

Holy Family Holy Name Catholic School 2020 - 2021 Reopening Plan

September 25, 2020

Holy Family Holy Name Catholic School Reopening Plan includes preventative measures, with which we will need everyone's participation. If done effectively, together these should reduce the risk of virus transmission within the school. It also includes procedures we will follow when there is a positive case of COVID-19 among our school community. We need to be prepared for this likelihood, and for everyone to know in advance how it will be handled.

This plan has been guided by resources from our diocese, public health agencies such as the Centers for Disease Control and other public agencies such as the Massachusetts Department of Education and the Governor's Office. These policies and requirements and expectations are subject to change by the administration at any time throughout the school year. Any changes will be communicated to teachers and families before going into effect.

If you have any questions about anything contained in this document or other aspects of our reopening plan, we encourage you to contact us. We look forward to the beginning of the 2020-2021 school year.

COVID-19 HEALTH POLICIES

The students and staff at HFHN will return to school with increased health and safety measures in place to help reduce the possibility of COVID-19 transmission in our school. There are several things that we can all do together to help stop the spread of COVID-19 and to prevent it from coming into the school building. We all need to be vigilant and stay home if experiencing any COVID-19 like symptoms through daily morning temperature checks and self-screening, wearing face masks/coverings, hand washing and sanitizing and socially distancing.

Symptom Screening

All students and employees will be required to commit to daily self-screening, including temperature taking, before leaving the house for school. Families are strongly encouraged to monitor their children for signs of infectious illness every day. Students and employees who are sick or have any COVID-19 like symptoms may not attend school in-person. Per the guidance from Massachusetts, HFHN will not check students' temperatures upon arrival. Students will be monitored throughout the day for signs of illness.

Below is a full list of symptoms for which students and staff should be monitored for:

- Fever (100.0° Fahrenheit or higher), chills or shaking chills
- Cough (not due to other known cause, such as a chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

If staff or students have any of these symptoms, they may be asked to stay home while awaiting results before returning to school. If the test result is positive, they will need to stay in self-isolation for at least 10 days and until at least 24 hours have passed with no fever and improvement in other symptoms. If the result is negative, the individual may return to school once they have no symptoms for 24 hours. Further guidance may be needed from the New Bedford Board of Health depending on the circumstances.

If a student or employee reports symptoms related to COVID-19 while in school, they will be taken by the school nurse to a medical waiting room where they will be assessed and a parent will be contacted to pick up the student within 30 minutes. It is important to make emergency contacts aware that if a student becomes symptomatic while in school, they must be picked up right away. Students will be dismissed at the lobby door of the main building and families will receive further guidance from the school nurse. Students who do become ill during the school day will be monitored in an isolation space and must be picked up within 30 minutes. Please plan accordingly!

Reporting a Medical Related Absence

If a student or staff member experiences any of the above-mentioned symptoms, they must stay home. Families are asked to contact OUR SCHOOL Nurse Jessica Dodge, RN at 508-993-3547, or at nurse@hfn.org to notify the school and for further guidance.

- If the school is not notified of a child's absence by 9 am, parents will receive a phone call from the office.

- If you do not wish to inform the school of the reason for your child's absence, your student will not be able to return to school without a doctor's note clearing them for signs of COVID-19.

Masks or Face Coverings

Wearing a clean face mask is one of the most important tools to prevent transmission of the virus.

Please see (<https://www.hfhn.org/face-mask-information/>) and the mask break information below for details about school policies regarding face masks.

Hand Washing and Sanitizing

Students and staff will be required to wash their hands or use hand sanitizer often throughout the day. To properly clean hands, they need to be washed with soap and water for at least 20 seconds. If hand washing is not available, hand sanitizer will be used and rubbed on to all surfaces of the hands for 20 seconds. Hand washing/sanitizing will occur: when entering and exiting the school building, entering and exiting classrooms, before and after eating, after bathroom use, before and after handling masks, and whenever hands are soiled. All families will be asked to sign a consent form allowing the use of hand sanitizer while at school.

Possible Exposure to COVID-19

Any student or staff member that comes in close contact with someone who has tested positive for COVID-19 or is symptomatic must stay home. In school settings, close contacts include other students and staff who were within 6 feet of the student or staff for at least 10-15 minutes in a classroom, in other school spaces, on the bus, or at an extracurricular activity. In elementary and other school situations where the students are in self-contained classrooms for an extended period, students/staff within this "cohort" are considered close contacts if they may have been 6 feet or less of the person with a positive test result. Close contacts should not come back to school until they have been tested and self-quarantine for 14 days. If an individual tests positive for COVID-19, then self-isolation is for a minimum of 10 days **and** until at least 24 hours have passed with no fever and improvement in other symptoms as noted.

Contact Tracing

We expect that local health officials will carry out their contact tracing procedures. It will also be possible and helpful for the school to carry out its procedures as well. If a student, employee, or another person who has been in the building tests positive for COVID-19:

- COVID trained school staff will conduct a brief “case investigation” interview to help determine close contacts among the school community.
- The student or community member’s close groupings will be considered, such as teams, classroom seating arrangements, etc.
- Families of students who have been in close contact with the COVID-19 positive individual will be contacted by the school and asked to self-monitor and follow CDC guidelines. This may include a requirement to stay home from school for a while.

Household Members

According to the Massachusetts State Department of Health, if an individual in one’s home has tested positive for COVID-19, family members are required to remain at home for the duration of their family members self-isolation for a minimum of 10 days **and** until at least 24 hours have passed with no fever and improvement in other symptoms as noted. Following this, they are required to self-quarantine an additional 14 days beyond that.

Communication and Privacy

In the case of a member of our community testing positive for COVID-19, we will need to depend on the specifics of the situation to guide what communication is necessary with the broader school community. Privacy considerations, as well as the health safety of the entire school community, will always be respected. Depending on the situation, we will inform the entire community that there has been a positive case. Those individuals who are identified and “close contacts” will be contacted directly by us the Department of Health. We will consult with local health officials and the Diocese Catholic Schools Office in all of these situations.

Travel Policy

Effective August 1, 2020, all visitors and returning residents entering Massachusetts must follow new travel orders. Anyone that travels to any state must quarantine for 14 days upon return to Massachusetts or produce a negative COVID-19 test result that was administered up to 72 hours before they arrived in Massachusetts. If the COVID-19 result has not been received before arrival, the individual must quarantine until they receive a negative test result. Please review these new orders at <https://www.mass.gov/info-details/covid-19-travel-order> if you are planning on traveling out of the state of Massachusetts as it may impact when your child may return to school.

Participation in Class from Home

When a student needs to stay home for COVID-related reasons as described above but is feeling well enough to continue to participate in class, Holy Family Holy Name School is establishing a variety of learning options that will allow them to keep pace with the learning activities and assignments of their classes. In most cases, our goal will be for students to remain fully enrolled in all of their classes, and keep up with their classwork throughout the time they need to be at home, as long as they are well enough to do so. They will still participate along with their classmates and teachers who are in the building, through the home learning platform.

It is important that we provide every incentive we can for students to stay home when needed, whether they are feeling sick, are self-monitoring due to possible exposure, or simply don't feel comfortable with the risk of being in a group setting.

Please see additional information about distance learning below.

School Closure

Again, depending upon the situation, upon learning of a positive COVID-19 case, it may be necessary to temporarily close the school for cleaning. Also, we will closely monitor community transmission rates, our school absentee rate, and the guidance of local health officials, in making these decisions. In decisions of school closing, we will communicate the need to the school community, and provide a home learning platform for continuous learning for all students during the closure.

PREVENTATIVE STEPS TO REDUCE TRANSMISSION RISK IN THE BUILDING

Physical Distancing at School

Holy Family Holy Name Catholic School will make many adaptations to provide an environment where students, faculty, and staff are able and encouraged to maintain appropriate physical distance from one another throughout the school day. It should be noted that we will do everything possible to ensure that 6 feet of distance from others will always be able to be maintained within our building. Current scientific guidance gives us confidence that when we put into place all of the rest of these procedures such as staying home when sick or exposed, consistent personal PPE, and regular hygiene practices, this will provide sufficient risk mitigation for our population within our building, even if students are sometimes closer together than 6 feet.

Please see information below which details physical distancing policies and practices by grade band cohort

Cleaning Procedures

Our custodian will be implementing regular cleaning and sanitizing procedures throughout the building, which are much more intensive than normal. Also, faculty and staff will observe protocols for cleaning each classroom and meeting room after use.

- A strict schedule of sanitizing/disinfecting will be followed during the school day, as well as before students return to school the following day to ensure that surfaces, especially high-touch surfaces like doorknobs, light switches, bathrooms, etc., are cleaned properly.
- All students and staff are expected to do their part in keeping the school clean and safe for each other. This includes wiping down desks, Chromebooks, and other materials daily; cleaning up after breakfast, lunch and Extended Care snack times; and generally keeping one's personal belongings manageable. This includes the personal responsibility of hand hygiene and masks wearing for students, staff, and visitors.

Food Service and Nutrition

Serving and consuming food and beverages presents challenges in our current environment. Changes to these procedures will include the following:

- Water fountains will continue to be shut off.
- No outside food including Bake Sales and Birthday Celebrations with food.
- Students are required to have a cloth placemat, towel, or napkin in their lunchbox to cover the area that they will eat on.
- Unless ordering breakfast or lunch from NBPS, students will be responsible to bring all the necessary supplies needed to eat their lunch such as forks, knives, spoons, napkins. The school will no longer be able to provide these.

Please see Food Service and Food Information below for additional details.

Drop-Off, Pick-up, and Movement in the School Community

- Pathways to the main building and other entrances are marked at 6 ft intervals. Parents/students are required to wear masks and observe 6 ft social distancing between families while waiting to enter the building or in the afternoon, while waiting for their student to be dismissed.
- Parents may accompany their student to the door of the building but may not enter the building.
Drop off and pick up locations are as follows:

- **P3 Upper level** Chestnut Street door. Dismiss at 2:10 (11:10 on early dismissal)
- **P4 Lower level** Chestnut St door Dismiss at 2:10 (11:10 on early dismissal)
- **Kindergarten** Summer St door Dismiss at 2:10 (11:10 on early dismissal)
- **Grade 1-2** - Upper level Chestnut St. Dismiss at 2:20 (11:20 on early dismissal)
- **Grade 3** - Summer St Dismiss at 2:20 (11:20 on early dismissal)
- **Grade 4-8** - Church lot/grassy area Dismiss at 2:30 (11:30 on early dismissal). Keeping in mind 6ft. apart. Note: students will leave building from various exits, but will meet parents in the Church lot/grassy area.
- Class field trips will not occur until further notice.

Visitors during regular school hours:

- **The number of outside visitors or volunteers will be reduced:** No outside visitors and volunteers are permitted, except for contracted service providers for special education, required support services, or program monitoring as authorized by the school or district. All office staff members will enforce this protocol.
- **Single entry/exit:** The main entrance at the front of the school will be the designated single entry and exit point for all visitors and volunteers to be visually screened and logged in. For visitors who need to enter, they will first gain approval, be briefed on school COVID-19 policies, and verify they do not have symptoms. They will be asked to sanitize their hands upon entering. We will ensure that these individuals all are wearing masks covering their nose and mouth at all times and are aware of any other health and safety protocols for the school.
- **Visitor log:** A log of all visitors will be kept and maintained for 30 days, with the date, contact phone number, arrival/departure times, and areas visited within the building for each visit
- **Checkout:** Visitors are to check out with an office staff member before exiting to ensure visitor log is filled out appropriately with departure time/areas visited
- **Parents/Guardians:**
 - Only when it is necessary will a parent/guardian be permitted to enter the building, and they must have a pre-scheduled appointment.
 - The school will continue to utilize virtual communication options with families whenever possible as the preferred method of communication.

Early dismissal procedures: Before 2:10 pm ONLY

- **Call Ahead:** Parents/guardians are to contact the office via phone to indicate early dismissal.
- **Ring Buzzer:** Parents will ring the buzzer outside to the left of the main door.
- **Sign out their student:** Only one parent/guardian will be allowed to enter the building. The parent/guardian goes to the office and will sanitize their hands and sign the dismissal book on the table.
- **The student (PK- 8) is dismissed to the front office:** Office staff will call the classroom for the child to be dismissed to the main office.
- **Students will meet their parent** at the main office.
- **Sanitize & Depart:** Student will sanitize their hands before leaving the building with parent/guardian.

Late arrivals: After 8 am

- **Single sign in point (all grades) and entrance for PreK - Grade 8:** The main door on North St. will be the designated single-entry point for late arriving PreK - Grade 8 students.
- **Ring Buzzer:** Parents will ring the buzzer outside to the left of the main door.
- **Sign In:** Only one parent/guardian will be allowed to enter the building. The parent/guardian will go to the main office and sanitize their hands and sign the tardy book on the table.
- **The student enters:** Office staff will ensure the student (grades 1-8) is wearing a face mask/covering. The student in grades 1-8 will go to class after the office lets the teacher know the student is coming. Preschool and Kindergarten students will wait until an aide comes to bring them to class.
- **Sanitize:** Students will sanitize hands upon entry and be advised to proceed directly to the classroom.

General Office, Principal's Office & Main Entrance:

- **Limited access:** Non-office personnel and visitors by appointment only must go directly to the office and sign in. Those that have a meeting in the principal's office with Deacon Peter Schutzler will remain outside of the office on the bench.
- **Barrier Use:** Plexiglass shielding or a glass enclosed booth in the main office to assist in physical distancing. Those who need to meet with office staff will do so at that barrier.
- **Cleaning:** Regular cleaning and disinfecting of the office area and main entrance will be ensured
- **Signage:** Proper signage will be installed in the office and main entrance area with appropriate procedures.
- **Face covering:** A face mask is required for everyone when moving around the office and main entrance area.

- **Photocopies:** The main building photocopiers are for staff and office personnel only. Staff members will use a disinfecting wipe to sanitize the copier before and after use.
- **Office bins:** There will be a bin outside of the office where any documents/forms can be dropped off. We will continue with THT envelopes and encourage that all communications be done in these envelopes as much as possible. Each classroom has an office bin to collect documents/forms, etc. from students that need to be sent to the office. Students will place those items directly into the classroom bin upon unpacking in the morning. Teachers will place the bins outside their classroom door for pick up by office staff at 8:00 am.

HFHN Fall 2020 Reopening Options

The latest posted information may be viewed on the HFHN website (key links are included here):

- [Fall 2020 Reopening Plan](https://www.hfhn.org/fall-2020-reopening-plan/) (https://www.hfhn.org/fall-2020-reopening-plan/)
- [Face Mask Information](https://www.hfhn.org/face-mask-information/) (https://www.hfhn.org/face-mask-information/)
- [Extended Care 2020-2021](https://www.hfhn.org/extended-care-program/) (https://www.hfhn.org/extended-care-program/)

On - Site with Distance Learning Option	Whole School Hybrid <i>Least likely unless required by the state or diocese</i>	Distance Learning/Full Remote Building closed
<p>Goal: To engage students desiring to return to the building in daily on-site educational experience, as safely possible, while providing the option for live streamed distance learning for families needing or desiring this service.</p>	<p>Goal: To meet the further need for social distancing schoolwide. Students are engaged in on-site educational experience part of the week and distance learning for the balance, minimizing the on-site population.</p>	<p>Goal: To meet the greatest challenges for health and safety - active learning continues online for all or nearly all students</p> <p><i>If allowable - meet the needs of students who require on-site services</i></p>
<ul style="list-style-type: none"> • Preschool & K on-site Monday - Friday <i>See below for Preschool Information</i> • Majority of Grade 1-8 students on -site • Live Streaming for: <ul style="list-style-type: none"> • Medical absence • Household risk absence • Parent preference 	<ul style="list-style-type: none"> • Preschool & K on-site Monday - Friday • Gr 1 - 8: DL opposite on-site <ul style="list-style-type: none"> • DL Group 1: M,W, every other F on site • DL Group 2: T,Th, every other F on site 	<ul style="list-style-type: none"> • Preschool & K on site if allowable - regular class schedule • Google Meet/Live Streaming for all students
<p>Non medical/at risk families may choose full time or partial distance learning.</p> <ul style="list-style-type: none"> • <i>Partial distance learning will most closely resemble a “hybrid plan” and is available after consultation with the principal.</i> 	<p>Subject to availability, principal may accommodate family choice for on-site Monday-Friday or full time distance learning</p>	<p><i>Limited on-site learning group if allowable - May be mixed ages On-site distance learning (aka child care option)</i></p>
<p>PreK – Grade 8: Google Classroom is the basis of communication for daily assignments. Google Classroom is the “go to” for all class announcements, assignments, due dates and turn in of completed work.</p>		
<p>SCHOOL DAY</p>		

On-site with Distance Learning Option or Hybrid		Full time Remote / Distance Learning
School day for all students: 8 am - 2:30 pm <ul style="list-style-type: none"> ● Arrival time for on-site students: 7:30 - 7:50 am ● Academic engagement time for all distance learning students: 8 am - 2:30 pm ● 6 one-hour periods beginning at 8:10 am ● Bulk of instruction within first 30-40 minutes of class ● Five academic each day ● Special class TBD ● Distance Learning (DL) follows on-site schedule ● DL students not on-line for PE, breakfast, lunch, recess breaks. Approximately 15 minute break between classes. 		Academic engagement time for all students: 8 am - 2:30 pm daily <ul style="list-style-type: none"> ● 8 am -11:40 am: scheduled classes ● 12:30 - 2:30 pm: student academic time ● 15 minute break between each morning class ● Afternoon office hours/individual conferences ● Small Groups, Specials, Religion Class <i>(See schedules below)</i>
<p style="text-align: center;">Ex Care available Must pre-register & prepay See Extended Care 2020-2021 (https://www.hfhn.org/extended-care-program/)</p>	<p style="text-align: center;">Limited Ex Care available Must pre-register & prepay See Extended Care 2020-2021 (https://www.hfhn.org/extended-care-program/)</p>	<p style="text-align: center;">No Ex Care - or very limited if allowable</p>
Food Service (September 1 st) <ul style="list-style-type: none"> ● Prepackaged breakfast and boxed lunch delivered to class location ● Students bring food and beverages from home 		<p style="text-align: center;">NA, except for any on-site</p>
Food Consumption in food safe zones (students seated at least 6 ft apart - designated areas) <ul style="list-style-type: none"> ● NO FOOD SHARING ● LIMITED TIMES FOR FOOD CONSUMPTION ● With NBPS free breakfast & lunch service: <ul style="list-style-type: none"> ○ Breakfast 7:30 - 7:50 am ○ No morning snack time ○ Lunch, at assigned time for class, between 11 am and 12:15 pm. ○ Ex Care snack time, 2:40 - 3:00 pm ● Without NBPS food service (Food provided by parents until NBPS service begins/resumes) <ul style="list-style-type: none"> ○ Ex Care Breakfast time 6:45 - 7:15 am ○ NO general school breakfast - eat at home ○ No morning snack time ○ Lunch, at assigned time for class, between 11 am and 12:15. ○ Ex Care snack time, 2:40 - 3:00 pm 		<p style="text-align: center;">NA</p>

<p>Water may only be consumed during mask breaks, meal/snack times, or with permission when 6ft or more apart</p> <ul style="list-style-type: none"> • Parents are asked to provide students with at least one new disposable bottle of water daily • <u>Refillable/reusable bottles are allowed.3</u> • Bottles left unattended or overnight will be disposed of. 	<p>NA, except for any on-site</p>
<p>Directional protocols for halls - stay to right, as in driving - halls will be marked as necessary</p>	<p>NA, except for any on-site</p>
<p>Attendance will be taken for on-site and distance learning</p>	
<p>No tuition adjustments for changes between on-site and distance learning or reduction in days from 180 day school year</p>	
<p>Live Streaming/Distance Learning</p> <ul style="list-style-type: none"> • Attendance is taken for each class • Students must wear an HFHN shirt or HFHN T-shirt • Hair combed, no hoods, face must be fully visible on camera • Seated upright at desk or table • No eating during instructional portion of class • All materials needed for that class are present • No background noise/phones/ipods • Engaged for the instructional portion of class. • Assignments due turned in by deadlines • Student must check email, and Google Classroom daily for notifications and private messages • Parents must agree to supervise their student's distance learning engagement - there will be a written agreement to formalize all of the above - and more, like behavior, etc. 	
<p>Gradeband Cohort Specific Information</p>	
<ul style="list-style-type: none"> • PreK and K have EEC prescribed >42sq ft/student • Students are seated 3 - 6 ft apart - masks are optional, but recommended • Each of these grades has a suite of two rooms where students will spend the majority of the day except when outside. • Fenced-in playground is only for the use of students in Preschool and Kindergarten. • Current class sizes as of 8/14/20 are: <ul style="list-style-type: none"> ○ PreK 3 - 9 full time students ○ PreK 4 - 11 full time students ○ Kindergarten - 23 students (split between 2 adjoining rooms) 	<p><i>If allowable, PreK and K will continue to meet daily in the same space as described at left.</i></p>

<ul style="list-style-type: none"> Each class is staffed by a full-time teacher, lead teacher and a full time aide 		
<p>Grade 1 - 8 enrollment cap = 20 students per grade (some exceptions possible) See below for current enrollment</p>	<p>If we must go to a hybrid schedule, Grade 1 - 8 classes would be limited to approx 10 students per class on site on any given day.</p>	<p><i>Gr 1 - 8 NA</i></p>
<p>Gr 1-8 Students seated <u>4 - 6+</u> ft apart seat edge to seat edge depending on on-site enrollment of class</p>	<p>Gr 1 - 8 Students seated 6+ ft apart seat edge to seat edge</p>	<p><i>If limited on-site service is available seated 6 ft + apart seat edge to desk edge</i></p>
<p>Assigned seating is required for all grade levels in all classrooms and alternative meeting areas. This will facilitate contact tracing should it be necessary.</p> <p>Grade 1 - 8 students remain in assigned classroom settings; teachers switch as necessary. Students will not use desks assigned to other students. All student materials and belongings are located at or near the student's assigned desk in the classroom.</p>		
<p style="text-align: center;">Lavatory Use</p> <p style="text-align: center;">First floor lavatory is designated for use by P3 to Grade 3 only Second floor lavatories are designated for use by Grades 4 - 8 only Boys and Girls lavatories on cafeteria level for use by Grades P3 - Grade 8.</p>		-----
<p>School Mask Policies can be viewed at: https://www.hfhn.org/face-mask-information/</p> <p>Mask Breaks</p> <ul style="list-style-type: none"> Mask breaks are brief periods of time when students and staff are allowed to remove their facemasks. Under current DESE & DPH guidance, masks must be worn throughout the school day. Mask breaks will be authorized only when students are 6 or more feet apart and preferably outdoors. Some classrooms will be able to take mask breaks/eat within their own classroom, others will need to move to mask break zones (see below) Students will be taught and are expected to follow hygiene protocols for mask breaks. Breakfast, lunch and Extended Care snack times are mask breaks. Recess and classes held outdoors where students are spaced 6 or more feet apart are typically mask breaks, depending on the activity of the class. 		

<p>Alternative class locations (<i>when students are not in their assigned classrooms</i>)</p> <p>OUTDOORS - Pavement areas will be marked at 6 - 10 ft intervals</p> <ul style="list-style-type: none"> • Outdoors, in designated areas separated 6+ ft apart, will be used by all grade levels as a mask break zone • Masks must be worn outside by Gr 1 - 8 for class or recess activities if students are less than 6 ft apart. <p>PE</p> <ul style="list-style-type: none"> • PE activities will be incorporated into recess and other times. There will be no formal PE classes until further notice. Our plan is to have PE classes return as soon as it is safer to do so. <p>Music Class</p> <ul style="list-style-type: none"> • Music appreciation activities will be incorporated into class times/activities. There will be no formal music classes until further notice. Our plan is to have music classes return as soon as it is safer to do so. <p>INDOORS - Classroom floors and alternative empty room floors are marked to appropriately social distance students (3 - 6 ft apart). The gym and cafeteria are marked 6+ to 10 feet apart.</p> <p>Pre3 and Pre4</p> <ul style="list-style-type: none"> • Each class has an empty classroom (no furniture) forming a suite with their classroom. <p>Grades K - 8</p> <ul style="list-style-type: none"> • The cafeteria and/or gym will be set up as a mask break zone (seating 6 + ft apart) for these cohorts during the school day and will be used by these grade levels on a rotating schedule. 	
<p>Schedules for Onsite/Distance Learning models will be distributed to parents by August 28. These will contain class times and distance learning links for all live streamed classes.</p>	<p>See full remote schedules below. Links will be added for release by August 28</p>
<p>Faculty 7:30 am - 3:00 pm on-site Faculty/PD Meetings Mondays 2:45 - 3:45 pm</p>	<p>Faculty 8 am - 3:00 pm remote Faculty/PD Meetings 2x week TBD</p>

Class enrollments as of 8/14/2020:

Includes both on-site and distance-learning students (except for grade 8 in which distance learning will be combined)

Students seated in classrooms 4 - 6+ ft apart (seat edge to seat edge)

Preschool-3 - 9 students	Grade 2 - 17 students	Grade 6 - 18 students
Preschool-4 - 11 students	Grade 3 - 17 students	Grade 7 - 20 students
Kindergarten - 23 students	Grade 4 - 18 students	Grade 8-1 - 13 students
Grade 1 - 17 students	Grade 5 - 18 students	Grade 8-2 - 12 students

Preschool

1. ON-SITE LEARNING

- With enhanced disinfecting, health precautions, and distancing standards, as possible, we are excited to welcome Preschool students in our school in the fall.
- Teachers will continue to provide a play-based curriculum that incorporates age-appropriate academic skills through theme-based and hands-on activities.
- Our staff work hard to create an atmosphere for students that focuses on social and emotional skills. Students will need these skills to adapt to new distancing norms.

2. HYBRID LEARNING MODEL

- While distance learning is not ideal for our preschool students, we will make accommodations for students who will need to be out for an extended period of time due to illness or COVID risk or exposure and families who would prefer a hybrid approach, thereby limiting their student's potential exposure on-site. Individually, families may meet with our the principal and PK staff to determine the best course of action to allow students to attend school on a limited basis (2-3 days a week) participating online as needed - or participate primarily on-line if required to remain at home.
- Morning Meeting, calendar time, and various small/large group experiences will be available online for students to participate, interact, and maintain an active real-time classroom connection, even when staying at home.
- Our staff recognizes the importance of community and consistency in the life of preschoolers. They are dedicated to finding the best practices to teach this age in a hybrid learning atmosphere.
- Our staff will work with families to provide printable and digital resources for the families.

3. FULL DISTANCE LEARNING MODEL (Entire School Closed)

- We understand that the distance learning model is not ideal for a preschool-aged student but may be necessary. A partnership between staff and the student's family is needed for the student to navigate distance learning and thrive.
- The Preschool Full Distance Learning Model will be used if the school is not allowed to conduct on-site education. Without lessening the value of play-based learning, our staff will provide learning opportunities through the use of technology. Both live stream and video-based opportunities for Morning Meeting, calendar time, and various small/large group experiences will be available online for families to access online. Live sessions are meant for connection and relationship building while emphasizing academic skills for learning and growth.
- Our staff will work with families to provide printable and digital resources for the families.
- Daily communication with families with hands-in activities and ideas will be shared so that the family can enjoy it.

Full Remote/Distance Learning Schedule (Building Closed)

Grades 1-3 Full distance/ remote learning (School building closed)

- 8 am -11:30 am classes daily, students expected to be available for some afternoon classes/ completing assignments until 2:30 pm
- Students are assigned individual work to be completed between 1:30 and 2:30 pm
- Schedule:

GRADE 1 SCHEDULE	Full Remote	Full Remote	Full Remote	Full Remote	Full Remote
Times	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:10	Prayer	Prayer	Prayer	Prayer	Prayer
8:10 - 8:40	Science	Science	Science	Science	Science
8:40 - 9:40	Math	Math	Math	Math	Math
9:40 - 9:50	Break	Break	Break	Break	Break
9:50 - 10:45	**ELA: Phonics, spelling, writing,	**ELA: Phonics, spelling, writing,	**ELA: Phonics, spelling, writing,	Spanish - ED 10:05 - 10:45	**ELA: Phonics, spelling, writing,
10:45 - 11:30	grammar, comprehension	grammar, comprehension	grammar, comprehension	**ELA: Phonics, spelling, comp	grammar, comprehension
11:30 - 12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:00 - 12:20	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
12:20 - 12:30	Break	Break	Break	Break	Break
12:30 - 1:10	Religion	Religion	Religion	Religion	Religion
1:10 - 2:30	Complete Assignments	Complete Assignments	Complete Assignments	Complete Assignments	Complete Assignments

- Students are attending small groups or specials classes & working on assignments from morning instruction 12:30 - 2:30 pm
- Fridays 12:30 - 3 pm - Professional time - planning, parent outreach, faculty meetings, etc.

GRADE 2 SCHEDULE	Full Remote	Full Remote	Full Remote	Full Remote	Full Remote
Times	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:10	Prayer	Prayer	Prayer	Prayer	Prayer
8:10 - 9:15	Math	Math	Math	Math	Math
9:15 - 9:40	ELA	ELA	ELA	ELA	ELA
9:40 - 10:00	Snack	Snack	Snack	Snack	Snack
10:00 - 11:00	ELA/Reading	ELA/Reading	ELA/Reading	ELA/Reading	ELA/Reading
11:00 - 11:30	ELA/Writing	ELA/Writing	ELA/Writing	Spanish - ED 10:50 - 11:30	ELA/Writing
11:30 - 12:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:00 - 12:30	Religion	Religion	Religion	Religion	Religion
12:30 - 1:30	Science	Social Studies	Science	Social Studies	Religion
1:30 - 2:30	Complete Assignments	Complete Assignments	Complete Assignments	Complete Assignments	Complete Assignments

- Students are attending small groups or specials classes & working on assignments from morning instruction 1:30 - 2:30 pm
- Fridays 12:30 - 3 pm - Professional time - planning, parent outreach, faculty meetings, etc.

GRADE 3 SCHEDULE	Full Remote	Full Remote	Full Remote	Full Remote	Full Remote
Times	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:10	Prayer	Prayer	Prayer	Prayer	Prayer
8:10 - 9:00	Reading	Reading	Reading	Reading	Reading
9:00 - 9:30	ELA	ELA	ELA	ELA	ELA
9:30 - 9:40	Snack	Snack	Snack	Snack	Snack
9:40 - 10:35	Math	Math	Math	Math	Math
10:35 - 11:00	ELA/Writing	ELA/Writing	ELA/Writing	Science	Math
11:00 - 11:30	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
11:30 - 12:00	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
12:00 - 12:45	Science	Science	Science	Spanish - ED 12:00 - 12:40	Science
12:45 - 1:30	Religion	Religion	Religion	Religion	Religion
1:30 - 2:30	Complete Assignments	Complete Assignments	Complete Assignments	Complete Assignments	Complete Assignments

- Students are attending small groups or specials classes & working on assignments from morning instruction 1:30 - 2:30 pm
- Fridays 12:30 - 3 pm - Professional time - planning, parent outreach, faculty meetings, etc.

Gr 4 -5 Full Remote Schedules (School building closed)

- 8 am -11:30 am classes daily, students expected to be available for some afternoon classes/ completing assignments until 2:30 pm
- Afternoon office hours/individual conferences
- Schedule:

Grade 4	Full Remote	Full Remote	Full Remote	Full Remote	Full Remote
Times	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 - 8:00	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
8:00 - 8:10	Prayer	Prayer	Prayer	Prayer	Prayer
8:10 - 9:10	Math	Math	Math	Math	Math
9:10 - 10:05	Science	Science	Science	Science	Spanish/Free
10:05 - 11:00	FREE/Study	FREE/Study	SS	FREE/Study	Science
11:00 - 11:30	Lunch	Lunch	Lunch	Lunch	Lunch
11:30 - 12:15	ELA	ELA	ELA	ELA	ELA
12:15 - 1:00	Religion	Religion	Religion	Religion	Religion
1:00 - 1:45	SS	SS	FREE/Study	SS	SS
1:45 - 2:20	Small groups/ Extra Help	Small groups/ Extra Help	Small groups/ Extra Help	Small groups/ Extra Help	Small groups/ Extra Help

- Students are attending small groups or specials classes & working on assignments from morning instruction 12:30 - 2:30 pm
- Fridays 12:30 - 3 pm - Professional time - planning, parent outreach, faculty meetings, etc.

Grade 5	Full Remote	Full Remote	Full Remote	Full Remote	Full Remote
Times	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:10	Prayer	Prayer	Prayer	Prayer	Prayer
8:10 - 9:10	ELA	ELA	ELA	ELA	ELA
9:10 - 10:05	SS	SS	Spanish	SS	SS
10:05 - 11:00	FREE/Study	FREE/Study	SS 5	FREE/Study	Spanish
11:00 - 11:30	Lunch	Lunch	Lunch	Lunch	Lunch
11:30 - 12:15	Math	Math	Math	Math	Math
12:15 - 1:00	Science	Science	Science	Science	Science
1:00 - 1:45	REL	REL	REL	REL	REL
!:45 - 2:20	Small groups/ Extra Help	Small groups/ Extra Help	Small groups/ Extra Help	Small groups/ Extra Help	Small groups/ Extra Help

- Students are attending small groups or specials classes & working on assignments from morning instruction 12:30 - 2:30 pm
- Fridays 12:30 - 3 pm - Professional time - planning, parent outreach, faculty meetings, etc.

Grade 6 - 8 Full Remote Schedules (School building closed)

Monday - Friday

	Grade 6	Grade 7	Grade 8	TIME
	Soc St 6	Science 7	Math 8	800 - 845
	ELA 6	Math 7	Soc St 8	900 - 945
	Math 6	ELA 7	Science 8	1000-1045
	Science 6	Soc St 7	ELA 8	1100-1145
	Religion 6	Religion 7	Religion 8	1230 -100
<i>Complete assignments & meet with teachers</i>				100 - 230
	Wednesday – Spanish 11:00 Science 1:00	Wednesday – Spanish 10:00 ELA7 =1:00	Wednesday – Spanish 1:00	100 -140
	Friday – Spanish 11:00 Science -1:00	Friday- Spanish 1:45	Thursday – Spanish 1:45	145 - 225

- Students are attending small groups or specials classes & working on assignments from morning instruction 1:00 - 2:30 pm
- Fridays 12:30 - 3 pm - Professional time - planning, parent outreach, faculty meetings, etc.

SHARING RESPONSIBILITY AS A COMMUNITY TO BENEFIT & PROTECT ALL!

CLASSROOMS

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Conduct a student wellness check including temperature before sending a student to school. Students with temperatures over 100°F should stay home. ● Provide a clean mask for your child in grades 1-8 (required) strongly suggested in PK-Kindergarten to wear during school day instruction. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Wearing a mask is required in grades 1-8 and strongly suggested in PK-Kindergarten. ● Wearing a mask is required when working directly with staff (i.e.- one-on-one, small group instruction, etc.) when distancing cannot be maintained. ● Wearing a mask is required when working closely with other students in small groups. ● Maintain maximum physical distance from peers whenever possible. ● Sanitize hands each time you enter the classroom. ● Students in grades 1-8 will clean desks and seats each day. PK and Kindergarten Staff will clean desks and seats daily. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● Ensure classroom setup of desks provides physical distancing for students minimum of 3 feet, 4 - 6 feet preferred, ● Wear a face mask. ● Ensure students maintain physical distance whenever possible. ● Provide reminders, issue warnings, contact parents/caregivers and report repeated expectation violators to the office. ● Eliminate shared classroom materials. ● Keep classroom windows open. ● Keep the classroom door open to maximize airflow and reduce the number of touches to door handles. ● Use supplies provided to disinfect desks, chairs, and any common materials needed before new students transition into the room. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● Make sure teachers are provided with all supplies needed daily including disinfectant and paper towels. ● Disinfect classrooms before and after school and as needed between classes using a shared space. <p><u>Administration</u></p>

	<ul style="list-style-type: none"> • Ensure classrooms are physically distanced. • Ensure classrooms are disinfected • Ensure supplies are readily available for custodians and teaching staff.
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HALLWAYS AND COMMON AREAS

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> • Provide a mask for your child. • Provide your student with a disposable water bottle daily as water fountains will not be available for use. <p><u>Students</u></p> <ul style="list-style-type: none"> • Wearing a mask is required in grades 1-8 and strongly suggested for PK- Kindergarten when in hallways. • Report immediately to your classroom, upon arrival at school. • Remember to bring a water bottle as water fountains will not be available for use. • Follow all signage in the hallways and common areas. • When possible, stay to the right when traveling down hallways and using stairs. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> • Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas. • Provide reminders, issue warnings, contact parents/caregivers and report repeated expectation violators to the office. <p><u>Custodians</u></p> <ul style="list-style-type: none"> • Disinfect common areas based on a schedule provided by the school administration. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Ensure proper signage is installed in hallways and common areas. • Ensure supplies are readily available for custodians. • Provide reminders, issue warnings, contact parents/caregivers and issue consequences to repeated expectation violators. • Implement staggered dismissal times if necessary to maximize physical distancing and student safety.

DROP-OFF, PICK-UP and VISITORS - OFFICES, HALLWAYS & MAIN ENTRANCE

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Conduct a student wellness check including temperature before sending a student to school. Students with temperatures over 100.0°F should stay home. ● Provide a clean mask for your student to wear. ● Limit visits to school as much as possible. ● Avoid planning student appointments during the school day - if necessary, arrive late (after the appointment) or dismiss for the appointment. ● Conduct a personal health screening before coming to a school building and do not come if you are running a fever higher than 100° or showing other symptoms ● Follow the posted guidelines and read all signage. ● In-person office/main entrance visits should follow appropriate physical distancing protocols. ● Wearing a mask is required when entering the building, even to sign a student in or out at the main entrance. ● Follow the school procedures for late arrival, early dismissal, drop off and pickup, including 6 ft social distancing between families. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Wearing a mask is required in grades 1-8 and strongly 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● Wearing a mask is required when visiting office /lobby areas. ● Follow physical distancing protocols. ● Supervise hallways, common areas and lobbies to ensure students are reporting immediately to assigned class and not congregating. ● Provide reminders and warnings, contact parents/caregivers and report those who fail to follow safety policies to the principal/lead teacher(s). <p><u>Office Staff</u></p> <ul style="list-style-type: none"> ● Monitor and control the number of people in the office/lobby at any one time. ● Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● Disinfect common areas based on a schedule provided by the school administration. This includes but is not limited to door handles, handrails, toilets, stalls, counters, and sinks. ● Ensure designated doors are propped open at arrival and dismissal and closed afterward. <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Install barriers to protect employees working in the

<p>suggested for PK-Kindergarten, when entering, exiting, or moving around the building.</p> <ul style="list-style-type: none"> ● Report directly to your assigned classroom/area upon arrival to school. ● Use designated entrances and exits. ● Follow physical distancing protocols as much as possible in hallways, common areas, offices, etc. ● Follow the school procedures for arrival and dismissal including 6 ft social distancing between students / families. 	<p>office/main entrance area.</p> <ul style="list-style-type: none"> ● Limit volunteers to ensure the safety of students and staff. ● Ensure proper signage is installed in the office and leading into the office. ● Ensure regular cleaning and disinfecting takes place in the office area. ● Ensure seating areas are properly physically distanced. ● Ensure adequate supervision is available, in hallways and common areas of the building. ● Ensure proper signage is installed in hallways and common areas. ● Ensure supplies are readily available for custodians. ● Provide reminders, issue warnings, contact parents/caregivers and issue consequences to repeated expectation violators. ● Ensure designated doors are propped open at arrival and dismissal and closed afterward. ● Implement staggered dismissal times if necessary to maximize physical distancing and student safety.
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MEETINGS AND CONFERENCES

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Notify the school of your preference to attend meetings in person, via phone, or video conferencing. ● In-person meetings should follow appropriate physical distancing protocols and it is required masks be worn when entering, exiting, and moving around the building. ● Conduct a personal health screening before coming to a school building and do not come if you are running a fever higher than 100° or showing other symptoms. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Participate in meetings as requested by parents/caregivers or school staff. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● When possible, attend meetings from the classroom using video conferencing. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● Clean and disinfect conference rooms after meetings or provide materials for cleaning and disinfecting to take place. <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Provide parents/caregivers with options for in-person, phone, or video conferencing. ● Ensure physical distancing guidelines are followed as much

<ul style="list-style-type: none"> ● Follow physical distancing protocols. ● Wearing a mask is required when entering the meeting, exiting the meeting, or when moving around the building to attend the meeting. 	<p>as possible when in-person meetings are held.</p> <ul style="list-style-type: none"> ● Ensure physical space used for meetings allows for distancing guidelines. ● Ensure hand sanitizer is available.
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HEALTH SERVICES

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Conduct a student wellness check including temperature before sending a student to school. Students with temperatures over 100.0°F should stay home. ● Provide a mask for your student to wear on the bus and while at school when needed. ● Ensure contact information is up to date in the event the nurse needs to contact home. ● Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Use designated entrances and exits to the nurse’s office. ● Following physical distancing protocols as much as possible when in the nurse’s office. ● Wearing a mask (all grades) is required when in the nurse’s office. ● Wearing a mask is required (all grades) if a student is determined to have a fever or other symptoms. 	<p><u>Nurse</u></p> <ul style="list-style-type: none"> ● Wear a mask when working individually with students. ● Ensure the workspace is kept clean and sanitized. ● Ensure physical distancing protocols are followed whenever possible. ● Isolate students who are showing symptoms to a separate area away from other students. (Formerly the VP office) ● Ensure the student isolation area is properly supervised when in use ● Ensure the nurse’s office is disinfected immediately following a student entering who is exhibiting symptoms. ● Ensure doors to the office are open to minimize the use of door handles and to ensure maximum airflow to the area. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● Disinfect Nurse’s Office & Isolation Room based on a schedule provided by the school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc. ● Disinfect the isolation area after students who utilize the

	<p>area have left the building.</p> <p><u>Administration</u></p> <ul style="list-style-type: none"> • Ensure proper signage is installed. • Ensure regular cleaning and disinfecting takes place in the office area. • Ensure seating areas are properly physically distanced.
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LAVATORIES / RESTROOMS

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> • Provide a mask for your student to wear when in hallways and restrooms. <p><u>Students</u></p> <ul style="list-style-type: none"> • Wearing a mask is required in grades 1-8 and strongly suggested for PK-Kindergarten, when in hallways and restrooms. • Follow all signage in the hallways, common areas, and restrooms. • When possible, stay to the right when traveling down hallways to get to restrooms. • Follow the procedures for restroom use as explained by teachers. • Only two students are permitted to use each restroom at a time. If two students are in the restroom, additional students wait outside the restroom entrance, socially distanced 6 ft between students. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> • Instruct students in safe use procedures for restrooms. • Assist in the supervision of restrooms, hallways, and common areas between classes. • Provide reminders, issue warnings, contact parents/caregivers and report repeated expectation violators to the office. <p><u>Custodians</u></p> <ul style="list-style-type: none"> • Disinfect restrooms based on a schedule provided by the school administration. This includes but is not limited to door handles, toilets, stalls, and sinks. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Ensure proper signage is installed in hallways, common areas, and restrooms. • Ensure supplies are readily available for custodians. • Provide reminders, issue warnings, contact parents/caregivers and issue consequences to repeated expectation violators.

- After restroom use, students must wash hands with soap and water.

- Provide supervision of restrooms between classes to ensure limited numbers of students are in restrooms at the same time.
- Implement measures such as closing sinks or urinals when necessary to allow for appropriate physical distancing

CAFETERIA and DESIGNATED FOOD CONSUMPTION AREAS

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Provide a mask for your student to wear while at school when needed. ● Provide a clean cloth placemat, small towel, or cloth napkin each day to be placed on the student's eating space. ● Limit visits to school as much as possible including visits to drop off forgotten items. ● No outside food will be allowed ie. McDonald's, Burger King, etc. ● Microwaves are not available for student use. ● Suspension of Bake Sales and Birthday Celebrations - no outside food and snacks <p><u>Students</u></p> <ul style="list-style-type: none"> ● When possible, stay to the right when traveling down hallways. ● Students will sanitize their hands before eating. ● Students will eat in their assigned food consumption areas and in their assigned seats. ● Students will place their cloth placemat, napkin or towel on their eating area, and remove it and store it after the meal or snack. ● Follow breakfast and lunch procedures as directed by the teachers. ● Follow guidelines for restroom use during lunch periods. ● Follow physical distancing guidelines as much as possible. ● After eating students Grades 1- 8 will clean up their eating area, disposing of all trash. ● Students will sanitize their hands after eating. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● Supervise designated eating areas to ensure students are properly physically distanced. ● Be sure students sanitize their hands after eating. ● Supervise designated eating areas to ensure students are following food consumption procedures including the use of a cloth at their eating area. ● Provide reminders, issue warnings, contact parents/caregivers and report repeated expectation violators to the office. ● Wear a mask when circulating designated eating areas. ● Monitor bathroom use during meals /snacks. ● Supervise students as they clean up/ dispose of trash after eating. ● Use staggered dismissal to ensure physical distancing at the end of lunch. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● Disinfect all tabletops and seats before and after each lunch. ● Disinfect restrooms and common spaces between lunches. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks. <p><u>Cafeteria Staff</u></p> <ul style="list-style-type: none"> ● All Hot Lunch will be provided in individual containers. <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Ensure supplies are readily available for custodians. ● Provide reminders, issue warnings, contact parents/caregivers and issue consequences to repeated expectation violators. ● Implement staggered dismissal times if necessary to maximize physical distancing and student safety.

DISTANCE LEARNING

For students not returning onsite, students who are temporarily unable to attend on-site.
If state or local regulations require a school closure, we would shift into whole school remote learning.

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none">● Monitor student progress on coursework.● Monitor and support student progress through FACT SIS.● Assure that the student is available to participate 8 am - 2:30 pm daily both on-line and for completion of individual student work.● Assure that the student is following school schedules.● Developing a “school schedule” is recommended to keep routines in place for students while working from home.● Ensure each student has a device at home.● Communicate questions and concerns immediately to staff. <p><u>Students</u></p> <ul style="list-style-type: none">● Following a regular “school schedule” is recommended to help keep routines in place.● Communicate questions and concerns immediately to teachers.● Participate in virtual sessions with teachers as scheduled.● Watch lessons provided by teachers and complete assignments according to timelines.● Students and teachers will participate in virtual check-in meetings designed to support student course progress and provide opportunities for students to connect.● Students will earn grades for their work.	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none">● Create lessons that are engaging for students using a variety of strategies.● Teachers will support students by assisting with the use of accessing live-stream and other on-line materials.● Be available for office hours.● Students and teachers will participate in virtual check-in meetings designed to support student course progress and provide opportunities for students to connect.● Use Google Meet for all virtual meetings● Use Google Classroom as the platform for all assignments, links to resources, etc.● Grade work on time and provide feedback to students on assignments. <p><u>Administration</u></p> <ul style="list-style-type: none">● Ensure each student has a device at home.● Monitor and assist teachers in the delivery of content for students.● Implement appropriate grading procedures and work from home guidelines for teachers.

References

Initial Fall School Reopening Guidance June 25, 2020
<http://www.doe.mass.edu/covid19/return-to-school/guidance.docx>

Special Education Guidance for the 2020-21 School Year Memo July 10, 2020
<http://www.doe.mass.edu/covid19/on-desktop/2020-0709special-ed-comp-guide-memo.docx>

Protocols for responding to COVID-19 Scenarios July 17, 2020
<http://www.doe.mass.edu/covid19/on-desktop/2020-0717protocols-document.docx>

Transportation Guidance July 22, 2020
<http://www.doe.mass.edu/covid19/on-desktop/2020-0722transport-guide.docx>

Facilities and Operations Guidance July 22, 2020
<http://www.doe.mass.edu/covid19/on-desktop/2020-0722facilities-operations-guide.docx>

Guidance for Courses Requiring Additional Safety Considerations July 24, 2020
<http://www.doe.mass.edu/covid19/return-to-school/supplement/2020-0724add-safety-guide.docx>

For information related to Reopening Elementary and Secondary Schools: www.doe.mass.edu/covid19/on-desktop.html