

# SACRED HEART CATHOLIC SCHOOL RECONNECTION PLAN



## 2020-2021 SCHOOL YEAR

### ***Mission Statement***

*Sacred Heart Catholic School educates our students to witness for themselves and others, the Sacred Heart of Jesus. Therefore let us work cooperatively to ensure the optimum academic, spiritual, physical and social growth of every student.*



***"You Can't Hide That Cardinal Pride!"***





# Sacred Heart Catholic School 2020-2021 Plan Overview



## SHCS Commitments

### Safety

Staff and student safety are our top priority. Our plans will reflect guidance from CDC, State, Diocese, Shawano-Menominee Counties Health Department, and Sacred Heart Catholic School Reconnection Team.

### Instruction

Plans will reflect a Blended Learning approach which includes face to face traditional classroom combined with online learning experiences. Our focus will be on creating safety and flexibility for students and staff as we reopen school. This approach will allow us to switch to a strict online approach if needed as well as provide an option for those students who will need to be at home for a period of time.

### Flexibility

Plans will be developed to allow for a fluid response keeping in mind staff, student, and parent capacity, as we may need to quickly transition from onsite learning to a strict online approach temporarily throughout the school year for a student or group of students for a period of time.

## Physical Spaces

### Safety

- Washing Hands and Hand Sanitizer
- Masks will be available for all grades
- Social Distancing will be practiced as much as possible
- Temperatures should be taken by parents to start the day and answer screening questions

### Drinking Water

- Water bottles
- Bottle filling only
- One-time use cups for those without water bottles

### Isolation Room

- Identification of space and PPE needs

### Restrooms

- Cleaned and sanitized regularly throughout the day

### Sanitized Areas

- Each classroom will have a sanitation station
- Regular increased usage

### Cubby Hook Usage

- Use of backpacks or totes for supplies

### Creating a Space for Social Distancing

- Reconfiguring Spaces throughout school
- Use of multiple classrooms for some grade levels

## **School Masses**

The Holy Eucharist is the summit of our Catholic Faith. Bishop Ricken's preference is all schools continue to follow the rule of minimally one school Mass a week (Monday-Friday). If, due to safety challenges or difficulty following the recent Mass guidance, students are not able to attend Mass once a week, a prayer service or other reflection time should be offered. We will also discuss splitting up grades for Mass.

## **[Bishop Ricken's Letter of Reopening Catholic Schools](#)**

### **Hygiene and Cleanliness**

1. All employees and students should minimally wash or sanitize their hands as appropriate. Hands should be scrubbed with soap for twenty or more seconds.
  - Wash hands immediately before: leaving home, leaving the classroom, eating, touching shared objects, touching one's face, and leaving school
  - Wash hands immediately after: arriving at school, entering classroom, finishing lunch, touching shared objects, using the bathroom, coughing, sneezing, and blowing one's nose, and arriving at home
  - Use hand sanitizer when washing hands is not possible
2. Hand sanitizers and/or wipes will be readily available in all classrooms and common areas and should be used when appropriate.
  - Staff must make certain younger students are using these properly.
    - Because of the high alcohol content of hand sanitizers younger students should not be licking or chewing on their hands.
  - If a student, teacher, or aide leaves a classroom, he or she needs to sanitize their hands when reentering the classroom.
  - Any visitor entering the classroom must sanitize their hands before entering.
3. Classroom teachers will instruct students on proper hygiene of blowing their nose or coughing. The student needs to discard the used tissue and wash or sanitize their hands right away afterwards. All staff working in the school must model this practice.
4. Maximize physical distancing by keeping at least six feet between individuals, as much as possible, for as long as possible.
5. Maximize group distancing by keeping class groups as distinct and separate as possible, limiting students moving between different classrooms, and avoid having large groups and gatherings during the school day.
  - Classroom teachers should develop a system to send students to the restroom to limit the number of students in the small space at one time. Set limit and monitor.

6. Disinfect shared objects between users by using disinfectant wipes, having the staff or student wiping it down before using or, when possible, having students with their own supplies that will not be shared.
7. Areas of the school where illnesses are commonly spread such as the restrooms, will be cleaned between the beginning of the day and lunchtime, then again after the school day is completed, unless RE has classes that evening when those areas should be cleaned prior to the start of the next school day first thing in the morning.
8. All high touch areas (hand railings, door knobs, etc.) will be cleaned at least twice a day.
9. Each room in the school will be cleaned at least once a week using the fog machine and a fog chemical that is safe for schools to make it a germ free room. This may need to be done more frequently depending on the activities during the week.

### **New Procedures and Guidelines**

1. A staff member or student who has been diagnosed with COVID-19 must receive documented permission from a medical doctor to return to school.
  - During the students absence from school, the school will work to accommodate the student educational needs through off site learning (Phase 2 Instruction).
  - Confidentiality must be maintained to protect staff and students health information in all school records (Powerschool, etc).
2. REOPENING SCHOOL BUILDINGS RISK ASSESSMENT TOOL from the Department of Health Services will be completed based on community spread and communications with the local Health Department.
3. Grade levels will have a specific day and time to drop materials and supplies at the beginning of the school year for their classroom. More information will be sent out at a later date.
  - a. Students must have their personal set of school supplies (ie. markers, colored pencils, crayons, glue, scissors, rulers, etc.) placed in a tote for storage.
4. We will ask all staff and students to prioritize staying home when not feeling well. It is the responsibility of the parent (guardian) to make certain a child is healthy and able to attend school. Remember sending a student to school with symptoms puts everyone at risk.
5. Social distancing will need to be practiced by staff and encouraged among students. Classroom teachers will discuss with students the idea of personal space or each person's circle of grace.
  - Where possible, classrooms will need to be arranged to allow students to socially distance themselves.

- When it is not possible to arrange a classroom so students can socially distance or in situations that need cooperative learning like science labs, students and teachers will need to wear a mask based on the activity and where it is located.
- Mask wearing will always be at the discretion of the teacher.
- Staggered recesses and lunch will be established yearly dependent on the number of students in each grade.
- Students will have assigned entrances and exits by grade level to minimize the traffic flow in one spot.
- When students are dropped off they must report to the playground area. Students only are allowed in the building when dropped off or picked up. (Discuss with teachers)

#### 6. Dropping off or picking up students.

- a. Students should be dropped off at the car port and report to the playground right away. Parents will not be able to park in the playground area.
- b. When picking up students parents will need to wait in the parking lot for their student or they may wait outside door 2 or the red canopy door.
- c. We are discouraging parents or guardians from entering the building but if it is essential for them to enter the building they must be masked and can only go as far as the office area.

#### 7. Masks

- a. In areas where the student is moving between classrooms, gym, cafeteria, and while in the hallway, masks covering the nose and mouth will be required to be worn by staff and students.
- b. The staff and students will be supplied a washable cloth mask from the school. Also, the school will supply a disposable mask in case someone forgets to bring his or her own. Staff and students are allowed to obtain additional cloth masks if they choose.
- c. Staff members will also be given a face shield to use in the classroom.
- d. If staff are uncomfortable or unable to wear a mask or shield due to health or sensory concerns the principal will help develop an alternative.

#### 8. The teachers and administration will develop procedures to limit the number of students passing in a hallway.

- a. Different start and end times considered
- b. Students stay in classroom and teachers switch will be considered
- c. Students will be dismissed by classroom or a set schedule that alternates grade level dismissal.

#### 9. We will limit the number of people visiting the school to essential education experiences or vital business only.

- a. Speakers will be evaluated whether it is essential or if there is a virtual way for students to get the similar experience.

- b. Parent Teacher Conferences will be evaluated to see how Sacred Heart School will conduct them this school year.
- c. Visitors/Volunteers that are considered essential in the building must wear a mask while in the building.

10. We will ask students to sanitize their hands when sharing books, materials, or equipment.

11. We will provide daily recesses but will ask both staff and students to wash or sanitize their hands before and after recess, especially after using hand touch equipment. We will have additional supervision to limit any high risk behaviors. We will attempt to either stagger times or limit grade levels to certain areas of the playground.

12. Breakfast and/or Lunch

- Students will wash or sanitize hands before and after breakfast and/or lunch.
- Students will be asked to be socially distanced in line.
- Food will be served by one or two designated individuals. Students should not serve themselves. Anyone serving must wear a mask and gloves.
- Students will be asked to sit on an "X" that is at the table to continue social distancing. If chairs are being used there must be an open seat between them. This will be set up so that a student isn't sitting next to anyone or across from them.
- If necessary students will eat in their classroom but this will not be the common practice. When eating in their classrooms the meals will be brought to the classroom from the cafeteria to minimize exposure.
- We will avoid sharing salt and pepper shakers, water pitchers, condiments, etc.
- All dishes, utensils, etc. will be thoroughly cleaned after each use.

## **Illness and Absenteeism**

### Exposure to COVID 19

In the case of a widespread illness in the state, county, or community, the school could be required to close for an extended time period out of concern for the health of students, staff, and community.

If there is potential for seasonal or pandemic illness to affect the school the following is our protocol:

1. Monitor daily attendance and reasons for absences. (COVID like, Influenza like, other illnesses, quarantine, other type of absence)
  - a. If student absences reach a level beyond 20%, alert the County Health Department.
  - b. If absences go beyond 20% of the student body we will consult with the local health department and the Priest on whether or not to close the school.
    - i. Because the decision to close school due to high absenteeism is serious. We will communicate with the Superintendent of the Catholic Schools before making any final decision.

- c. The Principal and the Priest will need to locally decide with the Health Department what the threshold is for staff absenteeism to consider school closure.
2. A student or employee who is diagnosed with COVID-19 must receive documented permission from a medical doctor to return to school.
  - a. Administration and staff must make accommodations and work with students and employees who are unable to come to the school building. (Phased 2)
  - b. If a classroom(s) are impacted by a student or employee diagnosed with COVID-19, the room must remain unused for three calendar days and be deep cleaned before it can be used again.
  - c. Confidentiality must be maintained to protect staff and student's health information (HIPAA Law)
  - d. The Principal or designee will contact and work with the county health department for contact tracing.
3. A student or employee who is directly exposed to a person who is carrying COVID-19 must quarantine for fourteen calendar days.
  - a. We will need to be prepared for an entire class needing to engage in distance learning for fourteen days. (Phase 2 or Phase 3)
  - b. If a classroom(s) are impacted by a student or employee diagnosed with COVID-19, the room must remain unused for three calendar days and be deep cleaned before it can be used again.
  - c. Confidentiality must be maintained to protect staff and student's health information (HIPAA Law)
  - d. The Principal or designee will contact and work with the county health department for contact tracing.

According to the Department of Health and Human Services, you are considered in "close contact" if any of the following situations happened while you spent time with a person with COVID-19, even if they didn't have symptoms:

- Had direct physical contact with the person (for example, a hug, kiss, or handshake).
- Were within 6 feet of the person for a total of 15 minutes or more in 24 hours.
- Had contact with the person's respiratory secretions (for example, coughed or sneezed on; contact with a dirty tissue; shared a drinking glass, food, towels, or other personal items).
- Stayed overnight for at least one night in a household with the person.

#### Screening of students

1. Sacred Heart Catholic School will not take temperatures of staff and students as they enter the building. We will do what is required of us by any state or local health agency. [NY TIMES Article](#) & [NPR Article](#)
2. It is the responsibility of the parent (guardian) to make certain a child is healthy and able to attend school.
3. Parents should send their child(ren) to school if they answer NO to all the following questions. Remember sending a student to school with symptoms puts everyone at risk.

- a. Screening questions
    - i. *Have you been in close contact with a confirmed case of COVID-19?*
    - ii. *Have you had a fever in the last 48 hours?*
    - iii. *Have you had a new loss of taste or smell?*
    - iv. *Have you had muscle pain or chills?*
    - v. *Have you had a new headache?*
    - vi. *Have you had nausea, vomiting or diarrhea?*
    - vii. *Have you had a new or worsening cough or difficulty breathing?*
    - viii. *Have you had a sore throat or red eyes?*
  - b. We need parent/guardian support to continue to keep the school open by not sending their children with obvious COVID-19 symptoms to school. This is unacceptable and not fair to the students and staff here at school. We will provide alternative learning opportunities to accommodate the child and keep them up with their classmates.
  - c. If, during the school day, a student appears to have an illness, the school will help the student and also proceed with a standard medical response like taking the student's temperature. Any student who seems ill, for any reason, will be placed in a separate area to reduce possible exposure to others. Parents will immediately be contacted to come and pick their child up.
4. We will cooperate with county or municipal health departments if they believe that a student has COVID-19 or another serious illness. The following steps will be taken:
- a. Confidentiality of the student will be maintained at all times.
  - b. The Student's parent/guardian must contact their child's doctor and ask to have their son/daughter tested. The clinic will advise you of the appropriate steps.
  - c. If the student tests positive, please notify the school's Principal or School Secretary immediately for further instructions.

#### Screening of staff

1. We will ask all staff to do a self screening before coming to work each day.
2. It is the responsibility of the staff to determine if they are healthy and able to perform their job duties as described.
  - a. Staff are able to be at school if they can answer NO to all of the following questions:
    - i. *Have you been in close contact with a confirmed case of COVID-19?*
    - ii. *Have you had a fever in the last 48 hours?*
    - iii. *Have you had a new loss of taste or smell?*
    - iv. *Have you had muscle pain or chills?*
    - v. *Have you had a new headache?*
    - vi. *Have you had nausea, vomiting or diarrhea?*
    - vii. *Have you had a new or worsening cough or difficulty breathing?*
    - viii. *Have you had a sore throat or red eyes?*
  - b. If, during the school day, a staff member appears to have an illness, we will help the staff member and also proceed with a standard medical response like taking their

temperature. Any staff member who seems ill, for any reason, will be asked to leave the school premises.

3. We will cooperate with county or municipal health departments if they believe that a staff member has COVID-19 or another serious illness. The following steps will be taken:
  - a. Confidentiality of the staff member will be maintained at all times.
  - b. The staff member must contact their doctor and ask to be tested. The clinic will advise you of the appropriate steps.
  - c. If the staff member tests positive, please notify the Principal or School Secretary immediately for further instructions.

### Student Absent

1. We will work with parents to promote healthy practices within each school and family.
2. Teachers will be prepared for prolonged student absences. Each teacher will put together a plan to work with individual students who miss many days of school in a row in an effort to keep them up to date with the rest of the class. (Phase 2 instruction) This will be done through video taped instructional lessons, check in meetings, and the use of Google classroom in grade 1-8, having students “catch-up” will not be an option. The younger students will do something similar but using a different tool to accomplish that besides Google.
3. The Principal and the administrative assistant will monitor student absenteeism closely. The Principal will communicate with families who are dealing with prolonged illnesses and create a plan for returning to school.
4. We need parent/guardian support to continue to keep the school open by not sending their children with obvious COVID-19 symptoms to school. This is unacceptable and not fair to the students and staff here at school. As indicated above, we will provide alternative learning opportunities to accommodate the child and keep them up with their classmates.

### Staff Absenteeism and Benefits

1. Each teacher will put together a plan documenting how they will be working from home in the event that school would be temporarily closed or if they need to quarantine at home for a long period of time.
2. Any staff member who is obviously ill should not come to work.
  - a. Per the Families First Coronavirus Response Act – FFCRA Diocesan schools are required to offer “additional sick pay” for those who **test positive**. Benefits for those that test positive would not be affected. We will continue to be in contact with the Diocesan HR Department for more information or assistance for any staff that test positive.
  - b. The school will develop a plan to supervise an absent teacher’s classroom in the event no substitute can be found or if the teacher would need to leave the school immediately after having some of the symptoms.
  - c. If the teacher is quarantining but has the ability to teach virtually from home, we will have them do so and have another staff member supervise their classroom.

## Physical Health

- a. Make certain all student and employee health files are complete and up to date.
- b. Be prepared and know local health clinic and hospital information.
- c. Establish an “isolation room” for ill students. Sick students need to wait in an isolation room until a parent arrives to take them home.
- d. Travel Protocol for Students and Staff
  - If someone travels outside Wisconsin, ask for destination information to determine if it will be necessary for that person to monitor for COVID like symptoms for the next 14 days. The individual will be immediately quarantined with the onset of any COVID like symptoms for 14 days.
- e. Make certain all employees understand there are health risks to working with children and young adults and respond to their concerns.
- f. Invest in contactless thermometers if enough were not provided by DPI.
  - Students who have a temperature over one hundred degrees will need to be sent home with a guardian immediately.
  - Employees who have a temperature over one hundred degrees will need to be sent home immediately.

## Mental and Emotional Health

- a. Communicate to all stakeholders the power of prayer to work through difficult situations and problems.
- b. Crisis plans should be up to date, and employees need to be trained according to the plans.
  - i. Monitor for signs of possible neglect and abuse and report as mandated by law.
  - ii. Work with the School Counselor to have a list of local professional agencies available that specialize in mental health diagnosis and treatment.
  - iii. Work with the School Counselor to have a list of local housing providers for possible increase in evictions for students when the state and federal moratoriums end.
- c. Be sure not to violate HIPAA laws
- d. Monitor the mental and emotional health of the faculty and staff.
  - i. Provide retreats, in-services that focus on spirituality, mental, emotional, and physical well-being
- e. Review anti-bullying policy with staff and students.

## **Sacred Heart Catholic School 2020-2021 Schedule**

We will run five (5) days a week all day

Grades 1-8 have numbers small enough that they will be able to maintain safe social distancing when needed in their classrooms. We will minimize Middle School students movement through the hallway so whenever possible the classroom teachers will switch rooms instead of the students switching.

Kindergarten and 4K will split classrooms and will have an aide go with half the class to a different room to work on a designed lesson from the classroom teacher. The Preschool will have two classrooms with the half day students in one room with a staff member and the other will have the all day students with a staff member.

The Aide and Teacher will then trade students to ensure that all students have both lessons.

### **Instructional Practice**

We will be using a Modified Blended Learning Model. **The Definition Of Blended Learning**, says that 'blended learning is a model that combines online and face-to-face learning spaces and experiences.'

Grades 1-8 will have both face to face and online learning happening at the same time. Half the students will be in one part of the room working on the computers with teacher selected content while the other half will be with the teacher for face to face instruction. The teacher, in a modified format of the model, may have the whole class at one time face to face and then online as a follow up to the face to face lesson. Teachers will be required to use Google Classroom with the students on a regular basis to have students prepared to transfer to off site learning if it would become necessary for a temporary basis. This approach will also allow the teacher to be able to better differentiate their lessons, meeting the students at their level and moving them forward.

This will look a little different in the Littles (Preschool, 4K, & Kindergarten) classroom. They will have face to face instruction using a centers approach where some will be working independently while others will be having small group instruction. This approach will be used in lieu of online learning but the teacher will be doing some work with computers with students for exposure for their students. When using the centers approach the teacher will have an alternate room for half of the students to go with an aide so that the aide can present a lesson designed by the classroom teacher. This will then be followed up with the classroom teacher.

All Teachers will need to Videotape lessons and maintain an online directory of those lessons for students to view as a component of Blended Learning. These could be viewed by the student as part of their online learning while the teacher is meeting with the other students. This may look a little different at the Preschool, 4 year old Kindergarten, and Kindergarten classes. This should become regular components of their classroom to again prepare for any necessary temporary off site learning.

### **Continuity of Learning**

After three months of learning at home on a somewhat flexible basis, Teachers will need to assess where students are at to get them to their "just right" learning spot. So prior to a skill or unit of

instruction, the teacher will do a short diagnostic “quiz” or pretest to determine what may need to be retaught or scaffolded, or if the student already “has” it and can move on. Examples of assessments that we will use are Fountas and Pinnell, NWEA MAP Skills, Chapter or Unit pretest, or other teacher made assessments. If the student has any previous documented plan the teacher will begin by careful review of this plan first. With the information gathered, teachers may need to adjust the amount of instructional time they spend on each subject. For example, the teacher may discover that they may need to be sure to incorporate more reading and math in other areas of curriculum to help move the student to their “just right place”.

### **E-Learning**

We will offer a learning option for students who will need to quarantine at home for a short period of time. For those students who are medically fragile or at high risk if they would get the virus. We will also have this option available but this must be a long term commitment of at least one full grading period. If this option would be chosen by the parent the student would not be allowed to participate in any after school activities to minimize their contact with other students. The parent would assume the responsibility of being their child's learning coach. We will have a teacher at Sacred Heart School assigned to provide some direction and be available as a resource for the parent/student but it will be the parent’s responsibility to be sure the student is completing the work. There will also be an assessment given to determine the student’s letter grade but also to demonstrate what it is they have learned. The parent would still be responsible to pay the tuition during this time when Sacred Heart School is providing work at home for the student. The teacher will have a check-in process with the student and parent using Google Meetings at least once a week to assist with questions. The students will be required to check in with the school at least once a day for attendance purposes. This option is available on a **quarterly basis** and will need to be re-evaluated each quarter. The parent will need to notify the school prior to the next quarter so that we know how many we need to prepare for. We will have a form for the parent to complete. At this time we are only making this option available for **Kindergarten through Eighth grade**. It will be open to everyone if we are forced to quarantine or be shut down for a period of time.

### **Social Emotional Learning**

Students have a hierarchy of needs. Planning for the basic needs in social and emotional health needs to be addressed before a student will be academically successful. Because we need to plan for whole child support including spiritual, emotional and social needs when returning to school, Sacred Heart Catholic School will implement a social and emotional learning curriculum in all grades called “Positive Actions”. Positive Action is based on the intuitive philosophy that we feel good about ourselves when we do positive actions.



The Thoughts-Actions-Feelings Circle illustrates how this works in life: our thoughts lead to actions and those actions lead to feelings about ourselves which in turn lead to more thoughts. This is also a time when we will integrate prayer circles in which students can bring intentions to the circle.

When this cycle is negative, students do not want to learn. When this cycle is positive, students want to learn. The essence of the program is to emphasize those actions that promote a healthy and positive cycle. The Positive Action program works through these concepts in a systematic way throughout the school year. The funding for this program will come from the Federal CARES Act.

### **Transportation of Students**

In the state of Wisconsin, the public school districts are required to bus students to and from school; this includes bussing students to and from private schools. As long as the Shawano School District legally provides transportation for our students to and from school, we will follow the policies and regulations of the Shawano School District in regard to expectations of students on busses. We will cooperate and collaborate with the Shawano School District as they review and communicate transportation options for students. Remember parents have the option to transport their own children to and from school if they feel more comfortable doing it that way instead of bussing.

For Field Trips, we will again follow the expectations of the Shawano School District but we will also investigate virtual field trips as an alternative. Any other creative ways of transporting students cannot violate Safe Environments policies

### **Athletics**

All consideration for athletics will be handled by WIAA, local health department, and conference leaders.

## **Phasing Approach**

Sacred Heart Catholic School will operate from three distinct phases throughout the school year and we will need to adjust quickly to each phase as it needs to be implemented.

PHASE 1: FULL SCHOOL OPENING this is how we will start the school year out with everyone on site each day using social distancing and using a blended learning approach to instruction.

PHASE 2: PARTIAL SCHOOL OPENING this will be used if we have positive COVID tests and students will need to be at home for an extended period of time. The teacher will work individually with the student on e-learning during this absence.

PHASE 3: SCHOOLS CLOSED, VIRTUAL LEARNING will be used if the entire school will be forced to close down for a temporary period of time. This will consist of all off site instruction including e-learning and virtual.

**BE POSITIVE\*BE PREPARED \* BE FLEXIBLE!!!!**