

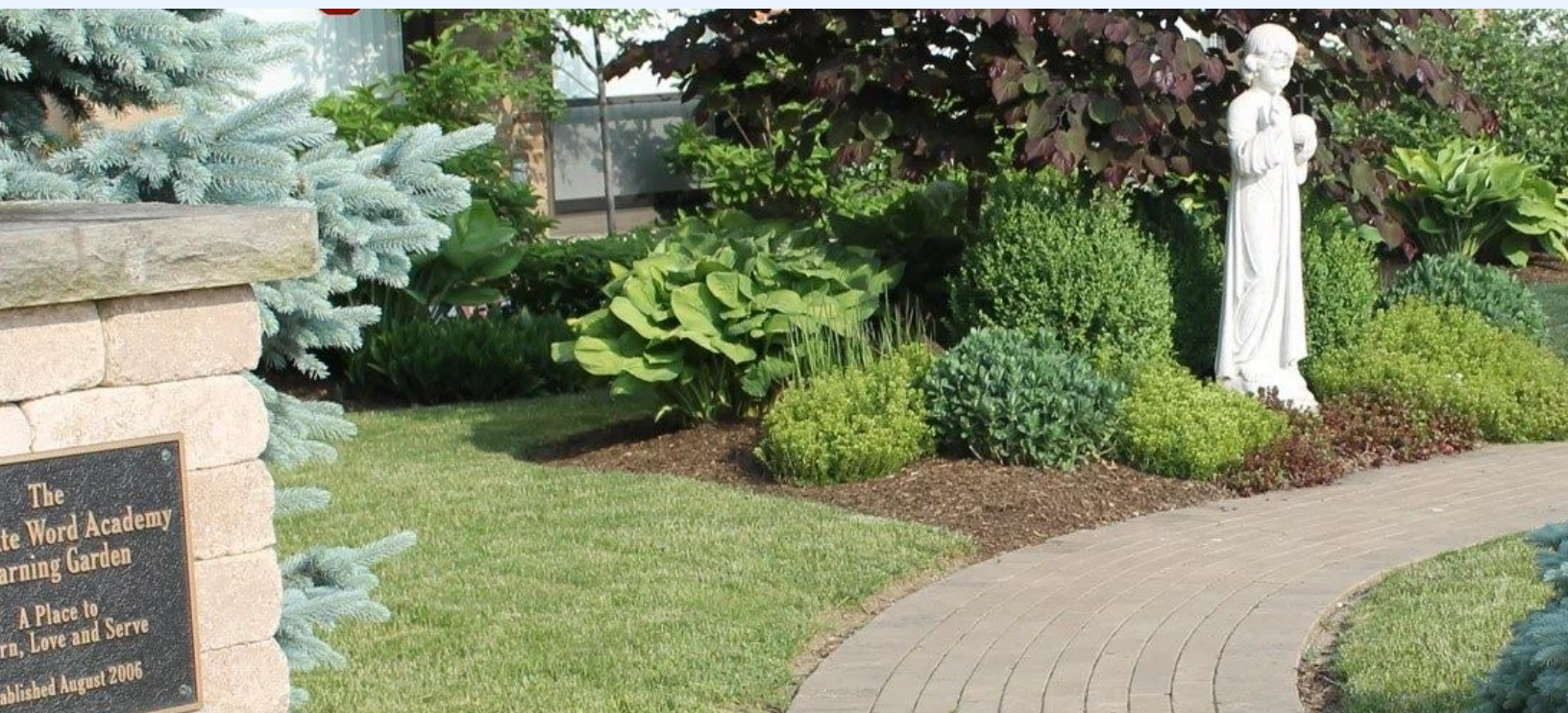


DRAFT

Revisions from 7/24/20 are in yellow  
Revisions from 7/31/20 are in pink  
Revisions from 8/13/20 are in green

Fall 2020

# Campus Reopening Plan



## Learn, Love, Serve

Our motto is to Learn, Love, and Serve. The IWA family holds this motto close to our hearts, as it ensures that we continuously strive to live like Christ's example. We shall continue to live by this motto regardless of if we are in our school building or learning from home. Our IWA Community will continue to stay strong - we are Warriors!



While we are sharing this document now, understand that it is a working document...a DRAFT, which we will continue to update.

Guided by our school community's input, this document will ensure a fluid design, offering flexibility for our families. We continue to follow the guidelines from Governor DeWine, the Ohio Department of Education, the Diocese of Cleveland, the CDC, the American Academy of Pediatrics, and the Cuyahoga County Board of Health; however, we also understand that everyone has different comfort levels. Our online simultaneous learning option will be offered to families by quarter. Classes will be synchronous,

so that students from home can see the class as it is being instructed - in real time.

They can work virtually in small groups, or ask questions and offer responses that will be shared with the class.

Our parent survey results continue to help us make decisions as we determine how many families are planning on returning to the building in August, as well as how many families will choose to have their child learn from home for the first semester.

In the coming weeks, please join our Zoom Listening Sessions so that you can ask additional questions about our return to school.

Please do not hesitate to contact our administrative team with any questions or concerns. We are committed to our families returning to school, whether in the traditional classroom structure or joining in from home!

God Bless,

Jan Cicerchi, Principal

Steffany Congelio, Principal

Mike Wisnor, President





# TABLE OF CONTENTS

4	Overview
5	IWA Perks
6	Reopening Options
8	School Building & Classroom Safety
10	Daily Schedule
11	Lunch
11	Drop-Off and Dismissal
12	School Visitors
12	Nurse's Support, Mental Health, Wellness & Faith
14	Daily Cleaning Procedures
15	If a Community Member Tests Positive for COVID-19
15	Extracurricular Activities & Field Trips
15	Parent and Student Technology Training
16	Synchronous Learning From Home Option



## OVERVIEW

---

While there is still much uncertainty regarding when this pandemic will end, as a society we are developing strategies to maintain our daily lives. Our stores look a bit different, we wear masks in public, and we wash our hands probably more frequently than before. We are prepared to make changes in our schools, too, so that teachers and children can return safely.

- We will offer in-school classes 5 days a week for all students.
- Families can attend in-person or from home through simultaneous learning.
- Our first week of school will be a soft opening for grades 1-8 beginning on August 26th with a staggered start.
- Kinder Prep and Kindergarten will begin on August 31st.
- Families can choose the option to learn from home on a quarterly basis.
- If we receive State mandates that require all students to participate in distance learning, we are prepared!



## IWA PERKS

---

**All students can return to school 5 days a week.** Through research and in working with medical professionals, we believe it is in the best interest of the students to return to school to support academic growth, to support social needs, and to support their faith.

**Most IWA classes average 18-20 students.** Most classrooms will accommodate 6 feet physical distancing. Kinder Prep - grade 5 homerooms will stay together as a homeroom in class and while on the playground. Grades 6-8 will switch classes when necessary. When possible, we will minimize mixing and overlapping of groups. Homerooms will remain together as a cohort as much as possible.

**Simultaneous learning will be available due to our recent technology purchases.** With additional investments in technology, we now offer a 1:1 Chromebook initiative for students in grades 3-8. Our lower grades have iPads and new tablets that will be used for small group instruction. Newly purchased web cameras, microphones, teacher laptops, and document cameras will provide a connection for students in class and at home.

**Teachers are attending professional development classes** throughout the summer and are prepared to provide engaging classes for all students in all delivery models.



# REOPENING OPTIONS

---



We are planning for three equally important scenarios that will uncover how the 2020-2021 school year will be different from a typical school year. These scenarios will be flexible and seamless when moving from one model to another.

**Scenario 1:** School opens with physical distancing and safety precautions. Students return to school 5 days a week.

**Scenario 2:** Simultaneous Learning: We will deliver in-person instruction to students who are able to attend school while also delivering simultaneous instruction to students unable to return.

**Scenario 3:** Distance Learning: We will deliver instruction remotely due to state mandates.

# WHAT ARE MY OPTIONS ?

Option 1 (In- Person)	Option 2 (Simultaneous from Home)
Offered for Kinder Prep - Grade 8	Offered for Kindergarten - Grade 8
School 5 days a week in person	Learning at home via simultaneous instruction
Daily schedule is 8:00 a.m. - 2:20 p.m.	Classes live streamed following student schedule from 8:00 a.m. - 2:10 p.m. for grades 3-8. Grades K - 2, 8:00 a.m. - 1:45 p.m. Science and Social Studies will not be live streamed for K-2. Assignments will be listed on Google Classroom, unless a parent requests live instruction. Gym and Computer will not be live streamed for K-8, assignments will be posted on Google Classroom. Latin, World Culture, Etymology, Music, and Art will be live streamed for grades K-8
Parent screening for Covid symptoms daily prior to arriving at school	Attendance taken in each class based on student appearing on camera
Classrooms will be modified to physically distance students following state and AAP guidelines	Enrollment commitment will be quarterly
Facial coverings for grades Pre-K - Grade 8 at all times except during times when students are eating, during gym, or when outside.	Teacher office hours from 3:00 - 3:30 p.m. on specific days of the week (to be announced once school begins)  All IWA handbook policies apply, including dress code
Parent Technology training sessions offered via Zoom prior to school beginning on Aug. 17 and 18 from 7:00 - 8:00 p.m. to learn about Google Classrooms and Praxi.	Parent Technology training sessions offered via Zoom prior to school beginning on Aug. 17 and 18 from 7:00 - 8:00 p.m. to learn about Google Classrooms and Praxi.
Physical distancing routines will be established during movement in the hallways, while switching classes, using lockers, and when using the restrooms.	<ul style="list-style-type: none"> <li>• Tuition remains the same</li> <li>• Required internet access</li> <li>• Ability to print, scan, and submit assignments electronically</li> <li>• Ability to purchase needed materials for hands-on projects</li> </ul>
Orientation will occur the first three days of school as students learn about class expectations, rules, routines, safety procedures, and practice drills.	Orientation will occur the first three days of school as students learn about class expectations, rules, routines, safety procedures, and practice drills. On-line learners will not be expected to log into every class during the three orientation days. <b>A modified schedule will be given to on-line students prior to school beginning which will indicate the times they will need to log into class.</b>

# SCHOOL BUILDING AND CLASSROOM SAFETY

---

Our Select Safety Committee has worked diligently at measuring space in our building and then determining how to allow all of our students to return to school while maintaining proper physical distancing. Some classrooms have been moved and/or redesigned to create more space. We are able to adhere to the guidelines set forth by the American Academy of Pediatrics of 3-6 feet physical distance between students in all of our classrooms and education spaces. Our goal is to limit time with other students outside of their classroom unit, and when possible, teachers will move between classrooms instead of the students.

Facial coverings that cover the nose and mouth will be required for all students, staff and parents at all times. Families will be required to purchase masks for their child. In the event a child forgets their mask, the school will provide one. Facial coverings with different designs or logos are acceptable but must be apolitical and appropriate for a Catholic school. Students may also use a headband with an attached mask.





Chromebooks in grades 3-8 will be 1:1 so students will not have to share devices. In Kinder Prep through grade 2, iPads and/or Chromebooks will be wiped down between student use. Any common-use items and all surfaces will receive a deep cleaning each night.

We are blessed with spacious school grounds to allow for classes to be held outdoors when possible, and teachers will be encouraged to do so. While indoors, classroom doors will be kept open and one window in each classroom will be opened throughout the day, all year long.

Students will be permitted to use their lockers; however, access will be limited and staggered to ensure physical distancing in the hallways. Each locker will be assigned to one student. While in classrooms, students will have assigned seats.

Signage will be posted throughout the building and on school grounds outlining proper physical distancing and hand washing/sanitizing protocols. This signage will be posted on the walls and physical distancing visual cues will be marked on the floor in the hallways.

Traditional toys and manipulatives in the classroom will be accessed differently than in years past. Teachers may assign specific toys or manipulatives to students or tables for the day to prevent children from having access to all of the items in the classroom. This process will allow the teacher to effectively manage and clean all items daily.

All safety drills will be conducted with physical distancing in mind and with facial coverings utilized by all. With that being said, drills will be announced prior to the alarms ringing, so that students and teachers have time to collect face coverings. In the event of an actual emergency, physical distancing precautions will be considered when possible.

# DAILY SCHEDULE

---

The length of the school day will remain the same; however, car riders will be dismissed at staggered times immediately following the afternoon announcements. Our master schedule has allowed for academic class times to be 5 minutes longer per day. Additional time has been built in for hand washing, cleaning in the classrooms, longer lunch periods, and additional time outside during recess for the younger students.

In-person classes will have access to web cameras so that students at home can log in during real time. The camera will be faced near the front of the classroom at the teacher and towards the Clevertouch board. Students at home will be able to ask questions, interact in group work (virtually), and respond to teacher questions.

Simultaneous learning will not be offered for Gym and Computer, but rather the work will be shared via Google Classroom. Latin, World Cultures, Etymology, Music, and Art will be offered through simultaneous learning in grades K-8. Students attending school in-person will attend Specials classes. Specials classes will continue to follow State and Diocesan standards, but will also offer a wellness component. For instance, the students might participate in yoga or learn mindfulness techniques that infuse music or art.

Recess will take place outdoors, weather permitting. Each homeroom will play in their designated area to ensure that they will not interact with students from other classes. Students may remove facial coverings during recess and are allowed to interact with one another; however, they will be asked to keep some space between one another.

Students may wear their gym uniform to school on the day of their assigned Gym class to eliminate groups of students using the locker rooms. Gym shorts may be worn from August through September 30 and May 1 through the remainder of the school year. Gym pants should be worn from October 1 through April 30. Gym pants can be sweatpants or track pants with or without elastic at the ankle. No yoga pants will be permitted. Gym pants should be solid in color.

Designated Dress Down and Spirit Wear days will occur throughout the school year.

Students will visit the school library and have the opportunity to check out books; however, specific library procedures are still being determined. Returned books will be cleaned before being reshelfed.

More details regarding the daily schedule for Kinder Prep will be provided in August.

## LUNCH

---

Lunch will continue to be offered in the classrooms. Desks will be sanitized both before and after lunch, and students will wash/sanitize their hands before and after eating. Our weekly pizza lunch and fast food lunch orders will not be offered at this time. If we feel we can safely offer these options later in the year, we will do so.

Water fountains will not be available, but your child may bring a water bottle/container to keep with them throughout the day. Water bottles should be clear and they should only contain water. We have one water dispenser in the Prep Academy that will be disinfected throughout the day. Prep students may use this device to refill their water bottles/containers.

## DROP-OFF & DISMISSAL

---

IWA will continue to use the traditional drop-off procedures for the morning arrival; however, multiple entrances will be utilized to ensure physical distancing is maintained. All students will be required to wear a facial covering when entering and exiting the building. Our dismissal procedures will look different. Staggered pick up times are being created. Families will remain in their car when they pick up their child. Details on these new procedures will be shared in August.

Students being picked up after extracurricular activities will be asked to remain with the IWA staff member in the vestibule or outdoors, weather permitting, until a parent arrives.



# SCHOOL VISITORS

---

All visitors will be required to wear a facial covering and have their temperature taken if they are entering the classroom area. In addition, a list of screening questions provided by the State of Ohio will be asked. The Ohio Department of Health recommends that schools should, as much as possible, prohibit visitors from entering school buildings. Visitations should be limited to those enrolling new students or for emergency situations.

Throughout the school year, many visitors come to IWA as special guests in the classrooms. Our intentions are to continue having special guests, but in a virtual setting.

Parents that need to drop off a lunch or some other item will be asked to place the item in a designated bin located in the vestibule.

Picture Day is scheduled for September 11. Students will get their picture taken while maintaining physical distancing. There will be no class photo, but rather a composite will be created using individual student photos. Students learning from home will also have a designated time to come to the school to get their picture taken.

# NURSE'S SUPPORT/ MENTAL HEALTH/ WELLNESS & FAITH

---

A typical day in a school building consists of sick children; it is part of our human condition. A common cold or seasonal allergies do not always warrant a child to stay at home; however, any member of the community who exhibits or reports symptoms consistent with possible COVID-19, unrelated to known pre-existing conditions, should remain at home. Further, if a student develops symptoms related to COVID-19 during the school day, they will be isolated in our secondary nurse's office until they can be picked up by a parent. The parent should contact their pediatrician to determine the proper course of action and/or treatment. If a child is home sick or perhaps under quarantine, and alert and able to

concentrate, they will have the option to attend class simultaneously with our online learning.

We are asking that all of our IWA families take their child's temperature daily and check for other symptoms at home before coming to school. In accordance with revised CDC guidelines (07/23/20):

- *The CDC does not currently recommend universal symptom screenings (screening all students grades K-12) be conducted by schools.*
- *Parents or caregivers should be strongly encouraged to monitor their children for signs of infectious illness every day.*
- *Students who are sick should not attend school in-person.*

All faculty and staff will be required to complete a daily temperature and wellness check. Faculty and staff who exhibit COVID-19 related symptoms (unrelated to a known pre-existing condition, such as seasonal allergies), or who have been in direct contact with anyone who tested positive for COVID-19, will be asked to contact their doctor to determine when they can return to school.

Our school nurse and/or health aide will be in the building 5 days per week. In the event that your child becomes ill, we have created a safe and isolated room within our building for them to rest comfortably while waiting to be picked up from school.

Mass will be held weekly by grade level at St. Joseph's Hall. At this time, no school Masses or family Masses are being scheduled.

Specials classes will continue to follow State and Diocesan standards, but will also offer a wellness component. For instance, the students might participate in yoga or learn mindfulness techniques that infuse music or art.

We have established a Select Safety Committee that includes our school nurse and health aide that will remain apprised of local and state health guidelines and updates. Policies and procedures will be updated accordingly.

In preparing for our return to school, we want students and families to feel safe and comfortable. In August, you will start to see videos included in our Friday newsletter that

will show our families classroom layouts for our return to school on August 26th. We have also scheduled a Kinder Prep - Grade 8 *Bring Your Supplies to School Day* on Sunday, August 23, from 11:00 a.m. - 3:00 p.m.. A Sign-Up Genius link will be sent to all families in August so that you can schedule a time that is convenient for you. This will ensure that your child gets to see their teacher before school begins, see their classroom, and allow us to control the number of people in each classroom at a given time.

Our Grades 1-8 *Back to School Nights* on September 1 and 2 will be held via Zoom.

## DAILY CLEANING PROCEDURES

---

Our maintenance staff will be working directly with our Select Safety Committee to ensure that proper cleaning and disinfecting procedures are being followed, along with guidelines from the Cuyahoga County Board of Health. Maintenance staff will wear facial coverings and PPE, and will adhere to a clearly defined cleaning and disinfecting schedule for surfaces in all areas of the building.

High-contact school areas and surfaces will be disinfected regularly throughout the day. The newly purchased Clorox-360 Electro-Static cleaning and disinfecting machine will be used after school hours to disinfect classrooms, lockers, restrooms, St. Joseph's Hall, the nurse's offices, and other high touch areas. Routines of hand-washing and sanitizing, along with the sanitizing of desks and other classroom materials, will be implemented at transition times throughout the school day.

Lunch guards will clean desks before and after lunch. Teachers will be provided with a disinfectant spray specifically rated to kill COVID-19 to use in their classrooms, and students in Grades 3-8 will be able to wipe their area clean with disinfecting wipes. We are asking families to partner with us to provide disinfecting wipes as an item specified on the supply list. However, we have purchased a supply of disinfecting wipes for each classroom just in case families are unable to purchase these items at the retail level.



Hand sanitizer dispensers have been installed in every classroom, in every school entrance, and in hallways and high traffic areas. Students will follow a schedule of frequent and routine hand washing and sanitizing throughout the school day.

Additional custodial staff will be utilized after school hours to clean and disinfect hallways and classrooms.

## **IF A COMMUNITY MEMBER TESTS POSITIVE FOR COVID-19**

---

If an IWA community member tests positive for COVID-19, the Cuyahoga County Board of Health will be contacted and will then notify the school. At that time, they will instruct us on how to proceed. Since classrooms will remain as a cohort throughout the day, we will be able to better identify at-risk groups.

## **EXTRACURRICULAR ACTIVITIES & FIELD TRIPS**

---

At this time, field trips will not be scheduled. In the event we decide field trips can be done safely, following State guidelines, families will be notified.

We intend to offer extracurricular activities after school. Some clubs or groups may have to be reduced in size, due to physical distancing. Other changes may need to be made once school begins.

## **PARENT & STUDENT TECHNOLOGY TRAINING**

---

Our Curriculum Design Committee has recommended our school use Google Classroom as our online platform in Kinder Prep - Grade 8. This will help establish consistency across the grade levels. Google Classroom will provide parents with daily or weekly reports that will indicate what work your child submitted, what work may be missing, as well as other updates.

Our parent survey results indicated that at least half of the respondents are interested in participating in technology training. We will offer this training, via Zoom, on August 17 and 18 at 7:00 p.m. This class will go over the basics of Google Classroom, how to view parent reports, submitting work, and any questions a parent may have about Praxi. Both sessions will contain the same content, so you may attend one evening or both, depending on your comfort level.

The first few weeks of school will include designated times for the teachers to help the students access Google Classroom, view events, submit work, and use Google Meet. Other apps will be introduced, specific to the various grade levels.

## **SYNCHRONOUS LEARNING FROM HOME OPTION 2**

---

An email will be sent to all families near the end of July. At that time, we ask that students commit to in-person or at-home simultaneous learning. This commitment will be for the first quarter. Near the end of the first quarter, we will offer this option again for the second quarter.

We will allow a grace period during the first 2 weeks of school, in the event your child commits and then, once in school, decides that they made the wrong choice. Students that choose Option 2 (at-home simultaneous learning) can change their mind during the 2 week grace period, providing there is room in the classroom. In the event a medical concern

develops with a student or their family member anytime during the school year, they may switch for the remainder of the quarter to at-home learning.

Our Learning from home Option 2 will be offered for grades K-8.

## Schedule

Students will follow the in-school schedule with some of the following modifications.

- For Grades 3-8: classes live streamed following student schedule from 8:00 a.m. - 2:10 p.m.
- For Grades K - 2: classes live streamed following student schedule from 8:00 a.m. - 1:45 p.m. The school day ends early for these students. There will be natural breaks from the use of a computer throughout the day, such as during recess, lunch, and during work times. In an effort to reduce screen time, Science and Social Studies will not be live streamed for K-2. Assignments will be listed on Google Classroom, unless a parent requests live instruction.
- **SPECIALS CLASSES:** Gym and Computer will not be live streamed for K-8, assignments will be posted on Google Classroom. Latin, World Culture, Etymology, Art, and Music will be live streamed for grades K-8.
- Teacher office hours from 3:00 - 3:30 p.m. on specific days of the week (to be announced once school begins) will be offered for parents and students to receive extra support outside of the school day.
- Parents will receive your child's schedule prior to the first day of school
- Unfortunately, we are not allowed to use State paid equipment (computers) to live stream class Masses. During these times, your child will be offered an alternative activity related to the daily reading.

## Important Calendar Events

- A Family and Student Zoom Orientation will be held on Aug. 20th. A registration for this event will be on the newsletter.
- Orientation will occur the first three days of school as students learn about class expectations, rules, routines, safety procedures, and practice drills. On-line learners will not be expected to log into every class during the three orientation days. **A modified schedule will be given to on-line students prior to school beginning which will indicate the times they will need to log into class.**
- Parent Technology training sessions offered via Zoom prior to school beginning on Aug. 17 and 18 from 7:00 - 8:00 p.m. to learn about Google Classrooms and Praxi.



- Picture Day is scheduled for Friday, Sept. 11th. Students at home will be able to make arrangements to have their picture taken during designated times.
- Bring your Supplies to School Day is scheduled for Sunday, August 23rd from 11-3 p.m. A link will be sent to families in August to schedule a convenient time for you to bring your supplies. Students learning from home are asked to be a part of this event, as you will be picking up family paperwork, your textbooks and/or workbooks, and any other materials needed. You are welcome to give your paper and cleaning supplies (listed on the supply list) to the classroom, or you can keep those supplies at home. Families can email Mrs. Congelio if they would like to pick up supplies outside of the building. [scongelio@incarnatewordacademy.org](mailto:scongelio@incarnatewordacademy.org)

## Requirements

Families will need to have internet access, along with the ability to print, scan, and submit assignments electronically. Teachers will provide needed manipulatives, but we do ask that common items found around the home for hands-on projects, be purchased and provided by the family. Teachers will let parents know ahead of time what materials will be needed.

Students are expected to follow all IWA handbook policies, including wearing their school uniform during class time and to have their camera turned on. Attendance will be taken in each class based on the student appearing on camera.

Class time will look like a traditional class, with your child at home. They will have the opportunity to ask questions, provide comments, work in small groups, and participate with partners just as though they were in the physical classroom.

## Technology

We will be using Google Suite for Education as our learning platform both in school and at home. This program can be easily accessed on many devices and allow the students to have Gmail access, Google Docs, Sheets, Google Classroom, and other features. Students will be able to access live classes via Google Meets.

Chromebooks are available to be used and kept at home if needed. Chromebook care policies will be shared with families prior to the start of school.

All classrooms in grades 4-8 will be designed for simultaneous learning, as well as one homeroom from each grade level in K-3. Simultaneous classrooms will have web cameras to allow for live streaming, as well as a teacher microphone that creates a crystal clear sound system for students at home.

## **Extracurriculars**

We intend to offer extracurricular activities after school. Some clubs or groups may have to be reduced in size, due to physical distancing. Other changes may need to be made once school begins. We will try to offer as many of the extracurricular activities as possible for our students learning from home. If a child learning from home is interested in attending the extracurricular activity in-person, please contact either principal, Mrs. Cicerchi or Mrs. Congelio.