



ST. FRANCIS XAVIER

Reopening of School

2020-2021

July 21, 2020

Dear Navigator Families,

The past few months our church and school have been through some unprecedented times. We want to commend our faculty and staff for responding and transitioning so quickly and effectively into a distance learning model for the final three months of the 2019-2020 school year. Thank you, as parents, for continuing our collaborative educational partnership. We appreciate the confidence and trust you have placed in St. Francis Xavier School and its many programs.

Within this document/plan our Back to School Task Force Team is continually putting forth for our safe re-entry into the coming school year with the guidance from the Cleveland Diocese, local and state agencies, and school stakeholders who participated in the development of this plan. We are also confident with our plan as we have met with the Medina County Health Commissioner to our building to show her our plan and show her some classroom scenarios and discuss the plan. We are grateful to the participants who assisted in the organization and review of the plan. This document is our vision for a planned, not necessarily perfect, start to our 2020-2021 school year. The plan is our approach to the new school year. First and foremost, it recognizes our concern for the safety and well-being of our students, staff, and families. As we have mentioned many times, it is our hope and current plan to return to school face-to-face, five days a week. We also recognize the need for simultaneous learning for families with special health concerns and needs. We plan to work within the Cleveland Diocese's recommended guidelines and comply with all directives to the best of our abilities. **Within any plan, there may be a need for change.** We will communicate new procedures and changes to you through our usual means of correspondence, as guidance continues to evolve. As we look ahead, we do so as a Catholic community preparing to offer a strong educational program that is committed to the success of our children. We fully commit ourselves to the Christ-centered, educational program which has been offered at St. Francis Xavier School, while adding new opportunities to personalize your child's education in these times that continue to challenge our health and safety. We pray for your health and safety throughout the coming days.

Please look at his plan as there are special links for families that need to complete by July 30th.

If you have any questions, please submit them to Mrs. Beal. The Back to School Task Force Team we meet and look through the questions and answer them to the best of our abilities at the current time through a question and answer forum and shared to all.

Health and Wellness of Members



TEMPERATURE CHECKPOINTS

Students should have their temperature taken at home and parents should ask their child the COVID - 19 protocol questions that will be provided to you. We also have invested in digital no-touch thermometers that will be used at the entrance to all homeroom classrooms to assess the body temperature of our students. The main office, the nurse office, the latchkey program, and our preschool learning center will also have these devices to quickly assess body temperatures. Any child exhibiting a temperature of 100° F or more will not be permitted to attend school. We will also have wellness and temperature screenings for all staff members.

Prior to coming to school each day, parents shall conduct a health check of their child to assess whether the child is experiencing COVID - 19.

The daily health check shall consist of the following:

Take the child's temperature

Assess the child to determine if he or she is experiencing one or more of the following symptoms:

Fever of over 100° F

Chills

Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

Headache

Loss of taste or smell

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

Please call our attendance line before 8:15 a.m. if your child shows any new symptoms of COVID - 19 @ 330 - 725 - 3345. If your child is sick or if you suspect a case of COVID - 19 with someone in the home, have him or her STAY HOME!



ISOLATION ROOM

We have added an isolation room close to our school nurse office. This new space will allow for a separate room for students and staff who show COVID - 19 symptoms and are waiting to be picked up from school. If your child is in our isolation room, they must be picked up ASAP.



WAIVER

A parent from each family will be required to sign a diocesan waiver for your child/ren to attend school. By signing the waiver you are agreeing to complete a health and wellness check for your child every morning and abide by the rules put in place by St. Francis Xavier School.



SCHOOL NURSE

Mrs. Anne Maxon, RN, will oversee health and safety standards and communication with the local health department regarding updated COVID - 19 protocols, testing, and reporting.



FACE COVERINGS

All staff members will be required to wear mask coverings. Students in grades K - 7 will be required to wear a mask in all common areas throughout our school. Students in grade 8 will be required to wear masks throughout the entire day due to the large number of students in each class and the amount of distance provided. Mask breaks will be given periodically. Students will not be required to wear masks in classrooms with 6-ft distance, outdoor recess, gym, and lunch. It will be the choice of the parent or student to wear a mask where distancing is 6 ft in a classroom. For those students attending our learning center, masks coverings of students will be required based on individual situations.

Families will be required to purchase a St. Francis Xavier Health and Wellness kit which will include two washable Gaitor masks, checklist magnet, and hand sanitizer for each student desk for \$25.00. These Gaitor masks are highly recommended, easy to wear and wash. Students are welcome to wear their own mask that will need to be school appropriate. We ask that all families frequently wash student masks.

If we are mandated by the state or local agencies to wear masks, we will follow the guidelines at all times.

Mask Guideline

All students are required to wear a mask during certain parts of the school day.

1. Entering and leaving school
2. When in common areas like hallways and while using the restrooms
3. When in a room in which they can not maintain 6-ft distance -- this would include small group time for some younger grades, and when working with a tutor.
4. When up and about in the classroom - if they are seated and 6 ft apart, they will not be required..
5. If singing
6. When working one-on-one with a teacher (i.e., if a teacher helps a student with a question at a student's seat, he or she will be asked to put on a mask.

Students will NOT need to wear a mask:

1. When they are seated in a room and 6 ft apart - a large number of our classroom spaces provide this distance.
2. In gym class as long as they can maintain distance
3. At outdoor recess
4. When eating lunch
5. If their class is working outside, or in a large common area like the Xavier Room and they can spread apart 6 feet or more.

Due to restrictions from the Medina Health Department, face shields are only permitted for our staff members in very special circumstances due to their requirement to serve students and only during a limited time; for example, for a speech teacher or teacher presenting a phonics lesson.



WASH AND SANITIZE

All students will use our hand sanitizer stations at our school entrances.. We also provide hand sanitizer in every classroom. Most importantly, teachers will have a classroom schedule for routine and frequent hand washing and sanitizing.

We will also regularly sanitize high-contact areas (i.e., doorknobs, banisters, and restroom facilities). Each teacher will lead a cleaning routine before classes transition. This will include hand washing, sanitizing, and cleaning of desks and materials.

Our custodial staff will thoroughly clean our school at the end of each school day.



REPORTING CHILD ABSENCE

Attendance procedures will be the same as during the regular school year. Just as a reminder parents are required to call in to our attendance phone line **before 8:15 a.m.** to report all late or absent students. Parents **MUST** give detail as to their child's symptoms. Our school nurse will follow up with all families whose child has potential symptoms of COVID - 19. All students and staff who show symptoms, or who suspect a case of Covid - 19 should remain at home.

Families planning to take vacations must follow the guidelines as set forth by the Medina County Health Department and/or the State of Ohio Health Department. These absences should be communicated by email to the administration, school office and all teachers involved.

COVID-19 REPORTING

Per Governor DeWine's state mandate, reporting protocols are to be in place for schools. All positive COVID-19 test results that impact our school community (i.e. students, staff, family members, and other close contacts) must be reported to our St. Francis Xavier School school clinic or administration. Their contacts are listed below:

Ann Maxon, School Nurse - amaxon@sfxmedina.org
Danene Beal - Principal - dbeal@sfxmedina.org

We will report to parents as needed on a case by case basis in accordance with Medina County Public Health.

RETURNING TO SCHOOL and SCHOOL ATTENDANCE POLICY

Families will follow the CDC guidelines and the Ohio Department of Health for a safe return to school. The attendance policy will be adjusted according to CDC guidelines to account for absences due to COVID - 19. Those students returning from COVID - 19 must be fever-free for 72 hours AND at least 10 days out from the first symptom with no additional symptoms.



EXPLANATION ABOUT FAMILY TRAVELING

Any family planning on vacationing or visiting a HOT SPOT state, it is the policy of St. Francis Xavier School for your child to be quarantined for 14 days before your child can return to school. If this is the case, you need to contact our school office and your child's academic teacher so we can prepare your child for simultaneous learning.

SOCIAL AND EMOTIONAL WELLNESS

All staff will continue to establish our sense of family in the classroom and throughout our school.

We will continue with our motto keeping our students and staff safe at all times along with doing our best to be welcoming to all under our new guidelines.

We will have frequent conversations and elicit feedback with our students and parents to assess their sense of comfort and connectedness.

We will fill the need for brain breaks, mask breaks, and being with their peers as much as possible within our guidelines.

All students will be oriented to our NEW US and our new procedures at the start of the school year and receive reminders through our morning broadcast show. It will take practice as we learn through God's eyes, and understand that no one is PERFECT!

We will continue to serve all our Learning Center students within our guidelines and continue to monitor all our students throughout the school year.



Preparing for our Learning Environment



PHYSICAL AND DISTANCING EFFORTS AND COHORT GROUPING

By offering in-person instruction to all of our students, we acknowledge we will generally be able to achieve 6 ft of physical distance consistently with the exception of the 8th-grade class. We are able to keep within the suggested distance by the American Academy of Pediatrics guidelines and give them 5 feet. Adjusted classroom practice and routine, 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.

- Student seating in classrooms will be adjusted so all students are in the same direction. Clustered groups will be avoided.
- Middle School will follow a new block scheduling with limited students movement.
- Students in grades K - 3 will be self-contained with teacher travel when needed.
- Students in grades 4 - 5 will have teachers switching between classrooms.
- Signs will be posted in common areas reminding students and staff to maintain a reasonable distance from others.
- Teachers will be encouraged to use our beautiful campus for classes when weather permits. Additionally, classroom doors will remain ajar, and windows will be left open whenever possible to increase air circulation.
- Our students will be seated in the classroom in cohorts per bus/neighborhoods whenever possible.

All student tables will be replaced by student desks in all classrooms.

Hallway movement will be limited.

CLASSROOM CHANGES



Preschool Addition

Mrs. Cloud | Room 120

Kindergarten Rooms

Mrs. Plute Schlitter | Room 103

Mrs. Hudak | Room 104

Grade 1

Mrs. Unsdorfer | Room 105 | Former Art Room

Middle School

Mr. Stewart | Room 109 | Homeroom Grade 7

Mrs. Bresnahan | Room 209 | Homeroom Grade 8

Mr. Burns | Room 208 | Homeroom Grade 6

Mrs. McAllister | Room 108 | Homeroom Grade 6

Mrs. Alfano's room will continue to be a 7th grade homeroom in Room 207

Mr. Jakubczak's room will continue to be an 8th grade homeroom in Room 107

Specials

Mrs. Hastings | will travel to all the homerooms | office will be moved to the gym office



SPECIAL CLASSES - All special classes will be held on a rotating schedule every day.

PHYSICAL EDUCATION - Students in grades K - 5 will wear the SFX gold t-shirt and middle school will wear the SFX gray gym shirt. All students may wear navy regulation shorts. Shorts are not to be shorter than two inches above the knee. No shorts are permitted between November 1 and April 1. We are encouraging our students to wear navy or gray sweatpants on gym days during that time. For the first quarter, all students may wear their CLEAN, non-marking gym shoes to school. We will

discuss how we will move forward after the first quarter. Mrs. Montana and homeroom teachers will explain when the students have gym. We have implemented a new rotation schedule for all special classes. The gymnasium lockers room will be off limits to our students during this time.

MUSIC - Music classes will be held in each homeroom classroom. Mrs. Hastings will travel from room to room.

LIBRARY - Library for students in grade K - 5 will be held in homerooms. Books will be selected for class check out weekly. All books returned will be set aside for 72 hours and wiped down prior to returning to circulation.

COMPUTER - We are still investigating how to make the computer lab a safe learning environment for all of our students.

ART - Art classes will be taught by all homeroom teachers.

LAUNCH LAB - Due to the fact that all Launch Lab projects are collaborative, our teachers will be looking into a new creative way to restart this program.

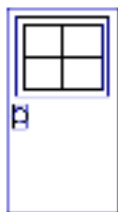
SPANISH - Mrs. Bugner will travel from class to class, as before.

MUSIC LESSONS AND BAND - We are waiting to hear directives from Music Alliance.



SCHOOL SUPPLIES

Due to COVID - 19, we ask that you limit what your student brings into school. Storage will be at a minimum. We will refrain from sharing supplies. Teachers will have additional supplies if necessary. All extra materials should be kept at home until needed or directed by the classroom teacher. **We are asking that all students supply a clipboard for those days in which their class will be able to learn outside.**



ARRIVALS AND DISMISSAL

We will continue with our arrival and dismissal plan unless we notice an increase to the number of families picking up and dropping off their students each day. All students will come onto the school, sanitize their hands and mask up before heading to their classrooms.

All students may enter our school building and go directly to their homeroom. When surveyed, we noticed $\frac{1}{3}$ of our parents would drop off their student at 8:15 a.m., $\frac{1}{3}$ would drop off at 8:30 a.m. and the last $\frac{1}{3}$ willing to drop off their student between 8:30 - 8:45 a.m. We are hoping you will remain consistent as much as possible to help keep our drop-off system running smoothly. We will expect all students to be unbuckled and ready to exit their car once directed to do so.



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

If you are bringing your child to school tardy, please park your car and walk your child to the front entrance door and buzz the door. Our school secretary will buzz the child in. The child will then report to the school office. If picking up your child early, please buzz and wait outside the door and we will have your child ready to be picked up.



LUNCH

Our 8th graders will all be able to have lunch together in the cafeteria while the rest of our classes will have lunch in their classrooms. We know we can not please everyone. We know the social and emotion part of returning to school is so important. We will do our best to keep our students engaged with one another as much as we can. It is important that we keep our students in cohorts so they are exposed to a small group of students. The students will stay in their homerooms groupings while outside at recess. We will make adjustments if we are able. Students eating in their classrooms and cafeteria will be able to purchase milk. Accommodations will be made for our students with food allergies. All students are encouraged to use disposable lunch bags whenever possible. Please pack items in your child's lunch that he or she can open easily. We also encourage our students to bring water bottles to be refilled at our filling stations. All fountains will be off-limits throughout the campus.

No food deliveries will be allowed for students or staff members.



RECESS

When weather permits, students will continue to enjoy recess outside. Our property allows us to easily separate students to ensure that they will not interact with students of other grade levels. Inside recess will be held in the homerooms.



AFTER SCHOOL CLUBS/FIELD TRIPS/ and ALL LARGE SCHOOL EVENTS

These will be suspended until further notice.



LATCHKEY PROGRAM

Latchkey will follow all state and county guidelines.

All St. Francis Xavier School families interested in our latchkey program, please [click here](#) to complete the survey. All surveys need to be completed by **July 30**. For more information, please contact Mrs. Diane Olesinski.



CYO

St. Francis Xavier athletics remain under the guidance of CYO. 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 guidelines set forth by the Ohio High School Athletic Association.

Transportation



TRANSPORTATION

Medina City School Transportation will require all students to wear masks. As of Aug 5, 2020 Medina City School will offer a shuttle service to and from all of our elementary neighborhood schools. Starting Sept 1, Medina City school will start to pick up and drop off students in their neighborhood bus stops. After Sept. 1 Medina City Schools will resume picking students up at their neighborhood bus stop. Highland and Cloverleaf school will be transporting students starting on Aug. 19.

Catholic Identity



Building our Community through our FAITH and GIFTS

We have created a liturgical schedule so students will be able to periodically attend Mass with their grade-level classmates. The grade levels planning the Mass will be in attendance at Mass. Our other students will have the opportunity to view a livestream or recorded Masses in their homeroom classrooms.

Our staff will continue to offer faith activities throughout the school year and share them with you through their K - Grade 5 classroom newsletter or other methods.

We are excited to start to implement our new school goal with our Works of Mercy in creative ways.

All new families will be assigned a buddy family by the St. Francis Xavier Annual Fund Committee. All current families also will be assigned a grade-level buddy for support. The Annual Fund Committee will send out information to our families soon.



SCHOOL MISSION STATEMENT *New

St. Francis Xavier School, on a journey together with family, church, and community, provides a quality Catholic education focused on faith, academics, and service to influence an ever-changing world.

Academic Learning and Technology



ACADEMIC LEARNING MODELS - Traditional and Simultaneous Learning

TRADITIONAL LEARNING

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

SIMULTANEOUS LEARNING

For those students who have pre-existing health conditions or a prolonged illness or who come down with COVID - 19 and cannot attend a traditional learning format, we will offer simultaneous learning. Simultaneous learning is designed to offer students the ability to receive class instruction online at a scheduled time per their class schedule.

For simultaneous learning, the student will be required to do online learning for a **semester**. As this will be new for us, we will need your patience, especially at the start of the year. Teachers will post the Zoom meeting for the student to join on Google Classroom. This will only be used when students are not able to participate in traditional schooling. All students will need to turn in assignments on the due date. Assignments turned in late will lose points.

Our educational platform will be **GOOGLE CLASSROOM**. Further instructions on how to navigate the program, along with other tech programs, can be found on our school website.

We have partnered with an educational technology leader, Tierney, and are designing distance learning plans for short- and long-term student absences as well as professional development for our teachers. As a leader in Catholic elementary education, we remain committed to engaging all of our Navigators, regardless of the distance between us.



If you need to opt your child out of the traditional teaching method for health reasons, please do not assume they may come into the school building and participate in our traditional learning until the start of the next semester. To complete the online learning commitment, [click here](#) and complete by **July 30**.



INSTRUCTIONAL METHODS

St. Francis Xavier School will involve distance learner techniques through the use of our Clevertouch boards, smartboards, document cameras, iPads, and our Juno sound system. The teacher will determine the most appropriate tool to use based on the presentation.



REMOTE LEARNING FOR ALL STUDENTS (School is closed)

If for any reason we are asked to close school and we need to implement online distance learning for all of our students, our K-8 teachers will send an email each to parents by Sunday at 6 p.m. with a weekly agenda of class assignments/homework and time for live classes. All of our K-8 teachers will use Google Classroom to post assignments. Teachers will hold “office hours” daily, M-F. This time will be determined. This will be the best time to reach teachers with specific questions or through email. They will respond as soon as possible during these hours and will respond to an email within 24 hours with any other questions, unless it is the weekend. Throughout the rest of the typical school day, 8:50 a.m. - 3:10 p.m., they will be holding live classes, correcting assignments, preparing videos and school work, and meeting with students and parents as needed. More information on a more detailed remote plan will come if it is needed. Students who need a device should contact Mrs. Beal.

For more information, please visit our school website at www.sfxmedina.org



DISCIPLINE

Guidelines have been put in place for all online learning. We will maintain our traditional **in-school** discipline plans.

Preschool



St. Francis Xavier Little Sailors Preschool will follow all mandatory practices for preschools according to the guidelines of the CDC, the Ohio Department of Health, and the Ohio Department of Education, and all protocols for St. Francis Xavier K-8 grade students.

Preschool staff members will wear a face covering, following hand-washing protocols, and take daily temperature upon arriving at school.

Preschool parents will take their preschooler's temperature and assess for COVID - 19 symptoms.

Preschool families will use the attendance line to report absence and symptoms. Preschool families will email Mrs. Gorman prior to **8:30 a.m.** to report an absence.

Drop-off and Pickup:

Drop-off for PS 3's and PS 4's will be from 8:45 to 9 a.m. and parents will remain in their cars at all times. Drop-off for PS 5's will be from 12:30 to 12:40 p.m. A preschool staff member will remove the child from the car seat. Preschool students will be required to wear a mask from inside the car until they enter the building, at which time their temperature will be taken by a preschool staff member.

Pick-up times will be the same as in the past. Preschool parents will remain next to their vehicle until the preschool teacher delivers the child to the parent, at which time the parent will buckle the child into the car seat. Preschool students will wear masks from the time they leave the classroom until they are buckled into their car seats.

If picking a child up outside of regular dismissal time, the parent will follow protocols used by the K-8 families (see above).

Social Distancing:

In order to comply with the staff-student ratio of 9:1 as mandated by the state of Ohio, preschool rooms will be equipped with a non-porous plexiglass divider that is no less than 6-ft tall. Children will be divided into small groups of no more than nine on each side of the divider at all times. When seated at tables, there will be no more than three children at a table.

Handwashing:

Preschool rooms are equipped with a sink for regular handwashing.

Handwashing will take place when children enter the room and every time the children transition to a new activity.

In addition, handwashing will take place after toileting, after contact with bodily fluids, and after returning from outdoor play.

Handwashing will take place prior to departure for the day.

Cleaning, Sanitizing, and Disinfecting:

Routine cleaning and sanitizing will take place multiple times during the day following the CDC recommended cleaning and disinfecting schedule, for areas of the room and objects that are frequently touched. This includes, but is not limited to, toys, materials, tabletops, chairs, doorknobs, light switches. A "to be cleaned bin" will be established for all materials that were used by one group of children, and these items will not be used by the next group entering the room until they have been cleaned and sanitized.

Any items that cannot be cleaned and sanitized will no longer be used in the preschool room.

Storage of Personal Materials:

Preschool children will bring no personal items from home except outerwear and their St. Francis Xavier-issued school bag. All personal items will be stored upon entering the classroom so that they do not come into contact with other children's belongings.

Educational Design:

Educational activities will be creative and innovative, continuing to allow for academic, social, and emotional growth with the following modifications:

Preschool children will have a container to hold all necessary school supplies and manipulatives in order to avoid sharing materials.

Individual sensory bins will be created so that preschool children can continue to learn by using all 5 senses.

Communication



COMMUNICATION WITH OUR STUDENTS

Throughout our building, we will have communication posters for all members of our school community as to the protocols of walking in the hallways, handwashing, cleaning areas, distancing, room capacity, mask-wearing, school entry, and monitoring your health, among others.



COMMUNICATION TO THE SCHOOL/OFFICE

Instead of sending in handwritten notes to our school office and/or classroom teachers, we highly recommend you email the homeroom teacher and include Mrs. Kellner (dkellner@sfxmedina.org) on **ALL** correspondences of change of plans. Please remember our teachers are teaching during the day and they will do their best to respond in a timely manner.



VISITORS TO CAMPUS

We kindly ask that all visitors to our building remain outside our main doors. Visitors can communicate with our office staff through our security system. For those picking up a student prior to the end of the day or dropping off, we will greet the child or parent at the front entrance door.

School
Events

SCHOOL EVENTS and SCHOOL CALENDAR

We are committed to our strong school community, and we are working on plans to adjust our school calendar and all school events so we can continue our traditions in new and innovative ways. More details on specific plans for each event will be shared in advance.

FIRST
SCHOOL

FIRST DAYS OF SCHOOL - Aug. 19 and Aug. 20

We will welcome our students in grades 1 - 8 back with a **SOFT OPEN**. Students whose last names begin with A - L will come to school on Wednesday, Aug. 19, and M - Z will come on Thursday, Aug. 20. This will give our students and teachers an opportunity to get to know the **NEW US**. The school will be closed on Friday while our staff meets to adjust accordingly.

Kindergarten students A - L will attend full day on Monday, Aug. 24, and M- Z will attend full day on Tuesday, Aug. 25.



ST. FRANCIS XAVIER Virtual Open House and Curriculum Night

Traditionally we open our doors to all our families to come and see our school and all we have to offer. Because of local health department recommendations, we invite our families to join our staff as we kick off our school year with a virtual open house. Our teachers and staff will prepare a short video introducing themselves and showing you their classrooms. We will keep the scheduled curriculum night. Teachers will send you a Zoom meeting and explain their program.

For our kindergarten parents/students, we will keep the traditional schedule of our curriculum day on Thursday, Aug. 20, for a virtual meeting with our teachers.



ADDITIONAL INFORMATION

This plan outlines the 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 local and state authorities, and we will continue to keep you updated regarding any new developments through our Navigator News.

We thank you for being a part of our St. Francis Xavier School family and the support you have shared with us during this time. Together as we navigate these uncharted waters, may we have comfort in the words of Jesus when he said, “ Everything is possible to those who believe.” Be well and God Bless!

Aug. 20, 2020