



# St. Sebastian Parish School

2021-2022



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## Letter from the Principal

Dear St. Sebastian families,

St. Sebastian Parish School is dedicated to Christ and committed to excellence in education. During these unprecedented times, I want to assure you that now, more than ever, our school remains faithful to our mission. It is our goal to provide the highest quality, standards-based, Catholic education for your child. The health and safety of our students, staff, and families was the highest priority in developing our restart plan; however, the educational landscape still continues to change. I ask for your patience, understanding, but particularly for your flexibility, in navigating the course we have designed for the 2021-2022 school year.

We considered many factors in the development of our plan. In all aspects, we have and will continue to seek guidance from the Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics (AAP), Governor DeWine, the Ohio Department of Health (ODH), the Ohio Department of Education (ODE), and local health officials.

I ask that you take the time to review our COVID Plan in its entirety, as it contains many details about safety and cleaning procedures, transportation, food service, education, and so much more. Please understand that we must be flexible and prepared to change at any time. If the need arises, St. Sebastian School will be ready for all of our students to return to the remote learning option with access to technology, as needed. We will continue to monitor and adjust every phase of the plan, from social distancing to cleaning, entry/exit, lunch and recess, etc., making adjustments to procedures and resources as necessary. As changes occur, we will communicate the progress of adjustments as they happen, efficiently and gratefully to stakeholders.

Thank you for your patience and understanding as we get ready to embark on another successful school year. As with all decisions of this magnitude, I expect there will be questions. Please reach out with questions or concerns that you may have, as I am here to assist you in any way possible. I will continue to provide updates as necessary.

Yours in Christ,  
Anthony Rohr



## Our Catholic Identity

### Mass Attendance

Weekly Mass and Holy Days attendance is a priority and will continue at St. Sebastian Parish School.

- At this time, a separate school only Mass will occur each Thursday at 9:30 so that we can safely distance throughout the church. Should the need arise, our plan is that Mass will most likely occur with only half of the school alternating weeks. The other students will stream the Mass from their classrooms.
- Students will be strongly encouraged to be masked during a full school mask if appropriate spacing is not possible.
- During student Masses, parents or community members may not be able to attend in order to allow for social distancing and student safety, however seating will be made available in the cry room for parents of students participating in the Mass.

### Prayer Services and Service Learning Projects

- Prayers Services and Faith-based Activities will still be conducted, and may be recorded, streamed, and/or attended by small groups.
- Service Learning Opportunities will still be offered, and may take place virtually, distanced, and/or attended by school representatives.
- Community support, outreach, and communication will continue to remain a focus, being fueled by our prayers, sense of fellowship, and our faith.

## Communications

For parents and students currently enrolled, St. Sebastian School maintains intra-school online sites called Progress Book, Bloomz, and a school website to provide:

- Locked and password protected sites
- Communications of school news, school information, student progress data
- Ability to communicate with all school staff and organizations
- Schedules, student assignments and pertinent classroom and school news
- St. Sebastian School maintains a school website, [www.stsebastian.org](http://www.stsebastian.org), which includes general information about features, programs, organizations, major dates and events, and history and philosophy of the school

Teachers will have their own sites for posting student work, videos and assignments.

- Google Classroom will be utilized in grades 3-8
- SeeSaw will be utilized in grades K-2



## Building Safety

### Visitors

- Visitors to St. Sebastian Parish School will be limited.
- Parents are able to pick up a child in the event of illness or an appointment.
  - Students that leave early should not return to school until symptom free for 24 hours.
- **All visitors will enter and exit through the new NORTH DOOR entrance on Mull Avenue.**

### Improved Ventilation

The main building classroom air handling units will continue running throughout the course of the day to allow for fresh air flow into each room. The air filtration system has been upgraded to allow fitted improved air filters with a more accelerated change out schedule. Our plan includes ongoing monitoring and adjustments to our programs as needed during the back to school process and throughout the school year. Teachers will open windows, run air conditioning to increase ventilation as well.

### Maintenance & Sanitizing

As we all look forward to the new school year, the student and staff health and safety initiative remain our priority. In this current dynamic environment we are focusing on the development of a hybrid cleaning and disinfecting program. We are utilizing modern technology coupled with long standing proven procedures and products for the best surface and air quality possible.

Our custodial staff members will use electrostatic disinfecting devices that are designed to provide 360 degree surround product application as well as manual disinfecting procedures during and after each school day. In addition, there will be hand sanitizing stations in each classroom, as well as in the common spaces throughout the facility. Touchless water bottle fill stations will be installed in the school hallways.

- St. Sebastian teachers and students will be responsible for implementing cleaning/disinfecting common areas in the classroom throughout the day, focusing on frequently touched surfaces, including handrails, restrooms, doors, etc.
- Staff will be provided with an EPA-approved disinfectant to utilize throughout the day.
- Maintenance staff will follow the EPA-approved list and manufacturer's instructions for all cleaning and disinfection products.
- Custodians will utilize electrostatic sprayers to properly disinfect commonly touched surfaces throughout the school and in classrooms at the close of the school day.



## Grade Band Areas

Learning zones will keep grade band groups isolated, eliminate congestion, aid social distancing, and allow for easier contact tracing, if necessary. The areas established, with exceptions for specials and designated lunch/recess areas, are as follows:

- Preschool and Kindergarten will remain primarily in the Center for Early Learning building for the school day
- Grades 1, 2, and 3 will remain primarily on the first floor of the school building only. They will use the basement restrooms
- Grades 4, 5, and 6 will remain primarily on the second floor of the school and will use the restrooms on that floor
- The junior high students will remain primarily in the junior high wing and will use the restrooms in that wing

Whenever possible, teachers will utilize designated outdoor zones for instruction.

## Hallways

- Students walking in groups must maintain proper social distancing in the hallway or be masked.

## Restrooms

- Each grade band will have their own restrooms
- Restroom capacity, depending on the restroom size, will be closely monitored using collaborative signout sheets to ensure social distancing. Students will not use restroom “passes” so that they are not touching these shared items
- Students will wash their hands when exiting the restroom.
- Restrooms will be sanitized (handles, toilet seats, faucets, soap dispenser, paper towel dispenser, etc.) throughout the day by the custodial staff.

## Drinking Fountains

- Students and staff will only be permitted to use the touch-free bottle filling stations. Students should bring their own water bottle.
- Water bottles must be taken home and washed each night.

## Face Coverings

- All staff and students in grades K-8 are required to wear face coverings (cloth masks) on school transportation.



- We recommend each student have a clean mask in their possession at all times.
  - Cloth masks should be clean and in solid colors or a school-appropriate print.
  - Masks should be free of slogans or phrases
- **Masks will be strongly encouraged for students and staff** in settings, situations, and spaces when a distance of 3 feet or more cannot be maintained. (This may include class transitions, small group work, or large group gatherings.)

As a school our main priority remains the health and safety of our students and staff. We continue to look to the CDC, Ohio Department of Health, Summit County Public Health, and Catholic Diocese of Cleveland to provide guidance and statistical updates. Currently, the only mandate we are required to follow is the federal requirement to wear a mask on school buses.

While students are not required to wear face masks or coverings, face masks or coverings are strongly encouraged by the Ohio Department of Health for children older than 2 years old while indoors at school or at crowded outdoor settings, except for individuals who cannot safely wear a mask. To be effective, face masks should cover the nose, mouth, and chin of the student and should be made of cloth. **Please note that the decision to mask or not is a decision of the student's parent or guardian. You understand and agree that the school cannot guarantee and shall not be responsible for ensuring that a student complies with any masking or face covering instructions of his or her parent or guardian.**

## Staff & Student Training

- Posters will be displayed throughout the school that promote infection control strategies (i.e., coughing/sneeze etiquette, proper handwashing, appropriate use of face coverings, social distancing, importance of staying home when sick, etc.)
- Appropriate handwashing; identifying symptoms and protecting employees and students from infection; staying home when sick and implementing strategies to reinforce these concepts with students and parents
- Age appropriate training for students will teach and reinforce these health practices
- Introduction to procedures/policies/practices will take place the first day of school and be reviewed periodically
- Disposable Masks and other PPE accessible and available
- Repurposing facility resources to further meet social distancing needs as applicable
- Clinic annex available for health assessment and isolation as needed

## Mental, Social, and Emotional Health

St. Sebastian understands that these new protocols may be stressful/challenging for some students to adjust to and it is our intent to provide a healthy environment for the whole child, including mental and emotional support as needed. As such, we will be providing:

- Social and emotional support will be provided by the Friendly Program
- School Counselor and Psychologist will also be available



- We ask that parents reach out to us with any concerns that we can help address

## Instruction and Operations

### Classroom Information

- Excess furniture has been removed to allow for greater social distancing
- All classrooms will maintain social distancing between desks/tables
- Hand sanitizer (60-95% alcohol-based) and sanitizing products will be available for personnel and students, especially in high-traffic areas, including at each school entrance and in every classroom
- Storage units have been integrated into existing architecture to maximize classroom footprint
- Classroom furniture with open storage components for ease of cleaning and disinfecting
- Lockers and storage for every child to eliminate congestion in the classroom

### Audio and Video Classroom Improvements

We understand how important it will be for students to hear teachers so the following upgrades are being implemented to help with the audio and video in the classroom:

- Beam audio device upgrades to outdated audio equipment in the classrooms
  - Improves the audio both in the classroom and for remote learners
  - Audio Enhancement's industry leading XD microphone technology with an integrated amplifier, speaker, and multimedia capabilities
- HoverCam USB Document Camera for in-classroom or distance teaching
  - Perfect remote learning tool compatible with video conferencing programs (Zoom, Google Meet)
  - Allows teachers to model science experiments, math manipulatives, share worksheets, etc
  - Includes "whiteboard software" for common whiteboard functions, and "annotation software" to annotate over any image, live video, or recording teachers make

### Small Group Instruction

- Any pullout instruction will be in groups small enough to ensure social distancing for students and staff.
- Tables and chairs will be sanitized between groups as necessary.

### Classroom Library

- Classroom libraries will be maintained by classroom teachers only.
- Students may receive books from teachers at their appropriate reading levels.
- When they turn books in, all books will sit for three days prior to being returned to the shelf.

### Student Supplies

- Students will have their own supplies; shared supplies will be limited.



- Students should only bring items to school that are necessary for learning.

## Special Classes and Transitions

Students will return to changing classes for specials. These transitions include art, music, physical education, computer, library and core classes taught by non-homeroom teachers. Classrooms will be cleaned and sanitized between each group of students.

## Snacks/Treats

- All snacks and birthday treats should be individually packaged and passed out by the classroom teacher.
- Sharing lunches is prohibited.

## Lunch

- We will continue to provide milk and lunches for students who would like to order them.
- Hand sanitizer dispensers will be provided for students to utilize before and after eating.
- Students will social distance in lunch lines and at tables.
- All students will be handed their trays and provided with plastic silverware. All food options will be placed on student trays.
- Assigned seats will be utilized.
- Tables will be disinfected after each lunch period by staff members.
- Lunch totes will no longer be used and student lunch boxes will be kept with the students.

**Preschool-** Students will eat lunch in the classroom (socially distanced)

**Kindergarten-8th grade-** Students will eat lunch in Z-Hall with staggered lunch periods (socially distanced)

## Recess

- Students will wash or sanitize hands prior to recess.
- Adults monitoring recess will make every effort to keep children socially distanced.
- Recess times will be staggered to limit the number of students on the playground at one time.
- Upon re-entering the building, students will wash or sanitize.

## After School Activities

- School sponsored gatherings and social events are expected to resume with additional safety measures in place.

## Before/After Care

- Before Care will be available in Z-Hall beginning at 7am. Students will be socially distanced.



- The school playground will be CLOSED after school, except for explicit use by After Care.
- After Care will follow the day school procedures for masks, social distancing, and sanitizing.

## Parent/Teacher Conferences

Parent/teacher conferences will be held virtually to the greatest extent possible. If in-person meetings are required, after school will be appropriate, face coverings and social distancing policies will be followed.

## Arrival/Dismissal

### Transportation

Students are required to wear masks on the bus.

### Arrival

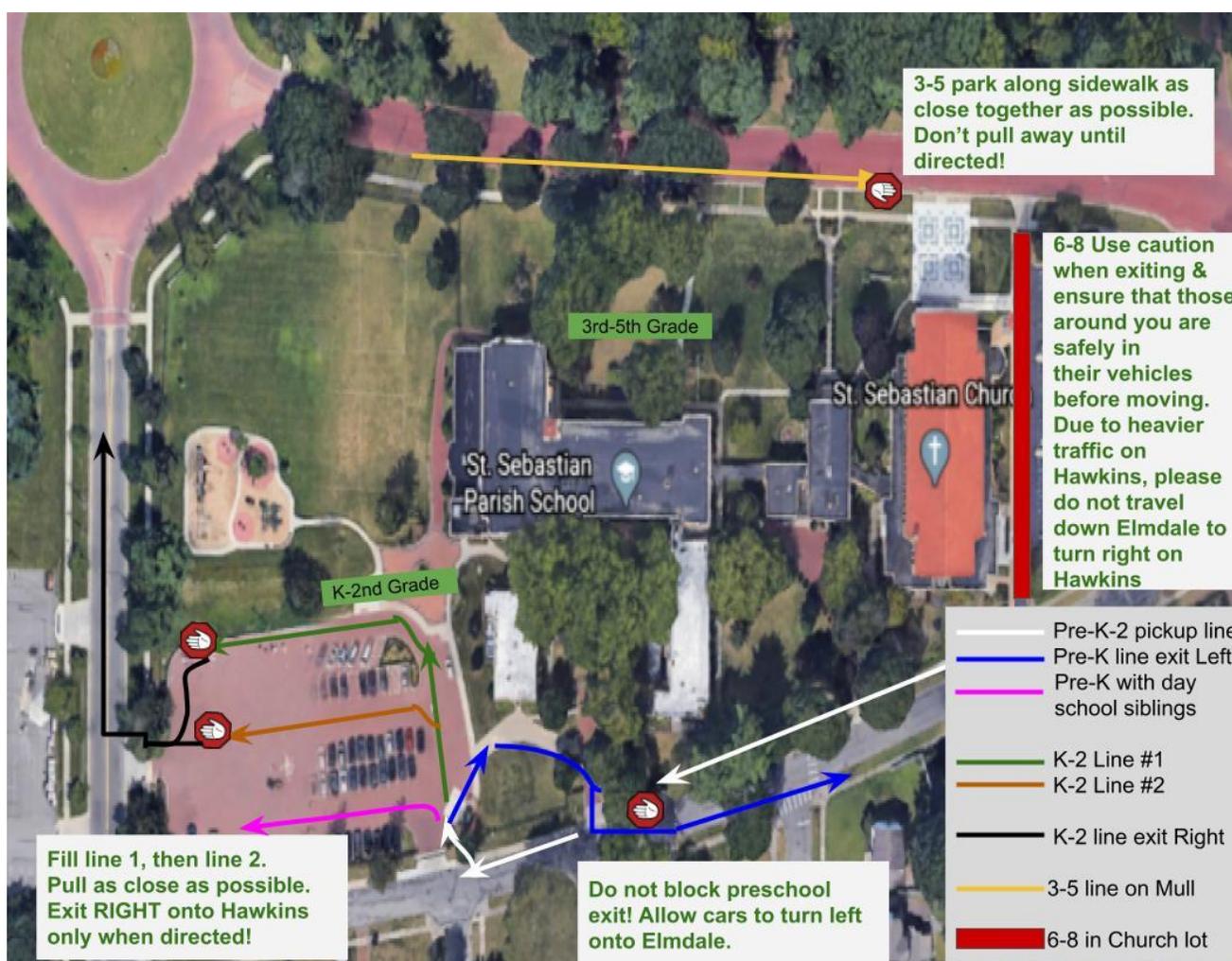
- The school day extends from 7:55 AM to 2:35 PM.
- Parents may begin dropping off students at 7:30 am.
- Parents should enter the parking lot on Elmdale and exit on South Hawkins.
- Parents may park their vehicle when dropping off students and walk their children to the appropriate door.
- Students being dropped off prior to 7:40 should enter through Z-Hall where they will be kept distanced and separated by homeroom.
- Students being dropped off after 7:40 may enter through the grade level door and go directly to the classroom.
  - Preschool: South door of Center for Early Learning
  - Kindergarten: North door of Center for Early Learning
  - Grades 1-6: Z-Hall main entry (West side)
  - Grades 7-8: Junior High entry, under the archway

### Dismissal

- Bus riders (If applicable) will be released at 2:30.
- Students in 6th-8th grade **with no younger siblings** will be picked up in the church parking lot at 2:35.
- Students in 3rd-5th grade will be picked up on Mull Ave at 2:35
- All other students in grades K-2 will be escorted by their homeroom teacher to the main parking lot at 2:35.
- Parents may enter the parking lot from Elmdale beginning at 2:15.
- Parents should form two pick up lines.
- There is NO PARKING in the school lot and parents should NOT EXIT their vehicle.
- Teachers will call the students by family when your car pulls up. (Last name signs to put in your car window will be provided by the school.)



- Parents should exit the parking lot by turning RIGHT on South Hawkins (Turn around can take place in the traffic circle if necessary.)
- Those parents/guardians who need to pick up students for appointments or other early dismissal reasons MUST use the main entrance to the school on Mull Avenue.
- Walkers and bike riders will be dismissed separately once cars have cleared.



## Clinic and Symptom Monitoring

### Clinic Space

The nurse's office will be utilized to isolate students feeling ill until they can be picked up.

### Health Compliance Officers

Mr. Rohr and the school nurse will oversee health and safety standards and communication with the local health department regarding updated COVID-19 protocols, testing, and reporting.

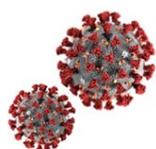


## Daily Health Assessments

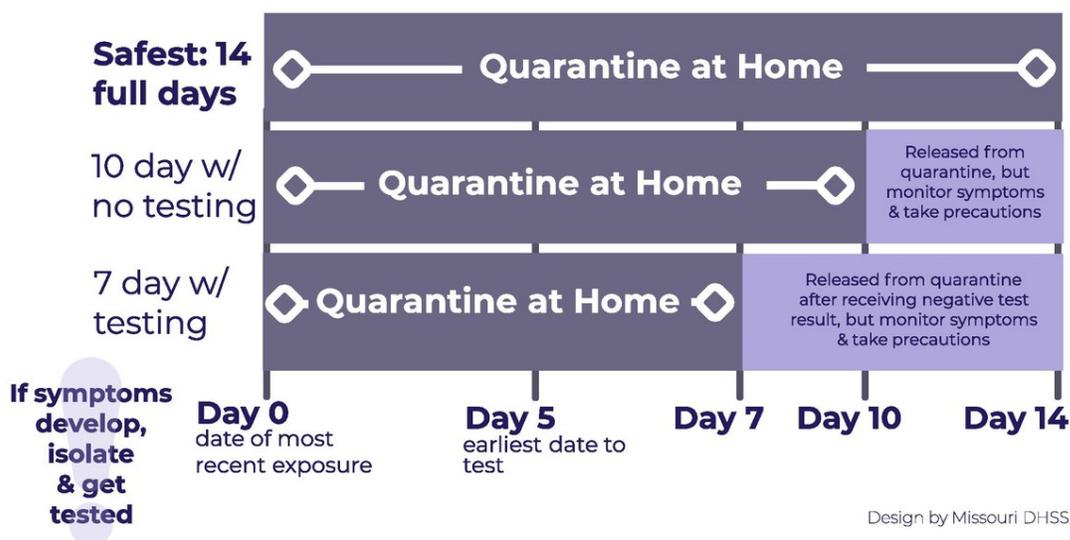
- Prior to coming to school each and every day, parents shall conduct a health check of their child to assess whether the child is experiencing symptoms of COVID-19. The daily health check shall consist of the following:
  - Taking the child's temperature.
  - Through discussion with the child and personal observation of the parent, assess if the child is experiencing one or more of the following symptoms:
    - Fever of over 100°F
    - Chills
    - Cough
    - Shortness of breath or difficulty breathing
    - Fatigue
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
- Staff who report to work are representing that they have conducted a self-assessment and are free from symptoms or a fever.
- Parents sending children to school are indicating that they have assessed their child(ren) and determined they are free from symptoms or a fever. Staff will take temperatures throughout the day as needed.
- Personnel and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms – see above.

## Showing Symptoms of COVID-19 at School

- Any students with symptoms of COVID-19 will be sent to the nurse until their transportation arrives.
- If the student showing symptoms has a sibling and they do not have a fever or symptoms consistent with COVID-19, the sibling does not need to be sent home at that time. The sibling would only enter quarantine if the index student tests positive or is diagnosed by a physician as a clinical case of COVID-19.
- Any staff with symptoms of COVID-19 will be immediately sent home and the classroom will be temporarily staffed.



# Quarantine Options for People with No Symptoms



## Positive COVID-19 Cases

### Diagnosed or Exposure to COVID-19

To provide the safest learning environment, we are required to follow the guidelines outlined below should a medically diagnosed case of COVID-19 occur in our school. A **medical diagnosis** means a medical physician has diagnosed an individual with COVID and/or the individual has tested positive for the virus.

- Pursuant to Ohio Department of Health guidelines, families, caregivers and staff shall, as soon as possible, notify the school if
  - they have been exposed to COVID-19
  - they, or any members of their households, have been diagnosed with or presumed to have COVID-19
  - they are quarantined
- If an individual **is medically diagnosed**, they are to follow the same isolation guidelines as last year:
  - Stay home at least 10 days since symptoms first appeared AND until no fever for at least 1 day without medication AND improvement of other symptoms.
- If a student or staff member is a **close contact** with a medically diagnosed individual and the contact is **unvaccinated and not wearing a mask**, they will also follow the same quarantine guidelines as last year.
- If a student or staff member is a close contact but **is vaccinated or wearing a mask**, they can remain active in school and extracurriculars by taking certain precautions provided you remain symptom free.



- **Asynchronous learning will occur for core subjects in cases of quarantine/isolation ONLY.**
- For what those precautions are and more details, please click on the following link to guidelines [in the attached flowchart](#) ( see: [Guidelines for Quarantine After Exposure in K-12 Classroom Settings](#))

## Returning to School Following Isolation

**Isolation** is for sick individuals who are waiting for symptoms to resolve so they are no longer infectious before returning to school or work.

Per guidance from Summit County Public Health, personnel and students with confirmed or presumed COVID-19 cases must meet these conditions prior to returning to school:

- At least 10 days since the onset of symptoms; and at least 24 hours fever-free without fever reducing medication and other symptoms have improved.

## Returning to School Following Quarantine

**Quarantine** is for well individuals who were in close contact with someone who has COVID-19. Per guidance from Summit County Public Health, personnel and students with confirmed or presumed COVID-19 cases must meet these conditions prior to returning to school:

- At least 7 days of quarantine following a negative no sooner than the fifth day of quarantine
- After 10 days of quarantine without testing, continue to monitor symptoms and take precautions

## Distance/Asynchronous Learning due to COVID-19

**The Asynchronous Learning Option** will occur for those kindergarten through eighth-grade students who are in a quarantine or isolation period. These students will have opportunities to meet with teachers during office hours. Teachers will utilize remote learning expectations and resources in Google Classroom for grades 3-8 and Seesaw in grades K-2.

- Asynchronous learning will occur in cases of quarantine/isolation ONLY. Teachers will provide recorded lessons at the end of each day for core subjects.

Virtual Learning may occur on a short-term basis if school, county or state was placed in a quarantine situation. This designation could be assigned by Summit County Public Health or the state government. In the event of virtual instruction, St. Sebastian teachers will still likely come to the school building for the duration of the school day. Lessons will be broadcast to students similar to the traditional school day while also recording lessons to accommodate families with scheduling conflicts.