



St. Ann Catholic School Fall 2020 Reopening Plan

Updated as of 7-31-20

This plan is a living document and will be adjusted based on the spread of COVID-19 and the decisions of the health department, Archdiocese of Kansas City in Kansas, Center for Disease Control, government and local administration. Policies within this document were made based on input from those entities as well as our St. Ann Task Forces.



SAINT ANN

CATHOLIC CHURCH  SCHOOL

Mission of St. Ann Catholic School:

Living our faith - Achieving academic excellence

Vision Statement:

St. Ann Catholic School passionately provides a Christ-inspired education where Catholic teaching and academic excellence prepare the whole child for a life of discipleship.

Purpose of the 2020-2021 School Year Reopening Plan:

At St. Ann Catholic School, we strive to do whatever is possible to safely and effectively support student learning and academic, spiritual, physical, and emotional growth.

Based on the spread of COVID-19, we anticipate the need to provide various learning environment options. We will transition between learning environments based on the guidelines we are given.

This plan is based on the following principles:

- We strive to provide the safest, least restrictive environment possible for all learners.
- The health, safety, and well-being of St. Ann students and faculty are our highest priority.
- We will promote practices and policies to reduce the risk of viral transmission and support our capacity to be responsive and agile when facing changing health circumstances.

Introduction:

Hello, St. Ann Families!

We look forward to welcoming students for the 2020-2021 school year as we keep this year's theme, "See Jesus in everyone," in mind. Our staff members are committed to ensuring each child is connected to St. Ann and that they feel safe spiritually, emotionally, and physically doing so.

Like you, we would like to start the school year with normalcy, yet we are preparing for a number of possibilities. The health and safety of our students and staff will remain a top priority as we make decisions based on the information received from the Kansas State Department of Education, Center for Disease Control, health departments, Archdiocese of Kansas City in Kansas, and local schools. The details in this plan will be fluid as we move into the fall and beyond based on guidelines set by these entities. Because the circumstances surrounding COVID-19 continue to evolve, we must all be prepared for the possibility of transitions between learning environments.

We thank you for your feedback, continued support, patience, and prayers for the St. Ann staff as we navigate this school year. Although some of the policies in this document provide significant changes to the day to day life that we are all used to, we really appreciate your partnership now more than ever. We look forward to "Seeing Jesus in everyone" this school year, which is not hard to do with our incredible St. Ann community! Here we go, Tigers. We've got this!

God Bless,

Mrs. Minks and Dr. Loveland



St. Ann Catholic School

Fall 2020 Reopening Plan Overview



Temperature Screening

Students and staff will be required to have temperature checks daily. Anyone with a temperature of 100.4F or above will be sent home. Temperature checks will also take place as needed throughout the day. Anyone who feels ill or has a temperature should stay home for further health assessment and to maintain a healthy school. A fever is just one of the many possible indicators of COVID. Please refer to the Decision Trees in the opening plan to assist with monitoring your children's health.

Visitors & Volunteers



Although visitors are not allowed at this time due to suggestions on limiting exposure, the support from the school community is paramount at St. Ann. Parents wanting to help are encouraged to reach out to their children's teachers to see if they can do so remotely. Visitors are not permitted on campus other than in the front office. Parents are encouraged to ensure that their child has all necessary materials for each day including lunch, homework, masks, and a water bottle before going to school. Parents are discouraged from bringing these items up throughout the school day.



Cleaning & Disinfecting

Enhanced safety and cleaning materials have been purchased to account for disinfecting the campus daily. Each classroom will have a sanitization station and high touch surfaces will be regularly disinfected throughout the day.

Mass, Assemblies, Field Trips



Weekly All School Mass will still take place. A limited number of classes will go to church (and sit in a socially-distanced manner) while others will participate in a live stream in their classrooms. School assemblies only take place virtually. Field trips will not be scheduled until further notice.



Social Distancing

All students, teachers, staff and visitors entering St. Ann School will be required to wear a mask. The students will receive mask breaks during snack time, lunch time and at recess when social distancing can be maintained. St. Ann will utilize an outdoor learning schedule to maximize learning time outside, especially for PE and Music classes. Classroom seating will be arranged to maximize social distancing and teachers will assist students to maintain distancing throughout the school day. School drop off times will be staggered and students will remain in the classrooms and be called to cars for afternoon pick up.

Academics & Remote Learning



Decision about learning environments (On Site, Remote or Hybrid) will be made in partnership with the Archdiocese of Kansas in Kansas City, health departments, The Center for Disease Control, and government directives. We plan to offer both On-Site and Remote Learning at this time, but realize that we may need to switch learning environments according to directives. If St. Ann is offering On Site learning, parents may choose to have their children participate in Remote Learning. See page 5 for further information.



Spiritual & Social-Emotional Health



Each member of the St. Ann community will have his or her own spiritual and social-emotional needs in response to the pandemic and possible trauma associated with it. The goal of St. Ann is to help those in need with coping skills and resilience. Communication will be the key in these efforts. Parents and students with spiritual or social-emotional concerns are encouraged to reach out to our school counselor, nurse, classroom teachers, administrators or Fr. Craig. We are here to help navigate through these times with so many unknowns. Teachers will prioritize these efforts in lessons.

Academic Models:

| On Site Learning with Modifications | Remote Learning | Hybrid Learning (as needed) | Distance Learning (as needed) |
|---|--|---|---|
| Student attends St. Ann Catholic School in the building Monday-Friday | Student attends St. Ann Catholic School while not physically present in the building. Information is relayed through technology and online conferencing with partial real-time instruction. Students experiencing illness or mandatory quarantine will move to this model. | Per requirements of Johnson County Health Department, students will either spread out into other areas of the building or have a staggered learning schedule. More information about this model is forthcoming. | In the event of school closure due to mandate or illness, all students will attend St. Ann Catholic School while not physically present in the building. Information will be relayed through technology and online conferencing with partial real-time instruction. |

St. Ann Learning Options:

At this time, St. Ann is offering both On Site and Remote Learning. Depending on the guidelines from the health department, St. Ann may need to transition to a Hybrid model or full Distance Learning for all students.

Option 1: On Site Learning

Students will be learning in the St. Ann School building per the guidelines provided by the health department. Families choosing to participate in our full time, face to face learning program agree to the following:

- Report to school during the scheduled drop off time each morning.
- Have students' temperature checked daily prior to entering the building.
- Have students dressed in their school uniform and a school-appropriate mask each day.
- Follow all guidelines in the school handbook.
- Take all assessments at school.
- Participate in weekly Mass (some students will participate in the church, while others will have the Mass live streamed to their classrooms, more details in the section titled Mass).
- Partner with St. Ann teachers and staff in a supportive, collaborative and faith-filled manner.
- Pay full tuition. If you are experiencing a financial hardship, please contact Liz Minks (lminks@stannpv.org), St. Ann Business Manager Bill Schafer (bschafer@stannpv.org), or Fr. Craig Maxim (Frcraig@stannpv.org).
- Extra-curricular activities (such as Lego Club, Chess, Drama, Art Club, and Band) will not be taking place at this time.
- Decisions on school performances such as Fall Production, Christmas Programs, Spring Fling, etc. will be made at a local level in advance with guidance from the local health department.
- Families will be able to reevaluate their decision at the end of each quarter, prior to the start of the next quarter.

Option 2: Remote Learning

Parents can request Remote Learning if they have concerns about returning to school in person. This will look different from continual learning (which took place last spring). It is online learning where students will be accountable for the work provided. We can not guarantee that this experience will be the same as On Site learning. All online learning will be provided via Google Classroom and will require logging into Google accounts. Reach out to teachers with any technical issues or questions. Families choosing to participate in our full time, Remote Learning Program agree to the following:

- Submit your request via email with subject line "Virtual Learning Request" to Assistant Principal, Dr. Jessica Loveland, at jloveland@stannpv.org by Monday, August 10 at 8:00am.
- Log all activities and daily assignments on the Remote Learning Log and submit forms to your child's teacher each week.
- Have access to technology that will enable students to connect to the virtual school environment. Families in need of laptops should contact Joe Foster, St. Ann IT Director, at jfoster@stannpv.org to request a laptop.
- Participate in classroom Zoom sessions.
- Complete and turn in all assessments and assignments on time as outlined by teachers.
- Follow all guidelines in the school handbook, and wear the school uniform daily.
- Take all state assessments and MAPS at school.
- Participate in weekly live-streamed school Mass.
- Start the school day in prayer with your child(ren).
- Participate in regular check-ins with teachers/school staff.
- Partner with St. Ann teachers and staff in a supportive, collaborative and faith-filled manner.
- Pay full tuition. If you are experiencing a financial hardship, please contact Liz Minks (lminks@stannpv.org), St. Ann Business Manager Bill Schafer (bschafer@stannpv.org), or Fr. Craig Maxim (Frcraig@stannpv.org) .
- Families will be able to reevaluate their decision at the end of each quarter, prior to the start of the next quarter.

Hybrid Definition:

A Hybrid Learning environment will only be enacted if On Site Learning is not possible and the health department determines it is necessary to limit the number of students in our building. The health department makes those suggestions based on the most recent COVID-19 infection rate for Johnson County (which can be accessed [here](#)). Depending on how many students will participate in On Site Learning, the Hybrid Model at St. Ann will either mean that classes would spread out into different areas of the building, or have a staggered schedule where students alternate between home and school learning. [This chart](#) displays the most up-to-date (as of 7/30/20) information from the Johnson County Health Department. Any changes will be emailed separately.

Community Responsibilities:

Safety is a value we all share. We expect that our children will be physically and emotionally safe in our school. It is vital everyone knows every reasonable precaution will be taken to ensure their safety.

In order to ensure the highest levels of safety possible for all, we share these norms. All members of our school community and visitors to campus will:

1. Wear masks, wash hands regularly, and follow physical distancing norms.
2. Take responsibility for maintaining a healthy environment.
3. Treat others as people worthy of respect and deserving of a safe environment.
4. Follow self-screening guidelines for symptoms of illness and refrain from coming on campus as indicated.
5. Comply with self-quarantine guidelines after potential exposure to COVID-19 or travel according to CDC guidelines.

Staff Responsibilities:

- Staff are expected to monitor their temperature daily before entering the school.
- Staff are expected to disclose any of the following situations that apply related to COVID-19:
 - You have been diagnosed with a confirmed case of COVID-19.
 - You have had close contact with someone with a confirmed case of COVID-19.
 - You have had close contact with someone exhibiting symptoms of COVID-19.
 - You are exhibiting symptoms of COVID-19 as defined by the CDC.
 - You have traveled to a high-risk area as defined by the CDC in the past 14 days.
 - You plan in the next few months to travel to a high-risk area as defined by the CDC.
- Staff should report or disclose this information to the St. Ann Principal, Assistant Principal, and Nurse.
- Staff can use staff workrooms and lunch rooms if staff maintains physical distancing, wears masks when not possible to maintain physical distancing, and sanitizes any furniture or equipment that is used.
- Staff and students should not use any common/shared materials such as pens, rulers, or staplers, etc.
- Teachers/staff should prepare a schedule for increased routine classroom cleaning.
- Staff should make sure door handles, light switches, stair railings, and other frequently touched surfaces are disinfected regularly.
- Every teacher will be provided with cleaning and disinfecting products to be used in the classroom as well as personal protective equipment.

Masks:

- Visitors, staff and students will wear masks while inside the school building.
- Masks will also be worn by staff and students outside when social distancing is not possible.
- Mask breaks will include snack time, lunch (which will be in the classroom), recess, and outdoor learning time if social distancing is possible.
- Masks need to cover the student's nose and mouth. Words and designs on masks need to be school appropriate and not distracting. Attaching a lanyard to masks is allowed. Please place the student's name on the backside of the mask.

Hygiene:

- All people are required to wash their hands or use hand sanitizer (at least 60% alcohol) at least once an hour and whenever they enter or leave a classroom.
- Teach and reinforce hand-washing and hand sanitizer use frequently.
- Disinfectant and related supplies are readily available in all classrooms.
- Please send a water bottle to school each day with your student, and label it with your child's name. Drinking fountains are closed; filling stations are available.
- Signage throughout the building will be posted to promote proper hygiene related topics including hand washing, social distancing and sharing of personal items. Hallway traffic will be directed one-way when possible and signage posted.

Mass:

Students will attend weekly school Mass either in person or online. A small number of classes will go to the church, and sit in a socially-distanced manner. Other classes will participate in Mass as it is live streamed to their classroom.

Specials/Electives:

Students will still have specials. PE and Music will be held outside when possible. All students will get all their credit hours for specials/electives.

Technology:

All students K-8 will have Google classroom accounts. Distancing and disinfecting practices will take place between classes or between any laptops or iPads with multiple student users used in classrooms.

Physical Education:

All efforts will be made to avoid cancelling Physical Education. Students will be taken outside when possible. Indoor activities will be set up to adhere to CDC guidelines as much as possible. Hand washing and sanitizing will occur before and after class. Shared equipment will be sanitized after each use.

Recess:

Weather permitting, students will receive outdoor recess every day. Students will be able to play with shared equipment as long as they wash/sanitize hands before and after recess and practice good hygiene. Any staff or students who would like to utilize recess as a mask break will need to stay socially distant from others while doing so. Teachers will share and practice procedures with students to ensure they understand the guidelines.

Drop-Off/Pick Up:

Due to social distancing guidelines and increased health and safety measures, no parents will be allowed inside the building at drop off or pick up. Parents please stay in cars to help expedite the process.

Both the south and north drop off and pick up areas will still be used. Students that walk to school will get their temperature checked before entering the building.

Drop off: Upon arrival, all students will remain in their car, or stand directly outside until his or her temperature has been taken by a staff member. Students with last names A-L will arrive from 7:30-7:45 and will go straight to their homerooms. Students with last names M-Z will arrive from 7:45-8:00 and will go straight to their homerooms. If guidelines from Governor Kelly's Executive Order regarding the need to take temperatures at school before entering the building change, we will reassess our procedures and inform the school community.

Pick up: Parents will continue to utilize both the north and south parking lots. Staff members will radio names into the front office for cars in line. Students' names will be called over the loudspeaker and they will be dismissed from homerooms to their cars.

Tardy Students:

Students are considered tardy after 8:00 am and should report to the school office. For the health and safety of all students, it is important that students arrive at their assigned time. Our administrative assistants and school nurse collaborate to record tardies and attendance, this year more than ever please respect their workload and time.

Facilities:

Heavy and frequent cleaning of classrooms and common areas will take place. When applicable, windows will be opened in classrooms to circulate outdoor air. Sanitizer stations are located throughout the building and in every classroom.

Restrooms:

Administration will collaborate with teachers to schedule restroom breaks that include social-distancing measures.

Lunch:

Lunch service will still be available for interested families. As we begin the year, students receiving lunch service will be provided with a cold sack lunch that can easily be delivered to classrooms. All lunches will be eaten in classrooms. No guests are allowed to visit for lunch at this time. This plan will evolve after seeing how the first few weeks go with the lunch service program.

School Calendar:

The current school calendar can be accessed through the school website. The school calendar will be subject to change. The school office and administration will ensure all changes to the school calendar are communicated to parents.

Safety Drills:

Drills will take place using guidelines provided and when necessary.

Conferences:

Parent/Teacher Conferences will take place both virtually and in person with guidelines followed.

Nurse:

No COVID-19 testing will be conducted at St. Ann School. No nebulizer treatments will be done at school; spacers/inhalers can be used instead with a note from parents.

Sick student/family due date policy:

If a student is sick for any reason, they will still be given the grace period of 2 days for every sick day to complete work. If they are feeling well enough, sick or quarantining students will be able to log in and follow along with the Virtual Learning via Google Classroom. Depending on their situation and illness, accommodations may be made to assignments. Communication between home and school is key. St. Ann School will prioritize the relationship with our school families. If a child is out because a family member or parent is sick and families are struggling to keep up with work, exceptions can be made.

COVID-19 Return to School Guidelines & Communication:

Important Notes:

- If a child or staff member tests positive, St. Ann staff members will work with the health department to determine the next steps, including who needs to quarantine and for how long.
- If your child has been exposed, you will be contacted individually with further instructions.
- Contact tracing will occur by the Johnson County Health Department in partnership with St. Ann School.
- The Johnson County Health Department will work closely with the Archdiocese and schools on a case by case basis to advise on a course of action related to a potential school closure.

Frequently Asked Questions:

What Do I Do if I Think or Know about a COVID Symptom or Exposure?

- First call your health provider, and follow their instructions.
- Call our school nurse (913) 660-1106 between the hours of 8:00 AM - 3:30 PM Monday through Friday.
- If the nurse does not answer, please call the front desk (913) 660-1101 and speak with Lisa Kelly or Susie Lutz.
- If your concern occurs after school hours, email attendance@stannpv.org as soon as possible with any potential COVID exposure and include "COVID" in the subject line **AND** please call the nurse or front office the following day.

Direct and timely communication with the school helps us to assess, coordinate, react, and track the varied aspects that go into a potential exposure to COVID-19.

How will I know if my child has been exposed to COVID-19 at school?

Potential exposure is the result of close contact with an infected person. A person is considered a close contact if they were within 6 feet of the COVID-19 positive case for 15 minutes or more or if they had exposure to secretions (cough, sneeze, etc. from an infected person). St. Ann will work with the Johnson County Health Department to assist with notifying individuals if they are a close contact to a known case.

How will my children continue learning if they are under quarantine?

Your child will follow the Remote Learning Plan for as long as needed, and your teachers will work with you to discuss strategies for moving forward.

How will I know when it is okay for my child(ren) to return to school after testing for COVID-19?

If your child has been tested for COVID-19, you must wait for test results and consult with our school nurse before returning to school.

What happens if my child forgets to bring his/her mask to school or forgets to wear it at the appropriate time.

Families should plan to incorporate face coverings in their daily preparation and strive to reinforce the practices required in the building through conversations at home. There will be a limited number of masks available each day for students who need them, and proper practices will be regularly discussed. Teachers will emphasize why we use face coverings and hand washing during conversations with their classes. Rest assured, this will be done in a positive and supportive way, as opposed to a punitive or scolding manner.

My family has chosen remote learning. When can we expect guidance from the school and our teacher?

Families choosing remote learning should expect instructions for initial preparation by the week of August 24th. The preparation process will be ongoing, leading up to the start of school.

My family has chosen remote learning. If needed, will we be able to borrow a Chromebook from the school for use at home?

A limited number of devices will be available for check-out. Proper use and treatment will be the responsibility of the student/family, and returning Chromebooks in good condition is expected.

What expectations should I have for instruction from our teacher(s)?

The teachers at St. Ann Catholic School care deeply about providing quality instruction and support the academic and spiritual growth of their students. Whether learning takes place in-person, remotely, or distanced, they will strive to the best of their abilities to connect with and care for your children. Please understand that there may be times where their ability to do so is limited. We appreciate, in advance, your grace and collaboration as we make this journey together.

St. Ann Decision Trees:

The following documents will be utilized by St. Ann to help when making decisions regarding COVID-19.

[Click here for Decision Tree 1: COVID-19 Exposure](#)

[Click here for Decision Tree 2: Symptoms or Positive COVID-19 Test](#)

Acknowledgements:

We would like to thank all members of the St. Ann community for prayerfully and thoughtfully contributing to this plan. Thank you, specifically, to the following St. Ann School Task Force members.

Health and Safety Task Force Members:

Father Craig- Pastor
Liz Minks- Principal
Dr. Jessica Loveland- Assistant Principal
Gwen Mugmon- Health and Safety Task Force Chair, K Teacher
Susie Lutz- Administrative Assistant
Bill Schafer- Business Manager
Mark Ruttan- Facilities Manager
Cara Schwarz- St. Ann Preschool Director, parent
Stephanie Cook- School Nurse
Chloe Zinn- School Counselor
MeMe Ternus- 6th Grade Teacher
Kay McCaffrey- Physical Education Teacher
Carrie Reiser- Former PTO President, parent
Natalie Hartman- Current PTO President, parent
Shawn Creger- School Council Co-Chair, parent
Meredith Dipasquale- ICU Nurse Practitioner, parent
Donna Lowther- St. Joe School Nurse
Dr. Matt Johnson- Pediatric Hospitalist, Children's Mercy, parent
Dr. Carl Gelhaus- Infectious Disease Scientist, parent
Dr. Carrie Striker- Pediatric Perfusionist, parent
Dr. Angela Gatz- Pediatrician, parent

Academics Task Force Members:

Liz Minks- Principal
Dr. Jessica Loveland- Assistant Principal
Natalie Dalpe- Academics Task Force Chair, Middle School Teacher, St. Joe Reopening Committee
Lisa Kelly- Administrative Assistant
Joe Foster- IT Director, parent
Kay McCaffrey- Physical Education Teacher
Jill Paton- Learning Lab Coordinator & Teacher for K-4
Carmen Cantrell- Learning Lab Teacher for Grades 5-8
Hannah Freeman- 1st Grade Teacher
Ellen Holzum-4th Grade Teacher
Carolyn Bible- STREAM Teacher, parent
Christine Lemmon- Technology Teacher
Tori Brown- Parent, Former teacher, Masters degree in Curriculum and Instruction
Lisa Stuart- Parent, Co-chair of School Council, Substitute Teacher, Former teacher, Masters degree in Curriculum and Instruction/Minor in Special Education
Mark & Kristie Clift- School Council, parents
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