



ST. JOSEPH/ST. ROBERT SCHOOL
FOCUSED ON FAITH AND LEARNING

&



Catholic Schools Onward

***Best Practices and New Opportunities as We Move
Forward***

Guidance and Procedures

DRAFT

8-28-2020

Introduction & Best Practices

Introduction

This document will provide information regarding the plan to return to Brick and Mortar learning for the 2020-2021 school year. The principles listed below will allow us to remain open and use virtual learning for those that have been identified with COVID-19 or in situations in which a parent feels working from home is beneficial.

Partnership - Catholic elementary schools are inherently a partnership between the parent and the school. At this time, an even greater partnership is needed. It is our goal to open up this school year and to remain open. This cannot be possible unless the school and the parents agree on the importance of monitoring a child's health on a daily basis. **Most importantly, this means that parents need to keep their children home 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.** When symptoms persist, the child should be seen by a doctor and medically cleared to return to school. With parental cooperation, 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. They will attend lunch, recess and classes as a cohort. Cohorting allows for much easier contact tracing. If a case of COVID-19 were to surface, smaller groups of students would need to be quarantined at home. We would work with the Bucks County Health Department to determine who needs to quarantine. While determining who needs to quarantine, the cohort would continue virtual learning at home.

Social distancing - Social distancing is also a fundamental practice in all of our procedures of operations. Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Keeping distance from others lessens the chances of catching COVID-19. Travel in the hallway, lunch periods, and classroom instruction have all been planned to maximize social distancing in coordination with County Health Guidelines. SJR has procured Ultraboard barrier trios to help in certain rooms that utilize tables vs. desk and to be strategically used in various locations throughout the building. We have also provided teachers with rolling plexiglass partitions to be used in the classroom settings.

Strategic use of Masks - The use of mask will follow any current and governmental guidelines. **Masks have been mandated by the state other than when we provide "Masks Breaks." During the mask breaks, students will be able to remove them in a safe manner. (LATEST UPDATE)**

Masks will also be mandatory when traveling in the hallway, on the bus, and classroom situations with non-cohort members. Lanyards will be provided to hook to the masks so that children may have their masks with them at all times. Face Shields will be provided to staff and students so that they may wear them as well.

Cleaning - The school will increase the cleaning of common areas and highly used features such as door knobs, handrails, and counters. The building will continue to be cleaned each night as well. Students are encouraged to bring their own water bottles to school, as common water fountains will not be in use. We will have water stations available with bottle fillers. With this enhanced cleaning, a safer environment can be established. All classrooms are currently being outfitted with foaming hand sanitizer pumps and Honeywell True HEPA Whole Room Air Purifier. There are also hand sanitizer stations at every major entry way of the school. The school has also procured a Victory Electrostatic Sprayer that will be used at the end of each day to sanitize. SJR has also purchased two (2) backpack disinfectant sprayers to be used throughout the day to aid in disinfecting the bathrooms, hallways, stairwells and lunchroom. These sprayers use a nontoxic, CDC approved solution to sanitize and disinfect. The maintenance staff has also gone through the building and replaced or cleaned all HVAC system filters.

Monitoring health - Every day, teachers will be reminded to check the health of their students throughout the day. Students' temperatures **will not** be taken in a whole group setting. Random temperature checks may take place outside of the classroom. We ask that you please make sure to update emergency contacts on file and confirm that those contacts are comfortable picking up your child if sent home sick. We are asking that our staff members monitor their own health each day for symptoms as well.

Virtual/Cyber Learning

1. Families who opt to participate in cyberlearning at the start of the year in order to meet their family needs will have that opportunity provided to them. Students will be able to follow along with the class and complete work via Google Classroom/Seesaw. They will be provided taped mini lessons and independent practice opportunities. Teachers will establish office hours to communicate with students who select this option. They also will be able to work independently from home and work in groups virtually. All work is expected to be turned in by the end of the school day for it to count as a day present.
2. If a child is sick, or a parent suspects the child may be sick, we will have a virtual option where the child can participate in their grade level. Materials will be exchanged through Google Classroom/Seesaw.
3. In the case where a cohort has been dismissed from school and COVID-19 has been identified, the cohort will utilize distance learning for the isolation period. Direct

Instruction will be delivered through a virtual platform, with reliance on Google Classroom/Seesaw.

Modified Attendance - Children will be marked as present if they attend class in person or virtually and complete their work. Only when children cannot or do not participate in any of the virtual lessons, will they be marked absent. All work is expected to be turned in by the end of the school day for it to count as a day present. If a student is too sick to participate virtually, the parent should notify the teacher, and the student will be marked absent. As done in the past, teachers will provide students with the work that they missed.

Envisioning the School Day from a Student's Perspective

Arrival

Arrival will begin at 7:50AM and should be completed by 8:10AM. Students will wear masks as they exit busses or cars, wait in the school yard, and make their way into the building. Masks will remain on until students are seated in their classrooms. All students will be instructed to sanitize their hands as they enter the building.

- **Bus Riders**
 - Students dropped off by the bus will report to their designated area in the school yard
 - Most districts have stated students will sit with siblings with the max of 2 students per seat.
 - Masks will be required on busses.

- **Car Riders**
 - All car riders will report to their designated area in the school yard upon their arrival.
 - This year, we are unable to reach in and unbuckle children from car seats or booster seats. We will need parent support to facilitate this.
 - Kindergarten students will enter through main entrance of the building.
 - Masks will remain on until seated.

- **PreK 4 Drop off**
 - PreK 4 drop off will take place from 8:10 to 8:20
 - This year, we are unable to reach in and unbuckle children from car seats or booster seats. We will need parent support to facilitate this.
 - We ask that you please park and walk your child up to the designated door for their class.

- **CARES**
 - CARES will continue to be offered and hours will remain the same (7:00-7:45AM) for families who need to drop off their children prior to 7:45AM. Drop off for CARES will take place at the front entrance of school as in previous years.
 - Students will be required to wear a mask or face shield while in cares because of the inability to cohort.
 - CARES students sanitize hands upon entering the building.

Walking in the hallways

- Students are not expected to be in the hallways often throughout the day.
- When they are, students are expected to wear their mask, head directly to their destination, adhere to social distancing guidelines, and sanitize their hands when leaving and upon returning to the classroom.
- There will be signage throughout school to promote proper behaviors.

The Classroom

- **PreK 4 and Kindergarten**
 - Students will remain with their assigned cohort at all times.
 - Specials will push into the classrooms on a daily basis with the exception of Phys. Ed. which will take place outside or in the gym.
 - The classrooms will continue to be cleaned daily.
 - A rotation will be established for the use of classroom materials so that they may be properly washed/sanitized in-between uses.
 - Students will be encouraged to wash hands frequently and we will provide hand sanitizer to the classroom for daily use.
 - Daily Routines for Students in PreK 4 and Kindergarten
 - We understand the necessity for students in PreK and Kindergarten to work independently, at tables, on the carpet, and in small groups. We will do our best to meet social distancing recommendations. We understand that social learning and skills are exceptionally important for this age group, and due to their age, we cannot guarantee that they will always be spaced 3-6 feet apart.
 - All Classrooms have been outfitted with Hand Sanitizer Pumps
 - All Classrooms have been outfitted with Honeywell True HEPA Whole Room Air Purifier

- **Elementary School (Grades 1-8)**

- The classrooms will continue to be cleaned daily.
- Students will have their own supplies as sharing items will not be allowed.
 - Supply lists are on the teacher websites, however there may be additions to those to accommodate the guidelines put into place.
- In an effort to follow provided guidelines, we will encourage students to wash their hands, and we will provide hand sanitizer for each classroom.
- Specials will push into the classrooms on a daily basis with the exception of Phys. Ed. which will take place outside or in the gym.
- Daily Routines for Students in Grades 1-8
 - Students will work from their desks which will be spaced in rows 3-6 feet apart following CDC and Bucks County Department of Health Guidelines.
 - We will look to provide students an opportunity to socialize and interact but understand it will be less than normal.
 - Group discussion and interaction will still be an integral part of instruction.
 - Students will be able to communicate and work with others in their cohort on small group projects through the use of various platforms (Google, Seesaw, Flipgrid, Nearpod, etc.)
 - Google Classroom or Seesaw will be available to all grades.
 - Students will have the ability to collaborate with each other through Google Docs, Google Meet, etc.
- All Classrooms have been outfitted with Hand Sanitizer Pumps
- All Classrooms have been outfitted with Honeywell True HEPA Whole Room Air Purifier

- **Honors Math**

- Honors Math students will learn in the Honors Math classroom.
- We will stagger seating in the Honors Math classroom to adhere to social distancing guidelines.
- All Classrooms have been outfitted with Hand Sanitizer Pumps
- All Classrooms have been outfitted with Honeywell True HEPA Whole Room Air Purifier

- **Specials**
 - Specials will push into the classrooms daily (Phys. Ed. will take place outside or in the Gym)
 - Students will continue to have each Special class once a week.
 - Singing will not be a part of music class in adhering to the health guidelines.
 - We will do our best to accommodate Art Class as it has been held in previous years. We will ask families to supply specific art materials as needed for projects.
 - Technology will be taught using the Chromebooks and other portable devices.
 - P.E. will be outside whenever possible, and students will be engaged in activities that allow for social distancing. We will also utilize the gym for P.E. as well.
 - We are looking at alternatives to checking out library books that still expose our students to the valuable experience that is reading!
 - Band will be 100% virtual this year and take place after school to help adhere to provided guidelines
 - All Specials Classrooms have been outfitted with Hand Sanitizer Pumps
 - All Specials Classrooms have been outfitted with Honeywell True HEPA Whole Room Air Purifier

Lunch/Snacks

- **PreK 4**
 - As normal, all preschool students will eat in their classroom.
 - Rest Time will continue to occur, and students will be distanced to the maximum extent possible.
- **Kindergarten and Elementary School (Grades 1-8)**
 - There is a change to how lunch will look this year for grades K-8.
 - Lunch will be held in the classrooms on a daily basis.
 - Teachers will monitor students while eating
 - Parent Volunteers will monitor the school yard for recess
 - Lunch will now be an hour-long period (12:00-1:00) split into two sections
 - The extra time is provided to allow teachers and students to wash hands and use sanitizer prior to eating and going outside and clean up their classroom eating areas when finished eating.
 - Section 1 (Grades K, 1, 7 and 8) will eat from 12:00-12:30 and then have recess from 12:30-1:00

- Section 2 (Grades 2,3,4,5, and 6) will have recess from 12:00-12:30 and then eat from 12:30-1:00
- Students will continue to pack their lunch each day.
- The Hot Lunch program will be reevaluated as more guidance is provided.

Recess

- Recess will continue and be built into the daily schedule.
- Areas will be designated in the yard for each grade and students will be reminded to stay in their designated grade area during their recess time.
- We cannot guarantee students will be socially distanced at 3-6 feet at all times.
 - Students will be encouraged to practice expected behaviors in the lunch room and school yard.
 - The sharing of balls and other equipment will not be allowed.
- As long as students maintain 6 feet of distancing, they do not have to wear masks outside.
- Playground equipment will be wiped down in accordance with recommended health guidelines.
- Students will have recess outside whenever possible with their cohort.
- Students will sanitize their hands before and after recess.

Dismissal

- Students will wear masks out of the building. All students will be instructed to sanitize their hands as they exit the building.
 - **Bus Riders**
 - Most districts have stated students will sit with siblings and then by grade level with the max of 2 students per seat.
 - Masks will be required on busses.
 - Bus riders will be called down by bus.
 - **Car Riders**
 - Car Rider Pick Up will take place in the front of the school as it normally would.
 - We will call Car Riders down by grade to keep cohorts as intact as possible.
 - We ask that parents please refrain from overcrowding the landing out front of school so that we can dismiss safely and adhere to social distancing guidelines.
 - **PreK 4 and Siblings Pick-Up**

- PreK 4 will still be released from the designated doors based on classroom.
- PreK 4 Dismissal will begin at 2:55 to help maintain distancing guidelines.
- Siblings will not come down with the PreK 4 students at dismissal time. They will come down when their grade is called.
- **Half Day Dismissal for PreK 4 and Kindergarten Students**
 - Parents will park in the lane in front of school and wait for their child to be dismissed.
 - We are unable to buckle students into car seats, booster or regular seats at this time. We ask that parents please assist with this.
- **CARES**
 - We will continue to operate until 6:00 PM.

Catholic Identity

- **Mass**
 - Efforts will be made for us to still hold our First Friday Masses and school wide Liturgies.
 - When a religious celebration cannot be held, we will stream mass from St. Robert Bellarmine into the classrooms.

Other

- **Restrooms**
 - Students will be able to use the restrooms as needed and appropriate to age level, but students will need to adhere to distancing guidelines.
- **Assemblies**
 - At this time, there will be no large gatherings or assemblies. School events on the calendar will remain on the calendar and will be addressed as each one arises.
- **Home and School Events**
 - Home and School meetings will take place virtually.
 - Home and School is working hard on alternative plans for our annual events.
- **Volunteers**
 - Only scheduled volunteers will be allowed in the building and on a limited basis (i.e. Recess Duty)
- **Field Trips**
 - At this point, no field trips are scheduled.

- **CARES**
 - CARES will continue but will look different.
 - We will do our best to maintain cohorts of students in the CARES room.
 - At CARES, students will be allowed to go outside and play, but some equipment may be limited. Groups will be spread out across the CARES area (cafeteria and when in the yard)
 - At this point, students will have to wear masks at all times including playing outside.
 - In order to plan, we are asking families to commit to a weekly schedule and communicate any schedule changes to the appropriate CARES director.
- **After School Activities**
 - All after school activities in the building are on hold.
 - We hope that after school activities can resume sooner rather than later.
- **Back to School Nights**
 - These will be held virtually, and a schedule will be shared.
- **Parent-Teacher Conferences**
 - Conferences will be held on October 29th and 30th and will more than likely be virtual.
- **Extracurricular Activities**
 - All extracurricular activities held onsite are on hold.
- **IU and Outside Services**
 - Learning Support and Catapult Services will be offered throughout the school year.
 - Social Distancing will take place at greater distances.
 - Masking will be required.
 - More information will be sent home at a later date
 - Speech Services will still be provided using a hybrid model- face to face therapy to one school a week, and virtual asynchronous therapy on the opposite week.
 - Counseling Services will still be provided, more information on how these services will look will be provided at a later date.
- **Parent Expectations**
 - We will provide all of the students with 1 face mask and 1 face shield
 - We ask that you please ensure that your child has at least 2 back up masks to rotate through (they can be gaiters or masks)
 - We also ask that the mask be washed weekly
 - While we are procuring a number of PPE and cleaning related products, families are still asked to send in wipes, sanitizers, paper towels, etc., when possible.

Envisioning the School from a Parent's Perspective

Late Arrival for Students

- In an effort to limit exposure, we ask that when a child is late you follow the following procedures.
 - Maintain social distancing guidelines when entering the vestibule and lobby area.
 - We ask that 1 family be in the office at a time.
 - The student will enter the building and report to Mrs. Ewald in the front office for a late slip.
 - If needed, students will be escorted to their classroom by a front office staff member.

Early Dismissal for Students

- Parents are encouraged to inform us in advance if there will be an early dismissal for a student
- Students will be sent down to the office to wait inside the school for their parent to arrive at the designated time of pick-up.
- We ask that 1 family be in the office at a time.

Picking Up a Sick Student from the Nurse's Office

- If a child is sent down to the Nurse and they feel he or she needs to be sent home, they will communicate that with the parents and/or emergency contacts.
- We ask that all parents please adhere to the guidelines provided above in regards to Early Dismissal.
- **If a student has any symptoms of COVID-19, they will be kept away from other students in the nurse's office or a corresponding office area until parents arrive.**

Student is Sent Home due to a Fever at School

There have been a few changes in regards to students being sent home from school with a fever. Please see below for guidelines.

- Students must remain at home for 3 business days instead of 24 hours.
 - They may participate in cyberlearning while at home during this time if they feel up to it.
- Siblings of a student with a fever will be checked for a fever.
 - If they have a fever, they will also be sent home.
 - If they do not have a fever they will stay in the school.

What happens when there is a positive case of COVID-19?

If a student has a confirmed case of covid-19

- Notify Bucks County Department of Health follow their recommendations for quarantine.
- It is possible that the entire cohort could be quarantined while the Bucks County Health Department makes final decisions on who needs to stay home after a positive test.
 - This could be the entire cohort, but it is likely to be anyone who was within 6 feet of the ill person for 15 minutes or more.
 - These students and/or staff will participate in class from home and cyberlearning for some or all students in this cohort will begin.
- Communicate to staff and families that there was a confirmed case. Name or identifying information of the student with COVID-19 is not permitted.
- The student can return after the following conditions have been met:
 - 3 days with no fever **and**
 - Symptoms improved **and**
 - 10 days since symptoms first appeared

If a staff member or volunteer has a confirmed case of covid-19

- Notify Bucks County Department of Health follow their recommendations for quarantine.
- It is possible that the entire cohort could be quarantined while the Bucks County Health Department makes final decisions on who needs to stay home after a positive test.
 - This could be the entire cohort, but it is likely to be anyone who was within 6 feet of the ill person for 15 minutes or more.
 - These students and/or staff will participate in class from home and cyberlearning for some or all students in this cohort will begin.
- Communicate to staff and families that there was a confirmed case. Name or identifying information of the student with COVID-19 is not permitted.
- The staff/volunteer can return after the following conditions have been met:
 - 3 days with no fever **and**
 - Symptoms improved **and**
 - 10 days since symptoms first appeared

If a household family member of student, staff, or volunteer as a confirmed case of covid-19

- We will adhere to all guidelines and recommendations from the Bucks County Department of Health

Framework for Virtual/Cyber Learning

For those families who opt out traditional, in person instruction, there will be an opportunity for the students to still actively participate in class lessons, activities, projects, etc.

- Teachers will be asked to pre tape mini lessons of direct instruction that can be posted to your google classroom or seesaw page depending on grade level.
 - The taped mini lessons would be direct instruction of content.
 - There will be class assignments and independent practice activities that will need to be completed as well.
 - Assessments will also be provided and guidelines for how those will be administered will be communicated at a later date.
- The students who opt out of in person classes would be expected to complete all school activities by an agreed upon time and submit to teachers no later than the designated time allotted.
 - We understand the need for some students to have supports and guidance during at home instruction and are working on a time that best works for students to submit work and receive feedback in a timely fashion.
- Teachers are encouraged to incorporate the students who may be virtual into many different avenues of the classroom
 - if there is a potential for the students at home to participate in a discussion or project with their peers, we want to take advantage of that.
 - That could be done through google meet, zoom, etc.
 - Our google suite also allows students to still collaborate on class activities like a google doc, google slide, or google form with their classmates even when working remotely.
- Teachers will establish office hours during the day to answer any questions for students who are utilizing the virtual learning option.
 - These office hours may change based on teacher availability and prep time during the day.
- Families will need to notify us of their choice of in person or virtual instruction by a predetermined date and would need to stay with that course of action until the end of the 1st trimester at which point they can elect to stay with their original choice or move to the other option
- If a student or family go into mandatory quarantine during the school year, they would also have the ability to utilize the pre-taped mini lessons to participate in class activities.
- Prior to the beginning of the school year, we will have a material and device pick up day for those families who are utilizing the virtual option.
 - Direct instruction will take place utilizing one of the online platforms (Google Classroom/Seesaw)
- If a child is sick or a parent suspects the child may be sick for multiple days and they are feeling well enough to work, we will have a virtual option where the child can

participate in their grade level. Assignments will be completed through Google Classroom.

- If a student is just sick for the day, too sick to work from home, or away from school, they will find their work through Google Classroom and/or communicating with the teacher just as they have in the past.

Parent Guidelines for Cyberlearning

- Parents should let the student take ownership to the maximum extent possible.
- Parents should not be on the screen and should not participate in the class at any time.
- No teacher lessons should be recorded or shared with anyone other than the student in the class.