



Catholic Schools Office

PANDEMIC OPERATIONAL RESPONSE PLAN

School Closure Frequently Asked Questions (FAQs) for ADW School Leaders

School Calendar and Instruction

Q: Will schools need to make up the days that are missed during this closure? What about Easter break?

A: As you know, the state has a requirement that our religious-exempt schools have 170 student days. When this state-mandated school closure is over, principals and pastors should adjust their calendar to schedule 170 student days. It will be up to local school leadership if these days are made up by canceling all or part of Easter break (with the exception of Good Friday and Easter Monday), or adding days to the end of the school year. Of course, this can change if we are directed to keep schools closed after March 27, or the states waive the number of required days. It is critical that if you plan for any part of Easter break to be used as student days, your parents be informed as soon as possible. If you choose this option, it will be up to school leadership to work with families and teachers who are unable to change their travel plans for Easter break.

We applaud and encourage schools who are providing digital work and take-home packets; it is important that we communicate to families that students should be participating in this enrichment work. However, because some families may not have access to technology or have childcare issues, this time cannot be counted as student days. Additionally, because of these issues, students should not be penalized if they cannot complete this work while school is closed.

Q: How should teachers handle grading assignments during the closure and upon the return of the students?

A: All work completed at home should be considered enrichment. Because some families may not have access to technology or have childcare issues, students should not be penalized, if they cannot complete this work while school is closed. The principal can use his/her discretion in regard to what dates the 3rd quarter ends and the 4th quarter begins. If these dates change, students and parents should be informed.

Q: What about Scantron and Faith Knowledge Assessments?

A: All opening dates of test windows will not change at this time. We have been in contact with Scantron and they will allow the testing windows to be extended, if necessary.

Q. Will the CSO provide any resources for parents?

A: Family Resources page has been created and updated.

<https://adwcatholicschools.org/about-us/resources/family-resources/>

Building and Facility

Q: Can principals and teachers continue to access the school building during the closure?

A: Access to the building should be limited to personnel only, keeping in mind social distancing and avoiding face-to face meetings. If you have people in and out of the building during the closure, it is essential that the building is thoroughly cleaned, before students return to school.

Q: Should I cancel or postpone my school's open house?

A: Physical open houses should be postponed during the dates the school is closed. You may want to consider a Virtual Open House. Contact Wendi Williams, williamsw@adw.org, if you need support with this.

Q: Should I have my building cleaned now or just before the return of students?

A: The recommendation is that the building be cleaned twice, now and in days before students return on March 27. The CDC has posted best cleaning recommendations, [click here](#) to view.

Q: Is there an ADW third-party vendor for cleaning?

A: The ADW does not currently have a list of approved cleaning companies, unless there has been an identified incident regarding exposure, we advise using the [CDC cleaning recommendations](#).

Communication with the CSO

Q: Will we continue to have our webinars on Wednesdays at 4:00 pm through the closure?

A: Yes, please join the Secretary for Catholic Schools on Wednesdays, at 4:00 pm, throughout the closure. An invitation will be sent to you on Mondays to register for the webinar. Additionally, this FAQ document will be updated as more questions arise.

Q: Who should I call during the closure, if I have questions?

A: The Central Pastoral Administration building will be closed next week, March 16-20. All employees of the Catholic Schools Office will be working remotely and accessible through email and cell phones.

