



 THE PRAIRIE SCHOOL

2020 - 2021
SCHOOL YEAR PLAN



July 27, 2020

Dear Prairie Families,

I hope this message finds you well. A lot has changed since I wrote to you a few weeks ago. [Racine's COVID cases](#) were trending in the right direction as recently as 7/12 (with only three new cases in our health department's jurisdiction) before the city saw a brief spike mid-month. However, this past Thursday (7/23) Racine reported just four new cases. Obviously, it is unclear what the weeks ahead will bring, and while our goal continues to be starting the school year on campus on Tuesday, August 18th, *it is possible that the plans I am sharing today will change over the next three weeks. We will share an update on or before Friday, August 7th.*

Our plan to successfully open school and remain open relies heavily on your family's ability to reduce contacts and risk factors outside of school, to carefully monitor your family's health, and to proactively communicate with everyone here at Prairie. It is clear that the most important factor in keeping our students and teachers safe has nothing to do with what's happening at Prairie; it is what we are all doing in the community to reduce the spread of infection. Remember the three Ws:

- wear a mask,
- wash your hands, and
- watch your distance.

I have, and perhaps you have, told our children at some point to "toughen up," and then sent them to school when they are not feeling well, because I had an important meeting, I thought they were exaggerating, or for some other reason. Those days of sending children to school when they are not feeling well are over. **You must keep your children home from school and contact their doctor anytime your child has unexplained symptoms of illness or a temperature above 100.3°F.**

To reiterate: your child's health is your responsibility and our whole community is counting on you. You must check your own and your child's condition every morning before school. If you or they are ill, you need to seek professional medical advice. If we each are able to slow down every morning and check on our families, our whole school will benefit.

I believe that if we follow this plan and behave safely outside of school, we will continue learning on campus, but our plan is fragile. If people get sick and infections begin to spread here at Prairie, we will all be learning from home.

We have spent countless hours researching and consulting experts and the entire month of July working through the details with our day camps. A key part of our plan is that masks must be worn, covering both our mouths and noses, by everyone indoors. There is now [clear research](#)¹²³ that masks are effective. Our students are adaptable and our own experiences this summer at day camp, along with those of our

friends in Asia, have shown that students of all ages will wear masks appropriately. We will make this work.

To date, slightly more than one percent of students (7 individuals across 5 grades) have requested a separate distance learning program. Because that is not a critical mass, we will not be offering a totally separate modality. All Middle and Upper School classes will be broadcast for students at home and Primary School students who are at home will be able to follow the curriculum using our learning management system. All students learning remotely will periodically check in with their teachers.

Here are the vast majority of the details of our plan, as well as as our guiding principles. I know this is a lot to digest, particularly with the pandemic's current uncertainty. If the spring semester showed us anything, it's that we are truly #BetterTogether and we can and will adapt.

The faculty will be ready and if we rely on each other, we will make it a successful fall semester. I have no doubt our community will rise to the challenge and do everything in our power to help Prairie's students and teachers safely keep learning and growing.

Sincerely,

A handwritten signature in black ink that reads "Nat Coffman". The signature is written in a cursive, flowing style.

Nathaniel W. Coffman Ed.D.
Head of School and President

P.S. There is a place at the end of this document for you to submit questions following your review of these policies and procedures.

THE PRAIRIE SCHOOL

2020 - 2021 School Year Plan

Table of Contents

Overarching Goals of Prairie’s Plan	5
Health & Safety	6
All-School Individual Health Screening Ticket & Protocols	8
All-School Logistics	9
Academics	12
Remote Learning	12
Pandemic-Related Changes to In-Person Learning	12
All-School	12
Primary School	13
Middle School	13
Upper School	13
Athletics & Co-Curriculars	14
All School	14
Middle & Upper School	14
Lunch/Food	15
Transportation: All-School	17
COVID-19 Illness & Exposure	18
Campus Map	21

Overarching Goals of Prairie's Plan:

- Prioritize the health and safety of our students and faculty by reducing risk as much as possible.
- Continue to provide a world-class college preparatory education.
- Maintain in-person instruction if possible.
 - Be well prepared for improved distance learning if necessary.
- Make science-based decisions and follow the advice of experts.
- Strengthen our sense of community.
- Avoid close contact.
 - Definition of “close contact:”
 - You were indoors, within 6 feet of someone who has COVID-19, for at least 15 minutes where masks were not being worn
 - You provided care at home to someone who is sick with COVID-19
 - You had direct physical contact with someone with COVID-19 (kissed them)
 - You shared eating or drinking utensils with someone who is sick with COVID-19
 - Someone who is sick with COVID-19 sneezed, coughed, or otherwise got respiratory droplets on you
 - Wear masks appropriately as directed.
 - Sanitize our hands and surfaces regularly and do not share items.
 - Maintain social distance appropriately as directed.
 - Avoid large gatherings and reduce the number of people we come into contact with.
 - Every person on campus completes an individual daily COVID-19 health screening.
 - Stay at home when ill or after close contact with an infected person.

Health & Safety

- How will Prairie mitigate student and faculty risk of exposure to COVID-19?
 - Masks are required.
 - There will be daily periodic temperature checks.
 - Students in Grades 1-12 will be socially distanced at individual workspaces and facing the same direction or divided by plexiglass in their classrooms.
 - All desks will be disinfected between each class.
 - Students will sanitize their hands on the way into and out of every room.
 - Students may not share any items or devices.
 - Prairie has purchased [electrostatic sprayers](#) and each room and hallway will be treated daily.
 - All of our HVAC systems have external exchanges to bring in fresh air.
 - UV lights are now a part of our HVAC systems.
 - Upgraded HVAC filters have been installed.
 - There will be new traffic patterns in the hallways (one-way, etc.).
 - Physical contact will be strongly discouraged.
 - Passing times have been changed to reduce hallway traffic.
- What is Prairie's mask policy?
 - Everyone must wear a mask indoors.
 - Masks must follow the same rules, found in Prairie's Student Handbook, that pertain to clothing (no profanity, depictions of violence, etc.).
 - If your student forgets their mask, they will be provided with a disposable one to use for the day.
 - You may purchase Prairie logo masks from the Athletic Department. Contact [Dori Panthofer](#), Athletic Assistant, for more information.
- What is Prairie's visitor policy?
 - No visitors are allowed in the building.
 - If you need to drop something off for your student, leave it at the Welcome Desk at Door #2. Be sure it is labeled with their first and last name and grade level.

- All large-scale in-person community events in September and October will be canceled or take place virtually (i.e. Convocation, Faculty Trustee Celebration, Fall Fest, Upper School dances, etc.). More information will be released closer to each date.
- Families are encouraged to limit student contact outside of the Prairie community to mitigate exposure risk.
- Why are there so many days off in this year's school calendar?
 - Because we are starting more than a week earlier than in past years. These days will allow for deep cleaning of our building and mental health breaks for our students and faculty.
- What mental health supports are available at Prairie to deal with stress related to the pandemic?
 - School Psychologist [Dr. Mike Boticki](#) and School Counselor [Amy Peterson](#) are available to support all students ES - 12th Grade.
- What should I do if my child has individual health conditions or concerns?
 - If your child has an ongoing health condition (i.e. asthma, diabetes, etc.), please send an email to [Julianne Smith](#), School Nurse, and carbon copy the appropriate Division Head.
- How do I talk to my child about the pandemic?
 - Calmly — try not to transfer your stress to them. They will take their cues from you.
 - [This article from the Mayo Clinic](#) is a great place to start.
- What else can we do to help?
 - Limit student contact outside of the Prairie community to mitigate exposure risk.
 - Send disinfecting wipes or hand sanitizer to school for your child to use.
 - Volunteer to be a substitute teacher. Almost all of our usual substitutes will not be available this year because they are over the age of 65. [Click here](#) (scroll to *Employment Opportunities*) to apply to be added to our sub list.

All-School Individual Health Screening Ticket & Protocols

- What is the purpose of the Health Screening Ticket?
 - The purpose is to facilitate a temperature check and daily conversation about your child's health, and to demonstrate to the school that this discussion and check have taken place.
 - Prairie's Health Screening Tickets are available in paper format; the school is looking into electronic (app-based) options.
 - [Click here](#) for the adult ticket; [click here](#) for the student ticket.
 - On the first day of school, students will be provided two weeks' worth of tickets to bring home. Tickets are also available at the Welcome Desk, M-TH from 8:00AM - 3:00PM.
 - Prairie is also researching digital/app-based health tracking solutions and is hopeful to have something in place in August.
- What if I have to check "yes" on one of the health ticket boxes?
 - Do not send your child to school.
 - Seek medical advice (call your pediatrician).
- What if my child forgets their health ticket?
 - You or we will complete one with them upon their arrival either at the entrance or division office. The ticket will be turned into the Primary School/Early Day classroom teacher or first period teacher in Middle and Upper School. MS and US students arriving after the first period will bring their ticket to the division office before going to class.
- Are temperatures being taken at school?
 - Yes, there will be daily periodic temperature checks at school for all students.
- What if my child is not feeling well?
 - Stay home and seek medical advice (call your pediatrician).
- What if my child has a fever (a temperature of more than 100.3°F) ?
 - Previously, Prairie required that a student be fever-free without medication for 24 hours before returning to campus, regardless of the cause of the fever. **Prairie now requires that students be fever-free without medication for 72 hours.**
- What happens if a student feels ill at school?

- Upper School: The US Office will connect the student with the Health Office via Google Meet, the school nurse on duty will then call home, and the student will leave campus as quickly as possible.
 - If the nurse needs the Upper School student to come to the Health Office, the student will exit the building using Door #9 and re-enter the building at Door #4.
 - Upper School students who need to be picked up will wait on the bench outside Door #8 or in the vestibule of Door #4.
- Primary and Middle School: The student will go to the nurse, who will call home, and the student will leave campus as quickly as possible. Primary and Middle School students will wait for pickup in the vestibule of Door #4.
- Previously, Prairie required that a student be fever-free without medication for 24 hours before returning to campus, regardless of the cause of the fever. **Prairie now requires that students be fever-free without medication for 72 hours.**
- Will Prairie be employing contact tracing?
 - Please see the section on [COVID-19 Illness & Exposure](#) for the procedures to be deployed when a known or suspected case of COVID-19 is present in our community.

All-School Logistics

- What does the start of the day look like?
 - Parents are not allowed into the school building; please drop your children off and let them walk into the building themselves.
 - During the first week of school, one parent may drop off their Early School and Kindergarten student in their classroom by 8:20AM. Classrooms will open at 8:00AM during this week only.
 - You must wear a mask, take your temperature upon entry using the devices located there, and you may not linger.
 - Older siblings should not drop off younger siblings in their classrooms. Trust your kids — they can do it :)
 - Early Day
 - Begins at 7:30AM for all grades.

- Early School - Grade 4:
 - Students will enter Door #5 and will be directed to the appropriate classroom for their grade.
 - Students will stay in their grade-level classroom until the start of school.
- Primary School: Classrooms will open at 8:15AM.
 - Early School, Kindergarten, and 1st Grade students should enter through Door #5.
 - 2nd, 3rd, and 4th Grade students should enter through Door #5.
 - All students should be in the building by 8:25AM.
- Middle School: Classrooms open at 8:10AM.
 - 5th Graders should be in their classrooms by 8:15AM.
 - 6th Graders should be in their classrooms by 8:20AM
 - 7th and 8th Graders should be in their classrooms by 8:25AM.
 - Middle School students should stay outdoors until it is time to enter their 1st period classrooms. In the case of inclement weather, students will be allowed to enter the building and required to report directly to their 1st period class.
- Upper School: Classrooms will open by 8:10AM.
 - 9th Graders should be in their classrooms by 8:15AM.
 - 10th Graders should be in their classrooms by 8:20AM.
 - 11th Graders should be in their classrooms by 8:25AM.
 - 12th Graders do not need to arrive until their first class. If they have a first-period class, they should be in their classrooms by 8:30AM.
 - Upper School students should stay outdoors until it is time to enter their 1st period classrooms. In the case of inclement weather, students will be allowed to enter the building and required to report directly to their 1st period class.
- What does the end of the day look like?
 - Primary School will be dismissed at 3:30PM.
 - All PS students, including ES and K, will be brought outside by their teachers.
 - Because Prairie cannot maintain grade-level silos in Stay & Play or effectively clean the building with students here, there will be no Stay & Play after school.
 - Middle School will be dismissed at 3:45PM.

- Because Prairie cannot maintain grade-level silos in Stay & Play or effectively clean the building with students here, there will be no Stay & Play after school.
 - There will be After-School Study Hall (ASSH).
 - Upper School will be dismissed at 3:45PM, except on F Days when they will be dismissed at 2:10PM. We have moved Flex to the last period on F Days.
 - Teachers will be available from 2:10-3:30PM for one-on-one and small group work and students may be required to meet with teachers during this time.
 - If a student takes the bus or does not have a ride home until 3:45PM, they will wait in the Dining Room.
 - There will be After-School Study Hall (ASSH).
- It is possible that Middle and Upper School students will use a modified block schedule to aid in our social distancing efforts.
- Middle and Upper School students should not leave personal items at school except musical instruments and gym shoes.
- Middle and Upper School lockers will not be used to start the year. As the weather changes we will update you about the use of lockers.

Academics

Remote Learning

- Why isn't Prairie offering a hybrid learning option?
 - Fewer than 2% of students have requested this option, so it is not being offered at this time.
- If remote learning is necessary, will the whole school go to this at the same time?
 - If mandated by the government, the school will go to remote learning simultaneously.
 - Otherwise, if remote learning must be implemented, individual Primary School grades, 5th/6th Grades, 7th/8th Grades, and Upper School will each be considered separately.
- What happens if we have to go to remote learning?
 - Prairie's complete remote learning plan [can be found here](#).
 - There will be a 2-weekday break between in-person and remote instruction to give teachers time to prepare for the transition.
 - How will I/we be notified?
 - Families will be notified by email as well as via Prairie's new automated calling system. Please [update your contact information in PowerSchool](#) to ensure that you receive these messages.

Pandemic-Related Changes to In-Person Learning

All-School

- How will classes change?
 - Grades 1-12 will be sitting in desks (not at tables), facing in the same direction, and at a social distance.
 - PE will take place outdoors and students will not change clothes for PE.
 - There will be no singing indoors during Primary School music classes.
 - Middle and Upper School choral and band classes will take place outside at an extended social distance (12 ft.) in smaller groups. **{{TENTATIVE}}**
 - There will be no first semester field trips.
 - Cooperative learning opportunities (i.e. Multi-age Science, Buddy Program, etc.) are postponed indefinitely.

- Will there continue to be pull-out instruction for Wilson Reading, Speech Language Instruction, academic support, and English Language Learning?
 - Yes, those teachers will continue to work with students receiving those services.

Primary School

- Library, World Language, Art, and Music teachers will come to the classrooms.
- More activities will take place outdoors.
- Students will eat lunch in their classrooms.
- New PS students will meet their teachers before the first day of school; returning PS students will meet their teachers on the first day.

Middle School

- If current local case numbers continue at current levels, 5th and 6th grade students will be taking all of their classes in the JAC
- See above under All School.

Upper School

- There will be a significantly decreased amount of movement and freedom afforded to students during Commons, Study Hall, and Flex times.
- Music practice rooms will be unavailable for student use until further notice. Advanced musicians may contact [Fletcher Paulsen](#) to discuss temporary arrangements.
- What, if any, accommodations will be made for the service hour requirement in Upper School?
 - Upper School service, exercise, and co-curricular requirements are currently on hold.
- Senior Privileges:
 - Due to the pandemic, Seniors will not be able to leave campus for lunch.
 - Seniors do not have to arrive on campus until the beginning of their first class of the day.
 - Seniors may leave campus at the conclusion of their last class of the day.

Athletics & Co-Curriculars

All-School

- Will the JAC weight room and track be open?
 - The Fitness Center will only be open to students and faculty. There will be no community classes or open indoor track.
- How will Performing Arts and shows be impacted?
 - As of this writing, there will be no full-audience live performances in the theater; this could change as the situation evolves. There will be performances using multiple media platforms.
- After-school programming:
 - There will be no after-school co-curricular activities in Primary or Middle School.
 - Upper School co-curricular activities will take place in a modified way on a case-by-case basis. More information will be available at a later date.
- Will there be a second installment of student fees?
 - As of the time of this writing, Prairie is billing the fee for next year at the following levels, according to the payment plan you have chosen:
 - Early School and Kindergarten: \$300
 - Primary School: \$400
 - Middle School (5-6): \$700
 - Middle School (7-8): \$900
 - Upper School: \$900
 - It is likely that there will be no additions to the fee. If there needs to be a second installment due to a return to normal activities, we will notify you later in the school year.
- Will private music lessons still be available in person during or after the school day?
 - Prairie has not yet made a decision regarding private music lessons. More information will be available at a later date.

Middle & Upper School

- Will locker rooms still be accessible?
 - Students will no longer change clothes for PE class and locker rooms will not be available.

- Gym shoes will be required for students in Grade 4 and up.
- Will there be Upper School interscholastic athletics in the 20-21 school year?
 - The WIAA had decided to allow practice for lower risk fall sports: Cross Country, Girls' Golf, Girls' Swim and Girls' Tennis — to begin on Aug 17th.
 - The WIAA had decided to allow practice for higher risk fall sports: Boys' Soccer and Girls' Volleyball — to begin on Sept 7th.
 - The WIAA has yet to determine the status of state tournaments.
 - Interscholastic athletic contests will be decided at the regional level on a sport-by-sport basis. Prairie is currently working with the Metro Classic Conference, our District 7 partners, and our local health authorities. We will keep parents informed when decisions are made about interscholastic competitions.
 - At a minimum, we will be providing risk level-appropriate training, practices, and intersquad competition for all student-athletes.
- Will there be Middle School interscholastic or intramural sports in the 20-21 school year?
 - Interscholastic competition will be determined at a later date on a sport-by-sport basis.
 - At a minimum, we will be providing risk level-appropriate training and practices for student-athletes and, if possible, intramural competition.

Lunch/Food

- Students and faculty may order boxed lunches in advance, two weeks at a time, via a link that will appear in every other edition of the Weekly.
 - The Weekly is sent on Fridays; the lunch order deadline will be the following Wednesday at noon.
 - Milk or juice will be provided.
 - There will be no “seconds” tickets, but portions will be larger in Middle and Upper School.
- Students will no longer eat in the Dining Room; all divisions will eat either outside or in their classrooms.
 - Lunches will be delivered to Primary School classrooms.
 - Middle School lunches will be delivered to the SRC.
 - Upper School lunches will be delivered to the Commons.

- Lunch purchases will be billed to your student account.
 - All students will be able to purchase a full-year lunch pass or one meal at a time.
 - Because all ordering takes place online, no lunch tickets will be used for Middle or Upper School.
 - If you have returned lunch tickets from last year (19-20) to the Business Office prior to August 7th, your account will be credited for those tickets at face value.
- Prices:
 - Primary School full-year pass: \$775.00
 - Primary School single lunch: \$5.00
 - Middle & Upper School full-year pass: \$850.00
 - Middle & Upper School single lunch: \$5.50
- Classroom/advisory (birthday and other) treats will only be allowed in individually wrapped, pre-packaged, single servings. Teachers will sanitize and glove their hands and hand out the treats and then will re-sanitize after serving. If the treat is for adults, the treat must be on a tray and each adult must use hand sanitizer before picking up a treat. No serving utensils may be used.
- Water fountains will be available for water bottle fill-ups only.
- There will be no bake sales at school.
- Prairie will continue to provide individually-packaged snacks in Primary School.

Transportation: All-School

- Will there be bus service?
 - Yes. Students must show their health ticket to the driver, wear their masks over their mouths and noses, and will be spread out around the bus.
- For the Kenosha and Franklin/Oak Creek buses, if service begins and then is interrupted mid-year, will I receive a credit?
 - No — Prairie operates the Kenosha and Franklin/Oak Creek bus service at a loss. Each bus costs the school approximately \$45,000 annually.
- Will you help me arrange a carpool?
 - Yes! [Fill out this form](#) and a member of our Admission Office will contact you directly.

COVID-19 Illness & Exposure

A. If a student becomes ill with a confirmed case of COVID-19:

- They are required to stay home for at least 10 days and until they are symptom-free for 72 hours, whichever is greater, and must have a doctor's written permission to return.
- If they are able to continue their assignments as outlined on Google Classroom, they are encouraged to do so (as they would with any other illness).
- As they are able, Middle and Upper School students should attend classes on Google Meet or Zoom.
- Upon return or when able, they will conference with their homeroom teacher (PS) or advisor and teachers (MS/US) to determine what work must be made up.
- The Division Head will conference with the student's teacher(s), then the student/family and one of our contact tracers to determine if close contact took place within the school community.
 - Anyone in the school who has had close contact (on or off campus) with the student will be informed and required to seek medical advice (call your pediatrician).
 - They must wait at least 72 hours before being tested and may return after a negative test result; or
 - They may quarantine for 10 days and then return if they have been symptom-free for at least 72 hours.

B. If a classroom teacher becomes ill with COVID-19:

- They must immediately inform their Division Head and HR.
- They are required to seek medical advice.
- They must stay home for at least 10 days and until they are symptom-free for 72 hours, whichever is greater, and must have a doctor's written permission to return.
- The Division Head will conference with the teacher and HR to determine if close contact took place within the school community.
 - Anyone in the school who has had close contact (on or off campus) with the teacher will be informed and required to seek medical advice.

- They must wait at least 72 hours before being tested and may return after a negative test result; or
 - They may quarantine for 10 days and then return if they have been symptom-free for at least 72 hours.
- A substitute teacher will be hired.
- If the teacher is willing and able to stay in contact with their students, it will be welcome and appreciated.

C. If someone in the student's home becomes ill with COVID-19:

- The family must immediately inform the Division Head.
- The student must stay at home for at least 10 days and avoid close contact with the infected person, following [CDC guidance, Scenario 2](#). If they are unable to avoid close contact, follow [CDC guidance, Scenario 3 and 4](#).
- If the student does not become ill, they should continue their assignments as outlined on Google Classroom and conference with their homeroom teacher (PS) or advisor and teachers (MS/US).
- Middle and Upper School students should attend classes virtually.
- If the student becomes ill, refer to Section A of COVID-19 Illness & Exposure.

D. If a classroom teacher's family member becomes ill with COVID-19:

- They must immediately inform their Division Head and HR.
- The teacher must stay at home for at least 10 days and avoid close contact with the infected person, following [CDC guidance, Scenario 2](#). If they are unable to avoid close contact, follow [CDC guidance, Scenario 3 and 4](#).
- A substitute teacher will be hired.
- If they are able to stay in contact with their students, it will be welcome and appreciated.
- If the teacher becomes ill, refer to Section B of COVID-19 Illness & Exposure.

I have questions or concerns about something listed in this document. Who should I contact?

- [Click here to submit your questions](#) and someone will get back to you as soon as possible.

This plan will be updated on or before August 7th, 2020.

THE PRAIRIE SCHOOL

