



**St Leo the Great School**  
**Parent and Student**  
**Coronavirus Pandemic Handbook**

2020-2021

*Updated September 2, 2020*

## Classroom



Wear your mask!

- Students will remain in their "Cohorts" for the school day, except for recess and bathroom time.
- Student desks spaced at least 4 feet apart and facing forward.
- Face coverings will only be required in the classroom if a distance of 6 feet cannot be met safely.
- Middle School students will be placed in a morning/afternoon cohort

- Teachers will escort students in the hallways.
- Students will be expected to walk to the right when walking in the halls.
- Stairways will be limited to one direction movement.
- Students and teachers will be required to wear face coverings when in the hallways.

## Supplies



mask break!

- Students will have their own set of school supplies for their use; refer to lists posted on the school's website.
- If materials must be shared, they will be sanitized between use.
- Students should bring enough bottled water sufficient for a day's use. (There will be one filling station available).

- Students will be outside everyday for recess, weather permitting.
- They will be encouraged to play games where they are not in close proximity to each other; no masks required.
- Each class will have their own recess time and area.
- Each class will have their own playground equipment which will be sanitized at the end of the day.
- Hand washing will occur before and after recess



Click the lion for specific guidance about face coverings from PDE

## Lunch

- Lunch will be in the "Cohorts"; no cafeteria
- Students will have one hot or cold lunch option this year and two alternates
- No snacks will be shared for classroom activities or events, including birthdays
- No NUT PRODUCTS
- No microwave this year

## Specials

- Physical Education class will be held outside as much as possible. Activities will involve minimal close contact
- Art will be taught virtually this year
- Music class will take place outside, weather and lesson permitting

## Cleaning

- Electrostatic sprayer technology will be used daily
- Students will be reminded to wash their hands at regularly scheduled times
- Increased cleaning and sanitizing will occur throughout the school day
- Each room will have CDC-approved cleaning products

## Other Considerations

- Students will be escorted off of buses and from the student car rider drop off to ensure physical distancing occurs.
- Students will be required to wear face coverings when arriving to and departing from school.
- Additional health and safety measures will be in place. Please refer to the detailed Diocesan Health and Safety Plan posted on the school's website.

### Saint Leo the Great School's Reopening Logistics 2020

Based on the Diocesan Health & Safety Guidelines  
Saint Leo School will do our best to social distance.  
This plan is subject to change.

## Volunteerism

- Part of the success of our social distancing methods depends on having a controlled environment in the school, to the extent feasible. Therefore, how we handle visitors/volunteers is very important. Please see detailed opening plan section LP8 on visitors



## Communications

- Please prepare your child for the ways school will be different before the school year starts
- Practice wearing masks at home for short periods of time
- Encourage healthy habits at home
- Feel free to seek assistance of our school counselor if any difficult emotions arise due to the pandemic or other events

## Attendance

- Parents must email TWO addresses if their child will be absent for the day Attendance@stleoschool.org and their homeroom teacher
- Parents should inform the school before the start of school regarding their choice of instruction for the 2020-2021 school year: in-person or virtual

## Continued

- Teach children that, although these protocols and procedures are not ideal, nor are they a favorite way of proceeding, they are ways to take care of and show our love for others
- Acknowledge difficulties, give children space to share feelings honestly

## Virtual Learning

- Students need the necessary technology to attend virtually
- Parents need to understand how to verify their child's attendance in the virtual classroom.
- Parents/Students need to understand how to use Rediker, Google Classroom and Seesaw.
- Parents will need to be aware of the virtual classroom schedule.
- Virtual classes will begin the second week of school.



## Continued

- Be positive, acknowledge difficulties, engage with each other, celebrate achievements
- Read weekly communications and attend parent meetings
- Communicate directly with faculty and administration

## Virtual Learning

- Virtual learning will be available on a flexible basis to any family for any reason, including (but not limited to)
  - \* A member of the household has a compromised immune system
  - \* A member of the family is exposed to the coronavirus and is under quarantine (students may immediately move to virtual learning until cleared to return)
  - \* A family travels somewhere with a high risk of exposure. Upon return, they quarantine as recommended and do virtual learning until cleared to return to school.



## Health & Safety

- Keep children home if they are sick
- Honestly report symptoms, temperature, travel and possible exposure as soon as possible
- Parents are responsible for sanitizing and cleaning of face shields/gaiters after school every day
- A clean mask must be worn each day
- Children MUST wear a new, clean/washed uniform daily

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## **Logistics and Planning**

St. Leo the Great School will be starting school in a staggered approach. Even grades will attend Tuesday and Thursday, odd grades Wednesday and Friday for the first week. All staff and students will be practicing all necessary hygiene practices to ensure the safest possible environment. In other words, the first week is Pandemic Bootcamp!

### **LP 1 - Arrival Procedures**

Students will pick up Gator masks on the first day of school upon entry to the building.  
Students are to enter the school building at their assigned entrances:

8:00 -8:24am

- a. No students may arrive before 8:00 unless enrolled in our Before School Care Program. Please stay in your car with your child until we begin intake at door B2.

Protocol for entering school:

\*All people/students entering the building must wear a face mask

Front of school( A1)

All staff – first one in take own temp - set up kiosks

- If 100.3 or less go inside
- Record if 100.4 and over and stay outside
- Recheck again after 5 min if >100.3 go home - Dr. note to return or negative test

Bus students – temp taken by staff while wearing proper PPE, including face covering and gloves-utilizing 2 temp kiosks– instruct to wash/sanitize hands at hand sanitizing station with social distance upon entering school with 2 touchless Purell stands stationed outside school.

- If 100.3 or less go inside after washing/sanitizing hands
- If 100.4 or more wait off to side on "cool off bench" under tent for 5 min and get recheck
- If still 100.4 or over at recheck – stay outside and call parents for transport home - if inclement weather may be permitted inside in the triage room to await ride.

Pre K – Will come in C5 entrance @8:30am

Temperature will be taken carside by Pre K Aide using appropriate PPE,(should not have to reach into the car) If temp 100.3 or less the student may be escorted inside to cubbies/classroom. If temp is 100.4 or more the student will wait 5 more min in the car and get recheck - if 100.3 or less - may proceed inside. If it is 100.4 or more the student will be sent home-dr. Note or negative test to return.

Car riders coming in B2 - pull into drop off site and stop – temp taken at car window bilaterally – staff will be wearing appropriate PPE & shouldn't have to reach in the car. If a large number of car riders - will use both driveways and 4 temp takers - 2 tents.

- If 100.3 or less go inside and wash/sanitize hands.
- If 100.4 or more instruct parents to pull around using 2nd parking lot bay to end of line for recheck
- Recheck happens carside in the parking lot. If 100.4 or more again – go home. Dr. note to return

Once in the building, all staff/students use hand sanitizer before going directly to classrooms.

During morning arrival, all homeroom teachers and aides will be in their assigned teaching areas to monitor student behavior, direct students to unpack in a socially distanced manner and begin morning routines. The following are the essential elements of the morning arrival routine for Kindergarten-Grade 5 students:

1. The teacher will read the digital Daily coronavirus Memo before students arrive and will inform the administration if any procedures or protocols need attention. Daily announcements will be made virtually by students and approved by faculty for content. It will include daily reminders for Covid safety.
2. The teacher or aide will greet each student at the door.
3. The teacher or Aide will dispense hand sanitizer into the student's hand upon his/her entrance to the classroom. The teacher will observe each student to be sure that the student is wearing the appropriate protective equipment. If a student has forgotten his/her mask or shield the teacher will have extra supplies in the classroom for the student. The teacher should make note of this and let the office staff know so that more materials can be ordered as they are used.
4. In grades K-3, The teacher or aide will direct the students to go to the hooks for their backpacks/coats individually to place their belongings - we have

added double the amount of hooks and placed some in the hallway to provide adequate spacing.

In grades 4-7, the teacher will wait until after morning prayers, then the students will go to their lockers by grade. Lockers will be assigned so that students are socially distanced while at lockers. 8th Grade will go directly to lockers upon arriving and then to the homeroom.

5. Teachers will encourage Students to have some activity to do while waiting for all the students to arrive.

Staff will be assigned to greet students at A1 and B2 entrances. Assigned staff will greet students, take temperature and doors will be propped open for students to enter the building. Students are not to touch the door as much as possible.

Parents may not enter the building during arrival because the faculty and office staff need to be able to control the entry to school and ensure appropriate social distancing inside and outside the building during this time. As the St. Leo the Great School community adjusts to these new procedures, this rule may be reevaluated. Prior to arrival each morning, parents should be responsible to: check for symptoms of the coronavirus, take each child's temperature, check each child in according to the procedures given by the school, and ensure that each child is wearing his/her face shield upon arrival.

## LP 2 - Dismissal Procedures

Coordinating dismissal procedures in a manner that allows for social distancing can be a complex process. For this reason and to limit possible exposure to the virus, faculty and staff must ensure that students are silent during dismissal. All students/parents/faculty/staff must wear a face covering during dismissal.

Dismissal lines will leave school according to the following procedures:

Car riders will be dismissed from the school recess yard and will have designated spaces to wait and places to walk to ensure social distancing. Parents are to practice social distancing while waiting for students.

### 1. Car riders - staggered

Students whose last names begin with A-L will be dismissed at 3:00pm through door C5. Parents/Caregivers A-L will park linearly like last year in the recess parking lot, and turn off car engines and stand by their car wearing masks. Please bring umbrellas for inclement weather. Staff will supervise the children as they depart to their cars following yellow lines, maintaining safe social distances. Then A-L parents/students depart from that parking lot when the cone is removed and instructed to do so.

- Car rider's caregivers/parents M-Z will park in 2 rows in the chapel lot between 2:50-3:15 and will drive over to the back recess parking lot when the first group is dismissed and park, turn off their engines and stand by their car with masks on.
- Students whose last names begin with M-Z will be dismissed at 3:15pm through door C5. School principal, facility manager and aides will manage this procedure as mentioned above.

We would like to encourage families to make a welcome sign with the family name on it to keep in the car. Creativity is encouraged. This will help students and

staff recognize caregivers.

## 2. Bus riders- fairly “ traditional”

- As busses arrive, students are called to board busses immediately without waiting in the hallway. Students should be wearing masks, standing 6 feet apart as they board.
- School health room aide, staff and aides will manage this procedure.
- Parents should contact their School District’s Director of Transportation directly for bus protocols and safety measures implemented by the bus companies. Email Mrs. Hoover if contact info is needed.

Extended Day students will report to a designated space in the gym.

Dismissal procedures will be followed as indicated above Parents can assist school faculty and staff in this matter by:

1. refraining from changing transportation plans after 1:30
2. calling before or after dismissal to ask for assistance, and being patient as dismissal will most likely take longer in the beginning of the year as students/faculty/staff/parents adjust to new routines.

## LP 3 - Extended Day

Before School Care is limited to 10 students.

Parents will ring the bell located at door D6.

A staff member will take the incoming student's temperature.

If it is 100.3 or less, the student will be admitted with a mask on to classroom 105 where he or she will sanitize his/her hands.

After the dismissal of students ,”after school students” will be dismissed to the gym@3:30pm. They will be seated 6 ft apart and wear masks. When possible , after school care will be held outdoors.. Parents who intend to make use of this program need to register for the program prior to the start of the year and will need to reserve their child/children’s places a week in advance.

Students in the extended day program will move to the gym for homework time/playtime. In the gym, students will be seated and use the bathroom facilities according to cohort and school zone:

- Kindergarten and Grade 1
- Grades 2 and 3
- Grades 4 and 5
- Middle School

Extended day personnel will ensure that students remain in their cohorts/zones and sit with social distancing in mind. Extended day students may only use the bathrooms in the lobby area and may only travel from the gym to the school yard outside. Extended day personnel will allow multiple opportunities for students to use the bathroom facilities according to cohort and zone. Personnel will wipe down high touch areas in between each cohort and zone's use of the bathroom.

The gym and bathrooms will be cleaned and sanitized after the extended day program ends each day.

#### LP 4 - Cohorts

Two concepts - cohorts and zones - describe groups of students who have a particular level of sustained exposure to one another. One strategy for minimizing the risk of spreading disease is using cohorts and zones to keep students and adults from being exposed to a greater number of individuals who could be sick. At St. Leo the Great School, a cohort can be defined as any group of students, the adults who spend 10 or more minutes of company together inside the school building or on a bus. These students are in the same classroom, with the same teacher(s), doing the same activities, and traveling with one another in the building. They have the greatest level of exposure to one another, but are kept separate from other cohorts. A zone describes an area in the school in which multiple cohorts may have shared facilities.

EX - Kindergarten is its own cohort. First Grade is its own cohort. Kindergarten and First Grade share a bathroom and go to Mass together. They travel in the same school hallway. Kindergarten and First Grade is a zone within the school.

Each homeroom from Kindergarten to Grade 5 will be a cohort.

- 

Middle School will be assigned to 2 cohorts. One for their AM classes and one for their PM classes. All instructional spaces will be disinfected before the students move to their afternoon cohort

Students receiving supplemental instruction from the IU were placed in the same homeroom this year. If a child in the other homeroom is identified as needing supplemental instruction, the IU will create another class.

Students receiving replacement instruction from the Cupertino classroom were placed in the same homeroom this year.

Procedures for maintaining cohorts are as follows:

1. Schedules
  - a. Specials are scheduled in order to limit the number of interactions outside of zones as much as is possible while still providing students with the opportunity to learn in all areas.
  - b. The master schedule will serve as a record of exposure.
2. Movement Throughout the School Building - [\*Please see LP 5 for details regarding Signage and Travel in the Building.\*](#)
3. Bathroom Facilities
  - a. Students may only use the bathroom facilities assigned to their zone/cohort. A bathroom schedule with large periods of time available for each class will allow for adequate time for use of the facilities. Facilities will be cleaned on a regular schedule according to the Cleaning Plan. The teacher will immediately inform the main office so that staff can clean the bathroom.
  - b. If there is an emergency need for the bathroom while it is being cleaned and disinfected or while another class is using it, the student will be directed to a faculty bathroom which will immediately be sanitized after use.
  - c. Teachers will frequently remind students of the availability of facilities during their assigned time to avoid as much as possible use of the facilities during the time assigned to another class.
  - d. Students must wear a face covering when using the bathroom facilities.
4. Recess Procedures - [\*Please see LP 6 for details regarding Recess Procedures.\*](#)

5. Lunch Procedures - [\*Please see LP 7 for details regarding Lunch Procedures.\*](#)
6. Instructional Support/Enrichment
  - a. The instructional support/enrichment teacher will create a schedule that ensures that cohorts will be safely socially distancing in the IS classroom if occupied at the same time.
  - b. The instructional support/enrichment teacher will clean and sanitize the classroom after each cohort leaves.
  - c. The instructional support/enrichment teacher will ensure that each student sanitizes his/her hands before entering the IS classroom.
  - d. The instructional support/enrichment teacher will ask students to use the bathroom facilities in their zone before leaving the zone for the IS classroom.
7. IU13 Reading and Math and Guidance
  - a. The IU personnel will create a schedule that ensures that only one cohort is in the IU space at a time. This schedule will be shared with the main office and administration along with a roster of students present with these personnel and locations of instruction.
  - b. The IU personnel will clean and sanitize the IU space after each cohort leaves.
  - c. The IU personnel will ensure that each student sanitizes his/her hands before entering the IU space.
  - d. The IU personnel will ask students to use the bathroom facilities in their zone before leaving the zone for the IU space.
  - e. The IU personnel will keep an electronic or written record of students who visit the space on a daily basis.
8. Extracurricular activities will take place virtually when possible. As the coronavirus pandemic wanes, extracurricular activities will be reintroduced systematically according to health and safety as they develop and change.
9. Parents can take important steps to support this plan by:
  - a. Reviewing the procedures above before the start of school in a positive manner.
  - b. Reinforcing the bathroom procedures by encouraging children, “Make sure that you go to the bathroom whenever it is your class turn even if you don’t think you need to use the facility.” Make sure students also know they won’t be breaking a rule if they need to go outside of the assigned time. This will help us keep our use and cleaning schedule as much as possible.

## LP 5 - Signage and Travel in the Building

Students will move freely within their school zones:

- Kindergarten through 3rd Grade Hall
- Grade 4-5 Hallway
- Middle School

As feasible, Any travel in the hallways outside of the schedule and zones above, will be coordinated through contact with the main office. Office staff will view the cameras and direct travel accordingly. (Example - A second grader is feeling sick. The second grade teacher will call the office

and ask if the second grader can come down. Office staff will look at the calendar and if the front stairwell is being used, will direct the student to walk to the office using the other stairwell.)

Students must wear a face covering while traveling anywhere in the building.

Signage will include: hygiene reminders, travel directions, and social distancing reminders.

Paw prints will be stenciled onto the hallway floors showing traffic patterns and social distancing. There will also be designated spacing on the gym walls should the children need to line up for lunch, etc.

Elementary students (Pre K-5) will stay within their floor level and rooms except for recess breaks, mask breaks, classes outside and bathroom breaks as needed. Middle school will stay within their floor level and rooms except for the above mentioned breaks.

Teachers will rotate into rooms.

## LP 6 - Recess/Athletics

Classes will use the recess yard as a grade. Each homeroom/cohort will have a container with designated supplies for use during recess. The recess aide will dispense hand sanitizer to each student before recess.

Not only will each cohort be given a traditional recess period before or after their lunchtime, but each cohort will be given an morning and afternoon mask break.

Each cohort will be given an area of our campus in which to play. This area will change day by day. Gator Masks will be preferred and worn on neck during recess and pulled back up for instructional areas. Other masks will need to be placed in plastic bags, clearly labeled with each student's name and hung on a line.

Each cohort will have it's own activity bin/bag Teachers are responsible for this protocol.

Each day the first staff members out on the playground will remove all the play equipment and distribute to each cohort as they arrive. At the end of recess the staff member will ensure each cohort's play equipment is placed back in the bag/bin and back in the shed for disinfection.

All play items will be disinfected following the play period, and stored in an outdoor shed.

Students will be allowed outside when the wind chill temperature is 25 degrees fahrenheit and above. If raining, or other inclement weather the gym and cohort classrooms will be used for grades K-5. Middle school breaks will be cancelled for the day.

Homeroom teacher is responsible or assigned middle school student.

Teachers in collaboration with the recess aide will:

Ensure that students are spaced six feet apart and use the school yard as time to play at a distance. Students may remove face coverings during this time.

The teacher or recess aide will encourage use of touchless hand sanitizer at the conclusion of recess.

St. Leo the Great School will comply with the guidelines of the PIAA for their athletics teams and programs.

Gym - will get priority consideration for outdoor gym classroom space. Teachers will escort their students to gym class - be it in the gym or outside. Teachers will try to be prompt with their pick up and drop off of students as the gym teacher will need to sanitize equipment between classes. Students will get bathroom break/handwashing time prior to gym class. And sanitize hands after class.

## LP 7 - Lunch

Students will be eating in their classroom, homeroom cohorts. All classrooms are peanut/tree nut free zones. No nut items will be allowed at St. Leo's this year. Our cafeteria will be providing one lunch option per day. Cafeteria staff will use barrier protection PPE. All meal utensils will be disposable. Condiments and utensils/napkins are single serve and will be for lunch buyers only as the cafeteria eating space will be closed this year. Homeroom teachers will monitor their own classes for lunch. We will not have a microwave available this year.

The students will adhere to the regular social distancing requirements while lining up in the gym to buy lunch. Paw print markings will encourage social distancing by showing proper spacing.

Students will use hand sanitizer or wash hands before and after lunch. Students will wipe their own desk off after eating lunch.

The Touchless water bottle refill station may be used to refill water bottles under faculty/staff supervision. The refillable water bottle station shall be sanitized daily as the responsibility of the maintenance team. The refillable water bottle station will be spaced out with paw prints to allow 6-feet of distancing between children in line waiting to fill bottles.

## LP8 - Visitors

As visitors enter the school through the office area, typically, the school is encouraged to implement physical barriers (such as plexiglass), to the extent feasible, between school staff and others in the office area.

School staff will verify the temperature of visitors through Certify Snap kiosk and visitors will self report on potential Covid symptoms.

During the **yellow phase**, no volunteers or parents are permitted in the school building. Visitors necessary to the operation of the school (ex. A necessary repair needs to be made and an electrician comes to fix it.) may be permitted with the permission of the principal after providing the necessary assurances regarding health, symptoms, exposure, and travel. Visitors having direct contact with students (ex. TSS, behavioral specialists, or other educational professionals from organizations outside of St. Leo the Great School) will be required to review the faculty/staff handbook prior to entering the school. If the individual has a temperature at or above 100.4, they may not enter the building.

During the **green phase**, the following will be observed:

- Volunteers/visitors necessary for school operations may be permitted in the building with the permission of the principal and after providing the necessary assurances regarding health, symptoms, exposure, and travel. If the individual has a temperature at or above 100.4, they may not enter the building. Volunteers will need to complete training regarding all the contents of the Faculty and Staff Coronavirus Pandemic Handbook before being permitted to enter the building.
- Parents will be permitted for scheduled meetings when necessary outside of regular instructional hours. Meetings should still take place virtually when possible.

An electronic or written record will be maintained which details the following information: name of visitor, business and location, date, time, verification of approval of assurances.

St. Leo the Great School has the right to restrict visitors in whatever way is needed to safeguard the health of all involved.

## LP 9 Trial Run

Faculty and staff will practice the procedures and discuss scenarios August 7th and during training the weeks of August 10 (office staff) and August 24 (faculty/staff). The Re-opening plan will be updated if any portion of the plan proves to be unsuccessful even after adjustments are made. Parents will receive a notice of an update to the specific section of the plan.

Also, schools should come up with several “day in the life of” scenarios and schedules for stakeholders to anticipate the school experience: e.g., a “day in the life of” a teacher, an eighth grader, a school parent. This is helpful for internal planning and helpful to the stakeholder as well.

Video will be distributed for parents to show students procedures for the new year.

During the first week of school, teachers will practice procedures for the classroom and dismissal during the school day.

## LP 10 - Faculty and Staff

All faculty and staff will be required to:

- Attend numerous mandatory professional development on the handbook and coronavirus procedures.
- Sign an assurance that faculty/staff have read and understand all of the policies and procedures contained in the Coronavirus Pandemic Handbook.
- Agree to check email everyday for the electronic Daily Coronavirus Memo and participate fully in implementing new instructions and reporting concerns as the year progresses.

Faculty and Staff will be encouraged to take temperature daily before leaving the house and they will also be completing a daily symptom checklist.

Upon arrival, All staff will complete a temperature scan before entering the building; additionally, all staff will complete and sign the daily check-in questionnaire upon arrival located in the front office or break room or done virtually through Certify Snap .

All staff will use hand sanitizer and don masks/face shields/gator masks before entering the building.

The current science indicates that stricken adults may be more likely to pass the coronavirus among themselves. Therefore, the school must take steps to be sure that staff socially distance among themselves, that any common areas or typically-used common items (such as coffee pots) are not used, and that staff-to-staff meetings happen virtually, if feasible. Please be advised that Coffee will not be available at the school -

### LP 11 - Parent/Guardian and Student

HomeTemperature taking and symptom screening will be encouraged but we will also be checking temperatures and randomly symptom screening our students upon arrival (See LP1). St. Leo the Great School is presently designing a system whereby parents must verify that they checked each child for Covid-19 symptoms. More to follow.

### LP 12 - Designated Individual

The Pandemic Co-Coordinator is School Health Room Aide- Suzanne Powell. The school will provide to the designated individual PPE to be used when checking temperatures. The PPE includes, at a minimum, face shield, face mask and gloves.

All incoming daily staff members shall be verified to have completed all continued monitoring protocols and/or daily health screenings, prior to the start of the school day (8:30AM).

Student health checks will be reviewed by the Pandemic Co-Coordinator(s).

All incoming temperature scans and screening information will be reviewed by the Health Room Aide/Pandemic Co-Coordinator(s) at the beginning of the day. Thermal scanners at A1 will automatically notify the Health Room Aide and the front office of a person/student's high temperature.

Staff, Teachers will refer and the School Health Room Aide will assess students throughout the day. School Health Room Aide will wear the appropriate PPE for health assessments when performed in the triage or health room

Parents will be informed any time the child's health has been evaluated for temperature and/or Covid symptoms and will be apprised of the results

as well. Parents will be notified by phone if covid or severe health issues arise. Email will be used for minor issues at the discretion of the School Health Room Aide.

The designated individuals will receive professional development on evaluating symptoms of the coronavirus, following CDC guidelines for these evaluations, and guarding the dignity and privacy of the individual being evaluated at all times.

**Training dates are 8/18 & 8/19 for CDC regs and cleaning products. Principal and Facilities manager will attend a diocesan required training on 8/13.**

### LP 13 - Other Methods of Verification and Symptoms

Any student showing symptoms, believed to have a fever, or reporting any sickness will report to the Triage Room. The teacher responsible for the child should call the main office/health room aide to arrange for the child to walk to the office. The child should come by himself/herself. If he/she is too young and/or sick to walk to the office alone, the teacher will inform the school health room aide so that an adult can walk the child to the triage room..

After evaluation of symptoms, the child will either return to class or remain quarantined until his or her parent/guardian can come to pick up the child. Siblings will also be evaluated, but need not leave unless they are also showing symptoms or have a fever at or above 100.4.

Students may not return to school until they have been fever-free without the use of fever-reducing medication for 48 hours and have been cleared by a physician's note.

A temperature scan shall be conducted on all those entering the school building.

We will do verbal symptom screening on samples of the student body. ( Screening will be Fair and equitable, and maintain confidentiality according to ADA)

If an elevated temperature or symptoms are detected at school, the student will be sent home if they are a car rider. If they are a bus rider, they will be asked to wait outside in a cool off area until the ride arrives - for inclement weather the student will be allowed entrance to the school.

- **\*\***(Upon entrance to the school - quarantine will be in the room next to the health room (Triage Room)- with sprayer/fogger cleaning after the student has left. If needed the conference room can be used for additional symptomatic students/staff.
- Health room will be reserved for regular maladies.
- The School Health Room Aide may reside in the front office as needed for screenings in the morning and monitor quarantine students.)

## LP 14 - Attendance

All students will have the option to attend school physically or remotely.

- Families will email each homeroom teacher and the school's NEW attendance email address [attendance@stleoschool.org](mailto:attendance@stleoschool.org) if the child is:
  - Sick, or has any potential of illness, also email the health room aide - [healthroom@stleoschool.org](mailto:healthroom@stleoschool.org)
  - Attending school from their home
  - Is missing school:
    - Vacation

Homeroom teachers will send attendance records through Rediker to our school secretary.

Parents who choose remote attendance will coordinate with the school to ensure:

- They have the necessary technology to attend virtually.
- They understand how to verify their child's attendance in the virtual classroom.
- They understand how to use Rediker and Google Classroom.
- That all technology and connections have been tested prior to the start of school.
- That they understand the remote classroom schedule.

Parents of students attending in-person will coordinate with the school to ensure:

- They understand their obligations according to the Parent and Student Coronavirus Pandemic Handbook 2020-2021.
- They understand and are able to complete the daily screening necessary for attendance as described in [LP 11 - Parent/Guardian and Student](#).

No perfect attendance awards will be given.

Parents should not send students to school when they display any symptoms of the coronavirus or other contagious illnesses. If parents do not call the office, the school secretary/school health room aide will call parents to verify the absence and request information regarding the nature of the absence.

## LP 15 - Structure of Classes

All students will be assigned seats for the first trimester.

### Elementary

Every student in grades preK through 5th will be placed in one cohort (homeroom) for the entire academic day 8AM- 3:30PM. They will take all academic courses together, eat lunch together, go to Mass, recess together.

Gym and music classes will be taught outside until November 1st. Art will be held virtually through pre-recorded messages. Every student will receive an art-bag of materials.

Our students will not be attending the library this year, instead their teachers will check out a bevy of books that their homerooms can select for check out.

They will be seated 3-6 feet apart and wear masks while inside the school building.

4th and 5th grade lockers will be assigned in the following manner: 4th grader, empty, 5th grader, empty. Each class will be assigned a schedule of when they can be at their lockers. Students will wear masks while at their lockers. The outside of the lockers will be disinfected 1x per day.

Each kindergarten, 1st grade and 2nd grade students will be given an iPad. All 3rd graders will be given a laptop. 4th and 5th graders will be each assigned a Chromebook.

### Middle School

Every student in grades 6th, 7th and 8th will be placed in two cohorts. One for their morning classes and a different one for their afternoon classes. They will take all academic classes together in the morning, then regrouped and take all academic classes together in the afternoon. All 6 middle school classrooms will be disinfected during their mid-day recess break. Facility manager and parent volunteer are responsible for the cleaning.

Our teachers (including music and Spanish) will circulate to our middle school classrooms with the exception of science. When a 6th, 7th or 8th grade student has a science experiment they will proceed to the science lab. The lab will be disinfected after each use. Several smaller math classes will be taught in our library. The library will be disinfected after each use.

Lockers will be assigned according to social distancing norms and each middle school class will have assigned times to visit the lockers. Each Middle School Student will be assigned a locker using the following pattern: 6th, 7th, 8th empty. Each class will be assigned a schedule of when they can be at their lockers. Students will wear masks while at their lockers. The outside of the lockers will be disinfected 1x per day.

Each middle school student will be assigned a Chromebook- this will go to home and back with the student. They will be responsible for keeping it

clean and charging it.

All teachers are encouraged to use our large outdoor campus as an extension of their classrooms, most especially our newly restored pavilion. This is an ideal environment for group work

## LP 16 - Face Masks/Shields

Masks are required by the DOH order (July 3, 2020).

All staff, students and visitors will be required to wear face coverings inside the building at all times. Face coverings include face masks, shields and gator coverings. Face masks are the preferred face-covering. All students will be given lanyards in order to keep their masks on their persons during mask breaks, recess, lunch and snack time.

Our students who receive instruction in our Cupertino Classroom will not need to wear a face-covering per his/her ILP. 6 feet distancing must be followed at this time.

Students in PreK - 5th may replace their face mask for face shields during phonics instruction and other content areas that are crucial to see mouths. 6 feet distancing must be followed at this time.

Frequent mask-breaks will be given outdoors throughout the day, per the teacher's directives. These should occur roughly every 2 hours and be approximately 15 minutes long. Mask breaks will be walking around the building - not recess time due to limited space.

\*Exceptions (someone unable to wear a face covering) are as follows:

Individuals who cannot wear a mask due to a medical condition.

Individuals for whom wearing a mask while working would create an unsafe condition in which to operate equipment or execute tasks as determined by local state or federal regulation and/or workplace safety guidelines. Individuals who would be unable to remove a mask without assistance.

Individuals who are communicating with or seeking to communicate with someone who is hearing impaired or has another disability, where the ability to see the mouth is essential for communication.

Individuals who have Individual Learning Plans.

The school will provide a neck gaiter for all staff and each student in grades preK through 8th grade. These neck gaiters will be worn in at all times when inside the building.

The school will provide lanyards for those students who bring in their own masks so each mask may stay with that person during outside activities.

Face shields will be provided for all staff and for students in grades preK through 3rd grade. Shields will be used during all instruction that requires the teacher and learner to concentrate on facial expression and/or sound. For example, phonics focuses on the letter and sound correspondences to enable our young learners to break written words down into their component sounds, before later recombining them to read the whole word. Face shields must be cleaned daily.

Staff members and students must wear face coverings at any time when in school.

Anyone may choose to wear a face covering that is not school-issued if the intention is to use a higher grade material to provide enhanced personal protection, especially among adults and children with compromised immune systems. Face coverings not issued by school must meet the following requirements:

- Must be of an equal to or higher grade medical-type material/style.
- Must be a solid, neutral/muted, color.
- May not have any wording or images (especially those that could be deemed offensive to any member of our community, are political in nature, or express anything against the Catholic faith)

St. Leo the Great School will provide disposable masks for any adult or student who forgets his/her face shield, mask or gaiter - stored in the triage or health room

St. Leo the Great School recognizes that there are legitimate reasons why some students may be unable to wear a face covering. For those unable to wear a mask, a shield may be a solution that provides the student with protection while accommodating his or her particular needs. All families requiring special considerations in this area should contact the principal in advance of the start of school so that a plan and accommodations can be made for student and faculty/staff safety.

Parents should take time to explain to children before school begins that, in rare cases, some individuals are unable to wear face coverings. Anyone not wearing a face covering has discussed this extensively with the school administration and provided confidential documentation requested by the

school. Teachers have been informed of the accommodations regarding face coverings for the individual student and the need for other students to wear gaiters/masks when interacting with a student not wearing a face covering.

Parents can help by explaining that this is not an issue of fairness. It should also not be a source of teasing, questioning, or unnecessary comments. Parents should also encourage students to have gratitude that they are healthy enough to wear face coverings and pride in doing their part to keep others safe.

Students will be instructed by the teachers regarding the wearing of face shields, masks and gaiters throughout the school day. Teachers will follow the above guidance and favor the least restrictive options for personal protection in each situation. Students are required (with the exception of the cases above) to comply with teacher instructions to add personal protection according to the activity they are engaged in. Some parents may prefer that students wear face shields and/or gaiters/masks all day. Parents who prefer this restriction should put this in writing to the principal and teacher at the start of the school year. Teachers will let students know when they may remove part of their personal protection, but students are not required to remove shields or masks when allowed.

## LP 17 - Classroom Environment and Spacing

Every classroom will be set up to maximize the distance between students. A great deal of furnishings have been moved to allow for spacing in the classroom. Each teacher will be responsible for physical- distancing.

Every student will be spaced 6 feet apart when eating lunch.

Our middle school science laboratory will not be used as a homeroom space. Instead 6th, 7th and 8th graders will be assigned science experiments once a week at a staggered schedule so we may clean the room and science equipment.

Face coverings and gloves will be used at this time.

Group work will be permitted under the following conditions:

Having a maximum of 4 students

- Students will wear gaiters
- Hands are washed or sanitized before and after group work.
- Surfaces and materials are sanitized before each individual's use.

In all areas of the school building, air conditioning and cleaning and sanitizing plans will assist in creating a healthy environment. Doors to classrooms are to be kept in the locked position for security.

Windows and/or air conditioning in the gym will provide the same benefits as above.

[See LP 15 - Structure of Classes for more information.](#)

### LP 18 - Coronavirus Parent Information

Parents will receive notices of great importance regarding reopening and the coronavirus at the start of the school year. Parents will be required to sign these documents and provide the information necessary for the school to ensure the safety and health of all members of the community.

### LP 19 - Coronavirus Confidentiality

St. Leo the Great School will communicate possible exposure to the coronavirus, presumed positive cases of the coronavirus, and confirmed cases of the coronavirus in the community according to the directives of the local board of health and the Office of Education of the Diocese of Harrisburg. Care will be taken to ensure the confidentiality of all involved parties.

### LP 20 - Emergency Contact Plan

Students will remain outside the building(as feasible ) if they do not pass the entry screening. Parents will be notified by the school health room aide or front office staff to pick up the child. Children will be permitted to come into the Triage room if unable to stay outside until ride is available.

At the start of the school year, St. Leo the Great School will update all emergency contact information for school families and faculty/staff.

The emergency contact form will be updated to include a questionnaire about coronavirus symptoms regularly experienced due to another unrelated medical condition. This information will be used when evaluating possible coronavirus symptoms. [St. Leo the Great School will use the tool for evaluating symptoms which can be found in Appendix B.](#) For example, if a student is showing one symptom of the coronavirus - runny nose - and his/her emergency form indicates that he/she suffers from seasonal allergies, the student need not be sent home for exhibiting a single, group B symptom. It is likely the child is just suffering from allergies.

It is the responsibility of the parent/guardian to update contact information whenever there is a change to address, phone number, or email of any emergency contacts.

It is imperative that St. Leo School has accurate contact information at all times.

Faculty will regularly include a reminder on homework pages/sheets/websites for parents to update this information.

## LP 21 - Communication and Quarantine

[Please see LP 19 - Coronavirus Confidentiality for information regarding communication and confidentiality.](#)

Students will remain outside the building(as feasible ) if they do not pass the entry screening. Parents will be notified by the school health room aide or front office staff to pick up the child. Children will be permitted to come into the Triage room if unable to stay outside until ride is available. If a student becomes ill at school and the symptoms are consistent with the coronavirus, the student will be quarantined in the Triage room with dignity and care until a parent or guardian is able to take the child home. The room will immediately be sanitized.

St. Leo the Great School will seek the assistance of the local board of health in the event of a coronavirus case among faculty, staff, or students. St. Leo the Great School will provide a list of all individuals who may have been exposed through contact and will follow all recommendations given regarding closure as given by the local board of health. St. Leo the Great School will be following the PA DOH self Quarantine guidelines. Any student quarantined at home but asymptomatic can participate in his/her classes virtually.

Areas used by a person who is sick will be closed off and will not be used by anyone else before cleaning and disinfection. All state and local health official recommendations regarding isolating and/or quarantining individuals who have become sick or been infected (i.e. procedures for returning to work/school) will be followed.

Establish and maintain communication with local and state authorities to determine current mitigation levels in our community.

If the Hempfield School District announces a coronavirus related closure, St. Leo the Great School will make a decision to close or remain open independently. Depending upon the circumstances surrounding the public school's closure, St. Leo the Great School may remain open if it is determined that the same exposure has probably not occurred within our building or cohorts. St Leo School will communicate plans through One Call, text, and social media as soon as possible.

St. leo the Great School will continue to follow the Hempfield School District in weather related closures.

St. Leo the Great School will require that all community members with access to the school building disclose travel, especially to areas in which PA has restricted travel. Families needing to travel to areas deemed high risk for the coronavirus are expected to follow the state of PA quarantine guidance upon return. They may make use of virtual instruction until able to return to school in person.

Field trips are prohibited. Virtual field trips will be offered throughout the school year. This prohibition will be reevaluated as the year progresses.

## LP 22 - Responsibilities and Protocols

Parents/Guardians are the greatest models of love for others in this situation. St. Leo the Great School is a community and together our community will be able to protect our students and staff, remain open for learning, and show our love for one another by following the protocols and procedures outlined in this handbook.

Parents/Guardians can support the mission of St. Leo the Great School and all of our children during this time by:

- Preparing students for the ways school will be different before the start of the year.
- Encouraging healthy habits at home.
- Teaching children that, although these protocols and procedures are not ideal and not our favorite way of proceeding, they are ways to take care of and show our love for others.
- Seeking the assistance of our school counselor if any difficult emotions arise due to the pandemic or other events.
- Acknowledging difficulties. Give children space to share feelings honestly.
- Being positive. While acknowledging difficulties and engaging with them, it is equally important to practice gratitude, highlight positive events, and celebrate achievements.
- Communicating with faculty and administration directly.
- Monitoring student exposure to the confusing, negative, and scary social media and news reports.
- Reading weekly communications and attending parent meetings.

Parents/Guardians are responsible for doing their part to ensure the health and safety of the whole community by:

- Keeping children home if they are sick and following the fever policy.
- Honestly reporting symptoms, temperature, travel, and possible exposure as soon as possible.
- Sanitizing and cleaning face shields and gaiters after school each day. Each day a newly laundered uniform must be worn.
- Respecting and safeguarding the policies and procedures regarding visitors.

Faculty and staff will encourage students using positive reinforcement to engage in healthy, safe and responsible behaviors that honor the common good.

Faculty and Staff must balance the need to follow the protocols and procedures for safety with understanding that most violations of protocol will be accidental. Gentleness and patience should guide every interaction between students, parents, and other faculty/staff.

## LP 23 - Hygiene Practices

Faculty, staff, and students are expected to use hand sanitizer immediately upon entry to the school building each day. In the classroom, teachers are to dispense the hand sanitizer so that it does not become another source of exposure.

Students are to use the restroom or hand sanitizing stations and wash their hands before and after snack and lunch.

Hand sanitizing stations should be utilized outside of all non-classroom common spaces (main office, bathrooms, entrances and exits, etc.).

Signage will be posted throughout the school to encourage good hygiene practices.

Faculty will have a relaxed dress code this year with machine washable clothing laundered daily

Students may wear freshly laundered uniform daily, and gym uniforms on gym days.

Electrostatic sprayer technology:

Electrostatic spray technology is a new way to apply cleaners, sanitizers, and disinfectants to help facilities treat surfaces, in less time and with better coverage than traditional cleaning methods.

Electrostatic sprayers work by charging liquids (i.e., cleaners, sanitizers, and disinfectants) as they pass through a sprayer nozzle. This generates charged droplets that repel one another and actively seek out environmental surfaces, which they stick to and even wrap around to coat all sides. The result is a uniform coating of sanitizer or disinfectant on sprayed objects, including hard-to-reach areas that manual cleaning can miss.

Electrostatic technology helps cover more surfaces in less time, saving St. Leo's money while providing the surface disinfection we need to prevent the spread of illness-causing pathogens.

Disinfectant Solution:

St Leo's will be using SNI<sup>PER</sup>. SNI<sup>PER</sup> is the next generation of disinfection technology. This powerful disinfectant and all-purpose cleaner is a mild, environmentally friendly product that is non-irritating to the skin, doesn't produce harsh chemical fumes and is non-abrasive to surfaces. SNI<sup>PER</sup> can be applied to any surface and left to dry - it does not have to be wiped away.

SNI<sup>PER</sup>® is an intelligent disinfecting and cleaning system targeting pathogenic organisms - not you, or your environment. Microorganisms cannot build up resistance to the active ingredient - [chlorine dioxide](#). SNI<sup>PER</sup>® has been shown in lab settings to attack and destroy allergens, thereby

literally clearing the air.

Touchless soap dispensers/towel dispensers are being installed in bathrooms.

Touchless Hand sanitizer dispensers shall be available in both free standing locations and wall mounted in hallways, in the following locations:

Each classroom has a hand sanitizing station mounted directly outside the classroom

2 - mounted on stands at both entrances to the school (A1,B2)

2 - 4 in lobby/gym area

1- C5 Entrance

Water fountains will not be available. Instead we will have a touchless bottle filler open and have disposable paper cups available for use.

## LP 24 - Cleaning Plan and Schedule

The principal, cleaning staff , faculty, school staff and custodian will attend professional training regarding use of Sniper, electrostatic sprayer and CDC guidance on cleaning. A comprehensive daily cleaning plan and schedule will be followed to ensure all spaces are adequately sanitized.

Materials approved by the CDC for coronavirus cleaning/sanitizing/disinfecting will be used and an adequate supply will be maintained.

No outside groups will be permitted to use the school facilities unless permission is given by the pastor and principal. Groups must follow the guidelines provided in St. Leo the Great School's Health and Safety Plan, be restricted to a particular area of the building, and arrange for cleaning and sanitizing immediately following use.

An Increased frequency of cleaning routines, disinfection and sanitization procedures will be implemented across all classrooms/facilities and documented daily.

Ventilation of learning spaces shall be increased to the extent feasible. This includes exercising classroom activities in outdoor spaces, when possible/feasible.

Our HVAC system fully replaces air within each classroom in less than 1 hour. Our parish manager is currently working with our company to see if we can alter this 5-year old system or add a solution that will even enhance our air quality indoors even more

Kitchen areas will also undergo increased cleaning, disinfection and sanitization routines utilizing an EPA N Listed and Food Grade Disinfectant, as noted in LP23.

Transportation vehicles will be cleaned and disinfected per each school district protocol.

Maintenance/Housekeeping staff will clean and disinfect all furniture, all high touch areas and surfaces, restrooms, hallways (walls and lockers), and occupied office spaces.

Instructional areas, desks and chairs, and floors cleaned throughout the day and disinfected daily (end of day, prior to re-occupying).

At a minimum, the cleaning and disinfecting regime will happen daily before use. High touch areas shall be cleaned more frequently.

Teachers and staff will clean high touch surfaces frequently. Each classroom will be equipped with approved cleaning supplies. A cleaning/disinfecting kit will be issued to each classroom. Staff will be expected to use the kit to maintain the cleanliness of their learning environment throughout the day.

No persons shall mix cleaning products, as this can create a safety hazard/risk.

Ongoing daily inspections by Maintenance Supervisor and Principal shall be conducted.

Training for all employees on social distancing and approved cleaning and disinfecting/sanitizing procedures shall be provided.

Training shall be provided for all personnel utilizing EPA N Listed disinfectants to include approved protocols, proper and safe use of such products.

Specific cleaning procedures are documented as outlined in appendix X

#### Preliminary cleaning plan

1. Electrostatic fogger daily in all classrooms, bathroom, admin area, health room, common areas.
2. Daily routine cleaning of classrooms precedes use of fogger as able.
3. Daily routine cleaning of floors/bathrooms precedes use of fogger as able.
4. Teachers / students (age appropriate) daily cleaning of work space - Sniper spray products.
5. A daily log of areas cleaned will be recorded and kept in the front office or designated area.
6. PSR students will be in 7 classrooms weekly. Classrooms will be cleaned before instruction and fogged afterwards according to the usual schedule.
7. Substitutes will be instructed on cleaning protocol

## LP 25 - Survey

Parents are asked to complete surveys as given by the school so that these policies and procedures best serve you. This is a responsibility that is most necessary to St. Leo the Great School's continued mission. Surveys are scheduled to go out Sept 8th, 2020 and October 20th, 2020.

## Creating and Maintaining Community

### CMC 1 - Community and Culture

Saint Leo the Great School will create a culture of joy by:

- Continuing our positive reinforcement program: "Live like and Love like St. Leo!"
- Adopting a new theme for this year centered on the biblical verse: Rejoice in Hope, Be Patient in Tribulation, be Constant in Prayer. Romans 12:12
- Teachers will base lessons on this theme
- Having Father Hahn and Father logue catechize around this theme
- Increasing the number of special events throughout the school year.
- Planning for fun classroom activities.
- Scheduling virtual field trips.
- And promoting fun, social, healthy activities for student engagement.

### CMC 2 - Communication

A detailed communication plan has been developed by Saint Leo the Great School to effectively connect administration, staff, faculty, students, parents/guardians, parishioners, and all related to the school community.

Upon reopening, all parent meetings will be held virtually if possible. Virtual meetings for adults will be the norm for the following reasons:

- Virtual meetings eliminate the need for additional cleaning and sanitizing
- Virtual meetings eliminate the need to create elaborate social distancing plans
- Virtual meetings allow for the inclusion of parents who are quarantined, feeling unwell, or otherwise vulnerable.
- Virtual meetings can be easily conducted to achieve the purpose of communicating school information with parents.
- Adults are more likely to contract and pass on the coronavirus than children are.

Saint Leo School parents may hear some community members say, “If parents can’t go to a meeting in person, how can it be safe enough for students to go to school?” It is important to note that safety is not a major factor in this decision as indicated above.

Faculty and staff must ask permission of the principal to have any in-person meetings with any non-employees.

Parents will receive frequent communication from the school in the form of:

1. Principal’s Newsletter
2. Personal telephone or video conference calls with the teacher
3. Frequent email updates from the teacher.

Parents may continue to contact the administration and faculty through email or phone call.

### CMC 3 - Online Communications

Coronavirus updates can be found at <https://www.stleoschool.org/>

### CMC 4 - Parent Connections

St. Leo the Great School will provide an online educational event focused on the social/emotional health of parents , children and educators for faculty and parents during the school year. The major themes will be Trauma and resilience.

- Saint Leo School will offer online parent/family spiritual reflections for the spiritual growth and strength needed during this difficult time. Coffee, chatting and prayer will be available with the principal via Zoom

Saint Leo’s PTO theme this year will be, “Volunteerism, A Renewed Effort”

- Because of budgetary concerns, focusing on outdoor activities and having excessive visitors in the building during this time of pandemic, volunteering as a recess aide is going to be our biggest need!
- Our PTO is retaining organizing parents to help run all recess periods across our very large campus and help each teacher with their students’ mask-breaks.
- Our School Board meetings have always been important and affirming, but no more so during this time of remote learning. Not only are they a source of wonderful ideas, but they also connect with other families as to updates about our new protocols and plans in the building...

- Saint Leo School will invite parents, whenever possible, to participate in special events virtually.
- Parents/Guardians are responsible for bringing any concerns directly to the teacher first for resolution. Mature communication should be direct, appropriate, and solution-centered. Negative social media posts and gossip are not signs of mature communication and damage the school-family relationship.

### CMC 5 - Testing of Procedures and Facilities

- All procedures will be tested during the weeks of August 10th & 17th 2020.
- Kindergarten families met one on one with our teachers in July for readiness testing and to answer questions concerning safety in the classrooms.
- Mentoring families have been assigned to all new families whose children are joining us in grades 1st - 8th.
- A Virtual Back to School Night will be scheduled for September 2020

### CMC 6 - Marketing

- Saint Leo School will continue to use our social media accounts
  - Red, White and Blue Days during the summer
  - Pictures of your family and the flag
  - Meet the teacher page
  - Prayer ideas shared throughout the school year
  - Father Logue and Mrs. McLean pray the Rosary every Thursday on the [school's Youtube channel](#).

### CMC 7 - Catholic Identity and Social Emotional Health

Catholic identity and social emotional health are essential elements of Saint Leo's mission. Recognizing that the Coronavirus Pandemic has, in many circumstances, intensified the need for wholeness and holiness, Saint Leothe Great School plans to fulfill this through:

- Regularly scheduled classes with the school counselor
- The Spiritual Life Committee will continue to work with our school's faculty and administration to support and create programming addressing our Catholic identity and apostolic goals, including participation in the school's commitment to social justice and evangelization.

## CMC 8 - Safety, Health, and Wellness Team

- The safety, health, and wellness team, responsible to provide support for students and faculty/staff, will include school principal, school nurse, Father Hahn and school counselor.
- The school nurse will be the point person for the Team and will recruit as needs arise.

## Curriculum and Instruction

### CI 1 - Quality of Education

- Saint Leo the Great School is known for the quality, Catholic education it provides to all students. While logistics and planning are important, faculty/staff, students, and parents must also focus on maintaining high expectations for instruction and assessment.
- The principal will continue daily walkthroughs of the building as well as weekly observations and lesson plan reviews. She will continue her weekly 5 minute walk throughs of each classroom and will also evaluate the teaching that is delivered virtually. High on this evaluation tool is student engagement.
- Surveys will be given to school parents and faculty/staff to monitor the quality of education, identify areas of improvement, and capitalize on areas of excellence.
- Data will be collected and monitored to allow faculty to tailor instruction to student and class needs. Parents/Guardians will be informed of trends in student achievement so that they can reinforce lessons learned and celebrate achievements.
- Our Intermediate Unit customized a series of courses around two instructional models: Blended and Hybrid Learning. Contrary to popular thought they are not new techniques nor are they synonymous! They both pair face-to-face instruction with online learning. But the primary difference between them is this: Blended learning uses online learning resources to supplement face-to-face instruction, while hybrid learning uses online resources to replace portions of students' instruction that would otherwise be delivered face-to-face.
- On the first day of school, August 25th, we will begin a blended learning environment, and if we must close for any time we can easily toggle to a hybrid model.

## CI 2 - Distance Learning and Blended Instruction

- All of our teachers took 3 separate courses based on Blended learning through the IU 13. Additionally each teacher will be given 3 coaching sessions for the month of September to ensure the highest quality of Catholic education whether face-to -face, virtually or a hybrid.
- Google classroom will be used as the LMS for grades 4-8 and Seesaw for grades k-3rd.
- Accelerated math students will be taking their classes through Educere. Lancaster Catholic High School uses this company.
- \$18,198.92 - invested in technology to allow for virtual learning experiences for 12 classrooms:
- 12 video cameras on tripods, with remote control so teachers can pan, tilt and zoom the camera in and out, whose image is transmitted to the remote users.
- 12 wireless tablets for whiteboard digital inking by teachers or students in the classroom.
- 12 conference speakerphones to allow for 2-way communications between classroom users and remote users.
- All cables and miscellaneous components to connect the equipment

In the case of a state-wide shutdown, virtual learning will take place for all students. If possible, teachers will teach from their classrooms and lessons will be live streamed. A virtual education schedule will be followed by all teachers and will be communicated with parents prior to the start of the school year.

Virtual learning will also be available on a flexible basis to any family for any reasons, including (but not limited to) the following:

- A family chooses virtual learning indefinitely because a member of the household has a compromised immune system.
- A family informs the school that they were exposed to the coronavirus and is under quarantine. Students may immediately move to virtual learning until cleared to return.
- A single child in the family is sick and it is unrelated to the coronavirus. A family may choose to inform school and keep the child home until all symptoms subside while sending the other child/children to school.
- Anytime a family is worried about the safety of their child(ren). For example, the flu season is pending.

*Please refrain from traveling to any locale that is deemed high risk or a red state. A virtual option does not provide any student with the quality of education that he/she would receive in the classroom. Additionally, teaching concurrently /simultaneously” especially to the young or one who learns differently is a herculean task for even the most experienced of teachers. We may be unable to provide a virtual option and at the very least you must obtain prior approval from the principal. Thank you for your considerate choices*

### CI 3 - Interdisciplinary Work and Engaged Learning

- All faculty will work together to take traditional curriculums and merge them into cross-curricular learning areas. Cross-curricular learning allows for more interconnected lessons that capture our students' imagination.

### CI 4 - Specials and Electives

The scheduling of specials has been done to minimize cross-contamination of cohorts by teachers and to utilize best practices while maintaining social distancing and controlling the use of common items.

- Physical education and music will be taught outside until November 1st.
- Our pavilion is now a fine art pavilion. 6 ft markings will be placed on benches and flooring.
- After November 1st, music and art will be taught virtually and physical education will be moved to our gym.

### CI 5 - Substitutes

All substitutes will be required to read the Coronavirus Pandemic Handbook, complete the faculty screening before arriving at school, and have participated in faculty/staff orientation.

### CI 6 - Intervention

Students are likely to have experienced a decrease in learning during the shutdown. Summer work was assigned to reinforce essential skills before the start of the school year. As a result of the shutdown, it is imperative that testing be administered immediately to diagnose areas of strength and weakness. Teachers will use this data to inform instruction, highlight areas of focus, and monitor student progress.

- DIBELS Next will be used in grades K-3 and 4-6 at risk students for Reading Assessments
- Fountas and Pinnell Benchmark Assessment will be used in grades K-5
- DIBELS Math will be used in grades K-8

STAR testing will be used to monitor student progress.

- Instructional Support and Instructional Enrichment Programs will continue.
- IU Reading and Math will continue on a special schedule to minimize interaction between cohorts.

## CI 7 - Testing and Grading

- Faculty will work with parents and students to transition back into the experience of learning in a physical classroom. This will require flexibility, grace, generosity, and kindness as all navigate this together.
- Saint Leo Faculty will receive Professional Development with a new standardized testing: STAR.
- Authentic assessments are deliberately designed to improve and educate student performance, not merely to audit.
- Alternative assessments are designed by the teacher to gauge students' understanding of material.
  - Examples of these measurements are open-ended questions, written compositions, oral presentations, projects, experiments, and portfolios of student work.
  - Alternative assessments are designed so that the content of the assessment matches the content of the instruction.
  - Effective assessments give students feedback on how well they understand the information and on what they need to improve, while helping teachers better design instruction.
  - Assessment becomes even more relevant when students become involved in their own assessment. Students taking an active role in developing the scoring criteria, self-evaluation, and goal setting, more readily accept that the assessment is adequately measuring their learning.

## CI 8 - Academic Standards

Faculty are encouraged to collaborate virtually with teachers outside of Saint Leo the Great School to discuss overarching and essential standards. Especially important will be planning with Lancaster Catholic High School to prepare students academically for high school.

## **Maintaining Our Catholic Identity in Virtual Spaces**

### MCI 1 - Spiritual Focus

- Teachers will be attending a retreat on Thursday August 20th. Our retreat leaders will be Father Hahn and Father Logue.
- This year's theme: Rejoice in hope, endure in affliction, persevere in prayer. Romans 12:12

### MCI 2 - Mass

- Reception of the Eucharist and attendance at Mass is at the heart of our Catholic identity; therefore, it is imperative that students have the opportunity to attend Mass weekly. Grades 3 through 8 will be assigned a day to attend Mass in their cohorts. Students will sit 6 ft. apart in

the Church which will be reserved for Saint Leo students only. Distribution of communion to students will be by one Extraordinary Minister of Communion from school or the pastor. Saint Leo students will use a separate entrance and exit to church and will utilize hand sanitizer before and after attendance at Mass.

- Parents may attend Mass, but are asked not to approach the school students before, during, or after Mass.
- Students in grades 6th, 7th and 8th will attend Mass on Wednesday mornings at 8:45am.
- Students in grades 3rd, 4th and 5th will attend Mass on Friday mornings at 10:15am

### MCI 3 - Sacraments

- Instruction for School and PSR Children in the 2nd and 8th Grades will, as always, be tailored as they anticipate the Sacraments of Penance and Reconciliation and First Holy Communion (2nd Grade) and Confirmation (8th Grade).
- Second Grade will receive the Sacrament of Penance and Reconciliation on December 5, 2020
- First Holy Communion is May 1, 2021.

If a Parish wide celebration is prohibited because of the reduced capacity of our Church, then we will have two celebrations, one for our PSR students and then one for our School students.

Saint Leo the Great School will ensure the opportunity for reconciliation for all students in keeping with the norms for its celebration according to the Diocese of Harrisburg and social distancing.

### MCI 4 - Allowing Students to Serve

Students will attend the school Mass and will participate as members of the congregation. Students will not serve or read at parish liturgies for the foreseeable future.

Opportunities will be provided for students to lead prayer for the school and individual classrooms.

### MCI 5 - Parental Involvement

Every effort will be made to live stream school events for parents and provide parents with opportunities to connect with one another.

Parents can influence the school environment positively and effectively through the practice of the faith

- by speaking and acting as a witness to Christian values at home.
- praying with and for their children.
- frequently speaking about faith as a part of daily life.

Faculty will make every effort to communicate with parents more frequently regarding the spiritual life of the students and class.

The PTO is changing focus this year. Instead of planning numerous social events they are focusing on volunteerism. Their first task is to retain enough parents to cover 16 cohorts of 25 minute recess time everyday.

Our Spiritual Life Committee, which is compromised of a dozen parents, will plan virtual and outdoor prayer events.

### MCI 6 - Virtual Service Activities

Sacred Leo the Great School will participate in virtual service opportunities.

### MCI 7 - Presence

Saint Leo the Great School's pastors Father Hahn, Father Logue and principal Mrs. McLean will continue to serve as catechists through the year and grades.

## **Technology**

### T 1 - Accessibility

All students in grades k-8th will be given a digital device:

K-2nd	iPads
3rd	Laptops
4th - 8th	Chromebooks

## T 2 - Health and Technology

The use of Google Classroom/Seesaw for assignment submission will be preferred to paper submissions when possible and practical. Online submissions are safer for teachers.

## T 3 - Digital Citizenship

Students and parents will sign an Acceptable Use of Technology policy.

Parents can participate in this learning by modeling good online behavior, reinforcing lessons at home, and monitoring student use of technology.

## **Appendix A - Expectations for Distance Learning**

1. **Sit up during class time, no laying down.**
2. **Student's face should be visible at all times and immediately recognizable.**
3. **Students should use their real name.**
4. **Students should dress in appropriate clothing, no offensive words or symbols, no pajamas.**
5. **All classes will start on time, students should be punctual. Attendance will be taken.**
6. **Cameras are to be on at all times unless the teacher instructs a student to turn it off.**
7. **Use your school issued computer for all distance learning classes. Do not share computers.**
8. **Mute your microphone if you are not talking.**
9. **All chat messages must be relevant to the class lesson.**
10. **Do not ask anyone to join the class without the teacher's permission.**
11. **Do not share links with anyone that is not in your class.**

12. Have all other electronic devices turned off during class and stored in another room.

## Appendix B - Resources

- CDC coronavirus symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- American academy of pediatrics guidance June 2020:  
<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- PA Department of Health Face Covering order:  
<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Guidance/Universal-Masking-FAQ.aspx>
- Catholic Mutual suggests a particular temperature scanner that schools could lease. <https://www.safecheckusa.com/sales-and-leasing/>
- PDE June 3 preliminary guidance:  
<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/Pages/default.aspx>
- PDE research with REL: <https://ies.ed.gov/ncee/edlabs/regions/midatlantic/pdf/ReopeningPASchools.pdf>
- What was learned on transmission from child care centers that stayed open:  
[https://www.npr.org/2020/06/24/882316641/what-parents-can-learn-from-child-care-centers-that-stayed-open-during-lockdowns?utm\\_term=nprnews&utm\\_source=facebook.com&utm\\_campaign=npr&utm\\_medium=social](https://www.npr.org/2020/06/24/882316641/what-parents-can-learn-from-child-care-centers-that-stayed-open-during-lockdowns?utm_term=nprnews&utm_source=facebook.com&utm_campaign=npr&utm_medium=social)
- Children’s Hospital of Philadelphia on school reopening June 2020:  
<https://policylab.chop.edu/sites/default/files/pdf/publications/Policy-Review-School-Reopenings-PolicyLab.pdf>
- Central Dauphin School District school reopening:  
<https://www.cdschools.org/cms/lib/PA09000075/Centricity/Domain/1/Health%20and%20Safety%20Plan%20CDSD%20-%206.18.2020.pdf>
- Forbes article on simultaneous/concurrent teaching:  
<https://www.forbes.com/sites/tedladd/2020/06/19/optimizing-concurrent-classrooms-teaching-students-in-the-room-and-online-simultaneously/#1db7a8853451>
- NWEA research on learning loss: [https://www.nwea.org/content/uploads/2020/05/Collaborative-Brief\\_Covid19-Slide-APR20.pdf](https://www.nwea.org/content/uploads/2020/05/Collaborative-Brief_Covid19-Slide-APR20.pdf)
- Nine Ways Online Teaching Should be Different from Face to Face Teaching: <https://www.cultofpedagogy.com/9-ways-online-teaching/>
- Thank you to Sacred heart School of Lancaster for the Parent and Faculty Handbook template on which ours was based.

## Appendix C- School Symptom Screening Tool (adapted from PDE)

Employee or Student Name:

Assigned Cohort:

Temperature:

Has the student/employee taken any medication to treat or reduce a fever? If so, when?

Is the student/employee experiencing any of the following

<b>Group A</b> <b>1 or more symptoms</b>	<b>Group B</b> <b>2 or more symptoms</b>
<ul style="list-style-type: none"> <li>● Fever (100.4 or higher)</li> <li>● Cough</li> <li>● Shortness of breath</li> <li>● Difficulty breathing</li> </ul>	<ul style="list-style-type: none"> <li>● Sore throat</li> <li>● Runny nose/congestion</li> <li>● Chills</li> <li>● New lack of smell or taste</li> <li>● Muscle pain</li> <li>● Nausea or Vomiting</li> <li>● Headache</li> <li>● Diarrhea</li> </ul>

**Stay home or go home if a student/employee has: one or more symptoms in group A, two or more symptoms in group B, or has taken fever reducing medication.**

## Revisions Page

August 19, 2020

- LP 1 - Students must wear masks with ear- rings to school. Gators will be distributed to all students, but this covering will only be allowed if their mask is damaged.
- LP 1- Students will enter the school building at assigned entrances beginning at 8:00am
- LP16 - All persons will be wearing face coverings at all when in the school building, except during lunch and snack time.
- LP 17 - All students will be seated 6 feet apart when eating lunch.

August 20, 2020

- We replaced the title school nurse with school health room aide because this individual's nursing license has not been kept current.

Sept. 2, 2020

We removed from CI 2: A family travels somewhere with a high risk of exposure. Upon return, they quarantine as recommended and do virtual learning until cleared to return to school.

*We added: Please refrain from traveling to any locale that is deemed high risk or a red state. A virtual option does not provide any student with the quality of education that he/she would receive in the classroom. Additionally, teaching concurrently /simultaneously” especially to the young or one who learns differently is a herculean task for even the most experienced of teachers. We may be unable to provide a virtual option and at the very least you must obtain prior approval from the principal. Thank you for your considerate choices.*