St. Charles Preparatory School

2020-2021
School Activation Plan

July 13, 2020
Mission Statement:

Saint Charles is an all-boys college preparatory Catholic high school of the Diocese of Columbus, Ohio, that instills in its graduates the importance of prayer, faith, service, character and hard work in an environment that values diversity, accountability and excellence and that creates an enduring tradition of brotherhood.

The same leadership remains faithful to the century-old promise of its founder, Bishop James J. Hartley, that an exceptional education be provided to every young man willing to accept the challenge of studying at Saint Charles, regardless of background or means.
Core Values

Faith
• We are foremost a ministry of Jesus Christ. He is the foundation of our school, and we incorporate His teachings into all aspects of school life. This foundation guides our students in their time at Saint Charles and inspires them as adults to live and model lives of virtue, prayer, service, justice and mercy. Instilling this faith accurately, comprehensively and joyfully is the principal responsibility and greatest privilege of our school community.

Diversity
• We affirm and honor the inherent dignity of one another by encouraging the unique gifts, perspectives and ideas each of us brings to our school community. This diversity reinforces our shared humanity as children of God, enriches our time together and fosters meaningful contribution in our lives beyond Saint Charles.

Character
• We commit ourselves to doing what is right, just and honest in all situations, even when it may not benefit us or be noticed by others.

Excellence
• As a school community and as individuals, we strive to be and do our best in all aspects of our lives. We set ambitious goals and measure ourselves against exacting standards because aspiring to excellence helps us realize our God-given potential to the betterment of those in the world around us.

Hard Work
• We embrace a culture of hard work, recognizing that achievement is not simply the result of individual talent, but also of rigorous self-discipline and application of that talent through times of trial. The Saint Charles experience is characterized by a considerable commitment of time to studies, extra-curricular activities and service to school and to others. It is also characterized by a strong sense of community where members readily seek out and selflessly offer help and support. Preparing for lives of meaningful contribution requires mastering the habit of hard work.

Service
• We honor God's desire for us to be "our brother's keeper" by incorporating service to others into all aspects of our lives—school, home, community and beyond. Service is not a luxury to be considered after more pressing matters are attended to. Rather, it is a necessary and life-giving element of the path God wills for each of us.
Benchmarks for Opening Up in 2020-2021

• Daily Health Assessments of Students, Faculty, and Staff

• Wash and Sanitize Hands to Prevent Spread. Practice Good Hygiene

• Thoroughly Clean and Sanitize School Environment on a Scheduled Basis to Limit Spread on Shared Surfaces

• Practice 6-Foot Physical Distancing

• Implement Face Mask Policies
Following the closure of school in the spring of 2020, St. Charles has created a plan to have students attend school for the 2020-2021 school year knowing that many of the past practices and procedures will need to be examined and re-designed. It is our intention, at this time, to create a plan that:

1) Prioritizes the safety of the student, teachers, staff, and guests at all times. While on the St. Charles campus, students and faculty/staff will follow all safety guidelines during class time, time between classes; before and after school;

2) Prioritizes that facilities must be cleaned and sanitized on a scheduled basis;

3) Provides a Parent and Student Handbook and a Faculty Handbook that reflect regulations and procedures that support this plan: face masks must be worn on school campus, and 6-foot physical distancing will be practiced throughout the day;

4) Builds a community that comes together to celebrate and grow in our faith as a scheduled practice;

5) Has students attend school every day on the campus of St. Charles Preparatory School or provides a robust remote learning experience for students at home;

6) Recognizes that the school day supports family life and students need to be in school and engaged in learning;

7) Uses all resources, facilities and personnel to their fullest;

8) Allows the school to develop a 4-year, 1-to-1 model for teacher and student device use; students will be required to use devices in all courses;

9) Allows for teaching and learning to continue should school be closed for extended emergencies or calamities.
St. Charles Preparatory School is blessed to have ample space throughout its campus that can be used to teach large groups of students while also following 6-foot physical distancing guidelines. The following spaces on campus have been determined as the best options for teaching while meeting the standards of 6-foot physical distancing, teacher workspace, and technology:

The Freshman Learning Campus will be the Robotics & Mentoring Center Gymnasium, Robotics & Mentoring Center Robotics Room, and the West Campus Training Center

The Sophomore Learning Areas will be the Multi-Purpose Room, Cavello Center, and the Theater

The Junior/Senior learning spaces will be the Walter Commons, Library, Room 114, Physics Lab, Biology Lab, Music Room, Room 212, Room 103, Chemistry Lab, Room 312, Room 214, Room 301, Room 206, Room 403, Room 202, Art Room, Room 404, Room 303, Room 302, Room 204, Room 201, Room 105, Room 405, Room 309, Room 307, Room 205, Room 310, Room 308, Room 203, Room 101, and Room 104

Total Seats: 1,298
Freshman Learning Campus

- RMC Gymnasium
- RMC Robotics Room
- West Campus Training Facility
RMC Gymnasium

- Safely seats students 6-feet apart
- Teaching space isolated from students
- Technology that supports learning areas
- Multiple exits and entrances
- Adequate flex space for egress/regress
- Separation space available
RMC Robotics Room

- Safely seats students 6-feet apart
- Teaching space isolated from students
- Technology that supports learning areas
- Multiple exits and entrances
- Adequate flex space for egress/regress
- Separation space available
West Campus Training Center

- Safely seats students 6-feet apart
- Teaching space isolated from students
- Technology that supports learning areas
- Multiple exits and entrances
- Adequate flex space for egress/regress
- Separation space available
Sophomore Learning Spaces

Multi-Purpose Room

Cavello Center

Theater
Multi-Purpose Room Capabilities

- Safely seats students 6-feet apart
- Teaching space isolated from students
- Technology that supports learning areas
- Multiple exits and entrances
- Adequate flex space for egress/regress
- Separation space available
• Safely seats students 6-feet apart
• Teaching space isolated from students
• Technology that supports learning areas
• Multiple exits and entrances
• Adequate flex space for egress/regress
• Separation space available
Junior/Senior Learning Spaces

- Walter Commons
- Library
- Room 212
- Room 103
- Room 114
- Physics Lab
- Biology Lab
- Chemistry Lab
- Music Room
Walter Commons Capabilities

• Safely seats students 6-feet apart
• Teaching space isolated from students
• Technology that supports learning space
• Multiple exits and entrances
• Adequate flex space for egress/regress
• Separation space available
Library
Library: Capabilities

- Safely seats students 6-feet apart
- Teaching space isolated from students
- Technology that supports learning areas
- Multiple exits and entrances
Room 212

- Safely seats students 6-feet apart
- Teaching space isolated from students
- Technology that supports learning areas
- Multiple exits and entrances
Physics Lab

• Safely seats students 6-feet apart
• Teaching space isolated from students
• Technology that supports learning space
• Multiple exits and entrances
Biology Lab
Safely seats students 6-feet apart
Teaching space isolated from students
Technology that supports learning areas
Multiple exits and entrances
Procedures & Policies

• Visitors
  • All visitors must enter the school building using our main campus entrance and must be wearing a face covering/mask.
  • Meetings with administrators and teachers will occur via Zoom whenever possible.
  • If Zoom is not possible, visitors must make an appointment if they need to speak with an administrator or teacher.

• Water Fountains
  • All water fountains on all campuses will be turned off.
  • Bottled water may be carried and consumed on all campuses and at lunch time.

• Student Movement
  • Start times and dismissal times will be adjusted so that 6-foot physical distancing can be maintained as much as possible.
  • Students will move through the hallway and maintain 6-foot physical distancing.

• Lockers
  • At the beginning of the school year, students will not be given access to school lockers and must carry their belongings in a backpack or pull-bag.

• Cafeteria
  • The cafeteria will not operate in its normal capacity.
  • At the beginning of the school year, students and staff will need to bring their own lunch.
  • Microwaves will not be available.
  • The Walter Commons and the Gymnasium will be used at times where students and faculty may eat their lunch while observing safe distancing.
  • All students and staff must wash their hands before lunch.
Potential List of Supplies For Each Student

- Face Mask (clean and stored appropriately)
- Water bottles x2
- Hand Sanitizer
- Tissues
- Lunch/Snacks
- Pens/Pencils
- Spiral Notebooks
- Scientific Calculator
- Umbrella
- Computer
- Backpack
This plan is subject to change based on recommendations and guidelines provided by the Ohio Department of Health, Franklin County Health Department, the Diocese of Columbus, or other governing bodies.
Emergency Operations Plan:

• St. Charles Preparatory School will continue to abide by the procedures and protocols already set forth in the current Emergency Operations Plan/Emergency Management Plan. The latest plan has been provided to and approved by the Dioceses of Columbus and the State of Ohio Board of Education. The School Safety Plan meets the requirement as described in Ohio Revised Code 3313.536.

• St. Charles will continue to comply with all State of Ohio mandated drills as defined in Ohio Revised Code 3737.73. We will conduct all required Rapid Response, School Safety, and Tornado drills in addition to an annual Emergency Management Test in accordance with Ohio Administrative Code 3301.5.01. St. Charles will conduct exercises with the purpose of testing the procedures identified in the School EOP and to ensure that administration, staff, faculty, and students are familiar with the specific actions required in the School EOP. The school will conduct those exercises in accordance with all statutory requirements.
Addendum:

• St. Charles Preparatory School will continue to abide by the procedures and protocols already set forth in the current Emergency Operations Plan/Emergency Management Plan. The latest plan has been provided to and approved by the Dioceses of Columbus and the State of Ohio Board of Education. The School Safety Plan meets the requirement as described in Ohio Revised Code 3313.536.

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• A student, staff or volunteer within the school that is symptomatic and/or tests positive for COVID-19 will not be permitted to return to school until they are cleared by a medical provider.

• Specific functional areas of the Emergency Operations Plan may apply during the Pandemic. We will continue to follow the Medical Response procedures (reference page 34 of the EOP) on all applicable procedures. We will continue to follow all Emergency Communication protocols (reference page 25 of the EOP) on all applicable procedures. We will also follow the procedures found in the EOP in reference to Mental Health Services (reference page 36 of the EOP).

• St. Charles will have Emergency medical PPE on site for a response to a COVID-19 outbreak or contamination.
Additional Considerations:

• St. Charles will continue to build plans that foster a safe and healthy school community before, during and after possible emergencies. We will continue to abide by and follow all recommendations set by the State of Ohio, local health officials and the Diocese of Columbus.

• It is imperative that all students, staff, families and volunteers understand that at any point, an event or incident which could cause physical harm, serious physical harm or even death, the safety and wellbeing of all involved supersedes the COVID-19 recommendations and protocols.