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St. Luke Catholic School

COVID-19 - School Reopening

2020-21

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2020-2021 School Year Reopening

Student & Family Policies & Procedures

Appendix A

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# Overview

St. Luke Catholic School’s policies and procedures for the Reopening of school for the school year of 2020-2021 were developed while keeping everyone’s health and safety our top priority.

# Goals

1. Provide a safe working and learning environment for staff, students and families.
2. Continue the mission of Catholic Schools to form students in faith.
3. Further the educational process so that each student progresses toward meeting the Diocese of Madison Academic Standards and Benchmarks.
4. Be prepared to provide a continuous, educational experience regardless of any crises that may be encountered. To be prepared to shift smoothly between various modes of instruction as conditions and state or local regulations may require.

# Student & Family Policy & Procedures

St. Luke Parish and School are fully committed to safeguarding the health and safety of all students, employees, and families. For this reason, the following policy and procedures are applicable to all students and families. All plans on this document are subject to change.

## Day To Day Operations

**Daily Health Check**

\*If a child exhibits any of the following symptoms related to COVID-19, they must stay home:

1. Fever of 100 degrees F or higher, now or in the preceding 72 hours.
2. Cough
3. Sore Throat
4. Muscle Aches
5. Shortness of Breath

\*Call a medical professional if symptomatic.

\*We need all families to support our efforts on pre-screening.

**Student Arrival**

1. Students may be dropped off at the front door.
2. Students should wear a face covering.
3. Parents will not be allowed to enter the building.
4. Students will hand sanitize upon entry of classroom

**Protective Equipment**

\*The State of Wisconsin mandates that all people 5yrs. and older must wear a cloth face covering.

1. All students and staff are to bring an appropriate face covering to school and wear it anytime they are **INSIDE** a building and with people outside of their own family.
2. A face covering will be required at all Masses and indoor prayer times, social gatherings, meetings, etc..
3. Face shields are not a substitute for face coverings, but can be worn in addition.
4. People with certain medical or sensory conditions are exempt from wearing a face covering. If your child is unable to wear a mask due to a health reason, we need to have a note from your medical provider on file in the office.
5. Masks may be removed when eating or outside.
6. Students will be instructed to utilize their face covering during the school day.
7. Shields - At this time shields are optional

\*As we receive more directives about this mandate we will update.

**Classroom Expectations**

1. Desks will be placed apart from each other
2. All desks facing the same way (no pods)
3. Each student will have their own supplies
4. High touch areas will be cleaned frequently throughout the day
5. Students will be sent to the bathroom in small groups.
6. Students need to hand sanitize their hands upon entering the classroom and exiting.
7. We will be promoting hygiene
8. Each student will have their own water bottle, labeled with their name and supplied by the family. Water bottles may be filled at the bottle filler of the water fountain.

**Classroom Visitors & Volunteers**

\*At this time no visitors or volunteers will be allowed.

**Parents In Building**

\*If a parent needs to drop anything off at the office, we ask that you call upon arrival and a staff member will meet you at the front door.

**Thursday Mass**

1. Masks worn at Mass
2. Students will sit with their own class
3. Students and staff will sit every pew with no more than 6 per pew

**Lunch**

1. St. Luke School will continue to offer Hot Lunch
2. Students will be allowed to bring lunches from home
3. Students will eat lunch in their classroom
4. Students will be educated to avoid sharing food, water bottles and utensils
5. Lunch and lunch recess will rotate between grade levels (4K-4th lunch while 5-8 have recess followed by 5-8 lunch while 4K-4 have recess).

**Birthdays and Special Occasion Treats**

1. Parents are asked to contact their child’s teacher if they wish to bring in a birthday or special occasion treat.
2. No homemade treats will be allowed.
3. All treats must come from a certified food establishment or be prepacked, store bought.

**Music, P.E., Library & Art Class**

1. Music - At this time there will be no singing. The music teacher will be concentrating on movement and instruments. Instruments will be sanitized after each use. She will also hold class outside when possible.
2. P.E. - There will be no contact activities. Equipment will be sanitized after each use. Class will be held outside when possible.
3. Art – Shared supplies will be limited.
4. Library – Students need to sanitize their hands upon entering the library and exiting. Books that are returned will remain in a bin for three days before being re-shelved.

**Field Trips**

\*At this time there will be no field trips.

**Health & Wellness**

1. Students need to be screened at home every morning before leaving for school.
2. Any student with a fever of 100 F or higher at any point in the day, will need to go home.
3. Students need to be fever-free without medication and symptom-free for 72 hours before returning to school after illness.

**Dismissal**

1. Dismissal will be staggered from 3:00-3:10 by bussers, walkers, and pickups.
2. No congregating outside of school.
3. Parents are asked to stay in their cars.

**Bus Transportation**

Families are encouraged to transport students to and from school.

1. Students who qualify for busing will need to notify St. Luke School and Lamers Bus Barn.
2. Hand sanitizer will be used upon bus entry.
3. Students will be assigned seats to promote sitting in family units.
4. Face coverings will be required for ridership.
5. Buses will be loaded from the back to the front and unloaded from the front to the back.

**Bus Rules:.**

**\* Students must be wearing face coverings correctly (covering both nose and mouth) prior to boarding the bus.**

**\* Food may not be eaten.**

**\* Students will be assigned seats with family members.**

**\* Students that do not follow these rules will lose their riding privileges and have to find alternative transportation.**

Lamers will be providing bus service for the River Valley District and St. Luke School.

**Family Vacations**

\*If your family has plans to take a family vacation please contact the school office. If the destination is deemed a “hot spot” by the administration according to health and government agencies the student may be asked to quarantine for 14 days upon return.

**COVID-19 Exposure and Symptoms Guidance**

The following are guidelines for a student who is experiencing symptoms.

1. If the student is experiencing symptoms they are encouraged to seek COVID testing. For testing, contact your physician or the Sauk County Health Dept. at 608-355-3290 or [www.co.sauk.wi/public health/coronavirus](https://www.co.sauk.wi.us/publichealth/coronavirus).
2. If a student receives a positive test result: they should stay home for at least 10-14 days. (Depending on guidance from Sauk County Health recommendations or your physician.) Must be fever free without the use of fever-reducing medication for 72 hours.

**Symptoms at School**

The following are guidelines for a student who is exhibiting two or more symptoms of COVID-19 while at school.

* Student reports symptoms to staff member or staff member observes symptoms, student will be sent to office to isolate in the wellness room.
* Parent/guardian will be notified and should arrive to pick up student within 1 hour of receiving the call.
* Student will stay home to wait for test results or until they are symptom free for 10-14 days (if not tested) depending on guidance from Sauk County Health recommendations or your physician.

**Exposed to Positive COVID-19**

The following are guidelines for a student who has been exposed to someone with a positive COVID-19 test.

* If a student has come in close contact with someone who has tested positive, they should quarantine for 10-14 days, starting from the date of their last contact, depending on guidance from Sauk County Health recommendations or your physician
* If someone in the student’s home tests positive, they should quarantine while they are sick and continue for 10-14 days (depending on guidance from Sauk County Health recommendations or your physician), after they are no longer testing positive (they have no fever, other symptoms have improved, no productive cough).
* If more than one person in the student’s household tests positive, they should quarantine while they are infected and continue to quarantine for 10-14 days, (depending on guidance from Sauk County Health recommendations or your physician), after the last member’s symptoms have improved or they test negative.