

*All protocols are subject to change based on local, state, and national guidance

Holy Apostles Return to School Action Plan

Our goal is to open and stay open while keeping our students and staff as safe as possible. We know this year will be different. Some of our normal classroom procedures will look different, but we are still committed to the same goals ... to offer each student an excellent education that is rooted in faith.

With our goals in mind, the following plans and updated schedule have been designed to protect our families and teachers who may be more vulnerable, as well as help mitigate a potential COVID-19 spread, which would compromise our in-person classroom stability. We will regularly review and update our action plan as guidance evolves and we learn from our experience.

One of our many challenges is to continually evaluate all of the new, evolving, and sometimes conflicting reports, guidance, and information about COVID-19. As mentioned in our July 17th update, we have identified a team comprised of over 20 individuals from our School Commission, Safety Team, Instruction Leadership Team and Parish Staff, including parent medical professionals. Our plan is based on [CDC guidelines](#), the [Education Forward plan](#) from the Wisconsin Department of Instruction, [Waukesha Health Department guidance](#), the [American Association of Pediatrics recommendations](#), as well as [parent survey results](#) and neighboring district plans. We are expecting these guidelines to be updated over the next several weeks, which may or may not affect the plan below.

Updated School Schedule

August 24-25: Benchmark Testing, supply drop off, school pictures (a Sign-up Genius will be sent out soon)

August 26 – September 4: To ensure a successful and efficient start to the school year, we will begin the year with a temporary hybrid schedule. 3K-8th grade families will be divided by last name into a split in-person/virtual schedule. With a smaller class size, these first six days will help teachers successfully ease small groups of students back into school, while focusing on our COVID-19 protocols and implementing in-class and at-home training on our new online learning platforms. See *schedule below*.



3K-1st grade will follow a half day schedule for Wednesday, August 26 and Thursday, August 27. Parent pick up will be at 12:15pm for these students. 3K pick up will be at 11:15am.

Monday, September 7: Labor Day – No School

Tuesday, September 8: 5-day, full-time, in-person program begins for all students. The Taher Hot Lunch Program, milk, before care, 3K Wrap Care/Lunch Fun, and afterschool care will begin. * A virtual learning option will also be available for those not ready to return to in-person school.

	Wed 8/26	Thu 8/27	Fri 8/28	Mon 8/31	Tue 9/1	Wed 9/2	Thu 9/3	Fri 9/4
Last Names A-K	First Day of School (3K-8th)	Off	No School–Teacher Meetings	Off	In-person (4K-1st transition to full day)	Virtual	In-person	No School–Teacher Meetings
Last Names L-Z	Off	First Day of School (3K-8th)		In-person (4K-1st transition to full day)	Off	In-person	Virtual	

COVID-19 Exposure Guidelines ...

- **A student or staff member who tests positive for COVID-19** must isolate for at least 10 days after symptom onset, in addition to resolution of fever for at least 24 hours without the use of medication and significant improvement of other symptoms. If fever continues or other symptoms persist beyond 10 days, isolation must continue until reduction of fever and/or significant improvement of other symptoms. Individuals who test positive for COVID-19 but do not develop symptoms must isolate for 10 days after the date of the positive test.
- **Students or staff members living in the same household as an individual who has tested positive for COVID-19** must isolate for the earlier of (i) 14 days after the expiration of the infected household member's isolation period or (ii) obtaining a negative test result administered no earlier than 72 hours after the expiration of the household member's isolation period .
- **Students or staff members exposed to a confirmed case of COVID-19** (defined as within 6 feet for 15 minutes or more) outside of the home must isolate for 14 days.

For Parents ...

It is of utmost importance that, if your child or anyone in your family is exhibiting symptoms commonly associated with COVID-19, your child remain at home and opt into our virtual learning program. If no one in your household has been exposed to a positive COVID-19 case, your child may return to school 24 hours after your child or applicable family member no longer has symptoms. If your child or someone else in your household tests positive for COVID-19 or has been exposed, the Exposure Guidelines listed above must be followed. A Parent Commitment Form with additional details will be included in your parent packet for review and signature.

Absence Policy: In-person attendance will continue to be taken by the homeroom teacher each morning. As stated in the Parent Handbook, please call or email the school office if you know your child will be absent. Virtual students will be asked to check in online. These procedures will be communicated closer to the beginning of school.

100% Virtual Option: We encourage all students to attend in-person school for the first two weeks but understand that may not be possible. Families who are concerned about attending in-person school are encouraged to choose our virtual learning program. Please email Mrs. Lee by August 17th (klee@hanb.org) if you are interested in this option. Students are welcome to rejoin the in-person program at any time with a minimum of two school days' notice, but in order to manage our physical learning spaces we ask for a minimum 5-week commitment, if possible. Also, if families choose to start the year in-person but want to switch to the virtual program by choice, illness, or quarantine, that option would be available at any time. During the first two weeks of school, students will all be trained on programs and processes that will aid in the transition to virtual learning if that were to become necessary. 3K-3rd grade will utilize Seesaw and 4th-8th grade will utilize Microsoft Teams. As we stated in our last communication, there is a team working on virtual learning excellence, standards, consistency, and expectations. These plans will be shared in more detail on August 7.

Student Birthday Treats: Must be prepackaged, individually wrapped, and store-bought.

School Visitors: Will be limited to health room, lunchroom, and playground monitors until October 1st when this policy will be reassessed. All essential visitors (repair personnel or other vendors) will be temperature checked and asked to wear a mask before they enter the building.

In Summary ...

- Keep sick kids home and sign them into our virtual program until they are well enough to return. (24 hours their symptoms disappear)
- Call/email the school office to report an absence
- Families have a choice: 5-day in-person school or 100% virtual
- A virtual learning road map will be shared on August 7th
- Birthday treats must be prepackaged/store bought
- School visitors will be limited until October 1st and reassessed at that time

Per the governor's mandate and CDC guidance, face coverings/masks are to be worn everywhere inside the building, including when entering/exiting, in all common areas, bathrooms, classrooms, etc.

Masks should have two layers of fabric per CDC recommendations. "Gaiters" will not be allowed. Masks should be changed/cleaned daily. Fun and appropriate patterns are encouraged (in alignment with the spirit of our out of uniform policy). All students will be required to keep at least one (1) extra mask at school, in addition to the mask they wear throughout the day. 3K-5th grade students should provide a bag with extra mask(s) (labeled with your child's name) to the teachers at Benchmark Testing/Supplies Drop Off to be replenished if/when needed. Middle School students should carry extra mask(s) in their backpack. Disposable masks will be available in the school office on a limited basis for students and visitors who forget their mask.

Please help by practicing mask wearing at home. Teachers will certainly focus on making mask wearing fun and a way to care for those around us. A lanyard will be given to each student to attach to their mask to avoid loss when not in use.

Entering and Exiting the School ...

Entrance Protocols: All students must wear a mask when entering the building. Our goal is to minimize hallway congestion by creating additional entrances and spreading children out as they enter. Due to safety and hallway congestion concerns, parents will not be allowed to walk their child into school.

3K & 4K families will park in the west lot and meet their teachers outside the Parish Center doors. Students will be guided to their classroom as they arrive. Parents can exit back into the car line and out of the parking lot onto 159th Street.

All other students can go through the car line and be dropped off at the north doors. After drop off, middle school students will be guided to enter through the office doors and 5K – 5th grade students will enter the building through the north doors. We understand that this might slow the process of entry, especially at first, but we hope that this process will not delay parents as the car line drop off will continue as it has in previous years.

When students arrive at school, they should go directly to their classroom with their materials, bags and outerwear. After prayer and The Pledge of Allegiance, students will be dismissed to their locker a few at a time to support social distance measures.

Bus students: 4K-3rd grade bus students will enter through the gym entrance. 4th-8th grade bus students will enter through the school office doors. Many teachers will be guiding students as they get off the bus. 4K and 5K students will line up and be escorted to class by a teacher.

Dismissal Protocols: Students leaving school will either be getting on the bus or exiting the north doors to wait for parent pick up. Masks will be worn during the dismissal process until students are in the car or off the bus.

Busing Policies will come directly from our bus companies. Durham will require all students to wear a mask while on the bus. Students will not be allowed on the bus without a mask. Students should sit with siblings if possible. Their full policy can be found [here](#).

In Summary ...

- All students/staff/visitors must wear a mask when inside the building. Change/clean masks daily. Fun/appropriate patterns encouraged.
- Plan to drop your child at the door either in the car line or the 3K/4K drop off point.
- We want to minimize hallway congestion by using multiple entrances. Staff will be outside to help guide students exiting the car line/bus.
- Students will go directly to their classrooms once entering school. They will not stop at their lockers first.
- Buses will run with a few modifications and masks will be required.

In the Classroom ...

Teachers will be wearing a mask at all times within the building. Teachers will also have a supply of disinfecting products to clean frequently touched or common areas and toys several times a day. They will provide students regular opportunities throughout the day to handwash and/or use hand sanitizer.

3K – 5K Classrooms: We are excited to welcome our youngest learners back into our classrooms! We will continue to encourage creativity, learning, and fun! COVID-19 precautions will not change this goal. We understand the difficulty of mask wearing for our younger students. Please practice wearing masks with your child. There will be limited communal supplies and students will be social distanced as much as possible during learning lessons and projects. Play time is obviously a very important part of any early childhood program. During activity times or free play, the teacher will rotate use of blocks, toys, and other materials as needed, including utilizing a 'dirty bin' for objects that need to be removed from circulation. Each classroom will have a hand sanitizer station.

1st-5th Classrooms: All desks will be positioned facing the front of the classroom and at least 3-6 feet apart. Teachers will rotate as needed (for Science, Social Studies, etc.), rather than having students switch classrooms. Desks, chairs, counters, computers/tablets, and other shared or high-touch surfaces will be regularly cleaned with disinfecting solution throughout the day. Each classroom will have a hand sanitizer station.

6th-8th Classrooms: All desks will be positioned facing the front of the classroom and at least 3-6 feet apart. Students will switch classrooms in a modified schedule to avoid hallway congestion. Desks, chairs, counters, computers/tablets, and other shared or high-touch surfaces will be cleaned with disinfecting solution between each period by students and teachers. Each classroom will have a hand sanitizer station.

As the year begins, classrooms will be trying different social distancing techniques to help us determine best practices. These models will be consistently reassessed.

Specialty Classes (Library, Spanish, Music, Art) will take place in the homeroom except for P.E. 5th-8th grade students will not change into gym clothes. This will be reevaluated on October 1st.

Weekly School Mass and the Eucharist is a very important part of our Catholic faith. Classes will take turns attending in-person Mass. All other classes will participate virtually. We will be meeting with Fr. Arul in the coming weeks to finalize this plan.

Events, Field Trips & Group Gatherings will be postponed or held virtually until at least October 1st. This policy will be reassessed at that time.

Extracurricular activities will be postponed until November 1st and reassessed at that time. Band is the only exception. More information on Band registration will be announced in September.

The Buddy Program is wonderful part of our school culture! We are thinking of many ideas to continue the program during this time. For now, it will be paused until October 1st and reevaluated then.

In Summary ...

- Teachers will disinfect frequently touched areas in classrooms several times a day.
- Handwashing/sanitizing will be encouraged.
- 3K-5K will still be full of creativity, learning and play with masks, social distancing, and extra sanitizing
- 1st-5th students will be spaced 3-6 feet apart
- Middle School Students will be spaced 3-6 feet apart, will switch classrooms in a modified schedule to avoid hallway congestion. Desks and chairs will be modified between periods.
- We will be trying different social distancing techniques in many classrooms to determine best practices.
- Library, Spanish, Music, and Art will travel to each homeroom. 5th—8th P.E. students will not change for class.
- Weekly School Mass will be attended by smaller groups with other classes participating virtually.
- The buddy program, extracurricular activities, field trips, and gatherings will be postponed and reassessed at a later date.

In Common Areas ...

Hallway and Locker Protocols: Masks will be worn in all common areas, including the hallway. All hallways will continue to be multidirectional. Students will travel single file in each direction. Teachers will work to avoid locker and hallway congestion.

Bathroom surface areas will be disinfected several times a day. Teachers will be limiting bathroom usage to two students at a time. There will be signage on mirrors reminding students to wash hands for 20 seconds (length of the *Happy Birthday* song) and stickers on the floor to keep students distanced from each other while in the bathroom or waiting in hallway.

Recess is an important part of the day for students to get out and enjoy fresh air. Per the Waukesha Health Department, COVID-19 transmission rates are lower outside. Therefore, recess is an opportunity for classes to enjoy some fresh air and active play. Students will be encouraged to sanitize their hands before and after recess. Masks will not be required during outdoor recess.

Lunchroom Protocols: All students will disinfect their hands before lunch/snack time. Hot lunch will continue to be provided. Fruit and vegetables will be moved from the self-serve bar to the serving line. Tables will be added to ensure students are at a 3-6ft social distance. Adults will disinfect tables and railings between lunch periods. Seats can be marked with stickers to help students manage distancing. The timing of lunch periods may be adjusted to accommodate new cleaning protocols and space issues. Students will continue to stay with their classrooms/cohorts during lunch. Masks will not be required while students are eating at their tables during lunch.

Building and Maintenance Protocols: Ceiling fans will be installed in every room and extra fans will be used in the hallways/classrooms to assist air flow. There will be increased cleaning and disinfecting to commonly touched surface areas. Water fountains will be closed, but students can bring a water bottle.

Health room: Our health room will continue to be monitored by our office staff and health room volunteers. All staff will be trained to identify COVID-19 symptoms, but as parents know, the list often looks a lot like many other colds and illnesses found during a normal year. Our goal will be to isolate students who have a fever on or over 100.0, a persistent cough, or nausea/vomiting as to not infect a student who may come in with an injury. We will utilize the school conference room as needed. We will also continue to sanitize the health room and office space frequently throughout the day.

In Summary ...

- Teachers and staff will work to avoid locker, bathroom, and hallway congestion.
- Bathroom surfaces will be disinfected several times a day.
- Recess will be an opportunity for each class to enjoy some fresh air without masks. Hand sanitizer will be encouraged before and after recess.
- Students will eat in the lunch room. Periods may be adjusted and tables added to accommodate social distancing recommendations and sanitization.
- Increased ventilation/air movement in classrooms/hallways.
- Water fountains will be closed, students encouraged to bring a water bottle.
- Health room will focus on isolation of students with COVID-19 symptoms as to not infect students with injuries. Sanitization of the office and health room will be frequent.

We know that you still might have questions. Please check out our [Frequently Asked Questions page here](#). If you have another question that is not listed, please submit it [here](#). We plan to send out another communication on Friday, August 7th which will focus on virtual programming standards and our 1:1 technology program. Also, we will continue to update the FAQ page as we get questions and answers.

Thank you for choosing to be a part of our community! Our teachers and staff are committed to a successful year full of faith, creativity, and learning for our students. We are filled with gratitude for your prayers and support!