



# Saint Elizabeth Ann Seton Catholic School

## Back-to-School Plan 2020-2021

### Overview

In response to COVID-19, and in collaboration with the Catholic Schools Office of the Diocese of Fort Wayne-South Bend, Saint Elizabeth Ann Seton Catholic School (SEASCS) has formulated a plan for the 2020-2021 academic year that prioritizes the health and safety of all. The purpose of this document is to outline the Back to School (BTS) plan as it stands presently, with the understanding that elements of the plan may require revision or modification as new information comes to light. **In other words, this plan is very fluid and will change as we receive information from the Catholic Schools Office (CSO), Allen County Health Department (ACHD), Indiana State Department of Health (ISDH), Center of Disease Control (CDC), and Indiana Department of Education (IDOE).**

Saint Elizabeth Ann Seton Catholic School's BTS 2020-2021 plan discusses the health and safety protocols that will be implemented, curricular modifications, that will ensure SEASCS continues to provide an exemplary Catholic education. The plan received guidance from the CDC, IDOE, ISDH and ACHD and other academic organizations and publications.

As our Mission states, Saint Elizabeth Ann Seton Catholic School will continue to foster spiritual development, academic excellence, responsibility to self, and service to others. Our BTS Plan will focus and reflect on the inspiration of St. Elizabeth, the Holy Family, and our Heavenly Father who will help us embrace God's will, serve the needs of others, lead by example, and inspire our community.

### Back to School Committee

In May 2020 SEASCS formed a local BTS Committee. In April 2020, the Administration began working with the diocese as part of their BTS Committee. The following staff are part of the local BTS Committee:

Lois Widner, Principal  
Greg Slee, Assistant Principal  
Jodi Jump, Teacher  
Philip Miguel, Teacher  
Stephanie Jen, Teacher  
Jessica Patton, Teacher  
Chris Schuhler, Teacher  
Jean Vandegriff, Teacher  
Karen Tippmann, Teacher  
Olivia Edwards, Teacher  
Marcia McDowell, School Nurse

Our BTS Plan focuses on the following:

Guiding Principles	Domains
<ul style="list-style-type: none"><li>● Protect the health and safety of all</li><li>● Foster connections and community</li><li>● Uphold our Vision and Mission Statement</li></ul>	<ul style="list-style-type: none"><li>● Logistics and Planning</li><li>● Fostering Community</li><li>● Curriculum and Instruction</li><li>● Catholic Identity</li><li>● Technology Support</li><li>● Field Trips and CYO Sports</li></ul>

The entire staff of SEASCS will implement the plan. As new challenges arise, along with procedures and expectations, implementation of changes will involve the cooperation of all students, parents, staff.

## Types of Learning

This plan will include information on the learning options for the 2020-2021 school year. We will plan for the flexibility to pivot between any of the types of learning depending on the severity of COVID-19 in our region and the prevalence of cases in our school community. We will rely on guidance from the Indiana Governor’s Office, the Indiana Department of Education, the Allen County Health Department, Indiana State Department of Health, and the Diocese of Fort Wayne-South Bend in making decisions to pivot between the types of learning.

### **Our current plan is to open the 2020-2021 school year in Option 1: In-person learning at full capacity, wearing masks.**

**Option 1:** In-person learning at full capacity. To protect all students and staff, the health and safety protocols found in this plan will be implemented. Social distancing, when practical, will be enforced to the extent possible. Every member of the school will wear a cloth face covering when entering and exiting the school, during transitions to areas within the building, and in the classroom as directed by the local health department.

**In Option 1,** we will provide resources, and access for students who are at home to stay engaged in learning remotely. This may be due to illness, having COVID-19 symptoms, having a positive COVID-19 test, having close contact with someone with COVID-19 or being tested for it, being immunocompromised or having another health concern, or another approved reason by school Administration. Policies and procedures will be in place to support these students. During Option 1 all students who are in person will have three scheduled days of eLearning in the calendar.

**Option 2:** Distance Learning (DL) for the student due to illness/other health concerns, or another approved reason by school Administration. This is virtual learning, real-time, by classroom teachers. Accessing it at real time is the preferred way for the student. The student listens to the teacher while he/she teaches and when they stop teaching, the student takes a break from the computer. The link is live all day; however, the student can come and go as the teacher is teaching his/her lessons. DL also has recorded lessons from the teacher the student can access at a later point throughout the day. This is a quarterly commitment. Option 2 students will also have three scheduled days of eLearning. We will assign one teacher per grade in K-5 who does the DL (in 5<sup>th</sup> grade, both teachers share the camera).

**Option 3:** Remote Learning – with this option, the Governor and/or the Superintendent/Bishop of Catholic Schools has closed down the entire school for in person learning. All students and staff will be doing remote learning.

## **Definitions:**

**In person learning-** This option has the students learning at our school building from arrival to dismissal. Students and staff will wear masks, be socially distant when practical, and work with classroom teachers and special teachers (art, music, PE, and computer). Every member of the school will wear a cloth face covering when entering and exiting the school, during transitions to areas within the building, and in the classroom as directed by the local health department.

**Distance learning (DL)-** This option has the students working at home with their parents, grandparents, or guardians. The students have a school issued chrome book or laptop to live stream, see real time instruction from 7:45-2:50 (grades 5-8) or 8:00-2:50 (grades Preschool-4<sup>th</sup>). The teachers will send the adult a link for Zoom or to connect with the 360 degree camera (Swivl) so the students can view the teachers all day. When the in-person students have a recess break or lunch or the teacher is not teaching, so does the DL student have a break. DL students will have the same expectations on assignments, assessments unless the teacher changes the expectation. DL students will see classroom teachers as well as the special teachers. For DL, teachers will communicate to the parents and students about supplemental materials, manipulatives, and other items needed for instruction. Also, teachers also will be recording their lessons throughout the day and links will be available for distance learning students at home. This way students will have access to their teachers' lessons. Those lessons will not be live. This will assist the distance learning student who perhaps cannot access during the real time because of illness, surgeries, or other reasons that restrict them from not accessing the live instruction. We will assign one teacher per grade in K-5 who does the DL (in 5<sup>th</sup> grade, both teachers share the camera). Middle School teachers will each have a camera or send a Zoom link.

**eLearning Days-** These are scheduled days in the calendar (September 4, February 15, March 12). We also will have a practice eLearning Day on August 27. We will be in school and practice eLearning for a half day. Students can get all their questions answered! If for some reason our school closes for a few days because we have to quarantine, we also will use the eLearning Day strategy. eLearning Days have recorded videos from teachers, information/assignments on Canvas (5-8), Google Classroom (Preschool-4), and SeeSaw can be added on to the Preschool and Kindergarten Google Classroom page.

**Remote learning-** This option will occur when the Governor and/or the Bishop or Superintendent of Catholic Schools has closed down the entire school from in person learning. This will occur Monday through Friday, be a combination of live and recorded instruction, and information/assignments on Canvas (5-8), Google Classroom (Prschool-4), and SeeSaw can be added on to the Preschool and Kindergarten Google Classroom page.

**Unless told otherwise, a student's enrollment is considered in-person instruction. If a parent chooses, due to health reasons or other issues for their child to receive distance learning (this is a quarter commitment), current school families must notify Mrs. Tourney at [stourney@seascsfw.org](mailto:stourney@seascsfw.org) or 260-432-4001 by **AUGUST 5<sup>th</sup>, 2020.****

## **Logistics and Planning**

Our school will address the basic operational safety aspects of the school to include drop off/pick up, entrance/exit/movement protocols, health checks, social distancing, scheduling, confidentiality, hygiene, deep cleaning, personal protective equipment (PPE). Protocols to include faculty, staff, students, parents, and visitors, along with training.

### **Calendar [20-21 School Calendar](#)**

### **Health and Safety Procedures - Health Screenings**

Part of our plan is to have parents screen their children before they come to school. The same goes for faculty, staff, parents, and visitors. Symptoms to check for in the self-screening at home are listed below. If you have any of these

symptoms, STAY HOME!

- Fever (100.4 or higher) or chills
- Cough/ Congestion/ Runny Nose
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Nausea/diarrhea/vomiting
- Anyone who has had close contact with someone who tested positive for Covid-19 (the direction of the local health department).

### **Illness Reporting:**

Daily attendance will be reported to the secretary. The secretary will ask if the student is exhibiting any COVID-19 symptoms. **Parents are required to inform the school if a student or a member of their household test positive for COVID-19.** We will follow the ACHD, CSO, and ISDH guidelines for reporting a positive COVID-19 case in our school.

### **Our school will do the following:**

- The school will monitor student and staff absences. When a parent calls in their child indicating they are sick our attendance person or secretary will ask if the student is exhibiting any COVID-19 symptoms. We will ask staff members who call in sick or appear ill if they are experiencing any COVID-19 symptoms. The office will have a checklist form that will have specific questions to ask the caller.
- If a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a hot spot by the CDC, the school may exclude the student or employee from the school building and recommend that they self-quarantine for 14 days.
- Students and employees will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 that is not otherwise explained.
- The school will refer to the School Screening Decision Tree and the Return to School documents from the Allen County Department of Health and ISDH as guidance.

### **ACHD Charts and Algorithms**

If a large number of students or staff become ill, decisions about closing a classroom, section or entire school will be considered for deep cleaning. Saint Elizabeth will work with the Allen County Department of Health to contact parents as soon as possible. Return to the School Setting after documenting infection of COVID-19 will be determined following the ISDH and ACHD recommendations.

Whenever a student becomes ill at school, we will conduct a health check. Symptoms to check for in the self-screening at school include:

- Fever (100.4 or higher) or chills
- Cough/Congestion/Runny Nose
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Nausea/diarrhea/vomiting
- Anyone who has had close contact with someone who tested positive for Covid19 (the direction of the local health department).

### **Nurses' Office and Isolation Room**

Our nurses' office, sick and isolation rooms have been relocated to the gym. Room dividers will be installed to section off the nurses' area from the gym. This will allow for confidentiality.

The school will assign one staff member (nurse) to look after the student. The student who is ill will wear a mask and the staff will be properly equipped with PPE and call the parents for student pick-up. We will refer to the ACHD Algorithm charts for different situations in sending children home. We will also call the local health department to discuss the student situation. **Confidentiality:** If there is a positive case of COVID-19, the school will contact the local Health Department, Catholic Schools Office, and the IDOE. Once we have notified these individuals, the local health department takes over contact tracing and any notification of exposure will be communicated by the Health Department and NOT the school.

### **Procedures for a Student or Staff Member that Does Not Pass a Self-Screening:**

- If a student or staff member does not pass an At-Home Self-Screening, they are to stay home. A parent should contact the Office (260-432-4001). The secretary will keep documentation and will share this information with the school nurse.
- If a student does not pass an On-Site Health-Screening, the following will occur:
  - The nurse will document the visit.
  - The nurse will contact the parent.
  - The student will wait in designated isolation room for a parent to pick them up from door #17 (NW Gym Door- behind the gym).

Administration will be in regular contact with the nurses to monitor the frequency of failed health screenings.

### **Returning to School After Not Passing a Self-Screening:**

- In the case of student or staff member who experiences symptoms, but has not received a test proving or disproving the presence of COVID-19, the guidelines for return are dependent on meeting the following conditions:
  - At least 10 calendar days have passed since symptoms first appeared - unless the symptoms are "otherwise explained" in a note from a provider stating the individual has an alternate diagnosis and the provider believes it's appropriate for the student to return to school.
  - They have not had a fever for at least 72 hours (three days) without the use of medication that reduces fevers AND
  - Other symptoms have improved.
- The school reserves the right to exclude a student or staff member from school due to having one or more symptoms.
- We encourage parents of students and staff members experiencing symptoms to get tested for COVID-19. A list of local testing sites can be found [here](#).
- We encourage parents to contact their health care provider.

### **Education and Training:**

Parents and students will receive information on pre-screening. The pre-screening tool can be accessed on our weekly electronic newsletter and our family portal. [Pre-screening document for parents](#)

During the first week of school, students will be educated on the school procedures for social distancing, masks wearing, and overall Covid-19 training.

Teachers and staff will be trained virtually on screening, reporting, documenting, and handling students that do not pass a health screening.

### **Health and Safety Protocols - Procedures if a Student or Staff Member Tests Positive for COVID-19**

We ask parents to inform the school if their student, any member of the student's immediate family, or someone else with whom the student has had close contact tests positive for COVID-19. Parents may call the main office at 260-432-4001, email our Nurse Marcia McDowell at [mmcdowell@seascsfw.org](mailto:mmcdowell@seascsfw.org) Parents will be asked to provide a timeline of when symptoms appeared, when the test was taken, and when the results were received.

Faculty and staff members will inform a member of the Administration and the nurse on duty if they, any member of their immediate family, or someone else with whom they have had close contact tests positive for COVID-19.

To contact Saint Elizabeth Ann Seton Catholic School after school hours of a positive case, a message should be left on the main phone (260-432-4001) and the receptionist will forward that message to the Administration/Nurse. The school will then reach out to the family to follow the proper reporting procedures.

### **If a positive COVID-19 test as described above is reported to the school, the following will occur:**

- The school personnel receiving the information will inform the student to stay home.
- The school personnel will inform the Administration and the nurse.
- The Administration and nurse will review the information and will document when and with whom close contact occurred at school. The Administration will contact the Allen County Department of Health and the Catholic Schools Office (CSO) at the Diocese of Fort Wayne South Bend. The Administration will submit the [COVID-19 Positive Test School Template](#) to the Superintendent, and the [COVID-19 Reporting Form for Students and Staff](#) to the IDOE.
- A health department official will contact the parent of the student confirmed with COVID-19, inform direct contacts of possible exposure, and give instructions to those involved with a confirmed case regarding self-quarantine. The school will provide contact information for all students deemed to have close contact.
- The Administration will consult with the health department and the CSO to determine:
  - Which students or staff need to self-quarantine (and thus be excluded from school).
  - Whether the school needs to transition to distance learning for a period of time to mitigate the spread and to conduct deep cleaning. Such decisions will be made on a case-by-case basis.
- The Administration will contact the Facilities Manager so that all impacted areas of the facility and equipment will be thoroughly disinfected.

### **Returning to School After a Confirmed Case (Positive Test) of COVID-19:**

- The process and timeline for returning to school after a confirmed case (positive test) of COVID-19 will be determined on a case-by-case basis with consultation from the health department.
- Per the IDOE, the general guidelines are that a student or staff member who has tested positive for COVID-19 may return if the following three conditions are met:
  - At least 10 calendar days have passed since the symptoms first appeared AND
  - They have not had a fever for at least 72 hours (three days) without the use of medication that reduces fevers AND
  - Other symptoms have improved OR
  - The individual has received two negative tests at least 24 hours apart.
- In some cases, the individual may return if approved in writing by their health care provider.

### **Student Attendance Policy and Procedure Revisions**

**Students who have COVID-19 symptoms, have a positive COVID-19 test, have had close contact with someone with COVID-19 or being tested for it, or who are simply not feeling well need to stay home until fully recovered. This is critical to stopping the spread of COVID-19.** Saint Elizabeth Ann Seton Catholic School will provide the opportunity for these students as well as those who are home for other health-related issues to participate in learning from home without penalty.

Due to COVID-19, Saint Elizabeth Ann Seton will not offer an incentive due to attendance (Perfect Attendance Award).

### **Participation in Learning**

As stated, Saint Elizabeth Ann Seton Catholic School will provide the opportunity for students who are ill, quarantined, or excluded from in-person classes for the reasons described above to participate in learning from home without penalty.

Student work will be accepted at full credit. Students are expected to participate in learning remotely unless their illness does not allow for that. In that case, parents should notify the School Office of the absence. The absence and ability to make up work will be treated similarly to any absence. In the case of severe illness, make-up work requirements will be modified on a case-by-case basis.

### **Parent Communication and Medical Inquiries**

Parents are expected to communicate with the School Office regarding absences due to illness. Parents are asked to provide detailed information on any illness or symptoms that may be related to COVID-19. When talking to parents regarding student illness, the nurse and school office staff will inquire about and document symptoms or close contacts related to COVID-19.

### **Personal Protective Equipment**

- Per order of the Catholic Schools Office, and in compliance with best practices, all Saint Elizabeth Ann Seton School students and staff will be wearing masks throughout the school day - Every member of the school will wear a cloth face covering when entering and exiting the school, during transitions to areas within the building, and in the classroom as directed by the local health department. Students will be allowed to remove their mask during lunch, recess, and PE (while they are active).
- Saint Elizabeth Ann Seton Catholic School will provide one reusable mask to each student for daily school use. These are provided by the State. We will hand these out on the first day of school - not before. Parents, please have one or two of your own masks ready for the first day of school. Having two reusable, washable masks will allow for regular cleaning and rotation. Masks are to be worn before entering the building. Masks can have patterns, be solid colors.
- Our school is providing PPE for our nurses: Surgical gowns, gloves, masks, face shield and touchless thermometers.

### **Protective Barriers:**

Our school has acquired protective acrylic shields and barriers in the following area:

- Computer lab
- Middle School Science and Math Rooms
- Resource Rooms
- Reception Desk
- Bookkeeper Office
- Administrative Office
- Assistant Principal's Office

These shields are portable and can be moved as needed.

### **Hygiene**

- Our school will make hand sanitizer available throughout the school grounds including all entrances and classrooms.
- Our school will mark 6 feet increments on the floor.
- Our school will maintain 6 feet when practical among all persons in the school building and on school grounds.
- Our school will use floor markings and signage as appropriate.

- “Enter and Exit” signs will be used.
- After each ballgame and practice, cleaning will be done. Cleaning crew will follow instructions from the maintenance department and will be trained on COVID-19 training and cleaning.
- We will place signs in the restroom about handwashing and hand sanitizing.
- Our school plan for scheduling time for faculty, staff, and students to wash, sanitize desks, and other hygiene practices is listed below:
  - There will be time throughout the school day for personal hygiene, classroom cleaning, and disinfecting.
- Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

The best way to prevent illness is to avoid being exposed to this virus. You can take steps to slow the spread.

- [Maintain good distance](#) (about 6 feet when practical). This is very important in preventing the spread of COVID-19.
- [Wash your hands](#) often with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- [Routinely clean and disinfect](#) frequently touched surfaces.
- Cover your mouth and nose with a [cloth face covering](#) when around others.
- Cover your cough and sneeze.

Although the virus that causes COVID-19 has not been detected in drinking water our school will shut down all water fountains due to the spread of the virus by touching surfaces per the recommendation of the ISHD and ACHD.

- The school will allow students to bring water bottles to school.
- Should the bottle need refilling, the school has automatic refill stations. Staff will monitor and refill water bottles.
- We encourage parents to send in more than one water bottle. To clean our school, we will follow the [Cleaning And Disinfecting Your Facility from the CDC](#). The steps include:

- Disinfect
- Soft Surfaces
- Electronics
- Laundry
- Cleaning and disinfecting your building or facility if someone is sick
- Cleaning and disinfecting outdoor areas
- Additional considerations for employers
- Alternative disinfection methods
- Protect Yourself and Others

These guidelines go right along with our Catholic Mission to put our neighbor first!

### **Deep Cleaning**

The school has hired additional cleaning staff to clean, disinfect throughout the day and evening. To clean our school, we will follow the [Cleaning And Disinfecting Your Facility from the CDC](#). The steps include:

- How to clean and disinfect
- Disinfect
- Soft Surfaces
- Electronics
- Laundry
- Cleaning and disinfecting your building or facility if someone is sick
- Cleaning and disinfecting outdoor areas
- Additional considerations for employers
  - Alternative disinfection methods
  - Wear disposable gloves to clean and disinfect.
  - Practice routine cleaning of frequently touched surfaces.
  - More frequent cleaning and disinfection may be required based on level of use.

- Surfaces, objects in public places, will be cleaned and disinfected routinely.
- The school has hired additional cleaning staff to clean, disinfect throughout the day and evening.

The teachers and staff will also be responsible for cleaning high touch areas.

- When we clean our buildings, we will use the EPA-Approved Disinfectants
- List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)
- Top U.S. Suppliers of Disinfectant
- Top Suppliers of Disinfectant for COVID-19
- Material Safety Data Sheet

### **Drop Off & Pick Up**

The school building opens at 7:00 AM for students. Students in grades K-8 enter through door #28 wearing their mask. Students in grades K-8 may go to the gym where they will sit 6 feet apart when practical and are required to keep their mask on. Those students in grades K-8 that arrive early are dismissed to their class at 7:20 AM. Preschool students enter wearing their mask via the church under the alcove drive thru (**\*\*If you have a child in K-8 and a preschooler, please drop off the K-8 child FIRST; then, drive thru to the church's entrance to drop off your preschooler.\*\***) A teacher assistant will meet the child at the car and escort them to their classroom.

Our normal arrival hours are:

**Grades 5-8-** Go to classrooms at 7:35 and their day begins at 7:45AM. If the student arrives earlier than 7:34, the student goes to the gym. Masks are on.

**Grades K-4-** Go to the classroom at 7:45 and their day begins at 8:00AM. If the student arrives earlier than 7:45, the student goes to the gym. Masks are on.

**Preschool-** Go to the classrooms at 7:45 and their day begins at 8:00AM. Whether the student arrives at 7:45 or earlier, the student enters through the **church's entrance**. The teacher assistant will meet the preschool student at the door and escort him or her to the classroom. Masks are on.

For dismissal, students will wait in their classroom to be dismissed. Day care buses begin at 2:45 (Currently, SACS is not offering transportation for our students). Students in grades K-8 will come out at staggered intervals by grade beginning at 3:00 until 3:15. Due to staggered schedules, all of your students will not arrive to your vehicle at the same time. Beginning at 2:55, preschool only dismisses from the Church entrance door. Teacher Assistants will walk the children to their car. It is parents' responsibility to buckle the child in safely. **At arrival or dismissal, parents will not be allowed to walk their child into the school building or come in the school building.**

### **Entrance/Exit/Movements**

Visitors and volunteers will be restricted and will wear a mask prior to entering the school building. They will report to the school office and go directly to their designation. Any student who remains in the building after dismissal will report to the gym and will wait on a designated marking. If a child needs to go home early, the parent will call the school office. The office personnel will escort the student out to the car (we are limiting parent and visitor access to the building).

- Whenever possible, we will keep our students in the same classroom.
- When we have to pass to another room, we will stagger times.
- After a class leaves a room, the staff is responsible to clean the room. This means high touch areas (tables, desks, chairs, doorknobs)
- We will mark our hallways like a street with two different directions.
- We will designate stairwells as one direction only – the wider stairwells have two-way directions with social distancing.
- We will place six feet markings on the floor to help with social distancing.
- If our students need to go to the lunchroom to get their food, we will stagger the times to maintain social distancing and gathering size limitations (if any). As the students move about the building (passing periods, recess, lunch, dismissal, arrival, etc...) students will be required to wear their masks.
- If a parent, grandparent, or guardian needs to drop off a lunch, backpack, or a forgotten item for a student, please enter Door #28. There is a table outside the office door in the Atrium designated **"Drop Off Items."** Please place your items on the table and inform the office personnel. The staff will deliver the items to the student.

## **Social Distancing at School**

### **Our school will do the following:**

Maintain good social distancing (6 feet) when practical- This is very important in preventing the spread of COVID-19.

- Maintain 6 feet when practical among all persons in the school building and on school grounds.
- Use floor markings and signage as appropriate.
- Schedule transitions to minimize the number of students and staff in hallways, cafeteria, restrooms, etc...
- Reduce class size if possible- we have made our largest classes into a three-classroom option. The rest of our building will be two classrooms. We will social distance 6-feet when practical.
- The goal is to keep the children in each homeroom clustered together in cohorts and not in close contact with students in other homerooms. Our middle school is moving and will rotate in such a way for distancing and disinfecting.
- Consider optional educational programming for alternatives that meet the needs of all students. For resource help, we will use open classrooms, take groups, distance, and work with IEP/ISP students. We have purchased acrylic shields and barriers for resource, computer rooms, the middle school math and science rooms to assist these teachers.
  
- Recess- students will stay in the same cohort when they go to recess. Teachers will create a schedule so that all classes stay in their cohort when they go to recess. After a class is finished with recess, items will be sanitized/disinfected by staff. We have two recess areas. Preschool and Kindergarten will be on the smaller recess area and 1-5 will be on the larger recess area. Zones will be created on the playground to keep cohorts separated.
- All classes will:
  - Have assigned seating
  - Have the students face forward
  - Keep in the same cohort when possible; middle school pass periods; however, staff will clean high touch areas between each new class coming into the classroom.
  - Art and music teachers are on a cart and traveling to the classrooms. Children travel to PE and computer. The PE teacher will go outside, weather permitting.

### **Scheduling:**

Schedule transitions to minimize the number of students and staff in hallways, cafeteria, restrooms, etc.

- Stagger times at the beginning and end of schools.
- Rotate Mass and Reconciliation schedule.
- Lunch will be delivered to PK-4th grade classrooms. Students in grades 5-8 will go to the cafeteria and pick up their hot lunch and eat in their classroom. Classes will go to the cafeteria in staggered times to pick up their lunch. Students may also pack their lunches. Students and staff will wash their hands/use hand sanitizer before and after lunch. Weather permitting, teachers can take students outside for lunch, social distancing.
  
- Lockers
  - K-5- students will put coats, backpacks, and lunch in their lockers; will only go there morning, lunch, and end of day; distancing will occur at the lockers, masks will be worn.
  - Grades 6-8 will place coats and lunches in lockers at beginning of the day; will go back at lunch to get lunches and at the end of the day; use backpack throughout the day to carry books to class; masks will be worn. If the students bring their cell phones to school, they MUST be turned OFF or SILENCED in their bookbags.
- Recess schedule- keep cohorts together; school is creating a schedule, so classes are separate.
- As the pandemic evolves, there may be changes to our schedule that will occur as warranted.

### **Hydration**

- Students will not be using the drinking fountains. Students and staff are asked to bring refillable water bottles. Students and staff may refill their water bottles in the classroom or at the refilling stations in the middle school hallways.
- Water bottles are not to be shared.

### **Visitor, Vendor, and Item Drop-Off Policies**

- Due to the current COVID-19 pandemic, visitors are not permitted in the school building unless authorized by the administration. Visitors will not be permitted to eat lunch with students this school year.

- Signage will inform visitors:
  - Not to enter if they have symptoms of COVID-19 or have had close contact with anyone with COVID-19.
  - That masks are required.
  - The procedure for dropping items in the front office and atrium.
  - Parent meetings will be conducted via two-way conferencing (i.e. Zoom or Google Meet), in person with social distancing and face masks, or by phone whenever possible.
    - Any room being used will be disinfected after use.
- Vendors/maintenance personnel will have restricted access to the building and/or access after-school hours. When possible, vendors will drop items in the vestibule. Vendors will often use the dock entrance. Hand sanitizer will be available. The Director of Facilities will work with vendors and communicate with the main office on vendor access.

## Fostering Community

Our school will address the social-emotional aspects of the school to meet the needs of students, faculty, parents, and the community.

### Welcoming New Students and Parents

- The New Parent Welcome/Orientation will be virtual. Family will receive a link that will contain important information about the upcoming school year.
- Canvas and Google Classroom trainings will be available to parents. These will be sent as instructional videos.
- August 3<sup>rd</sup> is “Meet the Teacher” for grades K-5. Each teacher is sending a sign-up genius link for parents to reserve a time to come to the classroom and drop off supplies. Middle School students may drop off their supplies as well during the hours of 8:00 AM-1:00 PM. If families ordered a SchoolKidz kit, they may pick them up from the gym before going to their classroom.
- August 12<sup>th</sup> is the first day of school for grades K-8. Four-year old preschool begins on August 19<sup>th</sup> and Three-year old preschool begins on August 20<sup>th</sup>. Four-year old Meet the Teacher is August 17<sup>th</sup> and Three-year old Meet the Teacher is August 18<sup>th</sup>.

### **Students**

Beginning with the first day of school, teachers are planning to orientate the students to the changes that have taken place regarding COVID-19. Our counselors will go around to classrooms and work with students on coping strategies and/or questions regarding the pandemic. Orientation and training will continue the first two weeks of school. The school counselors will continue to teach their standards as well as teacher identified topics. New family orientation will be virtual. Links will be sent to the via the electronic newsletter.

### **Faculty**

School leaders will develop a faculty and staff orientation that prioritize the mission of the school and prioritizes community and relationship in the faith community. The training will also address health concerns of the faculty and staff. The school will continue to have their monthly staff meetings; we will make sure to practice social distancing and if needed, we can have them virtual.

### **Parents**

The school will help new and established parents connect with the school community and train faculty and staff to look out for the social-emotional concerns of students and their families. Our school will be offering Back-to-School Night as virtual, as well as other trainings for our parents as virtual. We will offer a distance learning option for those families who have concerns about in person learning.

### **Community**

Our school and our counselors will provide resources for support (counselors, therapists, Catholic Charities, and other local agencies).

## Curriculum and Instruction

All teachers will address the gaps identified during the first 2-3 weeks of school. An assessment by teachers of what skill and knowledge gaps occurred during the Spring of 2020 will be conducted during the first week of school. Instruction will be changed as need to meet the need of the student based on results. Teachers will work in collaboration with Resource Teachers and assistants to meet every child's needs.

### Instructional Experiences

Instructional experiences will include in-person or distance learning. Distance learning refers to at least a quarterly commitment by the family. If the governor or CSO would close all of our schools because of the pandemic, all of the teachers would switch into remote learning. Students completed the re-enrollment process in April. **Unless told otherwise, a student's enrollment is considered in-person instruction. If a parent chooses, due to health reasons or other issues for their child to receive distance learning (this is a quarter commitment), current school families must notify Mrs. Tourney at [stourney@seascsfw.org](mailto:stourney@seascsfw.org) or 260-432-4001 by AUGUST 5<sup>th</sup>, 2020.**

### Content Delivery

Traditional, in-person learning is available for all students for all PK-8 students, Monday through Friday on campus. Instruction will follow Saint Elizabeth Ann Seton Catholic School/Diocesan guidelines. High priority standards will be emphasized. Before the school year begins, the teachers will work through all the diocesan standards to prioritize the high standards which the students will be taught. For those students who choose distance learning, due to health reasons or other issues, instruction is real-time continuous learning through a 360 degree camera or video conferencing app. Attendance will be taken, and students will be expected to follow our regular in-person schedule. When the in-person students have a recess break or lunch or the teacher is not teaching, so does the DL student have a break. DL students will have the same expectations on assignments, assessments unless the teacher changes the expectation. DL students will see classroom teachers as well as the special teachers. For DL, teachers will communicate about supplemental materials, manipulatives, and other items needed for instruction. For DL, teachers also will be recording their lessons throughout the day and links will be available for distance learning students at home. This way students will have access to their teachers' lessons. Those lessons will not be live. This will assist the distance learning student who perhaps cannot access during the real time.

### Coordination of Assignments

Instructional plans will be resilient enough to transition between in-person and distance learning. They will support students learning from home due to health reason or other issues. Grades PK-4 will use Google Classroom, and grades 5-8 will utilize Canvas. Preschool, K can add SeeSaw to their Google Classroom page. These platforms will include all subject and lesson resources, videos, materials, assignments, and assessments will be posted for access in school or at home.

### Support and Accommodations

Resource teachers will collaborate with classroom teachers to provide accommodations for students with ISP's, IEP's, EL and CAP. This will be for in-person learning, as well as distance learning. Teaching assistants will be utilized in classrooms to assist with instruction and monitoring students. Teachers will contact parents early when students are struggling with both in-person and distance learning. Resource staff will be available to meet with a student virtually over Zoom if the student is distance learning.

### Professional Development

Teachers have been provided with professional development workshop links over the summer on distance learning, re-opening schools, and health and safety practices. Teachers will be working with the University of St. Francis and Northeast Literacy Alliance for this upcoming school year. This partnership will be focusing on student achievement and success. Our staff also is required to renew and take State trainings. Some of these include: CPR, Blood Borne Pathogens, Seizures training, COVID training, Diabetes training, and Homeless Children Training.

### Curricular Supplies

PK-8 students will not be sharing supplies. Students can put their supplies in an individual container which is provided by the home. For the middle school science, if supplies need to be shared, students will wear masks and gloves.

## **Parent Support and Education**

Training videos will be provided to parents on SeeSaw/Google Classroom and Canvas. SEASCS will continue to foster community with and among the parents. Traditional events such as Back-to-School Night, maybe modified as needed (virtual). Contact can always be made between school and home by email or phone.

## **Catholic Identity**

Our school will promote Catholic Identity in-person and virtually. Specifics include Mass and prayer, Reconciliation, and Adoration. Priests are invited to our classrooms.

### **Value of Catholic Education**

Our Pastor and principal have been promoting our awesome Catholic School over the summer. We sent letters to parishioners inviting them to tour and enroll in our school.

### **All School and Daily Mass**

The school will implement diocesan worship guidelines in all schools and daily Masses. The Mass schedule is Tuesday and Thursday mornings at 8:15 with two grades attending Mass. The rest of the students will watch the Mass live stream in their classrooms.

### **Daily Prayer**

The school will have morning and end of the day prayer in the P.A. This will include prayer, pledge, any announcements for the day. The afternoon will include announcements and prayer. Both in-person and distance learning will have the ability to hear the prayer and announcements.

### **Faith Formation**

Our school will continue to use Alive in Christ for PK-8. We also use the Dominican Sisters of Mary Virtue Program. We highlight a virtue a month, cross circular the virtues, and provide teacher guides from the program to help with lesson planning.

### **Devotional Practices**

As Advent and Lent approach, the school will offer prayer and activities that follow the safety guidelines. The Way of the Cross will be offered. This may be done virtually. We will use the USCCB website for more information. Teachers are encouraged to attend Eucharistic Adoration on a monthly basis.

### **Integration**

Teachers will continue the Catholic faith into their curriculum and lessons. If remote learning occurs, we will use a "Catholic Identity Question of the Day" to check attendance.

### **Retreats**

Schools will revise their retreats to comply with state and diocesan guidelines and revise them to deliver in-person or virtually. We combine our retreats with the parish.

### **Service requirements & opportunities**

We will work with the SEAS Religious Education Coordinator on service projects. Our middle school religion teacher will adapt the criteria for service projects for all three grade levels. Reconciliation will occur on a weekly basis in the school. Each grade level will have the opportunity to attend reconciliation on a rotating basis.

### **Formation**

In light of our faith, school leaders and teachers will develop lessons that allow teachers to reflect on current events. K-5 teachers will present the *Everyone Belongs* and lesson plans to their students.

### **Presence of Leaders**

School leaders will invite pastors and deacons to be present in the school and classrooms, whether the school is in-person or virtual.

## Technology Support

Our school will address infrastructure issues and the use of technology as a tool for learning. Specifics include distance learning best practices, limiting the numbers of apps; /platforms, online access, updating technology, digital citizenship/safety, equitable access, and distance learning health concerns for faculty, students, and parents.

### **Distance Learning Best Practices**

Our school's curriculum committee has worked on a framework for e-learning as well as remote learning for the upcoming school year. PK-4 will be using SeeSaw/Google Classroom and 5-8 will be using Canvas. Teachers have been given professional development opportunities in both learning management systems.

### **Online Access**

Our school will work with families who do not have access to internet services to ensure that students receive rigorous instruction.

### **Updating Technology**

SEASCS used our CARES money to purchase Chromebooks. This was to achieve 1:1 for our students. We also are using the GEER Grant to purchase 360-degree cameras for the classrooms. These cameras will be used for distance learning. Through donations, we will be providing a school-issued laptop for every teacher.

### **Digital Citizenship/ Student Online Safety**

Our school provides access to digital citizenship materials as part of the computer curriculum. Diocesan and school technology policies will be reviewed with school staff and student to ensure an atmosphere of respect, non-bullying, and cooperation. These policies are in our faculty and parent/student handbooks.

### **Equitable Access**

Our school will ensure to all stakeholders that online instructional materials are available. We will provide technology as needed.

### **Distance Learning for Health Concerns (Students/Employees)**

In the event of teacher absence or quarantine, a licensed substitute teacher or resource teacher will be assigned to the classroom. The substitute or resource teacher will collaborate with the classroom teacher to continue rigorous teaching. Based on the absent teacher's health condition, we will Zoom the teacher in the classroom as permitted.

## Field Trips and CYO Sports

### **Field Trips**

Guidelines from the Diocese and state will be followed when planning field trips. No field trips will take place the first quarter. Field trips will be assessed each quarter given the current State and diocesan guidelines at that time.

### **CYO Sports**

Saint Elizabeth Ann Seton Catholic School has an athletic plan aligned with the IHSAA guidelines. We will have three phases to our plan. The plan is fluid and changes as the IDOE, IHSAA, and ACHD change and give new information to the schools.

**Questions and Answers Document- this is a handy reference guide to Q&A- [Q&A](#) (updated)**

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