
HOLY GHOST-IMMACULATE CONCEPTION SCHOOL

RETURN TO LEARN

LEARNING FOR THE 2020-2021 SCHOOL YEAR



HOLY GHOST – IMMACULATE CONCEPTION MISSION & VALUES

Our Vision

HG-IC provides a faithful and caring learning environment in partnership with parents and the community to help students achieve their full spiritual, intellectual, and moral potential so they may contribute to a diverse society.

Our Mission

As a Catholic school, Holy Ghost-Immaculate Conception School supports our parishes and communities by meeting the individual needs of children through gospel values and academics to develop life-long learners and faith-filled citizens.

Core Values

Be Respectful

Be Responsible

Be Resourceful

Be Faithful to Christ



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This document represents our proposed Return to Learn plan for the 2020-2021 school year. Our understanding of the COVID-19 virus and best practices surrounding health and safety are constantly evolving. As such, all guidance in this plan is subject to change.

FIRST DAY OF SCHOOL
K – 8 Monday, August 31, 2020
Pre-School and 4K Tuesday, September 8, 2020

Present Concerns

We heard you

Holy Ghost-Immaculate Conception has learned from our experience with a school closure, material distribution, and virtual learning as we all hung together to get through the spring while continuing to make academic progress. The following key areas of feedback have weighed heavily into our Return to Learn planning.

KEY FEEDBACK FROM PARENTS:

- Our youngest students are not yet independent learners and require significant hands-on support, posing a special challenge for working parents
- On-site start dates and learning options
- Concern for cleaning processes and policies for buildings, rooms, and supplies
- Training and technology for teachers on virtual instruction
- Bussing rules and regulations for each district
- Consistency with learning tools used throughout the system and among grade-levels
- Mask requirements and policies
- Weekly mass schedules
- Social distancing protocols inside and outside of homerooms
- More consistent access to teachers
- COVID positive or direct exposure and contact tracing and transparency

Solution Focused

Throughout this plan, you will notice unique solutions to challenges faced by our community. We are not done learning. We will keep listening, responding, and refining our plans to meet the needs of our students, families and staff as the year goes on.

THREE LEARNING MODELS

Our number one goal is to be back together on-site in a safe manner this fall, and to remain on-site as much as possible this school year. We have prepared a plan and recognize the need to be agile in transitioning from one learning modality to another. Each model will require student participation and provide academic rigor that ensures learning standards are met and exceeded. As such, attendance will be taken, work will be graded, and credit will be granted no matter which model we follow.

On-Site Learning

Students and staff are on campus with necessary health and safety precautions in place.

Quarantine Learning

Students and staff are on campus with necessary health and safety precautions in place. Students that are individually quarantined will have the availability to continue learning while at home. If an entire class is quarantined due to contact tracing within a homeroom, then the entire class would move to the Virtual Learning model temporarily.

Virtual Learning

Instruction is provided through an online learning platform and virtual classroom meetings.



ON-SITE LEARNING

Decision Making Guidelines

Nothing can replace the powerful experience of teachers and students engaging in a classroom environment. Our primary goal is to welcome our students and staff back to campus, while keeping our community safe.

As we navigate these challenging circumstances, we are faced with many significant decisions.

Holy Ghost-Immaculate Conception School is fully committed to safeguarding the health and safety of all staff and students. For this reason, all Holy Ghost-Immaculate Conception staff and students must comply with the following Protective Measures, Cleaning, and Hygiene Policies.

With the protection of our students, staff and families at the forefront of our planning, Holy Ghost-Immaculate Conception School is working in conjunction with the Diocese of Madison, the Center of Disease Control, Grant County Health Department, the American Academy of Pediatrics, and the Wisconsin Department of Public Instruction (DPI) to inform HG-IC's decisions surrounding COVID-19 and provide insight into best practices for a safer and healthier school year.

On-Site Protective Measures, Cleaning, and Hygiene Policies

Health Screening and Wellness Policy

Staff and students who are exhibiting signs or symptoms of COVID-19 will be required to stay home.

PROTECTIVE MEASURE POLICY – Staff & Volunteers

- Take their temperature at home before leaving for work. If above 100.0° F, stay home.
- Maintain six feet physical distancing from other adults when possible.
- Wear a face covering if physical distancing is not possible with other adults.
- Use disposable gloves as needed when touching objects used by others or hand wash or use hand sanitizer before and after touching those objects.
- Wear a face covering if physical distancing is not possible with students.
- If using a face shield, clean it daily.
- If using a sneeze guard barrier, clean it daily.
- Limit the number of employees present in an area if physical distancing is not possible (for example, the office).
- Remove extra furniture not used from classrooms so students and others are not using them.
- HG-IC will screen for symptoms related to COVID-19, including temperature checks, in school if a staff member is showing signs of illness.

PROTECTIVE MEASURE POLICY – Students

- Take their temperature at home before leaving for school. If above 100.0° F, stay home.
- Maintain six feet physical distancing from other people when possible.
- Wash hands or use hand sanitizer before and after touching objects used by others.
- Wear a face covering.
- If using a face shield due to medical necessity, clean it daily at home. (Not provided by HG-IC.)
- No single-ply gaiters/buffs allowed as face masks.
- HG-IC will screen for symptoms related to COVID-19, including temperature checks, in school if a student is showing signs of illness.
- Students are to bring personal water bottles as drinking fountains will be turned off. Bottle filling stations will still be available.
- Parents must notify HG-IC if a student has an underlying medical condition (allergies, asthma, etc.), so that the preexisting symptoms are not confused with COVID-19.

Always consult your healthcare provider on matters and concerns relating to COVID-19.

The Mayo Clinic COVID-19 Self-Assessment is a useful tool for you in this process.

<https://www.mayoclinic.org/covid-19-self-assessment-tool>

SYMPTOMATIC*

- Staff and students who are symptomatic of COVID-19 will be required to quarantine until their symptoms have improved, and temperature has been below 100.0° F for 72 hours without the use of medicine.
- A documented medical evaluation that indicates symptoms are clearly consistent with a less serious illness or allergic reaction may be permitted to return to school sooner. The student should stop in the office with the documentation before going to the classroom.



On-Site Learning (cont.)

COVID POSITIVE OR DIRECT EXPOSURE*

- Positive COVID-19 Cases, All family members of positive cases, and Staff or Students that test positive will have to follow the process outlined below. Stay at home until the following have happened:
 1. The sick person gets better:
 - At least 10 days have passed since their symptoms started and; They haven't had a fever (100.0° F or greater) in at least 72 hours without using any medication to lower fever and;
 - Their cough or breathing problems get better.
 2. **PLUS** 14 days have passed since the they were around the person with COVID-19.
- If a family member is positive, all other family members will be treated as positive cases and should follow the process above.
- All students in any grade where a student or a teacher tests positive will be required to follow the process above. Classes would resume as Quarantine Learning temporarily during this time.

*Staff are required to sign an employee illness agreement indicating they understand the policy and agree to follow the above guidelines.

Contact Tracing and Transparency

A “close contact” is defined as a proximity of <6 feet for >= 15 minutes. Unique circumstances will be evaluated on a case-by-case basis.

- The teacher and other classmates will be notified of the exposure and instructed to be mindful of symptoms but will not be required to quarantine.

GET TO KNOW THE SYMPTOMS

Source: [CDC.gov](https://www.cdc.gov)

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

People with these symptoms may have COVID-19:

- » Fever or chills
- » Cough
- » Shortness of breath or difficulty breathing
- » Fatigue
- » Muscle or body aches
- » Headache
- » New loss of taste or smell
- » Sore throat
- » Congestion or runny nose
- » Nausea or vomiting
- » Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

See: [Mayo Clinic COVID-19 Self-Assessment Tool](#)

- Grant County Health is working on template letters to notify HG-IC of a confirmed case to be distributed to our families.
- HG-IC will not disclose student's or staff's specific medical information to anyone. Only general updates about possible exposure will be communicated to other families. (HIPAA)

Facilities and Cleaning

Teachers are responsible for:

- All students' desk/table and chair will be wiped down at the end of the day with a disinfectant spray or wipe.
- High touched areas in the classrooms (door handles, light switches, counter tops, sinks, milk carrying crates, etc.) will be wiped down several times a day or certainly at the end of day with a disinfectant spray or wipe.
- Chromebooks, tablets and computers will be wiped down at the end of the day and between uses with a disinfectant wipe.
- All shared items will be disinfected between users.
- Students will wipe down their own school supplies used during the day with a disinfectant wipe unless a teacher's help is needed.
- Portable recess equipment will stay with a specific classroom and will be disinfected before being put away.
- Every classroom will have an air purifier.

Janitors/Maintenance People are responsible for:

- All stair railings, building door handles and light switches will be wiped down with disinfectant spray daily.
- All bathrooms will be disinfected with an EPA disinfectant – the sinks, faucets, stall doors, toilets, urinals, and floors daily.
- Paper towels and soap will be refilled in the bathrooms daily.
- Paper towels will be replenished daily.
- All bathrooms will be scrubbed daily.
- All hallways will be scrubbed at least once a week.
- Classrooms and office carpets will be vacuumed daily at the Dickeyville campus.
- All floors at the Kieler campus will be dry mopped daily and wet mopped once a week.
- Classrooms, offices, halls, bathrooms and gyms will be sprayed with a disinfectant sprayer twice a week.
- All interior doors will be propped open to reduce spreading germs and support ventilation.
- In circumstances where a building is closed due to the spread of infectious disease, all facilities and

equipment will undergo thorough decontamination.

- Partitions will be used to separate staff and visitors in administrative areas.
- Drinking fountains will be turned off. Water bottle filling stations will remain available.

If there is a positive COVID case in a room, the room will be deep cleaned, by disinfecting all surfaces, scrubbing the floors, and using the disinfectant sprayer. This room would be unoccupied for at least 72 hours.

Physical Distancing

- Large group gatherings will be eliminated or minimized whenever possible.
- Furniture in classrooms, libraries, dining areas and break rooms will be rearranged or eliminated to maximize physical distancing between and among students and staff – in order to maintain three to six feet distance and maximized whenever possible.
- All classes, K-8, will be socially distanced in their respective rooms with desks, rather than tables.
- Classroom seating will be assigned, facing one direction, 4-6 feet apart as stated by CDC guidelines.
- All students are to report directly to their classroom upon arrival to school each day.
- 6th – 8th grade students will be dismissed periodically in a staggered form to use their lockers.
- 6th – 8th grade students that are intermixed for Math will be separated in the classroom by grade levels, cohorts., Only one class will be allowed to enter at a time, and HG-IC will sanitize after each class. Two of the math groups will be moved to other classrooms with assigned seats and distancing between the grade levels.

Additional Measures

- HG-IC will reduce additional exposures to the school environment by minimizing visitor access to our schools.



On-Site Learning (cont.)

- All specials will be taught in the student's homeroom or outside as weather allows.
- Libraries will be closed to start the year. Books are available in each student's classroom.
- Field trips and guest speakers are cancelled until further notice. Staff will be pursuing virtual activities instead.
- Extracurricular activities – to be determined by the appropriate organizations, MVPSL.
- Emergency drills will continue to be conducted per the guidelines required by the state.
- Band lessons – to be determined
- Religious Education classes will not be held in the school classrooms.
- All masks should be appropriate and follow HG-IC dress code policies.
- Masks will be removed for Language Arts for K-3.
- Masks will be provided for students who forget to bring theirs.
- Exceptions for an alternative face covering will be made for students and staff with a documented health condition that medically prevents them from wearing a face mask.
- Preschool and 4K students are permitted to wear face coverings but will not be required.
- HG-IC is reviewing the mask break policy with the Diocese of Madison and awaiting further direction.

Recess Policies:

- Recess times will be staggered. Only 2 or 3 grades will break at the same time. Examples: Kindergarten & 1st, 2nd & 3rd, 4th & 5th, and 6th – 8th.
- Each individual classroom will stay together in a specific location outside. The next day outside, classes will rotate to a new location.

Protective Equipment and Hygiene

Face Coverings

- Staff may remove their face mask while presenting if they are 6' away from others.
- Teachers may choose to wear face shields for optional added protection.
- K–8 students will be asked to provide their own face masks, which will be worn at all times except during mealtime, recess, and planned mask breaks (such as classes held outdoors).

Hygiene Practices

HANDWASHING POLICY - HOW

- Wash hands with soap and water for at least 20 seconds as frequently as possible.
- Wet your hands with clean running water (warm or cold), turn off the tap and apply soap.
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between the fingers and under your nails.
- Scrub your hands for at least 20 seconds – no timer, pray the Angel of God prayer or hum the Happy Birthday song twice.
- Rinse your hands under clean, running water.
- Dry your hands using a clean single use towel.
- If this cannot be done, use alcohol-based hand sanitizer that contains at least 60% alcohol as frequently as possible. Put enough hand sanitizer in the palm of one hand, enough to cover all surfaces of your hands. Rub your hands together until they feel dry (approximately 20 seconds). Do not rinse or wipe off the hand sanitizer before it is dry.

HANDWASHING POLICY - WHEN

- At the beginning of each day
- Before and after touching your mask
- When switching classes
- Before and after breaks
- Before and after eating
- After using the restroom
- After sneezing, coughing, or blowing nose
- When hands are visibly soiled
- When working with food
- After removing gloves
- After touching dirty dishes or equipment
- As you see a need
- Prior to leaving school
- Do not use hand sanitizer if your hands are visibly dirty or greasy. Wash your hands with soap and water instead.
- Hand sanitizer will be available at the school entrances and available in the classrooms.

COUGH AND SNEEZE ETIQUETTE – to help stop the spread of germs:

- Cover mouth and nose with a tissue when coughing or sneezing
- Throw used tissue in the trash
- If no tissue is available, cough or sneeze into elbow, not the hands
- Immediately wash you're your hands with soap and water or alcohol-based hand sanitizer.
- Teachers will instruct students on the above procedures.

Offices will be the dedicated space for sick students to wait to be picked up, separate from healthy students, and supervised by staff.

A Culture of Shared Responsibility for Health and Safety

Our primary goal is to welcome our students and staff back to campus, while keeping our community safe. Attempting to open our schools and keep them open will require a keen focus on protecting the health of our community. In addition to social distancing and hand washing, a universal adoption of face masks will provide a strong defense against COVID-19.

As a community, we must promote a supportive culture of shared responsibility for health and safety of one another. We are in this together, and we can all contribute to this effort and discourage stigma or judgment surrounding health-related matters and the use of protective equipment.

FACE MASK TIPS AND BEST PRACTICES

We recognize masks will be more challenging for our youngest students. However, to best support our ability to remain on campus, we feel it is important to start with best practices and refine our approach as we evaluate the policy in action.

Your support will make a big difference in our success.

Please start now to prepare your child for the experience of wearing a mask. Your children will take cues from you about this policy. We humbly ask that you try to share positivity as you discuss masks and the circumstances surrounding COVID-19 with your child(ren).

Before school starts, provide opportunities for your child(ren) to practice wearing a mask for an hour or two each day and each time you leave the house.

Talk to your child(ren) about being a leader in protecting their friends and teachers. They can be proud of taking part in keeping their community safe!

Have some fun with it. Invite your child(ren) to take part in picking their masks or a fabric pattern that matches their interests.

* * *

MASK GUIDANCE

Plan to have at least five well-fitting masks available for each child so they can have a clean mask to wear each day. Masks can be cloth or disposable.

Cloth masks should be two-layers and fitted to the face, covering the nose and mouth.

For a secure fit, select a design that loops around the ears or fastens behind the head and offers a flexible nose bridge.

See: [CDC Guidelines on Face Coverings](#)

Students should use hand sanitizer following the removal of their mask prior to eating.

Plan to pack two additional masks in case they become soiled or uncomfortable.

Regular opportunities for “mask breaks” will be planned throughout the school day.



On-Site Learning (cont.)

Schedules and Logistics

Transportation

Holy Ghost-Immaculate Conception School will follow the Cuba City School District (CCSD) schedule as it relates to snow days, etc. However, we will determine our own schedule relative to COVID-19 adjustments and closures.

- Doors will open at 7:30 am. Please do not bring your children before this time.
- Parents dropping off and picking up their child(ren) can bring children to the door of the building but will not be permitted to enter the building.
- A member of HG-IC staff will greet children as they enter the school.
- Dismissal of students will be staggered by classrooms and by staggered by departure type (bus, walker, car rider, etc.)

Transportation rules from the Southwestern and Cuba City School Districts are still within draft form. Below are the unofficial policies for both school districts for their in-district riders. HG-IC will follow up with any changes that are made.

***Please note that special agreement between Cuba City and Southwestern districts regarding “non-district riders” may not be possible this year due to space restrictions on the busses.**

CUBA CITY AND SOUTHWESTERN DISTRICT UNOFFICIAL RULES FOR BUSSING:

- All students must wear a mask to enter the bus and keep it on during the duration of the trip.
- Students will have assigned seats. The first student to enter the bus will be placed in the back and families will be assigned to sit together.
- Buses will be disinfected every day.

ADDITIONAL CUBA CITY DISTRICT SPECIFIC UNOFFICIAL RULES FOR BUSSING:

- Students will get their temperature taken prior to entering the bus by the bus supervisor.
- If any student has a temperature of 100.0° F or higher, they will not be allowed to get on the bus or attend school that day.
- In-town transportation for students in 1st through 5th grade will be based on the number of available seats. This is not a change in policy as we will still transport all kindergarten students. In practice, we have provided in-town transportation for older students when there is room. This year, we are anticipating having much less room and suggest parents begin planning for this temporary change in practice.

Food & Nutrition Services

Students will be released on a staggered schedule for lunch. Packed lunches will not be able to be refrigerated. Meals will be served in the following formats:

K-5

Students will dine in the cafeteria with their class, following distancing guidelines. Students will go directly to their tables and be released to the serving line to pick up their tray. All trays will be pre-plated.

6-8

Students will dine in their classrooms with their class, following distancing guidelines. Students will be released to the lunchroom to pick up their tray. All trays will be pre-plated.

If a student wishes to bring birthday/shared treats, they should be store bought and individually wrapped.

Students are to bring their own morning snack as there will be no snack cart this year.

Technology Infrastructure

Tech Tools

- Holy Ghost-Immaculate Conception School will provide one-to-one Chromebooks for 3-8 students to be taken home daily.
- 2-8 students will practice with Chromebooks and learning management tools to build familiarity should circumstances require them to access learning from home.

Faith

- Principal Rita Hesseling will work with Father Bernie Rott to create safety guidelines with scheduled on-site masses.
- All children will wear masks during mass.
- Weekly mass schedule is as follows at 8:15 am:
 - Tuesday – 4th & 5th Grades
 - Wednesday – Kindergarten & 2nd Grades
 - Thursday – 6th, 7th, & 8th Grades
 - Friday – 1st & 3rd Grades





QUARANTINE LEARNING

Holy Ghost-Immaculate Conception School's Quarantine Learning Model will provide services both virtually and on-site simultaneously.

Year-Round K–8 Quarantine Model

As guidance continues to evolve, and as we face the possibility that quarantining may become necessary on a regular basis, Holy Ghost-Immaculate Conception School is committed to ensuring continuity of access to learning for all students.

In-person attendance is obligatory unless a child is symptomatic, or directly exposed to a positive COVID case.

This model will recreate the school experience at home for those who cannot be in attendance during a quarantine period.

Classrooms at each K–8 grade-level will provide virtual access to students who are home due to mild illness (still able to participate) or quarantined.

In this model, students will participate synchronously with teacher instruction that takes place during the regular school day via Zoom or Google Meet check-ins or potential live-streaming participation.

Technology Infrastructure

Holy Ghost-Immaculate Conception School is researching hardware and technology infrastructure options to provide the necessary streaming coverage and support for teachers to provide real-time access to our classrooms for those who are unable to attend in person due to quarantine.

Should Holy Ghost-Immaculate Conception School be mandated to close at least one of the buildings, Principal, Rita Hesseling, will follow up with Grant County Health to see if we need to close both buildings.



VIRTUAL LEARNING

Full time virtual learning will be provided for all K–8 students if we are unable to attend on-site.

If required to transition to virtual learning, Holy Ghost-Immaculate Conception School will provide “required educational services,” as defined by the Diocese of Madison’s options for continuous learning, for students in kindergarten through 8th-grade.

Required educational services necessitate that academic work is equivalent in effort and rigor to typical classroom work, ensuring grade-level competencies are met or exceeded by the end of the school year. As a result, classroom instructional hours will not have to be made up.

We recognize that not everyone is home with their children during the day, and many who are, have additional responsibilities to work from home during this time. We know many will not have the option to oversee their child(ren)’s learning experience during the day or connect to lessons at the time teachers are connecting. We will work with families to provide individual accommodations as needed.

Our Virtual Learning Philosophy

As we look to provide a high-quality virtual learning experience for our students, we have identified the following goals:

- *Continuity of learning*
- *Accessible for students*
- *Maintaining connectivity and sense of comfort with our students through voice, video, or live sessions*
- *Designed for the home environment*
- *Designed by our teachers using a shared/group approach*
- *Competency-based learning and assessment*
- *Consistency of communication*
- *Live instruction for K – 8th grades*

Our Virtual Learning model includes both synchronous and asynchronous learning experiences.

- Synchronous learning refers to a learning event in which a group of students are engaging in learning at the same time.
- Asynchronous learning takes place when students engage in activities on their own time, like completing a written assignment or watching a video or screen cast.

Technology Access

3–8 Chromebook Distribution

- Holy Ghost-Immaculate Conception School will provide one-to-one Chromebooks for all 3–8 students.
- Students will continue to take full responsibility for their assigned device year-round as they are accustomed to doing.
- Whether virtual or on-site learning, grades 3-8 will be required to take their Chromebooks home daily.
- K-1 will not have assigned Chromebooks but will be required to go online for instruction.
- 2nd grade students will start working on Chromebooks but will only be assigned a Chromebook to take home if they have been sufficiently familiarized with the technology if/when they are moved to a Quarantine Learning or Virtual Learning model.

CREATING A SUCCESSFUL HOME LEARNING ENVIRONMENT

- » Set up your student’s learning space in a quiet area free of distractions, with access to internet and school supplies.
- » Create a daily routine for your child. Work with your student to ensure they know their synchronous virtual learning schedule and create a schedule for asynchronous learning.
 - Sticking to school day bedtime and wake-up times each day is important to maintain a school routine and structure,
- » Check Google Classroom each day to learn about assignments and activities for the day.
- » Plan for breaks during the learning day. Learners can benefit from built-in transitions between “class” to help them reset for the next subject.
 - Children should spend their breaks away from screens and allow for physical activity and play.
- » Check-in with your child. Start the learning day with a check-in to ensure your child is clear about the plan for the day. Check-in throughout the day to ensure your child is on the right path. Close the learning day with a final check-in to see how the learning went and to plan for next steps.
- » Support your child’s independence as much as possible and let them grapple with the challenges of learning and solving problems. Self-direction builds confidence, skills, and a sense of accomplishment.



Virtual Learning(cont.)

Learning Management Tools

To better streamline the virtual learning experience for students and families, we will all utilize the Google suite of tools system-wide.

- **Google Classroom** tool will serve as our learning management system 2-8.
- **Google Meet & Zoom** will be used for synchronous lessons for 2-8.
- **SeeSaw** will be used for the Pre-School, Kindergarten, and 1st for asynchronous learning.

Faith

- Links to recorded and live-streamed Masses will be available through the following:
 - St. Dennis of Madison, M-F at 8 am <https://stdennisparish.org/>
 - St. Thomas Aquinas of Madison M, W, F at 8:30 am <https://stamadison.org/>
- Prayer time coordinated by teachers will also be offered.
- All levels will optimize the faith/religion class time to engage students in instruction and discussion.
- K-8 will have religion instruction 3-4 days per week as scheduled by the teachers.

Social Emotional Wellness

- Every student will have one-on-one support from teachers in the form of teaching and/or mentoring in grades Pre-K - 8.
- HG-IC will reach out after some time of the Virtual learning for your comments and concerns.

SUPPORT YOUR CHILD'S WELLBEING

- » Help your child stay connected to the community and their friends. One of the most powerful aspects of student life at school is the connections our students have among friends. During their time apart, even digital opportunities to communicate and connect with friends can sustain and support us through challenging times!
- » Encourage your child to stay physically active and find opportunities for movement and play. Get outside for a family walk, visit a quiet park, or other outdoor activities.
- » Keep the lines of communication open. It is important to let your child's teacher or principal know if your child is having difficulty with their virtual learning experience. If your child is displaying signs of anxiety, touch base with your child's teacher.
- » Make time for fun activities. Beyond all else, we hope you can find opportunities to slow down and enjoy the gift of extra time with your children. Board games, cards, puzzles, arts and crafts, and LEGOs are all great family activities!



Virtual Learning (cont.)

Student Expectations

- Students should choose Christ-like behavior in all that they do and comply with the HG-IC Device and Chromebook policies.
- Although our school building will be closed, Holy Ghost-Immaculate Conception School classes will continue in an online nature. These days should be treated as academic days focused on virtual learning.
- Establish a daily routine for schoolwork in partnership with an adult family member.
- Be prepared:
 - Laptop and power charger are on-hand and in good working order.
 - Ensure that the internal speakers, microphone, and webcam are functioning properly.
- The use of headsets or earbuds is recommended, especially if there are multiple people working in one room. This will help limit the distraction to others.
- Check the weekly lesson schedule and participate in scheduled classes and complete assigned activities.
- Check in with Google Classroom, Google Meet, Zoom, or See Saw daily and complete activities assigned by teachers independently or with parent support.
- Students should actively monitor their school email account and reply to teachers in a timely manner.

Grading and Assessments

Teachers will continue to employ both formative and summative assessments to provide students with feedback about their academic progress. Grading practices will continue as they are during on-site

learning. Examples of assessments used during virtual learning may include examples such as the following:

- Submission of study questions and writing assignments via the Google Classroom and Google Suite for Grades 3-8.
- Submission of a video or audio recording.

To achieve and exceed grade-level competencies by the end of the year, priority standards will be identified and taught.

Grades will be determined for all classes in the same way they are determined when on-site, with curricular adjustments, as necessary.

Schedules & Attendance

Holy Ghost-Immaculate Conception School teachers are working together to actively review elementary virtual schedules to appropriately balance on-screen expectations with suitable access to classroom teachers.

To provide consistency for students and teachers and to support a nimble transition among learning models, virtual class schedules will remain fairly consistent with on-site learning schedules for the 4 – 8 students.

All students are expected to attend and participate in class and submit work for feedback and grades. Attendance will be taken by all teachers when students log in. Attendance will not be factored into a grade but will be recorded for informational purposes.

If families have extenuating circumstances, these circumstances need to be communicated to the student’s teacher so individual accommodations can be made.

On the following pages, you will find the proposed virtual learning schedules.

We recognize all families have unique circumstances. If a student is unable to engage in all or part of a weekly schedule, we ask that parents contact the classroom teacher or principal to discuss individual arrangements for the continuation of learning. We want to ensure all students receive the support they need.

Tentative

K–3 Virtual Learning Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30–10:30 a.m.	K – 1 Morning meeting/Prayer & Core Subjects (Religion, Math, Science, Language Arts, & Social Studies)				
10:30 – 11:30 a.m.	K-1 Individual or Small Group Instruction				
11:30 a.m.-12:30 p.m.	K-3 Lunch & Recess				
12:30-2:30 p.m.	2 – 3 Afternoon meeting/Prayer & Core Subjects (Religion, Math, Science, Language Arts, & Social Studies)				
2:30 – 3:30 p.m.	2 -3 Individual or Small Group Instruction				
	** Specials will be offered as optional, but not graded (Music, Art, PE, Technology)				



Virtual Learning (cont.)

Tentative

4 – 8 Virtual Learning Schedule

TIME	PERIOD
8:00 – 8:15 a.m.	Morning Meeting & Prayer
8:15 – 9 a.m.	Period 1
9:00 – 9:45 a.m.	Period 2
9:45 – 10:30 a.m.	Period 3
10:30 – 11:15 a.m.	Period 4
11:15 – 12:00 p.m.	Period 5
12:00 – 12:45 p.m.	Lunch & Recess
12:45 – 1:30 p.m.	Period 6
1:30 – 2:15 p.m.	Period 7
2:15 – 3:00 p.m.	Period 8
**	Each period will consist of partial instruction time (on-line) and remaining time will be off-line for individual student work.
**	Specials will be offered once a week and will be graded.

Key School Contacts

Questions About	Reach out to...
Virtual learning and general concerns	<ul style="list-style-type: none"> Rita Hesseling, Holy Ghost-Immaculate Conception School Principal, hesselingr@hgicschool.com Teachers (email addresses can be found on the Holy Ghost-Immaculate Conception School Directory, https://www.hgicschool.com/directory)



PRESCHOOL & 4-K PROGRAMS

Health and Safety

Strict health screening and wellness policies, thorough cleaning measures, reasonable physical distancing practices and our dedicated and caring staff will play an important role in supporting a healthy environment in our classroom.

Key Health & Safety Measures

- Staff and children with symptoms of illness are required to stay home.
- Children are dropped off and picked up at the outside door, reducing exposure from outside visitors.
- Classroom groups do not intermingle with other groups in the building.
- Hallways are accessed by one class at a time.
- Surfaces are disinfected at regular intervals throughout the day, for both classes.
- Children wash hands at several intervals throughout the day.
- Classrooms will be disinfected each evening.

Food & Nutrition Services

- Snack will be provided for a fee for Preschool and 4-K.
- If a student wishes to bring birthday/shared treats they should be store bought and individually wrapped.

Continuity of Service

In the event of a school closure, preschool and 4-K will be closed also.

Preschool & 4-K Virtual Learning

Preschool and 4-K students and families will be provided with a learning packet to be completed at their own pace at home. Chromebooks will not be issued for Pre-K students.

Preschool and 4-K students will participate in a weekly Zoom session, after normal school hours.

Students will be encouraged to watch weekly pre-recorded story time sessions at their own leisure.

Preschool & 4-K Contacts

- Rita Hesseling, Holy Ghost-Immaculate Conception School Principal, hesselingr@hgicschool.com
- Susie Tranel, Preschool and 4-K Teacher, tranel@hgicschool.com



SCENARIOS

Scenario 1:

Student A shows symptoms of illness and/or has a temperature of 100.0°F or more.

- Student A should stay home or will be sent home. She will remain home until 72 hours have passed medicine or fever free (<100.0°F).
- Student A's siblings and classmates will continue to attend class, on-site, unless they are also displaying symptoms of illness.
- Student A will be allowed back to school sooner with a doctor's note.

Scenario 2:

Student B begins displaying symptoms of COVID-19 on a Saturday afternoon. Student B's conditions persist into Monday, and his parents decide that he needs to be tested for COVID-19. The results come back showing that Student B is positive.

- After considering the timeline, the school (teacher(s) and principal) determine that the rest of the class was not exposed to Student B at a time that he was symptomatic.
- HG-IC will implement the Quarantine Learning Model for Student B where the class will still be expected to attend, on-site.
- Student B will attend class as his condition allows from home as he quarantines for a minimum of 10 days from the onset of symptoms, and at least 72 hours free of fever (100.0°F) without the use of medicine, and his cough and breathing have improved.
- Student B's siblings will be required to quarantine at home as well.

Scenario 3:

Student C is sent to the office to get a temperature check. Her temp is over 100.0°F. Student C is sent home and ends up testing positive for COVID-19.

- After considering the timeline, the school (teacher(s) and principal) determine that the rest of the class as well as her teacher may have been exposed to Student C at a time that she was symptomatic.
- Student C's class will be moved to a temporary virtual learning model and all remain home for a minimum of 10 days from the onset of symptoms, and at least 72 hours free of fever (100.0°F) without the use of medicine, and her cough and breathing have improved.
- Student C's siblings will stay home in the quarantine learning model in their respective classes.

Scenario 4:

Teacher C tests positive for COVID-19.

- So long as Teacher C's health allows for it, she teaches that class in virtual learning model.
- This means that the whole class will be home on the virtual schedule laid out in this handbook temporarily.

Scenario 5:

An outbreak occurs, a substantial number of students and teachers having to isolate or quarantine that impacts learning.

- HG-IC will shut down one of or both the campuses to on-site learning in the event of an outbreak.
- HG-IC will shut down one of or both the campuses to on-site learning in the event that the Diocese, county, or state instructs us to do so.

EMPLOYEE SUPPORT

Holy Ghost-Immaculate Conception School faculty and staff are central to our mission of forming disciples of Jesus Christ through Catholic educational excellence. We recognize it is critical that we care for our employees so they, in turn, may care for our students. Our mission-driven team is the key to our collective success.

Professional Development

This summer, Holy Ghost-Immaculate Conception School teachers, representing every grade level, are working to prepare for onsite and virtual instruction plans and training for all faculty.

Summer Training is being provided in many needed areas including:

- FACTS software
- Bishop Hying's Evangelization Initiative
- GoGuardian software (Grades 2-8)

Staff Safety

The safety of our employees is a key factor in our decision to require face coverings system wide. We cannot do what we do for our students without our teachers and support staff.

- A standard cloth face mask is to be provided by staff. A face shield will be provided for every staff member. Masks are required, and face shields are optional, at a teacher's discretion. *Additional face masks are recommended.*
- Disposable masks will be on hand for any staff member or student who forgets their mask.
- Through a strictly enforced wellness policy, staff members will be further protected from seasonal illness and supported in staying home when they become ill.

A letter from Holy Ghost-Immaculate Conception School Administration

Dear Holy Ghost-Immaculate Conception School Parents,

We hope this letter finds you and your families well. As we approach the beginning of the school year, we want you to know we have our school community safety and bringing children back to our school campuses as our top priorities during the COVID-19 pandemic. This is certainly unlike anything we have experienced before, and we understand the many anxious moments you may have regarding your students returning to school August 31st and how different it is going to be.

We want you to know, with the guidance and restrictions given to us by the Diocese of Madison, the Center of Disease Control, Grant County Health Department, the American Academy of Pediatrics, and the Wisconsin Department of Public Instruction (DPI), we have discussed our plan of returning to school very thoroughly. We take this seriously and have taken your thoughts and concerns into account as well. Your feelings are legitimate, and we have done and are continuing to do our best to navigate how our in-school and virtual learning will look, as well as navigating our safety measures and protocols we have in place. We are confident in what we have laid out for your families in our plan for returning to school. A lot of time and thought has been put into this strategy to try and benefit the students, teachers and staff who are integral into making this school year happen. School will be different this year, but please realize the seriousness the entire staff, Father Bernie Rott, and our Education Commission have taken regarding everyone's concerns, needs and safety.

As we approach the first day of school, we are excited for our students returning to school and enjoying this new year together, however different it may be. We are happy to have our Crusaders, new and returning, fill these schools once again, learning, serving and embodying the love of Christ.

Thank you for being with us as we move excitedly towards the beginning of the 2020-21 school year.

Father Bernie Rott, Priest
Rita Hesselting, Principal

HG-IC Education Commission

Luke Anderson
Jerry Anthony
Kirk Barth
Kenny Fleege
Troy Runde
Megan Schmitt



Returning to Schools 2020-2021

Catholic Schools located in the eleven (11) counties encompassed by the Diocese of Madison have been planning carefully for students' safe return to school this fall in-person where possible. Classes will look different as schools incorporate current recommendations from: the Centers for Disease Control (CDC), the Wisconsin Department of Public Instruction (DPI), the state Department of Health Services and local county health departments.

In addition to these recommendations, each school has considered the needs of its local community as voiced in surveys and discussions with parents, faculty and staff, and the school community.

Given the varying needs and resources of each school, as well as the continually changing ebb and flow of COVID cases in communities across the Diocese, re-opening plans will vary from school-to-school. All plans are based on CDC, DHS and DPI recommendations and will contain elements of:

- Distancing
- Use of barriers (ie. Masks, plexiglass, face shields etc.)
- Practicing and teaching personal hygiene including frequent hand washing and the use of hand sanitizer
- Regular cleaning of the building and frequent disinfection of high touch and shared surfaces

While individual school plans are much more detailed, all will contain the key elements listed above.

As the American Academy of Pediatrics stated, children receive tremendous academic, social, emotional, and physical benefits from being physically in school. The CDC, DHS, DPI and local health departments have provided guidance aimed at allowing students to safely return to school.

As Catholic schools, we are committed to using this guidance and working with parents to provide a safe learning environment that challenges, nurtures and helps our students grow academically, physically, emotionally, socially and spiritually.

THANK YOU

for your attention and support

*This document represents our proposed Return to Learn plan
for the 2020-2021 school year.*

*Our understanding of the COVID-19 virus and best practices surrounding
health and safety are constantly evolving. As such, all guidance in this plan
is subject to change.*