



SAINT PASCHAL BAYLON CATHOLIC SCHOOL

Responsive Return Plan for 2020-2021 for K-8

The Responsive Return Plan outlines the first steps as we prepare to reopen for the 2020-2021 school year. We will continue to adjust and revise this plan based upon guidance from state, local, and diocesan authorities. The ability to adapt and modify our plan quickly and effectively as needed is critical. The plan has been developed in concert with our Responsive Return Plan Committee consisting of parents, medical professionals, educational leaders, faculty/staff members, and administrators and follows the guidelines and recommendations of the American Academy of Pediatrics, the Ohio Department of Health, the Ohio Department of Education, the Cuyahoga County Board of Health, and the Diocese of Cleveland. It begins with five basic layers of protection used to mitigate risk. Our foremost concern is our students and staff members and what we can do to keep them safe and healthy. We are committed to doing all that we can to protect our students, and we pledge to provide you with timely communication regarding any new developments.

VIGILANT SCREENING

TEMPERATURE CHECKS



A self-screening tool will be shared with family members to screen for symptoms at home each morning. It is critical that students not be sent to school if they are exhibiting any of the symptoms listed. Please do not give your child fever-reducing medication and send them to school. Upon arrival at school, students will have their temperatures checked and immediately proceed to their classrooms. Staff members will be stationed at the car rider and bus rider entrances. Any child exhibiting a temperature of 100° or higher will not be permitted to attend school. Staff members will also complete self-screenings at home and a temperature check before arrival.



ISOLATION ROOM

An isolation room has been identified near the school nurse's office for students and staff who are exhibiting symptoms and are waiting to be picked up from school.



SCHOOL NURSE

Hours for our school nurse have been increased this year so that she is present at the beginning of the school day and at drop off. School administrators and the school nurse will oversee health and safety standards and communication with the local health department regarding updated COVID protocols, testing, and reporting.

HANDWASHING AND SANITIZATION



Every classroom will have hand sanitizer pumps near the entrance. Sanitizing stations will also be added to high traffic areas, including the entrance to the school. Students are also encouraged to bring their own hand sanitizer (preferably trial size) to use, if possible. Most importantly, teachers will build into their schedules opportunities for handwashing, sanitizing, and cleaning of desks and materials. A staggered lunch schedule will be used to allow for handwashing prior to lunch and after recess.

CLEAN SCHOOL ENVIRONMENT



High touch surfaces (i.e. doorknobs, counters, etc.) will be cleaned regularly. For classes that switch rooms, each teacher will lead a cleaning routine before classes transition, including cleaning of desks and materials. Our custodial staff will thoroughly clean our school at the end of each school day, and germ foggers will be used more often in classrooms.

PHYSICAL DISTANCING EFFORTS AND COHORT GROUPING



By offering in person instruction to all of our students, we acknowledge that we may not be able to achieve six feet of physical distance consistently; however, our smaller class sizes (average class size is 17) at the majority of grade levels will help to maximize distance. Adjusted classroom practices and routines, however, will decrease the contact and increase the distance typically experienced by students. With few exceptions, students will remain in contact with only their classroom cohort (i.e. homeroom) and, at limited times, members of their grade level.

- Excess furniture in classrooms has been removed in order to maximize the space used in each classroom to separate desks. When possible, tables have been replaced with desks.
- Desks have been separated to the extent possible in classrooms with all desks facing forward.
- Teachers will be encouraged to take their students outside for class weather permitting. Other areas on campus, such as O'Brien Hall and the Eymard Room, can be utilized when available to allow for physical distancing.
- Signs will be used as visual cues to remind students to maintain physical distance.
- Hallway movement will be limited. Hallways will be labeled as one way in certain areas and marked in the middle to aid in traffic flow.
- When possible, student cohorts/"pods" will be maintained. K - 3 classes will be self-contained, grades 4 - 6 will have teachers switch, and students in grades 7 - 8 will switch classrooms.

FACE MASKS

STUDENTS

Students in K - 8 will be required to wear a face mask. Face masks have been shown to be more effective than face shields at this time. Face shields can be worn; however, face masks are strongly recommended. Face masks should cover the nose, mouth, and chin and fit snugly. Mask breaks will be allowed during certain times when physical distancing can be easily and clearly maintained. Students will not be required to wear masks during lunch, recess, and physical education. Parents are strongly encouraged to practice how to put masks on and remove them with their children and slowly build up the amount of time they wear them over the summer. Students are also encouraged to bring 2-3 masks to school so that they have an extra if needed during the day.



FACULTY AND STAFF

All staff members will be required to wear face masks throughout the school day.

VISITORS

All visitors to the school building are required to wear a face mask.

ACADEMIC LEARNING AND TECHNOLOGY

TRADITIONAL CLASSROOM

The traditional learning format model of instruction provides face to face learning five days a week.

SIMULTANEOUS LEARNING



For those students who have a health condition that precludes them from participating in the traditional classroom format or students who are not comfortable returning, we will offer simultaneous learning. Simultaneous learning is a design instruction to offer students the ability to attend classes online at a scheduled time and/or through recorded lessons. Families must commit to simultaneous learning for a full quarter. We have partnered with an educational technology leader, G & G, Inc., and are currently designing learning plans for simultaneous learning as well as professional development for our teachers. As a leader in Catholic elementary education, we remain committed to engaging all of our Green Knights, regardless of the distance between us.

Simultaneous Learning Guidelines:

- Attendance will be taken. Students need to be present and engaged during the class as required by the teacher. Cameras must be on with the student present (no pictures or names can be used in place of the student).
- Appropriate dress is required (pajamas are not acceptable).
- Students should have a designated quiet area to do their learning (desk, table, etc.) Students should not be in bed.
- Supplies should be ready at the start of each class (pen, pencil, book, workbook, etc.)
- Due dates will be the same as for those physically present in the classroom.
- Grading expectations will be the same as for those physically present in the classroom.
- Students will follow the same rules and conduct expectations as expected with in-school learning.
- Specials classes will remain mandatory and will be remote in nature with assignments/ projects given to online students via Google Classroom.
- Students will not be able to participate in extracurricular activities.

ADDITIONAL ADAPTATIONS AND PROTOCOLS

SCHOOL YEAR CALENDAR

We have decided to adjust the calendar and push back our start date one week.

Also, we are going to have a staggered start for our students during the first two days. This will allow for an easier transition for our students and give teachers the opportunity to help students with materials, teach new protocols, etc. The staggered start will occur as follows:



- **Families (K-8) with last names that begin with A-L** will attend on **Wednesday, August 26.**
- **Families (K-8) with last names that begin with M-Z** will attend on **Thursday, August 27.**
- All students (K-8) will attend on **Friday, August 28.**

A revised calendar for the year will be shared soon.

SOCIAL AND EMOTIONAL HEALTH AND WELLNESS



We recognize that the social and emotional health of our students is also important. All staff will continue to build positive relationships with their students and create a sense of family within the school and their classrooms. While things may look different, our goal is to create an environment that is **safe and secure** while also **warm and welcoming**. We feel strongly that class “meetings” and informal conversations can be used to assess students’

comfort and connectedness. Mrs. Linda Page, our school psychologist, will be available for students, families, and on Tuesdays and Wednesdays. She will continue her “Psychologist’s Corner” in the family newsletter offering tips and mental health resources to families.



MASS

Students will attend Mass with their grade level band on a rotating schedule. All-school Masses will be suspended until further notice. When attending Mass, students will follow the guidelines of wearing face masks, distancing themselves from others, etc. Students will remain with their classes and not be allowed to sit with family members in the outer ring nor can family members join the class.



ABSENCES

Parents are required to report all absent or late students by no later than 8:30 a.m. Parents should provide details as to their child’s symptoms. Our school nurse will follow up with all families whose child has potential symptoms of COVID-19. If the child or immediate family member has tested positive for COVID-19, please share this information with the school nurse. Families will follow the CDC guidelines and the Ohio Department of Health for a safe return to school. We recognize that there may be an increased likelihood of absences; therefore, our school policies will be adjusted as to not penalize students who must be quarantined.



TRANSPORTATION

Transportation by public school districts has yet to be determined. As of now, Richmond Heights will not offer transportation, and Mayfield may have to adjust their drop-off and pick-up times.

ARRIVAL

Drop-off for arrival will remain the same. Car riders will be dropped off at the main entrance no earlier than 7:45 a.m., and bus riders will enter through the doors by the music room.



DISMISSAL

Dismissal of bus riders and car riders will be done in smaller groups and most likely by letters of the alphabet. Students are not to walk to the parking lot by themselves. Parents should wait for them in the coned area while maintaining physical distance with other families. It is imperative that you arrive on time and leave our campus as soon as you have your child. Please do not gather at the playground. Please work with us as we need to make sure all our students are safe at all times.



PICK-UP AND DROP-OFF OF STUDENTS DURING THE SCHOOL DAY

Parents/guardians may walk their child to the door, ring the bell, and announce the child who will then proceed to the office. Please do not enter the building. If picking up a student, the procedure can be followed. The office staff will sign the child in/out. If picking up a child early, please remember to send in a note so that the child is waiting in the office.



LUNCH

We will offer our lunch program and milk program. Students will eat in their classrooms. Lunches will be packaged individually and delivered to classrooms. The finger scanner will not be used; names will be manually entered. There will be no snack bar the first semester. We will revisit this decision in January.



WATER FOUNTAINS

Students are asked to bring water bottles to school as the water fountains should only be used to refill water bottles. Please be aware that we currently do not have “no touch” refilling stations. Students may bring an additional water bottle to leave in their backpacks.



RECESS

Weather permitting, students will continue to enjoy recess outside. We are fortunate to have a large area for the kids to play. We will designate zones so that students remain with their class cohorts/"pods." Indoor recess will be in homerooms.



SPECIAL CLASSES

Although there will be subject-specific adjustments made to classroom instruction, we will continue to have all of our special classes (i.e. art, physical education, music, STEM/technology, and Spanish). Art, music, and Spanish teachers will move to classrooms to teach.



INSTRUMENTAL MUSIC

We are unsure at this time whether instrumental music will be offered this year. If offered, there will only be individual or small group lessons. We are still waiting to hear from Music Alliance.



VISITORS TO SCHOOL

We are limiting visitors to school, and all visitors are required to wear face masks and have a temperature check. A Visitor Self-Screening Form will also need to be completed. We kindly ask that all visitors remain outside our main doors and communicate with our office staff through the security system when possible. A plexiglass shield has been installed in the front office in order to safely serve our visitors. We ask that parents do not deliver forgotten items to school. The only volunteers we will have at this time are our lunch/recess volunteers.



BEFORE CARE AND EXTENDED DAY

The same guidelines and procedures used in school will apply to both programs. There are few students who use Before Care and the size of O'Brien Hall allows for greater physical distancing during Extended Day.



FIELD TRIPS

We are suspending field trips for the first semester and will reevaluate in January for the remainder of the year. Teachers will be encouraged to take virtual field trips or participate in experiences through outside organizations via Zoom or Google Meet.



SCHOOL EVENTS

We are committed to maintaining our strong faith and school community. Unfortunately, some events may not be held, but our goal is to be innovative in creating meaningful ways for us to continue these events.



SCHOOL CLUBS AND ACTIVITIES

We acknowledge the importance and value of extracurricular activities for our students. At this time, we feel it is best to suspend academic after school clubs and activities for the first quarter. We will determine how we will move forward at the end of the first quarter.



CYO (CATHOLIC YOUTH ORGANIZATION)

Our student athletes are under the guidance of CYO. Please refer all questions to individual sport directors or the athletic director. At this time, no changes have been made to the sports to be offered nor the grade levels that will participate. In addition to regular communication with CYO, we are attuned to the guidance set forth by the Ohio High School Athletic Association.



COMMUNICATION

Gradelink (emails, text messages, and phone calls), the school website, and the weekly family newsletter will be used to communicate information to families just as they have been used in the past. In order to limit/eliminate the number of papers being sent home, communication folders will be used on a very limited basis. All groups are asked to submit items digitally to the school office, and they will be linked in our family newsletter.



TUITION

In discussion with our Finance Council, it has been decided that while the educational model could change (i.e. simultaneous learning or distance learning), instruction and education will continue. We plan to provide quality instruction to our students while also honoring the contractual responsibilities to our faculty and staff as best we can. The plan is to proceed with normal operating tuition schedules.

QUARANTINE AND RETURNING TO SCHOOL

SPB will follow the guidance of the Cuyahoga County Board of Health (CCBH) in the event of an exposure or suspected exposure of a student, staff member, or a member of the immediate household. Below is guidance from the CCBH:

- Anyone exhibiting symptoms of COVID-19 should contact their primary care provider and depending on their access to care, they will be given testing instructions.
- Families and staff members must notify the school if they have been diagnosed with COVID-19, exposed to anyone with COVID-19, or if a member of the immediate household is presumed to have COVID-19.
- If you have had close contact with someone with COVID-19, you must stay home from school for 14 days from the date of exposure. Close contact includes direct physical contact (i.e. touching, hugging, kissing) with a person who has COVID-19 or being within 6 feet of that person for more than 15 minutes.
- Anyone testing positive for COVID-19 is isolated at home and receives a call from the county/city of residence's health department with instructions on how to keep themselves and their family safe.
- The CCBH, not the school, will contact the person diagnosed and conduct the contact tracing.
- All students and staff will follow the CCBH guidelines for school attendance and readmittance to school after a positive COVID-19 diagnosis, including self-quarantine for 14 days, significant improvement in respiratory and gastrointestinal symptoms.



OUR PLAN IN THE EVENT OF A SHUTDOWN

In the event of a prolonged shut down like we had in March, SPB will continue to serve the learning needs of our students. In March, we had to pivot quickly to distance learning. Should this happen again, we have had additional time to prepare and plan for it, and we have previous experience. We have decided to use one common platform, Google Classroom, from K-8. When in school, teachers will use Google Classroom so that students are familiar with it and prepared to use it. We also recognize that teachers should be given some choice and flexibility in terms of apps/programs that they use to best meet the needs of their students, including ExactPath, Flipgrid, EdPuzzle, Screencastify, etc. We will have a regular schedule of class meetings and try to streamline the process of accessing assignments and meeting times. Our teachers have participated in professional development over the summer, and some have collaborated with educators from other schools to identify best practices. Professional development will continue prior to the start of school. Of course, we hope there is not another shutdown forcing us to go to distance learning, but be assured that we will continue to provide instruction and positive learning opportunities to our students.





We are grateful to our Responsive Return Plan committee members who gave of their time and shared their expertise and input in the development of these guidelines:

Mr. Jon Detzel, Maintenance Supervisor

Mrs. Carrie Hanus, Teacher

Dr. Leigh Ann Kerns

Mrs. Sheila Klepcyk, Assistant Principal

Mrs. Katie Klick, Teacher

Mrs. Elizabeth Krogman, Teacher

Mrs. Kelly Kunchik, School Advisory Council

Rev. John Thomas Lane, SSS, Pastor

Mrs. Stephanie Leffler, Technology Coordinator

Mrs. Karen Lipstreu, Administrative Assistant

Mr. Fred Mance, Safety Committee

Mr. Paul Martin, Teacher

Ms. Evamarie Mickol, Teacher

Dr. Katherine Myers

Dr. Ross Myers

Ms. Diane Raguz, Principal

Mr. Tim Velotta, Finance Council

Mrs. Nicole Waggle, School Advisory Council