



HOLY SPIRIT SCHOOL



Parents and Family Members,

09-03-2021

Please see below for our final update before school starts!

1. Arrival/Dismissal

We will be using the same arrival and dismissal procedures as last year. Please see the attached PDF for two diagrams outlining the PK drop off/pick up line and the Elementary and Middle School drop off/pick up line. A description has also been provided below. Those with students in PK and Elementary/Middle School should use the Elementary and Middle School line to drop off all children. Staff will be outside to direct you.

PK Drop Off/Pick Up – please enter the lower lot from Berkshire Drive and drive through the lot to Highland Drive. Take a left out of the parking lot and onto Highland and follow the traffic to drop off at the two drop off/pick up spots located near the far door of the school near the walkway. Exit straight and turn onto Greenwood.

Elementary and Middle School Drop Off/Pick Up – please enter from the Columbia Turnpike side on any street down the hill from our school (the four streets are Elmwood, Birchwood, Oakwood, or Point View). Take a right from that street onto Highland and then turn right into the upper parking lot next to the school and follow the loop to complete drop off/pick up. Exit by turning either left back onto Highland and exiting the way you came, or going across Highland Drive through the lower parking lot to Berkshire, and then turning left or right from there.

Arrival begins at 7:45 am and ends at 8:05 am. After 8:05 am, parents will need to park and walk your child to the front door of the school. Dismissal begins at 2:15 pm for the PK pick up line, and 2:30 for the Elementary and Middle School pick up line.

2. Health Screening and Temp Checks

All families must go to hsseg.com and scroll down to the bottom of the page to access our health screening. At this time, you are required to complete the health screening each morning prior to leaving your house for school. At this time, you are not required to submit a copy of the health screening to us. Should that change, you will be notified. Anyone whose student fails the health screening should keep their student home and contact the school for further instructions.

Based on the new guidance issued by the New York State Department of Health (NYSDOH) that was released today, it does appear that we will have a chance to our procedure following a student being symptomatic. Last year, when a student was out of school due to being symptomatic, the parent would have needed to produce either a doctor's note clearing the student to return, or a negative COVID test result. As per the new NYSDOH guidance released today, a doctor's note is no longer sufficient for a student to return unless it indicates that a COVID test was performed and that the result was negative. The guidance states, "all school students, teachers, and staff with new or worsening symptoms of COVID-19 must be excluded from school, regardless of vaccination status, and either (a) provide a negative COVID test result, or (b) remain excluded from school for a minimum of 10 calendar days from symptom onset, prior to returning to school. If student, teacher, or staff symptoms are improving AND they are fever-free for at least 24 hours without the use of fever reducing medicines, they may return to school with either a note from the healthcare provider indicating the test was negative OR a copy of the negative test result." We will work individually with each family as students become symptomatic to ensure we are in compliance with NYSDOH guidance, and can safely return students to school.

All students will undergo a temperature check upon arrival to the building. As a part of the health screening each morning, families should check your child's temperature. A temperature of 100.1 or greater would result in the student failing the health screening.

3. Protocols and Procedures

The school will continue to follow the guidance provided by the CDC, NYSDOH, NYSED, our Catholic School Office, and the Rensselaer County Department of Health. We will continue to practice social distancing, wear masks, utilize barriers, use hand hygiene, clean and disinfect, use other mitigation strategies, and take advanced steps to quarantine when required. This year, all diocesan schools are using a plan that has flexibility to allow the school to step up or ease protocols over the course of the year based on the county's transmission rate. Due to the continual change this plan will undergo over the course of the year, with ongoing discussions and changes in guidance and circumstances, the school will not be publishing our plan on our website as was done last year. Any parent with questions about our policies and procedures should contact the school office. We plan to communicate more details of our Safety Plan at the Meet the Teacher Night. Please note that new guidance from the NYSDOH has just been released today, as our Governor has given several directives in the past week. We continue to wait for additional information and input to ascertain exactly how to comply with this new guidance and new requirements. We will continue to update our Safety Plan and communicate changes to you as appropriate.

4. Remote Learning

In our previous communication, we had informed parents that anyone wishing to utilize remote learning needed to contact our office immediately. We are currently assuming that all students will be learning in person this year, as no requests have been submitted as of the publishing of this letter. Any parent seeking remote learning for his or her student must produce a doctor's note detailing a health issue that precludes the student from attending school in person this year. These requests will be reviewed by the principal and approved at the discretion of the principal. Please note that our HSS teachers will not be providing the remote instruction. If a student qualifies and is approved, it would be provided by an outside agency. This will ensure that teachers can focus on instruction of the students in their classrooms, and that remote students have a dedicated teacher for their learning.

NOTE: This does not apply to students who are placed in a temporary quarantine. See below for information on quarantine.

5. Quarantine

Should a student be placed in quarantine, the school would provide the following during the time of quarantine:

- Regular posting of materials to Google Classroom
- Conference time with the classroom teacher for 15-20 minutes per day
- Communication through email

Please note that teachers will not be teaching remotely and in person simultaneously.

Should an entire class go into quarantine, the school would communicate a plan for online learning during the time out of the school building.

6. Aftercare

Aftercare will operate this year as normal. On all school days, aftercare will run until 5:30 pm. On both full and half days, aftercare will begin immediately following dismissal. Please note that aftercare students will be cohorted in a different cohort for aftercare than they are during the school day.

7. Gym Uniform and Dress Uniform

Please see our Current Students tab for a copy of our updated uniform code. Students in PK will wear the Gym Uniform every day. Students in K-8 wear the Gym Uniform on gym days, and the Dress uniform on all other days. Please see below for a copy of the Gym Day schedule.

Monday – Kindergarten, 1st Grade, 2nd Grade

Tuesday – PK 3 and PK 4 classes

Wednesday – Kindergarten, 2nd Grade, 3rd Grade

Thursday – 1st Grade, 3rd Grade, 4th Grade

Friday – 4th Grade, 5th Grade, 6th Grade, 7th Grade, 8th Grade

8. Wednesday Meet and Greet

Please join us for our Meet and Greet from 10:30-12:30. Families have been assigned a time to come in based on your last name alphabetically.

10:30-11:00 Families with last names beginning with A-E.

11:00 -11:30 Families with last names beginning with F-K

11:30 - 12:00 Families with last names beginning with L-R

12:00 -12:30 Families with last names beginning with S-Z

Please feel free to arrive on either side of your time beginning at 10:30 am to take advantage of the Kona Ice truck and to shop the Used Uniform Sale.

If you are unable to attend on this day, please reach out to us and we can coordinate another time to drop off supplies or plan to receive them on the first day of school.

9. Office Hours

Here are the school office hours over the next week.

Friday, September 3rd – CLOSED

Monday, September 6th – CLOSED

Tuesday, September 7th – Office open 8am to 2 pm (Teachers in training all day)

Wednesday, September 8th – Office open 8 am to 2 pm (Meet and Greet 10:30-12:30)

Thursday, September 9th – Office resuming normal hours 8 am to 2:30 pm

10. First Day of School

Our first day of school is Thursday, September 9th. We cannot wait to welcome our students back!