



COVID
Handbook

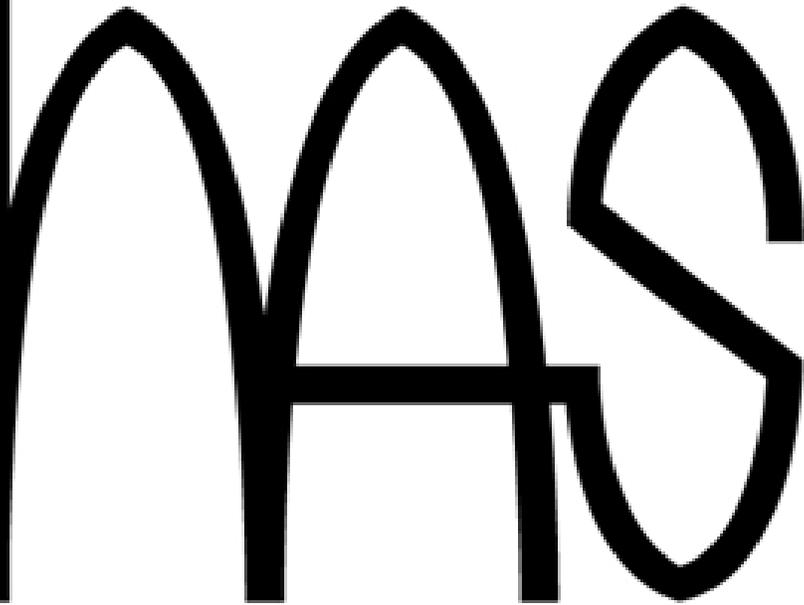


TABLE OF CONTENTS

SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS 3

SECTION II. ACADEMICS AND HOME-BASED LEARNING 16

SECTION III. EXTRACURRICULAR AND DISTRICT-WIDE PLANNING 20

Changes to the public health situation over the course of the school year may necessitate changes to this guidance.

INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), Washington/Ozaukee County Health Department, and Dept. of Public Instruction. Regular updates will be made to this plan based on information provided by the CDC and any federal, state and local agencies.

GUIDING PRINCIPLES

In order to ensure the continued wellbeing of our teachers, staff, and students the following guiding principles have been put in place:

 EMPLOYEE AND STUDENT SAFETY MEASURES	 HEALTH GUIDELINES	 SUPPORT FOR FAMILIES
--	---	--

FOUR PRACTICES

Holy Angels will:

1. Provide notice to parents.
2. Implement practices to prevent the virus from entering the school.
3. Respond to a lab-confirmed case in the school.
4. Implement prevention and mitigation practices to reduce the likelihood that an outbreak occurs on campus.



EXPOSURE DEFINED

Close contact of less than 6 feet for more than 15 minutes to a person who has COVID-19 symptoms or a person who has tested positive.



SECTION 1:

**SAFETY OF STUDENTS, STAFF,
AND VISITORS**

VISITOR RESTRICTIONS

The safety of our staff and students remains the school's primary concern. Holy Angels will limit normal visitation to our school at this time. Only Holy Angels Parish and School employees are allowed on campus. All individuals entering the building will be required to sign in at the Office, complete a Visitor Screening Form, receive a temperature check and must wear face coverings. Visitor will be escorted by a Holy Angels employee to their destination. Individuals proceeding beyond the reception area will be subject to the following guidelines: visitors will be screened, virtual meetings will be available when possible, visitors and staff will maintain physical distancing.

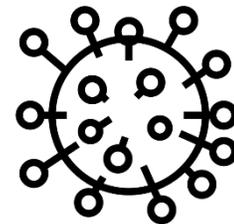
Parents and guardians who are picking up their child are not required to be screened but should avoid entering the building by waiting outside or in the main entry for the student to be dismissed. Staff members can escort younger children out of the building.

Essential workers include current Holy Angels School and Parish employees, Speech and Counseling services from WBSD, and substitute teachers.

EMPLOYEE AND STUDENT SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees and students to complete a self-screening which includes staff taking their own temperature; reading and answering a set of questions related to COVID-19 symptoms including:

- Frequent unexplained cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19



All screening information will be kept confidential. Teachers and staff must report if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry. Additionally, staff must report if they have had close contact with an individual who is lab-confirmed with COVID-19, and, if so, must remain off campus until the 14-day incubation period has passed.

HANDOUT: SELF-SCREENING PROTOCOL

Parents must ensure they do not send their student to school if the child has COVID19 symptoms or is lab-confirmed with COVID19, and instead should opt to receive remote instruction until the conditions for re-entry have been met. Parents may also opt to have their child receive remote instruction if their child has had close contact with an individual who is lab-confirmed with COVID19 until the 14-day incubation period has passed, and they have developed no symptoms.

BEFORE COMING ONTO CAMPUSES OR BUSES

At the start of every day of in-person instruction, Holy Angels parents will screen their child to determine if (a) they have the COVID-19 symptoms; or (b) they have had close contact with an individual who is lab-confirmed with COVID-19. Parents will complete a morning checklist (attached to their child's planner or folder) verifying that their child has no COVID-19 symptoms. Teachers will verify this information by checking for the parent's completion of the form. If the form has not been completed, the parent will be contacted and the child's temperature will be taken by the teacher/other staff member. If the parent is dropping off a student after school day has begun, the screening questions will be asked to the parent. Holy Angels is permitted to prevent any individuals who fail the screening criteria from being admitted to the campus until they meet any of the criteria for re-entry to the campus.

HEALTH PROTOCOL (EMPLOYEE)

If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they may be asked to leave work and go home or to the nearest health center.

Employees returning to work from an approved medical leave should contact the Principal. You may be asked to submit a healthcare provider's note before returning to school.

TESTED POSITIVE FOR COVID-19 or SUSPECTED WITH COVID-19

Any individuals who themselves either: (a) are lab-confirmed to have COVID19; or (b) experience the symptoms of COVID19 must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine all of the conditions below for campus re-entry have been met:

Return to work/school criteria:

- 1.** At least 24 hours have passed since recovery (no fever without the use of fever-reducing medications); and
- 2.** You have improved in respiratory symptoms (cough, shortness of breath, etc); and
- 3.** At least 10 days have passed since symptoms first occurred



If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work/school until the three criteria listed above have been met.

If the individual has symptoms that could be COVID19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID 19 testing location.

IDENTIFYING POSSIBLE COVID19 CASES ON CAMPUS

Holy Angels will immediately separate any student who shows COVID19 symptoms while at school. They will be taken to the designated containment room, be given an immediate temperature check, and have a potential COVID case form completed to determine if they are symptomatic for COVID19. Parent will be contacted and the student will remain in the containment room until the student can be picked up by the parent or guardian.

Holy Angels will clean the areas used by the individual who shows COVID19 symptoms while at school (student, teacher, or staff) as soon as feasible.

PRACTICES TO RESPOND TO A LAB CONFIRMED CASE IN THE SCHOOL



LOCAL HEALTH DEPARTMENT NOTIFIED

- If an individual who has been in a school is lab-confirmed to have COVID19, the school must notify its local health department, in accordance with applicable federal, state, and local laws and regulations, including confidentiality requirements and FERPA.



AREAS CLOSED FOR CLEANING

- Holy Angels will close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.



ALERT NOTIFICATIONS ARE SENT

- Consistent with our school notification requirements, and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID19 case is identified among students, teachers or staff who participate on any on campus activities.

NON-COVID HEALTH SITUATIONS

The school will utilize the Health Room for all non-COVID health situations to ensure students are not in contact with an individual who may have COVID symptoms.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

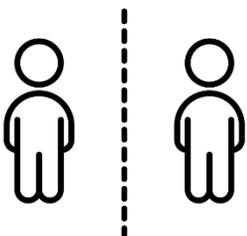
Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - Your healthcare provider
 - Holy Angels (Office or Principal)
3. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.
4. Holy Angels recommends the student, teacher, staff, or visitor should stay at home through the 14 day incubation period and not be allowed on campus. If the individual experiences symptoms, they must stay at home until the conditions outlined below have been met.
 - At least 24 hours have passed since recovery (no fever without the use of fever-reducing medications); and
 - You have improved in respiratory symptoms (cough, shortness of breath, etc); and
 - At least 10 days have passed since symptoms first occurred.



SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Holy Angels employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.



Traffic Flow – Teachers will provide guidance to the students about lines, movement in the hallways, etc.

Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided or individuals separated throughout the space.

CLOSE CONTACT (DEFINED)

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, close contact is defined as:

- Being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
- Being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield;

If either occurred at any time in the last 14 days at the same time the infected individual was infectious.

Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

FACE MASKS



Face masks, as well as personal hygiene, social distancing, and frequent cleaning efforts are an important part of protection. Schools are required to comply with the state and local health departments regarding the wearing of masks.

To keep our schools open, Holy Angels is requiring masks be worn by staff and students when social distancing cannot be maintained.

It may be impractical for students to wear masks while participating in some activities. When it is impractical for students to wear masks during those activities, schools must require students, teachers, staff, and visitors to wear masks when entering and exiting facilities and when not actively engaging in those activities. Schools may, for example, allow students who are actively exercising to remove masks as long as they maintain at least six feet of distance from other students, teachers, and staff who are not wearing masks. However, schools must require students, teachers, and staff to wear masks as they arrange themselves in positions that will allow them to maintain safe distancing.

Students in grades K5-8 will need to provide their own personal facemasks. If you do not have a mask for your child, Holy Angels will provide one. Students will need to wear them at arrival and dismissal, as they transition through the halls, and any time social distancing cannot occur. It is recommended that you send more than one mask with your child each day in case the mask they are wearing gets soiled and so they can change it out after lunch. A Ziploc bag is a great way to store masks.

For students in K3/K4, the determination of whether wearing a mask is developmentally appropriate is up to the student's parent or guardian. It is recommended that your child bring a mask for situations where social distancing is not available.

Reasonable modifications or accommodations will be considered for individuals with disabilities.

In addition to using face masks, please remember to:

- 1.** Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 70% alcohol if soap and water are not available
- 2.** Avoid touching your eyes, nose, and mouth
- 3.** Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow



PERSONAL WORKSPACE/CLASSROOM

Students will be assigned a desk in their classroom. Teachers will disinfect student desks, work areas, and items touched/used by students and will disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE



Holy Angels has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Holy Angels Maintenance Team will clean all workspaces at their designated cleaning time.

FACILITIES CLEANING

The safety of our employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
WORKSPACES	Classrooms, Offices	At the end of each use/day
APPLIANCES	Refrigerators, Microwaves, Coffee Machines	Daily/after each use
ELECTRONIC EQUIPMENT	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
GENERAL USED OBJECTS	Handles, light switches, sinks, restrooms, railings, lockers	At least 4 times a day
COMMON AREAS	Cafeteria, Library, Teachers' Lounge, Music, Art, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly. Holy Angels will institute more frequent cleaning practices, including additional cleaning by maintenance staff, as well as provide the opportunity for children to clean their own spaces before and after they are used, in ways that are safe and developmentally appropriate.

There will be regular, enhanced disinfecting of school rooms and items. There will be minimal sharing of items where possible.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. If multiple teachers or classrooms are confirmed to have a COVID19 positive test, in lieu of performing deep cleaning, sites may shut down the site for a period of 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

1. Holy Angels will close off areas that were heavily used by the individual(s) with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas

can be disinfected, unless more than 3 days have already passed since that person was on campus.

2. Notification: Holy Angels will notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID19 case is identified among students, teachers or staff who participate in any on-campus activities.

SIGNAGE

Signage will be placed throughout the offices and school. The signage will labeling of the isolation room, visitor restrictions, cafeteria notification, hand washing reminders and procedures, reminders to social distance, and other signage as needed to keep everyone safe

CLASSROOM SNACKS/BIRTHDAY TREATS

Bringing or sharing snacks or birthday treats will be suspended for the 2020-2021 school year in order to limit the risk of contamination. Parents may pack an individual snack for their child daily.

LOCKERS

Students may store items in their lockers when they are not needed in the classroom. Visits to the lockers will be limited during the day. Students will follow social distancing protocols when at their locker. Students will wash or sanitize hands upon returning to the classroom.

PRACTICES TO MITIGATE THE LIKELIHOOD OF COVID19 SPREAD INSIDE THE SCHOOL

1. Holy Angels will have hand sanitizer and/or hand washing stations with soap and water in classrooms.
2. Students, teachers, staff, and campus visitors will be encouraged to sanitize and/or wash hands frequently.
3. School will have an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues.
4. School will have an adequate supply of gloves and other protective gear.
5. Touchless thermometers on-site for employee and student screening.
6. Students, staff, teachers, and visitors should be encouraged to sanitize and/or wash hands frequently. Holy Angels encourages supervision of younger students as students engage in handwashing for at least 20 seconds two times a day, in addition to washing hands after using the restroom and before eating.



STUDENT AND TEACHER GROUPINGS

Where feasible without disrupting the educational experience, Holy Angels will encourage students to practice social distancing.

1. Students will have assigned seats that are spaced as far apart as possible for the majority of their day.
2. In classrooms where students are regularly within six feet of one another, Holy Angels will plan for more frequent hand washing and/or hand sanitizing and will consider whether increased airflow from the outdoors is possible.
3. When students are working in small groups or individually with the teacher, masks will be required for the students and the teacher.

ENTRY AND EXIT

Holy Angels will plan for entry, exit, and transition procedures that reduce large group gatherings (of students and adults) in close proximity. Students (based on grade level) will be assigned to entries to ensure even distribution of students entering/exiting at each door. Teachers will provide guidance to students to enter one at a time and wait six feet apart outside the entrance. Parents are encouraged to remain outside during drop off and dismissal.

STUDENT ARRIVAL AND DISMISSAL

When students arrive at school in the morning, before the morning bell, they will meet their class cohort at their designated area on the playground. The class cohort area will be labeled with a sign. Students will use social distancing while at their designated area. If students are unable to social distance, they must wear a mask.

Teachers will pick their students up at the designated area. The following doors will be used for entrance/dismissal of students daily:

- K3 & K4 will use the 8th Street doors
- K5-2 will use the doors by the K5 classroom/playground
- Grades 3-5 will use the Cedar Street entrance
- Grades 6-8 will use the glass hallway doors on the playground side (connecting the two school buildings)

Staff and students (5 years and older) will use masks upon entry and in transition to a classroom. At dismissal, students will wear their mask and exit the doors they entered in the morning and will be moved to their designated waiting area for parent pickup or bus loading. Social distancing will be observed during dismissal and while in the pickup lines.

Parents who wish to pick up their student before the end of the school day will need to call ahead so students can be sent to the Office. Parents may enter the first set of doors and sign their child out with Mrs. Rychtik via the glass window.

SAFETY SUPPLIES

Holy Angels has purchased several safety items:

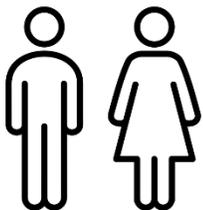
1. **Touchless Forehead Thermometers**
2. **Face masks**
3. **Nitrile Powder Free Gloves**
4. **Plexiglass Acrylic Countertop Shield (Library)** - offers protection from sneezes and coughs during person-to-person interaction at front desk station.

COVID19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to the school's **isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, we will immediately provide them with a mask and gloves. We understand that this process may seem scary for the younger students so the staff member working with the student will explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- Designated Isolation Room personnel must complete the **HANDOUT: Suspected COVID19 Case Form** and call the local health authority and seek advice regarding transportation and location.
- The personnel attending to the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- Sick staff and students will need to leave the school as soon as possible. Parents of the sick student will be contacted to have their child picked up. If the parent is unable to pick up the student they must make arrangements to have the student picked up by a trusted family member/friend. The name of that individual needs to be shared with the Office so the student can be released to that individual.
- Advise employees that they may have been in contact with a suspected employee or student and to carry out self-screening every morning, and based on the results, contact the Principal.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.



RESTROOM USAGE DURING THE SCHOOL DAY

Maximum capacity for the restrooms will be three students. This will allow for social distancing. A maximum capacity sign will be posted on the doors.

LOCKER ROOMS

While in locker rooms, students are to stay 3 to 6 feet from others as a normal practice. Locker room time will be kept to a minimum. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick. A spray disinfectant will be used in the locker room at minimum, daily but preferably hourly.

LUNCH

Students are expected to wash or sanitize their hands before and after eating.

Students may bring their own meals or be served individually plated meals (that are wrapped in plastic). Students will eat with their cohorts. Each cohort will have an assigned location, and each student in the cohort will have an assigned seat. Classes will be spaced throughout the cafeteria to create distance between students.

Cafeteria staff will be trained in COVID-19 safety protocols. All cafeteria staff will be wearing masks and gloves while serving students.

High use surface areas including tables, chairs, lunch counters, and frequently touched surfaces will be cleaned and disinfected after each group of students leaves so it is ready for the next group of students.

No parents/visitors during lunch at this time. A lunch visitor process will be developed for parents and guardians at a later date.

RECESS

Students will remain with their cohort during recess. Cohorts will be assigned an area of the playground to play on (this will be a rotating schedule). Teachers monitoring recess will remind students about proper social distancing. Playground equipment will be sanitized before the next class comes out. Students will be allowed to play games that do not require them to be in close contact with one another.

After recess, all students will wash their hands or use hand sanitizer upon re-entry to their classroom.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

During the first two weeks of school teachers will address students' social and emotional needs as they return to school. Teachers will develop lessons using videos and other resources. Teachers will deliver lessons weekly to address any well-being needs. The principal will provide lessons each month to students. The lessons will continue weekly, throughout the year.

AFTER SCHOOL CARE – YCARE

The YMCA will be offering after school care again this year at Holy Angels. Watch for more information regarding this from the YMCA.

STAFF TRAINING

- 1. Pre-Return to School Training** - Presented to staff to ensure understanding and preparedness to align with this manual.
- 2. First Day Training/Orientation** - Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Zoom. On the first day of school, Holy Angels will provide instruction to students on appropriate hygiene practices, social distancing, and movement through the school.
- 3. Cleaning Crew Protocols** - Disinfection methods, comprehensive cleaning training.

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone in the school community stays safe and prevents the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

- All training topics can be reinforced with signage in the buildings.
- School checklists
- Response Teams
- Disinfection Measures
- Isolation protocols
- On site health screening
- Daily self-screenings
- Visitors
- Cleaning Crew Protocols



COMMUNICATION METHODS

To stay updated on the most up-to-date information:

- 1.** Teachers, students, and parents need to check their email often.
- 2.** Visit our school website
- 3.** Follow our social media platforms
- 4.** SeeSaw PK-1; Google Classroom Grades 2-8



SECTION II:
ACADEMICS AND HOME-BASED
LEARNING

PARENT COMMITMENT

Parents will be asked to commit to either on campus or remote instruction no earlier than two weeks before the start of the school year. Holy Angels may choose to limit the student's return to an on-campus setting at the end of a grading period. The school will not require a student to remain in remote instruction for more than one grading period.

However, a student who begins receiving remote instruction as a result of staying at home to isolate from COVID-19 exposure should be permitted to return to campus at the end of their isolation period, as opposed to the end of a grading period.

GRADING POLICY

Grading and Attendance

To receive credit and attendance for the courses for this school year students are expected to complete the assignments. The grading policy is located in our handbook. Grading policy will be the same for home learning as it is for in-person learning.

Rigor

Unlike the emergency measures put into place last spring, attendance and participation are required daily and assessments will be given to ensure students' learning is moving forward. Students will either need to be self-motivated or require parent support to stay engaged throughout the experience.

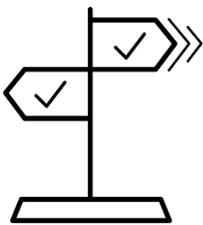
Completion Protocols

Students not making progress, not completing academic assignments or opting not to participate during the school year, may be at risk for retention. Teacher, parent, and principal meetings will need to be held to address the situation and determine if the student can catch up without the need for retention.

DISTANCE LEARNING

Distance Learning will be used to shift in person instruction to virtual access. Holy Angels has purchased technology equipment so teachers can effectively provide synchronous (live-stream) lessons.

Lessons are being developed to be used without the reliance of a physical space to carry out instruction. This ensures that students have access to high quality instruction no matter where it takes place. Teachers will continue to receive professional development in technology to support proficient use of learning management systems as well as rigorous instruction should distance learning need to be implemented.



PATHWAYS FOR INSTRUCTION

The framework below outlines two primary pathways for the school. As more details evolve, the school will share via the website and email. As Holy Angels prepares for a new school year, we will continue to monitor and follow local, state, and federal requirements.

- 1. Pathway 1: Students and Staff Return On Time and On Campus August 31** - We are preparing for re-entry. The buildings, classrooms, and teachers are preparing instruction and safety protocols for our students to be on campus. Pathway 1 means students will return to the classroom on August 31 depending on closure orders from national, state, or local agencies. Having all students on campus is our goal. It is the best instructional approach allowing us to meet student needs- academically, socially, and emotionally.
- 2. Pathway 2: Distance Learning (Technology Required)**
 - **Synchronous Instruction**
 - Real-time, virtual instruction between teachers and students.
 - Grade Levels: K4/K5 up to 3 hours; Grades 1-5 up to 4 instructional hours daily;
 - Grades 6-8 up to 5 instructional hours daily. Students who are not logged into the class are marked absent.
 - Grading policy will be consistent with those used at school and in the handbook prior to COVID-19 for all assessments and assignments. Teachers will address the same required curriculum as being presented in the classroom.
 - **Asynchronous Instruction**
 - Not live or in person; pre-recorded lessons; students complete work on their own; self-guided using tech devices. All grade levels are eligible. Students not engaged in daily lessons will be marked absent. Engaged is defined as progress from teacher-student each day and assignments are turned in as required by the teacher deadline.
 - Grading policy will be consistent with those used at school and in the handbook prior to COVID-19 for all assessments and assignments. Teachers will address the same required curriculum as being presented in the classroom.

Holy Angels will use Google Classroom for grades 2-8 and SeeSaw for PK-1. Google Classroom and SeeSaw will be our main communication method for parents to be able to contact the classroom teachers. If families are able to access the internet, effectively all activities should be done online, which will eliminate any public health risk associated with providing instructional support.

Wisconsin DPI of Student-Focused Checks and Balances

1. Daily attendance will be taken.
2. Remote work will be graded consistent with school practices.

ATTENDANCE AND ENROLLMENT

Per Wisconsin DPI, students must attend 90% of a course in order to be awarded credit for the course and/or to be promoted to the next grade level. This requirement remains in force during the 2020-21 school year. Given the public health situation, student attendance may be earned through the delivery of virtual instruction.

TECHNOLOGY DEVICES AGREEMENT

Technology devices will be issued to families requesting a device and signing a **Device Agreement Form**. This form outlines the acceptance and agreement to adhere to the guidelines and responsibilities of the device protection plan. If the device is lost or deemed to be damaged due to negligence as defined by school administration, replacement and/or repair cost may be assessed.

**SECTION III:
EXTRA CURRICULAR AND
SCHOOL-WIDE PLANNING**

A Message from the Archdiocese of Milwaukee:

After a great deal of thought, discussion, and prayer with the Athletic Advisory Board and many other concerned parties, the decision has been made to cancel the 2020-21 fall sport season for elementary schools in the Archdiocese of Milwaukee. All recognize and value the importance that athletic and extracurricular opportunities bring to the educational experience and development of youth, but understand the priority is to have students in the classroom.

This decision impacts the sports of cross country, soccer, volleyball, and football. Likewise, the Office of Youth Evangelization has decided to cancel its CYM Volleyball season this fall.

A decision on winter sports will be made by October 1, 2020. Spring sports will be assessed at a later time. The Athletic Advisory Board will maintain the flexibility to reconfigure sport seasons and student participation guidelines based on current events at the time a decision is necessary.

CLUBS, MASS and MORE

When feasible and appropriate, it is preferable for students to gather outside, rather than inside, because of likely reduced risk of virus spread outdoors.

Holy Angels will not hold Monday Morning Assemblies until further notice.

Mass will be held each week on Thursday and Friday. Grades 6-8 will attend on Thursdays at 8:00 am. Grades 1-5 will attend on Fridays at 8:00 am. Social distancing will be utilized in church.

Holy Angels will suspend all in-person clubs until further notice. Certain clubs may be able to meet virtually. Watch for more information.

Field trips are on hold for the 2020-2021 school year. Virtual field trips that are instructional in nature may occur if it corresponds with the current curriculum.