

Return to School Plans: Key Points for Families

****MASKS WILL BE REQUIRED FOR ALL PERSONS IN THE BUILDING AT ALL TIMES****

BEFORE SCHOOL PROCEDURES

To better regulate all who enter the building and keep students healthy, students will not be permitted to enter the building until 7:30 AM no matter weather conditions. All students must enter the building through the **Gymnasium** entrance. While waiting to enter the building, students may remain in a car or stand outside the building. Students are expected to maintain **appropriate social distancing** and wear a **mask** at all times while on campus.

Before entering the building, students should abide by the following:

- Must be properly wearing a mask
- Must successfully complete the COVID-19 Entrance Questionnaire through VisitU (see Appendix A)
- Must sanitize their hands
- Staff will help facilitate this process

Once in the building, students should **proceed immediately to their assigned advisory** and sit in their assigned seat. Students should not stop to socialize with other students or staff in the hallways. Students should adhere to social distancing at all times in the hallways and other large gathering areas.

LATE ARRIVAL PROCEDURES

Students that arrive late to school must be dropped off by the parent/guardian at the **Main Office** entrance. Students will sign in late to VisitU. VisitU will send an alert to the parent/guardian of the arrival tardy or excused tardy.

Before entering the building, students should abide by the following:

- Must be properly wearing a mask
- Must successfully complete the COVID-19 Entrance Questionnaire (see Appendix A)
- Must sanitize their hands

Once in the building, the student should proceed to their current class.

LUNCH PROCEDURES

Until further notice, students must pre-order lunch the day before or bring their lunch. Students will be required to order at least a day in advance. All purchases must be made using a lunch card. No cash transactions will be accepted. There will be no lunch line. All vending machines will be empty and turned off. All water fountains will be turned off. Loose utensils and condiments will not be provided. Microwaves will not be available for student use.

Upon entering the cafeteria, students will:

1. Sit at a desk. Students **cannot** move the desks.
2. Students **will be dismissed by desk** to grab their prepared lunch.
3. Students may take off masks to eat at their desk. When finished eating, students should put their mask back on and remain seated for the duration of the lunch.
4. Students will be asked to throw away trash as the trash can is wheeled to the desks.
5. **Students will be dismissed from the cafeteria by row.** This will be done by a lunchroom supervisor.

Students should remain seated at all times while in the cafeteria. **Students should refrain from shouting or talking loudly only while they are not wearing their masks to eat.** Students may not

share food or drink at any time.

DISMISSAL PROCEDURES

Monday through Thursday students will be dismissed from the building at **1:35 PM** through the **Gymnasium** entrance. Students must immediately leave the building at dismissal unless a student has a preapproved meeting with a teacher or administrator. **Students must be picked up no later than 2:00 PM.** On Friday students will be dismissed from the building at **2:45 PM** through the **Gymnasium** entrance. Students must immediately leave the building at dismissal unless a student has a preapproved meeting with a teacher or administrator. **Students must be picked up no later than 3:00 PM.** Students may not reenter the building unless accompanied by a coach, teacher, or administrator. Parent/Guardian(s) will not be permitted in the building at dismissal.

MISCELLANEOUS

Any staff or student that displays symptoms of COVID-19 will be sent to an isolation room in the St. Mary's Preschool building adjacent to the main school building. As soon as possible, the staff member or student will need to leave by way of the St. Mary's Preschool entrance. The staff member or student must abide by the Exclusion from school environment policies in the COVID-19 and Return to School manual. Anyone in contact with that staff member or student will be alerted about the symptoms by email. Those in contact should begin to monitor themselves.

At this time, we are requesting the parents call ahead to make an appointment in order to meet with any teacher or administrator. Any scheduled visitors to the building must enter after 8 AM at the **Main Office** entrance. The office staff will direct the visitor to complete the check-in procedure. Unscheduled visitors may not be allowed in the building. **Non-essential visitors will not be permitted in the building.**

Lockers and Backpacks

Students will not be assigned lockers for the 20-21 school year. Students will only be permitted to use a school issued backpack for the 20-21 school year. Students can keep all personal belongings that will fit in the backpack.

Textbooks, Art Supplies, and Instruments

Students should keep all school issued textbooks at home. If the textbook is needed for a class, the teacher may have a classroom set that will be sanitized after each use or pages from the text will be scanned and uploaded to Google Classroom. Students will be expected to purchase and use their own art supplies. Students cannot share personal art supplies. Students will not use shared instruments for at least the first 30 days of school.

iPads and Personal Belongings

It will be more important than ever for students to keep their iPads charged and have them at school. Students will not be permitted to share iPads with other students. Also, students will not be allowed to share other personal belongings with students such as school supplies, beauty products, etc.

Masks

Students will be given one school issued masks. Students may wear other masks. Masks must completely cover the nose and mouth area of the face. Masks should not have any printing or graphics that may be deemed offensive, promote a particular political affiliation, or contradict the teachings of the Catholic Church. **Masks should be cleaned after every in-person school day.**

Assemblies, Pep Rallies, Masses, dances, and any other social gatherings at school are postponed indefinitely.