



Saint Matthias Parish School COVID-19 Parent Handbook

Saint Matthias Parish School is committed to providing a faith based, academically rigorous education for students in Grades K4 – 8. In this COVID-19 pandemic, St. Matthias is also committed to providing a safe environment, one that mitigates to the fullest extent possible, the risk of infection and exposure to COVID-19. St. Matthias School goals are also aligned with the Department of Public Instruction during this pandemic as follows:

- *Keeping our students and staff physically safe*
- *Caring for the social-emotional and mental health needs of students and staff*
- *Keeping student learning coherent by creating a scope of standards with aligned systems of assessments, bound in units of instruction – whether learning in-person, virtual, or physically-distanced*

Given the current health crisis, we know from the Center for Disease Control that:

- *There is currently no vaccine to **prevent coronavirus** disease 2019 (**COVID-19**).*
- *The best way to **prevent** illness is to **avoid** being exposed to this virus.*
- *The virus is thought to spread mainly from person-to-person. Between people who are in close contact with one another (within about 6 feet).*

This information is intended to outline the programming, policies and procedures put into place to respond to this situation, and inform parents and students of school responsibilities and expectations.

As required by Milwaukee Health Department, required health practices must be implemented. These practices are foundational to minimizing the risks of exposure to COVID-19 for students, staff, and families. These practices are considered the minimum level of implementation and St. Matthias will not be less restrictive relative to our safety practices.

In order to protect your children and our staff, we are committed to practicing these safety measures in school. We encourage families to practice preventative measures outside of school. Preventative measures are included here. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

Instructional Schedule

The school began with Phase A, an all virtual model and will move to Phase B, a Hybrid model on September 28, 2020. This document includes policies and expectations for the Phase B, Hybrid model.

Grades K4 and K5 will have all students attend in person school four days a week. The classes will be in cohorts of no more than 13 students and one teacher or educational assistant. Cohort sizes will meet the 6 feet distance standard. Grades 1st – 8th will have a rotating AB schedule with fifty percent of the students attending in person school each day (A group meets Monday and Tuesday, B Group meets Thursday and Friday). No group will have more than 13 students in a classroom. When students are not at school, they will be participating in class virtually. No students will be in the buildings on Wednesdays. All students will attend class virtually on Wednesdays. Specialist teachers (e.g. music and art teachers) and middle school

content specific teachers will travel to students' classrooms for their instructional time to minimize student movement through the buildings.

K4 – 2nd grades will use the platform SeeSaw, 3rd – 8th grades will use Google classroom. These platforms will be used both in person and virtually.

Virtual Instruction Option

100% virtual learning will also be provided if requested. Students engaging in the virtual option will engage in remote learning Monday through Friday. In Phase B, families may opt to have their student remain at home without providing documentation explaining the need to engage in virtual learning. All requests for Virtual Instruction will be honored. The virtual instruction option will closely mirror the content of in-person learning. Delivery will be provided as a combination of live teacher interactions, videotaped lessons and online activities.

Technology

St. Matthias will continue to provide Chromebooks to any student who does not have access to a computer at home (both hybrid and virtual). Students using school issued Chromebooks must sign a loan agreement and must care for the device as outlined in the agreement.

Daily Screening

All students will be screened daily upon entering the school building. Parent/guardians will agree to screen students daily before arrival. Each students must have his/her temperature checked and complete a self-screening questionnaire at home prior to coming to school each day. If the answer is "yes" for any questions, or if a student has a temperature over 100.4 degrees F. the student must be kept at home and a call must be placed to Terri Czerwinski, COVID-19 coordinator at 321-0894.

Screening questions:

- **Within the last 14 days, has your child had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19? (Note: Close contact is defined as within 6 feet for more than 10 consecutive minutes)**
- **Within the last 14 days, has your child shared the same living space with someone who has been tested or diagnosed with Covid-19?**
- **Within the last 14 days, has your child experienced any of the following symptoms that cannot be attributed to another health condition:**
 - **A cough, shortness of breath or difficulty breathing?**
 - **A sore throat?**
 - **A fever in the last 48 hours?**
 - **A new loss of taste or smell?**
 - **Muscle pain or chills?**
 - **A headache?**
 - **Nausea, vomiting or diarrhea?**

School staff will take temperatures daily upon arrival at school. Any student with a temperature of 100.4 or above, may not attend school that day. Parents/guardians MAY NOT leave at drop off until temperature has

been taken and confirmed to be within the required range. Parents/guardians will remain in their vehicle until signaled to depart by a St. Matthias staff member.

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Arrival/Dismissal

Arrival:

A one-way entry system will be used to allow for screening of all students and to avoid students congregating. All students will enter through the Gym/Staff Door Entrance (G1) and follow the posted directions.

Arrival times:

K4, K5, 1, 2: 7:35 – 7:45

3,4,5,6, 7, 8: 7:45 – 7:55

NOTE: Families with students in multiple grades or carpooling families may arrive during the youngest child's arrival window and all children may enter school at that time. (Parents/guardians are not permitted to enter the building with their children.)

Directions:

Enter from Oklahoma and follow the alley side to the end of the staff parking area. Turn right at the end of the teacher parking area and proceed along the school building to the side entrance.

STUDENTS ONLY will exit the vehicle on the passenger side and enter the building. Staff members will take the student's temperature and signal departure for the driver. (If a student has a temperature of 100.4 or higher, the student will be returned to the car and will not be able to remain in school that day.)

Dismissal:

All students will be dismissed at the top of the hill. Teacher will accompany students to the hill.

K4 and K5 -2:45

1 and 2 – 2:55

3 and 4 – 3:05

5 through 8 – 3:15

Directions:

Parents will wait in their cars in the designated "grade" parking area until their child's dismissal time. A signal will be given to begin pick up. Families with multiple children or carpooling families will pick up at the oldest child's dismissal time. When children are brought to the dismissal area, parents will drive to the pick-up area as directed and students will enter cars. Parent/guardians may assist students if student is unable to open the passenger side doors, are in a car seat or have difficulty buckling independently. Teachers will record student pick up. **(Please do not send anyone who is not authorized to pick up your child. Your designated drivers must be shared on this attached form in order to pick up your children.** That information will be shared with classroom teachers).

Masks are required at all times during arrival and dismissal.

Masks

Per state mandate and to minimize transmission of COVID-19 and other illnesses, **face coverings are required for all students, staff and visitors at St. Matthias.** Each student and staff member will be provided with two cloth face coverings at no cost. Additional, disposable masks will be available for visitors or should a student or staff member need a face covering for any reason. Families may also provide disposable face

masks or cloth face coverings. Masks must not display any messaging contrary to our Catholic Social Teachings. Students must be able to put on and remove masks independently.

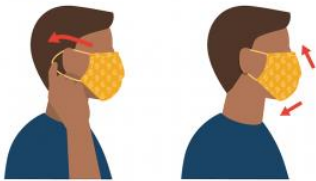
IMPORTANT: Parents/guardians will be required to pick up their student immediately if the student is not in compliance with the school's mask policy. Students not in compliance will be sent to the School Office and supervised in the COVID 19 Health Room until pick up. Families requesting a waiver must contact the principal and provide documentation from a medical professional explaining the need for the waiver.

Please read carefully the information provided by the CDC.

Cloth face coverings are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks, or raises their voice.

Wear your Mask Correctly

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- CDC does not recommend use of masks or cloth masks for source control if they have an exhalation valve or vent



Wear a Mask to Protect Others

- Wear a mask that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms
- Wear a mask in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart

- Wear a mask correctly for maximum protection
- **Don't** put the mask around your neck or up on your forehead
- **Don't** touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect



Take Off Your Mask Carefully, When You're Home

Untie the strings behind your head or stretch the ear loops

- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine (learn more about [how to wash masks](#))
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

Exceptions to face coverings:

Students and staff will not be required to wear a mask when eating or drinking. Physical distancing must be maintained.

Masks will not be required for outdoor instruction however, physical distancing of more than 6 feet must always be maintained.

Per CDC recommendation, masks are not recommended if communicating with individuals who are deaf, have a disability or condition that makes communication difficult. Physical distancing must be maintained.

Social Distancing

Per the CDC:

Social distancing, also called "physical distancing," means keeping a safe space between yourself and other people who are not from your household.

To practice social or physical distancing, stay at least 6 feet (about 2 arms' length) from other people who are not from your household in both indoor and outdoor spaces.

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19. Since people can spread the virus before they know they are sick, it is important to stay at least 6 feet away from others when possible, even if you—or they—do not have any symptoms. (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>).

Saint Matthias students and staff will practice social distancing throughout the school day.

To assist students with distancing:

- All classrooms will have markers on the floor for physical distancing in the classroom.
- Students and teachers will be distanced 6 feet apart (minimally with a 30 foot perimeter per individual) in all learning and social activities.
- All classroom and office doors will be open during the school day to minimize touching of doorknobs.
- Teachers will practice and enforce all required PPE guidelines.
- All common areas including School Library, Gym, Steiger Hall (Dining) and Science Lab will be closed to gatherings. In some cases, small groups may be physically distanced in common spaces for instructional purposes.
- Cohorts will be assigned a section of the playground for recess and may only use that section. The Play Structure will not be used for recess.
- Hallways will be marked to indicate direction and to maximize distancing during any transition times.

Beloit Building:

- Arrows distanced 6 feet apart mark the floors and indicate two way direction.
- Individuals must follow the floor markings to maintain 6 feet distancing.
- Width of hallway allows for two lines, 6 feet apart, on either side of the hallway.

62 Building:

- Arrows distanced 6 feet apart mark the floors and indicate one way direction.
- Individuals must follow the floor markings to maintain 6 feet distancing.
- Width of hallway allows for only one line at a time in the hall.
- Traffic will alternate floors (2) to maintain distance.

Bathroom and Locker Schedules will be strictly adhered to minimize contact and the number of students permitted in the bathrooms will be limited.

3rd – 8th Grade cohorts will be divided into groups for locker use to place students at lockers six feet apart. Teachers will schedule locker breaks for 1st Floor classrooms: 7th-8th Grade and 2nd Floor classrooms: 3rd-6th grade.

Classrooms

All desks will be facing the same direction to reduce transmission of infection. Grades 3-5 will have Plexiglas shields on each student desk to minimize transmission of infection. All classrooms will have a teacher-only designated area.

Classrooms will be disinfected throughout the day. St. Matthias will provide disinfecting supplies to assist students and teachers in keeping their area clean and disinfected.

Specials Teachers (art, music, physical education, Spanish, and library) will rotate to individual classes versus all students using a shared space. Whenever possible and while weather permits, physical education and music classes will be held outside. Students will be distanced when outside.

Outdoor areas have been designated to allow for outdoor learning space while weather permits. The Courtyard Space will be equipped with picnic tables to distance students.

Student Supplies and Materials

Students will not be permitted to share supplies including learning aides, electronic devices, or food items. For grades 3-8, students may have a second desk adjacent to their work space for supplies (in addition to a locker). For grades K4 -2, all students will have labeled cubbies for supplies.

Any snack sent to school must be for the individual student only. For special occasions (birthdays, class celebrations), guidelines will be sent home by the teacher. In every case, no snacks may be sent to school unless they are individually wrapped.

Water bottles

Water fountains throughout the school will not be available for use. Students are encouraged to bring water bottles. Safe opportunities will be available to refill water bottles. Students may not share and must take their water bottles home each day.

Visitors/Contactless Delivery

To mitigate the possibility of infection, there will be no visitors permitted in the building without an appointment. Contactless deliveries will be possible by placing items for drop off and delivery in the front entrance vestibule. Parents will not be able to accompany their children into the building or into their classrooms. We appreciate parent cooperation in this regard.

Parents/guardians who need to come into the school must first contact the school and make arrangements. Lunches, school materials or other items needed to be dropped off can be left in the main entrance vestibule. All items must be labeled with the student name and grade. Similarly, items needed to be picked up will be left and labeled in the vestibule.

All visitors must enter using the Beloit Road entrance. Visitors will be required to practice all school protocols for distancing and hygiene including masking, a health screening and temperature check. There will be no more than two visitors in each building at one time. Classroom volunteers will not be used until the City of Milwaukee Gating Criteria reaches Phase 5.

Lunch

Lunch will be provided in classroom or class cohorts. Teachers will eat with cohorts. Staff will eat at their respective desks/offices.

- All eating surfaces in the classrooms will be disinfected before lunch.
- All students will wash their hands thoroughly before lunch.
- St Matthias will receive individually plated meals in classroom instead of in a communal dining hall.
- St Matthias will ensure the safety of all children with food allergies and will meet all requirements under Special Dietary Needs
- Children will have the option to bring their meals from home.

- Meals will be delivered to the hallway outside of each classroom for contactless delivery. Students will be distanced to retrieve lunches and return to their desks.
- St Matthias will use disposable food service items. If disposable items are not feasible, food service items will be handled with gloves and washed in the school dishwasher and sanitized.
- All St Matthias food services employees will be trained on proper safety and/or disinfecting procedures for school cafeteria and kitchens, following CDC disinfections guidelines. <https://www.cdc.gov/coronavirus/2019-nov/community/clean-disinfect/index.html>. This training will be conducted virtually to maintain social distancing.
- All areas will be cleaned and sanitized per CDC guidelines after the lunch is completed.

Reporting

Per City of Milwaukee Health Department, a COVID-19 Coordinator position has been created, Terri Czerwinski will monitor and compile information on absences, tracking illnesses, and identifying potential COVID-19 clusters. The Coordinator will maintain the communication regarding:

- Suspected or confirmed COVID-19 in student or staff member
- Questions regarding general safety and school programs
- Changing community spread conditions in the area surrounding the school including West Allis.

Infection Prevention

Immunizations

All students will be required to be up to date with immunization by September 30, 2020. If applicable, exemption documentation will be required to be in on file no later than September 30, 2020. Parents will be required to submit the state vaccination form to the City of Milwaukee Health Department. St. Matthias will also provide required documentation to the City of Milwaukee Health Department.

The Milwaukee Health Department also supports the well-child checkup and we encourage families of all students to make sure their children are up to date with their annual physicals.

Handwashing

Handwashing will be a routine expectation throughout the school day. Students will wash hands at the start of the day, before and after recess, before and after lunch, after using the bathroom, at the end of the day and as directed by the teacher. Handwashing protocols of the CDC will be stressed. Those procedures are included here. When handwashing is not possible, students and teachers will use hand sanitizer. Hand sanitizer stations are installed in every classroom, hallway and entry in all buildings.

<https://www.cdc.gov/coronavirus/2019-ncov/global-covid-19/handwashing.html>

Cleaning/Disinfecting

The school's cleaning service will provide daily cleaning and disinfecting services. All touchpoints will be disinfected daily including doorknobs, tables, desks, and handrails. All buildings will be deep cleaned and disinfected twice a week. Regular daily and environmental cleaning will continue.

Teachers and students will develop classroom routines of ongoing disinfecting during the school day.

Bathrooms will be disinfected every hour.

Ventilation

All classroom and office windows will be open to assist with air flow until weather makes it prohibitive. Classrooms and office will also be equipped with fans to assist with air movement

Isolation/Health Room

The school will provide an isolated space for ill students to rest while waiting for pick up. Any student exhibiting COVID-19 symptoms will be relocated to the school's COVID-19 Health Room. Room. The COVID-19 Coordinator will monitor the students and escort them to the G1/Gym Door for pick up. *The COVID Coordinator will provide informational written guidelines to students and parents regarding isolation, quarantining and contact.*

The COVID-19 Health Room will be disinfected after every use and not used for any other purpose.

Hygiene Practices

Greetings will be limited to "peace sign" or nods. Students and staff will not hug, shake hands or use contact methods of greeting.

Responding

Symptoms exhibited during the school day.

Students exhibiting symptoms will be sent to the School Office and then taken to the COVID 19 Health Room. The COVID-19 Coordinator will document the symptoms and supervise the student until pick up. The COVID-19 Coordinator will share next steps with the parent at pick up via written guidelines for return to school. Students must be picked up within an hour of being notified. If Parent/guardian are not available, emergency contacts will be contacted to pick up the student.

Confirmed COVID-19 or household member is confirmed with COVID-19.

If a staff member or student tests positive or lives with a person who tests positive, the parent/guardian of the student or the staff member **MUST REPORT it to the COVID-19 Coordinator**, Terri Czerwinski at (414)-321-0894 or at tczerwinski@stmatthiasmilw.org

Guidance after a confirmed case is as follows: From Department of Health Services

<https://www.dhs.wisconsin.gov/covid19/diagnosed.htm>): italicized information is from this resource.

Someone who is sick with COVID-19 can spread it to others from two days before they show any symptoms until a few days after they recover. Not everyone with COVID-19 will get sick. Those who have been diagnosed with COVID-19, but never had symptoms, may still be able to spread it to others.

If you have been diagnosed with COVID-19, even if you don't have symptoms, you will need to separate yourself from other people in your home, also called "isolation," and self-monitor until you are no longer able to spread COVID-19 to others..

- ***Stay home.*** It is important that you avoid contact with others. We now know that you can spread COVID-19 to others beginning ***two days before symptoms start until several days after symptoms***

start and around one day after you recover; this is known as the “infectious period.” Even if you never develop any symptoms, you may be able to spread COVID-19 to others.

- ***If you are sick, you should remain in isolation for:***
 - *At least 24 hours after you are free of fever without the use of fever-reducing medications and other symptoms have improved, **and***
 - *At least 10 days after the date you first had symptoms.*
- ***If you do not have symptoms, you should remain in isolation for:***
 - *At least 10 days after your test date.*
- ***Note: For some people who develop serious illness from COVID-19, a longer period of isolation may be required before it is safe to be around others or go back to work***

Students or families with symptoms related to COVID-19, a positive test for COVID-19, or been exposed to someone with COVID-19 in the past 14 days:

Reporting will be made to Terri Czerwinski, COVID-19 Coordinator by phone at (414)321-0894 or via email at tczerwinski@stmatthiasmilw.org. **Students may not return to school until they have been home for a minimum of 10 days and have tested negative for the virus.** Test results should be reported to the school. Virtual instruction will be provided for any students quarantining or awaiting test results. Classroom teachers will provide guidelines and expectations. PLEASE NOTE: Any positive COVID-19 test will be reported to the Milwaukee Health Department and must follow Health Department guidelines for isolation and quarantining.

The following important links from the CDC provides detailed information about quarantining due to exposure or infection.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

Contact Tracing

Contact tracing is performed by the City of Milwaukee Health Department if there is a situation in the school. The Health Department is also responsible for informing individuals if they have been exposed. To assist the Health Department, all classes will remain in their assigned cohorts, there will assigned seating, teachers schedules will be consistently followed, and absences will be accurately tracked. Both staff and student privacy will be protected as required by law.

Reporting School Related Cases

A report of a positive case of COVID-19 (student or staff) will be shared with the community via email. Families will be notified to check email via the REMIND text app. Due to privacy laws, any student or staff

member contracting COVID-19 will not be identified specifically. Once reported, the following is recommended by the CDC:

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for a total of 10 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Per the Milwaukee Health Department:

Step 1	Step 2	Step 3
1 positive case	2 positive cases	>3% of school/cohort tests positive
School is required to report information to MHD for guidance.	School agrees to an on-site safety assessment completed by MHD staff.	School must transition to virtual/remote learning for minimum of two weeks with guidance from MHD staff.
School may continue approved operations.	Guidance will consist of two options based on safety assessment: Option 1 – School is required to transition to all virtual/remote for recommended time frame Option 2 – School may opt to have school/cohort population tested	School must transition to remote learning.

High-Risk/Reporting

The CDC considers the following people to be at high risk for severe illness due to COVID-19:

- Older adults (>50 years old)
- People (children and adults) who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease
- Have underlying medical conditions, including:
 - Pregnant or less than one year post-partum
 - Chronic lung disease
 - Serious heart conditions
 - Chronic kidney or Sickle Cell disease
 - Individuals with compromised immune systems (includes undergoing cancer treatment and autoimmune disorders)
 - Diabetes
 - Obesity (BMI over 30 in adults, or at or above the 95th percentile in children)

Parents/guardians may email the principal directly to self-identify students as high risk for illness due to COVID-19 and request virtual learning option.

Attendance Policy related to COVID-19

Ill students are to remain home. Student absences will be tracked by the COVID-19 Coordinator to determine if absence is due to quarantine from being in contact with anyone exposed to COVID-19, positive test for COVID-19, contact with any testing positive for COVID-19, COVID-19 symptoms or another health reason. Further the COVID-19 Coordinator will monitor absences and log any students asked to isolate to assist in contact tracing and student/staff notification.

Students experiencing absence due to quarantining, COVID-19 symptoms, exposure to COVID-19 or a positive COVID-19 diagnosis will be transitioned to the school's Virtual Instruction and Online Learning Program.

Students absent due to quarantining, COVID-19 symptoms, exposure to COVID-19 or a positive COVID-19 diagnosis will be marked at Excused-Absent for any time missed. If a student transitions from Excused-Absent to VIL, the student will be considered in attendance.

Symptomatic students will not be required to complete work remotely until they are able to physically. Asymptomatic students will participate as long as they are able and do not exhibit any debilitating symptoms. The COVID-19 Coordinator will be in contact with families to offer support and reinforce the flexibility of the attendance policy as it relates to COVID-19.

Consent for On-Camera Live and Recorded Video

Due to the nature of our hybrid model, students may be recorded or videoed for live streamed instruction use to support our virtual instruction students. Parents/Guardians must consent that their student may be filmed during class. Filmed sessions will only be shared in the Virtual Learning Platforms (Google Classroom and SeeSaw) and will not be shared in public domains. .

Closing Situations

The COVID-19 pandemic is a fluid situation and circumstances may require the school to shift from Phase B – Hybrid model back to Phase A all virtual model for some or all students for short or extended periods of time.

Should there be a COVID-19 concern or as directed by the Milwaukee Health Department, St. Matthias will move to all virtual. St. Matthias will follow all guidelines of the City of Milwaukee Health Department for a safe re-opening. Should the city, county or state mandate a city, county or statewide closure, St. Matthias will move to Phase A. St. Matthias will consistently seek out information to inform the school and forecast situations that may affect the school's ability to operate at full capacity (potential number of contacts, how cases are distributed throughout the school, and vulnerability of the school population).

Should there be a shortage of staff due to illness or quarantine orders, St. Matthias will move to Phase A – all virtual instruction. Additionally, if we experience a shortage of necessary supplies to function safely, St. Matthias will move to Phase A - all virtual instruction. We will return to school once we have sufficient staff to and/or sufficient supplies have been restocked. The decision to close due to staffing or supplies will be made by the Principal with the input and advice of the School Covid-19 Committee.



COVID – 19 Parent Agreement 2020-2021

Before arriving at school each day I will check my child for:

- Temperature 100.4 or higher in the last 48 hours
- Any close contact with a confirmed case of COVID-19
- Cough, shortness of breath or difficulty breathing
- New loss of taste or smell
- Muscle pains or chills
- Headache
- Nausea vomiting or diarrhea

If there is a positive response to any of the above symptoms, my child will not attend school and I will report the symptoms to Terri Czerwinski, COVID-19 Coordinator at 321-0894. The school will outline next steps as outlines in the COVID-19 Parent Agreement.

I agree that:

- I may not accompany my child into the building or their classroom.
- I will remain in my vehicle while dropping off my child at the GI (Staff Entrance/Gym Doors) unless my child is not able to exit the vehicle independently. If my child needs assistance, I will exit only to open the car door and return to the car to await the signal.
- I will be masked if I exit the vehicle.
- My child is required to wear a mask throughout the school day unless eating, drinking or as directed by the teacher.

When dropping off:

- I will remain until signaled by St. Matthias staff to exit the parking lot.
- I will come during the grade allotted time (if multiple students are dropped off, I will come at the arrival time for the youngest student).

When picking up:

- I will stay in my vehicle in the designated parking area
- I will drive as directed to retrieve my child (if multiple children, I will pick up at the departure time of the oldest students). I will not exit my vehicle (a staff member will open the door if the child is not able to open independently) unless my child is unable to secure the seatbelt himself/herself or needs to be secured in a car seat.

All school policies and procedures will be reviewed and updated based on local, state and national guidance from the Milwaukee Health Department and the Center for Disease Control.

Please complete, sign and return prior to the first day of in person learning via email or with student on 1st day of in person instruction. Forms will be available and may also be dropped off in the Beloit Road vestibule Wednesday, September 23rd through Wednesday, September 30th.

There must be a form on file to attend in person learning.

The following individuals have my permission to pick up my child(ren):

Name	Cell Phone Number
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Name	Cell Phone Number
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Name	Cell Phone Number
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Children Names and Grades _____

_____ *I agree to adhere to the policies and procedures outlined in the COVID-19 Parent Handbook.*

_____ *I consent to the video taping of my student during instruction for virtual learning use.*

Parent/Guardian	Date
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