

# ***St. Lawrence Office of Faith Formation*** **631-589-3160**

## **Safety Protocols/Procedures, 2025-26**

The Office of Faith Formation is implementing layered prevention strategies to protect students, catechists, staff, and other members of their households. The 2025-26 academic year.

### **Check-in/Arrival/Dismissal Procedures**

**Locking Front Doors:** The front doors will remain locked and the lobby monitor will open the door to students beginning 10 minutes prior to when class sessions begin.

**Schedule:** Classes during the week will meet as follows:

Monday	4:45 p.m.	6:15 p.m.	7:30 p.m. (Gr. 8 only)
Tuesday	4:45 p.m.		
Wednesday	4:45 p.m.	6:15 p.m.	7:30 p.m. (Gr. 7 only)

#### **ARRIVAL:**

**Catechists Sign-in:** Upon arrival, catechists will sign-in on the dry-erase board located in the school lobby and then proceed to their classroom.

**Week 1 & 2:** All 2<sup>nd</sup> & 3<sup>rd</sup> Grade classes meet with their catechist in the School Gym and will be walked up to their classroom by their catechist.

**Beginning Week 3, ALL catechists,** grades 2 through 8 will meet their students in the classroom.

Parents should not drop off their children in the parking lot. Parents must walk their children to the front door. Upon arrival, students and their parents should check the catechist sign-in board for catechist's arrival, and then the child may proceed directly to their classroom. If the student arrives before the catechist has signed-in, the student should stay with the Faith Formation Coordinator or Hallway Monitor.

#### **DISMISSAL:**

**Parents will pick-up their children outside (\*\*weather permitting).** Catechists will accompany their class and watch as their children are picked-up. **Parents are not to go up to their child's classroom.**

\*\*In the case of severe inclement weather, classes will be brought to the school gym for dismissal.

Students attending classes on the 1<sup>st</sup> & 2<sup>nd</sup> floors are led by their catechist down the center 2<sup>nd</sup> floor staircase and exit through the wooden doors on the 1<sup>st</sup> floor (facing Main Street). Classes are to line-up inside the surrounding fence.

Students attending classes on the 3<sup>rd</sup> floor are led by their catechist down the 3<sup>rd</sup> floor staircase that leads to the school lobby and exit through the glass doors. These classes may line-up behind the raised garden.

**Late Arrivals:** A monitor/buzzer system has been installed in the Office of Faith Formation. If anyone arrives late, they may ring the bell located on the left of the glass doors and we can buzz them in. **Students who arrive late are to report to the Faith Formation Office to receive a pass to class.**

## **Classroom Safety Protocols/Procedures**

**Sanitizing:** Classrooms and desks will be sanitized each week. Sanitizing stations have been mounted in each classroom. Students are encouraged to use them upon arrival and dismissal.

**Seating:** Desks are arranged in each classroom so that students will be 4 feet apart from their neighbor on either side. Catechists will assign seats and keep an updated seating chart.

**Snacks:** Snacks will not be permitted in class or in the school building hallways. Water bottles are permitted but are not to be shared with other students.

**Restrooms:** Students are permitted to utilize the restrooms but must obtain a restroom pass. One student at a time may be permitted in the girl's and boy's restrooms. Hallway monitors will "monitor" the use of the restrooms. We ask that whenever possible, students take care of their bathroom needs prior to attending class.

**Textbooks:** Registered students will receive their textbook on the first day of class and are expected to bring their textbook and their own pencil to and from class. Textbooks are not to be stored in classroom closets.

**Masks:** At the time of this protocol update, masks are not required in class or in the building. Our mask policy will follow the CDC, Dept. of Health, and Diocese recommendations. A child or catechist may be permitted to wear a face covering if they feel more comfortable doing so.

**Cell Phones:** Cell Phones can be a distraction. While it is acknowledged that some students will carry cell phones to and from class, we ask that your child(ren) place their cell phone(s) in their pocket(s) or backpack(s), hence removing it from sight while class is in session.

**\*\*It is the responsibility of every family that if a child exhibits signs of any infectious illness, that they keep their child home, have them tested, and contact the Office of Faith Formation immediately if testing positive for Covid-19. This is for the safety of all members of our Faith Formation community.**