



## **FACE to FACE LEARNING (Classroom Instruction)**

### ***Drop-Off Before School and Pick-Up After School Procedures***

- The school building will not be open to students until 8:30am, excluding Extended Care or tutoring.
- Students will wear masks from their cars/ buses to their homeroom in the morning and to their cars/ buses after school. This includes Preschool through Grade 8.
- Students must wear masks throughout the day. (Kindergarten through Grade 8)
- Students cannot wait in the halls for their homeroom to open or at dismissal for their car ride to arrive.
- All students must be picked up after school no later than 3:30pm, with the exception of tutoring and extended care.
- The school will be closed to students after 3:30pm, with the exception of tutoring and extended care.
- Extra curricular in-school activities have been suspended until further notice.
- If a student needs to wait for their ride after school, the students will wait in the gym, with a staff member.
- Physical distancing measures will be in place.

### ***The School Building***

- A sanitizing schedule will be created for our Maintenance staff to include:
  - Classrooms, hallways, restrooms, the school office, the cafeteria/ gym, the Chapel, the Discovery Hall, and the collaboration room.
- Desks are 6 feet apart and face one direction and classrooms no longer are housed with extra furniture (i.e. storage cabinets, extra tables & chairs).
- Students will use physical distancing at their lockers.
- Students will need to have an additional book bag to take home all books and supplies, in case quarantine is needed.
- Classroom doors will be left open throughout the day.
- Windows will be open to provide fresh air (weather permitting).
- Fans will be used when temperature outside elevates.
- Air purification, HEPA system, has been installed in all classrooms and public spaces.
- Water fountains will not be in use. Students and staff members will bring their own bottles of water for use during the school day, (sport drinks, juice boxes/ pouches, teas, etc.. are not permitted with the exception of lunch time.
- Students will be unable to re-fill their bottles using water fountains. They may be refilled from the sinks in the classrooms.
- The school office reception desk now has a shield.

- Each classroom will have hand sanitizer, cleaning wipes and/ or spray cleaner with paper towels, and facial tissue.
- Hallways will be one direction on each side- directional arrows & signages will indicate the flow of traffic in hallways, the main office, classrooms, cafeteria, etc.

### ***Health and Safety Measures (subject to change)***

- Students and staff members will be expected to take their temperature at home each morning before coming to school.
- Students, teachers and staff will self-screen for COVID-19 symptoms before arriving
- If a student or a staff member has a temperature of 100 degrees or higher, they should remain at home.
- There will be designated entrances and exits.
- If a student or a staff member has a temperature of 100 degrees or higher, they will need to go home as soon as possible.
- The school nurse will have ready access to thermometers to screen students as necessary.
- Temperatures will be taken midday for all students and staff.
- The school nurse or other staff member will take the temperature of any student arriving to school late.
- Students will wash hands frequently throughout the day.
- Hand sanitizer will be available throughout the building including in each classroom, the school office, the cafeteria/ gym, Discovery Hall, etc. Hand sanitizer will be used frequently.
- Each student, Grades 4-8, will be assigned their own chromebook/ tablet device which will be catalogued & labeled, for classroom and home use.
- Kindergarten, 1, 2, & 3 will be issued an electronic device, labeled with the students name, for use in the classroom.
- Devices borrowed from one of the school's Chromebook/ tablet carts will be disinfected before being placed back onto the cart (in instances where a child forgets theirs).
- Dismissal between class periods will be staggered-this will alleviate the number of students in the hallway at one time.
- There will be no field trips scheduled. There will be no in-person guest speakers scheduled.
- Visitors to the building are not permitted. A scheduled time is required for in person meetings, excluding emergencies.
- Communication will be via email or phone.

### ***Physical Distancing***

- Students and staff will practice 6 feet physical distancing, as much as possible.
- Directional arrows & signage ARE posted throughout the school.

### ***Masks/ Facial Coverings (subject to change)***

- Teachers and staff will wear non-medical grade face coverings per state guidelines.
- Students in Kdg through Grade 8 will wear non-medical grade face masks per state guidelines, subject to change.
- Students will wear masks from their cars/ buses to their homeroom, (Preschool through Grade 8).

- Students will wear masks upon dismissal- bus or car or walking/ biking (Preschool - Grade 8).
- Masks will be worn throughout the day, with the exception of lunch and outdoor recess.
- Students will be provided with 'mask breaks' or 'heat breaks'.
- SMS PTO will provide each student and staff member with one mask.
- Each student will have two masks with them daily.
- St. Mary Catholic School will have disposable masks for purchase if a student forgets their mask, the cost is \$1.00.
- All fabric masks/ facial coverings must be appropriate for the Catholic school environment, (i.e. no skulls, offensive words or art, political statements, etc.).
- The Principal has the final say in determining if a mask is appropriate to wear at school.

### ***School Supplies***

- Students must have their own individual supplies for all subjects.
- Teachers will not be allowed to provide pens, pencils, etc. to students.
- Students should not borrow or share supplies from a classmate.
- Each student will supply their own hand sanitizer, wipes, masks, and facial tissues for their own personal use.
- Students will need to have an additional book bag to take home all books and supplies, in case quarantine is needed.
- Donations of sanitizer, masks, tissues, and wipes to the school will be greatly appreciated.
- Students will not be able to borrow uniform apparel or accessories from the school if forgotten.
- Students will not share their electronic devices with classmates.

### ***Lunchtime***

- St. Mary Catholic School will have three lunch periods.
- Students will eat in the cafeteria, if it is that grade level's scheduled day, or in their classroom.
- Physical distancing will be in place in each location.
- All students will pack their lunch or pre-order with a lunch ticket in the morning.
- There will be no a la carte selections.
- Foods will be pre-packaged.
- Milk orders will be taken and delivered to classrooms.

### ***School Clinic Protocol (subject to change)***

- Students who are not feeling well will be attended to by the school nurse.
- Nurse will keep a health check list for students sent to the clinic.
- Students experiencing any type of social-emotional or psychological distress will be attended to by the school nurse or principal, and the parent/ guardian will be notified.

### ***Student Showing Symptoms of COVID-19 While at School***

- If a student is suspected of being COVID positive during the school day (i.e. a student exhibits symptoms while physically attending school), the student will be placed in a room separate from the Nurse's Office, away from other students, and monitored by school personnel.

- The student's parents/ guardians will be contacted.
- The student will be picked up within 30 minutes.
- The student will be sent home with a parent/guardian so the student's doctor may be contacted.
- In the instance of a suspected case of COVID-19, St. Mary Catholic School will contact the Cuyahoga County Board of Health to report the matter and obtain guidance.

## **Face to Face Learning Closed due to Mandate** (Ordered by Governor & Principal)

### **Proper student learning environment - REQUIRED**

- online for school by 9:00 AM
- attendance taken 9:00 AM whole school
- attendance taken every class period for grades 4-8
- uniform St. Mary logo shirt required grades 1-8, (refer to student/ parent handbook)
- seated at a table (no bed, couches or cars)
- necessary school supplies at your work table (paper, pencils, books)
- quiet surroundings (siblings and pets do not/should not attend class, parents/ guardians may)
- parents need to be accessible while students online (with no participation) for primary students
- teachers report to school to teach
- snow day procedures stated at a later date

## **Quarantine Student Learning** (Student who is quarantined but not ill)

### **Proper student learning environment for quarantined students- REQUIRED**

- call the office when student sick or quarantined by 8:45 am
- online for school by 9:00 AM
- uniform St. Mary logo shirt required grades 1-8, (refer to student/ parent handbook)
- seated at a table (no bed, couches or cars, etc.)
- necessary school supplies at your work table (paper, pencils, books)
- quiet surroundings (siblings and pets do not/should not attend class)
- parents (with no participation) will need to be accessible while students are online for primary students
- assessments taken at same time as in class students

\*Parents *choosing* to quarantine their children must follow the Remote Learning Plan protocol. (i.e the family wants to quarantine prior to Holiday travel or having extended family visit, etc..) Coordination with school will be necessary.

## **Sick Student Learning** (Absent student due to illness)

All classroom lessons will be taped and available on Google Classroom. Your child is responsible in completing the assigned classwork & homework in accordance to the rules stated in the Student/ Parent Handbook, once they are feeling better

### **Proper student learning environment for sick students- REQUIRED**

- call the office when student sick or quarantined by 9:00 am
- teacher will record daily lessons for home access for sick student
- you will discuss make up work and assessments with your classroom teacher

\_\_\_\_\_ / /  
*Print Parent/ Guardian Name* *Date*

\_\_\_\_\_ / /  
*Parent/ Guardian Signature* *Date*

*I have read and agree with the above outline of St. Mary Catholic School's, "Face to Face Classroom Instruction Plan," offered for the academic year of 2020-2021.*