

Catholic Schools of Zanesville

Bishop Rosecrans High School
1040 East Main Street
Zanesville, Ohio 43701

Bishop Fenwick School
1030 East Main Street
Zanesville, Ohio 43701

Bishop Fenwick Preschool
139 North Fifth Street
Zanesville, Ohio 43701

Reopening Plan

*Enter to Learn,
Leave to Serve...
Be a Light!*

Approved: August 6, 2020
Revised: December 2020

Dear Bishops!

We would like to thank you for entrusting the Catholic Schools of Zanesville for your child's education. We are committed to providing your child with a strong Catholic education, engaging in strong academics and a safe environment. In composing this procedure document, we have taken into consideration all Federal, State, Local and Diocesan guidance. We also provided a survey for our parents and staff and held a discussion session with our high school ambassadors. We want to make sure all voices are heard as we reopen the Catholic Schools of Zanesville.

Following this letter, you will find the procedures approved by our Diocese of Columbus, Muskingum Health Department, Catholic Schools of Zanesville Board of Trustees and our classroom teachers. Please note these procedures are ever changing and we must be flexible in those changes.

The Catholic Schools of Zanesville is committed to communicating all changes as we know them. All families are encouraged to maintain their Digital Academy login. We have chosen to use this as our main source of communication. Once information is finalized all parents will receive it through this system. Some of our information may be on our social media sites, but not all. We have also created a COVID tab on the Catholic Schools of Zanesville website. This will be another place where we share our school information and resources with our families.

It is our priority to provide our community a place in which all students are able to prosper in their new normal. If at any time you have any questions or concerns, we ask that you discuss them with your child's teacher or any of the school directors. We are definitely a **STRONG** community built upon our faith! Together we will overcome this mountain and continue to build for our futures!

Blessings,

Kelly Sagan
Executive Director

Susan Swackhammer
Elementary Director

Chelsea Tolliver
High School Director

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The goal of the Catholic Schools of Zanesville is to return to normal operations to the fullest extent permitted by health and safety regulations by the State of Ohio, including the Ohio Department of Education and the Ohio Department of Health. The Catholic Schools of Zanesville will follow the 3-tier approach designed by the Office of Catholic Schools, Diocese of Columbus.

- Tier 1 – Normal Operations – building fully opened with in-person instruction
- Tier 2 – Blended Learning – a combination of in-person and distance learning
- Tier 3 – Distance Learning – full remote, on-line instruction with buildings closed

This plan will focus on describing the guidelines for each tier. It does not indicate that the 2020-21 school year will start in a specific tier. It is simply a document that prepares our school for the possible action in an uncertain time.

Regardless of which tier, the 2020-21 school year for students will begin August 24, 2020. Students will return in small groups on a designated day. Students will come and experience what the school day will be like within a smaller setting. This will ensure a time to reconnect and learn the expectations of the classroom teacher and learn the new health and safety procedures of our school. It is expected that all students will then be in school on August 31, 2020.

This document is fluid in nature and modifications can and will be made as updates of the pandemic occur.

Description of Tier Learning for 2020-21

Tier 1

We have decided to begin with a soft opening of our school campuses. With that said, we will begin school the week of August 24, 2020. Students will come **1 day that week** (families will be assigned days and emailed through Digital Academy the first week of August). Students will come and experience what the school day will be like within a smaller setting. This will ensure a time to reconnect and learn the expectations of the classroom teacher and learn the new health and safety procedures of our school. It is expected that all students will then be in school on August 31, 2020.

Under this plan, students will be in school five full days a week with a minimum of 3 feet of social distancing (as of this plan our rooms are spaced at 6 feet distance).

The following policies will be implemented in this plan:

- All excess materials/furniture will be removed from classrooms to allow as much spacing as possible. (Most spaces are 6 feet of separations)
- Parents assess student health before school
- Teacher assess student health during the school day
- Hand sanitizing stations installed at all entrance and exits and throughout all common spaces
- Staggered dismissal procedures
- Face coverings will be worn per specifications listed later in this document
- Increased cleaning of all surfaces throughout the school day
- Adapted lunch procedures based upon campus building
- Limited visitors and volunteers in the building during school hours
- No shared student supplies
- No locker usage
- One-way hallways
- No field trips
- No large group student events
- Students stay in place whenever possible, teachers will travel (Bishop Fenwick Only)

Tier 2

Under this plan the school will assume the “Blended Learning Model,” which 50% of students in the school two days a week with 6 feet social distancing. The school year for students will begin the week of August 24, 2020.

Students will return each day that week in small groups. Students will come and experience what the school day will be like within a smaller setting. This will ensure a time to reconnect and learn the expectations of the classroom teacher and learn the new health and safety procedures of our school. It is expected that all students will then be in school on August 31, 2020.

- Students will be split in half based on families/numbers
- Students will attend school on an AA, BB rotation
- When students are NOT in the classroom, they will use Digital Academy for online learning
- Teachers will utilize a “flipped classroom” approach to teaching when students are not in the building during the blended learning model. Lessons will be recorded and student will be expected to view them and complete assignments.
- There will be no real-time online learning. All lessons will be recorded for viewing.
- When students are in school, they will receive live instruction, meet with all teachers for classes, and have small group and one-on-one instructions when needed.
- Students with IEP or SP will receive the required minutes of instruction both in person and online when necessary. A schedule will be given to parents ahead of time.

The following policies will be implemented in the “Blended Learning Plan”:

- All excess materials/furniture will be removed from classrooms to allow as much spacing as possible. (Most spaces are 6 feet of separations)
- Parents assess student health before school
- Teacher assess student health during the school day
- Hand sanitizing stations installed at all entrance and exits and throughout all common spaces
- Staggered dismissal procedures
- Face coverings will be worn per specifications listed later in this document
- Increased cleaning of all surfaces throughout the school day
- Adapted lunch procedures based upon campus building
- Limited visitors and volunteers in the building during school hours
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- One-way hallways
- No field trips
- No large group student events
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Tier 3

Under this plan the students would receive online learning five days a week. The school will assume this plan only if designated by the governor or diocesan office or if mandatory quarantine time necessitates a move to full online learning

Any student in self-quarantine will be expected to participate in Tier 3 learning.

- Teachers will utilize Digital Academy for all direct online learning needs
- Teachers will provide real-time lessons and office hours daily along with recorded lessons
- Students will be required to sign onto class lessons and meeting time daily
- **Attendance will be taken**
- All assignments will be completed and/or submitted online through Digital Academy in a timely fashion
- Students will be responsible for assignments in every subject including specials
- The Catholic Schools of Zanesville will loan Chromebooks, iPads and Computers to families as needed
- Parent will be responsible for the return of all equipment undamaged

Clarification of Daily Procedures

Parent Guidelines for Assessing Student Health:

- Parents will take child's temperature prior to the student leaving for school
- Children with a fever of 100.3 or higher cannot report to school
- Any student who exhibit any symptom of COVID-19, are to stay home until they are free of fever or symptoms (without the use of medication).
- Parents will assess their child for symptoms of infection. If a child demonstrates symptoms of the virus, the child should remain home and their pediatrician should be contacted
 - Fever of 100.3 or higher
 - Cough
 - Headache
 - Sore Throat
 - Shortness of Breath
 - Fatigue
 - Chills or body shakes
 - Loss of taste or smell
 - Unexplained body aches

Monitoring Staff Health:

- Upon entering the building, all faculty and staff will complete the COVID-19 Employee Self-Monitoring Checklist and take their temperature.
- Staff must sanitize their hands immediately upon entering the building
- It is critical that staff members continue the practice of consistent hand washing and sanitizing at any time where they may have touched any surface that is suspected to be contaminated.
- Staff may not meet in one given area to eat. They should remain in their classrooms to eat their lunch or they may eat outside.
- Any staff member who exhibit any symptom of COVID-19, are to stay home until they are free of fever or symptoms (without the use of medication). A healthcare provider's note to validate that the person is cleared of COVID-19 is required.
- Any staff member experiencing symptoms of COVID-19 will be sent home.

Plan for Illness:

- Staff or students that present with symptoms of communicable disease while at school will be evaluated. The evaluator will follow infection control guidance from the CDC, the Ohio Department of Health and the local health department.
- The evaluator will use the COVID-19 Tracking Form provided by the Diocese of Columbus. This form requests the following information:
 - Date
 - Name of ill staff or student
 - Name of person reporting
 - Stated reason for the report
 - Comments: The evaluator will ask ill person if they are experiencing the following symptoms
 1. Cough/difficulty breathing
 2. A fever of 100.3 degrees or higher
 3. Headache
 4. Sore Throat
 5. Chills
 6. Muscle Aches
 7. Body Shakes
 8. New loss of taste or smell
 9. Exposure to person with COVID-19

If a person answers YES to **#1** or Yes to one or more symptoms **#2-#8** or Yes to **#9** – Consider a possible COVID-19 case and stay home from school/work and follow up with your healthcare provider. A COVID-19 test is highly recommended. The ill person must stay home for 14 days after the first symptom and be free of fever without fever reducing medication or free of cough or difficulty breathing 3 days before returning OR receive a confirmation by healthcare provider of a negative COVID-19 test.

If a person answers yes to only one symptom from item **#3-#8**, consider staying home from work/school and follow up with the physician.

If the person answers yes to only **#2**, they will stay home from work/school and follow up with their physician. They must be free of symptoms 24 hours before returning without the use of fever reducing medication

If the person answers no to all, they are unlikely to be COVID-19 and they should report to school when they are feeling well again.

There will be a designated space to be used as a separation room for staff or students who become ill with a potentially communicable disease.

- This room will be independent of any shared space in the school
- Ill person will wear a face covering until picked up
- Space will be immediately decontaminated once an ill person departs
- Evaluator will provide monitoring of student while in the separation room
- Parents or guardians of a symptomatic student will be notified immediately of their child's status and the student must be picked up within 30 minutes of notification.

Exposure to COVID-19 Protocol:

Isolate and Transport Those Who are Sick

- If a student, parent, or staff member feels ill with symptoms with COVID-19, that person should not come to school, and they should notify school officials that they are sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- Immediately separate the sick individual if the person is at school. The person will go to the designated separation area and be overseen by the evaluator who will contact a family member to come and pick the person up. A face covering must be worn.
- The school evaluator will take the person's temperature and make them comfortable. They will also request a report of symptoms and ask the responsible adult to provide feedback to the school of any medical diagnosis.

Clean and Disinfect

- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting is completed
- Ensure safe and correct use and storage of cleaning and disinfection, including storing products is securely away from children.

Notify Health Officials and Close Contact

- In accordance with state and local regulations, school administrators will notify local health officials, staff and family members of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA)
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.
- Follow quarantine guidelines set forth by the health department at the time the case is reported.

Facial Covering Expectations for School Year:

- All teachers and staff will wear a face covering
- Students in K – 12th grade will be asked to wear a face covering in all common spaces and in their classrooms. Students will be given face covering breaks throughout the day as needed.
- Students will not need to wear face coverings in gym and during recess, as long as outside and social distancing is able to be maintained.
- **Dress Code:**
 - **The student must follow the out of uniform shirt policy. If you would wear it on the front of a shirt for out of uniform, it is permitted to be on a mask.**
 - **The school directors do have the right to ask you to remove a mask and put on a plain mask if necessary.**
- Mask breaks will be available at the teacher discretion throughout the school day.

Safety Protocols:

- Visitor access will be restricted throughout the school day. Students entering or exiting the building will be escorted to the door by a school staff member.
- Upon entering the building, a health assessment will be conducted.
- Students will only be able to enter the school building using the activity center doors from 7:30 to 8:00. After 8:00 students will be asked to enter through the front doors.
- School doors will be locked at all times after the designated start time of school.
- All deliveries will be made outside of the school building and brought in by a member of the school staff.
- All parent/teacher conferences will need to be made by appointment only and conducted through Digital Academy.
- Utilize large outside areas when applicable for students to move around and socialize but maintaining safe, healthy practices.
- Water fountains will be disabled, except those with bottle filling stations. Students are permitted to bring personal bottles of water (bottles with straws preferred) daily to school. Water bottles should either be disposed of after use or brought home to be cleaned and sanitized.

Daily Sanitization Procedures:

- No drinking fountains will be in use. Students are permitted to bring personal bottles of water (bottles with straws preferred) daily to school. We are working on upgrading our water to bottle filling stations.
- No playground equipment will be used until safety warnings have expired.
- Teachers will have student wipe down desks and chairs as necessary throughout the day and maintenance will sanitize after school.
- Restrooms and common spaces will be sanitized frequently throughout the school day.
- Automatic hand sanitizers for all entrances and bathrooms and one by the office will be installed.

Handwashing and Hygiene

Staff will wash hands with soap and water for at least 20 seconds and will assist children in doing the same. Alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Children will be supervised if they use hand sanitizer to prevent ingestion. Posters describing hand washing steps are hung near all sinks.

- All children and staff will engage in hand hygiene at the following times:
 - Arrival and after breaks
 - Before and after preparing food and drinks
 - Before and after eating or handling food, or feeding children
 - Before and after administering medication or medical ointment
 - After using the toilet
 - After coming in contact with bodily fluid
 - After playing outdoors
 - After handling garbage
- The Catholic Schools of Zanesville will:
 - Teach and reinforce washing hands and respiratory etiquette among students and staff.
 - Practice frequent handwashing and advise students and staff of avoid touching their face.
 - Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60% alcohol (for staff and other children who can safely use hand sanitizer), tissues, and no-touch trash cans.
 - Install alcohol based hand sanitizing stations at entrances, common areas in the school and in classrooms.

Arrival Procedures:

Bishop Rosecrans High School:

1. Students will enter through the front doors of Rosecrans. Entrance only doors will be labeled.
2. Students will go directly to their 1st period class upon entering the building.
3. Students temperatures will be taken upon arrival to their classroom
4. If a student arrives after 8:00 am, students will need to enter through the front entry doors and follow the arrival procedures.
5. All students (9th - 12th grade) should wear a mask

Bishop Fenwick School:

1. Students will be dropped off in the green drop off zone in the back parking lot. Staff members will be in attendance to greet students and walk them to class if necessary.
2. Students will go to their classrooms directly from the entryway
3. Students temperatures will be taken by the classroom teacher upon arrival
4. If a student arrives after 8:00 am, students will need to enter through the front entry doors and follow the arrival procedures.
5. All students (K - 8th grade) should wear a mask

Bishop Fenwick Preschool

1. Students will be dropped off at the gym door entrance between the hours of 7:30-8:30.
2. Students will be escorted by a staff member to their classrooms.
3. Students temperatures will be taken by the classroom teacher upon arrival
4. If a student arrives after 8:30 am, students will need to enter through the front entry doors and follow the arrival procedures.

Dismissal Procedures:

Bishop Rosecrans High School:

- Students will be dismissed from their 8th period classroom. Students will exit the doors on the East side of the building or through the main doors labeled exit only. Dismissal time will remain the same
- Based upon the location of 8th period:
 - 2nd floor classrooms will be dismissed from 2:40 to 2:45
 - 1st floor classrooms will be dismissed from 2:45 to 2:50

Bishop Fenwick School:

- K-2 students will be dismissed from the activity center from 2:30 to 2:40.
- 3-5 students will be dismissed from the activity center from 2:40 to 2:50.
- 6-8 students will be dismissed from the activity center from 2:50 to 3:00.

In the parking lot, parents will need to park according to their oldest child! Once a car is ready to move, a staff member will dismiss you for departure. A car is not permitted to move until released by school officials.

Parents are not permitted to gather in front of the dismissal doors. All parents must wear masks and remain socially distant

Students will NOT be dismissed from the front or side doors of the school. All students must exit out of the same doors.

Bishop Fenwick Preschool:

- Students will be escorted to the parking lot by their teacher. Teachers will dismiss the students to their parent or guardian. Parents are not permitted to gather in front of the dismissal doors. All parents must wear masks and remain socially distant.
- All parents must wear a mask when picking up their child from the school.

Early Dismissal

- Parents will need to call the school office prior to picking up the students.
- Upon arriving at school, parent will call the school office letting the school official they have arrived.
- Student will be escorted to the front entrance and parent/guardian will pick their student up at the front entrance.
- Parents/guardians will not be permitted to enter the building unless there is an emergency.

Other Information:

Extended Day Program (EDP)

Bishop Fenwick will be offering an EDP program from 2:45-5:30 Monday through Friday. Families must register prior to using this program. Students will be kept socially distanced during this program and while inside students will need to wear their face coverings. Parents may call in to use this program, only if space is available. Link to register your family for EDP, <https://forms.gle/MLoUzL9ZmcFTuzNC9>

Digital Academy

The Catholic Schools of Zanesville will use our Digital Academy Student Information System to communicate with parents throughout the school year. Parents are required to establish an account and check it daily. If a parent has not received a login link, please contact the school secretary for assistance.

Mass and Sacraments

It is our intention to continue attending weekly Mass throughout the school year. Due to social distancing guidelines we will be looking at a rotating schedule for student attendance. Students will be asked to wear their face coverings during Mass with the exception of receiving the Eucharist and reading during the service.

Field Trips

At this time, off school ground field trips are not permitted.

Social Emotional Learning

Students and staff will be given the opportunity to complete a “concerns card”. This information will be used by local mental health professionals to provide individualized support for both students and staff. Access to social emotional learning supports will be expanded and the amount of time and services offered by All Well will increase. We will have mental health services available most days on our campus.

Online Learning Option

The Catholic Schools of Zanesville will not be offering an e-Academy as offered throughout our public districts. Our schools will integrate an online option from our classrooms. Students not in daily attendance will have their direct instruction lessons posted on our Digital Academy portal. It will be the responsibility of the parent and student to view and complete the online lessons.

Students will have daily check-ins with a school staff member and all assignments will be submitted through Digital Academy. Students will have to be responsible to submit all assignments on time.

A family must commit to a semester of online learning. A student will not be permitted to switch options until the end of the semester. Daily attendance will be taken.

Parents will need to supply a computer, scanner, printer and internet access for a student to be approved for the online learning option. The school will not be providing these tools for families unless the school is under Tier 2 or 3 learning option.

A family must submit a formal letter of request for online learning to the Executive Director by August 12, 2020.

This option will look different from last spring and we have made every effort to ensure that each student has the opportunity to excel in a way that best suited for them.

Cafeteria

Bishop Rosecrans High School

1. Students will be socially distanced in Dury Hall for their lunch periods.
2. Students will not be permitted to leave their seats once they have been seated.
3. Microwaves will be available for use, one student at a time, and they will need to be cleaned between each use.
4. The Beanery will be open for students on Tuesday and Friday.
5. Students will be permitted to go to Bishop Fenwick to purchase a hot lunch but will need to return to Rosecrans to eat lunch.
6. Students will need to wash their hands before eating lunch.

Bishop Fenwick School

1. Students will remain in the classroom for lunch periods
2. Students will be dismissed to the cafeteria, socially distanced and return to the classroom if purchasing a hot lunch
3. Students will need to wash their hands before eating lunch

Bishop Fenwick Preschool

1. Students will be eating in their classrooms
2. Lunches will be brought to the classroom for students that purchase lunch
3. Students will need to wash their hands before eating lunch

Recess:

Students will receive recess time throughout the school day. We will observe social distancing policies. Students will need to use hand sanitizer or wash hands before and after recess times. Students are not required to wear their masks during outside recess times.

Extracurricular Activities:

Extracurricular activities will resume and adhere to the recommendations from OHSAA and the state of Ohio. Student choosing online learning will have the same opportunities as students sitting in the in-person setting.

Discipline:

The Catholic Schools of Zanesville will refer to our parent/student handbook in reference to all discipline matters. School handbooks can be found on our school website.

Please understand this is a fluid document and is subject to change at any time. If this document is updated, an email through Digital Academy will be sent and changes will be highlighted in a separate color to make it easier to identify.