

## 2020-2021 Holy Spirit School Guidelines for Kindergarten-5th Grade

<b>2020-2021 Holy Spirit School Guidelines for Kindergarten-5th Grade</b>	
<b>Social, Spiritual, and Emotional Well-Being</b>	<p><b>The staff of Holy Spirit Catholic School will continue to develop the social, spiritual, and emotional well-being of their students.</b></p> <ul style="list-style-type: none"> <li>● We will continue to celebrate Mass on a weekly basis. Classes will rotate attending Mass in person in the church. Classes that are not attending Mass in person will participate in a <b>live-stream version in their classrooms</b>.</li> <li>● In order to limit contact and exposure, parents and visitors will not be allowed to attend school Masses</li> <li>● Students will continue daily prayer opportunities and faith formation in their classrooms.</li> </ul> <p>Mental Health: Teachers will utilize Friendly curriculum with their students. This is a biblical-based curriculum to cover the social and emotional well-being of our students. The School Counselor, Mr. Tuma, will also have scheduled classes with students each week and will meet with small groups or individual students to meet their social and emotional needs using safety precautions.</p>
<b>Training/Communication with Staff and Students</b>	<ul style="list-style-type: none"> <li>● Rochester Catholic Schools will have a designated COVID-19 Point of Contact with Public Health- Matt Langsdale (Lead Administrator of RCS)</li> <li>● Holy Spirit Catholic School will have a designated COVID-19 Point of Contact with Public Health - Kelly Clemens (School Administrative Assistant) <ul style="list-style-type: none"> <li>○ Olmsted County Public Health will be notified about confirmed cases of COVID-19.</li> </ul> </li> <li>● Holy Spirit Catholic School will have a designated trainer for staff and students - Amy Heimer (School Principal) <ul style="list-style-type: none"> <li>○ COVID-19 training will be provided on proper hand washing, how to cover their coughs and sneezes, how to properly wear a mask, and social/physical distancing.</li> <li>○ Instructions will be provided to both staff and students about cleaning protocols for their areas.</li> <li>○ Keeping physical distance in hallways and in classrooms.</li> <li>○ Recess instructions.</li> <li>○ Online instructions will be provided to parents as well so they can remind their student/s about how to practice safety at school.</li> </ul> </li> </ul>
<b>Adaptability</b>	<p>Distance Learning for Students who choose to remain at home and/or are ill:</p> <ul style="list-style-type: none"> <li>● Students will be given access to video lessons, resources, and assignments, through the classroom teachers' Google site.</li> <li>● Parents will assist their child on the computer to watch lessons and get assignments for him/her to complete.</li> <li>● Teacher will communicate with parent/student weekly.</li> </ul>

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<p><b>Entrance and Dismissal Procedures</b></p>	<p><u><b>Arrival each school day:</b></u> <u><b>Car drop off begins at 8:30am. If you need to drop off earlier, you will need to register your child for Before School Extended Care (on the <a href="http://rcsmn.org">rcsmn.org</a> website).</b></u></p> <ul style="list-style-type: none"><li>• <b>Students being dropped off for Before School Extended Care will begin at 6:30am. Parents will need to walk with their child/children to the Extended Care Room (#105) for check in and final temperature check before leaving. <b>FACE MASK REQUIRED WHEN IN THE SCHOOL.</b></b></li></ul> <p>Students being dropped off by car, will stay out on the parking lot (weather permitting) in their classroom designated spot (NO recess toys allowed. The area will be where they can sit or walk around to visit while waiting to line up to start the school day. Students being dropped off by bus, will join classmates in their classroom designated spot.</p> <ul style="list-style-type: none"><li>• <b>Classroom teachers will lead each grade in the building utilizing multiple doors into the school. <i>Grade 1 and 3 will enter door #3. K and 2nd grade will enter door #4 on the garden side of the building. Students in grade 4 and 5 will enter door #5 near the garden. <u>Bell to start the day rings at 8:50am. Students arriving after the bell, will need to report to the office with their adult.</u></i></b></li><li>• <b><u>Dismissal-</u> After Announcements/Prayer, Teachers will lead their whole class out designated doors and will line them up out of the parking lot distancing from other grades. Teachers will stay for a short time to help with supervision. Walkers will leave the line on the parking lot and walk to meet adults and quickly exit the church sidewalk. Bus kids will stay in line with car kids until the line gets smaller (teachers can decide if they return to the classroom to wait for bus dismissal OR keep them outside in designated areas). <b>THERE WILL BE SCHOOL STAFF SUPERVISION UNTIL ALL STUDENTS HAVE EXITED.</b></b></li></ul>
<p><b>Transportation Services</b></p>	<ul style="list-style-type: none"><li>• <b>Rochester Public Schools will provide transportation for our students at the same level of service they are providing for their students. That means K-8 will be bussed 2 mornings a week. There will be no bussing on Wednesdays and no afternoon bussing (at least through the end of October). A survey was sent home in late July asking for you to complete it if you needed transportation. Routing is being worked on now. Please contact RPS transportation with questions at 328-4260.</b></li></ul>

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<p><b>Meals/Snacks/Water Bottles</b></p>	<ul style="list-style-type: none"> <li>● Scheduled lunches to maintain safety of students. Holy Spirit School Kitchen Staff will need to follow the federal guidelines. Students will go through the lunch line with face masks on and social distancing in place. Students will sit in designated spots with social distancing in place in the lunchroom.</li> <li>● Instruction will be provided to students on how to correctly wash their hands before coming to lunch.</li> <li>● Students will be given a transparent water bottle and all drinking fountains will be used only for filling water bottles.</li> </ul>
<p><b>Extended Day AM and PM</b></p>	<ul style="list-style-type: none"> <li>● Parents will need to walk with their child/children to the Extended Care Room (#105) for check in and final temperature check before leaving. <b>FACE MASK REQUIRED WHEN IN THE SCHOOL.</b></li> <li>● Parents will need to come in and sign his/her child out and exit to leave. <b>FACE MASK REQUIRED IN THE SCHOOL.</b></li> </ul>
<p><b>Health and Well-Being</b></p>	<p>If your child is ill, please keep them home. We want to keep the RCS community well. Parents are expected to check their children each morning for a fever or other symptoms of COVID. <b>Any students showing symptoms or a fever of 100.4 or more, must stay home. A FINAL TEMP. CHECK WILL BE DONE FOR STUDENTS WHEN ENTERING THE SCHOOL EACH MORNING OR IF THEY ARRIVE AFTER THE 8:50 BELL, CHECKED IN THE OFFICE BEFORE STARTING THE SCHOOL DAY!</b></p> <p><b><u>Returning to school after having CoVID-19:</u></b>  <b><u>We will follow the guidelines from the Olmsted County Health Department.</u></b></p> <p><b>If a student is symptomatic, the student will be sent to Room #204. Parents/Guardians will be contacted for immediate pick up.</b></p> <p><b>Face Coverings</b></p> <ul style="list-style-type: none"> <li>● All students and adults will be required to wear masks and face coverings in the building as per the MN state mask mandate.</li> <li>● Teachers may use a face shield rather than a mask during teaching if physical distancing is also followed.</li> <li>● Students may remove masks for eating and drinking, during physical activity/recess, and outdoors, and at teacher discretion when physical distancing is followed.</li> <li>● Families will need to provide face masks. Suggestion- You may want to have 5 different masks for your child. They would wear a new mask each school day, wear it home at the end of the day, and wear a new one the next day. Masks can then be washed over the weekend so they are ready</li> </ul>

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	<p>for a new school week!. Each student will receive a lanyard from school to attach his/her mask to wear during the school day.</p> <ul style="list-style-type: none"><li>● Face masks do not need to follow any sort of dress code. Must be appropriate design/pattern for school.</li><li>● The office will have a limited number of spare masks available in case a student forgets to bring one.</li></ul>
<b>General Health and Safety</b>	<ul style="list-style-type: none"><li>● Students will be given a water bottle from school (will be labelled with first/last name and grade). <b><u>WE WILL BE SENDING BOTTLES HOME EVERYDAY TO BE CLEANED AND REFILLED TO BRING TO SCHOOL EACH DAY.</u></b> All drinking fountains will only be used for filling water bottles if needed.</li><li>● Signage will be posted throughout the school reminding students of proper hygiene practices.</li><li>● All areas throughout the school will have physical distancing markers to facilitate correct social distancing practices.</li><li>● The size of classrooms may not allow for students to be six feet apart from others at all times, but seating will be arranged so that students are spread out as much as possible. Physical barriers may be used in some areas where physical distancing ability is limited.</li><li>● The school will strictly follow all health guidelines through the state and county on when students and staff need to stay home due to illness.</li><li>● Physical distancing in school- We will spread out as much as possible, but we cannot guarantee 6 feet of distance at all times.<ul style="list-style-type: none"><li>○ Markers for one-way hallways will be placed where students can visually see the markers.</li><li>○ Within the classroom, desks will be spread out.</li></ul></li><li>● Recess: We plan to continue having recess for students. Scheduling is to be determined. Students will be instructed on protocols for recess such as use of equipment and keeping physical distance.</li><li>● Arrival and Dismissal: Please refer to the entrance and dismissal procedures</li><li>● Movement during the day:<ul style="list-style-type: none"><li>○ Students will not be allowed to congregate in the hallways.</li><li>○ Movement through the hallways will be one-way to keep them less congested.</li></ul></li><li>● Mental Health:<ul style="list-style-type: none"><li>○ Holy Spirit has a counselor on staff who is a resource to staff, parents, and students.</li></ul></li><li>● Lockers:<ul style="list-style-type: none"><li>○ Students assigned a locker will have access to one locker. The lockers students are assigned to will be spread out as much as possible.</li></ul></li></ul>

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	<ul style="list-style-type: none"> <li>● We request that students only bring the school supplies that they need and store the extra at home.</li> </ul>
<p><b>Cleaning Practices</b></p>	<ul style="list-style-type: none"> <li>● Signage will be posted throughout the school reminding students of proper hygiene practices.</li> <li>● Students will wash/sanitize hands when they arrive at the classroom.</li> <li>● Students will wash and sanitize hands throughout the day especially when transitioning between activities and different areas of the school. Hand sanitizer will be provided in classrooms and other areas of the school.</li> <li>● Holy Spirit School is blessed with an excellent janitorial and maintenance staff. They will clean the bathrooms and common areas throughout the day as recommended by CDC and MN Public Health recommendations. The drinking fountains have now been equipped with bottle refillers and the spout is blocked from use.</li> <li>● Students and staff will be provided training on cleaning protocols based on CDC and MN Public Health recommendations on the individual areas in the classrooms and work areas.</li> <li>● Cleaning supplies will be provided.</li> <li>● Any plans will be reevaluated at semester end.</li> <li>● Bathroom protocols: 1 student in the bathroom at a time, unless there is an urgent reason. Doors will remain open to the bathrooms to limit touching of door handles.</li> <li>● Cleaning will be an ongoing process throughout the school day.</li> <li>● High-touch areas will be cleaned frequently.</li> <li>● Bathrooms will be cleaned multiple times throughout the day.</li> <li>● Cleaning records will be posted outside of bathrooms and other shared spaces to keep track of the frequency of cleaning/disinfecting.</li> </ul>
<p><b>Curriculum and Instruction</b></p>	<p>Use of Google Classroom/Site and Apps.          In the Fall NWEA's will be completed.          Teachers will provide in-person learning and assist with distance learning through Google Classroom/Site.          Instruction specific for the Arts:          Unfortunately at this time "whole group band" cannot be scheduled. Instruction then will be adapted for individual band lessons to continue and music instruction.</p>
<p><b>Classroom</b></p>	<ul style="list-style-type: none"> <li>● Social distancing will be used whenever possible in the classroom.</li> <li>● Classes will have multiple bathroom and hand washing breaks scheduled throughout the day.</li> <li>● Rugs, pillows, and soft items that are difficult to clean will be removed from classrooms.</li> </ul>

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	<ul style="list-style-type: none"> <li>● Students are asked not to bring unnecessary personal items to school. Students will not be allowed to share personal items or use them on the playground.</li> <li>● Each student is expected to bring his or her own classroom supplies, and these will not be shared between students.</li> <li>● Manipulatives will be individually assigned to students whenever possible.</li> <li>● Classroom items that are shared between students will be sanitized after usage.</li> <li>● Items that are difficult or impossible to sanitize will go through a quarantine period between usage by different students. All library books will go through a quarantine period of at least 48 hours before being reshelved.</li> </ul>
<p><b>Attendance</b></p>	<p>If your child will be absent or is ill please email (<a href="mailto:kclemens@rcsmn.org">kclemens@rcsmn.org</a>) or call the school office (288-8818) by 9:30 am. <b><u>Please identify what the symptoms are also.</u></b></p>
<p><b>Distance Learning</b></p>	<p>In the event of closure and movement to distance learning, teachers will have one day preparation. Parents will have a pick up day for Chrome books/chargers, textbooks, and other learning materials from school.</p> <p>In the event that it is necessary to move to distance learning for Holy Spirit School, the following procedure will be:          Learning items will be picked up and brought home by parents for students to distance learn.          Classroom teachers will prep lessons and have links shared on their Google Classroom/Site for parents/students to follow.</p> <p>Other specials like Band Lessons, ITA (Initial Teaching Alphabet program), support instruction through RPS (Rochester Public Schools) will be modified and communicated to families.</p> <p>Reopening will be based on the recommendations of Olmsted County Public Health.</p>
<p><b>Create and Maintaining Community</b></p>	<p>In person learning, Mass and prayer services to be modified for safety.</p> <p>During online/distance learning:          Teacher used multiple modalities including the following:          Outside of the classroom: Google Classroom/Site, Flip Grids, Zoom Meetings, ...          Annual activities like Meet the Teachers, Conferences, Assemblies will be modified to keep everyone safe. Example- Do some of these events virtually. Videos/Google Slides used to share important information. These modifications will be communicated ahead of time.</p>

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<p><b>Social, Spiritual, and Emotional Well-Being</b></p>	<p><b>The staff of Holy Spirit School will continue to develop the social, spiritual, and emotional well-being of their students.</b></p> <ul style="list-style-type: none"> <li>● We will continue to celebrate Mass on a weekly basis. Classes will rotate attending Mass in person in the church. Classes that are not attending Mass in person will participate in a live-stream version in their classrooms.</li> <li>● In order to limit contact and exposure, parents and visitors will not be allowed to attend school Masses</li> <li>● Students will continue daily prayer opportunities and faith formation in their classrooms or via Zoom with other classrooms.</li> </ul>
<p><b>General Communication</b></p>	<p>Communication will come via email and/or text and phone options. If the teacher is ill, please refrain from contacting the teacher directly. Emails can go to <a href="mailto:aheimer@rcsmn.org">aheimer@rcsmn.org</a>.</p>
<p><b>Parents/Guardians, Guests, Visitors</b></p>	<ul style="list-style-type: none"> <li>● If you need to pick up your student during the school day, parents/guardians will remain by entrances and use the speaker to talk to the office.</li> <li>● Parents/guardians will be asked to sign the liability waiver for each student at the beginning of the school year.</li> <li>● To avoid contact and exposure, we will be limiting the number of extra people in the building each day.</li> <li>● If parents do need to come into the building they must check in at the office and wait in a designated spot. <b>PLEASE WEAR A FACE MASK WHEN IN THE SCHOOL.</b></li> <li>● Volunteer opportunities will be very limited. Communication about volunteering opportunities will be communicated. Any adult willing to help, will follow the same guidelines of all other school staff when in the building.</li> <li>● Classroom guests and special visits will be done virtually.</li> <li>● Students who show symptoms of COVID while at school will be placed in an isolation room until they can be picked up. Students who are ill will need to be picked up promptly.</li> <li>● When picking up students, please do not congregate in groups in the parking lot and sidewalk.</li> </ul>

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<b>2020-2021 Holy Spirit School Guidelines for Staff</b>	
<b>Before School Days</b>	<p>Teacher Scheduled Days: 8/17-8/28: Contract Days for teachers to get ready for the 2020-2021 school year!</p> <p><b><u>Meet the teacher: Schedule for August 25th: PLEASE LOOK FOR EMAIL WITH SPECIFIC DETAILS COMING SOON. WE ARE ASKING FAMILIES TO SIGN UP FOR 1 TIME SLOT TO COME INTO THE SCHOOL FOR THEIR SCHOOL PHOTO AND TO STOP QUICK IN THEIR CLASSROOM TO MEET THE TEACHERS AND DROP OFF SCHOOL SUPPLIES.</u></b> It will be important to follow the time slot you have so that we are limiting the amount of people in the school at one time</p>
<b>Health and Well-Being</b>	<p>When a teacher has a confirmed diagnosis of COVID-19: Follow CDC and Minnesota/Olmsted County Departments of Health Recommendations for length of time for convalescence at home. Teachers will be given 2 weeks of COVID Sick time? It is not expected teachers will be doing instruction for distance learning during this time.</p>
<b>Curriculum and Instruction</b>	<p><b>Learning Gaps</b> We can expect that due to the trauma and moving to a new instructional mode this past spring, that some students may not have progressed as expected towards their learning goals. However, we are in a unique situation this Fall to creatively assess students and progress that has been made. Summer learning slides may have compounded the increase in learning gaps.</p> <p>Teachers will complete different benchmark assessments to get a baseline of where each student is currently. Teachers will work on meeting the needs of every student where he/she is at. NWEA's will be given in the Fall, Winter, and Spring to assess growth or needs.</p>
<b>Arrival/Dismissal</b>	<p>School Staff will help with supervision (schedule for rotation will be set up, support staff assigned to specific areas everyday to help).</p>
<b>Creating and</b>	



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<b>maintaining community with staff</b>	Prayer/Staff meetings: Will be done with physical distancing and/or face masks.
<b>HSA</b>	Will be here to support our students and staff with funding items, organizing fundraisers, meals for staff, etc.
<b>Physical Distance</b>	Floor signage will be used to help with areas where physical distancing is required, direction of the one-way classrooms, so groups are not passing each other in the hallway when moving. Other signage will be posted on walls around the building for reminders.
<b>Lunches</b>	Scheduling to be determined. You will walk your class to the lunchroom (all wearing face masks) to supervise as students distance and go through the lunchline. Students will eat in the lunchroom with distance seating. Students will need to wash and/or sanitize their hands before coming into the lunchroom to eat.
<b>Cleaning</b>	We will use recommended disinfectants to clean surfaces, door knobs, etc. multiple times during the day. <b>A PAPER SHEET WILL BE POSTED ON THE INSIDE OF DOORS FOR STAFF TO INITIAL/DATE FOR DOCUMENTATION WHEN CLEANED.</b> Rick Zillgitt and Luis (from Arnold's) will continue to clean and disinfect daily. Each classroom will have a spray bottle with disinfectant to be used on cleaning surfaces (paper towels/cloth towels to be taken home and washed) and a bottle to dispense hand sanitizer to students. Gloves will be available to use for cleaning OR you also can wash hands soap/water when you are done cleaning.