



Re-Opening Plan for Holy Spirit Catholic School 2020-21 School Year



July 24, 2020

Mission Statement

The mission of Holy Spirit Catholic School is to serve God by providing a challenging academic education within the Catholic Tradition.

HOLY SPIRIT

CATHOLIC SCHOOL

July 24, 2020

Greetings Parents/Guardians,

I hope this letter finds you well and you are having an enjoyable summer so far. Even though many things are different, I hope you can find joy in the simple things that we took for granted in the past. We have about 5 weeks left of summer and I can imagine you are anxiously awaiting to hear from us as to what our plans will be for reopening Holy Spirit in the fall. The Reopening Task Force has been working hard to provide a plan that we feel fits our school community and will keep our students and staff as safe as possible, while still trying to have as normal of a school year as possible. As many of you know, information regarding the safe reopening of schools seems to be changing on a daily basis. I've been working with the guidelines from the Diocese of Green Bay, the Department of Public Instruction, and Outagamie County Health Department to follow their lead in what is the safest way to open schools. The guidelines or plans I share today could possibly change as needed throughout the year.

As we considered various scenarios for school in the fall, our first and preferred method is being in school 5 days per week with a "Physically Distanced Classroom Learning" in which students are following social distancing procedures, following enhanced cleaning and sanitizing protocols. In order to do this, we will be doing the following:

Beginning of the Day

- **All students should enter school while wearing a mask.**
- The arrival procedure will look different. Preschool 3, 4K and Kindergarten will wait behind school (socially distanced) with their teachers. Grades 1 through 5 and middle school will enter school as soon as they arrive: 1-5 through either the main back door or the east side childcare door, and the middle school through the front door.
- Before entering school, staff members will be doing a non-contact temperature check and students will sanitize their hands. They will then go directly up to their classroom where their teachers will be. Students may begin entering school at 7:40 am, with the normal 7:55 bell ringing to enter school, and the school day officially starting at 8:00 am (when students should be in their classrooms). Parents/Guardians, we encourage you to drop off your child at 7:40 am, if you are able, to limit bottle necking and slowing down entrance procedures.
- At 7:45 am, the 4K classes will enter the school, at 7:50 am the Kindergarten class will enter school and at 7:55 am the Preschool 3 classes will enter the school. *To help limit exposure, Preschool 3, 4K and K parents will not be allowed to enter school to drop off their child.*
- If their child(ren) is old enough to wait or enter by themselves, parents should limit getting out of their vehicle to wait with their child(ren). Early childhood parents who need to wait with their child(ren), should be wearing a mask.

Masks

- We will require that all students have a mask to be worn at some point throughout the day. Holy Spirit will provide students with one cloth mask to use, but it might be a good idea to have a few in case it gets lost.
- When students are entering or exiting schools, they will be expected to be wearing a mask. When students leave the classroom, or enter the hallways, they will be expected to be wearing a mask. As I mentioned above, we will be doing our best to have a "Physically Distant Classroom Learning." Meaning, when physical distance is obtained, only the teacher may grant permission for students to remove their mask. If physical distancing is not possible in the classroom, students will be expected to wear a mask or have a plastic/Plexiglass divider between them and other students during partner work.
- Masks or facial coverings are not recommended for use in classrooms by children in Preschool 3 or 4K.
- Students in grades K-8 will be required to wear a mask at all times when social distancing is not possible. Only the teacher may grant permission for students to remove their mask during class (when social distancing is assured).
 - Guidelines for face masks include: they do not need to follow the school dress code, however, they should be age appropriate and non-disruptive to the learning environment. Allowing your child(ren) the opportunity to pick out their own fun mask may help in their willingness to wear them on a daily basis.

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Water bottles

- We are asking students to bring their own personal water bottles to school with them daily, so that students do not need to use the drinking fountain. Please make sure your children's names are clearly visible on their water bottles.

Specials

- When practical, specialist teachers will be traveling to the classrooms, or having their special outside, rather than the students walking the halls to their specials. Students will be staying in their classroom as much as possible with their grade level to limit exposure.

Teacher/Staff health checks

- Just like the students, the teachers/staff will have a temperature check and will answer health screening questions upon arrival at school. Employees are **Required** to wear masks when in any common/public work spaces.

Bathrooms

- We will be limiting the number of students in bathrooms at a time and students will be expected to wear a mask when they need to use the restroom.

Supply Sharing

- When possible (depending on grade level), we will be limiting the sharing of school supplies. If supplies are shared (i.e. a band drum stick or art paint brush), it will be expected to be sanitized before the next child uses it. School supply list will be finalized and posted within the week. Look on our school website and "Holy Spirit Parents U-Knight" Facebook group (new families feel free to request to join this group as it's a great resource for parents).

Exiting school

- Students/classes will be exiting school through various doors to help minimize traffic. If your child is old enough we are encouraging parents/guardians to remain in their cars for pick up to limit close contact. If your younger child has older siblings, encourage the older child(ren) to find the younger and safely walk to your car. If parents do need to get out of their vehicle to pick up their child, we are asking that parents wear a mask. More info to come on this.

Visitors

- In order to keep exposure at a minimum, we will be limiting visitors and volunteers in the building at this point. *This includes childcare, Preschool 3 and 4K parents walking their child(ren) into the building.* Volunteers are **Required** to wear masks when in any common/public work spaces.

School Masses

- At this point, we are going to try to live-stream the school masses on Wednesdays and have the students watch from their classrooms. The only class that will be in the church will be the class that is preparing the mass.

Sick

- Students who are sick should stay home from school. Please call or email Mrs. Thein about your child's absence, including the symptoms of the illness so that we can keep a record (phone number and email are in footer of this letter). This is the recommendation of the Outagamie County Health Department. If your child is sick, please keep them home. We will be lenient on truancy and excessive absences.

Lunch

- To help limit exposure we will be having three different lunch periods (K-2, 3-5, and Middle School). Extended care, Kindergarten through grade 5 will eat lunch in their classrooms. Hot lunches and milks will be delivered to their classrooms. Middle School will eat in the cafeteria while remaining socially distant from each other.

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Date changes

Childcare/Early Childhood meeting day will be moved from August 5 to **August 19** and to a virtual format (Zoom). **Early Childhood** meeting at **5:30 pm** and the **Childcare** meeting at **6:30 pm**. This will allow our Early Childhood and Childcare staff two more weeks to prepare for the new cleaning, safety routines, and protocols in place. I'm sure parents will have many questions about this and we want to be able to answer any questions or concerns. **Orientation** has been moved from August 25 to two days of **August 21 (11:30-3:30)** and **August 24 (1:00-5:00)**. This will help minimize hallway traffic and the number of people in the building at once. Details will come at a later date. **First day of school** will remain **August 26!!** At this time, there are no other changes to the school calendar.

Another possible scenario is that schools will need to close at various times, based on local or state mandates. If this is the case, we will have plans in place to move back into at home/e-learning, similar to what we did the spring last year.

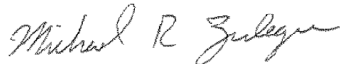
- We will be one-to-one with technology for grades 2-8. Grades 2-3 have android tablets and grades 4-8 have Chromebooks. Students will be able to bring these devices home if need be.
- Teachers will be working together to provide educational content, not only in the event we move into at home/e-learning, but for those students who may need to stay home for health related reasons. If your child or family have health concerns, or if you have other concerns, please reach out to me and we can work together to provide reasonable accommodations for your child. We've always tried to be accommodating for children who need to miss extended periods of time for medical reasons and this will be the case as we deal with the coronavirus. We are piloting and exploring options of potentially recording lessons. More info to come on this.

All of us play an important role helping us successfully open up school in the fall. You can help us by doing the following:

- Try to avoid contact with others who are not your immediate family.
- Teach your young children to properly wash their hands for 20 seconds while at home. This will help prepare your child for doing this effectively at school.
- Be confident when discussing school plans. Our little ones and students pick up on your feelings. Do not show them your fear or concern (if you have any), even despite your personal feelings on the matter. Their reactions and emotions reflect ours, and this will help eliminate some of the anxiety in our children.
- Purchase a cloth mask and practice wearing it around the house. Allowing your child(ren) the opportunity to pick out their own fun mask may help in their willingness to wear them on a daily basis. Please do this in a positive and pleasant way. Have them practice putting it on and taking it off themselves.
- Remind them that when you cough and when you sneeze to do it in your elbow please.
- Remind them to avoid touching their face, eyes, nose, and mouth when in public.
- Work on teaching them to blow their nose by themselves.
- Practice opening things themselves and gain independence. In the past the teachers, aides, and lunch staff has helped open up items. Although we will help them if need be, we would prefer to have students be the only ones touching their lunch items.

Although I may not have answered all your questions, I hope this letter eased some of your anxiety about reopening Holy Spirit Catholic School in the fall. The Reopening Task Force will continue planning for the fall as we still have a lot of work to do. However, I hope this letter gives you a sense of direction for what our school will be doing in the fall. Now this plan is not set in stone and there is no proven model. We will remember to be flexible in our plans and make sure we are doing everything we can to provide a safe, God-centered learning environment for your children.

God bless,



Mike Zuleger, principal