



S T . F R A N C I S D E S A L E S

*Making Disciples and Disciple Makers*

Dear Families of St. Francis de Sales School,

July 24, 2020

We are dedicated to opening our beloved school five days a week. Following the release of Ohio's school reopening guidance and the release of the Diocese of Columbus School Reopening Task Force report, we have finalized the school reopening plans for St. Francis de Sales School. Our goal is to return to normal operations fully permitted by research-based health and safety guidelines.

We're looking forward to our students returning to the building! Our opening plan was developed and personalized by our own Task Force Team. This is a living document and as the Covid-19 situation changes and we receive further guidance, our plans will also continue to change. We will keep all families updated through Flocknotes.

One thing that has not changed is our dedication to providing an outstanding education in a faith-filled environment. Our Mission is to Be Disciples and Disciples Makers. Together we can continue our Mission with precautions and flexibility.

We want to thank you for your support as we work together to reopen and as we set guidelines for all.

Please review our plan carefully and take note of the dates and times for the start of the school. We know that this is a trying time.

If at any time you would like to explore a modified teaching style for your child, please contact us at 740-097-8459 and we can discuss.

Please call me if you have any questions or concerns.

Many Blessings,

Sally Mummey and Ed Watson

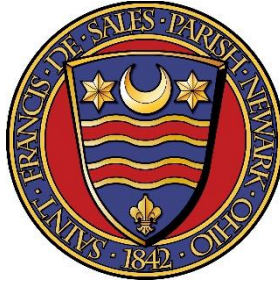
*To lead all souls to know, love and serve God in this world and to be happy  
forever with him in heaven.*

PARISH | 740.345.9874  
40 Granville St. Newark, OH 43055

SCHOOL | 740.345.4049  
38 Granville St. Newark, OH 43055

PRE-SCHOOL | 740.345.4040  
38 Granville St. Newark, OH 43055

*[www.stfrancisparish.net](http://www.stfrancisparish.net)*



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## **First and Foremost**

Faith is the foundation of our identity. We are a Catholic School, founded upon the principles of the Gospel, devoted to the evangelization of the world, powered by the Eucharist, and dedicated to the raising of a new generation of saints. We move in faith and hope, grounded by reason and motivated by love. We pray for those who are struggling with fear and illness. Through prayer and action we strive to protect our school, our students, and our families.

**PLEASE NOTE: this is a living document, subject to changes at any time. As the current environment and regulations change, we will adjust where necessary and notify those affected of the changes.**

## **Waivers**

All staff and students (preschool included) are required to fill out a COVID-19 release waiver, prior to their first day in the building. Waivers will be included in the beginning of year paperwork. Appropriate waivers will be available and required of all volunteers and visitors in the building for extended periods of time. **We will publish this waiver in days to follow.**

## **Wellness Checks**

All staff must perform self-checks at home prior to reporting to work. It is the responsibility of every parent to check their student's temperature and look for symptoms of illness each morning before bringing them to school. **We are still discussing temperature checks at school and will notify all families of this procedure.**

## **Sick Policy**

Children displaying symptoms from home (of any illness) - A student must be free of fever, vomiting, and/or diarrhea for 72 hours before returning to school. If an antibiotic has been prescribed for an infectious disease (i.e. strep throat, impetigo, conjunctivitis) the student should not return to school until she/he has received at least 24 hours' worth of the antibiotic and is feeling well.

Children in attendance who are displaying symptoms -

If a child in the school building has a fever of 100 degrees or higher or is displaying multiple symptoms (*Cough, shortness of breath, fatigue, body aches, headaches, loss of taste, loss of smell, sore throat, temperature of 110.0 or more*), the following process will go into effect:

1. The child will be sent go to an isolation area. If during the hours of 9-2, the office will contact Barb Spangler, school nurse. If Barb is not here, the office will call the parents and send the child home.
2. Parents are instructed to call their child's doctor within 12 hours of leaving the school.
3. The sick child will need a doctor's note clearing the child and their siblings to return to school.
4. Siblings of the child who goes home sick will be sent home at the same time. If no COVID test is deemed necessary by the doctor, siblings may return to school the next day (if without symptoms). If a COVID test is recommended, siblings must stay home until the Licking County Health Department gives approval for their return.

## **Quarantine**

Children who are quarantined will have opportunities for instruction at home via blended learning methods. If quarantined due to a sibling or family member's illness, we expect that they keep up on coursework through blended learning opportunities.

## **Arrival**

Elementary school – children may be dropped off in the car line between 7:30 and 7:45. Families with preschool and elementary school children may drop off between 7:45 and 7:55. The late bell will still ring at 7:55. They will go directly to their classroom. Their temperature will be taken by their teacher at the classroom door. They will be given hand sanitizer, unpack their items and be directed to wash their hands before beginning morning work. Morning announcements will begin at 8:10 to give additional time for wellness checks.

Preschool – children may be dropped off in the car line between 7:45 and 8:10. Preschool teachers will take temperatures as they are getting the child out of the car, then direct the child into the gym building (Slattery Hall). Children will take off coats and bookbags, use the restroom and wash their hands. After 8:10, the preschool classes will walk together across the parking lot and to their classrooms in the main building.

We strongly recommend sticking to your appointed drop off times as additional preschool wellness check procedures may cause delays.

## **Classroom Policies**

Face coverings – Children are required to have 5-6 cloth face coverings (mask or gaiter-style) or disposable masks that provide adequate coverage of the nose and mouth. Designs on the face coverings are allowed but must be school appropriate (see casual day guidelines). Face coverings do not have to be of any specific pattern, design, or colors. However, if a child's face covering is deemed inappropriate or ineffective (i.e. does not fit properly), they will be given a surgical mask for that day. Ear savers (which secure a mask at the back of the head) are highly recommended and appreciated.

Children will be required to wear their face coverings:

- Arrival and dismissal
- In hallways
- In restrooms
- When not seated in the classroom (moving around to centers/shared workspaces)
- In specials classes (art, music, gym when appropriate, media center, computer lab, IVDL, advanced math)

Children will not be required to wear their face coverings:

- When seated at their own desk; Face shields will be required instead.
- When eating lunch
- When following appropriate social distancing guidelines on the playground (gym or recess period)

Shared Classroom Resources – Sharing of any physical class materials should be limited as much as possible. Any shared items must be disinfected (with Lysol, Clorox/Lysol wipes, fogger machine (a device that disinfects surfaces, etc.) before changing hands. As an alternative, one-time use (latex-free) gloves may be worn.

Home Room Seating – Children will be seated in a desk assigned to them. Collaborative work that necessitates the children be seated in a group for discussion may be done in one of the following ways –

- At a table using at least 3 feet of distancing between bodies (teacher, students, volunteers, etc.).
- By pushing individual desks together keeping 3 feet between individuals.
- By sitting in groups on the floor but keeping at least 3 feet of distance between.

*In all cases, face shields/face coverings must be worn.*

Specials Classes Seating – children in Specials classes will have varied seating based upon what makes sense for the activity/instruction type. 3 to 6 feet of distance between students should be observed wherever possible. After every class uses the specials rooms, a fogger will be used to disinfect the classroom prior to use by another class.

Room Set-Up – Large classroom items like filing cabinets, shelves, tables, etc. will be kept to a bare minimum to provide maximum space for children to spread out. Desks, tables, cabinets, etc. will be positioned in a way that does not hinder cleaning or reduce the ability of a fogger to reach all surfaces. Several acceptable room layouts will be provided. Please adapt one that will best fit your needs and teaching style.

Blended Learning – If one child is absent in the classroom during a school day, active teaching lessons will be recorded and streamed to Digital Academy. Non-instructional time does not need to be recorded. Participation by the missing students will be monitored daily and teachers are expected to answer communication from students during their next scheduled planning period.

Cleaning – Shared workspaces will be cleaned after use by every child. Teachers and students will be cleaning their personal desks before leaving the room for specials, lunch, recess, and prior to leaving for the day.

Personal Belongings – No show and tell items. No toys or extra shareables are to be brought to school. Coats and sweaters must be stored in a closed bookbag and bookbags must be hung on a designated hook throughout the day.

Supplies – All students will have their own supplies. For this reason, additional supplies requests may come before or during the school year. There will be no sharing of markers, crayons, tape, staplers, etc. We recommend students keep school supplies at school and home supplies at home.

Handwashing - Additional hand washing breaks will be scheduled into the day, especially after high risk of exposure activities (like recess, specials classes, group activities, mass, etc.).

Drinking Fountains - Per state and local guidelines, drinking fountains are not to be used. Water bottle filling stations are available. We recommend that every child bring to school 2 filled water bottles each day. The water bottles are to be clearly labeled and will be twist top or capped when possible. If the water bottle has a built-in straw, the straw part needs to be able to be tucked away (not exposed) when not in use. Students will have the ability to fill water bottles at a filling station throughout the day. The second water bottle (the one not in current use) will be stored inside that child's backpack with their other personal belongings until needed. If a child does not have a water bottle for the day, we will provide water to them in some way.

### **Moving Between Classes**

Students will travel to Specials Classrooms (Atrium, Art room, Music room, and Gym) as mentioned above. All surfaces will be sanitized before the next class enters. Classes will move throughout the building in single file lines. There will be lines on the floor in each hallway indicating the direction of travel and with a designated “neutral zone” to help keep classes distanced.

### **Dismissal**

Bus riders - students who are riding the bus home will remain in their classrooms or with a designated teacher until their bus arrives. The bus arrivals will be announced over the PA system. If your child has amended pickup arrangements for that day but usually rides the bus, please call the school office at 740-345-4049 ext. 300 prior to 2:30pm on that day.

Car Line - Elementary school pickup will begin at 2:45pm and end at 3:00pm. Each class will have a designated waiting area in the parking lot (or in Johnson Hall in poor weather). Parent volunteers or designated staff members will remain with each group until all are picked up by a parent or parent-approved representative. If someone other than a parent or approved representative will be picking up your child, please call the school office at 740-345-4049 ext. 300 prior to 2:30pm that day. Children must wait until their car is within the designated pickup area prior to getting into the vehicle. For the safety of all children no car is permitted to get out of line. If an elementary school child (K-8) is not picked up by 3:00pm, he/she will be brought to the school office for supervision until a parent or approved representative arrives and signs them out for the day.

Preschool children car pickup will begin at 3:00pm. Please do not get into the car line prior to 3:00pm. If you are picking up an elementary school child first, please pick up that child before 3:00pm and park in the Faith and Family lot until getting back in line for your preschooler. Per policy, the preschool teachers will put each preschooler in their car seat and buckle them. Due to supervisory policy, elementary school children cannot wait with the preschoolers to be picked up at the same time. We apologize for any inconvenience this may cause. However, we are required to follow all ODE and Diocesan mandates.

### **Lunch and Recess**

All children will be expected to pack a lunch. Lunches may be packed in brown paper bags and contain all disposable materials or lunches may be packed in hard plastic lunch boxes. Lunch boxes will be kept in student bookbags until lunch/recess. **We are discussing the procedures for lunch further.**

Pre-packed lunches will be made available for purchase by children who have forgotten their lunch. If requested, packed lunches can be provided at cost for those families who need assistance with providing lunches each day. Milk will still be available for purchase by each student every day.

### **Activities at Recess**

Recognizing both the necessity for physical activity for our students for health and wellness, release of energy, and decompression from classroom time, we will continue to have outside recess, weather permitting.

In accordance with current policies, students will have access to playground equipment and structures. Equipment in bins will be disinfected each day. We will also add a walking program for students. The students can walk the perimeter of the playground for exercise and activity. New items and “obstacles” will be put into place using sidewalk chalk and paint.

## Weekly Mass

With the current social distancing guidelines, we are unable to fit the entire student and staff population in the church at the same time. In order for our students to be able to attend Mass weekly and to receive Eucharist, half the students will attend Mass on Thursday at 9:00am and the other half will attend Mass on Friday at 9:00am. This will allow for social distancing. We will follow all the procedures that have been set for the weekend Masses.

<b>Day of Week</b>	<b>Grade Levels</b>
Thursday at 9:00	1,3,7,8,
Friday at 9:00	K, 2, 4, 5, 6

The precautions are included but not limited to:

- Hand sanitizer is available at all entrances.
- Students and staff will be wearing face coverings.
- Students will sit with their class only.
- We will not have prayer partners with other grade levels until it is safer, but we will maintain the grade level groupings to accommodate when mixed grade level Masses are permitted.
- Every other pew is open for seating to maintain social distancing.
- Holy water fonts are empty, and hymnals have been removed (all Mass parts are projected overhead).
- The Sign of Peace is modified to omit physical contact. Please remind your students prior to Mass.
- Just as before COVID19, our Eucharistic Ministers sanitize their hands before and after distribution.
- All liturgical volunteers wear face coverings (with the exception of Fr. Dave, lectors and cantors while in the sanctuary).
- We ask that the faithful receive in the hand. Distribution of the Precious Blood is temporarily suspended.
- EMHCs will travel to their designated area, moving through empty pews to distribute directly to the congregation and to avoid the use of Communion lines.
- The gifts will be set at the altar by the servers and not brought up by students or teachers at this time.
- Students will be permitted to serve, provided that they wear face coverings while in the sanctuary, excepting the reception of Holy Communion.
- No-touch offertory baskets are in use.
- The entire Church is sanitized following every Mass.
- We continue to have discussion about school choir.

These procedures and precautions in place will allow us to experience our Faith and to encounter Christ, which is our purpose for our school.

## **Orientation Day**

As recommended by the Diocese of Columbus, students will be staggered during the first several days of school for Orientation Days. This will allow teachers and staff to teach the following procedures to students prior to our first instructional day. These orientation days will be treated as the first day of school and will count towards attendance.

- Appropriate face covering usage in classrooms, public spaces, and recess.
- Seating in classroom and appropriate social distancing
- Mass procedures
- Specials expectations and regulations
- Traffic in hallways
- Recess procedures
- Lunch procedures
- Procedures in classroom (paper, pencils, supplies etc.)
- Use of gloves
- Safe handling and storage of personal items
- Importance of keeping each other safe
- All other health and safety precautions that will need to be in place.

## **Field Trips**

At this time, the Diocese of Columbus has asked that our schools not engage in offsite activities during the school day. The Interactive Video Distance Learning (IVDL) will be available to all teachers and classes. These interactive lessons will provide experiences to our best ability until we can travel by bus or walking distance to other locations.

## **Attendance Policy**

We will continue to track attendance. However, with the current environment, methods of tracking student participation may vary based upon grade level and health department advised quarantines. With our new interactive platform, we will be able to work with those children who are in quarantine or out sick and track participation.

## **Visitors and Volunteers**

In-person visits to the school will be limited as much as possible. All visitors and volunteers entering the building during the school day will be subject to a wellness screening. Volunteers will be required to have a waiver on file.

## **Blended Learning Adaptation**

We will be implementing a new student information system and learning management tool called Digital Academy, which will replace Schoolspeak. Digital Academy consolidates all important academic and grading information into one platform including a "Live Classroom" feature. Whether students are learning remotely or in person, our teachers will be able to offer a rigorous streamlined learning environment. This will address the parent feedback from the survey asking for a more standardized approach for all grade levels. If we are mandated to change our way of teaching and learning, we will have a detailed plan to share with you. We are looking at all options to make the 2020-



2021 school year a wonderful experience for all even if we are mandated to go to blended learning or digital learning.

If one child is absent from the classroom, teachers will record during instructional time to be posted to Digital Academy. Children who are absent will have the opportunity to watch their classes live or access the recordings later. We will have staff available to work with children of all ages who are required to use blended learning opportunities due to quarantine or illness. If at any time a parent, teacher or administrator deems it necessary to explore modified learning methods for a child, a conversation can be scheduled.

Please know that every student, family member, and our staff is so loved and valued. We will continue to make smart decisions for everyone involved. We will be updating this document this week and repost on Friday, July 31<sup>st</sup> on Flocknotes.