

## Immaculate Conception School

Updated 8/6/2020

Dear Parents and Guardians,

Following the release of the State of Ohio's school re-opening guidance and the release of the Diocese of Columbus School Reopening Task Force report, we have finalized the school reopening plans for Immaculate Conception School. We're looking forward to our students returning to the building!

Our goal is to return to normal operations to the fullest extent permitted by research-based health and safety guidelines. Our reopening plan was developed by our own school task force comprised of parents, teachers, staff members, and pastors. The plan takes into account input received in the parent survey conducted earlier this summer and guidance from the diocese and Ohio departments of education and health.

As the Covid-19 situation and guidance continues to change, our plans will also continue to change. One thing that has not changed is our dedication to providing an outstanding education in a faith-filled environment. ***Despite these uncertain times, our mission remains the same – we are dedicated to providing an outstanding education and to forming disciples of Christ. Whether through in-person classes or remote learning we will strive to develop each child spiritually, academically, and physically. We thank you for your support as we work together to achieve that mission.***

Please review our plan carefully and take note of the dates and times for the start of the school year and a series of parent meetings to be held in August.

**Please contact the school office as soon as possible if you believe our distance learning option will be the best choice for your family. We want to be sure that we are prepared to accommodate all students whether in the classroom or through distance learning. A decision to participate in distance learning is not a long-term commitment. Students will be welcome to return to the classroom at any time. Please let us know by Friday, August 14<sup>th</sup> if you prefer the distance learning option.**

Please call me if you have any questions or concerns.

God bless,

Matt Ritzert  
Principal

## **Immaculate Conception School Building Reopening Plan**

Our goal is to return to normal school operations to the fullest extent permitted by health and safety regulations as established by CDC guidelines and the State of Ohio, including the Ohio Department of Education and the Ohio Department of Health. **We will be open five days a week with in-person classes.**

We will begin the school year with a phased-in approach to allow adequate time to prepare students for the new procedures in place and administer pre-assessments to gauge readiness to start the school year. This will help the staff develop learning plans to meet the individual academic needs of the students.

Distance learning will be offered to those families uncomfortable with a return to the school building or are unable to attend in-person because of quarantine. We will also be prepared to offer remote learning if there are any future disruptions in the school schedule.

### **Social Distancing**

Student desks will be arranged to maintain social distancing at six feet to the greatest extent possible. All desks will face the same direction.

The daily Master Schedule will be adjusted to reduce group sizes:

- **Mass:** Students will attend Mass in smaller groups on Wednesday and Thursday
- **Lunch/Recess:** We will have three lunch periods and provide additional tables to reduce group size and maintain additional distancing. When entering the cafeteria, students will sit at their tables and lunches will be brought to them.
- **Specials:** Adjustments will be made to scheduling of Music, Phys Ed, and Computers to help maintain social distancing. Phys Ed will be outside whenever possible.

### **Hygiene/Cleaning**

Hand sanitizer and wipes will be in every room. Students will be given ample opportunities to wash their hands. Hand sanitizer will be at the main entrance, playground doors, cafeteria, and other locations in the building.

High touch areas will be cleaned throughout the day and efforts will be made to reduce the need to touch surfaces by keeping doors open, removal of items, etc.

Students must bring their own reusable water bottles to school. The drinking fountains will be on ONLY to refill water bottles. Students can not drink directly from the water fountains.

Ionizers have been installed in the air circulation systems to clean the air. We will work to maximize air circulation (open windows, fans, etc.) Air conditioning filters will be cleaned/replaced frequently. The building will be cleaned thoroughly every day. Playground equipment will be cleaned daily.

## **Health Precautions**

Parents must conduct a self-assessment each morning, including taking the temperature of their child. No one will be permitted to enter with a temperature of 100 degrees or more. Students must be fever free without medication for 24 hours before returning to school. Students with additional coronavirus symptoms will be required to receive a coronavirus test and self-quarantine. This makes it very important that parents do not send students to school who are not feeling well.

Families, caregivers, and staff should notify the school if they have been exposed to COVID-19 or if they, or any members of their households, have been diagnosed with or presumed to have COVID-19. They should notify the school if they are quarantined. Personnel and students with known exposure to someone with diagnosed or presumed COVID-19, must self-quarantine at home for 14 days. Anyone with a suspected case should contact their physician or the county health department for testing.

Families, caregivers and staff must notify the school if any student or staff member has a confirmed or presumed case of COVID-19. The school will notify the county health department to coordinate proper precautions and assist in contact tracing. Those with known exposure to the individual with the confirmed or presumed case of COVID-19 will be required to self-quarantine. The school will follow additional instructions from the county health department.

The “copier room” will be the separation room if there is a sick child. (The copier will be moved to another location.)

Teachers cannot gather in the teacher lounge without social distancing.

## **Facing Coverings**

All staff including teachers must wear facing coverings. All visitors must wear masks. Students in grades K to 6 must wear masks other than at lunch and recess. Masks are required unless the student cannot tolerate a mask because of a health issue. A shield will be permitted with a doctor’s consent. Please note that face coverings are an effective tool in reducing the spread of the virus. Wearing a mask is an act of kindness, protecting those around you. We suggest parents have their children practice wearing a mask and stress the importance of other personal hygiene.

### **Limiting Visitors/Building Use**

The school building will be available only to school and church groups. Any group using the building after school hours will be required to clean the area used.

Building visitors will be strictly limited. After the first two weeks of school, parents will not be permitted to enter the building at arrival or dismissal without an appointment. No guest speakers will be scheduled. To the greatest extent possible, visitors will be greeted at the door for deliveries, drop-off, etc. We encourage parents and families to meet with us electronically via Zoom or similar on-line meeting program.

Although visitors will be limited, we will seek parent volunteers to assist with lunch, recess, arrival and dismissal. Volunteers and participants in after school activities will be required to conduct a health self-assessment, sign a waiver form, and comply with the usual volunteer requirements.

### **Arrival**

All students will enter front door. Parents will be expected to conduct self-assessments of their children prior to arrival. Self-Assessment forms will be provided. Staff member will be at the door to “spot check” temperatures. Students and parents must follow social distancing guidelines when entering the building and maintain six foot spacing between groups. After the first two weeks of school, parents will not be permitted to enter the building at arrival or dismissal without an appointment. Visitors to the building will be limited. Students who arrive before the 7:30 bell will report to the cafeteria and maintain social distancing.

To spread-out student arrival, the start of pre-school/kindergarten is changed to 8:10 am. Pre-school/pre-kindergarten parents are encouraged to drop-off students after the 7:50 am tardy bell for K-6 students.

### **Dismissal**

Pre-School/Pre-K dismissal will remain at 2:00 pm. The staff will work to maintain social distancing when bringing students out to the car line.

K-6 dismissal will be at 2:25 pm. The pick-up line will form as it has in the past. Students will stay in the classroom until called outside by radio. We will have an additional staff member at the exit door to assist.

## **Academics/Remote Learning**

Teachers will assess students at the start of the school year to identify gaps in learning. The Intervention Assistance Team will develop plans to address the needs of students. Additional tutoring times will be offered.

Distance learning will be provided to all families who feel uncomfortable returning to the school building and/or students absent from school due to self-quarantine. Students participating in remote learning will be required to fully participate in all live classroom sessions that are offered, on-line assignments, and assessments. No special accommodations will be made for late assignments. Students will follow the same curriculum.

Remote learning will be conducted primarily through Digital Academy platform. Distance learning will vary from student to student and class to class based on student needs and the number of students in a class receiving distance learning instruction. Distance learning will:

- Follow the same curriculum as in-person instruction, however, the focus will be on core subject areas.
- Include live classroom meetings
- On-line interaction with the classroom teacher
- Receipt and submission of assignments through the Digital Academy Platform.
- Recorded presentations
- Students will receive school issued devices to enable full participation
- Students will be required to meet the same expectations as those students in the classrooms.
- and will include many, if not all, of the following features: live classroom meetings, on-line assignments and submission of assignments, on-line assessments, recorded presentations, etc.

Professional Development prior to the start of the school year will focus on distance learning, use of the Digital Academy resources, and student social/emotional well-being.

Students participating in Distance Learning will be encouraged to participate in community activities such as Mass or other programs that may be available.

Students participating in distance learning may return to the classroom at any time. We believe students are best served when in school and benefit academically, spiritually, and socially when in-school and interacting with their teachers and classmates.

IF YOU WISH TO PARTICIPATE IN DISTANCE LEARNING, PLEASE CONTACT THE SCHOOL OFFICE AS SOON AS POSSIBLE.

### **Pre-School/Pre-Kindergarten**

Pre-school and pre-kindergarten classes will open as scheduled the week of Labor Day. The number of students per room will be limited, therefore classes will be divided into two groups, utilizing both rooms available.

Personal hygiene will be stressed and students will have frequent opportunities to wash their hands.

Masks are not required but are encouraged. Parents are strongly encouraged to wear masks when dropping off and picking up students.

Social distancing will be practiced to the greatest extent possible.

Personal supplies will be kept separate with a minimum of sharing.

Staff members will check student temperatures at arrival. Parents must conduct the self-assessment before bringing students to the school.

Drop-off and pick-up routines will be adjusted to promote social distancing.

No guests will be permitted.

Distance Learning is not an option for pre-school and pre-kindergarten.

## Opening Schedule

To make sure everyone understands the new procedures, we will have a phased approach to the start of the year. Here is the schedule:

August 17-21: Teacher meetings, training, professional development

August 24-28: Gradual reopening: Students come to school (for a full-day) only on the following days:

Monday, August 24: Kindergarten (the day will include orientation and screening)

Tuesday, August 25: First and Second Grade

Wed., August 26: Third and Fourth Grade

Thursday, August 27<sup>th</sup>: Fifth and sixth Grade

By working with small groups of students each day, we will be able to teach students the new routines and safety measures in place, assess each student academically after the summer break, and provide each student with his or her books and supplies. Students will attend for a full day and should bring with them their start-of-the-year supplies. Classes for pre-school and pre-kindergarten classes will begin on the originally scheduled dates.

We will also hold a series of parent meetings to provide you the details of our reopening plans, new safety procedures, and use of the Digital Academy program (which will replace SchoolSpeak). To limit the number of people attending, these meetings are designed for parents only. These are not the usual open house meetings but an opportunity to share important information about the start of the school year. The schedule for those meetings will be:

Monday, August 17, 6:00 pm: Families with last names start with A through C

Monday, August 17, 7:30 pm: Families with last names starting with D through M

Tuesday, August 18, 6:00 pm: Families with last names starting with N through R

Tuesday, August 18, 7:30 pm: Families with last names starting with S through Z