

Aug 3, 2020

## HELIAS FAMILIES:

We are grateful to announce our plans to return to in-person school in a few short weeks!

We are providing as much information as possible regarding COVID-19 protocols, and our back-to-school information is coming in a few days, as well. We are hoping to strike a balance between the need for in-person school and personal health and safety.

Our theme for the school year is HOPE! There is nothing more appropriate during this time, and we look to the guidance of our Lord and the chosen verse from scripture as we put our trust in Him. **"Rejoice in hope, endure in affliction, persevere in prayer."**

**-- Romans 12:12**

We have developed a plan, based on many hours of prayer, time spent learning new technology, and meetings with faculty, staff, parents and students. We have also evaluated recommendations from numerous organizations, other schools, and local, state and federal officials. We have done research and gathered data and information to help us better understand and make decisions for the common good and the benefit of our students.

As always, the health and safety of our Crusaders is our first priority, but we also know we are all anxious to get back to education -- to teaching and learning. If your student is experiencing any concerns regarding academics or mental health needs, please contact their school counselor.

This school year our students will have an eight-period day which begins at 7:45 am and ends at 3:10 pm. The doors to school will open at 7:00 am each day.

We will require masks, increased handwashing and temperature checks. We will encourage social distancing, perform additional cleaning procedures and have added plexiglass barriers to help protect both students and staff in high traffic areas. The eight-period day will allow for social distancing. If we need to go online or move to a situation where we need to limit the number of students in the school building on a given day, this new schedule will help facilitate those transitions. We have added five minutes between classes for passing periods and will have three lunch periods to allow extra space.

Please read through these documents carefully and know that if you have questions, we are here for you. Thank you for your patience, prayers, diligence, support and flexibility in these unprecedented times.



We hope to go back to school with no, or very minimal, transmission of the virus. If the number of cases rises, we need your flexibility and understanding as we adjust our practices to adapt for the evolving circumstances. We may have days where we dismiss early for contact investigations, days where we go to online learning in block schedules, and days where only certain grade levels attend school in person. We may also have complete closure with a return to online learning. All of these things will be communicated with you in a timely manner, with as much transparency as possible.

We would appreciate your help in communicating with your student(s) the importance of the procedures we have put in place. They are for the health and well-being of everyone in our school community, and they will also help to ensure we can continue with the extracurricular activities we all love.

Thank you for choosing Helias and for the gift of your students to our Helias family. Please contact us with questions you might have.

May God bless you and those you love. Blessed Theresa Gerhardinger, pray for us! St. John Baptist de la Salle, pray for us!

Sincerely,



President/Principal

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# RETURNING TO SCHOOL 2020-21

As of July 20, 2020, and until further notice, anyone entering Helias facilities must wear a face mask and/or maintain six feet of social distance from others in the building.

## DAILY PROCEDURES

**School starts:** 7:45 am

**Doors open:** 7:00 am

students who arrive between 7 and 7:30 am will go to Commons.

**Morning mass:** 7:10 am

Mass in the chapel will be offered Tues-Thurs with limited numbers.

**Friday mass:** 7:10 am in the Field House with social distancing.

Because of social distancing, no outside visitors are allowed to attend school masses.

### MORNING ENTRANCE:

Upon entering the building, all faculty, staff, students and visitors will be required to wear a mask, have their temperature checked, and keep a distance of six feet when possible. Individuals with temperatures 100.4 or higher will be required to put on a mask and will be taken to the nurse's station.

Students will enter through one of three doors: the Crucifix entrance, the Field House lobby and the Main Entrance (reserved primarily for vulnerable students and visitors).

Students will be asked to go straight to their lockers to get all items needed for the first four periods. Water fountains will not be available for use, but students will have access to water bottle filling stations. Students must use an approved Helias water bottle available in the Sader Shop.

Classrooms will open no later than 7:30 am. Upon entering each classroom, students will be asked to use hand sanitizer, and upon leaving they will be asked to wipe down surfaces. Hand sanitizer should be used over a trash can, if possible.

Students will not be allowed to gather in groups. Students will be required to transition from one classroom to the next and keep locker visits to a minimum. They will be required to walk in a single file down hallways.



## **MASKS**

It will be the student's responsibility to bring a mask and wear it while at school in designated areas. Students who come to school without a mask will receive one free cloth mask and additional masks needed will be \$5 per mask. Each student will also be provided with a lanyard to hold their student ID (which they will get in the first week of school) and a mask. Masks should be in adherence to our Catholic faith and moral standards. If a student is not wearing a mask or refuses to put one on, they will be sent to the administrative office and their parents/guardians will be called. Students who do not wear masks will not be permitted in Helias facilities.

## **LUNCH**

- When released for lunch, students will go to their lockers prior to heading to lunch. Students will be urged to get all items needed for the remainder of their day.
- Students will be allowed to wash their hands and/or use hand sanitizers before and after lunch.
- Hot lunches and grab and go items will be available for purchase as appropriate for each stage/situation.
- Students will have one week to select where they are sitting during lunch and then their table will be assigned to help encourage social distancing.
- Table space will be available in the Commons and the Auxiliary Gym. Utensils will be provided in a wrapped packet for the remainder of the school year.
- Students are still allowed and encouraged to bring their own lunch.
- Students will not be permitted to eat lunch in the library.

## **DISMISSAL**

- Helias will not provide after school supervision.
- School dismisses at 3:10 pm, and all students are required to be out of the building by 3:30 pm unless they are working with a teacher or member of the staff.
- All students participating in any athletics/clubs should report to the designated area by 3:30 pm. If a student has practice at a later time in the evening, they will be required to leave the building or go to a designated, supervised area for the specific sport or activity.
- Any student who has not been picked up by 3:30 pm must report to the main office lobby area where they will be asked to sign in and wait for their ride. Parents will be called if students stay past 3:30 pm.



## WHEN STUDENTS BECOME SICK AT SCHOOL

- Students who are sick at school are asked to put on their mask and report to the school nurse as soon as possible.
- The student's temperature will be taken, along with a medical assessment. If a student has a fever of 100.4 or greater, the student will be sent home and not allowed to return to school the next day AND until they have been fever-free for 24 hours, without using any fever-reducing agents (or current CDC guidelines).
- If a student sees a doctor and is diagnosed with a treatable illness (strep throat, sinus infection, ear infection, etc.), the student may return to school with a doctor's note after being on an antibiotic for 24 hours.
- There will be a quarantine room for students who are exhibiting symptoms of COVID-19. Students will remain in quarantine until parents pick them up or give permission to the school nurse for the student to leave the building.
- If a student leaves school during the day for illness, they will not be allowed to return to school that day or participate in any activities that night.
- Students who arrive late to school, must be at school for at least four hours without a fever, in order to participate in evening activities.

**(These same procedures will apply to faculty and staff who become sick at school, but they will be asked to leave the building immediately while wearing a mask.)**

## PROTOCOL FOR POSITIVE COVID-19 DIAGNOSIS

Should the school receive notification of a student or staff member who tested positive during the school day, the following steps will be taken:

- Helias will move to a closed door policy and keep students in their current class. This will be announced over the intercom.
- A textcaster will be sent to families indicating a positive case and the dismissal of school. All evening activities will also be cancelled (athletics and activities including practices).



- Student dismissal will begin with masks and social distancing in place. Students who drive will be dismissed first in the following manner: Seniors A-L, Seniors L-Z, Juniors A-L, Juniors L-Z, Sophomores A-L, and Sophomores L-Z. Siblings will be asked to depart together.
- The remaining students will stay in their classroom until they receive a text or phone call from parent/guardian that they have a ride home. Teachers will be expected to stay with classes for one hour. Students will then be sent to a common area. Students will need to be picked up as soon as possible.
- Families will be notified by 5:30 pm following an early dismissal if students will return to school the next day. It is expected that a positive case in our school community will be followed by a CONTACT INVESTIGATION DAY (similar to a snow day) where students will remain at home and faculty and staff remain at home as well.

## **STUDENT/FAMILY EXPECTATIONS REGARDING POSITIVE COVID-19 TEST**

- If the school is made aware of a positive COVID-19 case, staff and families will be notified (no names will be released) as soon as possible.
- All staff, students, and families are required to actively cooperate with the local health department during a contact investigation and abide by the rules if they are quarantined.
- If a student is notified by the health department that they are to be quarantined during this investigation, they are to send an image/copy of the health department order to Mrs. Staci Kampeter.
- Confidence will be maintained in every situation where a positive case has been confirmed. Helias will NOT release names of individuals.

## **FACULTY/STAFF EXPECTATIONS REGARDING POSITIVE COVID-19 TEST**

- All staff are expected to have accurate seating charts readily available online, in FACTS.
- If a teacher is notified by the health department that they are to quarantine during this investigation, they are to send an image copy of the health department order to Sr. Jean Dietrich and Mrs. Staci Kampeter.
- Confidence will be maintained in every situation where a positive case has been confirmed. Helias will NOT release names of individuals.



# RETURNING TO WORK/SCHOOL

Students, faculty and staff who have tested positive for COVID-19 will only be allowed to return to Helias according to the release date given by the Cole County Health Department.

**Scenario 1:** (Symptom-based criteria): If you have a **Confirmed COVID-19 or Suspected COVID-19 and you did not get tested**, you can return to school when all of the following are true:

- It has been at least 10 days since your symptoms first started; AND
- You have had at least 3 days in a row with no fever at all; AND
- You have had at least 3 days of improved symptoms, especially improved cough or shortness of breath; AND during those 3 days you have not taken any fever-reducing medication such as Tylenol, Acetaminophen, Advil, Ibuprofen, Aleve, or Naproxen

Note that because people may continue to test positive on a viral test long after they are recovered from COVID-19, you can end isolation/return to school if all of the above are true.

**Scenario 2:** If you have a **Confirmed COVID-19 test but never had symptoms**, you can return to work/school 10 days after the date of your positive test.

# FAITH OPPORTUNITIES/MODIFICATIONS

## MORNING MASS

### Tues-Thurs 7:10 am

mass in the Chapel for anyone who wants to attend up to 50 attendees, masks required at Communion. No outside guests may attend.

### Fri 7:10 am in the Field House

mass in the Field House with spacing six feet apart in the bleachers. Masks will be required for Communion. Siblings may sit together, but no outside guests will be allowed to attend mass.

Bishop McKnight has approved a request to have all-school masses outside at the stadium if weather allows. If this is not possible, other arrangements will be made for celebrating masses monthly within our school community.



## RETREATS

Tentative dates for retreats: Sept. 18, Juniors; Oct. 12, Sophomores; Freshmen and Seniors are tentatively scheduled for the spring. Students will be put into small groups of 6-10 individuals by house. Retreats are in development and subject to change.

**Service hours** are expanded to allow volunteer opportunities outside of non-for-profit organizations. Service to small businesses or individuals that supports our community during this epidemic is allowed. Parents may verify service hours for students.

## ACADEMICS

### STUDENTS

All teachers will have a Google Classroom created and shared with students. Assignments are recommended to be posted through the assignment portion of Google Classroom. Social distancing guidelines are recommended when feasible. Collaborative work is permissible if students are wearing masks. Teachers are encouraged to limit student groupings to the same groupings to aid in potential contact investigations. All classes must have a seating chart, and it must be posted in FACTS.

## ONLINE LEARNING (ONLY APPLIES IF NEEDED BECAUSE OF SHUTDOWN)

### BLOCK SCHEDULING:

Online learning will follow a block scheduling format.

**Mondays/Wednesdays: Class periods 1-4**

**Tuesdays/Thursdays: Class periods 5-8**

**Fridays: Student Assistance/Work Day**

#### Hours for Block Schedule:

Period 1/5: 8:00-8:50 am

Period 2/6: 9:00-9:50 am

Period 3/7: 10:00-10:50 am

Period 4/8: 11:00-11:50 am





## **HOMEWORK/ASSIGNMENTS:**

- All homework and assignments must be posted in the assignment portion of Google Classroom.
- Homework is due at the **start** of the class period, pending teacher discretion.
- Friday assignments are due by 3:00 pm on Friday.

## **GRADING/APPROVED PLATFORMS:**

- Grade updates must be posted weekly.
- Grades will be assigned for both on-line and in-person work at the same weight.
- Staff members must use the school approved platforms for communicating with students:
  - Google Classroom, FACTS, school email, Zoom account linked to school email.

Student and Family expectation will be communicated in a separate document for Online Learning Expectations.

# **TECHNOLOGY**

Students have been asked to bring their own device to school; a small laptop or tablet is recommended. Additionally, Chromebooks will be available for checkout if a student is in need of a device. Students should contact the school's Technology Department or Sr. Jean Dietrich to borrow a device from the school for a day or the entire semester if one is needed.

Students will be asked to demonstrate proficiency with the Google Classroom platform within the first month of classes.



# ATHLETICS/ACTIVITIES

Athletics and activities will continue under the guidelines set forth by the MSHSAA and the Cole County Health Department. Helias reserves the right to limit the number of fans as necessary to ensure the safety and health of students, faculty and staff. A more detailed plan will be released by Aug. 9, 2020.

## LARGE GATHERINGS

All gatherings that are permitted will require masks and social distancing. Please pay attention to email announcements, text messages and social media as Helias will use these formats to communicate with families regarding events and activities.

Froshcamp will be held with events outside and social distancing.

Our current plans include a modified version of our Parent Open House on August 26th.

We realize Homecoming and many other events are fast approaching. We would love to have all of these events, but realize that we may need to protect the health of our school community by moving things out of doors, limiting distance, wearing masks etc. More information about upcoming events will be shared as soon as we can make informed decisions. Thank you for your patience!

