

# ST. ELIZABETH ANN SETON CATHOLIC SCHOOL

## COVID 19 Addendum 2020-2021



### Website

[www.sheboyganseton.org](http://www.sheboyganseton.org)

**Dr. Stephanie Nardi, Principal**  
([nardis@sheboyganseton.org](mailto:nardis@sheboyganseton.org))



814 Superior Avenue  
Sheboygan, WI 53081  
920-452-1571  
920-208-4371 (fax)



*Dear St. Elizabeth Ann Seton Catholic School Families,*

*The 2020 Reopening Plan following this letter was created with the help of a fall planning committee consisting of parents, Seton School Board members, teachers, and other staff. Parent survey input and recommendations from the CDC, the Wisconsin DPI, the American Association of Pediatrics, and Sheboygan County Public Health were all considered in our planning. We are planning to open Seton Catholic on Monday, August 31 with face to face learning. We will be setting up our classrooms and keeping students in classroom groups to reduce exposure and maintain social distancing to the best of our ability. Students will be eating breakfast (new this year) and lunch in our cafetorium, and will be going outside for recess when weather allows in staggered groups. Aftercare will run with the same requirements as our school day.*

*To reduce the risks to our community, the building will be cleaned and sanitized throughout the school day and after school. Staff will have temperature and symptom checks daily when they arrive, and we will be asking parents to do temperature and symptom checks prior to sending their children to school each day. Frequent hand washing will be scheduled into the day and sanitizer stations will be added. Masks for staff and students will be required in areas where social distancing is not possible.*

*The decision to require masks was made based on a number of factors. One important factor in the decision was input from our staff. While we know that children may not be as likely to suffer serious symptoms from COVID 19, they can potentially spread the virus to others including teachers and family members. We have roughly thirty adults in our building each school day. Many of our staff fall into the high-risk category for contracting COVID 19. Our staff overwhelmingly expressed the desire to have masks required in the building to protect themselves, our students, and all of our families. We are not unrealistic and know that masks will be more difficult in our younger grades. We will make every effort to sustain social distancing to reduce the need for masks; however, each child will be expected to have a cloth mask for times during the day when social distancing isn't possible. The school will supply a cloth mask for each student and staff member; however, masks from home are also acceptable.*

*Masks will also be required to enter the school for all parents, deliveries, and visitors. To reduce the potential for exposure, we will be significantly reducing the number of people in our building each day. Volunteering and visiting will be suspended for now and parents will be required to drop off and pick up their children at the door. Our 4K and kindergarten students will be welcomed by staff each day at the main entrance on Superior Avenue to avoid the need for visitors in the halls. Office business will continue*

*and visitors are asked to report directly to the office when entering the school. More information regarding drop off, pick up, and other school business will come in a back to school mailing in August.*

*If sending your child to school on August 31 is not comfortable for your family, we will also have a virtual option in place. Teachers will be teaching with SWIVL robots in their classrooms. This allows for synchronous, at the same time, teaching for all. Students may attend class from home and be able to interact with their teacher and classroom peers. To make this possible, students will all be provided with either an iPad (grades K-4) or a Chromebook (grades 5-8) as part of our new one-to-one technology program. For an example of the SWIVL classroom, follow this link <https://youtu.be/-PsThdYLTZ8>. It begins with the teacher's view. Virtual student view is at about 5:40 and classroom view is at about 10:44.*

*We know that this is an unusual time. School will not be the same experience it was in past years; however, we will do all we can to make it as close to "normal" as possible while still protecting the safety of our students, staff, and families. Please understand that while we are planning to teach face to face, there may be times when we will be mandated by an outside agency to go to Plan B or Plan C. We are also aware that there may be times during the year when a student or staff member tests positive for COVID 19. We will be sharing our plans for such events as soon as we receive guidance documents from Sheboygan County Public Health.*

*This guidebook contains information that will be pertinent all year. Please keep it accessible so that you can refer to it as needed. St. Elizabeth Ann Seton does have the right to modify or revoke any policy at any time. Modifications due to COVID-19 will be shared with all families as they arise. Please stop in if you ever have any questions or concerns. we are looking forward to this year and working with you and your child/children.*

*Please reach out to either of us if you have questions or special concerns for your family. Thank you for all you do for St. Elizabeth Ann Seton Catholic School.*

*Sincerely,*

*Dr. Stephanie Nardi  
Principal  
Director of Curriculum and Instruction  
nardis@sheboyganseton.org*

*Mike Ries  
Seton School Board President  
riesm@sheboyganseton.org*



## ST. ELIZABETH ANN SETON 2020 REOPENING PLAN



### Plan A: Face to Face

- 5 days a week in class
- Social distancing to the best of our ability
- Daily cleaning/sanitizing
- Temperature checks and symptom monitoring
- Masks required for all staff and students when social distancing is not possible
- Teachers will rotate to students with the following exceptions: 4-8 math, enrichment, intervention/special education, and Title I
- Breakfast, lunch, and recesses will be staggered
- School Mass moved to Friday
- SWIVL option in place and available for virtual learning



### Plan B: Hybrid (if mandated)

- 2 days face to face, 2 days virtual with SWIVL, A/B Fridays
  - 4K- 5 days face to face (subject to a significant increase in enrollment)
  - Monday, Tuesday, A Friday face to face
  - Wednesday, Thursday, B Friday face to face
  - Siblings scheduled together
- Other conditions as listed in Plan A
- SWIVL option in place and available for virtual learning



### Plan C: Virtual (if mandated)

- 5 days a week at home virtual learning
- Teachers teach via SWIVL daily

### Masks

The decision to require masks was made based on a number of factors. One important factor in the decision was input from our staff. While we know that children may not be as likely to suffer serious symptoms from COVID 19, they can potentially spread the virus to others including teachers and family members. We have roughly thirty adults in our building each school day. Many of our staff fall into the high-risk category for contracting COVID 19. Our staff overwhelmingly expressed the desire to have masks required in the building to protect themselves, our students, and all of our families.

We are not unrealistic and know that masks will be more difficult in our younger grades. We will make every effort to sustain social distancing to reduce the need for masks; however, each child will be expected to have a cloth mask for times during the day when social distancing isn't possible. The school will supply a cloth mask for each student and staff member; however, masks from home are also acceptable. Students in 4K and kindergarten will also receive lanyard for their face masks.

**Masks will also be required to enter the school for all parents, deliveries, and visitors.** To reduce the potential for exposure, we will be significantly reducing the number of people in our building. Volunteering and visiting will be suspended for now and parents will be required to drop-off and pick-up their children at the door. Our 4K and kindergarten students will be

welcomed by staff each day at the main entrance on Superior Avenue to avoid the need for visitors in the halls.

Office business will continue and visitors are asked to report directly to the office when entering the school.

### **Morning Drop-off**

The school doors are unlocked at 7:30am. Only Door 1 on Superior Avenue and Door 5 on the playground are unlocked for drop-off. Students in 4K and kindergarten may only be dropped off at Door 1 unless accompanied by an older sibling who is also a Seton student. **Parents and helpers are not permitted to enter the building past the inner door on Superior Avenue or the outer door on the playground unless reporting directly to the office.** All students will use the main hallway to go to the cafetorium for breakfast or to wait until the first bell rings at 7:45. No students should wait in the main entrance or hallway when dropped off. Students will be supervised in the cafetorium from 7:30am until 7:45am.

### **Daily Schedule**

7:30	Front doors open and breakfast begins. Children report to the cafetorium.
7:45	First bell- breakfast ends and students may enter the classroom.
7:55	Beginning bell - classes begin for all students 4K through 8 <sup>th</sup> Grade. Students will be marked tardy if not in their classroom at the 7:55 bell. Announcements, prayer & Pledge of Allegiance
11:00	Dismissal of 4K half-day students
11:00-1:00	Lunch and recess (times vary by grade level)
3:00	Dismissal – Monday through Friday
3:00-3:15	Playground is supervised for pick-up

### **Dismissal Groups**

Students will be dismissed in three groups to reduce the risk of exposure. The groups are as follows.

- 2:57- group 1 (4K, K, 6)
- 3:00- group 2 (1, 2, 5, 7)
- 3:03- group 3 (3, 4, 8)

### **Afternoon Pick-up**

**During pick-up, parents and helpers are not permitted to enter the building past the inner door on Superior Avenue or the outer door on the playground unless reporting directly to the office.** Students will be dismissed only through door 1 on Superior Avenue and door 5 on the playground. No students should be exiting the building through any of the other doors. 4K will exit only through door 1 on Superior unless supervised by an older sibling who is a Seton student.

### **Recess**

Students will participate in regular recess activities as laid out in the 20-21 Handbook. Recess

times are staggered to reduce the risk of exposure. No playground equipment (balls, jump ropes, etc) will be available during multi-grade recess time.

### **Mass**

Our all school Mass is held on **Friday mornings at 8:15am** at Holy Name of Jesus Church. Students participate in all Masses. To reduce the risk of exposure, students and staff will be required to wear masks during all school Masses. **We also ask that students remain with their classroom cohort rather than moving to sit with family members for Mass.** While we sincerely welcome you to join us for the celebration of Mass, we need to maintain as few exposures as possible during the school day.

If we are mandated to switch to a hybrid schedule, students will attend school Masses only on the weeks they are in-person. We certainly welcome our students who are virtual learners to join us for the Mass; however, they will not be allowed to sit with their classmates at that service.

Our tradition of across grade level buddies is suspended until all restrictions have been lifted.

Watch the calendar for any changes.

### **Cancellation or School Closing**

During this unprecedented time, there is a possibility that Seton School will need to close either temporarily or long-term. Closure decisions due to COVID-19 will be made primarily by Sheboygan County Public Health or the state.

Every practical means is used to notify parents of an impending closure. If school is called off or cancelled, the principal will send an email, a phone call, and a text Remind (to those registered for this service) to each school family.

It is the parents' right to keep their child at home if they feel that circumstances are unsafe for their child. Students who are home, but not ill, are expected to participate in class via virtual instruction. Individual classroom directions for access to the SWIVL virtual classroom will be shared out by classroom teachers.

### **Virtual Instruction**

In the event that we are mandated to close, mandated to switch to Plan B: Hybrid, or for students who have opted to be strictly virtual instruction will be delivered using primarily SWIVL and Zoom. All Zoom access is restricted by password or classroom access only with waiting rooms set up to avoid the entry of unknown parties. SWIVL will stream real-time classroom activities and instruction via the Zoom platform. Students at home will be able to hear and see their classroom teacher and will be able to hear their in school classmates. For an example of the SWIVL classroom, go to <https://youtu.be/-PsThdYLTZ8>.

### **Absences and Attendance**

All regular attendance policies apply with the exception of restricting the number of excused

absences per trimester or school year. We know, due to COVID-19, that there may be times when your child is ill, is asked to remain in isolation, or is quarantined. We will not be sending home attendance reminders this school year, but we will be taking attendance each day. This includes tardies.

If your child is home due to isolation or quarantine but not ill, it is expected that your child will be in attendance virtually. If other arrangements need to be made, please contact your child's teacher.

### **Field Trips and Off-Campus Community Service**

Until restrictions are lifted, Seton students will not be going on field trips or participating in any off-campus community service activities.

### **Concerts, Gatherings, Events**

Until restrictions are lifted, Seton students will not be hosting any concerts, gatherings, or events.

### **Parent/Teacher Conferences**

Parent/Teacher conferences are held twice a year. Parents will be notified as to when conferences are scheduled. At this time, we anticipate that the first round of conferences will be held virtually. The second round is yet to be determined. Students are encouraged to attend. Additional virtual or phone conferences may be requested by the parent or the teacher at any time during the school year.

At the middle school level, student-led conferences require that all students attend.

### **Lunch and Snack**

Students will be eating lunch each day in our cafetorium unless we are mandated to move all lunches to classrooms. Our lunch periods have been staggered to reduce exposure and increase cleaning time between groups. Students will eat exclusively with their own cohort and will be required to wear masks while in line.

Students will not be able to share any food or snacks. All snacks must be packed for your child only. **Water bottles are encouraged as our regular water fountains will be shut down.** We will only allow use of the bottle fillers located on each floor of the school.

**All birthday, holiday, or celebration treats are suspended until all restrictions are lifted.**

### **Seton Catholic Uniform Policy** *(approved by School Board 3/20/14)*

Clothing worn to school should reflect the Christian values being taught at St. Elizabeth Ann Seton Catholic School. As a private school, St. Elizabeth Ann Seton reserves the right to determine appropriate attire and insists upon a norm of proper appearance for its students, faculty, and staff. St. Elizabeth Ann Seton promotes respect for and the dignity of each individual person, and believes that values are reflected in one's words and behaviors, including

grooming and clothing. Our school expects students to represent themselves well at school, on field trips, at competitions, and at other school functions through appropriate attire and proper hygiene.

The cooperation of parents and students is necessary in observing the dress code. Ultimately, the parents are responsible for sending their child in clothes that represent cleanliness, safety, modesty, and neatness. We want to take pride in our school and represent that pride in the Sheboygan community.

On behalf of the Seton School Board and Administration, I want to thank you for being a member of our St. Elizabeth Ann Seton Catholic School Community. We are entering a new school year under a unique and unprecedented set of circumstances. There is a level of uncertainty as we move forward, and we know that many of you have been deeply affected by the current pandemic.

We want to reduce some of the financial burden on our families during this time. As a result, we have made the decision to remove the Lands' End requirement from our *Dress Code and Uniform Policy* (see below) for the 2020-2021 school year. All items may be purchased from the retailer of your choice and the Seton logo requirement has been removed. Colors, styles, and other requirements still apply. All Lands' End uniform items with and without the Seton logo are still appropriate and acceptable.

Should we need to move to a hybrid or virtual environment, there is no requirement for uniforms while students are at home learning virtually.

Unless specifically designated otherwise, all students in Kindergarten through Eighth grade should be dressed in the specified uniform every day. Uniforms are optional in K4. We have chosen Lands' End to be the vendor for our uniforms at St. Elizabeth Ann Seton. ~~All uniform items must be purchased from them.~~ Anything not listed in the following dress code is prohibited. The administration reserves the right to make the final decision about whether or not a student's attire complies with the dress code.

### **BOYS UNIFORM--- Grades K5-8**

- Polo- Colors: Classic Navy, Light blue, and white. Short or long sleeve. ~~Seton logo required on all polo shirts.~~
- Oxford- Colors: White or light blue. Short or long sleeve. Seton logo optional.
- Sweater- Sweater or Sweater Vest. Color: Navy. Seton logo optional.
- Pants- Any style **except** cargo. Colors: Khaki and Navy.
- Shorts - Any style **except** cargo. Colors: Khaki and Navy. Acceptable to wear: April 15-October 15.
- Neck Tie- Optional. Color: Clear blue plaid or Navy.
- Fleece- Long sleeve, zip up. Color: Navy. ~~Seton logo required.~~
- Fleece Vest – ~~Seton logo required~~, Navy
- Belts- **Required for Grades 5-8** with pants that have belt loops. Colors: Clear blue plaid, navy blue, black or brown with simple buckle.

### **GIRLS UNIFORM--- Grades K5-5**

- Polo- Colors: Regular, feminine fit, or Peter Pan collar. Navy, Light blue, and white. Short or long sleeve. ~~Seton logo required on all polo shirts.~~
- Oxford- Colors: White or light blue. Short, ¾ length, or long sleeve. Seton logo optional.
- Sweater- Cardigan or Sweater Vest. Color: Navy. Seton logo optional.
- Pants- Any style **except** cargo. Colors: Khaki and Navy.
- Shorts- Any style **except** cargo. Colors: Khaki and Navy. Acceptable to wear: April 15-October 15.
- Jumper- Plaid Jumper. Color: Clear blue plaid. Pleated Jumper, navy & khaki
- Skort- Colors: Clear blue plaid, Navy and Khaki.
- Neck Tie- Optional. Colors: Clear blue plaid or Navy.
- Fleece- Long sleeve, zip up. Color: Navy. ~~Seton logo required.~~
- Fleece Vest – ~~Seton logo required,~~ Navy
- Ankle length leggings, knee socks, or tights are acceptable to wear under a Jumper or Skort in Navy or White.
- Belt- optional in K-5. If worn, should be clear blue plaid, navy blue, black, or brown with simple buckle.

### **GIRLS UNIFORM--- Grades 6-8**

- Polo- Colors: Regular or feminine fit. Navy, Light blue, and white. Short or long sleeve. ~~Seton logo required on all polo shirts.~~
- Oxford- Colors: White or light blue. Short, ¾ length, or long sleeve. Seton logo optional.
- Sweater- Cardigan or Sweater Vest. Color: Navy. Seton logo optional.
- Pants- Any style. Colors: Khaki and Navy.
- Shorts- Any style. Colors: Khaki and Navy. Acceptable to wear: April 15-October 15.
- Skirt- A-line or box pleat skirt. Colors: Clear blue plaid, navy, and khaki. (top of knee)
- Skort- Colors: Clear blue plaid, Navy and Khaki, or button-front Ponte skort, navy, khaki, plaid
- Ankle length leggings, knee socks, or tights are acceptable to wear under a Skirt or Skort in Navy or White.
- Neck Tie- Optional. Colors: Clear blue plaid or Navy.
- Fleece- Long sleeve, zip up. Color: Navy. ~~Seton logo required.~~
- Belt- **Required for grades 6-8** in pants that have belt loops. Colors: Clear blue plaid, navy blue, black, or brown with simple buckle.

### **ACCESSORIES:**

- Jewelry and hair accessories should be simple and tasteful.
- Earrings should dangle no longer than 1 inch below the earlobe.
- Clothing or accessories intended for outdoor use (eg. hats, caps, scarves, bandannas, sunglasses, coat, etc.) are not allowed in the classroom.
- Accessory scarves are not allowed in school.
- Girls and boys can wear the clear blue plaid or navy neck tie with an oxford shirt.

### **SHOES AND FOOT APPAREL:**

- Socks should complement the uniform. White, khaki, and navy socks are recommended. Socks do not need to be worn with sandals, but are required with all other footwear.
- All footwear should complement the uniform. Shoes, sandals with a back strap, boots and tennis shoes are acceptable.
- Heels (greater than 1 inch), flip flops, clogs, sandals without a back strap, light up shoes, military style or shoes with wheels are not allowed.

**OTHER UNIFORM AND APPEARANCE TIPS:**

- Students in all grade levels are to have their shirts tucked in at all times.
- Long-sleeved white shirts may be worn underneath long-sleeved polos, but not underneath short-sleeved polos.
- Any visible undershirts must be uniform colors, and may not have pictures or words. (white, light blue, or navy).
- Clothing that is torn, has holes, or is designed to look frayed, or is unkempt or disheveled is not allowed.
- Haircuts must be neat and non-distracting. Bangs and other styling should allow full vision.
- Fleece jackets in navy for boys & girls may be worn ~~only with Seton logo~~.
- There will be designated days (eg. Spirit Days) when the school uniform will not be required. Guidelines for these days will be determined by the Administration and communicated to the students.
  - **SPIRIT WEAR:** is t-shirts-short or long sleeve, sweatshirts, fleeces, bought specifically from Mountain Promotions that have the Seton logo or mascot. In addition, shirts from school events such as the play or Washington, D.C. trip may also be worn. Spirit wear can be worn **ONLY on designated days** determined by Administration.

**GYM UNIFORMS:**

- All students in grades 4-8 use the gym uniform purchased from Mountain Promotions.

**CORRECTIVE PROCEDURES:**

1. Students deemed not in compliance with the dress uniform code will be asked to correct the situation. If the student refuses or is unable to comply a parent contact will be made via email, phone, or dress code reminder form. Enforcement of the dress code will be the responsibility of the staff. The homeroom teacher will notify the student if there is a violation of the dress code.

2. Students who continue to be in non-compliance with the dress uniform code will receive a discipline referral and further disciplinary action including a parent/guardian conference with the principal to discuss the situation and could be placed on disciplinary probation or suspended from school, if necessary.

\*\*\* This policy will be reviewed on a yearly basis. The Administration reserves the right to make any changes, as necessary for the next school year.

\*\*\* The Board will not revisit the decision to require uniforms in the dress code for 6 years (2020), unless over-ruled by the Corporate Officers.



## Visitors and Volunteers

Until all COVID-19 restrictions have been lifted, there are no visitors or volunteers in any classrooms, hallways, or the cafetorium. **Anyone who is not staff or a student must report immediately to the school office upon entry to the building.**

## Student Health

Parents are asked to complete a Daily Symptom Check prior to sending their child to school each day. Students who show symptoms as school will be isolated, but supervised until a parent or emergency contact is able to pick the child up. **It is then recommended that the child isolate at home and the child's doctor is called to determine if COVID-19 testing is necessary.**

### Daily Home Screening for Students

#### SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

<input type="checkbox"/>	Temperature 100.4 degrees Fahrenheit or higher when taken by mouth;
<input type="checkbox"/>	Sore throat;
<input type="checkbox"/>	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
<input type="checkbox"/>	Diarrhea, vomiting, or abdominal pain
<input type="checkbox"/>	New onset of severe headache, especially with a fever.

#### SECTION 2: Close Contact/Potential Exposure

<input type="checkbox"/>	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19; OR
<input type="checkbox"/>	Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to SARS-CoV-2; OR
<input type="checkbox"/>	Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the <a href="#">Community Mitigation Framework</a>
<input type="checkbox"/>	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
<input type="checkbox"/>	Live in areas of high community transmission (as described in the <a href="#">Community Mitigation Framework</a> ) while the school remains open



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

### **Return-to-School Policies from CDC**

If the student/parent/caregiver answers YES to any question in Section 1 but NO to any questions in Section 2, the student would be excused from school in accordance with existing school illness management policy (e.g., until symptom-free for 24 hours without fever reducing medications).

If the student or parent or caregiver answers YES to any question in Section 1 and YES to any question in Section 2, the student should be referred for evaluation by their healthcare provider and possible testing. CDC strongly encourages local health departments to work with local school systems to develop a strategy to refer symptomatic individuals to an appropriate healthcare provider or testing site. State, Tribal, territorial, and local health officials and/or healthcare providers will determine when testing is appropriate.

Students diagnosed with COVID-19 or who answer YES to any question in Section 1 and YES to any question in Section 2 without negative test results should stay home, isolate themselves from others, monitor their health, and follow directions from their state or local health department. Students and their families should be advised that the local health department may contact the family for contact tracing. If contacted, families should notify the contract tracer that the student attended school.

Students diagnosed with COVID-19 or who answer YES to any component of Section 1 AND YES to any component of Section 2 require a negative test or doctor's note for return. Questions regarding return to school should be jointly decided in consultation with parents or caregivers, school personnel, and the student's healthcare provider.