



A Closer Look At  
Holy Family School  
for 2020-2021  
School Year

Dear Parents and Students:

The faculty and staff of Holy Family School are looking forward to the day when we can welcome our students back into our building as we begin the “new normal” of a school day in the fall. As we wrestled through the last months of online learning, students and faculty alike realized that in-person instruction is the only way for students and teachers to build meaningful relationships, guide and direct student learning and give immediate feedback to students. With this in mind, we have developed a complete educational, safe and thorough plan. Our plan indicates that we will follow the most recent DOH and CDC regulations/guidelines for the operation of our school.

Holy Family School is a Pre-K through Grade 6 educational configuration with a 2 floor structure. Multiple models for reopening have been considered. Because of our student population and size of our facility, we intend to open with a full, five day, in-person instruction coupled with Distance Learning for those who choose to remain at home for instruction and for those who have a medical condition that would put them at risk.

School stakeholders and community members were engaged in the development of the reopening model- administration, teachers, parents, local health care professionals and affiliated organizations of the parish comprised the core group.

Communication of our plan and regular updates will be given and disseminated through, social media (Facebook page), the school website, emails, and weekly newsletters generated by the school principal.

All teachers, staff and students will be trained to follow the new COVID-19 protocols safely and correctly. All will be required to wear face coverings (masks), follow proper hand hygiene, social distancing and respiratory hygiene. There is signage in the building reminding everyone of these procedures that must be adhered to. There will be limited access to the school from outside entities - vendors, delivery personnel and visitors.

Whatever plans we make to safely return to school in September must be flexible enough to be modified given the state of uncertainty due to COVID-19 and what direction we receive from the Governor of New York.

God Bless,  
Sr. Christina Marie Luczynski, CSSF  
Principal of Holy Family School

Welcome to Holy Family School. We are a private, Catholic School located in the western area of Onondaga County, Syracuse, NY and have been serving the community for 64 years. Our 2020-2021 school year will open with grades Pre-K through Grade 6.

Our plan follows the recommendations for the reopening and operating of schools provided by the CDC, DOH, and the NYSED as well as state and local health officials.



- ❑ School is scheduled to open on Tuesday, September 8, 2020
- ❑ Kindergarten through Grade 6 will begin at 8:00 am with arrivals between 7:30 am – 8:00 am
- ❑ PreK will begin at 8:30 am arrivals between 8:15 am – 8:30 am



Holy Family School will offer in-person classes, five days a week for all of our Pre-Kindergarten through Grade 6 students.

We are confident that we can return to our school for in class learning because our class size warrants it, our facility has room to accommodate safely 16 students with the 6 ft. distance and the plan submitted to the DOH is very safe and complete following the CDC, DOH, NYSED and local guidelines.

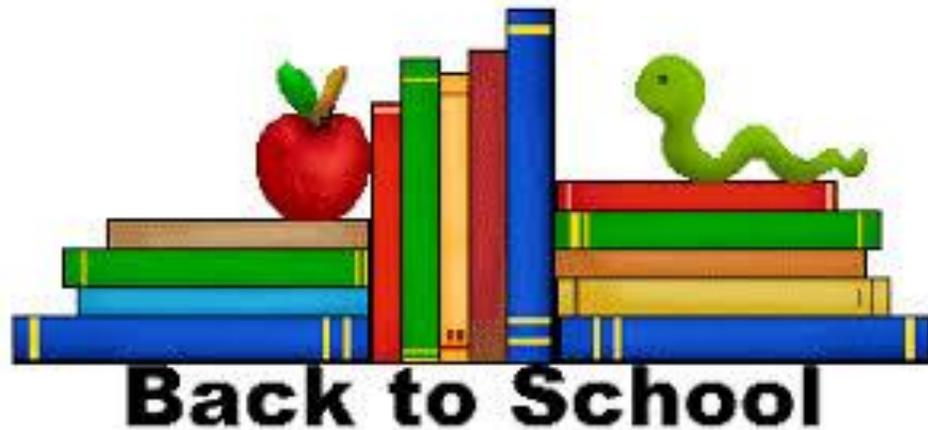
Parents need to remember that they can opt to keep their child/children home if you are not comfortable with our plan. Children will receive online, virtual instruction from their teachers. Attendance will be taken daily at 8:15 am for these students just as if they were attending in person and the expectation to complete class work will be the same for those attending in person.

# Arrival Procedures



- All students arrive wearing a mask.
- All students will enter the building through the Main School Entrance.
- Decals with 6 ft. distancing will be on the walkway, reminding students where to stand as they safely enter the building.
- Students and staff only will be allowed entry to our building.
- Temperatures will be taken at home and recorded on a card, presented as they enter the building.
- If temperatures need to be taken, students will be directed to a trained staff member.

- Parents driving their child/children to school are encouraged to park in the lot across the street or on Chapel Drive (No car may enter the school parking lot. Buses ONLY) and walk their child/children to the Main Entrance where a staff member will welcome them into the building. PARENTS MUST REMAIN OUTSIDE OF THE BUILDING.
- Students will sanitize their hands upon entering and follow the social distancing decals on the floor as they walk to their classrooms.



# Classroom Procedures



- Students will wear masks whenever they walk the hallways, move about in their classroom, or cannot maintain a 6 ft. distance.
- Classroom desks will be separated so that children will be six feet apart, sitting in straight rows and not facing each other.
- Each classroom will have an area with tissues, hand sanitizer and a trash can.
- All student belongings will be brought in a backpack that will go on the back of their chairs.
- Schedules will be made for handwashing and bathroom breaks.
- All students will bring their own personal water bottle and bottled water will be available to refill personal water bottles.

# Classroom Guidelines



- Teachers will wear masks whenever they are in the hallway or cannot maintain a 6 ft. distance from students or other staff.
- If a child shows any signs of illness, they will be instructed to put on their mask and go to the nurse's office.
- Classroom doors will be kept open during the school day to avoid touching the knobs.
- All classrooms have outside, fresh air vents which adds to the air flow capacity in each room.

# Classroom Instruction



- Kindergarten, Grade 1 and Grade 2 will follow the NYS State Standards for all subjects ELA, Math, Religion, Social Studies, Science and Handwriting. The primary part of the day will be on ELA and Math.
- Grade 3 through Grade 6 will also follow the NYS State Standards for ELA, Math, Science, Social Studies as well as Religion and Handwriting.
- Whether in-person learning or virtual, students are responsible to complete all class work.

## Child Nutrition



- Purchased lunches will be served and provided through the West Genesee School District Food Services Department.
- Meals will be eaten in individual classrooms.
- Desks will be cleaned before and after each meal.
- Students may not share any portion of their lunch.

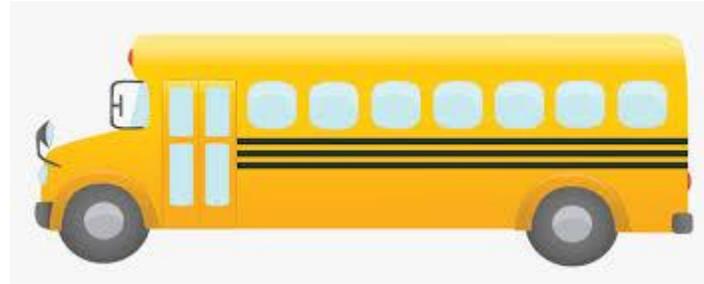
# Daily Health & Temperature Screening

- Daily temperature screenings of all students will be performed prior to coming to school.
- Parents will record the reading on a card that the student will present upon arrival at school.
- Any student or staff member with a fever of 100.0F or greater and/or symptoms of possible COVID-19 virus infection **MUST** stay home.
- In person temperature screening will be performed for any student when parent/guardian is unable to to perform the screening at home. NCIT will be used for in person temperature screening.

# When to Stay Home

- Fever (100.0 F or greater), or chills
- Nasal congestion/Runny nose
- Cough
- Sore throat
- Shortness of breath/difficulty breathing
- Diarrhea
- Nausea/Vomiting
- Fatigue
- Headache
- Muscle or body aches
- Loss of taste or smell

# Transportation



- Students will follow the guidelines of their respective Public School District.
- All students will be masked while being transported to Holy Family School unless otherwise directed by the Public School District.
- Students are expected to behave in a proper manner and follow the directive of the school bus driver.
- Students will disembark the bus masked and follow the 6ft. markings on the walkway to the building.
- A staff member will allow entry to the building.
- Upon entering the building students will sanitize their hands before going to their respective classrooms.

# Social and Emotional Well-being



We are all aware that the entire COVID-19 experience may have been stressful for students and adults. Therefore as a school family, we will address issues of stress through the following:

- Students and parents may request to speak with or meet with our School Counselor.
- Mrs. Melvin, our counselor is in our building Monday, Wednesday and Thursday. She can be reached at [dmelvin@syrdiocese.org](mailto:dmelvin@syrdiocese.org)
- Classroom discussions and prayer.

## Special Areas

**Art:** The art teacher will come to the classrooms for instruction. Students will be asked to bring in art supplies/materials in addition to those on the supply list from their classroom teacher.

**Physical Education:** Students will go to the gym or outdoors for PE class. They will be socially distanced appropriately and play only non-contact, low risk sports at this time.

**Music:** Classes will be virtual.

**Library:** Students will have virtual books assigned for reading pleasure and/or for book reports.

**Technology:** Instruction will be done in the classroom by the Technology teacher at a scheduled time to be determined. K – Grade 6 students will be assigned Chromebooks or iPads.

## Resource and Other Services



- Students who receive Resource Support will meet in the Conference Room off the Main Office.
- Students will not be mixed with other grade levels or groups.
- The resource room desks/table will be wiped down between grade level visits. Teacher will be masked when required.
- Physical, Occupational, Speech and any other services will be scheduled when the agencies contact the school with their protocols.

# Cleaning and Sanitizing Procedures



Cleaning will be done for all high touch surfaces regularly throughout the day.

- 10:00 am - Bathrooms will be sprayed with a disinfectant that dries quickly and is safe around people and pets. Cleaning door handles, stair railings, staff bathrooms.
- 12:00 pm - Again the areas listed above.
- 3:00 pm - Teachers will wipe down student desks, teacher desks and any other high touch area in the classroom.
- 5:00 pm - Again the areas listed above.
- Final thorough cleaning will be done by the evening cleaning crew.