



# St. Joseph the Worker Grade School

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151 Michael Way, Weirton, WV 26062 • Phone: (304) 723-1970 • [WeirtonStJoseph.net](http://WeirtonStJoseph.net)

## **St. Joseph the Worker Grade School** **Re-Opening Guidelines 20-21 School Year**

We are dedicated to making sure our students, staff, and families are in a safe, secure environment. We are committed to providing an excellent education to all students in the traditional school setting or in an e-learning platform should that be deemed necessary. We were able to continue to successfully educate our students when our school closed in March and we plan to continue in the 20-21 academic year. During the closure, we had the opportunity to evaluate and better design our e-learning schedules and procedures. We want each student to continue to receive a quality education no matter the setting. In order to continue to provide a quality education, our teachers and staff have been participating in professional development courses and will participate in cleaning and sanitation training throughout the summer. This reopening plan for our school has been developed in conjunction with and based on the recommendations of the State of WV, Hancock County Health Department and the Diocese of Wheeling-Charleston. Should you have any questions or concerns please feel free to contact me at the school office (304-723-1970) or via email at [r.fuscardo@weirtonstjoseph.net](mailto:r.fuscardo@weirtonstjoseph.net) Thank you for your patience and understanding during this entire process. I look forward to the upcoming school year and helping our students achieve spiritual, emotional and academic success.

God bless,

Mrs. Fuscardo

**Please remember that this is the most current and up to date plan as of August 3, 2020. This plan is subject to change and will be updated as soon as possible.**

St. Joseph the Worker will operate on a 5 day a week school schedule, unless instructed otherwise by the Diocese or the State of West Virginia. School will start on September 8th. Students will remain with their Homeroom classes throughout the day.

All teachers, including special subject teachers, will travel to the classroom during their assigned class period. Students will change classes for lunch and gym class. Each teacher will be supplied with 2 face shields to wear during the course of the day. Teachers must wear face masks when working less than 6 feet away. Teachers' faces will always have some sort of protection all day.

Regular classes (when possible), gym classes, and lunch will be held outside weather permitting.

There will be no hot lunch for the beginning of the 20-21 academic school year. We will evaluate in October. We will offer milk five days a week. We will utilize the outdoor space as much as possible for grades 3-8. Students will need to bring a beach towel or small blanket to sit on while eating. Picnic tables will be placed outside for student and teacher use. Social distancing is required.

If a child/staff member tests positive for COVID-19, families in the homeroom of the student will be notified. If a staff member tests positive the families that are affected by the staff member will be notified. The room will be disinfected prior to the entire class returning the next day. That student/staff member will remain quarantined until he/she tests negative for COVID-19 and will learn remotely from home until he/she can return. All other students can return to the school.

If a child gets sick during the school day, the child will be taken to the sick room immediately where parents will be notified, and the classroom will be disinfected. The remaining group of students will be moved to the gym to resume class until the room is thoroughly cleaned and sanitized using the sanitation equipment.

If multiple students become sick in the same homeroom, the classroom will be closed, deep cleaned and sanitized and will remain closed until students can return. This homeroom group would transition to an e-learning environment until all students could return safely.

**1. Entering/exiting building:**

- a. **Facial Coverings:** will be worn by all staff and students in grades 3-8 when social distancing is not feasible. Hooks will be placed on each student's desk for them to hook their mask while they are in their seats only. If students move about

the classroom, in the hallway and during school mass a face covering will be required.

- b. **Temperatures:** will be taken for all staff and students when entering the building, through the back parking lot doors, prior to school starting. Once they enter the building they will sanitize their hands, then proceed straight to their classrooms. Any student or staff member with a temperature of 100.4 F or above will be sent home or cannot come to school. Students will go straight to their homerooms. Signs will be posted and sent home concerning signs and symptoms that will determine when you should come to school or stay home. (attached to this end of this document)
- c. **Drop off/pick up:** will take place in the back parking lot. Parents will drop students off at the back door where the students will be greeted by Mrs. Fuscardo and Mrs. Lammers for a temperature check prior to entering the building. Parents must wait when dropping off to make sure students do not have a temperature. **Parents are not allowed to enter the building.** Parents will pick up all students in the back parking lot. Students will be called over the intercom to be dismissed from their classrooms. If students have an **early dismissal**, parents will be buzzed in the front entrance and must remain in the waiting area and a mask is required when entering the building.
- d. **Transit Bus** will provide service for our Brooke County, Marland Heights and Aftercare students to Sacred Heart of Mary. Masks will be required to be worn by all students while riding the bus. Social Distancing and Cleaning protocols will be followed that have been established by Weirton Transit. Transit buses will be half capacity and will have Plexiglass between the driver and the students.

## 2. **School Mass:**

- a. School masses will take place on the predetermined mass dates and times. All church guidelines will be followed while attending school masses. Spacing between grade levels will take place. Guests will be permitted during school masses but must sit toward the back of the church away from our students. School masses will continue to be live streamed via our school Facebook Page.

## 3. **Curriculum modifications**

- a. Classes have been capped at less than 20 students to allow for social distancing in the classrooms. Space in front of teachers desks will be marked for one student to wait at a time when meeting with the teacher. NO STUDENTS can come to the side of the teachers desks. Teachers will be going over all rules, guidelines and expectations the first few weeks of school.
- b. All textbooks, with the exception of Social Studies, will have a digital component that can be accessed from home. Religion books will not be able to be accessed unless we go to an e-learning setting. If that should happen the book will be available in 24 hours.

- c. All students K-8 will be 1:1 Chromebooks. Grades K-4 chromebooks will remain in the classrooms. If students do not have access to technology or a device outside of school, arrangements will be made for a device to be loaned to the family for use during the school year.
- d. Google for education will be used by all teachers and students from the beginning of the school year. Every assignment, including class assignments must be placed in Google Classroom.
- e. K-4 grade teachers will remain in the class all day.
- f. 5-8 grade teachers will change classrooms. Teachers will be given a rolling cart to take items from classroom to classroom. Paper products are at a low risk for transmitting the virus.
- g. Special teachers (Music, art, computers, and library) will be trying different teaching situations. Art/music classes will try to hold classes in their rooms and then sanitizing in between. If we find this does not work in the schedule, then they will travel from class to class. Mrs. Bischof will have a rolling book cart that will travel from class to class and will reevaluate the situation at the end of september. Music classes will be able to use the Drums Alive Equipment in the gymnasium. They will also be allowed to use the new Boomwhackers in the classroom, outside and in the Gym but they must be sanitized by the teacher after each use. Gym classes would be outside weather permitting and then in the gym. Gym class would focus more on individualized workouts and no team or contact activities. Equipment can be used but must be sanitized by the teacher after each class.
- h. Title I services will be provided 3 days a week. Title students will be pulled out a grade level at a time and taken to the Library. The desks, chairs and any materials used will be disinfected after each class.

#### **4. Technology**

- a. Students in grades K-8 will each have a chromebook for the 20-21 school year.
- b. Grades K-4 chromebooks will remain in the classrooms.
- c. Grades 5-8 will take their chromebooks home each evening.
- d. Mr. James will create videos and/or hold in person meetings for the families that will show parents how to access our google for education apps from any device (chromebook, PC, iPad, Macbook, apple or android cell phone). He, along with each homeroom teacher, will make sure all families know how to access Renweb and the students online curriculum and any online programs being used.
- e. Families that do not have access to the Internet or a device will make special arrangements with the school.
- f. Mr. James will be providing professional development opportunities for our staff to better learn how to use Google for Education applications and to access the online curriculums.
- g. Mr. James, along with the classroom teachers, will properly prepare the K-2 students to use and access their new chromebooks in the first few of school.

- h. Mr. James, along with the classroom teachers, in grades 3-8 will make sure students know how to access the online curriculum and google for education applications.
- i. All of the students' assignments for each class, each day will be created in Google Classroom. This will take place while in school and if we should have an out of school day or have to move to an e-learning platform.

**5. Before/Aftercare:**

- a. Teachers must be in the building no later than 7:15 am. Students may be arriving at 7:15 and will go straight to classrooms.
- b. Any student that needs to arrive prior to 7:15 am, will make special arrangements with Mrs. Fuscardo. Please make arrangements via email.
- c. Aftercare will continue to take place at the DaySchool. Weirton Transit will continue to transport aftercare students to the Day School following the bus guidelines. The aftercare program will follow the same guidelines as our classroom procedures.
- d. Virtual tutoring for students will be offered.

**6. Playground:**

- a. Students in Grades K-4 will have access to the playground during lunch recess and afternoon recess beginning in the spring. The playground will be sprayed and disinfected at the end of each school day. The playground schedule is as follows: **(M-Kindergarten, T- 1st Grade, W-2nd Grade, TH-3rd Grade, F-4th Grade) ONLY ONE CLASS PER DAY!**

**7. Gymnasium:**

- a. The gym will be used by the classes for Drums Alive, Gym Classes, and scheduled recess when weather is inclement.

**8. Food Service:**

- a. Tiffany(Cafeteria manager) will take the ServeSafe Managers class to become properly certified per the new COVID-19 Guidelines set up by the state before December 31.
- b. The full hot lunch program will be evaluated once school starts and will possibly begin in October. Students will bring bag lunches M-F. Cafeteria must be at 50% capacity. We do not participate in the Free and reduced lunch program so we can postpone offering hot lunch until after we monitor the situation.
  - i. We will continue to utilize 2 lunch periods with the students eating outdoors weather permitting, then using the cafeteria and art/music room to comply with socially acceptable guidelines. The 8ft tables will be divided with plastic dividers so students can safely eat lunch in the cafeteria.
  - ii. There will be no salad bar.

- iii. All students will be seated and milk and any hot lunch items will be served by each homeroom teacher. Teachers must stay with their classes during lunch and recess M-F to ensure proper guidelines are being followed.
- iv. Students will be provided a water bottle at the beginning of the year. Disposable water bottles can also be used during school, Those are the only 2 options available. Only the bottle filling stations will be used during school. Water fountains will be covered and off limits.

**9. Field Trips:**

- a. Teachers will set up virtual field trip opportunities for their classes.

**10. Guests/Volunteers:**

- a. **NO parents, guests or volunteers** are allowed in the building. Parents will enter through the front door and will wait in the entrance area when signing in students or picking up students.

**11. Social Distancing:**

**a. Classrooms:**

- i. All students' desks will be socially distanced. Students will not move around the classroom in large groups. Centers in the lower grade classrooms must comply with social distancing guidelines or wear masks. When possible students should have their own manipulatives. If they cannot then the manipulatives must be disinfected after each use. In the K-2 classrooms hula-hoops will be attached to the desks to show students their space when they are out of their seats.. Baskets will be provided to K-4 classrooms to be placed by desks to put bookbags, lunch boxes and water bottles.

**b. Hallways:**

- i. Students will not change classes during the school day. When classes enter into the hallway students will be 6ft apart. Facial coverings must be worn in the hallways.
- ii. When classes are going to lunch, recess, or mass they will be socially distanced in the hallway.
- iii. The floor will be appropriately marked 6ft apart.
- iv. 8th grade will be able to use the outside 8th grade classroom door to go to and from Madonna High School and Mass.

**12. Janitorial Duties:**

- a. Janitors will participate in the online Liberty Distribution cleaning webinar. Spray sanitation backpacks have been provided to the Day School and the Elementary school by the DWC. This will allow us to sanitize the entire buildings each evening.

**b. Classrooms**

- i. Vince and Kevin will deep clean each classroom at the end of each school day.
- c. Parish after mass**
  - i. Father Dennis will disinfect the church after each grade school mass
- d. Locker rooms**
  - i. Will only be used if sporting events are allowed.
- e. Cafeteria**
  - i. Will be sprayed each day after the final lunch period.
  - ii. Buddy will clean the floor, tables and chairs after each lunch period.
- f. Restrooms**
  - i. Kindergarten will be the only class to use the restrooms in the gym hallway. 1st Grade will be the only class to use the Girls locker room restroom. 2nd Grade will be the only class to use the Boys Locker room restrooms. These restrooms will be wiped down throughout the day and deep cleaned each night.
  - ii. The restrooms in the main hallway will be cleaned after each class. Restroom times will be scheduled for each class. Students will go two at a time and will wait as a group in the hallway, following social distancing guidelines. Students must wash hands often throughout the day. Teachers must wash down desks and any spaces used by the students throughout the day.
- g. Classroom supplies**
  - i. Each classroom will be equipped with cleaning supplies, extra masks, tissues and paper towels. Parents may make donations to the classrooms if they have extra.

**13. Cyber learning:**

- a. There will be no more snow days. These days will be cyber learning days.

**14. Communication Plan for the community:**

- a. Our school/ parish community will be notified of changes through Renweb, Parent Reach all call system, School Website, school social media platforms and the Parish Bulletin.
- b. The Local Community will be notified of changes through the school's social media platforms and the local media.

**15. E-learning Platform:**

- a. We will continue to use the Google for Education Platform (Google classroom, Google Meet, Drive, etc.) in all grade levels PreK-8.
- b. Mr. James and the classroom teachers will make sure, during the first week of school, all students and parents know how and where to access students' online resources.

- c. Videos and virtual meetings for each grade level will be distributed and set up the first week of school.
  - d. ALL TEACHERS HAVE an online schedule prepared that covers all core classes. The e-learning environment will take into account students abilities, APA recommendations concerning e-learning, and home situations when scheduling is being made. Classes will run as close to a school day as possible. Grades K-4 schedules will be modified to accommodate each grade level and what is needed to maximize time on task. Grades 5-8 will follow the same in school schedule with built in breaks. Attendance will be taken at the beginning of each class. Schedules will be provided to all parents if we must transition into an e-learning platform, prior to the transition.
17. **Art supplies**
- a. I have purchased one pack of crayons, markers, colored pencils, glue sticks and elmer's glue so far for each student in each class. Teachers will place these items in a gallon zip lock bag with students' names on them. Scissors will be provided and any other art items needed by the students. ALL STUDENTS IN GRADES K-4 will need an art shirt to leave at school for when doing art projects.
18. **Safety**
- a. We will provide staff, students, and parents training on self-care, signs of sickness, and proper handwashing at the beginning of the school year.

Thank you to the parents that provided the touchless tissue box holders, personalized spray bottles and extra cleaning solutions and Large bottles of hand sanitizer for all of the classrooms.

We have been blessed with increasing enrollment and community support.



September 4, 2020