



ST. THOMAS MORE CATHOLIC SCHOOL
COURAGE, HOLINESS, INTELLECT, LEADERSHIP, SERVICE
"St. Thomas More - A man for all seasons, a school for all children"
A School of the Omaha Catholic School Consortium

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School Website: stmbengals.org

Principal: Mr. Gary D. Davis

2020 – 2021

Family / Student

COVID RESPONSE HANDBOOK ADDENDUM

Updated 10-28-2020

To start the 2020-2021 School Year we have several addendums to our usual Family / Student Handbook to safely open our school during the COVID 19 Pandemic. The following protocols will be used in place of the regular procedures outlined in the Handbook.

Visitors

All school business should be conducted remotely whenever possible. All school visitors must wear a mask and remain in the school office.

Volunteers

We are unable to utilize our valued volunteers at this time. Exceptions will be made on a case by case basis if needed. Safety of students and staff will always be our focus. We understand that this will impact parent's ability to meet their Parent Participation Program Hours.

Student/Staff Illness

We will follow the guidelines set by the Douglas County Health Department. This guidance may be different than what is currently listed in our handbook.

Students may **not** be admitted to school with any of the following: fever (measured or subjective), chills, rigors, myalgia, headache, sore throat, nausea, vomiting, diarrhea, cough, shortness of breath, difficulty breathing, loss of taste and smell. Students and staff who screen positive for Covid 19 should be immediately isolated in the designated area and sent home as soon as possible. If a student tests positive their siblings will also need to be quarantined too. The symptomatic person will be required to wear a cloth or surgical mask while waiting, if tolerable.

Symptomatic staff/student who tests positive: Exclude for 10 days from symptom onset AND only allow to return 3 days after fever resolution (if present) AND improved respiratory symptoms Exclude for 10 days from symptom onset AND only allow to return 24 hours after fever resolution (if present) AND improved respiratory symptoms. Students may return to school if a doctor establishes an alternative diagnosis, presents a doctor's note to confirm the presence of an alternative diagnosis that explains the symptoms, and meets the schools requirements for readmission. Exclude until afebrile for 24 hours (or meets the schools requirements for readmission) AND improved respiratory symptoms. Students need to be fever free for 24 hours without medication.

There is no reason for a student or staff member to get a "negative test" to be cleared for the return to school. A COVID-19 positive individual does not need a repeat COVID-19 test or a doctor's note in order to return. If a student or staff member tests positive for COVID-19, please call the Douglas County Health Department Monday through Friday from 8:00-4:30 at 402-444-7214 or on Weekends, Holidays, After Hours at 402-444-7000.

Quarantine for COVID

If 20% of a particular class is quarantined, that class will shift into a remote learning model. If 20% of the entire school is quarantined, the whole school will shift into a remote learning model.

Quarantine Work

A student will be moved to Remote Learning status only if they are told to quarantine by their physician and/or test positive for Coronavirus. Teachers will communicate with guardians and students about the Remote Learning expectations during the given quarantine.

Attendance and Absenteeism

We will work with families on a case by case basis regarding absenteeism. The benefit of being able to provide remote learning is that students at home can still access school. Therefore, if a student is COVID-19 quarantined, but not COVID-19 positive he/she will most likely be expected to attend school through remote learning.

Late Entry / Tardy

Students who are tardy due to temperature checks will not be counted tardy as long as they are in the temperature line prior to school starting. All other late entries to school will be marked as tardy. Other late entries will be marked as tardy.

Masks – Required

Everyone entering the building will be required to wear a mask. Students will be included in this when other social distancing measures cannot be maintained. Students may wear their own personal masks. Masks that are very graphic, frightening or disruptive to others are strictly not allowed. Thanks to a donation from CHI Health each TK – 8th Grade student will be provided with two face masks. Students/faculty should not wear the same mask without washing it. Washing should be done daily ...with gentle soap and water. Students/faculty should have a backup mask left at school. If used another backup mask should be brought to school the following day.

Family Vacations

Parents are to be especially careful and to do their part to continue to keep kids safe. If you are **unable** to socially distance and wear masks when in larger groups when traveling in the United States, you must quarantine for 14 days prior to sending your child(ren) back to school. Any family who travels outside of the US is asked to quarantine for 14 days prior to sending children to school. Families who are traveling out of the country during the school year are asked to notify the school regarding their travel plans prior to leaving. Students will join remote learning while waiting for results or while being quarantined for two weeks.

STM Water Bottles - Required

All students will need to have an STM School Water Bottle this school year. Thanks to a donation from our 2020 Graduates and St. Thomas More Parish a new water bottle faucet with chilled water is being installed on the top floor. All drinking fountains will be for bottle filling only due to COVID. Are students still able to buy these? If so, add - Link to buy STM water bottles.

Classrooms

Students will stay with their class cohort throughout the day in assigned seats. Students will wear masks with breaks provided by teachers. Where possible and appropriate some classrooms will have plexiglass used to provide additional protection. Students will not travel to their Specials classes, Media, Art, Spanish, and Music, except for PE, which will be held

outside whenever possible. Our Jr. High students will stay in their homeroom classroom and their teachers will rotate. Jr. High students will **not** be using their lockers this year.

Hallway / Stairs

We are designing signage to assist students for the staircase doors, exit / entrance doors, cafeteria doors, social distancing reminders, floor markings including 6 feet apart arrows on floor to direct flow of students.

All stairways will be utilized to go up or down as students are dropped off and make their way to their classrooms. Students should use the closest stairway and keep their hallway walking to a minimum. With students arriving at staggered times the staircases should not be crowded. Since the specials teachers will be coming to the classrooms, the only time entire classes will be on the staircases will be for P.E., lunch and recesses.

8:15 am - 3:00 p.m.

Office Staircase Down Only

Middle Staircase Up Only

South / Library Staircase Down Only

3:00 – 3:20 p.m.

All stairways will again be utilized to go up or down as students are leaving and making their way home. Students should use the closest stairway and keep their hallway walking to a minimum. Since students will be leaving at staggered times the staircases will not get crowded.

Morning Drop Off

Drop off will be from 7:40- 7:55 a.m. Morning Walking Club is suspended at this time. When we return to school, parents will be required to pre-screen students before school at home, including taking a temperature. CHI Health has an online app for families to check their children for COVI-19 symptoms. It is available at:

<https://ecds-cloud.childrensomaha.org/guidelines>

If the student has a temperature of 100.4° or higher they will not be able to come to school. Students will be dropped off at one of three assigned stations where they are to have their temperature taken with a no-touch thermometer **while they are in their car** (or in the presence of their parent for students who walk to school). Families will be assigned to one of our three temperature stations to help make the process as smooth as possible. We understand that this may cause some of you to have to change your previous drop off route and appreciate everyone working together to help make this safety effort successful.

Families with last names A – G who use station #1 will drop off beginning at 7:40 a.m. For this station, all cars enter the parking lot from 48th Street by the Bell Tower and exit going east or west on Grover. Students should be ready for temperatures to be taken on the driver’s side of the car.

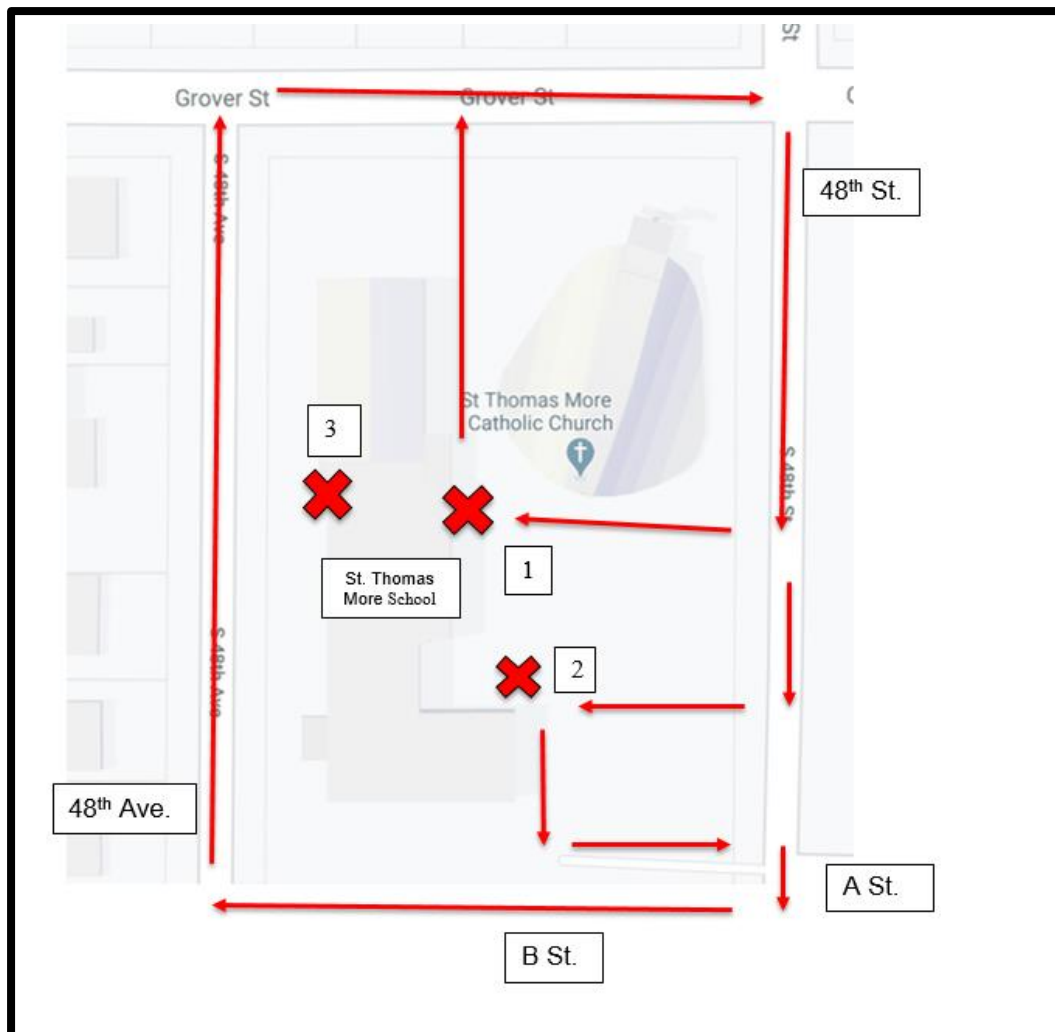
Families with last names H – P who use station #2 will now drop off beginning at 7:50 a.m. This station’s entrance and exit have been changed from the route we used in recent years past to create less congestion. All cars enter the middle drive of the parking lot from 48th St. and exit from the south drive back on to 48th St. Due to the layout cars will not be able to enter from “A” Street or traveling from the south on 48th St. Students should be ready for temperatures to be taken on the passenger’s side of the car.

Families with last names Q – Z who use station #3 will now drop off beginning at 8:00 a.m. For this station, all cars will need to use 48th Ave. **from the south only** (west of the school) and will exit using Grover St. going east or west. Parents may **not** drop students off coming from the north. Students should be ready for temperatures to be taken on the passenger’s side of the car.

We are also in contact with the city to explore the possibility of zoning 48th Ave. as one way running south. We will inform you as this develops.

Families who carpool should use the station assigned to the family that is driving.

Morning Extended Care will continue to be available 6:45 – 7:45 a.m. Student temperatures will be taken at the door in the presence of their parent. All Extended Care students are to be at school prior to 7:30 a.m.



Preschool and prekindergarten teachers will be waiting on the East side of the school building to meet preschool/prek students at their cars (dropoff areas 1 & 2) so they can walk them to their classrooms. Any preschool/prek students who have a sibling in the 2nd grade or above will need to be walked to class by that sibling. These older students will not enter the classroom. Preschool and Prekindergarten families who are scheduled to drop their children off on the West side of the school(dropoff area 3) will be given a new dropoff point if their preschooler/prekindergarten student does not have an older sibling who is in 2nd grade or above who can walk them to their classroom.

Afternoon Pick Up

Different from morning drop off, at the end of the day all students will exit the building using the east doors only. Parents are allowed to use the school parking lot. To provide safety for students and families, similar to using social distancing as part of morning drop off, we will also do so for our afternoon pick up. Parents are allowed to use the school parking lot, but not leave their cars. They are to wait for their student(s). Be sure to communicate with your student the approximate area you plan to park in. Parents should also plan to spread out using as much of the available parking areas along 48th St., 48th Ave. and B Streets. Parents will need to be on time to not have students congregating. Likewise they should not come earlier than their time to help ease congestion.

Students with last names A – G will be dismissed at 3:00 p.m.

Students with last names H – P will be dismissed at 3:10 p.m.

Students with last names Q – Z will be dismissed at 3:15 p.m.

Families who carpool with a family in a different dismissal time should contact the school office to inform us of the need for a different assigned time.

Preschool/Prekindergarten Pick Up

Preschool / PK / TK parents will be able to leave their cars and wait on the West side of the church for their preschool/prek students to be dismissed but are reminded to use social distancing.

Morning Preschool / PK Dismissal- School recesses will be in session at our 11:00 a.m. dismissal time. To insure the safety of all of our school children, preschool/prekindergarten families picking up a child at 11:00 a.m. will need to park on 48th St. and then wait at the West side of the church until we bring your child outside. Please do not visit with any children who are out at recess and be sure to maintain 6 feet social distancing while waiting for your child. In the case of inclement weather, if there are no children on the playground, we will remove a cone so that you can pull up into the parking lot to pick up your child.

Afternoon Preschool/Prekindergarten Dismissal- If your child has a sibling that is in 2nd grade or above, we ask that you have them pick up your preschooler from class at dismissal time. Children with no siblings in the school will be dismissed at the door at 2:45 p.m. All parents may park in the school parking lot, but will need to wait outside on the West side of the church until we bring your child outside for you. Children who have siblings in the school that

are not yet in 2nd grade or above will be brought to the front doors at their families' scheduled pickup time.

Lunch

We plan to have lunch in the cafeteria to give students a break from their classroom. Masks will be worn to the lunchroom and when students exit. We have added an additional lunch period to reduce the number of students in each. ALL students will wash their hands before lunch and receive hand sanitizer upon entering and exiting the cafeteria. Students will face one direction only, never across from another student. All students will have assigned seating and will be seated in their class cohort. We will have social distancing decals and arrows to direct to students where to go. Choices will not be an option at this time. Smart snacks and cookies will not be sold. The cafeteria tables and chairs will be thoroughly cleaned between each shift. All cafeteria workers will be wearing a mask and gloves.

New Lunch Schedule:

Shift 1: 10:45 - 11:10 = TK, K, 1st Grades
Shift 2: 11:20 - 11:40 = 2nd and 3rd Grades
11:30 - 12:10 = Pre-School / PK
Shift 3 : 11:50 - 12:10 = 4th and 5th Grades
Shift 4 : 12:20 - 12:40 = 6, 7 and 8th Grades

Recess / PE

Each cohort will have their basket of recess equipment that be sanitized after each recess. PK – 5th Grade will be offered two twenty minute recesses with the exception of double special days. 6th – 8th Grade will have one twenty minute recess each day. Teachers will also be allowed to take their class on walks for a mask break. Everyone will use hand sanitizer before entering the building. Each cohort will have an emergency bag during recesses and walks.

Extended Care

TK -8th Before & Extended Care Updates (Until restrictions change)

Our 2020 – 2021 extended care program will have some adjustments in place as follows, in order to operate according to CDC (Center for Disease Control), DHHS (Department of Health and Human Services) and school protocol taking effect once children return to school. Please disregard any previous information and daily schedule information sheets until further notice.

Before Care 6:45 – 7:30 a.m.

*A parent must walk the child to the main front entrance door and remain with your child while a staff member takes his/her temperature (under 100.4°)

*Staff will sign in your child and escort him/her to the gym. Our staff will make sure your child gets to the correct class at 7:45 – 8:00 a.m.

*****Please Note*****

Parents will not be allowed in the building.
All staff and students are required to wear a face mask.

***All morning extended care children must be checked in by 7:30 a.m.**

*After 7:30 a.m. – Orange cones will be placed in the parking lot for parents to join the line of cars forming for temperature checks in cars, starting at 7:45 a.m. **Please do not exit your car with your child after 7:30 a.m.**

After School Extended Care

*Upon arrival each child will have their temperature taken again.

Children marked for 1st hour slot will stay in the gym/west field cohort. Parents picking up a child by 4:15 p.m. may come to the front entrance/field and an office/staff member will notify us to bring your child to you.

Any children marked for later than that 1st hour (after 4:15 p.m.) will go down to the cafeteria cohort. Parents must use the doorbell on the gated door for pickup (West side of building, by the dumpster area) to alert staff on duty. We will bring your child to the door.

Please plan & fill out your calendar according to this separation to best accommodate your pickup location as parents will not be allowed in the building.

We will be using a 6' distance between all children (except siblings) on the gym floor and down in the cafeteria at tables. Once this distance has been established they will be able to have a "mask break". If that 6' distance barrier needs to be broken they will be required to put their mask back on.

After 1st hour, if staff ratio is met, children will combine cohorts in the cafeteria. Temperatures will be taken again upon combination and social distancing will be maintained.

All whereabouts and cohorts of children will be recorded daily for tracing records if need be.

Preschool After School Extended Care

Preschool extended care students will be brought to room 108 after school is dismissed. Temperatures will be taken upon arrival and social distancing through cohorts will be practiced. These children will go to the cafeteria for their afternoon snack at 3:30 p.m. Preschool Extended Care students will remain in the cafeteria or weather permitting will be outside at the playground area on the West side of the school. Please ring the doorbell on the gated door for pickup if you do not see your child outside. More information will be provided at Preschool Sneak-a-Peek.

Toys in Preschool & Tk-8th Grade Extended Care

Normally, we do not allow children to bring toys to school, but until further notice your child can bring a small toy (barbies, cars, books, coloring book & crayons ...etc.) in their backpacks to play with at Before & Extended Care only. Children will not be allowed to share these toys with any other children. Children will not be allowed to play with these throughout the school day and toys must remain inside their backpacks.

We realize guidelines change frequently so please be patient with restrictions and time changes. Our main concern is keeping your child as safe and healthy as possible each day.

School Masses

Communion will be served. Students will wear masks to Mass. To provide for the needed social distancing we will have students in 1st – 4th grade attend 8:15 a.m. Mass on Tuesdays and students in 5th – 8th attend on Fridays. We will use the same spacing utilized at weekend masses. We will know more once we have our seating chart finalized. Our new music teacher Mr. Beaman will provide mostly instrumental music and our Youth Choir will not be used just yet. Fr. will celebrate Mass without servers although we will continue to train them and get them ready for when we are able to do so. Due to spacing and safety. School masses will just be for students and teachers.

Sneak-a-Peek

Sneak-a-Peek will be held on **Wednesday, August 26th** 4:30 – 6:30 p.m. Here is the schedule:

4:30 - 5:00 p.m. Families with last names A-G.

- Park in the main parking lot and enter through the **main doors** just as students will on a regular day of school. You will be greeted by a member of our staff and you and your student's temperature will be taken. If you or your student have a temperature of 100.4 you may not enter. You will enter these doors and a staff member will help direct you to your child's classroom.

5:15 – 5:45 p.m. Families with last names H-P

- Park in the main parking lot and enter through the **south doors** just as students will on a regular day of school. You will be greeted by a member of our staff and you and your student's temperature will be taken. . If you or your student have a temperature of 100.4 you may not enter. You will enter these doors and a staff member will help direct you to your child's classroom.

6:00 – 6:30 Families with last names Q-Z

- Park in the main parking lot or along 48th Ave. and walk around to the **west doors** to enter just as students will on a regular day of school. You will be greeted by a member of our staff and you and your student's temperature will be taken. . If you or your student have a temperature of 100.4 you may not enter. You will enter these doors and a staff member will help direct you to your child's classroom.

- **Only one parent and their students to attend. Masks are required for all.**
- **Only 3 families/students will be allowed in each classroom at a time, others wait outside the classroom while remaining socially distanced from other families.** This is a time to meet the teacher, drop off supplies and have a quick look around the classroom. It will not a time for lengthy conversations with teachers or to get major questions/concerns answered. Please message your students teacher to set up a time for a more detailed conversation if needed.
- **We will be unable to have groups in the gym as we have in previous years. Spirit wear will be picked up in the classroom.** Lunch payments should be dropped off with your students teacher or made over the phone to the office. You can check your balance on-line through your Sycamore account. For home and school used uniforms please contact Leslie McDonnell at the School Office to set up a time All other forms (Extended Care, etc) to be turned in to your student's teacher.

Library

We will bring library books to the classroom settings for students to choose. Students will choose a library book by looking at the cover. When the book is returned we will wait 3 days to reshel the books before they are entered into the rotation for another student to choose.

Assemblies

We will share information with students in their classroom setting or in small groups.

Field Trips

Field trips will be postponed for the first trimester. We will reassess during the second trimester to determine if it is safe to resume planning field trips.

Classroom Parties

Teachers will plan classroom parties for Halloween, Christmas and Valentine's Day. Only individually packaged treats will be allowed

Student Birthday Celebrations

We will recognize students celebrating a birthday at school. Only individually packaged treats will be allowed.

Service Activities

We will use caution for service activities this year. Decisions will be made based on each service activity planned.

Academic Competitions and Extra-Curricular Groups

It is likely that many academic competitions may not occur. We will be limiting Extra-Curricular groups as well. If we are able to participate in these events, we will follow safety guidelines set at the time.

P/T Conferences

A decision regarding whether face to face or zoom conferences will occur at the time of parent/teacher conferences.

STM ATHLETICS

ARTICLE XII

Academic Eligibility - St. Thomas More students and other students who participate in sports that are sponsored and sanctioned by STM Athletics shall recognize that participation is an opportunity and not a right. Players will further recognize that they are students first and athletes second and participation is an extracurricular activity.

Eligibility for all players for STM Athletic sports teams will be determined, evaluated and enforced consistent with the St. Thomas More School Board policy for student eligibility for extracurricular activities. Every effort will be made by STM Athletics to preserve the confidentiality of student sport suspensions and only necessary persons will be informed of ineligible players. There will be no refunds of fees in the event of suspension or expulsion of players.