



**Waukesha**  
**Catholic** SCHOOL  
SYSTEM

Back to School Reopening Guidebook  
2020-2021 School Year

Monday, August 3, 2020 Edition

## OUR COMMITMENT

**Health and Safety:** We are committed to providing a safe environment for students and staff as we reopen for the 2020-21 school year.

**Academic Excellence:** We are committed to providing quality instruction that maximizes student learning whether via in-person or virtual learning.

**Flexibility:** Our plan allows for flexibility in order to accommodate the continuously changing circumstances related to Covid-19.

**Communication:** We are committed to providing timely communication relating to the latest developments from federal, state, or local authorities, as well as any changes/updates to the existing plan.

### Waukesha Catholic Mission Statement

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Waukesha Catholic instills faith and inspires futures by nurturing each child's gifts with an education rooted in the Gospel values and a culture of community, compassion, and love.



# INSTRUCTIONAL MODEL - FACE TO FACE LEARNING WITH COHORTING

## Cohorting

- A cohort ensures that student and staff groupings are as static as possible by having the same group of children stay with the same staff member (all day for young children, and as much as possible for older children). With the implementation a cohort there is limited mixing between groups.
- K3-8th grade students will stay with their cohort throughout the day.
- Limited interaction with other cohort groups during the day

## Classrooms

- Social distancing will occur in the classroom to the extent possible.
- Plexiglass stations will be used when students and teachers are working in a small group at a table or one on one.
- K3-5th grade students will not transition between classes for instruction, teachers will move instead. (There will be exceptions for some specialty classes.)
- Middle School: Middle school students will not transition between classes for instruction, teachers will move instead. (There will be exceptions for some specialty classes.). OR Middle School will run on a block schedule (four longer classes per day) in order to limit transitions between classes from eight to four.



# STAFF ROLES - FACE TO FACE LEARNING WITH COHORTING

## Homeroom Teachers

- Grades K3-5: Homeroom teachers will teach their own students. Teachers teaching students from other homeroom will move - students remain in homeroom.
- Grades 6-8: Teachers will travel to the students (some exceptions made for specialty classes) OR teachers will teach in a block schedule and students will come to their classroom.

## Specialists

- Specials will push in instruction or provide instruction outside when possible
- Specific units or curriculum standards (ie. clay, volleyball, etc.) may require delivery of content in specialist's classroom or gym.

## Resource Teachers

- Resource teachers will push-in to cohort classrooms or work in an alternate environment.
- When working in alternate environment teacher is only working with one cohort at a time.
- Schedules will be structured to limit the number of cohort homerooms the resource teachers will push-in to.

## Teaching Assistants

- Teaching Assistants will push-in to cohort classrooms in most situations and as often as possible.
- Schedules will be structured to limit the number of cohort homerooms the teaching assistants will push-in to.



# INSTRUCTIONAL MODEL - VIRTUAL LEARNING

## Individual

- Virtual learning may be used for short or long term needs for students that may need to learn from home due to pre-existing health conditions, have been exposed to Covid-19 virus, are displaying symptoms of the virus, or are uncomfortable returning to school at this time.

## Classroom/Cohort\*

- Virtual learning may be used for short or long term needs for a classroom or cohort that may be required to stay home due to a student(s) and/or staff member(s) within the classroom/cohort contracting the virus.

## School Wide\*

- Virtual Learning may be used for short or long term needs should school be required to close.

## Implementation

- Students working from home will watch recorded instruction and/or attend classes and small group instruction using webcams and video conferencing.
- Use of Schoology learning management system to create engaging content, design lessons, and assess student understanding.



# HEALTH AND SAFETY PROCEDURES/PRECAUTIONS



## Screenings

- Families will complete a health screening of each child in the morning before arriving at school. Parents will follow the protocols on the health screening. See Appendix A
- Staff will complete a health screening in the morning before arriving at school.
- All students' and staff' temperatures will be taken and recorded upon arrival at school.

## Face Coverings/Masks

- All students and staff are required to wear face coverings throughout the school day.
- Teachers/staff will attempt to provide “mask breaks” to students throughout the day.
- The school will provide two masks per student.
- Students will not be required to wear face coverings/masks at recess.



# HEALTH AND SAFETY PROCEDURES/PRECAUTIONS CONTINUED

## Isolation Room / Illness

- Students will be sent to the isolation room if they are experiencing a fever of 100.4 or any other COVID 19 related symptom.
- Students will remain in the isolation room until they are picked up by a parent/guardian.
- In order to return to school, students must meet the protocols set forth on the health screening. See Appendix A.
- Appropriate PPE will be worn by staff.

## Health Room

- Students will go to the health room for general injuries, distribution of medication, etc.



# SANITATION

## Cleaning and Disinfecting

- Increased daily and weekly protocols.
- Cleaning and disinfecting of high traffic, high-touch and common areas will be done on an increased basis.

## Shared Objects

- Minimize use of shared objects:
- Individual Supplies.
- No sharing of personal items
- Extra cleaning time between usage of shared equipment.



## Communal Spaces

- Reduced use of the space by cohorts.
- Staggered use of space.
- Space will be sanitized between scheduled uses.



## Hand Hygiene

- Hand sanitizing stations will be located throughout the campus
- Students are asked to bring individual hand sanitizer with them to school for use throughout the day.
- Regular and scheduled hand washing throughout the day.



# DAY TO DAY OPERATIONS

## Bus Transportation

- Students will follow School District of Waukesha guidelines.



## Arrival/Dismissal

- Students will enter the building upon designated arrival time.
  - St. William -
  - St. Mary -
- If students arrive prior to designated arrival time they will need to wait outside and social distance.
- Multiple entrances/exits, if available, will be utilized.
- Students must be dropped off in carline or bus. No parents allowed to walk children into the building.
- Dismissal by classrooms at the end of the day will be staggered.
- Potential changes to carline procedures - more details to come.

# DAY TO DAY OPERATIONS CONTINUED

## Lunch

- Students will attend lunch at staggered times with their cohorts.
- Lunch will be eaten in cafeteria and/or classroom on rotating basis.
- Students will be spaced out at the tables.
- Students will move through the lunch line at staggered times to get their food.
- Utensils and milk will be brought to the tables for the students.

## Recess

- Students will attend recess with their cohorts during staggered times.
- Minimal use of shared equipment
- Students must remain with their cohort at recess.



## Visitors

- Limited non-personnel visitors and volunteers.
- Visitors are not allowed without prior authorization from an administrator.
- All visitors must wear masks
- All visitors must follow sign-in procedures including Covid-19 screening
- Parent entrance to the school buildings will be limited

# DAY TO DAY OPERATIONS CONTINUED

## School Office

- Limited number of people in school office at one time.
- Masks must be worn at all times.
- Parents/guardians picking up sick children will remain in vestibule and child will be brought to them, unless otherwise directed.
- Visitors must sanitize hands before entering the office.
- Items to be dropped off/picked-up for students (i.e. forgotten lunch, instrument, etc.) will be left in designated location in lobby.



## Field Trips

- No “traditional” field trips allowed until conditions allow.

## Events/Gatherings

- Large group gatherings, such as concerts, back-to-school nights, Grandparents’ Day, etc. will be postponed, held virtually or cancelled until conditions allow.

## Birthday Treats

- Only NON-FOOD birthday treats (i.e. pencils, stickers, etc.)

# PHYSICAL SPACES

## Drinking Fountains:

- Drinking fountains will be covered.
- We will ask that students bring one or two water bottles to school for use throughout the day.
- Filling Stations will be able to be used at the St. Mary Campus.

## Lockers:

- Students will have limited usage of lockers. Morning and staggered times throughout the day.
- Backpacks will be used in grades 6-8



## Hallways:

- While walking through the halls we ask that all staff and students stay tight to the right.
- Limited traffic throughout the day.

## Restrooms

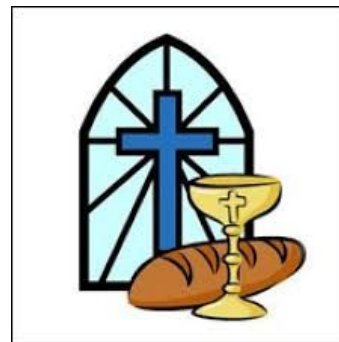
- Limited number of students in the bathrooms at a time.
- Scheduled bathroom breaks



## SCHOOL MASSES

Mass schedule and structure is still being discussed with priests. More information to come.

- Students will sit in assigned seats with their cohort.
- Physical distancing will occur to the extent possible
- Limited singing.
- Masks will be worn.
- Pews will be sanitized after Mass
- Follow all other Archdiocesan Catholic Comeback guidelines.



## BEFORE AND AFTER CARE



- Students of the same school day cohort would remain together to the extent possible
- Physical distancing within the Before and After Care setting to the extent possible..
- Use of outdoor space as much as possible
- Student temperatures taken before entering the Before and After Care room
- Use of multiple spaces or rooms allowing for more distancing of students

## APPENDIX A: DAILY HEALTH SCREENING

Parents: Please complete this short check each morning and report follow the protocols listed below.

### SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

	Temperature 100.4 degrees Fahrenheit or higher;
	Sore throat;
	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
	Diarrhea, vomiting, or abdominal pain; or
	New onset of severe headache, especially with a fever.

# APPENDIX A: DAILY HEALTH SCREENING CONTINUED

## SECTION 2: Close contact/Potential Exposure

	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19: OR
	Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to SARS-CoV-2 (Coronavirus)

- If the student/parent/caregiver answers YES to any question in Section 1 but NO to any questions in Section 2, the student would be excused from school until **symptom-free for 24 hours** and without fever reducing medications. Call health care provider if symptoms last more than 72 hours.
- If the student or parent or caregiver answers YES to any question in Section 1 and YES to any question in Section 2, the student should be referred for evaluation by their healthcare provider and possible testing.
- Students diagnosed with COVID-19 or who answer YES to any question in Section 1 and YES to any question in Section 2 without negative test results should stay home, isolate themselves from others, monitor their health, and follow directions from their state or local health department.

# WAUKESHA CATHOLIC SCHOOL REOPENING COMMITTEE

- Lisa Kovalski, Principal
- Joseph Heinecke, Associate Principal
- Angelia Vogt, Associate Principal
- Megan Garczynski, Teacher
- Karen Flesses, Teacher
- Linda Mlynarek, Teacher
- Katie Kelly, Teacher
- Ann Lottes, Administrative Assistant
- Elizabeth Brezski, School Parent and Higher Education Administrator
- Shannon McCaffery, School Parent and Public School Administrator
- Michael Sereno, School Parent and Public School Administrator
- Meghan Kinateder, School Parent and Physician
- Tracy Lewis, School Parent and Physician







## **Spring 2020 Updates**

[March 16, 2020 VIRTUAL LEARNING](#)

[UPDATE March 16, 2020 UPDATE-SPRING](#)

[BREAK March 13, 2020 UPDATE-SCHOOL](#)

[CLOSING March 13, 2020 UPDATE](#)

[March 12, 2020 UPDATE](#)