

2020 - 2021

# Reopening Plan



Holy Family

Regional Catholic School



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## Dear Parents and Guardians:

This is the plan of procedures we will be using for the 2020-2021 school year. This plan includes the guidance and procedures we will be using here at Holy Family Regional Catholic School, as well as segments from Catholic Schools Onward: Best Practices and New Opportunities as We Move Forward as prepared by the Archdiocese of Philadelphia's Office of Catholic Education.

Please review this plan and familiarize yourself with how we will be providing both in person and virtual instruction this year. Our goal is to provide the best learning experience for our students in the safest learning environment – our school or your home.

May God continue to bless our students, faculty, families and all who support our school.

## Partnership

Catholic elementary schools are inherently a partnership between the parent and the school. This is never more important than at this time and an even greater partnership is now needed. It is our goal to open this school year and to remain open. This can only be possible if the school and the parents agree to the importance of monitoring your child's health daily. **Most importantly, this means that children who are experiencing symptoms** – such as fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, **parents need to keep their child home until medically cleared to return to school.** With parental cooperation in this matter, we will be able to keep the schools open and safe.

## Cohorting

Cohorting is recommended by many health organizations as an environmental measure to prevent the spread of disease. Some large school systems are using it as the only method of prevention to control the spread of the COVID-19 virus. Although our schools will be using other precautionary measures, cohorting will be a major part of the plan. With this, we will keep groups of children together for the entire day. In our school, cohorts will be defined as homerooms. Students in each homeroom will attend lunch, recess and classes as a cohort. If a case of COVID-19 were to surface with a cohort, we would then move to virtual learning at home with just the identified cohort. The rest of the school would continue to operate with in-class instruction.

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## Social Distancing

Social distancing is also a fundamental practice in all our procedures of operations. Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Keeping your distance from others lessens the chances of catching and spreading COVID-19. Travel in the hallway, lunch periods, and classroom instruction have all been planned to maximize social distancing.

## Enhanced Cleaning

The school will increase the cleaning of common areas and highly used features such as door knobs, handrails, and counters. Children are encouraged to bring their own water bottles to school. With this enhanced cleaning, a safer environment can be established.

## Monitoring Health

Every day, parents are primarily responsible for monitoring the health of their children. Teachers will be reminded to check the health of their students during a common activity. Additionally, the school will implement random temperature monitoring.

## Virtual Learning

Use of both distance learning and virtual learning. We will make two types of non-traditional learning available.

1. If a child is sick, or a parent suspects the child may be sick, we will have an option where the child can join the class virtually. The major subjects will be available through this method. Materials will be exchanged through our designated Learning Management Systems (LMS); Seesaw for grades K-2, and Google Classroom for grades 3-8.
2. In the case where a cohort has been dismissed from school and COVID-19 has been identified, the entire cohort will utilize distance learning for the isolation period. Lessons will be delivered through a telecommuting platform, with heavy reliance on the LMS.

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## Attendance

Since we are encouraging parents to monitor health closely, and we also encourage keeping children home if they display symptoms, the grading of attendance has changed. Children will be marked as attending in person or attending virtually. Only when children cannot or do not participate in any of the virtual lessons, will they be marked absent.

## Catholic Identify

Catholic schools have a two-fold charge: providing an education that is academically excellent and one that is deeply rooted in Catholic identity. The challenge, then, is to ensure that the education that is delivered (no matter what the mode of delivery) meets this standard.

- There must be a level of intentionality across all grade levels and all subject matter that course content is intentionally Catholic.
- When face-to-face instruction is possible, school Masses will require their own protocol that will maintain the appropriate social distancing.
  - Attendance of parents and general community at the school liturgies may have to be suspended depending on local guidelines. If the Mass is live-streamed, parents and families will be invited to attend.
  - Because of social distance, part of the school may attend the Mass and the rest of the school live streaming the Mass should make a spiritual Communion.
- When it is necessary to deliver remote instruction to all students, maintain the emphasis on school liturgy by streaming all-school Masses.
- Provide opportunities for daily prayer in a community.
- All schools across the diocesan community should include the prayer of Pope Francis daily.
- Support and make modifications to other faith-based activities that are important in the life of the school (i.e., retreats, prayer services).
- Increase opportunities for cross-grade faith sharing using virtual means (i.e., prayer buddies meeting virtually).
- Begin all synchronous video sessions with prayer, including soliciting prayer intentions from students.
- Support the faith life of faculty and staff through community prayer and scripture study.
- Invite parents and families to join in virtual prayer and faith life.
- Connect the current events with a Catholic perspective (using the tenets of Catholic Social Teaching, the Virtues, etc.) as a framework to support understanding.
- Reinforce the role of the principal in the faith life of the school.

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- Create approaches to minister to families who experience food insecurity, financial issues, and other crises.
  - Promote service learning experiences in virtual spaces.
  - Find opportunities in the current situation that would lend themselves to a community response (acknowledgements and prayers for police, first responders, holding food drives, etc.) .
  - Continue to maintain Catholic Identity in the school environment

The Prayer of Pope Francis during the Coronavirus:

*Lord, may you bless the world, give health to our bodies and comfort our hearts. You ask us not to be afraid. Yet our faith is weak and we are fearful. But you, Lord, will not leave us at the mercy of the storm. Tell us again: "Do not be afraid" (Mt 28:5). And we, together with Peter, "cast all our anxieties onto you, for you care about us" (1 Pet 5:7). Amen.*

## Health Guidelines

- Parents will self-assess students with the Covid-19 Checklist before sending them to school each morning.
- Faculty and Staff will self-assess using the Covid-19 Checklist daily.
- Staff and students will stay home if they have a fever of 100 °F or higher.
- Any staff member or student with a fever will stay home **until they have not had a fever for at least 72 hours without the use of medicine.**

## Covid-19 Checklist

Please stay at home if you are experiencing:

- Fever
- Cough
- Shortness of breath/difficulty breathing
- New loss of taste and smell

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## Health Guidelines

- Notification that a staff member or student has tested positive for Covid-19 will be issued by the Bucks County Department of Health.
- The school will cooperate and assist the Bucks County Department of Health in social contact tracing.
- A 14-day home isolation period will be required of any staff member or student who tests positive for Covid-19 and anyone who is determined to have been in direct contact as determined by the Bucks County Department of Health.
- Students and their cohort who test positive of Covid-19 and are placed on quarantine will be placed on remote learning during the isolation period.

## Quarantine Room

- The Nurse's office will be the designated quarantine room.
- The maximum capacity will be two students.
- Barriers will be placed between students for additional protection.
- Students with possible symptoms will be sent to the Nurse's office .
- The nurse will check symptoms before a symptomatic student enters the room.
- If it is determined a symptomatic student needs to quarantine, the nurse will stay in the room while office staff calls home.
- No other student will be permitted to enter the Nurse's office while a student with possible symptoms is being evaluated.
- The Nurse's office will be completely sanitized if a student with possible symptoms has been in the office.

## Building Procedures

- All staff and students will be required to wear a face covering on school grounds except when actively eating or drinking.

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- Students who arrive without a face covering will be given a mask. Students can be given a mask on 2 occasions. On the 3rd occasion, they will not be permitted in the building without a face covering.
  - The school will not be providing planners this year.
  - Field trips are not permitted at this time.

## Cleaning

- Bathrooms will be cleaned on a schedule.
- Playground equipment will be disinfected between each cohort.
- Stair railings will be disinfected hourly.
- Classrooms will be disinfected nightly.
- Additional cleaning supplies have been purchased for the school and classrooms.

## Bathrooms

- Markers will be placed to maintain social distancing.
- A limited number of students will be permitted in the bathroom at one time.
- Bathrooms will be cleaned before school, before lunch, after lunch, and at the end of the day.

## Water Stations

- Water stations are available to refill water bottles during the day.

## Morning Arrival

- All staff and car rider students will enter through the front doors.
- Students using bus transportation will enter through the bus depot door in the back of the school.
- Entrance doors will be open to cut down on contact.
- All staff and students will use hand sanitizer as they enter the building.
- Only staff and students will be permitted in the building.

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- Buses will dismiss one at a time to help maintain social distancing.
  - Students will enter the school and go to their assigned classroom.
  - Staff will be on duty to monitor students and social distancing.
  - Late Arrivals will be entered into the attendance system by front office staff. Parents will not enter the building.

## Breakfast

- Students participating in the morning breakfast program can pick up individually bagged breakfasts on the first floor before moving to their homeroom. Markers will ensure proper social distancing.
- Breakfast will be eaten in the classrooms during homeroom.

## Classroom Procedures

- Attendance will be taken daily in both traditional and remote learning.
- Staff and students will wear face coverings during classroom instruction.
- Classroom doors and windows will be open to minimize contact and provide air flow.
- Classrooms will be free of clutter (including area rugs) and excess furniture to allow for regular deep cleaning and sanitization.
- Students will have an individual desk shield on their desk, that can be sanitized daily.
- Students will have assigned seats in the classroom.
- Classrooms will be cleaned and sanitized frequently.
- Classrooms will be furnished with additional hand sanitizer for staff and students.
- Classrooms will be set up to ensure maximum safety, following social distance guidelines to the greatest extent possible.
- Tables and desks will face the same direction, so students are not facing one another.
- During Guided Reading, a maximum of three students will be permitted to sit with the teacher. Dividers will be provided.



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- Students may bring a refillable water bottle to school.
  - Students will be permitted to leave the classroom for Catapult, Speech and Resource Room services. We will minimize the number of students at a time to ensure social distancing.
  - Students will sanitize their classroom work area (desk and chair) as they leave and re-enter the rooms.

## Instruction

- Families may choose a five-day traditional model or remote learning.
- Expectations and grades for all learning models will be the same regardless of the learning environment.
- On nice days, teachers are permitted to take their class outside for instruction.
- Middle school students will be utilizing a different schedule that affords the instructional minutes for each subject with minimized movement throughout the day.

## Remote Learning

- Chromebooks will be provided for any student in Grades 3-8 who needs access to a device for remote learning.
- Remote learning students must follow our acceptable use agreement, and sign a contract and insure the device if they are using a school device for remote learning.
- Live stream instruction will follow the classroom schedule.
- Students are expected to be in school uniform, be seated at a desk or table surface, have the camera and microphone on, and participate in the classroom lesson.
- Teachers will be available to engage and answer questions with remote learners during the class period.
- Teachers will be available between the hours of 8:00am-3:00pm Monday-Friday, excluding days when school is not in session, according to their teaching schedule or by appointment.

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## Specials Classes

- Specials classes include: Gym, Technology, Art, Music and Spanish
- Gym-Students will travel to the gymnasium, social distance will be maintained to the greatest extent, equipment will be disinfected after use and between classes. Class will be held outdoors as often as possible.
- Technology, Music, Spanish, Art- Students will remain in their classroom and instruction will be provided in person or remotely by the instructor.

## Food Service

- Staff will wear a face covering and gloves during lunch periods.
- Sneeze guards and protective barriers will be installed.
- Students will have pre-packaged meals.

## Lunch

- Students will be eating lunch in the classroom
- Students will use hand sanitizer before they eat lunch.
- School lunches will be available following the monthly ordering system.
- Students will remove their masks to eat.

## Recess

- Staff and students will be required to wear a face covering.
- There will be designated locations for recess for each cohort, using the field, playground, back grass area, black top areas
- Recess equipment will be used only by each cohort and will be sanitized daily.
- Classes will rotate locations weekly.
- Students will use hand sanitizer as they enter the building from recess.

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## Bus Riders (Morning)

- Buses will drop off to the bus depot doors.
- Doors will be open for contactless entry.
- Students will exit the bus, observing proper social distancing.
- Upon entrance to school, students will use hand sanitizer.
- Students will proceed to their homeroom.
- Students participating in the breakfast program will pick up their bagged breakfast on the first floor before proceeding to their homeroom.

## Bus Riders (Afternoon)

- When a bus is called, students will proceed to walk toward the bus depot doors, observing hallway traffic patterns and social distancing.
- When waiting to board the bus, students will stand by markers to ensure proper social distancing.
- One bus will be called at a time. Once a bus has been loaded, another will be called.

## Car Line Drop Off

(Parent/driver must stay in car)

## No parking please

- Drop off will run similarly to last year with a few exceptions:
- Students and parents should remain in the car until greeted by staff.
- Only one car at a time will be unloaded to ensure proper social distancing.
- Students will be escorted to the hand sanitizing station by a staff member.
- Students will enter the building and go to their classroom.
- Students participating in the breakfast program will pick up their bagged breakfast on the first floor before proceeding to their homeroom.

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## Car Line Dismissal

### (Parent/driver must stay in car)

- Cars will line up in the lanes of the church parking lot.
- Families participating in carline will be assigned a family number. Families will receive a card with their family number. The number card must be displayed in the passenger side window.
- Staff members will notate the numbers of the cars parked.
- Numbers will be called over the P.A. system. The child(ren) will proceed to the main office to be dismissed.
- Markers will be used to ensure proper social distancing.

## Cares

- We will still offer before and after school care from 7:00-7:45 am and 3:00-6:00pm.
- Staff and students will be required to wear face coverings.

## Visitors/Volunteers

- Visitors and volunteers will not be permitted in the school building at this time due to the safety of our students and staff. Thank you for your patience and understanding during this time. This guideline will be reviewed as conditions change. As always, clearances will be required for all volunteers.

\*This is a working document and may need to be adjusted or changed based on new information or requirements set by the Federal Government, the Commonwealth of Pennsylvania, the Pennsylvania Department of Education, the Office of Catholic Education or the Bucks County Department of Health.