



# ST. RICHARD CATHOLIC SCHOOL

## Reopening Plan for 2020-2021

Under the guidelines of the Catholic Schools - Diocese of Toledo and Fulton County Health Department and the CDC, we have put together a plan that will keep all students and staff as safe as possible. Our plan is to go back to school Monday - Friday, all day. We feel we can make our school a safe place for students learning by following these guidelines set forth. Some level of risk will always be present and changes will be made accordingly as directed by the CDC, Diocese of Toledo or the Fulton County Health

Department with regard to safe school operations. We are extremely excited to have students back into our classrooms and hallways. Your child's and our staff's safety is top priority.

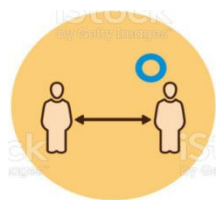
\*This document will serve as an addendum to the St. Richard Catholic School Parent/Student Handbook.\*

### SCHOOL DAY TIMES:

- Front doors are open at 7:30 am
- First bell 7:45 am
- School day begins 7:50 am
- School day ends 2:30 pm



Students will have access to the building as early as 7:30 am. All Students (Preschool to Grade 8) should be dropped off at the front of Clancy Hall (gym doors). Students will have their temperature checked and when given the all clear, they will proceed directly to their classroom. If parents need to enter the school, they may pull around to the back of the school and be let in by our secretary. We need to make sure we are limiting the flow of people in and out of the school. All parents/volunteers that enter the building, for any reason and any amount of time, are REQUIRED to wear a mask. End of the day pickup is done in the same space, out front of the gym doors where we will distance the children. Families will be given a card with the family name on it to be placed in the front car windshield on the passenger's side.



### SOCIAL DISTANCING PRACTICES:

Desks inside classrooms will be spaced apart at a safe distance. Lunch time will be split so as to not allow too many students in one area at a time. Recess will be monitored to make sure children are having fun and being safe. The benefit of having a small community school is that we are able to social distance fairly easily and releasing energy, but that they are remaining distant. Students will remain in their classrooms with their classmates as much as possible. They will still be changing class and going to their specials (gym, music, computer, art, and library). Disinfecting of all classroom shared spaces and furniture will be high priority.

### TEMPERATURES:

Temperatures of all students and staff will be taken daily and a log kept. If staff or a student begins to show symptoms or has a temperature at or above 100 degrees F while at school, that individual will be separated from others and monitored. Temperature will be retaken in 15 minutes. If the temperature has not gone down, then the student/staff will be sent home. They can only return to school when they are fever free for 72 hours with no medications given.



### ELECTRONICS:

Electronics and phones may be brought to school and will be stored in the office in an individual personal plastic bag. Any student bringing a phone or electronic device must have on file an Electronic Agreement form signed by the student, parent and principal.

## WATER BOTTLES:

Refillable water bottles will be used by all staff and students. Please have the student's name clearly marked on the water bottle.



## MASS:

Students will be spaced during Mass on Fridays as required by the COVID guidelines. Face coverings will be worn during Mass.

## BIRTHDAYS:

COVID restrictions require NO treats--food or other items-- may be brought in from home and given to the students. Teachers and staff will have various ways of celebrating each child's birthday and make it a special day. If a child does not have a birthday on a school day--on the weekend or during the summer months-- during the school year, please inform the teacher as to when would be a good day to celebrate.



## HAND WASHING:

St. Richard teachers will take the students often throughout the day to wash their hands. Hand sanitizer will be available in high traffic areas and classrooms to supplement hand washing. All surfaces will be cleaned frequently. Materials will be shared minimally so as to keep the spread of germs down. If items are to be shared, all items will be sanitized in between uses.

## FACE COVERING POLICY:

School staff **MUST** wear face coverings. Exceptions to this rule are:

- There is a functional (practical) reason for a staff member or volunteer to not wear a facial covering, such as when helping with phonemic letters and sounds.
- During Lunch time and outside.
- Facial coverings are not required when the staff works alone in an assigned work area.



Students in Kindergarten and higher **MUST** wear a face mask unless they are unable to do so due to health or developmental reasons or if proper distancing is observed. If this may be the case, please contact the school to make sure we have proper documentation from your health care provider. Face coverings may be of any kind (make sure it is one the student likes so they will wear it) and should have appropriate sayings and designs on them. Please make sure that proper washing and disinfecting of the face coverings are done at home and often.



## GYM CLASSES:

All students in Kindergarten to Grade 8 will be wearing their gym uniform all day on gym days. These days will be posted closer to the start of school. This will help to keep students safe and socially distanced. Students will be required to sanitize their hands before and after gym classes. The gym equipment will likewise be sanitized after each use.

## OUTDOOR PLAYGROUND PROTOCOLS:

Small groups of students will be allowed on the playground equipment. All playground basketballs, soccer balls, etc., will be stored by grade level and disinfected daily.



## TRANSPORTATION:

St. Richard uses Swanton Local Schools bussing transportation. Attached is Swanton's policy for bus riders for the school year 2020-2021:

### Important Swanton transportation policies for students and parents:

- Students should arrive at the bus stop at least 5 minutes before the bus is scheduled.
- Students should wait in a location clear of traffic and away from where the bus stops.
- Students must board and depart the bus at locations to which they have been assigned unless a note signed by their parent and building principal for authorization to do otherwise.
- Students must not throw or pass objects on, from or into the bus.
- Students must observe classroom conduct and obey the driver.
- Students should go directly to their assigned seat so the bus can safely continue.
- Parents are responsible for their student's safety while waiting for the bus to arrive.
- Parents of students being transported by a Swanton School bus should expect their child to arrive home anytime after dismissal at their respective school.
- Students must remain seated keeping aisles and exits clear.
- Students may only carry items on the bus that can be held in their laps.



### LUNCH TIME AND FOOD SERVICE:

Hot lunch will be available each day. The menu will be made known monthly. It would help to purchase meals for the week and use the lunch form for each child. The form is on the website and a copy will be sent home in the first school mailing. Preschool will eat in their snack room and Mrs. Spade will monitor them. Kindergarten to Grade 2 will have recess and then come in for lunch. Kindergarten to Grade 2 students will remain at their tables until the teacher takes them back to class. Grades 3-8 will eat first and then have recess. All students will be safely distanced at the tables while eating.

### REPORTED CASES:

We will have a designated isolation area in the event that a child or a staff member comes to school and presents Covid-19 symptoms: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. Parents will immediately be contacted to pick up ill students. If a student or staff member is diagnosed with COVID-19, it will be communicated to the Fulton County Health Department. Further communication and directives will come from that Department.



### VOLUNTEERS AND VISITORS:

CDC Guidelines suggest that we limit any nonessential visitors, volunteers and activities involving outside groups or organizations as possible. If you are needing to be in the school for lunch time volunteer, you will need to report to the office immediately, wash hands, and wear a mask. Contact with students should be as little as possible. Your temperature will be taken by our secretary also.

### CLEANING/DISINFECTING:

As part of a daily cleaning regimen, all classrooms and restroom touch point areas will be disinfected daily. We are purchasing an electrostatic sanitizing machine and sanitizer to be used in the school when all students and staff leave.





# ST. RICHARD CATHOLIC SCHOOL

## 2020-2021 Calendar

***\*This calendar is subject to change at the discretion of the Principal. Please check the weekly newsletter for changes***

***\*All calamity day closures and delays will be in conjunction with Swanton Local Public Schools***

***\*Any days missed for any reason other than medical is considered unexcused.***

***\*A Student Personal Convenience Absence form must be filled out and in the office one week prior to the first day out for any occasion other than medical.***

|                       |   |
|-----------------------|---|
| August 12             | Opening Teacher Meeting and In-service  |
| August 16             | 11:30-1:00 Move In Day  |
| August 18             | First day of school— <b>Swanton buses will transport</b>  |
| September 4           | School Picture Day  |
| September 7           | Labor Day—No School   |
| September 8           | Fulton County Jr. Fair Day—No School  |
| October 12            | Diocesan Professional Development Day—No school for Students                                      |
| November 11           | 2-hour late start   |
| November 13           | End of First Trimester; No School   |
| November 23           | 2:45-7:00 pm Parent Conferences; Full day of school for students                                  |
| November 25-27        | Thanksgiving Break  |
| December 15           | Christmas Program   |
| December 21-January 4 | Christmas Break   |
| January 5             | School resumes  |
| January 18            | Martin Luther King, Jr. Day—No School   |
| February 7            | Open House  |
| February 11           | End of Second Trimester   |
| February 12           | No school-teacher work day  |
| February 15           | Presidents' Day—No School   |
| February 22           | Parent Conferences--2:45-7:00 pm Parent Conferences (by request); Full day of school for students |
| March 28-April 5      | Easter Break  |
| April 1               | Holy Thursday   |
| April 2               | Good Friday   |
| April 4               | Easter Sunday   |
| April 6               | School resumes  |
| April 25              | Grade 8 Confirmation at 10:30 am Mass at St. Richard Church                                       |
| May 7                 | Grandparents Day & Walk-a-thon  |
| May 24                | Memorial Day—No School  |
| May 26                | 7:00 pm Grade 8 Graduation  |
| May 27                | Field Day   |
| May 28                | Last Day; End of Third Trimester; FULL day of school  |

**Parent Club Meeting Dates:** September 3, October 1, November 5, December 3, January 7, February 4, March 4, April 15, May 6, June 4?

**School Advisory Council Meeting Dates:** August 13, September 10, October 8, November 12, December 10, January 14, February 11, March 11, April 8, May 13, June 18?

## 2020-2021 ST. RICHARD SCHOOL SUPPLY LIST

| GRADE   | K                          | 1                         | 2                         | 3                        | 4                        | 5, 6, 7, & 8               |
|---|----------------------------|---------------------------|---------------------------|--------------------------|--------------------------|----------------------------|
| 12 inch ruler w/metric<br>No bendable or twistable              | 0                          | 1                         | 1                         | 1                        | 1                        | 1                          |
| Playdoh   | 2 cans                     | 2 cans                    | 2 cans                    |                          |                          |                            |
| Assignment Pad  | 0                          | 0                         | provided                  | provided                 | provided                 | provided                   |
| Baby wipes  | 3                          |                           |                           |                          |                          |                            |
| Bookbag   | 1                          | 1                         | 1                         | 1                        | 1                        | 1                          |
| Binder  | 0                          | 0                         | 0                         | 0                        | 0                        | See below                  |
| Box - 1 Gallon size<br>Baggies                                  | 1                          | 1                         | 1                         | 1                        | 0                        | 1                          |
| Box Ziploc Baggies(100)   | 1                          | 1                         | 1                         | 0                        | 1                        | 1                          |
| Colored Pencils (set, no<br>twist)                              | 0                          | 1                         | 1                         | 1                        | 1                        | 1                          |
| Coloring book   | 1                          | 0                         | 0                         | 0                        | 0                        |                            |
| Compass & Protractor  | 0                          | 0                         | 0                         | 0                        | 0                        | 1 each                     |
| Crayola Markers (set)   | 2 SETS<br>Regular Not Thin | 1 SET<br>Regular Not Thin | 1 SET<br>Regular Not Thin | 1 SET                    | 1 SET                    | 1 SET                      |
| Crayons – box of 24<br>ONLY, NO TWIST                           | 2 boxes of 24              | 1                         | 1                         | 1                        | 1                        | 1                          |
| Disinfecting wipes<br>(large container)                         | 2                          | 2                         | 4                         | 2                        | 2                        | 2                          |
| Elmer Glue Stick  | 4 large                    | 5 small                   | 5 small                   | 5 small                  | 2 small                  | 2                          |
| Elmer's White School<br>Glue (must fit in school<br>box)        | 0                          | 1                         | 1                         | 1                        | 1                        | 0                          |
| Eraser (NO NOVELTY)   | 0                          | 1                         | 1                         | 1                        | 1                        | 1                          |
| Hand Sanitizer -<br>LARGE                                       | 2                          | 2                         | 2                         | 2                        | 2                        | 2                          |
| Highlighter (YELLOW)  | 0                          | 1                         | 1                         | 1                        | 1                        | 1                          |
| Kleenex – large box   | 2                          | 2                         | 2                         | 2                        | 2                        | 2                          |
| Loose-leaf Notebook<br>Paper                                    | 0                          | 0                         | 0                         | 0                        | 0                        | 0                          |
| Pencil Pouch (flat)   | 0                          | 0                         | 0                         | 1                        | 0                        | 1                          |
| Pencils - #2<br>1 <sup>st</sup> & 2 <sup>nd</sup> NO mechanical | 4 regular<br>pencils       | 12                        | 12                        | 12                       | 12                       | 6                          |
| Pens - Red  | 0                          | 0                         | 0                         | 1                        | 1                        | 2                          |
| Pens (Ballpoint, NO<br>GEL) Blue or Black<br>ONLY               | 0                          | 0                         | 0                         | 0                        | 1                        | 3                          |
| Pocket Folders**  | 2                          | 4-See below               | 2                         | 4                        | 2                        | 5-See below                |
| School box (prefer<br>plastic)                                  | 1                          | 1                         | 1                         | 1                        | 1                        |                            |
| Scissors (fit in school<br>box)                                 | 1                          | 1                         | 1                         | 1                        | 1                        | 1                          |
| Spiral Notebook (1<br>subject)                                  | 2                          | 2                         | 1                         | 3                        | 2                        | 2 for 5/6                  |
| White 3 x 5 Index cards   | 0                          | 2 sets 100<br>lined       | 0                         | 1 set 100 lined          | 1 set 100 lined          | 0                          |
| ART CLASS   | Baby wipes<br>2 packages   | Baby wipes<br>2 packages  | Thick Crayola<br>Markers  | Thick Crayola<br>Markers | Thick Crayola<br>Markers | 1 – Elmer's<br>School Glue |
| COMPUTER CLASS  | 1 pair<br>headphones       | 1 pair<br>headphones      | 1 pair<br>headphones      | 1 pair<br>headphones     | 1 pair<br>headphones     | 1 pair<br>headphones       |

Grades K-2 – Supplies are to be marked w/child's name or initials and replaced when needed.

Gr. 5-8 - Binder, zipper binder or accordion file – your choice; Color Code Folders – GREEN – Science, RED – Math, BLUE – Social Studies, YELLOW – Reading, & ORANGE – Writing

\*\* Kindergarten, 1<sup>st</sup> & 3<sup>rd</sup> only: Bottom pockets-not on the side-items fall out too easily.

# Preschool & Prekindergarten

## Supply List 2020-2021

- 1 Bottle of liquid hand soap
- 2 Bottles of hand sanitizer
- 3 Containers of Clorox wipes
- 2 Boxes of crayons
- 2 Boxes of markers
- 1 Watercolor paints
- 3 Glue sticks
- 2 Coloring books
- 1 Sleeping mat and blanket with name on it
- 1 bag for sleeping mat to fit in with name on it
- Change of clothes in a ziplock bag with name on it
- 1 Folder with name on front
- Backpack with name on it
- Lunch box with name on it