Hello, SCS Families!

In this correspondence you will find several answers to common questions we have received. Should you have further questions, please feel free to email. We will do our best to address those questions and concerns.

We would like to introduce two new additions to our SCS Faculty Family!

Miss Amanda Budzick and Mrs. Carolyn Hartman. Miss Budzick with teach Kindergarten and Mrs. Hartman will be one of our Fifth Grade homeroom teachers and join the 4th and 5th Grade Teaching Team.

Thank you again for continuing to trust us with your child's safety and education!
REMINDER FOR SOFT START

*Little Knights Prekindergarten Program will have a separate schedule and calendar*

There will be NO lunch periods during the first two weeks of school due to the soft start opening.

Aug. 24 & 25 - Grades K-8 families of the first half the alphabet, A-M attend with a noon dismissal.

Aug. 26 & 27 - Grades K-8 families of the second half of the alphabet, N-Z attend noon dismissal.

Fri., Aug. 28 - NO SCHOOL for STUDENTS - all students home. Faculty and Staff report for PD; discussion of week and assessment of procedures.

Aug. 31 - Sept. 4 - Grades K-8 all attending with a noon dismissal.

Mon., Sept. 7 - Labor Day! No School!

Tues., Sept. 8 All resume - PK-8
Full Day schedule: 7:45AM Doors Open for Students. 3:00PM begin dismissal procedures.

FAMILY/SCHOOL/STUDENT POLICIES ON COVID-19

The welfare and health of the students and staff of Saint Columbkille School is our highest priority. As a result, and in accordance with the State of Ohio COVID-19 Health and Prevention Guidance for Ohio K-12 Schools, all students will be expected to comply with the following policies and instructions, the purpose of which is to reduce the risk of exposure to COVID-19 and to help prevent its spread. Please read this policy carefully and sign at the end to acknowledge that you have read and understand what is being expected of you and that you understand and assume the risks related to COVID-19 and returning to school.

1. **Daily Health Check at Home.** 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:
   1. Taking the child’s temperature.
   2. Through discussion with the child and personal observation of the parent, assess if the child is experiencing one or more of the following symptoms:
      i. Fever of over 100 °F
      ii. Chills
      iii. Cough
      iv. Shortness of breath or difficulty breathing
      v. Fatigue
vi. Muscle or body aches  
vii. Headache  
viii. New loss of taste or smell  
ix. Sore throat  
x. Congestion or runny nose  
xi. Nausea or vomiting  
 xii. Diarrhea  

For up to date information about COVID-19 symptoms and for an interactive symptom checker/self-assessment tool, parents and guardians should visit the website of the Center for Disease Control ("CDC") at https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html.

If the child has a fever of greater than 100°F or is experiencing any other symptom listed above (or as updated from time to time by the School), the child must stay home from school and the parent must notify the school.

Pursuant to Ohio Department of Health guidelines, families, caregivers and staff shall, as soon as possible, notify the school if (i) they have been exposed to COVID-19, (ii) they, or any members of their households, have been diagnosed with or presumed to have COVID-19, or (iii) they are quarantined. Personnel and students with known exposure to someone with diagnosed or presumed COVID-19 must self-quarantine at home for 14 days or as otherwise advised or instructed by the local health department. Students who travel to a location with known community spread may choose to self-quarantine at home for 14 days.

For a list of COVID-19 testing facilities, please consult your health care professional or go to https://coronavirus.ohio.gov/wps/portal/gov/covid-19/testing-ch-centers/.

1. **Temperature Check at School.** Student temperatures will be taken each day as students enter the building or as may otherwise be in accordance with the guidance of the county board of health. Students who have a fever of greater than 100°F or who have other symptoms may not remain at school. Such students will be immediately directed to a designated spot to be isolated from others except for the staff designated to monitor and care for such students until they go home.

1. **Hand Washing & Sanitizing.** Students are expected to wash their hands frequently for at least 20 seconds, including if their hands are dirty, before and after eating, after using the restroom, at other appropriate times (e.g., after blowing their nose/coughing/sneezing, and after touching garbage), and as otherwise instructed. Hand sanitizer, provided by the school at various places around the school, should be used by students to supplement hand washing, including when entering the school or entering or exiting a classroom. Parents and guardians should discuss handwashing with their child. For instructions and information about hand washing and sanitizing, parents and guardians should visit the CDC website at https://www.cdc.gov/healthyschools/bam/child-development/how-to-wash-hands.htm.

1. **Social Distancing.** Students must practice social distancing whenever possible. Social distancing means:
   1. Maintaining six feet of space between oneself and others at all times possible, including in classrooms, hallways, restrooms, cafeteria, and pick-up and drop-off areas.
   2. If maintaining six feet of space is not possible, maintaining as much space between oneself and others.
   3. Following all directions and instructions given or posted regarding social distancing.
4. Follow all floor or other markings indicating the designated flow of traffic in hallways, rooms, and elsewhere.

5. Avoid when possible sharing items, materials, and spaces with others.

6. Maintain social distancing if possible on the bus to and from school.

1. **Face Masks and Coverings.** Face masks or coverings shall be worn by students if and when required by any law, regulation, or governmental order. All students age two (2) and up are required to wear face masks throughout the school day as well as when being transported to and from school on the bus unless the student is unable to do so for health, safety, developmental, or practical reasons. Students are permitted to wear face shields in the following circumstances: (1) where cloth masks might present a safety hazard (for example, in a science lab); or (2) where the student has difficulty wearing a cloth face covering verified by a note from the student’s parent or legal guardian. Students in K through 2nd grade are also encouraged to wear face masks or shields if possible, taking into consideration each student’s development and tolerance for wearing a mask. Face masks or coverings shall be worn by all students if and when required by any law, regulation, or governmental order. To be effective, face masks should cover the nose, mouth, and chin of the student and should be made of cloth. Parents and guardians are expected to talk with their child about the importance of wearing masks and to instruct the child on the proper wearing of a mask.

1. **Students who become Sick at School.** A student who, while at school, develops a fever of greater than 100°F or exhibits any one or more of the symptoms of COVID-19 (not including anything that the school administration reasonably believes to be unrelated to illness, such as seasonal allergies, or isolated incidents of coughing or sneezing) may not remain at school and must be picked up and taken home at the earliest opportunity. Such students will be immediately directed to a designated spot to be isolated from others except for the staff designated to monitor and care for such students until they go home. In the case of a suspected or confirmed COVID-19 case, the school will call the local health department to report the matter and obtain guidance. Any student who has a suspected or confirmed case of COVID-19 may not return to school until such student meets the CDC’s criteria for returning to school. Others who may have been potentially exposed will be notified in accordance with the directives or advice of the local health department.

**FACE MASKS & COVERINGS**

In the August 4th mandate, Governor DeWine indicated that all students in schools will be required to wear masks at all times. While the mandate was for K-12 and included any child over the age of 2, SCS will be requiring all students in our school to wear a mask or another type of facial covering; face shield, gaiter, mask. These all need to be school appropriate in design and able to be put on and removed independently by the student. If your child needs assistance with his/her facial covering, please select a different covering.

Attached you will find a link to Dr. Darria and her steps for Children Wearing Masks. It’s a method I have started using with my own children and is working well, especially for those reluctant and spirited kiddos who do not want to wear a mask.
PROCEDURE FOR A STUDENT/FACULTY MEMBER DIAGNOSED WITH COVID-19

Any student or faculty member that has been diagnosed with COVID-19, his/her information will be provided to the Cuyahoga County Board of Health. CCBH will contact SCS and provide necessary steps that we will take in order to keep other students and faculty members safe.

The following link was provided to us from the CCBH and CDC as guidance: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/prepare-safe-return.html

MORNING CARE

Morning Care will be provided beginning August 24th from 7:00AM - 7:45AM.

More information will be provided in your Packet that you will pick up on your designated day and time.

LUNCHES

Students will be able to purchase lunches beginning September 8th. Students must purchase a FULL LUNCH. At this time, there will be no changes/modifications/add-ons. Soup and salads will be available and must be pre-ordered in the morning. This will help our Kitchen Crew with packing and serving the lunches in pre-packaged containers.

Students in ALL grades are encouraged and able to bring healthy snacks and water bottles. Please make sure that your student(s) is/are able to open all packages and bottles on his/her own.

All Lunches will be served in homerooms for the first grading period. As the first nine weeks progress, we will assess the possibility of returning to the cafeteria.
All Lunch Periods will be staffed by Faculty/ Staff Members per usual Recess/Lunch schedule.

RESTROOMS

Restrooms are always limited to the number of students allowed to enter at a time. Teachers are diligent about the students entering the bathroom and the number of students in the restroom at one time.
Students are expected to wash hands when leaving the restroom and his/her teacher will administer Purell/hand sanitizer once he/she exits the restroom, if a whole class bathroom break is provided. Otherwise, Purell/hand sanitizer is in each classroom and located throughout the school.

Older students will adhere to classroom policies and procedures regarding restroom usage. Each teacher/team of teachers will develop/has developed a restroom policy and procedure appropriate for the age of the students being taught.

**WATER FOUNTAINS**

Water fountains will be closed throughout the building. Only the refillable stations will be open for students to refill his/her own water bottles.

Students are encouraged to bring a water bottle to school. Please make sure that your child can open the bottle on his/her own and that it is school appropriate.

**CLEANING & SANITIZING**

Cleaning and sanitizing will occur several times a day, especially in areas that are heavily used; water bottle refilling stations, restrooms, door knobs, and railings.

On August 21st, Saint Columbkille School will close at noon in order to accommodate JanPro and their service to spray the school using their product ENDURE on all surfaces.

JANPRO Cleaners has been contracted to clean our school.
In addition to normal cleaning and disinfecting, JANPRO has sprayed an environmentally safe product called ENDURE that lasts six months. This product is applied and is able to withstand normal cleaning, wiping, and disinfecting procedures.

**LANYARDS**

PTU has purchased lanyards for students and families to purchase that would attach to the students' masks to prevent cross contamination with the floor, desks, and/or other surfaces should the mask fall off or need to be removed (eating, drinking, etc.).

Please visit the link on our website to purchase your Mask Lanyard
www.stcolumbkilleschool.org

**DESKS & CLASSROOM SET UPS**
Desks and classrooms have been set up in such ways that adhere to social distancing policies and as far from one another as environments will allow. We have done our best to keep students away from other students in the classroom.

Plexiglass barriers have been ordered and will be placed on students' desks and tables.

**SUPPLY DROP OFF/ PAPERWORK PICK-UP**

We will be hosting several days and hours of dedicated supply drop off and paperwork pick ups. Please refer to the events below for your scheduled day and time. Again, we are working to eliminate the number of people in and around the school building.

You will drop-off and pick-up at your designated area, at your designated time. If you have multiple students and their days/times are different, you may do **ONE** total drop-off/pick up at the **YOUNGEST** child's homeroom.

Please make sure that **ALL** of your student’s supplies are **CLEARLY marked with his/her name**. Please make sure that the supplies are in a **CLEARLY marked bag and SECURED bag; plastic shopping bag with handles tied, paper bag stapled, etc.**

If you have selected VIRTUAL/REMOTE learning for the first grading period, you still need to pick up paperwork that needs to be turned in. Also, this the opportunity to pick-up textbooks, technology (if necessary), and anything else that your child will need for VIRTUAL/REMOTE learning.

**STUDENTS DISTANCE/REMOTE LEARNING DURING QUARTER 1**

Teachers will give more directives per grade per subject regarding synchronous learning. Students will be required to log-in each more and be present. Additionally, some lessons may be recorded and that will be indicated prior to due dates and other classroom expectations.

Students are able to contact the teacher via email, Google Classroom, or any other method that the teacher indicates. Contact hours for teachers are during normal hours; 7:15AM - 3:30PM.

Teachers will post assignments on Google Classroom and teachers will indicate the method for which it needs to be turned in. Students will be expected to log in and retrieve assignments, turn in assignments when they are due and how the teacher needs the assignment submitted.

Assessments and tests will be taken according to what the teacher needs the student to do. More than likely, the teacher will require the student to log-in to a ZOOM session and the assessment will be provided via Google Classroom as a fillable or printable document. This
assessment will not be the same that is presented in the classroom in order to maintain integrity of assessments.

All log-ins will presented in Google Classroom for class switches and transitions. If another method is provided, that will be communicated with the student.

Students who are participating in the Virtual/Remote Learning process are expected to log-in for the soft opening on his/her particular date(s). This will allow the student to be a part of the learning community and build relationships, even virtually with his/her peers.

Specialists will be providing assessments and assignments via Google Classroom that the students will be required to complete. This will mean that the student needs to log-in at certain times to participate and be visible in class.

If a child is ill or not feeling well, you still need to call the school to report him/her absent. You must also communicate with his/her homeroom teacher as soon you know that your child will be missing class that day.

In addition, prior to the first week of classes, August 24th, Virtual/Learners will be required to sign a Remote/ Virtual Learner Contract. We will have those contracts available soon.

**TRANSITIONING TO ALL VIRTUAL/REMOTE LEARNING**

In the event that it is necessary for our school to transition to all remote/virtual learning for several weeks or longer, teachers will have already employed the use of Google Classroom with each of his/her students - remote learning or traditional.

At this time, directives will be given to teachers to continue to follow daily schedules for teaching and learning. **This will NOT look like it did in the Spring.**

The expectations for students will be the same as if he/she were in a traditional classroom setting.

Transitioning to virtual/remote learning will only occur when there is a National, State, Diocesan, and/or County mandate or Cuyahoga County reaches a Level 4 status (Purple).
PREKINDERGARTEN SUPPLY DROP OFF & BEGINNING OF THE YEAR PAPERWORK PICK UP AT HOMEROOM DOOR FROM 9AM - 10AM

WHEN
MONDAY, AUG. 17TH, 9-10AM

WHERE
6740 BROADVIEW ROAD
PARMA, OH

MORE INFORMATION
School Supply Drop Off and Paperwork Pick Up at HOMEROOM DOOR 9:00AM -10:00AM

KINDERGARTEN SUPPLY DROP OFF & BEGINNING OF THE YEAR PAPERWORK PICK UP AT THE BREEZEWAY FROM 9AM-10AM

WHEN
MONDAY, AUG. 17TH, 9-10AM

WHERE
6740 BROADVIEW ROAD
PARMA, OH

MORE INFORMATION
School Supply Drop Off and Paperwork Pick Up at the BREEZEWAY from 9AM-10AM
FIRST GRADE SUPPLY DROP OFF & BEGINNING OF THE YEAR PAPERWORK PICK UP AT HOMEROOM DOORS FROM 10AM - 11AM

WHEN
MONDAY, AUG. 17TH, 10-11AM

WHERE
6740 BROADVIEW ROAD
PARMA, OH

MORE INFORMATION
School Supply Drop Off and Paperwork Pick Up at HOMEROOM DOORS - please look for your child’s teacher.

SECOND GRADE SCHOOL SUPPLY DROP OFF AND PAPERWORK PICK UP AT THE BREEZEWAY FROM 12PM - 1PM

WHEN
MONDAY, AUG. 17TH, 12-1PM

WHERE
6740 BROADVIEW ROAD
PARMA, OH

MORE INFORMATION
School Supply Drop Off and Paperwork Pick Up at the BREEZEWAY from 12PM - 1PM
THIRD GRADE SCHOOL
SUPPLY DROP OFF AND
PAPERWORK PICK UP AT
THE BREEZEWAY FROM 1PM
- 2PM

WHEN
MONDAY, AUG. 17TH, 1-2PM

WHERE
6740 BROADVIEW ROAD
PARMA, OH

MORE INFORMATION
School Supply Drop Off and Paperwork Pick Up at the
BREEZEWAY from 1PM - 2PM

FOURTH GRADE SCHOOL
SUPPLY DROP OFF AND
PAPERWORK PICK UP AT
THE BREEZEWAY FROM
9AM - 10AM

WHEN
TUESDAY, AUG. 18TH, 9-10AM

WHERE
6740 BROADVIEW ROAD
PARMA, OH

MORE INFORMATION
School Supply Drop Off and Paperwork Pick Up at the
BREEZEWAY from 9AM - 10AM
FIFTH GRADE SCHOOL SUPPLY DROP OFF AND PAPERWORK PICK UP AT THE BREEZEWAY FROM 10AM - 11AM

WHEN
TUESDAY, AUG. 18TH, 10-11AM

WHERE
6740 BROADVIEW ROAD
PARMA, OH

MORE INFORMATION
School Supply Drop Off and Paperwork Pick Up at the BREEZEWAY from 10AM - 11AM

SIXTH GRADE SCHOOL SUPPLY DROP OFF AND PAPERWORK PICK UP AT SITE C FROM 9AM -10AM

WHEN
TUESDAY, AUG. 18TH, 9-10AM

WHERE
6740 BROADVIEW ROAD
PARMA, OH

MORE INFORMATION
School Supply Drop Off and Paperwork Pick Up at SITE C 9AM - 10AM
SEVENTH GRADE SCHOOL
SUPPLY DROP OFF AND
PAPERWORK PICK UP AT
SITE C FROM 10AM - 11AM

WHEN
TUESDAY, AUG. 18TH, 10-11AM

WHERE
6740 BROADVIEW ROAD
PARMA, OH

MORE INFORMATION
School Supply Drop Off and Paperwork Pick Up at SITE C from 10:00AM - 11:00AM

EIGHTH GRADE SCHOOL
SUPPLY DROP OFF AND
PAPERWORK PICK UP AT
SITE C FROM 11AM - 12PM

WHEN
TUESDAY, AUG. 18TH, 11AM-12PM

WHERE
6740 BROADVIEW ROAD
PARMA, OH

MORE INFORMATION
School Supply Drop Off and Paperwork Pick Up at SITE C from 11AM - 12PM