



OCS School Guidance

Version 46: May 29, 4:00pm

Modifications new to Version 46 are in **RED**

Through the month of June, we will schedule a weekly administrator meeting and a separate weekly meeting for elementaries and another for high schools. Zoom invitations will be sent out soon. These meetings will focus on re-opening processes.

This is the last school guidance update. The biweekly OCS Newsletter will resume this month.

Please check the Administrator home page of the OCS website (<http://education.columbuscatholic.org>) for links to resources and other important information.

School Closure and Re-Opening

- The Governor has ended the “Safe At Home” order and loosened travel restrictions. Gatherings are still limited to 10 people.
- A second order closing schools was also issued. This order closes school facilities to students through June 30. During this time period, buildings should not be open for students. Exceptions are permitted for activities covered by other state orders.
- Please see Bishop Brennan’s letter to the faithful that was sent out on May 15. This letter talks about the resumption of Masses and the opening of Churches for prayer. Please share this letter with your communities.
- Limited athletic activities are now allowed at schools, as long as proper social distancing and sanitation guidelines are followed. Student athletes can begin individualized skill training on May 26 for all sports. School facilities, such as fields, may now be opened. Elementary schools should consult with pastors prior to opening fields.
- **A waiver has been developed for participants in school programs, and that will be emailed to principals today. If you allow an outside group to use your property, including athletic fields, you must have them fully and totally indemnify the parish and school. Please contact Tom Prunte for guidance in this.**
- The health and safety of all student-athletes and coaches is our top priority. Be cautious in your return to activity and follow all guidelines as laid out by the Ohio Department of Health and the CDC.
- The Governor’s order allows banquet halls and wedding venues to open on June 1 for up to 300 guests. This is not applicable to graduations (which are still prohibited by ODE) or to social gatherings (like festivals or events).
- From Bishop: With Spring comes spring flower sales and similar fund-raising events for groups in our parishes and schools. We cannot allow those to take place with the stay-at-home order, and the fact that we cannot publicly celebrate Mass. If we cannot have Mass in public, then

we cannot have these kinds of events. Outreach to help feed the poor and shut-ins should continue to the level that it can, as long as safety precautions are in place; feeding the hungry (homebound, poor, homeless) is essential.

- Responsible Restart for Child Care: Ohio child care providers will be cleared to reopen at the end of the month on May 31 under sanitation guidelines and limited classroom sizes set by the administration. Classroom sizes will be limited to nine for preschool and school-age children and to six for infants and toddlers. Field trips won't happen, and equipment and common areas will be cleaned repeatedly. While providers reopen, the state will be studying child care to identify best practices. Day camps will also be cleared to reopen May 31, with more details to come. <https://coronavirus.ohio.gov/static/responsible/Sector-fact-sheet-8-Child-Care.pdf>

Maintenance

- Each location must have a plan for, at minimum, a weekly visit by maintenance personnel to assure buildings are properly operating and secure.
- Do not turn to outside cleaning providers for buildings – outsource costs are between \$2/sq ft and \$12.50/sq ft depending on whether there has been COVID-19 exposure. Cleaning does not ensure that a building remains clean. It does not make financial sense to spend money cleaning the buildings as long as social distancing and other CDC recommendations are followed.
- It is critical during this time that we keep a close eye on our buildings to assure that they are secure and that all systems are operating. The Facilities Office has developed guidance on things your maintenance staff should be doing at least every other week. Please reach out to Bruce, Bob, Rob or Sheri if you need support.
- Bill Davis and Steve Deedrick have been looking ahead to what parishes and schools might need, from a supply standpoint, in order to eventually re-open. Supplies have been constrained over the past month and a half and we want to help schools to get out in front of what may be needed. If you are in need of supplies, please contact Steve via e-mail: orders@columbuscatholic.org. When ordering please make sure you provide a viable delivery location. Also, if your regular supplier of sanitizing/maintenance materials and supplies is running behind or is not able to meet your needs during this time, please contact Steve Deedrick to see what can be done to order materials through his suppliers.
- **Steve Deedrick has said that orders of Unisan school kits will be delivered during the second week of June. If your school would still like to order a kit, you may still do so by contacting Steve at orders@columbuscatholic.org.**

Employees and Finances

- If employees work from home, they will be paid for their full hours worked or their normal salary. This includes offices, parishes and schools.
- Hourly employees should continue to be paid their normal wages during this closure period, with the exception of a time that they would normally not be paid, such as Spring Break. Employees prevented from coming to work by the Governor's order, such as teachers, should not be charged sick time, personal time, or PTO for the missed days.
- All parish and school locations have been ordered to use only direct deposit for all payroll. Only direct deposit may be used – no paper checks.
- The Emergency Fund being run by the Catholic Foundation, has received over \$600,000 to date in contributions. About a dozen pastors have received a payment already for immediate parishioner needs and six pantries have already received \$10,000 each to purchase food. Pastors should go to The Catholic Foundation web page to request funds through a very simple process under Catholic Emergency Response – Learn More – Application for Parishes

- The Catholic Foundation is moving the Responsive Grant application period from September to May this year. Beginning on May 1st, the Catholic Foundation will accept online applications for our 2020 Responsive Grant cycle. The open period for applications will run from May 1st through a deadline for all grant applications of May 29, 2020. In order to apply, please go to <https://grants.catholic-foundation.org/responsive-grants/> starting on May 1st. Please, keep in mind, this is in addition to the Catholic Emergency Response Fund which is a separate granting opportunity and a separate pool of money.
- FOR COACE SCHOOLS: Section 14.3.A.5. of the current COACE Agreement allows teachers to request to cash in of up to 3 unused Personal Business Leave days. This must be requested no later than 5 calendar days after the end of the school year. The Agreement goes on to state that the reimbursement will occur no later than June 30th of the current year. It is very important that those schools which have received a loan under the Paycheck Protection Program, do this reimbursement through Paycor during the 8-week forgiveness period. In this way it will fulfill your responsibilities under the Agreement, and will increase the amount of forgiveness. For those who did not receive a Paycheck Protection Program loan, you will need to follow the requirements of the Agreement and pay the reimbursement by June 30th.
- Teachers may have purchased supplies for distance learning instruction. All schools are urged to reimburse teachers for purchases made for instructional purposes caused by the closure of the school buildings, as long as receipts are presented.
- **We have been made aware that parishes and schools in other Diocese have been receiving requests under the Freedom of Information act. If you receive a request like that please contact Bill Davis immediately and do not respond to the request.**

Instruction

- Any work that students are asked to do during this time should be of academic value and should follow the standards in our courses and not be merely busy work (i.e. word puzzles, coloring sheets, etc.). All work should contain a valid assessment component.
- If students are having difficulty with the work provided to them during this period, schools should have a plan in place for students/families to communicate questions to teachers. School email is the best way to do this. See the safe environment recommendations below.
- Some schools may struggle with providing resources for students to work at home. Please be aware that school materials and money are available from the Office of Catholic Schools for this purpose. These are donations that are left over from the school supply drive last August. Be in touch with Kitty Quinn if you have needs.
- The following is guidance on the use of copyrighted materials, courtesy of Bridget DeSocio, media specialist at St. Brigid:
 - These are based on what has come out from publishers, as well as individual authors over the last couple days:
 - If you are going to be reading a story aloud, it has to be on the school's private platform. For you that will likely be Google Classroom or Zoom.
 - The stream or recording should only be available to your class, or reading group.
 - Any books, or chapters should be tied to standards or curriculum. Not just entertainment purposes.
 - None of these can appear on social media in any way. No Facebook, no YouTube. Our school's private YouTube Channel is still shareable, so that should really also be avoided.

- All recordings should be deleted by June 30, 2020. You may want to delete them after class has viewed, just so you can keep track of them.
 - When it comes to copyright infringement questions in your content areas, many of the above guidelines apply to those also. Classroom materials are OK to scan and post, but just for your classes, and just on our school platform.
- 7th Grade Students for 8th grade Algebra: Please click this link, <https://tinyurl.com/8thGrMathRec2020> and list the students in 7th grade that you and your math teacher are recommending for 8th grade Algebra. Please make a data driven recommendation by looking at Terra Nova scores, Jan STAR Math scores, and mastery of 7th and 8th grade standards (report card and 8th grade level work). Please forward all that information on to Daphne Irby to speed up the process. <https://tinyurl.com/>. We will not be giving the IAAT test this year. I am also revising the letter to parents to reflect the changes we are making this year. I will get that to you as soon as I can.
- If you are working on returning student materials and need paper bags, Steve Deedrick has paper bag available. Packs of 1,000 cost \$50 and will be delivered to your school in 2 days. Please email Steve if you are interested.
- From ODE: ELA Student Readiness Toolkit Now Available. In collaboration with the Office of Assessment, an [English Language Arts Student Readiness Toolkit](#) is now available to assist teachers, administrators and district personnel in determining when and how material was presented during the 2019-2020 school year. The toolkit contains the English Language Arts Gap Analysis tool, an Excel spreadsheet consisting of all English language arts content standards organized by grade and strand. It also contains passage text sets and passage trackers for grades 3 and up. Teachers can learn more about the assessment process with the Assessment Literacy Tools that are in the toolkit.

Our Faith

- Thanks to Sr. John Paul for sharing the following: Spiritual Communion: As time permits, I invite you to read this link [LINK](#) about the practice of making a spiritual communion in light of the dispensation from attending Mass. The article shares: “The obligation to keep the Sabbath holy is Divine Law and cannot be dispensed. Attending Sunday Mass is the best way to keep the Sabbath holy, but is Ecclesiastical Law, and thus can be dispensed. Therefore, if public Mass is unavailable to you...because of illness or another valid reason, your conscience should be assuaged.” You are encouraged, though, “to make a Spiritual Communion, in particular on Sunday, so that you may continue to keep the Sabbath holy.”
- As Pope Francis reminds us, we should be reaching out to our communities and praying in solidarity with the Church around the world. He offered this prayer to Mary, mother of Jesus: *O Mary, you always shine on our path as a sign of salvation and hope. We entrust ourselves to you, Health of the Sick, who at the cross took part in Jesus’ pain, keeping your faith firm. You, Salvation of the Roman People, know what we need and we are sure you will provide so that, as in Cana of Galilee, we may return to joy and to feasting after this time of trial. Help us, Mother of Divine Love, to conform to the will of the Father, and to do as we are told by Jesus, who has taken upon himself our sufferings and carried our sorrows to lead us, through the cross, to the joy of the resurrection. Amen.*
- Bishop Brennan will be celebrating the 12:05 Mass at the Cathedral every day. His Mass will be broadcast on St. Gabriel Radio. Please let your families know.
- Bishop Brennan has shared this prayer by St. Francis de Sales, the patron saint of our Diocese:

- Do not look forward in fear to the changes and chances of this life; Rather, look to them with full confidence that, as they arise, God, to whom you belong will in His love enable you to profit by them. He has guided you thus far in life, and He will lead you safely through all trials; and when you cannot stand it, God will bury you in His arms. Do not fear what may happen tomorrow; the same everlasting Father who cares for you today will take care of you then and every day. He will either shield you from suffering, or will give you unfailing strength to bear it. Be at peace, then, and put aside all anxious thoughts and imaginations. Amen.
- Site specific information for confessions with telephone information to make appointments in advance is on the Diocesan web page. Please widely share this information with your community: <https://columbuscatholic.org/confession-information> .

Family Support

- ODE has developed a technical document to assist with ensuring that students receive food during the closure period. This document is available at: [LINK](#)
- From Columbus City Schools:
 - Website for all CCS support services: [LINK](#)
 - Food service: any student under 18 can get up to 2 breakfasts and lunches if they show up at a food location. The 14 locations can be found here: [LINK](#).
- OCS has built a parent resource page on our website. Please add this link: <https://education.columbuscatholic.org/resources-during-covid-19-pandemic> to your website and to your parent communications.
- Here is a helpful link from the Play Like a Champion program at the University of Notre Dame about keeping kids active during this time at home: <https://www.playlikeachampion.org/active-kids>
- SOS Team services: Various tools and supports that can be provided remotely including focusing on mental health supports, behavioral intervention, trauma care, English learners, supporting diverse learners and more. Support may be informational, 1:1 trainings, one-to-team trainings, or one-to-many trainings by ESC staff. SST services are provided at no cost and available to nonpublic schools. Contact Rhonda Dickson, Director/State Support Team Region 11, with questions: rhonda.dickson@escoco.org
- This link is to a helpful parent's guide to Google Classroom: [LINK](#)
- St. Vincent Family Center is open and able to help children, families, and adults in need of behavioral healthcare. The Center is now offering telehealth services as well. Referrals can be made by calling 614-824-KIDS (5437) or online at www.svfc.org.
- The Ohio Dept. of Health has created a succinct, easy to follow guide for speaking with children about the COVID-19 Pandemic. It may be accessed using this link: <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/checklists/english-checklists/talking-to-kids-covid-19-checklist>

Federal Programs

- The United States Department of Education announced that Federal Student Aid (FSA) is executing on the President's promise to provide student loan relief during the national emergency. All borrowers with federally held student loans will automatically have their interest rates set to 0% for a period of at least 60 days. In addition, each of these borrowers

- will have the option to suspend their payments for at least two months to allow them greater flexibility during the national emergency. This item might be of interest to many teachers.
- State testing for grades 3-8 has been suspended through the end of the school year. Since this will have several impacts, particularly at the high school level, the ODE will issue guidance in the near future. Schools will not be administering the spring 2020 Ohio's state test for 3rd grade English language arts. No school shall retain a student in 3rd grade following the 2019-2020 school year based solely on a student's performance in reading. However, the student may be retained if the principal and teachers agree that a student is reading below grade level and is not prepared for 4th grade.
 - From ODE: Please review CCIP Note #436 for important information. This note is regarding clarification on CCIP Note #435 and information about the CARES Act and ESSER Fund. Shortly after the release of CCIP Note, the US Department of Education released important information regarding how state educational agencies and LEAs must administer and calculate equitable services for nonpublic schools. This new information impacts the approach we (the Ohio Department of Education) originally had for planning and administering the ESSER Fund and calculating nonpublic equitable service allocations. The CCIP Note may be accessed [here](#).
 - ESSER information:
 - You should have received the latest CCIP Note 437 regarding updates to the ESSER guidance, application template and comments regarding how allocations are "*under review*." Here are the links with additional comments:
 - [CCIP Note 437](#):
 - Application will open week of May 25th, not today May 18th
 - Confusion surrounds how allocations will be handled for non-publics, "*process is still under review*"
 - [CCIP Application template for LEAs](#)
 - Page 3 Non-Public consultation assurance by LEA
 - Review these pages as if you were filling out for your own school- enter in needs accordingly
 - Page 12 & 14-16 are specific to non-publics
 - [LIVE Updated guidance](#) published by the ODE OFP (Office of Federal Programs)
 - During the March 12 news conference the governor mentioned that children who receive free or reduced-price meals at school (NSLP) will soon receive money to buy food through the Pandemic Electronic Benefits Transfer program. Ohio was just approved - detail from the federal government can be found here: <https://www.fns.usda.gov/snap/state-guidance-coronavirus-pandemic-ebt-pebt>
 - Schools who are part of the National School Lunch or Breakfast Program may have received information about this from Ohio Department of Education. If you have not reacted to this email you will want to contact Brigette Hires, Ohio Department of Education at 614-425-9760 or Brigette.Hires@education.ohio.gov for more information.
 - **Please be sure to review Lynn's email from May 26 about CCIP #438. All non-public schools have to collect and share with each school district the number of low-income students in your building. In addition to more information about this, the email also included a template for a letter of intent to participate that schools should send to each district where your students reside.**

- ODE is providing flexibility regarding the licensure renewal deadline. All licenses currently set to expire on July 1, 2020, will have their expiration dates extended to Sept. 1, 2020.
- Many background check locations are closed presenting challenges to completing licensure requirements. Background checks are typical requirements for both current educators and prospective educator candidates. The Bureau of Criminal Investigation (BCI) and Identification it is processing background checks at this time. Any applicant who needs to complete a background check should contact BCI at (855) 224-6446 for instructions on how to complete fingerprint collection at home.
- The Resident Educator Program has been suspended for the remainder of the school year. Teachers will automatically receive credit in CORE for his/her respective year. No final reports are required to be submitted. Resident educators and mentors can continue to communicate with one another through the end of the school year, but any formal activities not yet completed are no longer required. Principals will be contacted directly if there is any issue with a teacher's participation in the program during the school year.
- **One-Year Temporary Licenses.** The Ohio Department of Education is now accepting applications for one-year temporary licenses in specific areas. To qualify for a one-year license, an individual must meet all qualifications of an educator license except for passing the required exam(s). A one-year temporary license will be effective for the 2020-2021 school year and is non-renewable. An applicant must be able to document all requirements for the temporary license when applying online through his or her OH/ID account.
 - A one-year temporary teaching license is available for applicants who meet all other qualifications for a four-year resident educator teaching license or a five-year professional teaching license. This also includes applicants who have completed an Ohio approved educator preparation program or an out-of-state applicant who has completed an approved teacher preparation program through an accredited college/university.
 - See ODE's website for other license types.

Testing

- State Test Administration Canceled this Summer. The summer administration of the 2020 Ohio State Tests has been canceled. These canceled tests include the grade 3 English language arts test and all high school end-of-course tests.
- Preschool Assessments for Children in Early Childhood Education (ECE Grant) Programs
The Early Learning Assessment Spring 2020 administration will not be required for any Ohio Department of Education-funded preschool program. While not required, programs may optionally choose to complete the assessment with some, or all, of their students, and this information may be reported in EMIS or the Enterprise Application System. STAR Ratings will not be adversely affected.
- Earlier this month, the Ohio Department of Education (ODE) emailed you the 2020-2021 Intent to Participate in state tests survey. Please check for this in your email. State law requires schools to inform the ODE about their intent to participate in state tests by August 1. In this survey, you will also need to indicate all of the specific tests to be administered to your students during the next school year. An affirmative response is an intent to participate only and is not a mandatory agreement. Susan recommends responding affirmatively to the survey soon after receiving it. Please note that a "No" response declines all participation in state tests for the 2020-2021 school year. Please contact Susan if you have any questions about statewide testing.

Preschool

- Preschool Guidance regarding annual licensure inspections and ECE Grant Program requirements for Admins. with preschool programs in their buildings.
- From Lisa Usselman/ODE , relative to yearly license inspections: If we don't return to school this year, we will play catch up on all licensing visits next year – or when we return to school.
- From Amy Orr Parker/ Office of Early Learning and School Readiness, relative to ECE Grant Programs: Programs not able to meet the mandatory minimum instructional hours per week/hours per year due to ordered school building closure resulting from COVID-19, need to file a waiver application from the program to ODE. A copy of the waiver request form and submission directions can be found here. The Department will provide flexibility to all programs seeking waivers from the minimum year instructional hours. Funds that have been paid to programs were paid for work already accomplished, so you will not owe any funding back.
- Due to the significant reduction in the number of school days, the Early Learning Assessment Spring 2020 administration is not required for any Department funded preschool program. Programs who are 3 – 5 star rated and completing an annual report will not be penalized for incomplete assessment records due to extended school building or program closures during the pandemic.
- A new document has been posted to help explain how Early Learning and School Readiness efforts are impacted by the coronavirus-related closures and changes.

EdChoice

- Change in EdChoice signatures. New from Ohio EdChoice: “Many of you have reached out to our office regarding check signing and deposits. During this time of social distancing and school closure due to the COVID-19 pandemic, you may obtain parent approval (either through email or phone call) for the school to deposit the check without the parent’s signature. Please document how the parent gave the school permission to deposit the check (through email correspondence or via phone call) and keep this documentation on file at the school. Once you have parental permission, please mark the check “For Deposit Only” and deposit it.”
- ODE has posted the new guidance for EdChoice Traditional. The EdChoice Traditional and Expansion window now closes on May 30.
- I have had several questions about attendance for EdChoice students. Below is a link to the guidance on attendance from ODE (see the section labeled): Student Attendance and House Bill 410 Intervention Requirements - it is near the bottom of the page <http://education.ohio.gov/Topics/Student-Supports/Coronavirus/Additional-Information-on-Instructional-Hours-and>

JPS

- JPS/AS Clarification Update: In shifting to provide online JPS/AS Services to students the ODE, through Sue Cosmo’s office, has indicated that “for now” Providers can continue to invoice for online instruction/Services providing they alter the service agreements, and re-sign the allocation forms. This is because state protocol requires this be done whenever Services are amended and/or modified.

What this means for Providers:

- The service agreement (MOU) would need to be amended from onsite instruction to online instruction,

- any actual Services that have been modified (lesser amount of Services, different Services due to online access, etc.) would also need amended, and
 - the allocation form(s) would need to be re-signed by the parents/guardians.
- ODE's Scholarship Office has provided the following clarification on Remote Learning Guidance for JPS/AS Providers and a new form to use when submitting any changes in location, amount of services, and/or fees that have occurred as a result of the school closures. Consent from parents to provide special education and/or related services through an alternative delivery method is required. Alternative service delivery methods include: online or virtual instruction, telehealth services, instructional telephone calls, providing paper packets of instructional materials and/or other curriculum-based activities. To document these changes, the Scholarship Office has created a new Consent for Alternative Delivery Method Form (available in the [User Manual and Forms](#) section of the scholarship system). The signed Consent for Alternative Delivery Method Form must be uploaded to the [DOCs tab](#) of the child's scholarship record. The following must also be uploaded to the DOCs tab of the provider application using the [Other Electronic Documents link](#): (1) updated fee schedule to reflect fees for remote/distance learning and (2) updated description of service delivery methods to include remote/distance learning.
- Aide services are permitted to be provided through teleservices. Aide services is still only to be utilized for re-teaching and supporting the services implemented by the Intervention Specialist. Please note that aide services are not permitted to be invoice alone and is only allowed to be billed along with intervention services.
- IDEA Services going forward for schools within Columbus City Schools boundaries: Services will continue beyond April 3rd; no need to do anything else for services to continue. If experiencing problems with delivery of Services from your designated CCS IDEA Intervention Specialist, please contact Teresa McGurr at tmcgurr@columbus.k12.oh.us.
- IDEA Services going forward for all other schools outside of Columbus City Schools boundaries: Continue to communicate with your local District to ensure that IDEA Services continue as previously agreed.
- [Autism and Jon Peterson Special Needs Scholarship](#) programs now have a website to help answer questions that may arise regarding the administration of those programs due to the coronavirus pandemic.
- JPS/AS Frequently asked Questions (FAQ) available on ODE Website under Quick Links: [LINK](#)
- From CCO: ODE has clarified that school providers in JPSNSP and ASP have the same flexibility in obtaining parental consent for alternative delivery forms as for ETRs and IEPs. Required signatures can be documented via email attachment, standard mail, scanned signature, photograph of the signature or any other electronic means. Secondly, only one form is needed to be undersigned by parents for each student, regardless whether the student is receiving more than one special education service.
- Telehealth Guidelines for Service Providers webpage plus Q&A available concerning how schools and service providers might continue to reach students by way of [telehealth options](#). Increased flexibility is available to assist providers in offering continuation of services to students while maintaining safe social distances.

- College Credit Plus: House Bill 197 allows the Chancellor and State Superintendent to waive College Credit Plus timelines and requirements during the COVID-19 emergency. The deadline for nonpublic school students to complete the electronic Intent and Application is now May 1, 2020. Since colleges and university cannot test new students for eligibility and admission consideration, eligibility criteria have been amended to determine student eligibility without testing. Please view this [College Credit Plus Guidance](#) document for changes and additional modifications.
- ODE posted information on their website about instructional hours. Please click on this link: <http://education.ohio.gov/Topics/Student-Supports/Coronavirus/Additional-Information-on-Instructional-Hours-and>
- From ODE: The Administrative Cost Application is open to nonpublic school principals. However, you cannot enter data until the close of the school year for your school. The Administrative Cost Application closes on Monday, Aug. 31, 2020. Directions to input data for Administrative Cost Reimbursement can be found [here](#).
- From ODE: “Earlier today, staff processed the final administrative cost reimbursement payment. Schools will receive this payment on Wednesday, May 20th. A combined 3.72% annualized reduction across the Auxiliary Services and Nonpublic Administrative Cost Reimbursement line items is effectuated by a reduction to the final non-public administrative cost reimbursement payment. The final payment will be reduced by 32.6% or \$7,767,652. The 3.72% reduction across both line items is consistent with the reductions to the state foundation funding for traditional public school districts. The state cut the public foundation payment last week by 3.72% for the current fiscal year. In order to be equitable, the state must cut the nonpublic side by 3.72% for the current fiscal year. The cuts on the nonpublic side effect both the Auxiliary and Admin Cost programs. The 3.72% cut to both Auxiliary and Admin Cost amounted to \$7.7 million. The only way to get the \$7.7 million in nonpublic funding this current fiscal year was to cut the third Admin Cost payment by 32.6%. In the end, the overall per pupil allocation for the Admin Cost program dropped from \$427.43 per pupil to \$379.99 per pupil. The third payment appears to be a bigger cut as it also has to account for the cut to the 1st and 2nd payments.

Remote Learning

- For those schools whose use eCatholic for their website. The link below provides a helpful video on live streaming. This might provide a platform for staying in touch with folks – even from an administrative perspective – to keep families engaged and informed. [LINK](#)
- There is a bug in both Zoom and Google Hangouts/Meets that allows students to re-open meetings once the host (teacher) closes it. Here’s how to work around this:
 - Google: Participants will not be able to re-join a meeting after the final participant has left if:
 - The meeting was created using a short link like [g.co/meet/nickname](#)
 - The meeting was created at [meet.google.com](#) by entering a meeting nickname in the "Join or start a meeting" field
 - The meeting was created in the Meet app by entering a nickname in the “Meeting code” field
 - Zoom:
 - Tell teachers not to set up recurring meetings on Zoom.
 - Tell teachers to delete meeting invitations after they happen.
 - When setting up a meeting, deselect the option to join a meeting before the host and select the option for enable waiting room.

If you do these things as you set up your meeting, you have a good chance that your students can't get back into the meeting after it is closed. Please contact IT if you have any questions or need any help with this.

- There have been reports of Zoom calls being hijacked while in process. In order to avoid this kind of problem, please follow these safety guidelines:
 - Do not make meetings or classrooms public. In Zoom, there are two options to make a meeting private: require a meeting password or use the waiting room feature and control the admittance of guests.
 - Do not share a link to a teleconference or classroom on an unrestricted publicly available social media post. Provide the link directly to specific people.
 - Manage screen sharing options. In Zoom, change screen sharing to "Host Only."
 - Ensure users are using the updated version of remote access/meeting applications. In January 2020, Zoom updated their software. In their security update, the teleconference software provider added passwords by default for meetings and disabled the ability to randomly scan for meetings to join.
- **SECURITY UPDATE.** We have added Zoom to Clever so all teachers have access. Teachers can embed the link into a jpeg on their teacher page and students just click on the link. The password and link are embedded so no sharing can occur. Click the link below and scroll down to "How do I set up virtual meetings?" It is strongly encouraged that teachers do this for security reasons. Please see the information at: [For Teachers: How do I use Zoom through the Clever Portal?](#)
- Ohio's Support Guide for Teachers of English Learners-New ODE webpage that addresses how schools can best serve English Learners during the COVID-19 crisis. The webpage provides a wide range of remote learning resources and strategies for Educators, translation/interpreter resources for meaningful communication and engagement with families, a section on meeting the needs of English Learners with disabilities and an FAQ section. <http://education.ohio.gov/Topics/Student-Supports/Coronavirus/English-Learners>. Questions regarding serving English learners? Call the Ohio Department of Education's Office for Integrated Student Supports at (614) 466-4109 or send an email to lau@education.ohio.gov
- The OCS website (on the teacher landing page) has a link to a form for teachers to request CEUs for the work they have done during the school closure. Please contact Kitty if you have any questions.
- Grants are available for rural distance learning through the USDA Rural Development program. Please use this [link](#) for more information. It can be used for hardware and software as well as other telecommunications.

Safe Environment

- It is important to remember that Diocesan safe environment policies remain in effect. During the closure of the schools, faculty and staff are still prohibited from:
 - Meeting with students at teachers' homes;
 - Communicating with students via cell phones, texts, Instagram, Snapchat, etc., is prohibited. Policy 400.11 must be followed. Communication with students must be through official school email or student information systems.
- Mandatory reporting rules are also still in effect. If you have reason to believe a student is being sexually, physically, or emotionally abused, you must report it to the Children's Services Agency in the county where the student lives. You must also report it to the Office of Schools and the Safe Environment Office.

- The Safe Environment Office has stated that the 2-deep rule does not apply for situations where a service provider (for example, a speech therapist) is providing services to a student through a school-sponsored web portal. The 2-deep rule is meant to cover physical proximity and would not necessarily apply in this case. That said, it is a good idea to have a 3rd person on the call, whether that is an aide or a parent, or to record the call as long as parent permission has been obtained.
- Questions to Help Assess Needs and Safety Within the Home document available concerning child abuse identification during the time of remote learning with questions to ask families and questions to ask students: [LINK](#)
- Despite the restrictions caused by COVID-19, we can still get people into compliance with Diocesan safe environment policies.
 - **Fingerprinting services:** Despite the BMV offices being closed, and many police departments and sheriff's offices not doing fingerprinting right now, the Fastfingerprints offices in Westerville and on Bethel Rd are open. People will need to schedule an appointment to be fingerprinted. Also, if people do not want to leave their home, they can buy DIY fingerprinting kit from Fastfingerprints. Details on both making appointments and ordering fingerprinting kits can be found at: <http://www.fastfingerprints.com/Public/default.aspx>
 - **PGC via Zoom:** For a limited time only, the Diocese of Columbus is allowing *Protecting God's Children* (PGC) sessions to be facilitated online. See the Safe Environment website for details.
 - We have scheduled 4 more Zoom PGC sessions:
 - Thursday, May 28. 6:00 PM – 9:00 PM (Holy Spirit Columbus)
 - Monday, June 1. 6:00 PM – 9:00 PM (Holy Spirit Columbus)
 - Tuesday, June 9. 6:00 PM – 9:00 PM (Holy Spirit Columbus)
 - Saturday, June 20. 9:00 AM – 12:00 PM (Holy Spirit, Columbus)
 - Additionally, the scheduled session at St Matthew on 06/23/2020 is now a Zoom session.
- If parishes or schools wish to post pictures of graduating students, with or without names, on websites (Facebook, etc.), they need to get permission from the students' parents or guardians. The form for release of personally identifiable information was emailed on May 18 and is posted on the OCS website.

Development

- Here is the link to the Extreme Charity portal. This link is also on the top of the OCS website. Please share it with your school communities: <https://columbuscatholic.org/extreme-charity>.
- The Extreme Charity site is set up to accept either recurring or one-time gifts from a donor's credit card or bank account. The goals of this site are to assist schools who DO NOT currently have online giving, as well as to provide an alternative site for schools who DO have online giving. The Office of Development and Planning will forward gifts and giving reports to schools on a regular basis. Please contact Tiffiney Hatem (614.286.8926, thatem@columbuscatholic.org) if there is a project with which you feel the Office of Development and Planning can assist your school.

Other

- Link to new OCS Hashtag logo: [LINK](#)
- Please see this website for information about religious education credit: <https://columbuscatholic.org/me-opportunities>. Please share this link with your teachers.
- Grants are available for social emotional learning through the SEL in Action Awards. The deadline for applications is now Friday, May 29 at 11:59 Pacific Time. Please see this [LINK](#).
- All those with cats and dogs as pets need to take protective steps to help prevent exposure for your pets also and avoid creating an additional disease vector into your home.
- Additionally, it is vital right now **not** to take in any stray dogs or cats since they are potential carriers of the virus. Abandoned animals tend to be malnourished and sickly in the best of circumstances. If you see a stray animal appearing to be in need of help, please do not approach it; instead, call your local Humane Society.
- A note from Lisa Axene about one particular Dropbox folder: “Just a reminder to check the Shared Dropbox file: **2020-2021 Teacher Resumes by License Type**. These candidates have been pre-screened through interview fairs and/or phone screens. Dropbox will also be updated after the OSU virtual job/interview event on April 30th. Candidates have also been applying online through the Office of Catholic Schools site. Please check out the new applications for your position openings!”
- Helpful resource for graduation planning: Don’t Cancel It: How to Hold a “Virtual Graduation Ceremony” [LINK](#)
- **Traditional Summer Certification** will still occur—just via Zoom! These sessions will be held at the originally scheduled dates and times, June 8-12 and June 15-18, 2020. [Click here for a detailed schedule](#) of offerings. All registrations need to be done through the TCCDB—Certification Database. Cost is \$20 per session.
- **New On-line Option to complete Course One—Introductory Certification.** This is a great opportunity for new teachers who attended NTO in August. Complete the last five sessions of Course One all in one on-line course through the [University of Dayton’s VLCFF platform](#). Cost is \$50 for the five week course which runs May 27-June 24, 2020. Course includes weekly readings, short videos and discussion boards. Contact Jenny Berryhill, jberrhill@columbuscatholic.org 614-221-4633 x1324 to register for this closed session open only to the Diocese of Columbus.

Good Articles and Videos

- From National Association of School Psychologist (NASP): Talking to Children About COVID-19 (Coronavirus): A Parent Resource [LINK](#)
- From the Jesuit Post, “When I’m Anxious, Worried, and Uncertain, I Pray, and Here is My Prayer.” [LINK](#)
- From America: “Quarantine and Zoom have Taught Me the Value of In-Person Catholic Schools.” [LINK](#)
- From Oklahoma Watch: “Shift to distance learning highlights stark inequities in internet connection” [LINK](#)
- “Master your time: Building a schedule for blended learning” [LINK](#)
- How to reorganize the school day when buildings reopen, [LINK](#)

Resources

Ohio Coronavirus Hotline: 1-833-4-ASK-ODH (1-833-427-5634), 7 days a week, 9am to 8pm.

New "COVID Care Line" manned by trained staff who will simply talk with you, help with emotional management, screening, or connect you to resources if needed. Open between 8am and 8pm, 7 days a week. It will roll over to a national hotline over-night. PLEASE CALL: 1-800-720-9616 To find mental health resources in your county go to: continuum.oberlinkconsulting.com OR u.osu.edu/cphp/ohio-mental-health-resources-guides/

<http://education.columbuscatholic.org/administrators>

<http://education.ohio.gov/Topics/Student-Supports/Coronavirus>

<https://columbuscatholic.org/coronavirus-updates>

<http://cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.catholiccharitiesusa.org/resource/covid-19/>

- Common Sense Parenting – online activities for kids at home: [LINK](#)
 - From *Educating All Students Alliance*: Educating All Learners During the COVID-19 Disaster - Digital one-stop shop website of teaching resources for how teachers can deliver lessons online to students in special education-including those with physical disabilities, emotional challenges and dyslexia. Created by a coalition of 30+ disability and education groups.
<https://www.educatingalllearners.org/>
 - Students Will Go Back to School Eventually; Here Are 5 Concrete Ideas for Helping Them Catch Up, Readjust (What schools/policymakers should be thinking about as they prepare for the eventual return of students to schools.)
<https://www.ncsecs.org/press/students-will-go-back-to-school-eventually-here-are-5-concrete-ideas-for-helping-them-catch-up-readjust/>
 - From *UDL On Campus*: Executive Functioning In Online Environments
http://udloncampus.cast.org/page/teach_executive
 - From *ODE*: Activities and events for Supporting Students in Closing Out the School Year
<http://education.ohio.gov/Topics/Student-Supports/Coronavirus/Supporting-Students-in-Closing-Out-the-School-Year>
 - The following two workshops are the last of the [Ohio Latino Mental Health Series](#) of workshops that are being offered throughout the month of May and early June.
Coping with Stress During the Pandemic: Tuesday, May 26, 1-2:30 p.m. [Register here.](#)
Considering Culture in the Diagnosis of Mental Health Disorders Among Guatemalan Children, Youths and Families: Wednesday, June 3, 1-2:30 p.m. [Register here.](#)
- For additional information, contact the Ohio Coalition for Hispanic and Latino Affairs at (614) 466-8333 or send an email to OCHLA.OLAnet@ochla.state.oh.us.