

**St. Francis Xavier School
Phase 1 Reopening Plan
K--8
September, 2020**

Parent Communication on School Information

Communication will occur through multiple venues:

- Email
 - IRIS alerts
 - Principal emails
- Video
- School Website
- Virtual Back-to-School Night
 - By grade
 - Principal will visit each one.

Instruction Schedule

Two In-Person Cohorts; One Remote Cohort

Alternating Fridays

Week	Monday	Tuesday	Wednesday	Thursday	Friday
	Group C Remote	Group C Remote	Group C Remote	Group C Remote	Group C Remote
1	Group A	Group A	Group B	Group B	Group A
2	Group A	Group A	Group B	Group B	Group B
3	Group A	Group A	Group B	Group B	Group A

Here is the schedule for the remainder of September. Please read it carefully.

Please see the **Morning Drop Off Schedule** on Page 4 and the **Dismissal Schedule** on Page 15 for school hours of operation.

Wednesday, September 9--Full Day of School

- Group A attends school IN PERSON
- Group B attends virtually
- FT Remote students attend virtually
- Kindergarten Virtual Parent Information Session for all groups
 - Mrs. Dolgow will send out details.

Thursday, September 10 --Full Day of School

- Group B attends school IN PERSON
- Group A attends virtually
- FT Remote attends virtually
- Kindergarten Virtual Meet Your Teacher and Your New Friends Session for all groups
 - Mrs. Dolgow will send out details.

Friday, September 11--NO SCHOOL—Conference Day

Monday, September 14	Group A
Tuesday, September 15	Group A
Wednesday, September 16	Group B
Thursday, September 17	Group B
Friday, September 18	Group A

Monday, September 21	Group A
Tuesday, September 22	Group A
Wednesday, September 23	Group B
Thursday, September 24	Group B
Friday, September 25	Group B

Monday, September 28	Group A
Tuesday, September 29	Group A
Wednesday, September 30	Group B
Thursday, October 1	Group B
Friday, October 2	Group A

Please note the following grades will attend school in-person FIVE DAYS A WEEK: Kindergarten, Grade 2, Grade 3, and Grade 6.

Before Morning Drop-Off

- **Prior to arrival at school, parents will:**
 - Take child's temperature
 - **STUDENTS WHO HAVE A TEMPERATURE OF 100.0 degrees Fahrenheit or above OR ARE NOT FEELING WELL MUST BE KEPT HOME.**
- Students bring the following items to school every day:
 - **Face Mask**
 - Must be worn throughout the day.
 - It is strongly suggested that students wear their own masks.
 - Masks will be available for students who do not bring one.
 - **Face Shields (optional)**
 - May be worn, but not in lieu of a mask.
 - **Lanyard—PROVIDED BY SCHOOL**
 - Face Mask can be attached to it, i.e., when child is eating or drinking.
 - Blue for Group A
 - Yellow for Group B
 - Green for Every Day
 - **ALL appropriate instructional materials, including, but not limited to:**
 - Electronic Device
 - Chromebook, iPad, Laptop
 - Textbooks
 - Workbooks
 - Notebooks
 - Pencil Case
 - Writing Implements
 - Etc.

- All students will wear SFX uniforms, regardless of in-school or virtual instruction.

Morning Drop-Off

- There is no Before School Program during Stage 1.

Morning Drop-Off Schedule

Grade	Time	Entrance Door
K	7:50 a.m.	Kindergarten Door at Playground
1	7:50 a.m.	RED Door
2	7:50 a.m.	RED Door
3	7:50 a.m.	RED Door
4	7:50 a.m.	Van Nest Avenue Door
5	7:50 a.m.	Van Nest Avenue Door
6	7:50 a.m.	Morris Park Avenue Door
7	7:50 a.m.	Morris Park Avenue Door
8	7:50 a.m.	Morris Park Avenue Door

- ENTRANCES will open at 7:50 a.m.
 - Students who enter through the Kindergarten Playground Entrance will line up along Van Nest Avenue, socially distanced, from SFX Church to the Playground entrance.
 - Students who enter through the Van Nest Entrance will line up along Van Nest Avenue, socially distanced, from Haight Avenue to the Van Nest Entrance.
 - Students who enter through the Morris Park Avenue Entrance will line up along Haight Avenue, socially distanced, from the Red Doors to the School Yard Entrance.
 - Students who enter through the Red Doors will line up along Haight Avenue, socially distanced, from Van Nest Avenue.
 - Six feet distance between each person is clearly marked.
 - Parents must accompany children to the appropriate entrance.

- If parents drive, parent must get out of car and accompany child to the door.
- Anyone exiting a car will stand at the curb and wait for an indication to proceed to the entrance.
- Each child's temperature will be checked at the entrance.
 - Parent must wait for the results of temperature check.
 - Any child with a temperature of 100.0 degrees Fahrenheit or above or who is exhibiting other signs of illness shall not be admitted to the school. Parent must be prepared to take child home.
- SFX Staff will accompany younger students (1, 2, and 3) to the classroom, where the teacher will be waiting for them.
 - When **Kindergarten** students enter through the Playground Entrance, they directly enter their classroom.
 - PARENTS WILL NOT BE ALLOWED TO ACCOMPANY CHILDREN TO THE CLASSROOM.
- Older students (Grades 4 through 8) will proceed to the classroom, where the teacher will be waiting for them.
 - All students will use hand sanitizer prior to entering the classroom.

Cleaning & Disinfecting of the School Building

- All high-touch surfaces will be cleaned regularly throughout the day.
 - A dedicated porter will ensure this is done.
- The building will be misted every night as a part of our cleaning routine

ADNY Guidelines

- All ADNY guidelines must be strictly obeyed throughout the school day.
 - Specifically:
 - Face Mask must be worn.

- Frequent washing or hand sanitizing.
- Social distancing of at least 6 feet
 - Signage to indicate 6 feet, as well as direction to travel in hallways, stairways, and classroom will be prominently displayed.
- Physical contact between students is strictly prohibited.
- **Visitors, including parents, will not be permitted to enter the building during operating hours.**
 - Should a child need to be picked up from school early, the parent will plan with the school secretary, who will sign the child out, noting:
 - Child's Name and Grade
 - Name of authorized adult picking the child up
 - Pick-Up Time
 - Pick-Up Reason
 - Child will be escorted from the Guardian Angel Room (ill children) or the School Office (well children) to the authorized adult, who will be waiting outside at the Lurting Avenue exit of the Annex Building (ill children) or at the Main Entrance (well children).
 - Authorized adult is asked to use his/her cell phone to call the office and let us know he/she is waiting at the appropriate exit.
- Teachers will periodically review the following with students:
 - Proper method for using and disposing of tissues
 - Proper method to cough or sneeze into a tissue or elbow
 - Proper method to put on and take off a face mask
- **No one may touch or remove face mask, except at lunch time.**

- When face mask is removed to eat, it should be placed on the student's lanyard.
- **Face masks are essential and are required at all times.**
- Students and staff will wash hands frequently.
 - Upon arrival at school
 - Before meals and snacks
 - After using the restroom
 - Before removing face mask
 - After removing face mask
 - Before putting face mask on
 - Periodically throughout the day
 - Any other time that requires hand hygiene
- Hand sanitizer will also be available throughout the school building.
 - At every entrance
 - At the entrance to every classroom

Classroom

- Each day, we will pray together as a school community, using the PA system, rather than assembling in the Gym.
- Students will remain in stable cohorts all day, meaning they will remain with the same group of people all day long.
- In departmentalized grades, **TEACHERS**, not students, will change classrooms.
- There will be no Title 1, SETTTS, or other services provided on site.
 - Arrangements should be made for students to receive these additional supports remotely outside of school hours.
- Special subject teachers (Art, Gym, Italian, Computers, Library, and Music & Movement) will push into the classrooms during their regularly scheduled instruction time.
- There will be a limited number of students in the classroom to allow for social distances of 6 feet around each person.

- Signage to indicate 6 feet, as well as the direction to travel within the classroom, will be prominently displayed.
- Contactless hand sanitizing stations will be located at the entrance to each classroom.
- Proper ventilation will be ensured with air flow from outdoor air.
 - Windows and classroom doors will be kept open to provide cross ventilation.
- All students' desks will face in one direction (toward the SmartBoard at the front of the room).
 - There will be no configurations that require students face one another.
- Teacher's desk will be in the front of the classroom, socially distanced at 6 feet.
- Attendance will be taken every day for both in-person and virtual attendees.
 - Departmentalized teachers will take attendance for every class to ensure students are participating throughout the school day.
- No sharing of items and supplies, including, but not limited to:
 - Electronic devices
 - Clothing
 - Toys
 - Books
 - Manipulatives
 - Learning Resources
- Students will keep their personal items, including clothing, at their desks with them at all times.
- All (physically present and virtually attending) students will wear the appropriate SFX uniform.
 - **Gym uniform may be worn on Gym Day ONLY.**
- No shared spaces will be used.
 - Cafeteria

- Gym
- Computer Lab
- Art Room
- Library
- All water fountains will be inaccessible.
 - **Students must bring their own water bottles (plastic or reusable) with their names prominently written on them.**
- Throughout the day, all adults in the building will monitor students for signs of illness.

Sick Child

- When a child presents with signs of illness, he/she will be accompanied to the nurse's office immediately.
- Nurse evaluates the student's condition and calls the child's parent/legal guardian to arrange pick-up.
 - Nurse notifies front office, so the child can be remotely signed out of school.
- The child is accompanied to the Guardian Angel Room, bringing all his/her possessions with him/her to await pick up.
- **Guardian Angel Room**
 - Isolation Room
 - Located in the Annex Building
 - Located:
 - Second Floor
 - Down the hall from the nurse's office
 - Near restroom
 - Next to Lurting Avenue stairwell for easy exit.
 - Manned by school staff member wearing full PPE.
 - External ventilation
 - Windows open
- The Guardian Angel Room will:

- Provide seating that is socially distanced with a circle of six feet around each child.
- Have available:
 - Contactless Hand Sanitizer Dispenser
 - Disinfectant Wipes
 - Disposable Face Masks
 - Disposable Gloves
 - Tissues
- While waiting in the Guardian Angel Room, students MUST wear a face covering.
 - The student must be picked up as soon as possible by an authorized person.
- **Anyone who is sent home from school sick CANNOT return to school until they have met CDC criteria to discontinue home isolation for COVID-19 and non-COVID-19 related illnesses, which includes:**
 - **Three (3) days with no fever**
 - **Symptom Improvement**
 - **Ten (10) days elapsed since the symptoms first appeared.**
- **Individuals who are COVID-19 positive may only return after providing a note of medical clearance and two (2) negative COVID-19 test results after they are without fever for three days.**
 - In keeping with HIPPA law, at no time will the identity of the person who is COVID-19 positive be revealed.

Instruction

- All students will receive **five days of classroom instruction.**
 - **In-Person—Five Days**
 - Kindergarten, as well as Grades 2, 3, and 6 can safely be accommodated in school five days a week.
 - **Hybrid—In Person and Remote**
 - Based on a combination of in-person and remote learning platforms
 - Grades 1, 4, 5, 7, and 8

- **Remotely—Five Days**
 - Student remains at home for instruction, utilizing Zoom and Google Classroom.
 - K--8
- Learning will take place through a combination of books, content materials, and skill development.
 - Arrangements will be made for full-time remote learning students to pick up their learning materials at school.
 - Details to follow.
- Utilization of technology allows our students to proceed with ongoing instruction, regardless of whether in-person learning or remote learning is used.
- **SFX has a very limited number of Chromebooks available for use, so our students are VERY STRONGLY ENCOURAGED to bring their own personal devices for use during the school day.**
 - **Students' personal devices MUST be charged at home every day prior to coming to school.**
 - **For those students who do not have a personal device, a school Chromebook will be made available for use on a first come, first serve basis.**
 - A **SIGNED** SFX Chromebook Loan Agreement **MUST** be returned to school before a student can take the Chromebook home.
 - The teacher will give you the SFX Chromebook Loan Agreement.
- Remote instruction will be delivered via Zoom during regular school hours.
 - Instruction will be live streamed.
- Kindergarten through Grade 8 will utilize **Google Classroom** as our LMS (Learning Management System).
- Instruction at the beginning of the school year will focus on:
 - **Socio-emotional support** for students

- **Tutorial in Google Classroom and any other apps** that will be used regularly.
 - Students
 - Parents
 - Live
 - Recorded
 - Posted on Class Page on SFX website
 - Posted on Google Classroom
- Our goal is to ensure all students are proficient in the use of all apps, so there is a seamless transition between home and school learning.

Lunch

- Students will eat lunch in the classroom.
- **STUDENTS WILL NOT SHARE MEALS, SNACKS, OR WATER BOTTLES UNDER ANY CIRCUMSTANCES.**
 - It is strongly recommended that students bring lunch from home, including reusable or plastic water bottles.
 - No glass bottles or containers are permitted.
 - Water fountains may NOT be used to refill water bottles.
 - There will be no provisions for heating meals brought from home.
 - **All items, lunch, snacks, water bottles, must have the student's name clearly written on them.**
 - Cold lunch will be delivered to the classroom for those students who do not bring lunch from home.
 - Students may remove masks when eating lunch.
 - Attach to lanyard (provided by school).

Recess

- Students will have 30 minutes of outside recess every day, weather permitting.
- Recess must be socially distanced.

Bathroom Use

- Students may be excused to use the bathroom as needed.
 - Bathrooms will be monitored to ensure social distancing protocols are followed at all times.

Sanitizing and Disinfecting

- Frequently touched surfaces will be cleaned regularly throughout the school day by trained custodial staff.

Fire Drills & Lockdown Drills

- Fire Drills and Lockdown Drills will be conducted appropriate number of times with appropriate social distancing protocol in place.
- Fire Drills and Lockdown Drills will be scheduled so that both Group A and Group B participate.

Dismissal

- Every day, students will bring home ALL appropriate instructional materials, including, but not limited to:
 - Textbooks
 - Workbooks
 - Notebooks
 - Pencil Case
 - Writing Implements
 - Etc.
- **ABSOLUTELY NOTHING IS TO BE LEFT IN THE STUDENTS' DESKS.**
- Parents will line up socially distanced at the appropriate door.
 - Teachers will work in teams to dismiss the students.
 - One teacher will be at the door and is in constant communication with the other teachers which parent is next in line to pick up a student.
 - Student will immediately report to the door to be met by parent.

- Students who do not have a parent waiting will not cause a backlog at the exit.
 - Once all students have been picked up, teacher will bring remaining students to the gym, to the blacktop, or to the Kindergarten playground, where they will wait, socially distanced, to be picked up.
- Children must be met at the appropriate door.
 - Parents will be asked to email teacher and let him/her know if the parent will *regularly* be waiting in a car for the child, rather than on the pick-up line.
 - This way, we know to look for the parent's car, rather than looking for the parent on the pick-up line.
 - If a parent will *occasionally* pick a child up by car, then:
 - Parent must let the teacher know this BY NO LATER THAN 12:00 NOON.
 - This way, we know to look for the parent's car, rather than looking for the parent on the pick-up line.
- **There is no After School Program during Phase 1.**
 - **NO STAFF WILL BE AVAILABLE TO CARE FOR CHILDREN AFTER SCHOOL.**
 - **Parents must ensure students are picked up ON TIME every day.**
 - If there are **extreme extenuating** circumstances that prevent a parent from picking a child up on time, the parent **MUST** notify the school immediately.
 - Students will be held for no more than ten minutes.
 - Any parent who violates these pickup times more than **THREE TIMES** will be required to shift to Remote Learning.

- The school simply does not have the resources to watch students for long periods of time after school.
- Dismissal Time is not the time to conference with teachers.
 - Parents are asked to:
 - Email the teacher to set up a phone call or a Zoom Conference Call at a mutually convenient time.

Dismissal Doors—Daily Schedule

Grade	Time	Dismissal Door
K	2:35 p.m.	Kindergarten Door to Playground
1	2:35 p.m.	RED Door—Left Side
2	2:35 p.m.	RED Door—Right Side
3	2:35 p.m.	Van Nest Avenue Door
4	2:45 p.m.	Van Nest Avenue Door
5	2:45 p.m.	Van Nest Avenue Door
6	2:45 p.m.	Morris Park Avenue Door
7	2:45 p.m.	Morris Park Avenue Door
8	2:45 p.m.	Morris Park Avenue Door

Dismissal Doors—Half Day Schedule

Grade	Time	Dismissal Door
K	12:00 noon	Kindergarten Door to Playground
1	12:00 noon	RED Door—Left Side
2	12:00 noon	RED Door—Right Side
3	12:00 noon	Van Nest Avenue Door
4	12:00 noon	Van Nest Avenue Door
5	12:00 noon	Van Nest Avenue Door
6	12:00 noon	Morris Park Avenue Door
7	12:00 noon	Morris Park Avenue Door
8	12:00 noon	Morris Park Avenue Door