

St. Casimir Catholic School Reopening Plan

2020-21

This document is written with the guidance from a document titled COVID-19 Preparedness Guidance: A Path for Students' Return to School Fall 2020, which is a collaboratively written document from the Catholic dioceses in Minnesota. It was written by the superintendents of the Catholic schools of Minnesota, then approved by the bishops, and finally reviewed by each diocesan lawyer. Each Catholic school within the Diocese of Winona-Rochester is completing four action plans for their individual school because it is recognized that each school has different needs. These action plans have been reviewed and approved by Father Havel, Diane Edwards, principal, school faculty and staff, and the St. Casimir school board.

Operational Practices

***Designated COVID-19 Point of Contact:** Diane Edwards

***Training of Staff and Stakeholders:**

- Faculty, staff, and school board members will approve this document prior to official training of faculty, staff, students, and stakeholders.

- Families will be invited to a meeting about reopening on September 8, 2020 where reopening guidelines will be explained.

- Families will receive this document via email and hard copy if requested prior to the start of school.

- Document will be linked to the St. Casimir School website prior to school starting.

- Faculty and staff will receive all necessary training during workshop week (September 8-11)

- Students will receive all necessary training during the first week of school and review will be given as needed throughout the year.

***Adaptability:**

- This plan will be evaluated and updated as needed as the school year progresses. Changes made will be shared with all stakeholders.

***Entrance / Dismissal Protocols:**

- Students will arrive at school no earlier than 8:00 AM.

- All students and adults coming into the building will wear a mask, which is brought from home.

- All students will enter the building through the parking lot door, including students who ride the bus.

- All parents will check their child/children's temperature prior to their arrival before coming into the building.

- All students will go directly to their classroom, where they will keep their mask on and practice social distancing.
- At PE time, masks will be taken off if social distancing can be maintained.
- At lunch time, masks will be worn to the lunchroom. Students will eat (without the mask) and then put the mask back on to go to the playground.
- Masks will be worn out of the classroom for dismissal.
- At dismissal time, students who ride the bus will be released at 2:30 PM. Students who are going to Kids Zone will be released at 2:50 PM. Students who are picked up will be released one class at a time after the Kids Zone students. Students will go directly to the back door and stay with their class while they wait for their ride.

***Health Checks**

- All students, faculty, and staff who are experiencing COVID symptoms will not be allowed within the building.
- All students, faculty, and staff will check their temperature at home before entering the building.
- If students, faculty, or staff come in direct contact to someone who has COVID-19, the Faribault County Health Department recommendations will be followed. Learning for students who are quarantined will be required at home. (see Distance Learning Plan)

***Physical Distancing in School**

- Each classroom will be socially distanced by 6 feet whenever possible.
- When outside of the classroom setting, students will follow paths within the building that teachers will teach within the first weeks of school.
- After the first several weeks of school, Mass will continue with social distancing in the church. Students will be socially distanced throughout the church.
- Students will enter the lunch room one class at a time and be seated socially distant from other classes.
- Back to school night will be held on September 8th.
- Each school activity will be evaluated to ensure that students, teachers, staff, and families will be safe.
- Nonessential visitors, volunteers, and activities involving external groups or organizations are being restricted.

***Communication and Signage**

- Signs are located throughout the building to educate students, families, and guests about the symptoms of COVID-19.
- Signs are located at entrance restricting entrance to COVID-19 symptomatic/exposed individuals.
- This action plan is communicated to all stakeholders through email, meetings, and on the school website.

***Attendance**

- Students, teachers, and staff are expected to be in school as long as they are COVID-19 symptom free and have not been exposed.
- Teachers and staff who are healthy but have been exposed to COVID-19 will be required to follow the Faribault County Health Department recommendations. A

substitute will be provided for their classroom in the absence of the teacher. Teachers will assist in preparing lesson plans from home.

***Transportation**

-At this time, bussing services are provided by the USC Bus Company. St. Casimir School will follow these guidelines. Parents are highly encouraged to transport students to and from school.

***Preparedness for Temporary Closure**

- See distance learning plan at the end of this document.
- Faribault County Public Health: 507-238-4757

***Liability Waivers**

-All students/parents and volunteers will be required to sign a waiver from the Diocese of Winona-Rochester upon their first day of attendance. The waiver for students will be included in the back to school meeting and must be submitted before the student begins the first day of class.

***Assessment of Plan Effectiveness**

-This document will be reviewed regularly by administration, faculty and school board.

***The mission and philosophy of St. Casimir School will be maintained during this time. Our mission at St. Casimir School is to provide a quality Catholic education based on the teachings of Jesus Christ. Everything that we do will be based on this mission during the COVID-19 time and after.**

Health and Well-Being

***Cleanliness and Disinfecting Processes**

- Classrooms will be disinfected by each teacher during the day and custodian at the end of the day.
 - Restrooms and other areas of the building will be cleaned daily by the custodian.
 - Office and lounge will be disinfected each day.
- A disinfecting checklist is located in each classroom and in the custodian office. Each item for cleaning will be initialed each day by the person in charge of that area. Kid Zone and Pre-Kid Zone also have a disinfecting checklist.

***Hand Hygiene and Respiratory Etiquette**

- Signs will be located in all bathrooms as a reminder on best practices for hand washing.
- Students will be taught and retaught as needed as to best practices for hand washing.
- Signs will be located throughout the building and in all classrooms on best practices for respiratory etiquette (covering coughs and sneezes)
- Students will be taught and retaught as needed as to best practices for respiratory etiquette.

***Face Coverings**

-St. Casimir School will provide one cloth face coverings for students, faculty, and staff to wear at school.

- Families will provide additional face coverings for students.

-Students and all adults will arrive at school with a face mask from home. The mask will go home each day and is expected to be washed nightly.

***Drinking Fountains**

-Drinking fountain will only be open for water bottle refills. All students will be required to provide their own clean water bottle each day. Please bring the bottle filled with water. These bottles will be taken home every day and washed.

***Facility Ventilation**

-ST. CASIMIR Administration and ST. CASIMIR custodial staff will work together to ensure that the school is well ventilated.

Curriculum and Instruction

***Approach on curriculum planning**

-In the case of a school closure, the faculty and administration would continue with distance learning.

-Circle of Grace will be taught during the first several weeks of school so that students and teachers can use that as a resource for implementing social distancing and ensure students that the Holy Spirit is here to keep us all safe.

***Assessment**

-St. Casimir School will continue to use the NWEA testing model for Fall, Winter, and Spring. In the case of a closure, testing will be on-line.

***Feedback and reporting (grading)**

-St. Casimir School is known for providing excellent educational opportunities for our students. We will continue to grade work according to what is appropriate for each grade level.

-In the event of a school closure, the distance learning plan will be utilized.

***Supporting unique academic, social, or emotional needs**

-St. Casimir School will stay in contact with LEA (USC Public School) to be sure that the needs of our students who receive special education services are being met.

-Student accommodation/modification plans will be evaluated as needed to be sure that each student is receiving the best education we can provide to them.

-The social/emotional needs of students will be closely monitored by all school administration, faculty, and staff. If outside help is needed for these students, the parents and school will work together to be sure that needs are being met.

***Addressing Students/Families on Distant Learning**

-If the distance learning plan needs to be implemented, all stakeholders will be informed through various methods which include, but are not limited to: emails, phone calls, online meetings, etc.

***Administration Considerations**

-If the distance learning plan needs to be implemented, teachers will work from school, unless there is a statewide shutdown like Spring of 2020.

-If the distance learning plan needs to be implemented, teacher/staff will be delivered based on the plan.

-If there is a staff shortage due to COVID-19, the administration will work with substitutes and other staff members to establish areas that need coverage.

***Consultation by administration with LEA**

-ST. CASIMIR administration will meet with LEA to discuss title funding, transportation, health services, counseling services, and CARES funding. The mission at St. Casimir School is to provide a quality Catholic education based on the teachings of Jesus Christ. This statement is what we use to guide all of our teaching within St. Casimir School. Our Catholic faith is incorporated into each and every part of our day.

Creating and Maintaining Community

***Internal Relationships**

-Staff orientation will be held within the school cafeteria to allow for social distancing.

-Student/Family Back to School Night will be held on September 8th.

-Students will social distance throughout the church.

***External Relationships**

-Care will be taken to ensure that our current relationships with those outside of our building will be maintained through email, phone calls, zoom meetings, etc.

-Point of Contact is Faribault Public Health Department.

In the event of an outbreak within our community, ST. CASIMIR School will be in contact with the Faribault County Health Department. If there is a need to close school for a period of time, the following Distance Learning Plan will be used.

St. Casimir Catholic School

Distance Learning Plan

In the event of an extended school closure, St. Casimir Catholic School is dedicated to continuing education for our students. Our goal is for quality learning to occur from a distance. (*School closure does not include preplanned vacation days or weather related closures.)

During an extended school closure, ST. CASIMIR teachers and staff will work with students and parents to ensure that learning continues. This will be accomplished in the following ways:

*Teachers may use an approved online platform to set up lessons and assignments for their students.

*Teachers can email lesson plans to students.

*Teachers will provide in a predetermined area.

*Teachers will make daily contact with students through a variety of options including, but not limited to phone calls, text messages, email, and online meetings.

Administration during school closure:

- *Provide support for teachers, students, and parents.
- *Keep all stakeholders informed of decisions being made for present time and future time of closure.
- *Stay connected with diocese officials, public school administration, and state guidelines.
- *Communicate with teachers, students, and parents about concerns.

Teachers:

- *Provide weekly plans for students.
- *Make daily contact with students.
- *Keep up to date records of contact, grades, concerns.
- *Communicate with administration about concerns.
- *Provide quality assessments for students.

Students:

- *Follow a daily routine that is established by parents and teachers.
- *Identify one space in your home where you can work effectively and successfully.
- *Check in daily with teachers.
- *Do your best work each day.
- *Turn in assignments on or before the due dates.

Responsibility of parents:

- *Follow a daily routine with your child(ren).
- *Identify one space for your child(ren) to work.
- *Communicate with child(ren), teachers, and administration.
- *Take an active role in helping your child(ren) complete learning for each day.
- *Encourage physical activity each day.

Updated 9/22/2020