members will be outdoors to complete necessary temp checks.

Pick up: Students will wait on the lawn/sidewalk in classroom cohorts until they are called to their cars. Parents are asked to not exit cars at the end of the day.

Drop off and pick up of K4 students will take place at door # 6. Staff will greet students at the door, take temperatures, and accompany them into the building. Staff will accompany K4 students out of the building at door # 6 at the conclusion of the school day.

Parents who are coming for early pickup, either of a kindergarten student or an older student who has an appointment, should call the office upon arrival. Parents will receive instructions for pickup over the phone.

Masks:

Per state mandate, masks will be required for all students, staff, and visitors to our building through Monday, September 28th. Updates on this mandate will be implemented as necessary.

The school will provide plain cloth masks or clear masks for teachers. Cloth masks should be laundered daily. Plastic masks can be disinfected. This should occur daily.

Appropriate mask protocol instruction will be provided to students, and reinforced daily.

Families may choose to send paper or cloth masks for students to wear while in the building. Plain white cloth masks will be available for students who do not bring a mask to school. Please mark masks with your child's name.

Frequent mask breaks will be provided for students and staff throughout the school day. Students will not wear masks outdoors or in PE class.

Before/After school care:

We will continue to offer before and after school care.

In order to plan for appropriate space and supervision, parents will be asked to create a weekly schedule both for before and after care. However, drop ins will continue to be accepted for both programs.

Depending on numbers, students in our early risers program may be divided among classrooms.

Students in ASC programming will continue to meet in the school cafeteria. There is plenty of room for activities with adequate distancing. In addition, we will continue to provide as much outdoor time as possible.

Classroom cohorts:

In most cases, classroom cohorts will consist of students organized by grade levels. There will be exceptions to this for some of our small classes, who will need to be grouped for instruction for some subjects.

Teachers will move from class to class with the exception of PE class and the science lab. Students will not change clothes for PE class. The science lab will be outfitted with plastic dividers to allow for the table configurations. Classes utilizing the science lab will be scheduled to allow for cleaning between classes.

Classroom protocols:

Teachers will provide students with instruction in physical distancing, hand-washing, and mask protocols throughout the first week of school. Modeling and review of these skills will continue daily, along with gentle reminders throughout the day as students adjust to changes in daily routines.

Students will be organized to allow for maximum distancing in the classroom. Students in grades one through eighth will be seated facing the front, separated to the extent possible.

Teachers will be provided with a portable plexiglass screen for one on one work with students.

Access to shared materials will be minimized at all grade levels. Toys for EC classrooms will be rotated daily for cleaning. Students will not share art or learning materials. Each student will store their classroom tools (crayons, pencils, etc.) in a box or bag clearly marked with their name.

When students enter the classroom - first thing in the morning, following recess, lunch, mass, etc. they will either use the hand sanitizer available outside of the room, or immediately proceed to the sink in the room to wash their hands.

We are in the process of ordering additional chromebooks, but because of unusual demand, will likely not arrive prior to the beginning of the school year. Plans to minimize shared touch and provide for disinfection of chromebooks are in process.

Cleaning/disinfection:

Areas which are touched frequently will be disinfected throughout the school day by our custodial staff. This includes restrooms, stair rails and exterior doors. Teachers will have access to disinfectant for use throughout the day as necessary.

Classrooms, hallways, common areas and bathrooms will be cleaned and disinfected each evening by our custodial staff..

Lunch:

Students will eat in classroom cohorts, either in the cafeteria, or outdoors. Students will be assigned seats. The lunch schedule will be adjusted as necessary to allow for cleaning between groups. This plan may change as new information becomes available.

Parent supervisors will continue to be utilized for outdoor noon recess periods.

Instruction/Technology:

All students will receive instruction in google classroom immediately upon returning to school. Daily lessons will be uploaded into google classroom pages to provide easy access for students who are in quarantine or choose a "learn at home" option.

Athletics/Extracurricular Activities:

After much consideration, the Milwaukee Archdiocesan Athletic Board has made the decision to cancel the 2020-2021 fall athletic season. In conjunction with this decision, extra curricular activities have also been cancelled until further notice. We recognize and value the impact of athletic and extracurricular activities on the education of our youth, but understand and support the priority of having our students in their classrooms for learning.

Visitors/Volunteers:

All visitors and volunteers will be screened before entering the building. Screening will include temperature checks and a brief questionnaire. Per state mandate, everyone who enters the building will need to wear a mask.

Virtual Learning

It is our goal to provide traditional, in school learning for all of our students. However, we understand that quarantine periods may be necessary for teachers or students throughout the year. All students will be instructed in the use of technology platforms during the first week of school. We will provide instruction for parents as well. This instruction may come in the form of online classes, written instructions, or individual support as necessary.

We are in the process of updating our classroom technology to support virtual learning for individuals or classes. Chromebooks will continue to be available for students who do not have technology at home.

Families who would prefer a virtual beginning to the school year should contact the school office beginning Monday, August 10th. We will communicate with families individually to discuss accommodations available.