St. Mary School
Chardon

A Safe and Responsible Return Plan for the 2020-2021 School Year
St. Mary School Chardon

St. Mary School is returning to school
Catholic, Ready, and Prepared

A cohesive plan for both-in person and remote learning
Revised 8/15/2020
St. Mary School Chardon

Preparing the Learning Environment

Health and Wellness of Students and Staff

Strengthening our Catholic Identity and Sense of Community

Educational Design and Technology

Preschool
Dear St. Mary School Families and Students,

On behalf of St. Mary’s faculty and staff, we would like to thank our community for the great support they have shown during these difficult months. This document includes our plans to return to school – Catholic, ready, and prepared – for the 2020-2021 school year.

We are confident that this plan will enable us to provide a safe place for your children to learn and to continue to grow spiritually, academically, morally, and emotionally. Your child’s welfare, in all aspects of his or her person, as well as the good of your family, is at the heart of this plan.
Our decisions are made with one primary goal, to keep our students and staff healthy while stopping the spread of COVID-19. This goal will govern all daily practices.

In coordination with the Geauga County Health Department, the Ohio Department of Education, the Diocese of Cleveland, the Governor’s office, and our advisory task force, we have taken great care to follow all mandates when creating our plan to return to school. As we receive new and updated mandates, we will adjust practices in our school.
We would like to remind you that although we are planning to return to school, the governor can issue a stay at home order at any time, resulting in school closing and students returning to remote learning.

This coming school year will no doubt hold many challenges. However, as people of faith, we remain confident that God is with us to meet every one of those challenges. Let us continue to support one another as a school family!

Blessings,
Father Dan Redmond (Pastor)
Friederike Wintersteller (Principal)
St. Mary School Advisory Task Force

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THANK YOU
St. Mary School Advisory Task Force
Preparing the Learning Environment

In order to keep St. Mary School students and staff safe, the following measures will be taken inside our buildings:

All policies, practices and procedures will follow mandates and guidelines created by the Ohio Department of Health, the Ohio Department of Education, the Geauga County Health Department and the office of Governor DeWine. These are subject to change based on the recommendations of these agencies.
Social Distancing is the most effective tool to help stopping the spread of COVID-19. St. Mary School will make every effort to distance students and staff at all times.

Temperature and Wellness checks
Parents are required to check their child each morning for symptoms of COVID-19, including taking their temperature prior to sending to school. Students with temperatures over 100°F need to stay home. If they are showing any symptoms, please report this to the school and call your health care provider.
Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

- Fever over 100°F
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

*Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Blurred or cloudy vision

This list is not all possible symptoms. Please call your medical provider or any other symptoms that are severe or concerning to you.

cdc.gov/coronavirus
Each classroom teacher has a touchless thermometer in the classroom to check the temperature as needed throughout the day.

Students who develop COVID-19 related symptoms, will immediately be sent to the school clinic where they will be monitored by a staff member wearing appropriate PPE.

St. Mary School has a separate clinic for students who may develop any of the symptoms related to COVID-19 where they can be isolated while waiting for pickup to leave the building.
Teachers and staff receive a daily temperature check upon arrival at the building and are required to conduct a self-assessment for symptoms of COVID-19 prior to arrival at school.

If they begin to show symptoms or have a temperature of 100°F or above while at school, they will immediately be separated from others and be sent home.

All areas of the building that were occupied by a person exhibiting symptoms will be thoroughly sanitized.

Local health department protocol will be followed with regard to reporting of persons in the building exhibiting symptoms.
Local health departments will inform persons of potential exposure and those persons should follow quarantine and other recommendations from the local health departments and their healthcare provider.

**If a person in a school building were to test positive for COVID-19 or is in the presence of another person testing positive for COVID-19:**

Any person testing positive for COVID-19 must refrain from entering St. Mary School for a minimum of 14 days unless otherwise instructed by their healthcare professional.

Any person testing positive for COVID-19 must present the school with a note from their healthcare professional stating that it is safe for them to return to St. Mary School.
Individuals who are in the presence of someone that has tested positive for COVID-19 must follow all recommendations set by the local health department and must contact St. Mary School.

Please note: All procedures are subject to change based on recommendations from the state and local health departments.
Handwashing and Sanitizing to Prevent Spread

Students and Staff are to wash and/or sanitize their hands before entering the classroom in the morning, before dismissal, and throughout the day whenever they leave and re-enter the classroom and or enter a different classroom, cafeteria, restroom,…

Each classroom is equipped with a hand sanitizing station.

Frequent breaks for handwashing are built into the daily schedule.

Signs to reinforce the important practice of frequent handwashing and sanitizing are displayed throughout the building.
Stop Germs – Wash Your Hands

Follow these steps for proper handwashing to prevent the spread of germs.

Wash your hands with soap and water for at least 20 seconds.
Disinfecting Procedures

St. Mary’s maintenance staff will follow a frequent cleaning and sanitizing protocol, paying close attention to high touch areas and shared materials.

St. Mary Parish acquired two electrostatic sprayers to improve infection control by disinfecting all surfaces and even hard-to-reach places.

The sharing of supplies and materials will be minimized and if items must be shared, they will be sanitized between each user. In order to minimize the potential for the spread of germs on common surfaces, classroom doors will mostly remain open.
Physical Distancing

Maintaining of recommended physical distancing suggested by the Geauga County Health Department. Visual clues (i.e. floor markings) and other signage to reinforce social distancing will be used in common spaces, such as hallways, restrooms, cafeteria, entry and exit points, faculty lounge and work area.

Students will stay in their homeroom cohorts as much as possible.
Arrival and Dismissal Protocols

The arrival time and procedure for students in grades K-8 from 7:40-8:00 AM will **NOT** be changed. Car riders will arrive at the back parking lot, bus riders in the front of the building.

Students will be reminded to stay 6 feet apart while entering the building. They will be required to sanitize their hands before entering the classroom.

Preschool entrance and exit will be moved to the front by the PreK classrooms. Preschool hours will be kept the same as last year.
The dismissal procedure for students in grades K-8 will be adjusted.

The traffic arrives from the church entrance, moves south around the building past the playground, and loops to exit by the south (Convent) driveway. Cars follow the perimeter of the lot and only load on the driver’s side. There will be one lane for the upper hall and one lane for the lower hall. The holding/waiting area for the students is in their classrooms. Students will be called by the teachers on car rider duty, leave the classroom, and exit the building through the doors by the south (Convent) driveway. Bus riders exit by the Pre-K classrooms.
Classrooms
Classroom furniture will be spaced appropriately (6ft is ideal, 4-6ft is possible) and will face the same direction. Any unnecessary furniture and equipment (such as pillows, cushions,...) will be removed from the classrooms. There will be no shared materials (glue sticks, crayons, pens, etc.).

Desk dividers will be utilized in some classrooms where the recommended distancing guidelines are not feasible.

Frequent ventilation through opening windows (weather permitting) will be utilized.

Junior High students will have designated locker times to pick up materials.
Lunch
Students will eat lunch in the cafeteria and will be distanced to the greatest extent possible. Lunch times will be staggered to decrease the number of students in the cafeteria at one time. Students will have assigned seats and will stay with their homeroom cohort. Hot lunches will be offered. Floor signs will reinforce social distancing.

Maintenance will clean and disinfect the tables and chairs between each lunch group.
Recess

All students in K-8 will have an assigned time for recess. During recess, students will stay in their homeroom cohorts and social distancing will be reinforced within the cohort as much as possible. Indoor recess will also be by homeroom cohort when necessary.

Each homeroom cohort will have their own recess equipment that will be frequently sanitized.

The playground will be used and assigned per homeroom cohort in order to avoid mixing students from different groups.
Special classes
Special classes will be continued. Special teachers will travel to each classroom, with the exception of P.E. class. Students will refrain from communal supplies whenever feasible.

P.E. class will be held outside or in the gym. All students are to wear their gym uniform on their scheduled P.E. day. Locker rooms will not be used. P.E. equipment will only be shared in homeroom cohorts and sanitized at the end of each day.
Extended care
Before and After care will be available and will meet state and local health department guidelines. All school procedures will apply to Before and After Care, including but not limited to, distancing, face coverings, and disinfection protocols. Before and After Care students will be dropped off and picked up following last year’s procedures.

Extracurricular Activities
Planning for extracurricular activities will depend on the recommendations of the local health department.
Staff area
Teachers and staff may gather in the staff room, abiding by all social distancing guidelines.

School calendar
Every effort will be made to protect the customary celebrations and events of St. Mary School while following the guidelines of the Geauga County Health Department, Ohio Department of Education, the Governor’s office, and the Centers for Disease Control.

Daily Schedule
Some students may follow a slightly reduced schedule as a result of staggered start or end times due to altered bus routes. Transition times between classes as well as staggered times have been considered for next year’s daily schedule. This will not affect the starting and ending times and they will not change.
Access to School
Visitors to school will be restricted to emergency situations and business matters. Temperature and symptom check for parents/approved visitors will be conducted. Families and staff must notify St. Mary School if they have been exposed to COVID-19 and are quarantined or if a family member has been diagnosed with or presumed to have COVID-19 and/or is being isolated. All students and staff will follow the Geauga County Health Department, CDC, and Ohio Department of Health guidance for re-admittance to school after positive COVID-19 diagnosis.
Attendance Procedures
Attendance procedures will be adjusted per Geauga County Health Department, Ohio Department of Education, and CDC guidelines to account for absences due to COVID-19 (consequences eliminated).
Facial Coverings
As stated in Governor DeWine’s health and prevention guidelines, “Use of cloth face coverings can reduce the spread of respiratory droplets that, in infected people, carry and spread COVID-19.”

Because of this and the Geauga County Health Department’s strong recommendations, St. Mary School will require the use of masks to reduce the spread of germs.

All St. Mary School employees will be required to wear a mask when on campus and in school. Facial coverings may be removed when an employee is working alone in an assigned area and while eating.
All persons, including visitors, on St. Mary School campus will be required to wear a mask, unless they are not advisable for health reasons.

Please note that persons unable to wear a facial covering/ mask will be required to present written documentation to St. Mary School as to why they are unable to wear a facial covering.
All students in grades Kindergarten-8 will be required to wear a face covering/mask in school and on campus. The use of face shields as a substitute for facial coverings or masks will be prohibited at St. Mary School for students in K-8 until further notice per the directive of the Ohio Department of Health.

A face shield may be an option only if an individual meets one of the mask exemptions to the K-12 face covering requirement outlined in the following link:
Students that are working independently and are socially distant, will be permitted to work without a facial covering as determined by St. Mary staff.
If your child is not able to wear a face covering/mask due to medical reasons, please submit a physician’s note to the school office. Student face coverings and/or masks will be provided by the parents/each family. **Students will not be required to wear a face covering or mask while eating, during recess, or PE class as long as social distancing is possible.** Teachers are encouraged to include “facial covering breaks” into their daily schedule by meeting the criteria to do so.
Health and Wellness of Students and Staff
Best Practices

All staff will continue efforts to establish a sense of community in the classroom.

St. Mary School will further increase efforts to help create an environment that is safe and secure, while warm and welcoming.

All students will be oriented to new procedures in school before the school year begins. The first week of school will be mostly dedicated to establishing and promoting new guidelines and offer additional supports before introducing academics.
Health and Wellness programs:
Handwashing, COVID-19 education, Handling Changes,…

Mindfulness Routines:
Each class adopts mindfulness, stress reduction practices in everyday routine, e.g. praying the rosary together, calming exercises,…

Digital Citizenship:
Educating our students to be responsible users of technology to prepare for the future and any possible long term remote learning if necessary

We will maintain our weekly Masses following the social distancing guidelines.
Utilization of frequent surveys with students and caregivers to assess a sense of belonging and comfort in the class (connectedness).

The school psychologist will be utilized to assist students, staff, and families in dealing with stress related to dealing with the pandemic.

Continued support of ongoing opportunities for teachers, administrators, and parents to learn about and discuss ways to support children’s social-emotional needs.
Resources

Helping Children Cope

Cleveland Clinic Education programs
http://civiceducation.clevelandclinic.org/School-Programs/Resources/HealthCARE.aspx

Digital Citizenship
https://beinternetawesome.withgoogle.com/en_us/
Strengthening our Catholic Identity and Sense of Community

Authentically Catholic

- All School Masses will be face-to-face following the social distancing guidelines.
- Due to the reduced amount of people allowed in church, attendance of parents and general community will be limited to those parents whose children are celebrating a special Mass.
- Every effort will be made to live stream the School Mass for parents and other visitors.
Staff will include other faith-based activities that are important in the life of school (retreats, prayer services, etc.).

We will continue with cross-grade faith sharing using virtual means (i.e. prayer partners, morning announcements, Discover Our God (DOG) program).
Service Learning Opportunities
We will continue to participate in service learning opportunities in a safe manner examining appropriate sites for students and their families to participate (e.g. Toys for Appalachia, cards for nursing home residents, blankets, Beacon of Light,...)

Building Community throughout the School
St. Mary School will maintain the activities that are unique to the school community and create new opportunities to develop and enhance the feelings of community.
Simultaneous Learning
Designing instruction to offer students the ability to attend classes in-person or online at a scheduled time (synchronously) or through recording (asynchronously) to learn at a time that suits their needs. Simultaneous Learning preparation lends itself to incorporating a Blended Learning Classroom structure by offering components of the online class and incorporating it in a face-to-face setting. It also includes the opportunity for students to choose the place, path, and/or pace of their learning to some degree using the tools available.
Traditional Learning

The Traditional Learning model of instruction provides a face-to-face opportunity in learning for our students. Student learning is predominantly carried out in this fashion throughout the diocese.
Educational Design and Technology
Best Practices

St. Mary School’s school-wide platform will include Google Classroom for delivery of learning and support. Grade level 2 will be added to our ONE to ONE device program. Students in Kindergarten and First grade will use iPads. We will assist families in these grades when remote learning is necessary.

We will NOT offer a traditional year-round online program. Our program is geared toward students who will be missing school due to illness or being quarantined.
Best Practices

Our technology team will continue to assist in planning, vetting resources, professional development and maintaining devices.

We will continue the annual process to examine school technology safety policies and acceptable use policies.
Best Practices

Instructional Methods

St. Mary School will focus on the pedagogy, not the platform (good teaching is good teaching, regardless of where it occurs).

We will include distance learners and face-to-face classroom techniques by utilizing technology that allows students to remotely witness classes as classroom teachers will be utilizing this technology, where feasible.
Best Practices

We will be using Synchronous and Asynchronous activities.

**Synchronous:**
Use of spontaneous collaboration tools, engaging students in extensive collaboration and reflective activities.

**Asynchronous:**
Typical of a correspondence course (limited interaction between teacher and student.)
Preschool

St. Mary’s Little Scholars Academy will follow all mandatory practices for preschools including those set forth by the Geauga County Health Department, Ohio Department of Health, CDC, and the Responsible Restart Ohio guidelines.

We will continue a schedule that makes hand washing and sanitizing procedures easy and effective.
**Social Distancing and Handwashing**

Preschool classes will include the same group of children each day.

Little Scholars Academy will limit the mixing of preschool groups, keeping classes separate for activities throughout the session and before and after.

Preschool staff and students will follow rigorous handwashing procedures.

**Staff**

Upon arrival for the day, after breaks, and upon returning from outside. After toileting or assisting a child with toileting.
Handwashing

After contact with body fluids or cleaning up spills or objects contaminated with bodily fluids.
After cleaning or sanitizing or using any chemical products.
Prior to departure.

Attendees

Upon arrival for the day.
After toileting.
After contact with body fluids.
After returning inside after outdoor play.
Before eating.
Prior to departure.
Cleaning, Sanitizing and Disinfecting

Little Scholars Academy routinely cleans, sanitizes and disinfects surfaces and objects that are frequently touched according to the guidelines: toys, doorknobs, light switches, countertops, chairs, etc.

Little Scholars Academy will follow an established cleaning schedule of each play area. Toys that cannot be cleaned/sanitized will not be utilized during the pandemic period.
Cleaning, Sanitizing and Disinfecting

Little Scholars Academy will have a designated “to be cleaned bin” for toys that have been placed in a child’s mouth or otherwise contaminated.

A designated sanitization station remains where toys can be sanitized.
Preschool Best Practices

Drop off and Pick-up
Students will wash/sanitize hands upon entry. Parents are required to check their child each morning for symptoms of COVID-19, including taking their temperature prior to sending to school. Children with temperatures over 100°F need to stay home. If they are showing any symptoms, please report this to the school and call your health care provider.

Staff must have completed a wellness check prior to arrival at home and a temperature check upon arrival.

Parents/Caretakers are asked to stay in the car and just the child is released for drop off and pick up.
Preschool Best Practices

**Recess**
For enrichment classes outside play will occur when feasible. When preschool classes are outside, preschool groups will be maintained without mixing groups. Limited contact games will be played. Outdoor areas will receive routine cleaning.

**Snack and Meal Time**
Students will provide their own snack. All-day students can provide their own lunch or order a hot lunch from the cafeteria. Lunch will be eaten in the cafeteria. When eating in a common area, space will be sanitized between each group of children and distancing will be provided as feasible.
Rest Time

Rest mats will be separated as much as possible during rest time and students head to toe as space allows.

Rest mats will be cleaned and sanitized after use.
“I can do all things through him who strengthens me.”

Philippians 4:13

Together we will overcome the challenges.
We are one family!