



# Holy Family Catholic School

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[www.holyfamilycatholicsschool.com](http://www.holyfamilycatholicsschool.com)

With Jesus, Mary, and Joseph as our models, Holy Family Parish Catholic School nurtures the development of the whole child, mind, body and soul, through academic excellence, Catholic teachings and service to God and others.

## **Holy Family Catholic School Re-Open Plan 2020-2021**

Holy Family Catholic School developed this plan with the guidelines from public health agencies and Office of Catholic School and Centers of the Diocese of St. Petersburg.

This is a working/live document and can change at any time depending on the number of cases of COVID 19 in our area and community, and the guidelines from the organizations listed above.

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Revised August 14, 2020

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## Protective Measures

### Well-being checks:

ALL Children and Staff will be screened prior to entering the facility. Sick adults or children may not enter the facility. Staff members and parents will be asked the following questions (questions will be posted at drop off):

- Do you or your child show any signs of illness this morning?
- Do you or does your child have a cough, shortness of breath, or a fever?
- Staff members will observe the child/staff member for illness, shortness of breath, flushed face, excessive fussiness.
- Staff members will take students temperature in carline before the parent leaves the parking lot. Student temperatures will also be taken at lunch time. Staff members will have their temperature taken each morning before going to their classrooms.
- Persons who have a fever of 100.40 (38.00C) or above or other signs of illness will not be admitted into the school building. We ask parents to be on the alert for signs of illness in their children and to keep them home when they are sick.
- If no symptoms exist, the staff member/child will be admitted into the building.

### Physical Distancing:

To begin the school year we will utilize self-contained classrooms for all grade levels. Middle school and specials teachers will go to the student's classroom instead of the students moving.

On days students are to have PE they will wear their PE uniform. No student will change into PE clothes this school year.

Hallways will be marked so one side of the hall walks one direction and the other side is marked for the opposite direction. Students will be encouraged to keep 6 feet apart as much as possible.

Desks in classrooms will be separated as much as possible (3 to 6 feet part). When students and staff cannot remain 3 to 6 feet apart (ex: during small group instruction), staff will wear a mask and students will be encouraged to wear a mask.

The playground will be used by one cohort at a time, therefore, rotating schedules for playground use.

All classrooms will designate an in and outdoor to prevent bottle necking in the doorways.

When possible, we will repurpose room 121 and the dining room to use as classroom space. Teachers will be encouraged to utilize outdoor space to teach especially as the weather cools down.

**The wearing of masks/shields:**

The use of face coverings (masks, shields) will be a part of our school's overall plan. Clear rules for when, where, and under which conditions masks are required will be provided and updated throughout the school year. If your child has a medical reason not to wear a mask, please provide a note from your doctor in writing to the administration. In these cases, a face shield will be a suitable alternative.

Staff and students will wear masks throughout the day and at all time when they are within 6 feet of other people. Staff and students will be provided with a shield if they do need to take their mask down while teaching (phonic lessons, spelling tests, etc.).

Teachers will provide a safe place for students to store their masks/shields if they need to be taken off during the school day.

**Hand washing/sanitizing:**

Hand sanitizer stations will be set up at all main doors of the building (front, both doors in 121, and the door leading out to the soccer field).

All children, staff, and volunteers should engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food
- Before and after administering medication
- After coming in contact with bodily fluid
- After playing outdoors or in sand
- After handling garbage

Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Enough hand sanitizer needs to be used so hands take 15 seconds to dry.

Supervise children when they use hand sanitizer to prevent ingestion.

Posters will be put up describing hand washing steps near sinks.

Students will be instructed often to cover their mouth and nose with a tissue when coughing or sneezing or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands following hand washing guidelines above.

**Cleaning and disinfecting procedures:**

Halo disinfecting lights have been ordered and will be installed in the AC units that cool down more than one room. This includes the library and second and third grade classrooms, the dining room, VPK classrooms, and the office.

Lysol wipes and/or disinfectant solution will be used throughout the day when students leave the room to disinfect surfaces that are touched often, such as light switches, door handles and desks. All rooms including restrooms will be cleaned and disinfected at the end of the school day.

The playground equipment will be sprayed with a bleach solution and left to dry before the next group can go out to play.

- A minimum of 15 minutes shall separate group playground start and stop times to allow for sufficient disinfectant and ventilation time.
- Our facility will post a schedule for cleaning and disinfecting. Staff members will be responsible for cleaning and disinfecting classrooms and the contents in the classroom, restrooms, playground, and the kitchen. Staff members will initial that they thoroughly cleaned and disinfected all areas of the room.
- Supplies/toys that cannot be cleaned and sanitized will not be used.
- Supplies/toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. They will be cleaned with water and detergent, rinsed, sanitized with an EPA-registered disinfectant, rinsed again, and air-dried.
- Machine washable cloth toys will be used by one individual at a time or will not be used at all. These toys will be laundered before being used by another child.
- Supplies/toys that need to be cleaned will be set aside after use by a single child. Students will have enough toys so that the toys can be rotated through cleanings between cohorts.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- Children will be given their own set of markers and crayons for crafts. Supplies will be kept in the child's cubby and disinfected between use.
- Scissors, glue, glue sticks and other crafts will be used by one child then put in a tub of soapy water or wiped down with a Lysol wipe for cleaning and disinfecting.
- All cleaning materials will be kept secure and out of reach of children.
- Cleaning products will not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

**Protocols for illness during the school day:**

If a student becomes ill while at school, they will be isolated in room 104 and monitored by an office staff member who is wearing personal protective equipment and maintains social distancing until their parent is able to pick them up from school. If possible, the child who is ill will also wear a face covering.

If a staff member becomes ill during the school day, they will be sent home immediately. Additional staff in the building will cover the classes of the staff member who went home due to illness.

Families or staff members will be contacted to monitor illness over time and to ensure a healthy environment for students and staff.

**Drills:**

Safety drills; fire, inclement weather, lockdowns, etc. will continue through the year. By law, these drills must be done and are extremely important. It will be difficult if not impossible for students to social distance during most drills, when they can teachers will make sure they do. If they are not able to social distance students will wear masks.

**Arrival and Dismissal Procedures**

**Attendance:**

It will be more important than ever for parents to notify the school if a student will be absent. The K-8 program is encouraged to use the online google form to notify us of an absence. If this cannot be done, please call the office before 7:45 am with this information.

**Morning Arrival:**

To lessen the spread of the virus parents will not be allowed in the building unless there is an emergency. Therefore, we ask all parents to utilize carline in the morning and afternoon.

Carline will begin at 7:30 am. We will have two carlines and use both the front door, back door and side door of room 121.

Student temperatures will be taken as they exit the car and before the parent leaves the parking lot. Students will be asked how they are feeling, and parents will be asked if the child felt well in the morning. Staff member will observe the child for illness, shortness of breath, flushed face, excessive fussiness.

Persons who have a fever of 100.4o (38.0oC) or above or other signs of illness will not be admitted to the facility. We will encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.

If no symptoms exist, the staff member/child will be admitted into the building.

Students will be encouraged to distance themselves six feet while going directly to their classroom. Teachers will be in their doorways to help monitor students as they enter the building.

**Front Car Line:**

VPK, kindergarten, and 1st grade, will be dropped off at in the front carline and enter the front door.

**Back Car Line:**

2nd grade and 3rd grade students will enter the building using the back, playground door and go up the steps that lead into the library.

4th, 5th, 6th and 7th, grade will enter the building using room 121's side door.

8th graders will be dropped off at the back carline, walk along the curb and enter the building through the front entrance.

**Dismissal Procedures:**

We have purchased an app called School Dismissal Management (SDM) to assist us with dismissal. This app allows us to dismiss students from their classrooms. When you arrive on campus you will use the app to let us know that you are on campus. Teachers will see who is to be dismissed from the room and will send the student to the appropriate car line.

Dismissal will begin at 3:00 pm.

We will continue with single carline at the back of the building and carpooling families or multiple children in a family at the front of the building. More information on SDM will be forthcoming.

## Learning Options

**School Attendance:**

Catholic Schools in the Diocese of St. Petersburg will operate with the goal of having students physically present for face-to-face learning. Children should attend school unless prohibited by local public health mandates or because of unique medical or familial needs. Children who are not physically present will be required to document the reason for not attending school and comply with the school's Flexible Learning Plan. A form is attached at the bottom of this document for consideration to participate in the Flexible Learning Plan. This form is due back to principal by August 7, 2020.

**On Campus:**

In person, face to face learning is the optimal situation for the development of children; mind body and soul. Therefore, Holy Family Catholic School will be open for face to face instruction. Our school task force has worked diligently to make sure we are providing the safest environment we can during this time. The diocese recommends a four-phase plan that moves from most restrictive to least restrictive.

Faculty and staff will carefully adhere to all protective measures.

**Flexible Learning Plan:**

All or some grades at Holy Family Catholic School may temporarily move to online/distance learning at some point throughout the year, depending on the level of viral transmission in the school or local community and after consultation with public health authorities and the Office of Catholic Schools of the Diocese of St. Petersburg. The following Flexible Learning Plan has been put in place to meet the need of students who need to move to an online platform.

This plan is also in place if a family chooses to keep their child in an online learning platform due to the students or a family member who may experience vulnerability from COVID 19. We will offer a live zoom options for all students who decide to take part in this plan. This will allow for our students to fully participate in their classes and remain together as a class and community.

This live zoom option will also allow for a seamless transition if we all need to move to a learning from home option.

The schedule for grades K-5 and 6-8.

### **K-5**

- Student in grade K-5, unless too sick, will live zoom with their class from 7:40-11:40 each day. All core subjects (Reading, Language Arts, Math, Science, and Social Studies) will be taught in half hour blocks of time and breaks will be added in so students learning from home will not be in front a device for four hours solid.
- Specials classes will be either live zoom or posted weekly in Google Classroom with video links. The exception will be PE and Spanish which will be offered regularly through live zoom.
- After 11:40 students learning from home will have time in the afternoon to complete class work if needed. The classroom teacher will be available for office hours if they have a planning period in the afternoon. If the classroom teacher does not have a planning period another faculty member will be available via zoom or the Remind app for questions.
- Student will access their assignments and turn in their assignments in Google Classroom.

### **6-8**

- Students in grades 6-8 will be expected to live zoom with their class for Reading, Language Arts, and Math five days a week. They will attend mass via live stream or zoom on Wednesday and participate in Religion class via live zoom four days a week. Science and Social Studies will be live zoom two times per week.
- Teachers will post office hours during planning periods or a faculty member will be available for office hours to help students learning from home with questions.
- Specials classes will be either live zoom or posted at the beginning of the week in Google Classroom with video links. If they are live zooms, the time will be consistent and will be included on the zoom schedule that will be provided to all at home learners.
- Student will access their assignments and turn in their assignments in Google Classroom.
- A full schedule, with zoom links, days and times, will be forthcoming.

Student Expectations:

- Student will be in attendance at mass on Wednesday at 1:45 pm through live stream. If a family does not participate in Facebook, a faculty member will attend the mass and zoom with the student while at mass.
- Students will be in attendance each day via live zoom. All classwork will be completed and turned via Google Classroom.

- Students will have a desk or table to work that is in quiet place, distraction free, and organized.
- When lessons are taking place students should be fully present and dressed in their uniform. Students may utilize NUT Day passes to dress down on Friday's just like their peer at school. If a student needs to leave the zoom for any reason, they should ask teacher permission just as if they are in the classroom.
- Students are expected to have their camera on during live zoom sessions. Students will be provided with a virtual background from their teacher. No other backgrounds will be allowed. Student's will not be permitted to float, rotate, or fade in and out while on zoom (we have such creative students)!
- If questions arise on classwork after live sessions, student need to contact their teacher during their limited office hours or Mrs. Judy Foyle who will be available in the afternoons from 12:30-3:00 each day. Mrs. Foyle can be contacted via Remind and her zoom link will be published in each classes Google Classroom.
- Students in grade 5-8 are responsible for notifying their teachers if they are having technical issues and are not able to log on to zoom. Parents for students in grade K-4 will notify teachers. Teachers should be notified of problems via email or the Remind, Dojo or See Saw app (which ever the teacher is using).
- Parents will notify the school (via the online form on the website, or phone) if a student learning from home is not going to be in attendance.

We will schedule a drive by pick up where students will come to school at the scheduled time to pick up supplies prior to the school year beginning. There may be times throughout the year that parents will need to come and pick up other materials (books, art supplies, math manipulatives, etc.).

If the Bishop mandates school closure, we will move back to online learning. This will be a seamless transition for teachers since we are already offering an online live component. Students who have chosen face to face learning will move to the online platform and follow the schedule we have in place until it is safe to return to the school building.

We realize technical issues occasionally occur and a student will not be penalized if they let their teacher know of technical issues via the Remind app or email.

\*We are ordering additional devices so if we need to go one to one, we will be able to for 3<sup>rd</sup> and 4<sup>th</sup> grade this year.

### **Tuition**

Tuition will be the same whether a student attends classes in-person or opts for the alternative educational plan. Should face-to-face learning be suspended due to a COVID-19 local outbreak, tuition will not be discounted or refunded.

## **Extended Day**

Extended Day will be offered to families in need of childcare after school. Families should only

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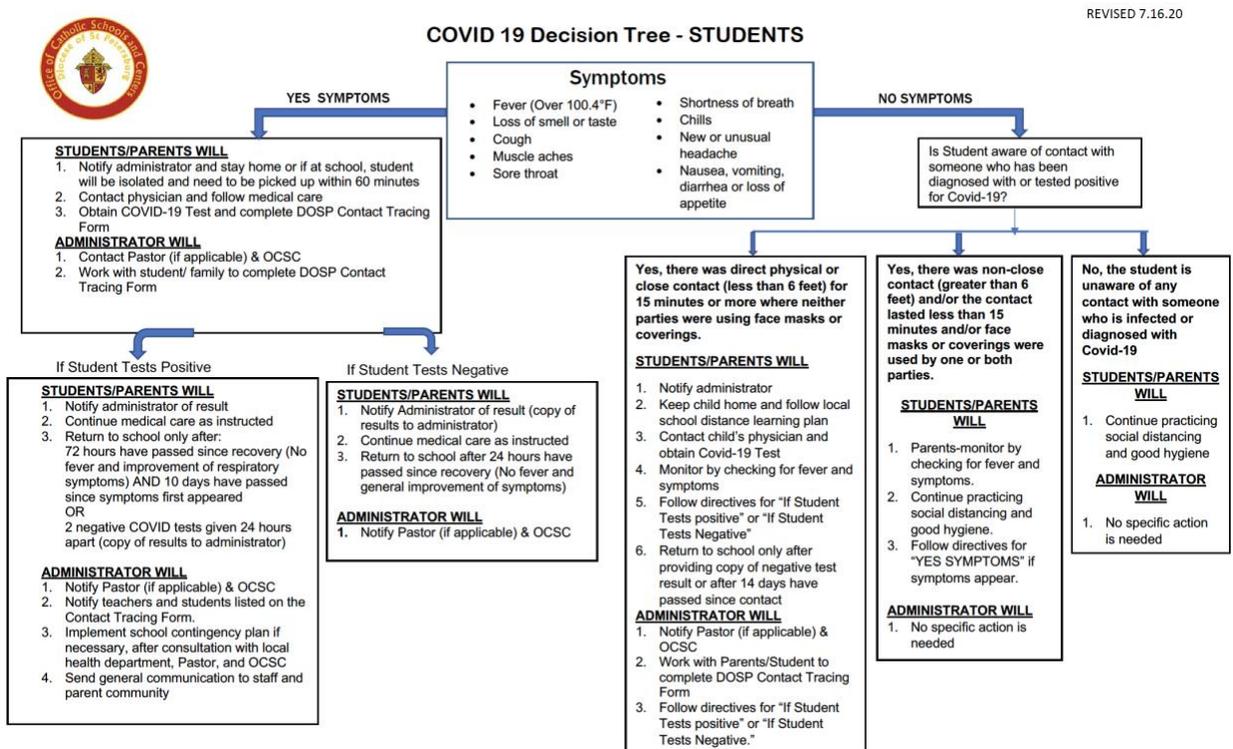
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request the use of this service if it is a necessity. Extended Day will be by grade level in the dining room. Tables will be at least 6 feet apart if not farther. Grade level will rotate outside play. Use of playground equipment will be limited. Playground equipment will be sanitized before another grade level uses it.

*The school office will need to know who needs extended day and what days by August 7, 2020. Please see the forms at the end of this document.*

## Procedures for a COVID Diagnosis

Holy Family Catholic School will follow the guidelines of public health agencies and the decision tree developed by the Office of Catholic Schools and Centers of the Diocese of St. Petersburg.



## Spirituality, Liturgies, and Faith

### Liturgical Celebrations

Liturgy is the work of the Holy Trinity. Through the Holy Spirit, we respond to God's continuous creation and Christ's sacrifice during communal and private liturgical celebrations. Liturgy is the

"participation of the People of God in 'the work of God.'" (Catechism of the Catholic Church 1069).

### **Mass and Prayer Services**

Holy Family Catholic School will continue to celebrate weekly mass on Wednesday mornings at 8:15 am. In Plan A, the class that has the mass will attend in the church all other classes will live stream mass in their home room classes. As we move into Plan B where grade levels can be together, the grade hosting and the grade levels they can be with will participate with mass in the church. All other grade levels will live stream the mass. In Plan C, grades K-4 will participate in mass in the church while grades 5-8 live stream, and grades 5-8 will participate in mass in the church while grade K-4 live stream. All students, faculty and staff, will participate in mass in the church in Plan D implementation. These same policies will be the same for prayer services scheduled throughout the year.

Mass and prayer services are open to parents of the classes present in the church. Please wear a mask and social distance.

Staff and students will wear masks in the church.

Students participating in Flexible learning will be asked to live stream the mass. If the family does not participate in Facebook; we will have a staff member zoom the mass with those students.

### **Reconciliation**

Students who have made the sacrament of Reconciliation will go to confession two times during the school year; once before Christmas, and a second time before Easter. Students will sit 6 feet from the priest and wear a mask while going to confession. If weather permits, confession will take place outside. Classes will be called down one at a time to go to confession. If confession is in the church, the class waiting to go will not enter the church until the previous class has exited.

### **Retreats**

Holy Family will continue to offer retreats for students throughout the school year. In the face-to-face learning environment, we will offer retreats on a smaller scale keeping cohorts of students separated or in grade level groups depending on what plan (Plan A, Plan B, Plan C, Plan D) we are currently practicing.

If we are practicing online learning, the retreats will be done by utilizing technology, zoom, videos, reflections, etc.

### **Spiritual Development**

Our Faith formation is not simply limited to Sacramental Preparation. We deepen our Faith through reading of the sacred text, dialogue with our Lord through prayers, and guided spiritual exercises in retreats. Another important aspect of strengthen and growing our faith is through family. And it is important for us, Catholic schools, to also provide parents tools so that we could help them in passing the Faith.

[Resources for families growing faith together](#)

[Family Faith Formation Resources](#)

[Faith Building Activities for Families at Home](#)

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### **Service**

Led by the Holy Spirit we, who continuously being re-formed into the image of God, strive to live a life that reflects Christ our Lord, who healed the sick and fed the hungry. We are called to serve each other as Christ has done for us.

Holy Family Catholic School will continue to provide service opportunities for our students throughout the school year. We will look to do service that is safe for our students and our community.

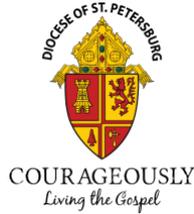
- Visit nursing homes via online platforms
- Charity NUT Days
- Canned food drives for Clara's Pantry and Feeding Tampa Bay
- Faculty supervised peer tutoring via online platforms

## **Middle School Sports and Extracurricular Activities**

### **Participation in Sports and Extracurricular Activities**

If students are not physically present for face-to-face learning, they will not be eligible to participate in on-campus extracurricular activities, such as athletics, most clubs, concerts, and other events.

As we return to school we will not be participating in clubs, group activities, or sports. These activities will be brought back once we are safe to intermix students amongst grade levels. Spectators will not be allowed at sporting events. Sporting events will be live-streamed until we are able to allow spectators at these events.



**OFFICE OF THE SUPERINTENDENT ❖ OFFICE OF CATHOLIC SCHOOLS & CENTERS**  
Pastoral Center ❖ PO Box 40200 ❖ St. Petersburg, FL, 33743-0200 ❖ PH: 727-347-5539 ❖ Fax: 727-341-6848

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**Statement of Understanding and Release of Liability in Regard to Covid-19**

COVID-19 has been declared a worldwide pandemic by the World Health Organization. In order to resume regular school operations, the Diocese of St. Petersburg and Holy Family Catholic School (“School”) have put in place reasonable preventative measures and standards of behavior to reduce the spread of COVID-19 at School and School activities. Even with implementation of safety protocols, the School cannot guarantee that you or your child(ren) will not become infected with COVID-19; attendance at School and/or participation in the School activity could increase your risk and/or your child(ren)'s risk of contracting COVID-19.

**ASSUMPTION OF RISK:** The (*Diocese of St. Petersburg/Holy Family Catholic School*) cannot prevent you or your child/children from becoming exposed to, contracting, or spreading COVID-19 while attending School and related activities. It is not possible to prevent against the presence of the disease. Therefore, if you choose for your children to attend School, your child and/or other family members may be exposed to and/or at increased risk of contracting or spreading COVID-19. I/we have read and understood the above warning concerning COVID-19. I/we hereby choose to accept the risk of contracting COVID-19 for myself/ourselves, my/our child/children, and/or other family members in order for my/our child/children,

\_\_\_\_\_  
(Name of Minor Child)

to attend school and related activities. By signing this agreement, I/we acknowledge the contagious nature of COVID-19 and that my/our child(ren) and I/we may be exposed to or infected by COVID-19 by attending and/or being present at school, and/or by participating in school activities, and that such exposure or infection may result in personal injury, illness, permanent disability, and death.

**WAIVER OF LAWSUIT/LIABILITY:** I hereby forever release and waive my right to bring suit against (*Diocese of St. Petersburg/Holy Family Catholic Parish/Holy family Catholic School*) and its owners, officers, directors, managers, officials, trustees, agents, employees, authorized volunteers, or other representatives in connection with exposure, infection, and/or spread of COVID-19. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence and give up any claim I may have to seek damages, whether known or unknown, foreseen or unforeseen.

**CHOICE OF LAW:** I understand and agree that the law of the State of Florida will apply to this contract.

I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS RELEASE, AND FREELY AND KNOWINGLY ASSUME THE RISK AND WAIVE MY RIGHTS CONCERNING LIABILITY AS DESCRIBED ABOVE.

I am the parent or legal guardian of the minor named above. I have the legal right to consent to and, by signing below, I hereby do consent to the terms and conditions of this Release.

\_\_\_\_\_  
(Parent/Guardian Name – Printed)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

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With Jesus, Mary, and Joseph as our models, Holy Family Parish Catholic School nurtures the development of the whole child, mind, body and soul, through academic excellence, Catholic teachings and service to God and others.

## Flexible Learning Plan Request Form – 2020-2021 School Year

This form is mandatory for all school families that are requesting that their child(ren) be placed in the Virtual Learning program and must be submitted to **Abigail Rudderham** on or before **July 31, 2020**. You may drop off the form or scan and email to: **arudderham@holyfamilycatholicsschool.com**

Family Last Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ 2020-2021 Grade: \_\_\_\_\_

We are formally requesting that our child(ren) be considered for the Virtual Learning Program at **Holy Family Catholic School**. As stated by the Diocese of St. Petersburg, we understand that our requests meet the following guidelines: Children should attend school unless prohibited by local public health mandates or because of a unique medical or familial need. Children who are not physically present will be required to document the reason for not attending school and comply with the school's alternative educational program. Tuition will be the same whether a student attends classes in person or opts for the virtual learning program.

\_\_\_\_\_ **Option 2: Virtual Learning**

Reason for choosing virtual learning (required by the Diocese of St. Petersburg):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Parent/Guardian (Please Print)                      Signature of Parent/Guardian                      Date

\_\_\_\_\_  
Name of Parent/Guardian (Please Print)                      Signature of Parent/Guardian                      Date

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## Extended Day Request

If your family needs the services of Extended Day for the 2020-2021 school year please fill out and submit this form to **Abigail Rudderham** on or before **August 7, 2020**. You may drop off the form or scan and email to: **arudderham@holyfamilycatholicsschool.com**

Family Last Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ 2020-2021 Grade: \_\_\_\_\_

Please indicate the days in which your student(s) will need the services of Extended Day.

\_\_\_\_\_ Monday

\_\_\_\_\_ Tuesday

\_\_\_\_\_ Wednesday

\_\_\_\_\_ Thursday

\_\_\_\_\_ Friday

Would you be willing to let a family you're your students class watch your child(ren) if we do not have enough staff to supervise Extended day?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

\_\_\_\_\_  
Name of Parent/Guardian (Please Print)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent/Guardian (Please Print)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

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