



2020-2021  
Pandemic Handbook

Our Lady of the Lake School  
175 East 200th Street  
Euclid, Ohio 44119  
[www.olleuclidschool.org](http://www.olleuclidschool.org)

# Guidelines for Reopening in the 2020-2021 School

## Vigilant Screening

	<p><b>Temperature Checkpoints:</b> We have purchased non-touch thermometers to complete temperature checks. All students will complete a temperature check each morning before entering the school building, as well as at the midpoint and/or any time a child is exhibiting symptoms. Any child exhibiting a temperature of 100° or more will not be permitted to attend school. We will also have wellness and temperature screenings for all employees. Families are encouraged to assess students and take temperatures before departing for school.</p>
	<p><b>Isolation Room:</b> The clinic will have a divided space in place to isolate students who are ill and waiting to be picked up from school. Students with non-illness related issues will report to the school office.</p>
	<p><b>Health Compliance Officers:</b> Mrs. Millett and Miss Zbiegien will oversee health and safety standards and communication with the local health department regarding updated COVID protocols, testing, and reporting. Our health aide's hours have also increased from 7:30 am-1:30 pm.</p>

## Exhibiting Symptoms and Returning to School

	<p><b>Student or Staff Exhibiting Symptoms and Returning to School:</b></p> <ul style="list-style-type: none"><li>• If a student or staff member is sent home with a fever, the student or staff member must be fever free for 72 hours without the assistance of a fever-reducing medication prior to returning to school.</li><li>• If a student or staff member is considered a “close contact” of a positive person, he or she will need to be quarantined for 14 days and fill out a log sheet prior to returning to school. This policy also holds true for “close contacts” outside of the school setting, including the home.</li><li>• Quarantined students will move to online learning until they are cleared to return to the building.</li><li>• If a student or staff member tests positive, he or she would be isolated for a minimum of 10 days only to return to school after 3 consecutive days with no fever without using the use of a fever-reducing medication.</li><li>• Parents or guardians <b>MUST</b> report any positive case of a student to the school office within 24 hours.</li><li>• The school will notify parents or guardians of the school of existing cases.</li><li>• A positive person must follow the guidelines of the CCBH, including being symptom free for a minimum of three days and 10 days after the onset of the first symptom.</li></ul>
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### **Screening for Symptoms:**

This plan is going to take teamwork between families and Our Lady of the Lake. Each day please monitor your child(ren) for symptoms and keep them home from school if they are sick. It is not only our expectation, but policy that families follow these guidelines to keep everyone safe.

A waiver will be sent home to be signed by all families acknowledging symptoms and our policies. Please notify the school office if your family will be traveling out-of-state. We will be in contact with the CCBH to determine if a 14 day quarantine will be necessary before returning to school.

## **Wash and Sanitize Hands**



We will be providing hand sanitizing stations at the hallways near the entrances of classrooms. Hand sanitizer will also be available in the classrooms. Students are encouraged to bring their own personal hand sanitizers (preferably the trial size) if possible.

Students will also have access to multiple sinks throughout the day to wash hands.

## **Clean School Environment**



We will regularly sanitize high-contact areas (i.e., doorknobs, banisters, and restroom facilities). Each teacher will lead a cleaning routine before classes transition. This will include hand washing, sanitizing, and cleaning of desks and materials. Professional strength cleaning products (approved by the CDC) have been purchased for teachers to use after students are dismissed each day.

## **Physical Distancing Efforts and Cohort Groupings**



Physical Distancing

By offering in-person instruction to all students, we acknowledge that we will generally be unable to maintain six feet of physical distance consistently. Adjusted classroom practices and routines, however, will decrease the contact and increase the distance typically experienced by students. With few exceptions, students will remain in contact with only their homeroom and, at limited times, members of their grade level.

- Student seating in classrooms will be adjusted so all students face forward. Clustered groups will be avoided.
- Signs will be posted in common areas reminding students and staff to maintain a reasonable distance from others.
- Teachers will be encouraged to use our outdoor property for classes when weather permits. Additionally, classroom doors will be left ajar, and windows will be left open to increase air circulation.
- Teachers will be switching classes, while students remain in the classroom.

- Students will continue to have access to their lockers, which will be clustered by grade level and homeroom. Locker visits will be limited, however, and will follow a schedule throughout the day.
- Students will have a polypropylene guard on each desk to add a layer of protection, and teachers will have an acrylic desk shield.

## Face Coverings



All faculty and staff will be required to wear face coverings (masks), as will all visitors to the main office. Students in grades K-8 will be required to wear a face covering for the majority of the school day (exceptions include outdoor recess and lunch) as mandated by the State of Ohio. There will not be a restriction on color or pattern of a mask, as long as it is appropriate for school. The administration reserves the right to give a student a disposable mask should a cloth one not be appropriate. Families will be responsible for cleaning of personal masks.

We know that some students may be unable to wear a mask because of health reasons, we just ask that a doctor's note be sent in with the child. We also encourage these students to wear a face shield.

## Other Adaptations



### Arrival:

For the 2020-2021 school year, students will be permitted to enter the building beginning at 7:35 am. Prior to entering the building, temperatures will be checked. Students will only be permitted to enter on the parking lot side (East 201st Street). **The entrance on East 200th will not be open.** Students will be permitted to be dropped off on East 200th St. and walk around, but it is not encouraged.



### Dismissal:

Our students will have a staggered dismissal beginning at 2:25 pm. Students and families will need to continue to maintain social distance and wear a mask. The order of dismissal will be:

- 2:25 pm Bus Riders-exit out the gym doors
- 2:28 pm After Care-meet in the gym
- 2:30 pm All Walkers-exit out the East 200th Street and North doors. Please do not congregate at exits or outside.
- 2:32 pm Prek-5 Riders-exit out the East 201st Street Doors, escorted by homeroom teachers. Students will stay with the homeroom while outside until picked up. Cars need to enter the lot at the north end and exit at the south (same as previous years dismissal policy).
- 2:35 6-8 Riders-exit out the East 200th Street and North doors.
- Riders will follow the policy for the youngest child in the family.
- Our dismissal will be closely evaluated during the first week to see what, if any adjustments need to be made to ensure the safety of staff and students.

	<p><b>Mental Health:</b> We have increased our school counselor, Mrs. Barone's days. She will now be here four days each week. Students both in-person and online will have the opportunity to meet with Mrs. Barone. She will also be conducting classroom visits and lessons.</p>
	<p><b>Morning Care:</b> Our morning care will be available beginning each morning at 7:00 am in the church hall. Students will be given a temperature check before entering morning care. Any student that has a fever will not be permitted to enter morning care. Students will be socially distanced and grouped according to homeroom. Students will be taken over to the school at 7:35 am.</p>
	<p><b>After Care:</b> After care will continue to be available for families. Similar to morning care, students will be grouped by homeroom. Families are encouraged to create aftercare baskets for their children. These baskets will remain at aftercare and can include small personal toys and coloring supplies.</p>
	<p><b>Mass:</b> We will be working with Father Joe to create a safe worship experience for the students. Students will have the opportunity to participate in classroom prayer experiences and our catechesis of the Call to Faith program.</p>
	<p><b>Water Fountains:</b> New touchless water fountains have been installed on the main floor. All other school water fountains will be shut down. Students are encouraged to bring in water bottles to use throughout the day.</p>
	<p><b>Conferences/Parent Communication:</b> To help limit exposure and to continue to practice social distancing protocols conferences will take place via Zoom on Thursday, September 24, 2020. Your child(s)' teacher will coordinate a time and send a link. In addition, in-person communication between the parent(s) and teachers will be discouraged. Parents and teachers are encouraged to use other communication methods such as a phone call or email to express concerns or address questions.</p>
	<p><b>Lunch:</b> Students will rotate days in the lunchroom to maintain social distance guidelines. Student will rotate between eating in the classroom and eating in the hall. Students will be assigned seating areas that allow for physical distancing in the lunchroom. We are working closely with Nutrition Services, which is Diocesan operated, on how to best serve our students a prepared lunch. Students will not be permitted to share or "trade" any items during lunch. Please also begin to practice with your child(ren) how to open items put in their</p>

	<p>lunch. We want to eliminate food being touched by others.</p>
	<p><b>Birthday Treats:</b> Students will be prohibited to bring in and share birthday treats for this school year. We want to eliminate sharing of food and supplies. Students will still be recognized when it is his or her birthday.</p>
	<p><b>Recess:</b> Teachers will be encouraged to allow outdoor time for their classes whether it be in the schoolyard or taking a walk through the neighborhood. Physical distancing guidelines need to be implemented regardless of the outdoor activity.</p>
	<p><b>Visitors to School:</b> We are strongly discouraging visitors to the school. A drop box has been installed for parents that need to drop off paperwork or payments. We also encourage families to send in information with the student. All visitors entering the building must wear a mask and will be temperature screened before entering. Appointments are encouraged.</p>
	<p><b>Athletic Program:</b> Our Lady of the Lake School remains under the guidance of CYO. At this time, no changes have been made to the sports to be offered nor the grade levels that will participate. In addition to regular communication with CYO, we are attuned to the guidance set forth by the Ohio High School Athletic Association. Students that choose to learn online will still have the opportunity to participate in CYO. Communication will be sent out from CYO regarding new policies put into place for the fall sports season. However, please know that policies such as when a child is sick still apply for practices and games.</p>
	<p><b>School Events:</b> We are committed to a strong school community. We will do our best to create plans for school events in new and innovative ways. More details on specific plans for each event will be shared in advance.</p>
	<p><b>Digital Academy:</b> All families will be required to have an active account with Digital Academy. To register for an account, please access <a href="http://www.oll.digitalacademy.org">www.oll.digitalacademy.org</a>. Access codes for new students will be made available prior to the start of school.</p>

## Academics

	<p><b>Library:</b>  Each student in preschool through grade three will have a visit from the school librarian once a week. All books and reference materials are loaned to the students for one week and must remain at school. Once a book is returned, it will be properly sanitized and sit for at least one week before another student is able to take it out. Lost or damaged books must be paid for or replaced. Any outstanding library fines will prevent the release of student records.</p>
	<p><b>Technology:</b>  We make good use of technology at Our Lady of the Lake. Teachers integrate its use every day into their lesson planning. Ipads and Chromebooks are always available for student use with carts of thirty Ipads available throughout the building for grades preschool through grade one. Students in grades two through eight will have a Chromebook for daily use. Classrooms are also equipped with computers and interactive boards available for student use for remediation, enrichment, tutorial, drill and practice, problem solving and creative expression. <b>All students will need a waiver on file before being issued a device.</b></p>
	<p><b>Fine Arts:</b>  Although our music program will be suspended for the current school year, students will be receiving art class either twice a week or for an eighty minute block period depending on the grade level. There will be subject specific adjustments made to classroom instruction to ensure best sanitation practices when using materials.</p>
	<p><b>Physical Education/Health:</b>  This year our physical education classes will contain smaller movements that can be performed in the gym and the classroom. The curriculum will be split between health and physical education. Students may wear their gym uniforms (including only wearing the shorts with the gold t-shirt) on any school day until October 15, 2020 and beginning again on April 15, 2021.</p>
	<p><b>Auxiliary Services:</b>  Students are screened to determine if they are eligible according to federal, state and local public school district guidelines to participate in the various programs. In addition, parent/guardian and teacher referrals are made. Once parents or guardians realize the need for their children to participate in these services, they must sign a consent form giving permission for the child to participate or a waiver form (which is kept on file) stating that the parents have declined services. Services are limited by the amount of government funding allocated each school year. If a student is learning remotely, these services will still be provided as long as the student qualifies.</p>

**Online Learning**



**Tuition:**

Tuition will not be adjusted for students that choose online learning versus in-person learning. Tuition will also not be adjusted in the event that there is a school-wide closure and all students are required to learn remotely.



**Attendance:**

Students will be required to participate in online learning. If a student is ill or unable to participate, families will be required to call the office to report their child absent.



**Uniform/Conduct:**

Good news! Students can wear their gym shirts and **shorts** until October 15 EVEN if they DO NOT have gym class! Beyond that our regular uniform policy will stand. Reminder that students have to have their natural hair color. Vests or sweatshirts need to be worn with the uniform skirt/pants in grades 4-8.

Online: Students will need to wear either their gym shirt or a uniform shirt/blouse during live sessions. Students will be expected to follow appropriate online etiquette which includes: signing into class on time, no food is present, must be seated in a quiet space, and no cell phones. If your quiet space is in your bedroom, then you must be seated at a desk.



**Classwork:**

Teachers will be encouraged to provide materials electronically as often as they can. Materials that will need to be sent home will be available for pickup on Monday mornings. However, we do ask that you do not arrive for packet pick-up until after 8:00am. Any hard copy work for teachers can also be dropped off at this time.

Students in grades prek-2 will complete the online curriculum at their own pace, with pre-recorded material from the teacher. The teacher will also schedule a minimum of two individual Zoom sessions per week with each student lasting between 15-30 minutes.

Students in grades 3-8 will follow a live schedule. This schedule will follow the students that are in-person. Each student is expected to sign on for each class throughout the day. Attendance will be taken for each class. Teachers will make arrangements to check-in with these students as well.



**MAP Testing/State Tests:**

We are working closely with these two entities. MAP testing begins in September. Students online will be able to take these tests remotely.



**Communication:**

Communication will be a key factor this year. Please be sure you register on our Digital Academy because this will be our main platform for communication. Many parents choose to register a cell phone number so they can receive text messages about the latest news or reminders.

	<p>Grades prek-1 will use Seesaw, and grades 2-8 will use Google Classroom as our main platforms for assigning work and completing work.</p>
	<p><b>Technology Issues:</b>          In the event, that there is an issue with technology or a device has been damaged, please contact Ms. Zbiegien <a href="mailto:zbiegien@olleuclid.org">zbiegien@olleuclid.org</a>.</p>

**Additional Information**

	<p><b>Additional Information:</b>          This plan outlines the first steps as we prepare to reopen for the 2020-2021 school year. We will continue to adjust and revise this plan based upon guidance from local and state authorities, and we pledge to keep you updated regarding any new developments.</p>
	<p><b>School Closure:</b>          In the event that Cuyahoga County enters the purple color-coded coronavirus alert, all academics will be online, and the school building will be closed to the students.</p>