

Taking the Journey TOGETHER

RETURN TO LEARN HAND BOOK

AUGUST DRAFT



Holy Trinity
Catholic Church and School



Gracious God, the perfect love
and communion of the Father,
Son and Holy Spirit together makes
the **Most Holy Trinity; one God.**

God the Father, who created us;
Jesus, God the Son who gave His life
to save ours; God the Holy Spirit,
who guides us each day.

Help us follow the example of
the **Most Holy Trinity** as we seek
to **faithfully** walk the path that you
lay before us; to love and **serve** others;
to build a more caring, **respectful** world and
answer your call in our lives
as we **take this journey together** as
one people of God.

Amen

Holy Trinity School Prayer

Together we create Holy Trinity School
through our acts of **Faith, Service and Respect!**

The first trimester focus this year is on...

FAITH

Families-

The following initial guidelines have been drafted to assist in your decision-making process.

Please keep in mind that this is a **DRAFT and is subject to change.**

More information about in-person and online learning will be available after August 1st.

Holy Trinity Administration





As a school, staff will require students to wear masks when entering the building, exiting the building, in high traffic common areas, and when working in close proximity when proper distancing or PPE such as shields/plexiglass isn't available.

However, as a parent, you have the ability to ask your child to wear their mask more frequently, even the entire day if you choose.

Whether or not to wear their mask outside of the required time frame will be up to the individual families to decide and enforce. **Please communicate with the classroom teacher your wishes but understand that the family is responsible for enforcing this.**

Please practice removing and putting on masks—school personnel cannot put on masks for children.

We will measure square footage to properly social distance in the classrooms. Masks will be worn when social distancing is not possible. When social distancing is possible, masks may be removed. Small reading-math groups will take place with masks.

Please have enough masks so you are able to wash them daily.

Multiple businesses are currently selling face masks for kids. If you need assistance in locating masks, please contact the school office. Please let us know if this places any financial burden on your family so we can help! (5 masks x 4 kids adds up quickly!)

We are measuring the classroom space and the number of students that plan to return for in-classroom learning to assure that we can give the 6 feet of space required to remove masks.

Masks will be worn many times throughout the day when social distancing is not possible.



SANITIZER & HANDWASHING

Correct handwashing will be taught and reviewed weekly in the homeroom classes. Handwashing will be used as often as possible. Age-appropriate video links are in our Return to Learn Plan for teachers to use in the classroom to teach and review handwashing and safety.

Hand sanitizer will also be encouraged. Each classroom will have multiple sanitizers available.. Students may have their own hand sanitizer with them throughout the day. Please know that if they are playing with them or using them inappropriately, the teachers will have students put them away. Examples include- eating it, squirting it on someone else, using it profusely or if it is causing a distraction in the classroom. Please opt for light or generic scents, some smells can trigger migraines or asthma.

Hand sanitizer will also be available throughout the school building.





WATER FOUNTAINS & TEMP TAKING

Students will not be able to use water fountains. We do have a water bottle filling station and students will be encouraged to use it. Please bring in a bottle of water daily for your children-labeled. It will go home daily to be washed. Please do not add ice. Ice causes condensation to form and will make the bottle and desk wet.

Based on guidance from the diocese, parents will be responsible for taking students' temperatures at home. Please let us know if you do not have a thermometer. **Holy Trinity staff will be taking temperatures of all students upon arrival.** If your child has a temperature of 100.0 or above they will be sent to the office where our school nurse will further assess your child's health.





POWERSCHOOL BACK TO SCHOOL NIGHT

Powerschool is our online student information system and must be updated by parents every year. **Your current contact information with your emergency contact who lives in the Des Moines area must be updated before your child will be allowed to attend school.** PLEASE NOTE: Powerschool eReg will be operating as of Monday July 27.

Back to School Night is a time where families and students have the opportunity to meet the teachers, drop off school supplies, and visit their classrooms.

This year, students and families will be given a specific time frame and directions at a later date to attend this event. **Masks will be required and temperatures will be taken at the door.**

Kindly understand, we cannot stay and socialize inside Holy Trinity this year.

Every student's Powerschool account that has been updated before Back to School Night will receive a free jeans day pass. Family accounts that are updated in Powerschool before Back to School Night will also be entered into a drawing. **Two families will win \$250.00 off of tuition.**

We will have booths outside, weather permitting, for various school information. Please remember to visit these. If we are inside for the evening-the booths will be in different areas around the school; kindly pass through quickly and save the socializing for outside.

A photograph of a young child with blonde hair, wearing a red shirt and khaki pants, standing in front of a red brick wall. The child is wearing large, light blue, feathered wings that spread out behind them. The wings have a white outline and some darker blue details. The child is smiling and looking towards the camera. The background is a solid red brick wall.

FIRST DAY OF SCHOOL & PICTURES

Parents will not be able to take the typical first day of school pictures.

As an alternative, we would like to provide families with the opportunity to take the first day of school pictures before school starts.

Parents can dress their child in school uniforms and come to Holy Trinity for a picture a week before school begins. The schedule will come out shortly.

We will have picture stations including the wings-the rock- and maybe a frame. This will be entirely optional for families- masks are encouraged.

This does not replace school pictures in September.

First Day of School: Students will have grade level doors to come in and will either go directly to Kids Connection or their classrooms depending on the time of their arrival. This will be the same door they came in for Back to School Night. There will be signs directing families on where to go.

The doors will be locked at 8:10 and tardy students will need to check in at the front office. The doors will be labeled and sanitized often.



NEW AT SCHOOL LUNCHES & RECESS

For Lunch: grades Preschool-1st will eat socially distanced in the cafeteria.

Grades 2-8 will get their lunches (masked) in the cafeteria and either take them back to the classroom or go outside for a picnic. Teachers may be requesting towels for outdoor lunches.

Students will be responsible for cleaning their area of the classroom and will not be responsible for cleaning any other space. We are using sealable reusable containers rather than trays to reduce spills and keep food hot. They will be sanitized daily.

Recess will be staggered throughout the day. We are looking into having walking trips around the neighborhood and to the parks in Beaverville. We are hoping to give them a lot of fresh air!

Attached is a one-time field trip form to allow teachers to take your child off-campus and around Beaverville including parks and businesses. Teachers will let families know weekly plans for this, but you will only need to sign one field trip permission form for the year.

IMPORTANT: Please return the field trip form on back to school night.



ALTERNATING SCHOOL MASS DAYS

First day of school-Monday prayer service for K families on the first day- Monday-August 24 Middle school volunteers will welcome parishioners on the first Monday morning with masks.

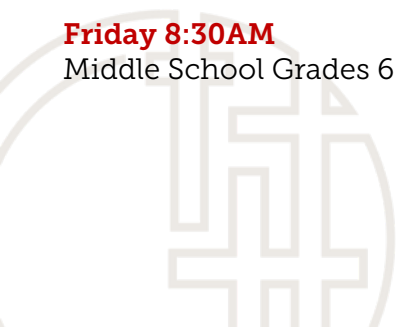
Mass will start at 8:30 every morning and these grade levels will meet in the church after they drop off their backpacks in their classrooms. We will still wear our red Holy Trinity polos on Wednesdays. Students may wear other uniform shirt colors on Tuesday and Thursday during this COVID schedule.

Monday OFF

Tuesday 8:30AM
Grades K-1 and 2-3

Wednesday 8:30AM
Grades 4-5

Friday 8:30AM
Middle School Grades 6-8



Taking the Journey TOGETHER

Regulation 649.1 / Accompanies Policy 649

Parental/Guardian Consent Form and Liability Waiver

Holy Trinity School Field Trip

Participant's Name: _____
Grade: _____ Sex: _____
Parent/Guardian Name: _____
Home Address: _____
Home Phone: _____ Alt. Phone: _____

I, _____ grant permission for my child, _____
(parent or guardian's name) (Child's Name)

to participate in the school event described below that requires transportation to a location away from the school site ("Event"). The Event will take place under the guidance and direction of school employees and/or volunteers from Holy Trinity School.

A brief description of the Event follows:

Date of Event: 8/24/2020 - 5/28/2021

Type of Event: Walking with class to various locations in Beaverdale

Educational purpose of Event: Fresh air and getting to know the neighborhood

Destination of Event: To be determined by teacher

Individuals in charge: Classroom Teachers

The field trip will occur during lunch time: There may be times when the field trip occurs during lunch

Estimated time of departure and return: Between 8:30 and 3:00

Mode of transportation to and from Event: Walking

Cost per student to be charged to students' FACTS account: Typically there will not be a charge

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the Participant relating to or arising from the Event.

In consideration of the Participant's participation in the Event, and on behalf of myself, the Participant, my other minor children and our heirs, successors, and assigns, I hereby release, discharge and covenant not to sue Holy Trinity School, the Diocese of Des Moines, and each of them, together with their employees, agents, chaperons, or representatives associated with the Event (collectively the Releasees), from any claim arising out of or related to the Event and in connection with any illness, accident or injury (including death) of the Participant or cost of medical treatment in connection therewith, except in the case of negligence on the part of the Releasees. I further agree to indemnify and hold harmless the Releasees from any claim arising out of or related to the Event brought by any other parent or guardian of the Participant (including reasonable attorney's fees and litigation expenses).

I understand that failure to sign this Consent Form and Liability Waiver as is without amendment or alteration is grounds for denial of participation in the Event.

If a field trip occurs during lunch time, all students have the option to purchase a sack lunch and/or milk from the cafeteria. Regular and free/reduced lunch rates apply.

If the trip occurs during lunch time (see above), my child's lunch plan is:

☐ Purchase sack lunch from school ☐ Purchase milk only from school ☐ Bringing home lunch/milk

Signature: _____ **Date:** _____

Regulation Adopted: June 21, 2005, May 18, 2009

Regulation Reviewed: May 19, 2008



NURSE OFFICE & TRAINING

The school nurse will have two separate rooms for the 2020-2021 school year. One room will be for children that are presenting sick and will be disinfected after each use.

The other office will be for well children receiving medication-bandaids-ice- etc. and will be disinfected after each use. **If your child takes medication throughout the day they will go to the office with a mask on and receive their medicine when needed.**

Our teachers and staff go through yearly health and safety training offered through AEA. Prior to the school year, they will be provided additional training in the areas of safely cleaning and disinfecting at work and COVID-19 training.



TESTING POSITIVE

The Diocese of Des Moines has been collaborating on a Health and Safety Protocol to be used by all of our schools. These protocols have been created in collaboration with MercyOne, UnityPoint, and a family physician. This document is still under internal review and will be shared as soon as possible.

What will be our school's protocol for students and staff when a COVID-19 diagnosis is made?

1. The school is notified of a positive COVID-19 diagnosis
2. The school will contact the Polk County Health Department for the next steps
3. The school administrator will notify the Catholic Schools Office
4. The school will clean and disinfect the school as directed by the Polk County Health Department
5. The school will notify individuals and families as directed by the Polk County Health Department
6. The school will take any other steps directed by the Polk County Health Department, including closure

How will we ensure privacy and confidentiality are maintained?

Our school will clearly communicate our privacy plan to staff and families. Upon receiving word of a positive COVID-19 diagnosis, Holy Trinity will contact the Polk Health Department and the Office of Catholic Schools. The school will follow the guidance of the Polk County Health Department regarding cleaning, notification, and possible closure. The individual names of those with a positive COVID-19 diagnosis will not be shared unless directed by the Polk County Health Department as part of the notification process.

If Holy Trinity staff become aware of the names of those with a positive COVID-19 diagnosis, they will not share that information with anyone except school administrators.

TESTING POSITIVE

What is our process to send staff home as soon as possible if they arrive sick or become sick?

- Holy Trinity will follow our current policy for sending staff home that are sick or have a temperature of 100.3 or above. We will reiterate our sick policy during in-service prior to the start of the school year.
- If a staff member suspects they are ill, they should come immediately to the health office. The health office will screen and monitor the staff member as they would normally.
- During in-service, staff will develop a coverage plan to quickly adapt if a staff member needs to leave school. The principal will assist with creating coverage plans as needed and will approve final plans.

What is our process to send students home as soon as possible if they arrive sick or become sick?

- Holy Trinity will follow our current policy for sending students home that are sick or have a temperature of 100.3 or above. Families will be expected to pick up the child as soon as possible.
- If a teacher or staff member suspects a child is ill, the child will be sent to the health office. The health office will screen and monitor the child as they would normally.
- All students must have their PowerSchool E-Registration completed prior to coming to school. All emergency contacts will be double-checked by the school office to ensure all spaces are filled and that they are not the parents.

If a class or individual needs to be quarantined virtual learning will be an option for all of our families.

Taking the Journey TOGETHER



ONLINE OPTION

We are hoping to have real-time learning. Teachers will be recording their lessons in real time and students will need to sign in to participate through an online platform. Please make sure and sign up on the google form that was sent out early this week if you are interested in online learning for your student. If there are any issues that you foresee with technology in your home, please contact the school office.

- Distance Learning is not homeschooling
- Your child's learning will be planned, supported, and assessed by a certified educator
- Students may be required to occasionally come to campus for assessments and other potential meetings based on their individual needs
- Participation in online learning requires active, regular commitment from the school and the family.
- Students remain fully enrolled at the school and are accountable for all school policies, procedures, and discipline
- With distance learning, this includes a civility and academic integrity clause, as well as a technology acceptable use policy
- Students will need access to a device (computer, iPad, etc.) and a consistent, reliable internet connection - if there is a concern, your local school may be able to assist
- A commitment to distance learning will be for an entire trimester/semester
- Participation in online learning is a collaborative partnership between the school and the family--should this partnership not be productive, school administration retains the right to evaluate the online partnership
- Regular attendance will be required as part of continuous learning
- Families enrolled in distance learning remain active members of their local school community and will be responsible for the same tuition/fee schedule as traditional students

Taking the Journey TOGETHER

More to come (beginning August)

Dismissal: We are currently brainstorming what this will look like.

Plexiglass: Opaque barriers will be purchased and add additional protection in the classroom. Small reading-math groups will take place with plexiglass or opaque barriers and masks.

Nightly cleaning schedules: we are researching a UV light to disinfect and clean the classrooms nightly. We are still researching best practices for this.

Air quality: Classroom windows will be open, weather permitting throughout the day. Our air filters are currently being researched and more information will follow.

Related Arts: Ms. Morrison and I have met with the related arts teachers and they are currently working on plans for return to learn. Those plans will be ready in early August to share.

We are planning an online video and a Q and A with families in early August so you will all have a chance to ask questions.



We will get through this with...

FAITH

Taking the Journey TOGETHER

God bless you
and God bless
Holy Trinity.

Fr. Mark

