



***SAINT IGNATIUS OF ANTIOCH ELEMENTARY SCHOOL***  
***ESTABLISHED 1904***

August 2020

Dear Parents and Guardians,

With sanitized spaces and enforced safety precautions, we are thrilled to open our doors for full-time, in-person instruction. However, if a student needs to be at home, for any reason, they can interact with teachers and classmates, just as if they were in school through our new virtual classroom: ***St Ignatius Online***. This synchronous, hybrid model allows students at home to learn right alongside their peers at school!

These detail pages will explain how we've designed a learning environment that is healthy and safe for all. Whether online or in person, we can't wait to welcome our students back to school.

**While we are sharing this document now, understand that it is a working document... a DRAFT, which we will continue to update. Guided by our school community's input, this document will ensure a fluid design, offering flexibility for our families. We continue to follow the guidelines from Governor DeWine, the Ohio Department of Education, the Diocese of Cleveland, the American Academy of Pediatrics, and the Cuyahoga County Board of Health; however, we also understand that everyone has different comfort levels. Our online simultaneous learning option will be offered to families by Academic Quarter. Classes will be synchronous, so that students from home can see the class as it is being instructed – in real time. They can work virtually in small groups, or ask questions and offer responses that will be shared with the class. Our parent survey results will continue to help us make decisions as we determine how many families are planning on returning to the building in September, as well as how many families will choose to have their child learn from home for the first Quarter. In the coming weeks, please inform the school office of your intention; whether you plan to send your child to school in person, or participate in our *St. Ignatius Online School* synchronously from your home.**

**Please do not hesitate to contact our administrative team with any questions or concerns. We are committed to our families returning to school, whether in the traditional classroom structure or joining in from home!**

Sincerely,

Margaret G. Ricksecker  
Principal



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*Please be advised the following policies and procedures may change before the opening of school, based on guidance from state and local officials.*

## Overview

While there is still much uncertainty regarding when this pandemic will end, as a society we are developing strategies to maintain our daily lives. Our stores look a bit different, we wear masks in public, and we wash our hands probably more frequently than before. We are prepared to make changes in our schools, too, so that teachers and children can return safely.

- **St. Ignatius of Antioch will offer in-school classes 5 days a week for all students.**
- **Families may attend in-person or from home through simultaneous learning.**
- **Our first day of school for grades 1-8 will be on September 9, 2020.**
- **Kindergarten will begin with a staggered start on September 9 & 10, 2020.**
- **Families may choose to learn from home for Quarter 1 and/or Quarter 2, and going forward, one academic Quarter at a time.**
- **If we receive State mandates that require all students to participate in distance learning, we are prepared!**

## What to Expect:

### Physical Distance



Our traditional class sizes enable us to consistently achieve 3-6 feet of physical distance. Desks are now spaced apart and alternate learning spaces, staffed by faculty, may be utilized. Additionally, arrival/departure times and room changes will be staggered.

### Hand Washing





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Students are required to sanitize their hands on the way in and out of each class. A sanitizing station will be located at every classroom door and antimicrobial soap is available in all restrooms. Further, supervised hand washing breaks have been added to the daily schedule.

## **Sanitized Spaces**



All surfaces on campus that students touch (including the playground) will be sanitized frequently throughout the day. Deep cleaning will also be conducted each evening. Additionally, essential school supplies will be assigned for individual students' sole use and any community supplies (such as in the Art Room) will be thoroughly sanitized prior to use.

## **Face Masks**



All employees and students in grades K–8 will be required to wear a face covering while at school. Students may remove masks for eating and drinking purposes. It is each family's responsibility to supply and clean student masks.

## **Daily Temperature Checks**



Students and staff will be required to take their temperature each morning before arriving at school. Community members should stay home if they display any symptoms of illness.



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Parents who are contacted to pick up their child due to illness, must do so within 60 minutes. We have expanded our nurse's office to include a separate, isolation room.

## **St. Ignatius Operational Plan**

**All students can return to school 5 days a week.** Through research and in working with medical professionals, we believe it is in the best interest of the students to return to school to support academic growth, to support social needs, and to support their faith.

**Most St. Ignatius classes average 20 students.** Most classrooms will accommodate 3-6 feet physical distancing. Kindergarten- grade 5 homerooms will stay together as a homeroom in class and while on the playground. Grades 6-8 will continue to switch classes to allow for departmental classes. When possible, we will minimize mixing and overlapping of groups.

**Simultaneous learning will be available due to our recent technology purchases.**

With additional investments in technology, we now offer a 1:1 Chromebook initiative for all students in Kindergarten through grade 8. Newly purchased web cameras, monitors, microphones, teacher laptops, and document cameras will provide a connection for students in class and at home.

**Teachers are attending professional development classes** throughout the summer and are prepared to provide engaging classes for all students in all delivery models.

**If there is a government mandate or outbreak of illness in the coming year, we are prepared to smoothly transition between in-person learning, in-person learning with modifications, and a closed campus with robust distance learning.**

## **Reopening Options**

We are planning for three equally important scenarios that will uncover how the 2020-2021 school year will be different from a typical school year. These scenarios will be flexible and seamless when moving from one model to another.



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**Scenario 1:** School opens with physical distancing and safety precautions. Students return to school 5 days a week.

**Scenario 2:** Simultaneous Learning: we will deliver in-person instruction to students who are able to attend school while also delivering simultaneous instruction to students unable to return.

**Scenario 3:** Distance Learning: we will deliver instruction remotely due to state mandates.

## **School Building & Classroom Safety**

Our School Safety Committee has worked diligently at measuring space in our building and then determining how to allow all of our students to return to school while maintaining proper physical distancing. Some classrooms have been moved and/or redesigned to create more space. We are able to adhere to the guidelines set forth by the American Academy of Pediatrics of 3-6 feet physical distance between students in all of our classrooms and education spaces. Our goal is to limit time with other students outside of their classroom unit, and when possible, teachers will move between classrooms instead of the students.

Facial coverings that cover the nose and mouth will be required for all students, staff and parents upon entering the building and in the hallways. In addition, staff are required to wear facial coverings while they are in the building. Families will be required to purchase facial coverings (masks or face shields) for their child. In the event a child forgets their facial covering, the school will provide one. Facial coverings with different designs or logos are acceptable but must be apolitical and appropriate for a Catholic school. Students may also use a baseball cap, bucket style hat, or headband with an attached mask or shield. Caps and hats can have any design or logo, but should also be apolitical and appropriate for a Catholic school.

**Kindergarten - Grade 2:** Students will be required to wear facial coverings upon entering and exiting the school, in the hallways, and in restrooms. They are permitted to remove them once they are in their classroom, while physically distanced.

**Grades 3-8:** Students will be required to wear facial coverings upon entering and exiting



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the school, in the hallways, and in restrooms. Students may remove facial coverings during lunch, while outdoors for recess, and at times when they are seated and working quietly at their desk while maintaining physical distance.

Chromebooks in grades K-8 will be 1:1 so students will not have to share devices. All surfaces and/or any common-use items will be wiped down between student use and receive a deep cleaning each night.

While indoors, classroom doors will be kept open and at least one window in each classroom will be opened throughout the day, all year long. Students will be permitted to use their lockers; however, access will be limited and staggered to ensure physical distancing in the classrooms and hallways.

While in classrooms, students will have assigned seats. Signage will be posted throughout the building and on school grounds, outlining proper physical distancing and handwashing/sanitizing protocols. This signage will be posted on the walls and marked on the floor in the hallways.

Traditional toys and manipulatives in the classroom will be accessed differently than in years past. Teachers may assign specific toys or manipulatives to students or tables for the day, to prevent children from having access to all of the items in the classroom. This process will allow the teacher to effectively manage and clean all items daily. All safety drills will be conducted with physical distancing in mind and with facial coverings utilized by all. With that being said, drills will be announced prior to the alarms ringing, so that students and teachers have time to collect masks. In the event of an actual emergency, physical distancing precautions will be considered when possible.

## **Daily Schedule**

The length of school day will remain the same; however, students will be dismissed at staggered times immediately following the afternoon announcements. Our master schedule has allowed for academic class times to be 5 minutes longer per day. Additional time has been built in for hand washing, cleaning in the classrooms, longer lunch periods, and additional time outside during recess for the younger students.

In-person classes will have access to web cameras so that students at home can log in during real time. The camera will be faced near the front of the classroom at the teacher



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and towards the front board. Students at home will be able to ask questions, interact in group work (virtually), and respond to teacher questions.

Simultaneous learning will not be offered for Special classes, but rather the work will be shared via Google Classroom. Students attending school in-person will attend Special classes. Special classes will continue to follow State and Diocesan standards, but will also offer a wellness component.

Recess will take place outdoors, weather permitting. Each homeroom will play in their designated area to ensure that they will not interact with students from other classes. Students may remove facial coverings during recess and are allowed to interact with one another; however, they will be asked to keep some space between one another.

Students will visit the school library and have the opportunity to check out books; however, specific library procedures are still being determined. Returned books will be cleaned before being re-shelved.

## **Lunch**

Lunch will continue to be offered in the cafeteria with the appropriate social distancing. Tables will be sanitized both before and after lunch, and students will wash/sanitize their hands before and after eating. A prepackaged lunch will be provided for every child or you may choose to send a lunch from home.

Water fountains will not be available, but your child may bring in a water bottle/container to keep with them at their desk. The water bottle will only be permitted in their classroom, they will not be carried around the school building. Water bottles should be clear and they should only contain water.

## **Drop Off & Dismissal**

St. Ignatius will continue to use the traditional drop-off procedures for the morning arrival. All students will be required to wear a facial covering when entering and exiting the building.

Our dismissal procedures will look different. Staggered pick up times are being created. Families will remain in their car when they pick up their child. Details on these new procedures will be shared in September.

## **School Visitors**



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All visitors will be required to wear a facial covering and have their temperature taken. In addition, a list of screening questions provided by the State of Ohio will be asked. The Ohio Department of Health recommends that schools should, as much as possible, prohibit visitors from entering school buildings. Visitations should be limited to those enrolling new students and/or for emergency situations.

Parents that need to drop off a lunch or some other item will be asked to place the item in a designated bin located in the vestibule.

## **Nurse's Support/ Mental Health/ Wellness**

A typical day in a school building consists of sick children; it is part of our human condition. A common cold does not always warrant a child to stay at home; however, any member of the community who exhibits or reports symptoms consistent with possible COVID-19 will be screened by our nurse. If the nurse decides that the child needs to go home, we will require a note from a medical professional stating when it is safe for your child to return to school. If your child is at home sick or perhaps under quarantine, however they are alert and able to concentrate and work, they will have the option to attend class simultaneously with our *St. Ignatius Online* learning.

We ask that our St. Ignatius families take their child's temperature daily at home before coming to school. As a second layer of protection, we will complete daily temperature checks upon arrival to potentially prevent a child from spreading an illness. These daily temperature checks will take place for students and staff. Any student with a fever **above 100** will not be permitted to remain at school. All staff members will also complete a daily temperature and wellness check. Faculty and staff who exhibit any symptoms, or who have been in direct contact with anyone who tested positive for COVID-19, will be asked to contact their doctor to determine when they may return to school.

In the event that your child becomes ill, we have created a safe and isolated room within our building for them to rest comfortably while waiting to be picked up from school.

Special classes will continue to follow State and Diocesan standards, but will also offer a wellness component. For instance, the students might participate in yoga or learn mindfulness techniques that infuse music or art.



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We have established a Safety Committee that includes our school nurse and the administration which will remain apprised of local and state health guidelines and updates. Policies and procedures will be updated accordingly.

In preparing for our return to school, we want students and families to feel safe and comfortable. Our annual St. Ignatius Open House Day for grades K-8 will be on Tuesday, September 8<sup>th</sup> from 9 a.m. – 12 noon. To enable us to limit the number of people in the building at one time, and keep within social distancing requirements, please come at your assigned time:

- Last name beginning with A-I will come at 9:00 a.m.
- Last name beginning with J-R will come at 10:00 a.m.
- Last name beginning with S-Z will come at 11:00 a.m.

This will ensure that your child still gets to see their teacher before school begins, see what their classroom will look like and drop off their school supplies.

We have also scheduled a Kindergarten Parent Meeting on Tuesday, September 8, 2022 at 1:00 p.m., which will be held in the School Gym, to ensure the appropriate social distancing.

## **Daily Cleaning Procedures**

Our maintenance staff will be working directly with our Safety Committee to ensure that proper cleaning and disinfecting procedures are being followed, along with guidelines from the Cuyahoga County Board of Health.

Maintenance staff will wear facial coverings and PPE, and will adhere to a clearly defined cleaning and disinfecting schedule for surfaces in all areas of the building.

High-contact school areas and surfaces will be disinfected regularly throughout the day, and increased cleaning and disinfecting will take place in all classrooms, restrooms, hallways, and staff rooms. Routines of hand-washing and sanitizing, along with the sanitizing of desks and other classroom materials, will be implemented at transition times throughout the school day.



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Lunch monitors will clean cafeteria tables before and after every lunch period. Teachers will have wipes and disinfectant spray available in all classrooms. Grades 3-8 students can help clean with spray and/or wipes, with parent permission.

Hand sanitizer dispensers have been installed in every classroom, in every school entrance, and in hallways and high traffic areas. Students will follow a schedule of frequent and routine hand washing and sanitizing throughout the school day.

## **If a Community Member Tests Positive for COVID-19**

When a community member tests positive for COVID-19, the Cuyahoga County Board of Health will be contacted and will then notify the school. At that time, they will instruct us on how to proceed. Since classrooms will remain as a cohort throughout the day, we will be able to better identify at-risk groups.

## **Extracurricular Activities & Field Trips**

At this time, field trips will not be scheduled. In the event we decide field trips can be done safely, following State guidelines, families will be notified.

We intend to offer extracurricular activities after school. Some clubs or groups may have to be reduced in size, due to physical distancing. Other changes may need to be made once school begins.

## **Student Technology Training**

Our Curriculum Design Committee has recommended that our school will use Google Classroom as our online platform in Kindergarten through Grade 8. This will help establish consistency across the grade levels. Google Classroom will provide parents with daily or weekly reports that will indicate what work your child submitted, what work may be missing, as well as other updates.

The first couple weeks of school will include designated times for the teachers to help the students access Google Classroom, view events, submit work, and use Google Meet. Other apps will be introduced, specific to the various grade levels.



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## **Synchronous Virtual Learning Options**

At this time, we ask that families commit to on-site in-person learning or at-home simultaneous learning. This commitment will be for the entire first Quarter. Near the end of the first Quarter, we will offer this option again for the second Quarter. This option will be offered one Academic Quarter at a time throughout the school year.

We will allow a grace period during the first 2 weeks of school, in the event your child commits and then once in school or at home, decides that they made the wrong choice. In the event a medical concern develops with a student or their family member anytime during the school year, they may switch for the remainder of the Quarter to at-home learning.

Students learning from home are expected to have a designated work area that provides them with a table or desk to sit at. They will be expected to wear their school uniform during class time and to have their camera turned on. More details regarding our simultaneous learning from home option will be shared in the coming weeks.

## **LEARNING CHOICE**

St. Ignatius of Antioch Elementary School is offering families two choices for student learning for the 2020/2021 school year. Please indicate your choice below and return to the office prior to **August 14, 2020**. We must have a response form completed for **every child**. Should we not receive a response, it will be assumed that Option 1 is your choice for your child(ren).



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- Option 1: Full on-site learning.** This option will be maintained barring any government orders that would not allow us to continue offering this option.
- Option 2: Full Synchronous Virtual learning.** This option will be valid for the first Quarter of the 2020/2021. As the end of the first Quarter approaches, parents will have the choice to continue virtual learning or change to on-site learning. Commitment to this option is continuous for the *entire* Quarter.

**Will you need a school issued device?    Yes \_\_\_\_\_                      No \_\_\_\_\_**

**Please Print:**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade for 2020/21

\_\_\_\_\_  
Parent Name (Please print)

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date