



# Moving Forward with Hope - School Reopening Plan

## St. Andrew's Elementary School

### Introduction

“United with family and the Catholic Church, St. Andrew’s Elementary School strives to prepare students to become educated, responsible, productive Christian citizens in order to impact the world for Christ.” We strive to meet this mission every day and will continue to live this mission regardless of the educational setting.

Our expectation is that the current pandemic will continue to challenge our schools, at least through the 2020-2021 school year. Therefore, we need to implement procedures to meet the ever changing and uncertain learning environment. We will continue to be guided by our desire to keep our families safe, to minister to the spiritual and mental health of our community, and to provide an excellent Catholic education.

This document is meant to be a practical guide for our students, staff and their families as we navigate the upcoming school year. The information contained herein will probably change based on the information available to us from health experts and public officials. We recognize that there will be varying levels of comfort with parents and faculty members concerning a safe return for children at school. The following plan attempts to address these different viewpoints. The plan allows for flexibility, transparency and prioritizes an emphasis on the health and safety of our community. Through our efforts, we are currently working towards a return to “normal” school.

Thank you to the Reopening Committee and to everyone who joined in conversations about our Reopening Plan, including those who responded to our surveys. We are grateful for your help, and we considered all suggestions and input as we worked through our plan.

During our accreditation process and in exploring the mission of our school with pastors, administration, teachers and parents, there have been certain themes that have emerged confirming who we are as a Catholic school community. This is the driving force for ***Moving Forward with Hope*** Plan. Our priorities are as follows:

- Catholic identity, faith development, and mission must be our main priorities.
- Safe environment of student, teacher, and community is paramount.
- Our school is student-centered.
- Each child is supported based on his/her unique needs.
- We are “family” orientated.
- Academic excellence is a benchmark of St. Andrew’s Elementary School.
- We are here to serve with care and compassion.

### **Education Scenarios**

Governor Kelly’s “Ad Astra: A Plan to Re-Open Kansas” has three phases for reopening. The Ad Astra Plan continues to recommend the phases for Kansas, though responsibility has now been placed in the hands of the county governments. The education delivery options as defined in this plan are comparable to the Ad Astra Plan phases. The definitions of these plans may change.

As a school in Dickinson County, we will be mindful that the local county expectations, guidelines and directives must be considered. The American Academy of Pediatrics strongly advocates that all planning start with a goal of having students physically present in school. We are starting with this same premise in mind.

There are three possible scenarios of school this fall – On Site, Hybrid, and Virtual

Our goal is to provide on site learning with adjustments to protect the health and well-being of our students, staff and their families. We will also provide a virtual option for students who may be immune compromised or have close family members who are immune compromised. The hybrid model may be utilized if necessary at some point in the school year. Below is a brief description of each scenario.

### ***Scenario A - On Site Learning Environment***

Definition: The focus of Scenario A (during normal school hours) is to have students in school with traditional teaching within grade levels. Procedures will be in place to minimize exposure to other students as much as possible outside of their own classroom of students. Two classes will have recess and lunch at the same time but will maintain social distancing as much as possible.

Description in brief:

- In person, regular staffing of grade levels.
- Mass should follow current Diocesan guidelines.
- Student gatherings indoors or outdoors will be limited to groups of 45 or less. (This number may change).
- Before and after school extended care will occur with social distancing.
- Students will bring and use personal water bottles.
- Students in all grade levels shall have assigned seats.
- Physical Education should be outside as much as possible.
- Library books may be checked out but will not be returned to shelves until after a 72 hour isolation period following return. Teachers may choose to check books out to students from their own classroom libraries following the same 72 hour rest before re-shelving rule.
- The drop-off and pick-up procedures will be altered to alleviate congestion.
- Field trips away from campus or assemblies will be strictly limited and must have prior approval from the principal. Parents may opt out of any away from campus activities.
- Lunch schedule and/or seating will be altered to maintain distancing.
- Recess schedule will be altered to maintain class-to-class social distancing.
- Desks will be placed 3 feet apart when feasible.
- Routes will be identified in hallways to accommodate social distancing.
- Visitors to the school building will be limited to reduce exposure possibilities. Anyone entering the building must wear a mask.
- Scheduled volunteers will have temperatures taken upon arrival and must wear a mask.

*(Detailed protocols and procedures begin on page 7).*

#### Homework and Grading:

Policies will remain consistent to individual school policies, classroom teacher expectations, and established best practices.

#### ***Scenario B - Hybrid Learning***

Definition: Students will be spending part of their time in the classroom and part of the time learning virtually from home.

#### Description in brief:

- Students will take turns attending school in person and will attend virtually when not physically on site.
- Should new guidelines for students to meet in smaller group sizes come forth from Dickinson County Health Department or the Kansas State Department of Education, a Hybrid Learning Environment will take place. The Hybrid Learning option may also be utilized if staffing becomes problematic with a loss of staff due to COVID-19. If this should occur, defined details will follow.
- Same guidelines will occur as Scenario A when students are in school.
- A combination of online and in class lessons will be provided as needed on a case by case basis.

#### Homework and Grading:

Same guidelines will occur as Scenario A when students are in school.

### **Scenario C - Remote Learning at Home**

Definition: Student learning will occur mainly at home. Lessons will be delivered and graded by St. Andrew's teachers. Most instruction will be virtual.

#### Description in Brief:

- Classes beginning with prayer will be encouraged.
- Streamed liturgy will be encouraged for students to watch.
- School will strive to offer internet-ready devices for each child in a family as needed.
- Participation and achievement grades will be earned by students.
- Social and emotional needs will be a priority.
- For remote learning, when video sessions are hosted, participation grade will be issued.
- Regular outreach to families will occur.
- Regular check-in with students will occur.
- Breakfast and lunch will be provided by the Catholic school or the local public school
- Recommended daily minutes per grade will be required. Minutes will be logged by parents. Minutes will include time on a device and time completing assignments.

#### Homework and Grading:

##### Grades: Preschool – Kindergarten

We will be utilizing standards based grading.

Remote learning will not change preschool or kindergarten grading policies.

The amount and frequency of grades may decrease because of remote learning.

##### Grades: 1st-5th Grade

There will be one participation assignment per week in core subjects.

If a student participates fully, the individual will earn the full amount of points.

Achievement grades will be given based on assignments specific to each teacher/grade.

Late work will be accepted, but only partial credit will be given.

Formative assessments will be utilized.

For quizzes students will have multiple chances to demonstrate mastery.



### **Covid-19 Detailed Protocol and Procedures**

\*All protocols and procedures are based on guidelines from the Centers for Disease Control (CDC), American Academy of Pediatrics (AAP), local and state officials as well as guidance from medical professionals. Protocols and procedures are subject to change as needed.

\*In the event of a conflict between the St. Andrew's Handbook and St. Andrew's Covid-19 Protocol and Procedures, the Covid-19 protocols supersede handbook procedures.

### ***Arrival/Dismissal***

#### **Category**

#### **School Protocols:**

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#### Social Distancing

- All staff and students should come to school wearing a school appropriate mask.
- Before school care will be in the gym starting at 7:30 a.m. Students will sit with only their own family members while waiting for school to begin. They may read a book or study during that time.
- At 7:50 a.m. the students will be released, one family at a time, to go to their classrooms.
- Beginning at 7:55 a.m., students and staff members will participate in the flag salute and opening prayer via the intercom system.
- Preschool and kindergarten parents will have the option of parking and walking their students to the school entrance. All other families will use the car drop off lane. Please help alleviate multiple families entering at the same time as much as possible.
- Parents are asked to remain in their cars during drop off unless you have a preschool/kindergarten aged child. Parents of preschool/kindergarten aged children may walk them to the school entrance.
- At 11:00 preschool dismissal time, children will be released to their parents from the front porch. Please remain in your car until a teacher brings children to the front porch, then come meet your child and walk him/her safely to your vehicle.
- Afternoon dismissal will begin at 3:05 for preschool and kindergarten, and 3:15 for first through fifth grades. Students will be dismissed from the gym first, and then from classrooms. We will be taking turns meeting in the gym for closing prayer, and we will be staggering dismissal of students. Please be patient as

we make adjustments as needed.

- The safety of our staff and students remains the school's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are suspending visitation within the building when school is in session.
- If a student needs to leave during the school day, please call the school upon your arrival and a staff member will meet you at the door with your child. Until further notice, sign-out will be conducted verbally using the phone, and a staff member will keep record of students who are dismissed outside of normal dismissal times.
- At dismissal, students will be dismissed from their classrooms or from the gym. Teachers will be at classroom doors so both classrooms and halls are monitored. Teachers and volunteers will also direct the car pickup line and monitor students getting into cars to ensure a safe dismissal.
- To minimize unnecessary contact in the hallway, students will not be permitted to reenter the building without permission from the teacher on duty. If necessary, the student may have to wait until others are dismissed before reentering.

#### Sanitizing

- Hand sanitizing stations will be mounted at entrances. Students and staff members are expected to wash or sanitize hands upon entering the building.
- Front door will be held or propped open during a portion of arrival time to minimize touches.
- Front door duty staff members will sanitize door handles at the end of dismissal.
- Students and/or staff members will wipe down surfaces and high use items in their classrooms at the end of each school day.
- Custodial staff will sanitize high touch surfaces throughout the building each evening.

#### Health Checks

- All staff members will have temperatures checked upon arrival and will complete a symptoms checklist. Any staff member displaying symptoms of COVID-19 or having a fever of 100.4 or higher will be asked to immediately leave the building and other arrangements will be made to cover his/her assignment.
- All students will have temperatures checked either by the staff member on morning duty or by their own classroom teacher upon arrival. Any student with a fever of 100.4 or higher will be sent home and will need a doctor's note or clearance from the health department to return.
- A space in the front entrance area will be designated to quarantine sick children who are waiting to be

picked up. Please make every effort to pick your child up as quickly as possible of being notified.

- Hygiene Practices
- Students will be given hand sanitizer upon entry and dismissal of the classroom.
  - Backpacks, jackets, and water bottles will be kept individually at each student's desk/chair.
  - Parents should wash and sanitize uniforms, masks, and water bottles daily.
  - Students are responsible for bringing water bottle and masks home each day for sanitizing.
  - A minimum of two clean masks should be brought to school each day to ensure one is always available.
  - Water fountains will be covered except for filling water bottles.

### ***Building/Classroom Transitions***

<b>Category</b>	<b>School Protocols:</b>
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| Social Distancing | <ul style="list-style-type: none"><li>● Student learning spaces will be as far apart as possible.</li><li>● Supplies will be separate. If communal supplies are utilized, regular disinfecting will be enacted.</li><li>● Students will be taught social distancing practices at school.</li><li>● Families are strongly encouraged to practice and reinforce social distancing at home, per state protocols.</li><li>● Students, teachers, and staff will wear school appropriate masks during the school day. Everyone needs to have extra masks with them in case their current mask cannot be used. Students will be allowed to remove masks during lunch, recess, select PE activities, and other outdoor times, as well as rest times for the younger students.</li><li>● Teachers may wear face shields in conjunction with masks where appropriate and when social distancing cannot be maintained (e.g. when teachers are working one-on-one or in close proximity with students.)</li><li>● Students will practice social distancing in the halls.</li><li>● Markers will be placed in hallways and other common areas to serve as a visual reminder.</li><li>● Teachers will change classrooms when possible instead of students.</li></ul> |
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| Mass and Assembly Protocols | <ul style="list-style-type: none"><li>● School Mass will follow the protocols in place by St. Andrew Church, including limiting the number of people per pew and leaving pews empty.</li><li>● In an effort to ensure we are following the church's guidelines for attending Mass safely, we will reduce the</li></ul> |
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number of students attending Mass and will follow a rotating schedule so all students can participate in Mass.

- Classes will sit in class groups and not have Mass buddies until further notice.
- Strategic social distancing for all school functions, inside and outside facilities, will be observed.

### ***Lunchroom***

<b>Category</b>	<b>School Protocols:</b>
Social Distancing	<ul style="list-style-type: none"><li>● The number of students in the lunchroom will be limited so social distancing can be observed.</li><li>● Lunch periods will be staggered to allow time in between classes for cleaning.</li><li>● Classes will take turns eating in their classrooms if necessary, to reduce the number of students in the lunchroom.</li><li>● Guests will not be allowed to eat lunch at school until further notice to limit possible exposure.</li><li>● Breakfast will be served from 7:30 a.m. to 7:50 a.m. Students will sit with their family member only.</li></ul>
Sanitizing	<ul style="list-style-type: none"><li>● Adults will clean lunch spaces after each lunch group.</li><li>● Hand washing and sanitizer will be available.</li><li>● Cafeteria workers will clean high touch surfaces between each lunch group.</li></ul>
Hygiene Practices	<ul style="list-style-type: none"><li>● Adults will distribute condiments and utensils.</li></ul>

### ***Outdoor Play - Recess***

<b>Category</b>	<b>School Protocols:</b>
Social Distancing	<ul style="list-style-type: none"><li>● The number of classes at recess will be limited.</li></ul>

- Adjusted playground rules will be established and enforced.
- Masks will not be required outside.

Sanitizing

- Sanitize hands before and after recess.
- Each recess group will have a designated set of outdoor equipment

Health Checks

- Staff will have PPE gear such as masks, gloves, first aid items, etc. available by the door to the playground in case it is needed while on duty.

***After School Care***

**Category**

**School Protocols:**

Social Distancing

- Students will follow the protocols in place for the school.
- Students will wear masks when in the building.
- Students will not be in their school day cohort due to space and staffing. However, they will be spread out as much as possible.

***Sick and Absence Protocols***

**Category**

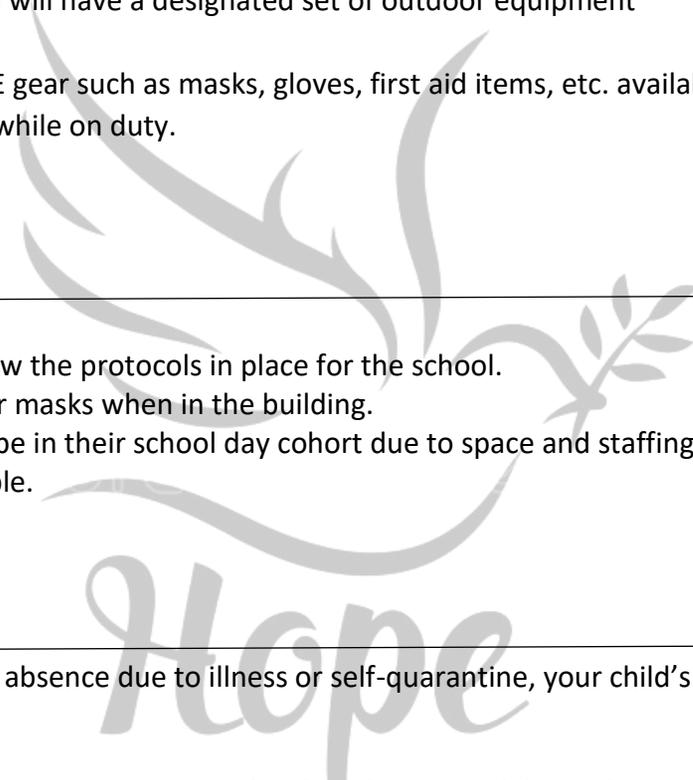
**School Protocols:**

Absence Work

- In the event of an absence due to illness or self-quarantine, your child’s assignments will be provided online.

Illness and School Re-entry

- We will follow the current CDC, AAP, local, and state guidelines along with advice from medical professionals with regards to re-entry to school due to illness or self-quarantine. These are subject to change according to appropriate guidance. Below are symptoms and re-entry guidelines as of July, 2020.
- Individuals exhibiting symptoms of coronavirus without other explanation should be prohibited from coming to school or sent home if exhibiting symptoms at school.
- If a staff member or student begins exhibiting symptoms of COVID-19 during the school day, they will be



isolated, sent home immediately and asked to consult with their health care provider. These individuals should not return until they have met the criteria below. Anyone who is considered high risk or vulnerable should discuss when re-entry is recommended with their healthcare provider.

If a staff member or student tests positive, the following steps will be followed:

1. Immediately isolate the individual if they are at school. Send the ill staff member home and call families to pick up sick children immediately.
2. Identify and close areas of the school building where the individual spent more than 30 minutes. The area will be closed for 24 hours and then deep cleaned.
3. St. Andrew's will work with health officials and be in communication with the Diocesan Office to determine if school closure is warranted and for additional measures the school must take to contain exposure.

### ***Exclusion and Readmission Criteria***

#### **Category**

#### **School Protocols:**

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Symptoms  
Of Possible  
COVID-19

- Any staff member or student with two or more symptoms, or a fever and one other symptom will be isolated and sent home.

Symptoms include:

Cough - Shortness of breath or difficulty breathing - Chills - Repeated shaking with chills - Muscle pain - Headache - Sore throat - Loss of taste or smell - Diarrhea - Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit - Known close contact with a person who is lab confirmed to have COVID-19.

- Employees or students with new or worsening signs or symptoms listed above will not be allowed to return to work/school until:

Diagnosed with  
COVID-19

- a. In the case of an employee or student who was diagnosed with COVID-19 the individual may return to work/school when all three of the following criteria are met:

- i. At least 10 days have passed since symptoms first appeared
- ii. The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath).
- iii. At least 3 days (72 hours) have passed since recovery including resolution of fever without the use of fever-reducing medications.

Suspected COVID-19 Cases but Undiagnosed

b. In the case of an employee or student who has multiple symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19. The individual may not return to work/school until the individual has completed the same three-step criteria listed above. If the employee or student has multiple symptoms that could be COVID-19 and wants to return to work/school before completing the above self-isolation period, the individual must obtain a medical professional’s note clearing the individual for return based on an alternative diagnosis.

Return After Fever

c. If the employee or student has a single symptom that could be COVID-19 (such as fever) the individual must obtain a medical professional’s note clearing the individual for return based on an alternative diagnosis or be symptom free for 72 hours without medication before returning to work/school.

Confirmed Case in Household

- Employees or students with known close contact to a person (e.g., someone in their household) who is lab-confirmed to have COVID-19 must stay home, self-monitor for symptoms, and be tested. They cannot return to work/school until they have been tested and/or completed a 14 day self-quarantine period from the last date of exposure.

***Travel Restrictions***

**Category**

**School Protocols:**

Faculty, Staff, and Student Travel

- St. Andrew’s staff will discontinue travel to workshops and conferences until further notice unless pre-approved by Mrs. Whitehair

- School faculty, staff, families and students are encouraged to minimize elective out-of-state travel beginning July 31. Mrs. Whitehair should be notified of any out-of-state travel after July 31.
- St. Andrew's reserves the right to require an out of school quarantine for faculty, staff, students, and families following elective out of state travel to places that are considered high risk of exposure for COVID-19.

