

SACRED HEART CATHOLIC SCHOOL

We are SACRED HEART. We are the BLAZERS.



ph: 620.442.6550

312 South B Street

Arkansas City, KS 67005

 www.sacredheartac.com

Dear Sacred Heart Families,

I hope everybody is staying healthy and safe. Sacred Heart staff has been working hard on preparing their classrooms and the school. We look forward to welcoming back our students for the 2020-2021 school year. I would like to share with you some of the routines and procedures that we will be implementing to keep students and staff safe.

Arrival

Students will enter through the west doors of the school (front). Temperature checks will be done before the student enters the school. Parents please wait until your student has passed their temperature check before leaving the school. If the student has a temperature of 100.0 or higher they will not be permitted in the building. Students will be required to wear a mask as they enter the school. Students sanitize/hand wash before they enter their classroom. Students will have to go directly to their classroom after they have cleaned their hands.

If your student is attending Morning Walk and Talk, 7:10 am-7:30 am. Students will have their temperature taken when they arrive. Parents please wait until your student has passed their temperature check before leaving the school. If the student has a temperature of 100.0 or higher they will not be permitted in the building. Students will maintain 6ft distance unless they are within their sibling groups. Siblings will be able to sit with each other during Morning Walk and Talk. At 7:30 students will enter through the back door. Students sanitize/hand wash before they enter their classroom. Students will have to go directly to their classroom after they have cleaned their hands.

Mass

Students will attend Mass at least once a week.

- Monday: Rosary will be held in each of the classrooms.
- Tuesday: Kindergarten and First Grade will attend Mass.
- Wednesday: Second and Third Grade will attend Mass.
- Thursday: Fourth, Fifth, and Second will attend Mass.
- Friday: Fourth, Fifth, and Third will attend Mass.

Recess

Recess will be with their own classes and there will only be two classes outside at a time. Students will maintain a 6ft distance as much as possible. They will also be required to wear a mask if they are not participating in active play. Each class will have their own recess basket with items to play with during recess. These items will be disinfected after use. The recess equipment will be locked until further notice.

Lunch

SACRED HEART CATHOLIC SCHOOL

We are SACRED HEART. We are the BLAZERS.



ph: 620.442.6550

312 South B Street

Arkansas City, KS 67005

 www.sacredheartac.com

Sacred Heart will still be serving hot lunches provided by the same vendor we have used in the past. The lunch time has been separated into three different lunch periods. This will allow students to sit 6 feet apart while eating. Students can bring a sack lunch from home, however **microwaves will not be available this year**. If a student brings their lunch and it has cold stuff in it they will need to have an ice pack in it b/c the lunch will be kept in the classroom with the student. Lunches can not be put in the refrigerator b/c they would possibly touch. We also ask that students' prepackaged food that is brought from home be put in a container that their student will be able to open on their own. The water fountain will not be available in the cafeteria so students will also need to bring a water bottle to have with their lunch if needed. The water fountain in the school will be able to refill water bottles but the students will not be able to directly drink from the water fountain. When students enter the lunchroom they will sit down in their assigned seat. If they are having a hot lunch their tray will be given to them by a staff member.

Dismissal

School dismissal will be staggered to ensure the safety of parents while they are picking up their students.

- 3:00 pm Pre-K students will be dismissed through the front doors and parent pick-up will be at the front of the school.
- 3:05 pm Kindergarten, Second, and Third Grade will be dismissed.
 - Kindergarten will exit through the back doors and will line up in the parking lot for parent pick-up.
 - Second and Third grade will exit through the front doors of the school and line up in front of the school for parent pick-up.
- 3:10 pm First, Fourth and Fifth graders will be dismissed.
 - First grade will exit through the back doors and will line up in the parking lot for parent pick-up.
 - Fourth and Fifth grade will exit through the front doors of the school and line up in front of the school for parent pick-up.
- Parents please maintain 6-foot distance from each other as you wait for your child to be dismissed.

After School

After School program will be held in the cafeteria this year from 3:10 pm-4:00 pm. Students within the same family may sit with each other. Family groups will maintain a six foot distance between each other.

SACRED HEART CATHOLIC SCHOOL

We are SACRED HEART. We are the BLAZERS.



ph: 620.442.6550

312 South B Street

Arkansas City, KS 67005

 www.sacredheartac.com

Birthday Treats

Birthday treats may be brought to school to celebrate students' birthdays. We do ask that all birthday treats be individually wrapped and sealed. Please remember parents will not be allowed in the school for student birthday parties.

Water Bottles

Each child should have a clear water bottle for daily use at school. Children will have access to the bottle filler part of each fountain but not the individual faucet piece. They will be welcome to fill up as needed during the day for proper hydration.

Masks

We ask that students wear Catholic School appropriate masks. Designs and images will be allowed unless it becomes a distraction in the classroom or it is not appropriate. Students should bring a second mask just in case the one they are wearing gets wet or becomes unable to be worn during the day. Sacred Heart can offer students a mask in case of emergencies if they do not have a second mask. Sacred Heart will also provide one mask that has the Sacred Heart logo on it for each student. The school has purchased lanyards for each child and adult to have for safely holding the mask when not in use. Your child will receive a lanyard on their first day of school. We request that a child wear a clean mask to school each day. A child should have several masks to allow for a clean mask each day.

Health Contract

From the Diocesan Forward with Hope: Under the current pandemic circumstances, we must work together to assure the safety of all students. During enrollment all families signed a Health Contract agreeing to matters such as: temperatures taken each morning at school, adhering to the temperature threshold, letting the school know if a student had an exposure, symptoms, were being tested and/or had a positive test, following protocols for return to school after illness, and informing school of any out of state travel. It is imperative that all contact information and emergency contact information be kept up to date in PowerSchool.

Scenario C

We encourage all parents to have a plan should the school move to Scenario C. This could happen at any time, per a health department or state shut down mandate. We will be prepared on the school side to move to remote instruction with little notice. Our parents should be prepared as well. In Scenario C, six hours of instruction, per day, will be offered. We plan to have the ability to live stream or record lessons.

SACRED HEART CATHOLIC SCHOOL

We are SACRED HEART. We are the BLAZERS.



ph: 620.442.6550

312 South B Street

Arkansas City, KS 67005

 www.sacredheartac.com

What Should I Do If My Child Is Arriving Late Or Leaving Early?

When parents need to pick up a child early, they should call the school office, notify the office staff, and wait in the car or by the front door for their child. The child will be walked out by a staff member. When parents need to check in a child late, they should call the school office, notify the office staff the child is on school grounds, and a staff member will meet the child at the front doors.

Protocol for Positive COVID Test or Exposure

The parent(s) should immediately notify Mr. Butler, Mrs. Morgan, or Ms Larson. Sacred Heart administration will work with the Diocesan COVID coordinator, Dr. Jamie Finkeldei, who will consult with the Cowley County Health Department. All protocols given by the Health Department must be followed, and we will communicate with all parties affected by the protocols set forth. All quarantine times and exclusion of students is determined by the County Health Department. These decisions are not made by Sacred Heart Catholic School. We will work with each family to be as helpful as possible if your child is out of school due to exposure or illness.

Reporting a Sick Child

Parents will be asked to share the child's symptoms as they call in for absences. If a child is tested for COVID-19, the principal must be notified. During a pandemic, the school is allowed to ask these questions for the health and safety of all in the school.

Symptom Screening for Students at Home

Individuals who have symptoms should not report to school.

- Fever is defined as 100.0 degrees.
- Individuals should be fever-free for 24 hours without a use of fever reducing medicines.
- The diocesan absentee policy will be modified to allow for this requirement.
- Individuals exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school.
- Current known symptoms:
 - o Fever (100.0 or higher)
 - o Chills
 - o Rigors
 - o Muscle and body aches
 - o Fatigue
 - o Headache
 - o Sore throat
 - o Lower respiratory illness (cough, breath shortness)
 - o New loss of taste or smell
 - o Diarrhea