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**St. Francis Xavier School
Phase 1 Reopening Plan
K--8
Parent Edition
September, 2021**

Parent Communication on School Information

Communication will occur through multiple venues:

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

Instruction Schedule

Our students will attend school five days a week in person. Hybrid learning and remote learning will NOT be available.

We anticipate that we will be able to provide paid After School care for our students whose parents cannot pick them up at the regular dismissal time.

Please use this hyperlink to let us know if you require After School Care for your child: [St. Francis Xavier School After School Care Needs](#)

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

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Wednesday, September 8--11:30 a.m. dismissal

- Kindergarten Virtual Parent Information Session for all groups
 - Mrs. Dolgow will send out details.

Thursday, September 9--Full Day of School

Friday, September 10--Full Day of School

Monday, September 13--Full Day of School--After School Begins

Before Morning Drop-Off

- **Prior to arrival at school**, parents will:
 - Review the COVID Daily Screening Questions
 1. Are you currently experiencing, or recently experienced (in the last 48 hours), any new or worsening COVID-19 symptoms?
 2. Have you had close contact (being within six feet for at least 10 minutes over a 24-hour period) or proximate contact (as determined by health authorities) in the past 10 days with any person confirmed by diagnostic test, or suspected based on symptoms, to have COVID-19?
 3. Have you tested positive through a diagnostic test for COVID-19 in the past 10 days?
 - **IF THE ANSWER TO ANY OF THE THREE QUESTIONS ABOVE IS YES, PLEASE KEEP YOUR CHILD HOME FROM SCHOOL AND TAKE HIM/HER TO A HEALTHCARE PROFESSIONAL.**
 - 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.

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- 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.
- **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 EVERY DAY.**

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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.	Main Entrance on Haight Avenue
2	7:50 a.m.	Main Entrance on Haight Avenue
3	7:50 a.m.	Main Entrance on Haight Avenue
4	7:50 a.m.	Van Nest Avenue Entrance
5	7:50 a.m.	Van Nest Avenue Entrance
6	7:50 a.m.	Morris Park Avenue Entrance
7	7:50 a.m.	Morris Park Avenue Entrance
8	7:50 a.m.	Morris Park Avenue Entrance

- 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, the parent must get out of the car and accompany the 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.
 - *Parents must wait for the results of the 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. Parents must be prepared to take their child home.

- SFX Staff will accompany younger students (Grades 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
 - Signage to indicate 6 feet, as well as direction to travel in hallways, stairways, and classrooms 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

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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, with a valid ID, i.e., Driver's License, 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 masks, except at lunch time.**
 - **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 or the Blacktop.
- Students will remain in stable cohorts all day, meaning they will remain with the same group of children all day long.
- In departmentalized grades, **TEACHERS**, not students, will change classrooms.
- Title 1, SETTS, or other services may be provided on site.
 - Students will remain in stable cohorts when receiving services.
 - Arrangements can be made for students to receive these additional supports remotely outside of school hours.

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- Special subject teachers (Art, Gym, Italian, Library, and Music & Movement) will push into the classrooms during their regularly scheduled instruction time.
- Each grade level will be its own cohort.
 - Depending on the number of students in the class, social distancing will be maintained at all times at six feet, five feet, or three feet.
- Signage to indicate 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.
 - Ventilation fans will be kept on at all times.
- 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 to face one another.
- Teacher's desk will be in the front of the classroom, socially distanced.
- Attendance will be taken every 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 students will wear the appropriate SFX uniform.
 - **Gym uniform may be worn on Gym Day ONLY.**
- No shared spaces will be used for instruction, unless cohorts are appropriately socially distanced.
 - Gym
 - Science Lab
 - Art Room
 - Library

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- 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 the 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
 - Ventilation fan on at all times.
- 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.

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- 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:**
 - **72 hours with no fever**
 - **Illustration that symptoms have improved**
 - **Ten (10) days elapsed since the symptoms first appeared if the person has tested positive for COVID.**
- **Individuals who are COVID-19 positive may only return after providing a note of medical clearance and a negative PCR COVID-19 test result after they are without fever for three days.**
- **Anyone who has been out sick must have a note of medical clearance to return to school.**
 - **Illnesses not related to COVID should have an acceptable alternative diagnosis from a medical doctor and a negative PCR COVID test, as outlined in the NYS School Toolkit and Archdiocese Policy.**
 - 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 in-person classroom instruction.**
- Learning will take place through a combination of technology, books, content materials, and skill development.
- Utilization of technology allows our students to proceed with ongoing instruction, in the event of a lockdown or a quarantine.
- **SFX has a 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.

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- The teacher will give you the SFX Chromebook Loan Agreement.
- Kindergarten through Grade 8 will utilize **Google Classroom** as our LMS (Learning Management System).
 - There is no need for assignment pads, etc. Everything will be posted on Google Classroom.
- 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.
 - 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, if needed.

Lunch

- Students will eat lunch in the classroom.
 - If there is not enough space for the students to sit six feet apart while eating, alternative lunch spaces will be utilized.
 - Gym
 - Science Lab
 - Art Room
- **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.**
 - Lunch will be delivered to the classroom for those students who do not bring lunch from home.
 - Students may remove masks when eating lunch.

Recess

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

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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 an appropriate number of times with appropriate social distancing protocol in place.

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.**
 - Teachers will proactively plan instruction, using digital materials, rather than print materials, so students can leave heavier textbooks at home.
 - Teachers will let students know which books to bring to school each day, so students are not unnecessarily carrying books to and from school.
 - We will be sure to post this information on Google Classroom every day.
- We will be sanitizing all surfaces every night to ensure our students' health and safety.
- 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.
- Children must be met at the appropriate door.
- Parents will be asked to email the 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:
 - Parents 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.
- **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.
 - We cannot mix students in cohorts within the After School Program.
- 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.
- Students participating in the After School Program will be escorted to the designated After School space once all other students have been picked up.

Dismissal Doors—Daily Schedule

Grade	Time	Dismissal Door
K	2:35 p.m.	Kindergarten Door to Playground
1	2:35 p.m.	Main Doors on Haight Avenue
2	2:35 p.m.	Main Doors on Haight Avenue
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

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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	Main Doors on Haight Avenue
2	12:00 noon	Main Doors on Haight Avenue
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