



Huntington Catholic School  
960 Warren St. (St. Mary's)  
820 Cherry St. (SS. Peter and Paul's)  
Huntington, IN 46750  
(260)356-1926  
(260)356-2320



July 20, 2020

Dear HCS families,

This summer has required many hours, days, and weeks of planning for a successful re-entry back into Huntington Catholic School. Our goal is to minimize the threat of transmission of the virus among our students, faculty, and staff while we engage in a transformative Catholic educational experience.

After reviewing materials and directives from our Catholic Schools Office, reading information from the Indiana Department of Health and the CDC, meeting twice with our reopening committee, and reviewing other local plans, we have developed a plan for reopening Huntington Catholic School for the 2020-21 school year. Keep in mind, our plan is very fluid and we'll adjust certain details as the school year progresses in order to assure the safety of our school community.

We believe all of our Huntington Catholic School families each have unique circumstances, therefore, we've decided to open our school Monday-Friday for in-person learning, with virtual learning available for those families who choose to stay home for health related reasons due to COVID-19. Many options were considered during the planning, however, in-person instruction with a virtual option in case of needing to quarantine is the best fit for our school.

As stated above, the adjusting of procedures and routines will have to take place as we enter a "new normal" for our school. We will follow the best practices of what is known to limit the transmission of the virus. Our goal is to also limit close contact, increase hygiene and disinfecting, and wearing masks. Masks will be worn when social distancing cannot be maintained and during transitional times (i.e. entering the school, exiting the school, leaving the classroom, etc.), when in an enclosed space and/or when proper social distancing cannot be maintained. We'll be providing two facemasks per child for our school (one that stays in the school and one to take home). We also recommend purchasing 5-6 extra reusable facemasks for each of your children. Homemade cloth masks are permitted, however, they must be considered acceptable under our dress down day requirements if your child(ren) chooses to wear a cloth mask.



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Prior to the start of the school year we ask that families practice wearing the facemasks in order to prepare your child(ren) transition to wearing them when the school year begins. Please see the accompanying attachment on [FACEMASK CONSIDERATIONS](#) and avoid masks that require tying. We'll also be installing air purifiers in every homeroom and both offices, which is going to lessen allergens, odors, smoke, static electricity and other airborne particles.

We have made a few small adjustments to our calendar by changing our Catholic Mission Day to Thursday, September 3<sup>rd</sup> with students not in school on this day. We'll now be in session on Monday, November 16<sup>th</sup> instead of having a practice eLearning day. Please see the updated 2020-21 calendar [HERE](#) with these two date changes.

We believe our community is always learning. As new recommendations are made or we adjust procedures and routines, we will communicate these to you in our weekly communications (i.e. family envelopes and/or Rambler Newsletter). The following are key points to consider regarding our plans for in-person instruction and virtual learning for those who choose to stay home for health reasons related to COVID-19.

## **In-Person Instruction Details**

### **Health Checks**

- Parents are to conduct at home self-screening for temperature and symptoms of COVID-19. Now may be the best time to make sure that your family has a working thermometer at home for daily temperature screens prior to arriving at school. See [THIS LETTER](#) for tips on parent screening.



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### Arrival

- o Our arrival time at both buildings is being adjusted slightly to 7:30-8:00 to allow for staff to assist in spacing children and sanitizing hands upon arrival.
- o Visitors will not come into the building. Staff are going to collect necessary items at the door and direct students to their homeroom.
- o
- o If arriving late, please follow normal protocol of coming to Door 1 at both campuses to drop off your child(ren). Ring the bell and your child(ren) will be allowed to enter the building.
- o **Most importantly, every child must come to school wearing a mask each day.**

### Dismissal

- o Students will be dismissed on a staggered schedule at both campuses. The Primary Building will follow this format: Walkers/bike riders at 2:35, bus riders (HCCSC, NM, and HAT) at 2:40, car riders at 2:45. Pre K-2nd exit at auditorium, 3rd-5th exit at Door 10.
- o At the Middle Building we'll follow this format: Walkers/bike riders dismiss at 2:35, car riders at 2:40, and bus riders at 2:45.
- o After students have safely entered their vehicles we'll dismiss as we usually do at both buildings. We also request that no families or vehicles congregate after dismissal is completed.

### Mass, Adoration, Rosary, Confessions

- o Mass 1x/week for each grade (grades 1-2 on Monday at SSPP, grades 3-5 on Friday at SSPP; grades 6-8 on Thursday at SM). All Masses begin at 8:00 AM.
- o We're going to continue having Adoration once/month at both campuses.
- o Rosary is also being said over the phone system with a different class leading each decade throughout the school year.
- o We are also offering a livestreaming Mass once SS. Peter and Paul's have their new system prepared. Our goal is to have the December 8<sup>th</sup> Holy Day streamed to every classroom with both priests being our celebrants.
- o Confessions will continue as scheduled at least once per quarter throughout the entire school year.



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### **Cohort Groups**

- o Our goal is to keep the children in each homeroom clustered together in cohorts and not in close contact with students in the other homerooms.
- o Students at the PB will eat lunch in their classrooms with one class per week eating in the auditorium on a rotating schedule. Please see these [Lunch Packing Tips](#) for children bringing lunch from home.
- o In most cases, cohorts will stay in their homeroom classroom. Our Middle Building students are rotating in such a way to allow for distancing and disinfecting between classes.
- o Our staff is going to promote, reinforce, and monitor for healthy hygiene practices.
- o Academic schedules will be slightly adjusted to allow for healthy hygiene practices and transitions with appropriate social distancing.
- o A limited number of cohorts will attend Mass at a time.
- o Recess is being offered by cohort and in different locations. Cohorts are being separated into different groups at both of our playgrounds and we'll also begin using the parking lot across Cherry St. at our Primary Building campus to assure our students have extra room for recess. Playground toys are being issued by cohort with disinfecting between cohorts. At this time, outside toys are no longer permitted for use at recess.

### **Specials Classes**

- o Art; students will have individual desks in both of these classrooms. Supplies will also be placed in individual baggies for every student. There are no shared supplies in Art class at this time.
- o Computer; we'll still be teaching this class in both labs. All keyboards being used for class will have an outside cover to allow for simple and quick sanitization after each class.
- o PE; students will participate in this class outside for as long as the weather permits. Mrs. Roser is working on lessons and games that focus on supervised recreation time on our school grounds.
- o Library; this is taking place in the library with cleaning in between groups. Students will still have opportunities to take AR tests.
- o Music is being rescheduled until the 2021-22 school year. We're very fortunate to have Mrs. Sue Meadows playing piano at all of our school Masses at both parishes.



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## Virtual Learning Option Details

While things may look different, we know others will remain the same. Our faculty and staff are excited to see their students, both last year's students and their new ones. We are also planning for contingencies in case a child would need to quarantine. Over the summer our staff has completed many hours of professional development over the summer and has been thinking of new creative ways to embrace these challenges with grace, humility, and fortitude. Your children are being provided with an education from a Catholic perspective, focused on the mind, body, and spirit of every child.

We also recognize that every family has a unique situation and a choice. We appreciate your commitment to providing a transformative Catholic education for your child(ren). We are committed to working and partnering with you during these unprecedented times. Virtual learning will look like this:

- As we partner, we'll need your understanding and cooperation in supporting students learning from home.
- If a need for the virtual option arises due to a positive COVID-19 case in our school we would approach the situation with two ways for reaching the student(s) who cannot be present in the school. The combination would be livestreaming with a Google Sites (K-2) or Google Classroom (3-8).
  - We've applied for Cisco Webex stations for each classroom K-8, allowing us to livestream lessons to our website, if needed. If we have to engage in the livestreaming of classroom lessons student performance/personal information would not be shared in order to ensure we're in compliance with FERPA.
  - We're also in the process of adding extra layers of protection to assure any livestreamed videos would only be accessed by school families.
  - We've also requested extra hotspots, have built up our infrastructure at school through the purchase of updated software for our server and devices, and will continue professional development with our staff.
  - Lessons would be posted on Sites or Classroom by 9:00 AM each day the school is open. Our goal is to mirror what is being done in the classroom as much as possible.
  - Students will need to show evidence of work each school day between 9:00 AM-2:00 PM. Attendance will need to be recorded daily and students will need to check in throughout the day. Work cannot be done in the evenings or at night.



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- o Email exchanges would need to take place with the teacher and parent to be sure any questions are resolved.
  - o We plan to offer opportunities for students to use Google Meet to interact with their homeroom at times.
  - o There will be opportunities to pick up/drop off supplies.
  - o Books and materials will be made available for pick up to be used at home.
  - o In certain cases, devices will be available to lend.
  - o Tuition agreements, policies, and practices will remain in effect and binding during any virtual learning period.
- Our school is switching from Canvas to Google Classroom for grades 3-8. This learning management system flows much better and is easier to navigate for students, teachers, and parents. Our teachers completed professional development for Classroom over the summer to assure they're prepared to use the application. Students in grades 3-8 will learn more about Classroom during Computer class when school begins.

Please know of our prayers as we all discern what is best for our families. During this time please keep our school leaders, teachers, and priests in your prayers as we prepare to provide the best experience for our students. Later this week more information will be sent home regarding Records Day, Back to School Night, and other important dates. Lastly, we have not received the online registration link yet but will send this out to everyone through Remind and Facebook once we receive the link.

Yours in Christ,

Mr. Derek Boone  
Principal