

RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19

St. Catharine School



INTRODUCTION

This plan has been created to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and the State of New Jersey Department of Education (NJDOE) *The Road Back*. Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

SOURCES:

CDC -

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589931942037

NJDOE - <https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

PRINCIPAL PRINCIPLES, LLC, STEPHANIE MCCONNELL, - <http://www.principalprinciples.net>

GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	July	<ul style="list-style-type: none"> • Supplies, equipment • Prepare detailed work schedule for phases • Prepare building for reopening with thorough cleaning
Phase 1	August	<ul style="list-style-type: none"> • Implement social distancing protocol and open facilities with limited access/use
		<ul style="list-style-type: none"> • Expand use of school based on

Phase 2	August	recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable state and local agencies
Phase 3	September	<ul style="list-style-type: none"> • Open school • Expand full operation based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable local and state agencies • Determine what restrictions/guidelines stay in place • Make any necessary adjustments/additions/modifications to school reopening plan as needed

VISITOR RESTRICTIONS

St. Catharine School (SCS) faculty and staff are allowed on campus during preparation for reopen.

SCS discourages visitation to our campuses until the reopening date. Contact the school principal’s office if an appointment is deemed essential or if materials are to be delivered at a specific drop-off area.

Once school begins in September, visitors will not be permitted to enter the school building until further notice from the building principal and/or guidance from CDC or state government. Fewer people entering the school building allows for greater implementation of safety measures.

Volunteers

Volunteers shall arrive no more than 10 minutes before their assigned time to volunteer. All volunteers shall conduct an at-home temperature/symptom check before arriving at school and shall not come to school if they register a temperature above 100.4 degrees. If a volunteer registers a temperature above 100.4 degrees and has been within the SCS campus for the past two weeks, they shall immediately inform the school of the test for contact tracing purposes. All volunteers shall further agree to adhere to all social distancing guidelines as provided by the state of New Jersey during the pandemic, including but not limited to wearing masks when social distancing is not possible. All volunteers shall wear masks at all times while in the SCS building or on the SCS campus.

All Volunteers must proceed to the front entrance to be signed in and screened prior to entry.

HEALTH PROTOCOL AND SCREENINGS (EMPLOYEE AND STUDENT)

SCS has adopted a policy for screening students and employees upon arrival for symptoms and history of exposure. The screening must be completed by the child's parent/guardian prior to arriving at school each day. A parent waiver will be provided to each family requiring them to check their child for symptoms and temperature daily prior to going to school.

SCS staff will screen students for temperatures upon arrival every day at the "SCS Carport" located on Pennsylvania Avenue.

COVID-19 symptoms that must be checked by parents on a daily basis prior to sending their child to school include:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

*If a child displays any of these symptoms, they are not permitted to report to school until symptoms showing no signs of illness or symptoms for at least 24 hours

Protocol for Symptomatic Staff and Students

Schools must adopt procedures for symptomatic staff and students. Procedures must include the following:

- Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others.
- Students should remain in isolation with continued supervision and care until picked up by an authorized adult.
- Continuous monitoring of symptoms
- Follow current State of New Jersey Communicable Disease Service guidance for illness reporting - <https://www.nj.gov/health/>
- If the school becomes aware that an individual who has spent time in the school tests positive for COVID-19, school officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.

- Adequate amount of personal protective equipment (PPE) available, accessible, and provided for use.
- SCS will follow the 14 day quarantine for travelers from states identified as at-risk.

If an employee or student becomes ill on campus, he/she will immediately report to the **Isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, the nurse will be sure they are wearing a mask and will provide them with gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person. If a mask is not tolerated by the child, staff should use a face covering and follow social distancing guidelines (6 ft. away).
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and principal may be required to identify persons who may have come in contact with the suspected infected person. *The name of the individual would only be provided to the local health department if requested.*
- Advise employees and parents of students who may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

Response to a Confirmed COVID-19 Case in our School Community

The school will release a general communication to all families communicating that a student or staff member has tested positive, in a manner that respects the individual's privacy.

The SCS Health Office will contact the student's parent(s) and/or staff member that has tested positive to address:

- Providing guidance for self care and/or how to seek further medical attention
- Review our return to school requirements which include:
 - Unable to return to the building for a minimum of 14 days
 - Providing documentation of a negative COVID-19 Test
 - Providing a doctor's note that indicates the recent, negative COVID-19 test and states that the patient is symptom free and safe to return to the school building
 - Scheduled phone conference, at minimum one day in advance of desired return to school, with Mrs. Kulaga to review all medical paperwork that meets

our return to school requirements. Paperwork must be emailed/faxed to our health office ahead of the scheduled phone conference for review.

Once all conditions are met, the SCS Health Office and school nurse may grant approval for the student/staff member to return to our building.

In addition, SCS will transition to our Virtual Learning Plan for a minimum of 3 days, in response of a confirmed COVID-19 case in our school community, providing time for the school to address

- potential staffing needs
- further sanitation of the school building
- Consultation with the Monmouth County Department of Health

***Note:** *SCS's Virtual Learning Plan may have to remain in effect in response to a confirmed case for a longer period of time, pending guidance from the Monmouth County Department of Health.*

Employees:

School staff are required to wear face coverings unless doing so would inhibit the individual's health.

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they will be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact the principal and health office. Employees will be asked to submit a healthcare provider's note before returning to work along with all requirements established by SCS.
- If an employee has been diagnosed with COVID19, the school, Department of Catholic Schools, and local health department will be contacted. The health department will determine the next steps.

Students:

- Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Students will wear face coverings (masks or face shields) and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
- Student health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- Results must be documented when signs/symptoms of COVID-19 are observed.
- Any screening policy must take into account students with disabilities and accommodations that may be needed in the screening process for those students.
- If it is deemed necessary that a child's well-being is compromised in wearing a mask, a doctor's note is to be provided to the school nurse.

Protocol for Symptomatic Staff and Students

Schools must adopt procedures for symptomatic staff and students. Procedures must include the following:

- Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others.
- Students should remain in isolation with continued supervision and care until picked up by an authorized adult.
- Continuous monitoring of symptoms
- Follow current State of New Jersey Communicable Disease Service guidance for illness reporting - <https://www.nj.gov/health/>
- If the school becomes aware that an individual who has spent time in the school tests positive for COVID-19, school officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- Adequate amount of personal protective equipment (PPE) available, accessible, and provided for use.
- SCS will follow the 14 day quarantine for travelers from states identified as at-risk.

If an employee or student becomes ill on campus, he/she will immediately report to the **Isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, be sure they are wearing a mask. Provide them with gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person. If a mask is not tolerated by the child, staff should use a face covering and follow social distancing guidelines (6 ft. away).
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and principal may be required to identify persons who may have come in contact with the suspected infected person. *The name of the individual would only be provided to the local health department if requested.*
- Advise employees and parents of students who may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

When an individual tests positive for COVID-19, the facility should immediately notify local health officials, staff and families of a possible or confirmed case while maintaining confidentiality.

The nurse or principal should be prepared to provide the following information when consulting the local health department:

- The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact) as well as their address, phone number and e-mail.
- The date the person with COVID-19 or probable COVID-19 was last in the building
- The date the person developed symptoms.
- Types of interactions the person may have had with other persons in the building or in other locations.
- How long their interactions were with other persons in the building.
- If other persons in the class have developed any symptoms.
- Any other information to assist with the determination of next steps.
- A doctor's note is to be provided to the school clearing a student or staff-member who has recovered from COVID

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Schools must allow for social distancing within the classroom to the maximum extent practicable. This can be achieved by ensuring students are seated at least 6 feet apart and considering the flow of student traffic around the room if students are not wearing masks. Social distancing guidance will support a 3-foot radius around each student desk (from the center), resulting in a 6-foot total distance between any two students.
- If schools are not able to maintain this physical distance, additional modifications should be in place. These include using physical barriers between desks and turning desks to face the same direction (rather than facing each other) or having students sit on only one side of the table, spaced apart.
- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the halls in order to maintain the social distancing guidelines. All individuals walking throughout the building are required to wear masks.
- When weather allows, windows should be opened to allow for greater air circulation. Indoor environments with recirculated air are the riskiest of environments for COVID-19 spread.
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetings and visiting should be avoided

Further Protocols to help increase social distancing for student arrival and dismissal

- Students will be assigned an arrival time between 7:45 A.M. and 8:45 A.M. Arrival times will be assigned in 15 minute blocks.
- Masks shall be worn at all times by all members of a family group while outside - even if socially distanced.
- All children who attend SCS will have their temperature checked prior to entering school.

- Students shall follow “traffic control” direction to encourage distancing in school building and may only remove masks once they are seated at desks.
- Students shall wash hands with soap and water and/or utilize a hand sanitizing station prior to being seated at their desks

Students who utilize bus options or bike to school:

- Students shall wear masks at all times while on the bus.
- Students will enter the building at the Salem Avenue entrance.
- All children who attend SCS will have their temperature checked prior to entering school.
- Students shall follow “traffic control” direction to encourage distancing in school building and may only remove masks once they are seated at desks.
- Students shall wash hands with soap and water and/or utilize a hand sanitizing station prior to being seated at their desks

Late Student Arrival:

- Students who arrive after 8:45 A.M. are asked to conduct an at-home temperature check in the same manner as the students who arrive on-time. If they do not have a temperature during their at-home check, they are asked to proceed to the front of the school while wearing a mask and ring the buzzer. A staff member will greet them and conduct a temperature check. Parents are asked to wear a mask and remain with their student until they enter school.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Face Coverings: Face coverings are an important part of employee and student protection. Personal hygiene, social distancing, and frequent cleaning efforts also support good practice.

School staff are required to wear face coverings unless doing so would inhibit the individual’s health. Students are to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student’s health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

- Teachers and staff members must wear face masks at ALL times unless eating/drinking. This will provide an added layer of protection to both the teacher and the students.
- If it is deemed necessary that a child’s well-being is compromised in wearing a mask, a doctor’s note is to be provided to the school nurse.
- Visitors must wear masks at ALL times. Visitor access will be extensively limited this Fall. Visitors who are volunteers will be screened before entering the school building.

- When parents or “visitors” present on the school grounds - whether inside or outside - they must wear face coverings AT ALL TIMES. Thus, even at dropoff and pickup, EVERY individual must present with a face mask or covering or they will be asked to leave the property and not welcomed back until they come into compliance.
- Students must wear face masks when entering school and exiting the school. Students must also wear the face covering in the hallways and any “common area” including, but not limited to the bathroom, gym, office and nurses office.
- When a student is seated at their desk, which is located six feet away from any other student, the student may remove their mask under the direction of the supervising teacher. If the student needs to get up from their desk, a mask must be worn.*
 - Unless the individual who needs to move from their isolation zone at the desk is health compromised whereby arrangements will be made between the family and administration.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

CLASSROOM AND COMMON SPACES

School staff will use the signage to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

Classrooms:

- There will be a 6-foot separation of desks and children throughout all classrooms. If the 6-foot separation is not feasible (considering the size of the room and number of students per class), students will be required to wear masks or protective barriers will be installed at desks. Student desks face in the same direction (rather than facing each other) For furniture that is intended to accommodate more than one student the school will install a partitioning system.

- Students will not change classes or leave their rooms. Where applicable, teachers will change classrooms, with students staying in the same classroom. For all grade levels: Students will be directed under the supervision of the teacher to clean their personal space (including desks, cubby and/or lockers). This includes students using approved cleaning products to wipe down desks when leaving the classroom and arriving in the classroom.
- Dispensers will be available in the classrooms.
- Larger rooms (i.e. library, cafeteria, gym) can be used as classrooms to allow for social distancing.
- Allow outdoor classrooms where possible and when seasonally appropriate.
- Provide hand sanitizer in every classroom, in accordance with CDC guidelines.

Other Considerations in place to promote social distancing and prevent the spread of germs/illness:

- Limit use of supplies and equipment to one group of children at a time and clean and disinfect between use.
- When possible, ensure adequate supplies to minimize sharing of high touch materials to the extent possible.
- Avoid sharing electronic devices, toys, books, and other games or learning aids, or thoroughly clean and disinfect between use.
- Keep each child’s belongings separated from others’ and in individually labeled containers, cubbies, or areas.
- Increase circulation of outdoor air as much as possible, for example, by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.
- Build in the practice of handwashing throughout the day, during transition times.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our school has been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the office and school before employees and students return, the cleaning steps outlined below will be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below. Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day

Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	Several times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):

- In each classroom (for staff and older children who can safely use hand sanitizer).
- At entrances and exits of buildings.
- Near lunchrooms and toilets.
- Children ages 5 and younger will be supervised when using hand sanitizer.
- For classrooms that have existing handwashing stations, prepare stations with soap, water, and alcohol-based hand sanitizers (at least 60% alcohol).
- Students should wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing.
- Use alcohol-based hand sanitizer (at least 60% alcohol) if washing with soap and water is not possible.

SIGNAGE

Signage will be placed throughout the offices and school as reminders for social distancing and good hygiene practices.

FOOD DELIVERY

Students: Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice (with the exception of lunch). We ask that there be no food be delivered. Personal deliveries such as packages should not be delivered to the school.

Forgotten Items/Calls Home

- If a student has forgotten an item at home, coming back to the school to drop off the item is strongly discouraged, unless it is the student's lunch. The school will make every effort to make sure the student can go about their day comfortably, regardless of whatever the student may have left at home.
- If students need to communicate with their family while at school, the office will be notified and the office will call the family on behalf of the student when necessary.

BUS DRIVERS/BUS PROTOCOLS

Schools will follow the protocols outlined by the local district providing busing.

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days.

RESTROOM USAGE DURING THE SCHOOL DAY

SCS will avoid multiple children in the halls or bathrooms together. Modifications have been made within our restroom facilities to increase social distancing. Students and staff are required to wear a mask while in the restrooms.

- Staff, students and visitors MUST wear a mask when in the hallway and using the facilities.
- Restrooms will be limited to an occupancy of no more than 3 students at a time.
- Hands must be washed thoroughly with soap and water, and for the minimum of 20 seconds, after use and prior to leaving the restroom.
- In communal restrooms students are permitted to use the bathroom if there is a vacancy. A system will be in place for students to easily recognize restroom availability.
- Upon re-entry to the classroom students should also use hand sanitizer.

Fire Drills/Safety Drills

- Efficient and safe responses to potential emergencies remain a priority at SCS.
- During the event of a scheduled fire drill or safety drill, students will be required to practice these drills with their masks on in case social distancing is not possible.
- In the event of a real fire or lockdown, students should wear masks if they are easily accessible. If masks are not easily accessible, social distancing will be enforced as best as possible while prioritizing student and staff safety during the emergency.
- All normal drill procedures will continue to be followed.

RECESS & PHYSICAL EDUCATION

Students will be permitted to engage in recess and physical education class. However, if the social distancing guidelines of 6 feet apart can not be achieved, masks will need to be worn.

- Handwashing and/or hand sanitizing before and handwashing after recess and physical education class will be required.
- Students cannot change games during recess or leave their assigned zone.
- Any equipment used by students will be properly sanitized. (i.e. balls, bats,etc.)
- Students who can not comfortably wear a mask while engaging in physical activity can be excused without penalty, but are required to stay with their class during their recess and/or physical education time.
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- Handwashing and/or hand sanitizing before and handwashing after recess and physical education class will be required.
- Students cannot change games during recess or leave their assigned zone.
- Any equipment used by students will be properly sanitized. (i.e. balls, bats,etc.)
- Students who can not comfortably wear a mask while engaging in physical activity can be excused without penalty, but are required to stay with their class during their recess and/or physical education time.

VISITORS ON CAMPUS

Until further notice there will be no visitors allowed on campus without permission from administration.

CAFETERIA AND MEAL PERIODS

Students will remain in a self-contained classroom for lunches. Meals should be brought to the classrooms. Our Food service provider will deliver food to our classrooms.

- SCS will Encourage proper hand washing before and after eating meals.

COMMUNICATION WITH FAMILIES

School Specific: To stay updated on the most current information:

1. SCS will utilize our School Messenger Email & Phone alert system
2. Visit the school website.
3. Follow our social media platforms.

ACADEMICS AND HOME-BASED LEARNING

There are three considerations (Traditional, Hybrid, and Remote) for returning to school, depending upon state and local health guidelines. Presently, the State of New Jersey is returning to a traditional face to face classroom instruction in September 2020. We must be prepared to provide other models of instruction, as can be seen in a hybrid or remote school setting.

Some families may not feel comfortable having their child return to school for instruction. In addition, some students may be medically fragile and their physician does not recommend returning to school. In either case, provisions will be made to provide these students with instruction.

Saint Catharine School has been actively preparing to provide an in-person learning environment for our students 5 days a week. This will consist of small class sizes, socially distant student learning spaces, placed 6ft or greater, away from the nearest student, as well as hiring more teachers to support this endeavor. Class sections have been reduced in size to accomplish this goal. Please review our outlined plans listed below:

Plan A

School will reopen for in-person instruction for all students everyday on a regular full day schedule. Students are arriving at school wearing masks, and wearing masks within situations and periods of the day in which social distancing is difficult. However, students will have the option to remove their masks, under the direction and supervision of their teacher while safely seated in a controlled learning environment, which consists of desks placed 6ft away from other students as recommended by the CDC.

An optional online learning experience for students that do not feel comfortable returning to school will be provided as needed.

Plan B

School will reopen for in-person instruction for all students everyday on a regular full day schedule, but will require students to wear masks throughout the majority of the school day due to heightened COVID-19 cases within our local area at the recommendation of the Monmouth County Health Department.

An optional online learning experience for students that do not feel comfortable returning to school will be provided as needed.

Plan C

At home virtual learning for specific grade level(s) and/or homerooms in response to a confirmed or potential COVID-19 case within the school will be initiated. In-person instruction that can safely resume for specific grade levels will continue once approved by the Monmouth County Department of Health.

An optional online learning experience for students that do not feel comfortable returning to school will be provided as needed.

Plan D

At home virtual learning for all students everyday on a modified schedule.

St. Catharine School's goal is to design flexible instructional plans that work best in both traditional face-to-face and remote environments. The following will be considered to provide meaningful learning experiences for our students:

- Create year-long plans to facilitate more meaningful, interdisciplinary units that can be delivered face-to-face or remotely.
- Ensure all instructional experiences include modeling, guided instruction, collaborative work, and independent work rather than over-reliance on independent work during remote learning. This requires strategic use of synchronous and asynchronous lessons.
- Review and implement best practices in synchronous and asynchronous instruction to meet student needs and engagement.
- Make adjustments to school-based services plans for students with disabilities to account for accommodations and modifications needed in a remote learning environment.
- Create an "early warning system" to identify and intervene with students who may be exhibiting academic and/or behavioral concerns.
- Develop a plan for benchmark screening and intervention delivery during face-to-face and remote learning.

GRADING AND ATTENDANCE POLICY

Students are expected to complete assignments to receive credit for the courses for this school year. The grading policy is located in the school handbook.

REMOTE LEARNING & ONLINE INSTRUCTION

SCS Online Learning Program (OLP) Option

Starting in the 2020-2021 school year, Saint Catharine School is offering Pre-K 3-8th grade online learning for students who cannot attend school due to medical or personal reasons. Saint Catharine School's students who choose to take online courses will still be enrolled as a student at Saint Catharine School through the same tuition rates.

Saint Catharine School Online Learning Program (OLP) will be delivered in an asynchronous format, meaning they may be accessed at any time. This allows students to work at their own pace from home during times that are more convenient for them and their family. There are opportunities to interact with a live liaison through OLP, especially when students have a specific question, or after assessments are given, where teacher feedback may need to be provided. This format allows for flexibility and autonomy for each student/family to decide what schedule works best for them.

Parent/Guardian involvement in the OLP is very important and necessary. Online learning is rigorous and much dedication, effort and self-motivation is needed in order to be successful. Adult monitoring and supervision will need to be provided if using OLP and for that reason elementary parents/guardians will be viewed as Learning Coaches through this program. Just as if the student were attending school in-person each day, a daily routine is key and another integral part to the success of online learning.

Enrollment in the OLP is trimester based. Re-enrollment into another trimester and/or switching back to the classroom environment can only happen during the registration period. Contact the main office by August 21st, to register your student in Saint Catharine School's OLP. Due to the amount of time to process and prepare for the OLP, those students who register after this deadline may not be able to start their OLP courses on time.

Virtual Learning

We at Saint Catharine School recognize that students learn best while in school and with the guidance and support of their teachers. However, health crises in our world can and has prevented us from being in our optimal learning environment. Therefore, Saint Catharine School has created a virtual learning policy that will involve a balance of on-screen and off-screen assignments allowing for the continuous learning of the school curriculum.

Students/parents in Kindergarten through 8th grade should familiarize themselves with their students' Google Classroom Account and email. Account information will be provided to you through school communication. Below are the required components of a virtual schedule separated by grade levels.

Virtual Learning Schedule Pre-K4 through 6th Grade

- 8:00- Morning Prayers and Announcements will be made through our calling system to the telephone number the school has on file

- Students will meet with their teachers through a mandatory virtual learning platform, that will be communicated by the teacher, and held at scheduled times (see schedule below). Students in Pre-K4 through 1st grade will gradually build up to a 5 day a week virtual schedule. Virtual Meetings will take place on Monday, Wednesday and Friday at first, and preloaded Math and Reading lessons will be provided on Tuesday and Thursday until the optimal schedule can be implemented.
- Students **are required to** attend virtual meetings and come ready to learn. Students must be dressed appropriately (no pajamas) and their cameras must be ON during the duration of their virtual meetings.
- An individual student 'check-in' with teachers will be scheduled on an as needed basis and communicated by the teacher. As always, please don't hesitate to contact the teacher with any questions or concerns.
- Students may be asked to work independently outside of their teacher-led virtual meetings for additional practice. Classwork will be submitted through Google Classroom and/or other means (i.e. drop box at school) designated by the teacher.
- Teachers will contact and communicate lesson plans through their Virtual Learning Folder located on the school website under the teacher homepage, and also through your student's Google Classroom (K-8th grade). Preschool families will receive information via parent email.
- Teachers will automatically be notified through Google Classroom when assignments are turned in or communications are made. Teachers will comment and provide any necessary feedback on submitted assignments. Additionally, this will also allow the school to monitor participation and attendance.

- In the event a student is unable to attend their virtual class, a parent must notify the teacher via email prior to the start of class. Failure to attend or send notification will be considered an unexcused absence and adversely affect the students participation grade.
- Students who receive services will continue to do so through this virtual setting.
 - The employees of the Educational Services Commission of New Jersey and/or our Reading Specialist will contact you to arrange a schedule for your student.
 - Meetings will be held on a weekly basis at the same time and will not conflict with your students master schedule.

*****Please recognize that modifications to the schedules/plans listed below may become necessary during the virtual learning environment*****

Virtual Schedule: Pre-K through 1st Grade

Monday-Friday Schedule	Virtual Meeting Times/Activities
Reading Class	
Group A Virtual Meeting	8:30-9:00am
Group B Virtual Meeting	9:15-9:45am
Math Class	
Group A Virtual Meeting	10:00-10:30am
Group B Virtual Meeting	10:45-11:15am
Individual Student Conference	1:15-2:15

Science/ Social Studies Class	preloaded lessons, videos, interactive links and/or activities will be provided and can be used during the day at your discretion
Religion	preloaded lessons, videos, interactive links and/or activities will be provided and can be used during the day at your discretion
Specials	preloaded lessons/videos, interactive links and/or activities will be provided and can be used during the day at your discretion One Special will be conducted once a week in the following manner: Week 1: Art Week 2: Music Week 3: STEM Week 4: Physical Education Week 5: Spanish

Virtual Schedule: 2nd Grade and 3rd Grade

Monday-Friday Schedule	Virtual Meeting Times/Activities
Reading Class	
Group A Virtual Meeting	8:15-8:55am
Group B Virtual Meeting	9:05-9:45am
Math Class	
Group A Virtual Meeting	10:20-11:00am
Group B Virtual Meeting	11:20-12:00pm

Individual Student Conference	1:15-2:15
Science/ Social Studies Class	preloaded lessons, videos, interactive links and/or activities will be provided and can be used during the day at your discretion
Religion	preloaded lessons, videos, interactive links and/or activities will be provided and can be used during the day at your discretion
Specials	preloaded lessons/videos, interactive links and/or activities will be provided and can be used during the day at your discretion One Special will be conducted once a week in the following manner: Week 1: Physical Education Week 2: STEM Week 3: Music Week 4: Spanish Week 5: Art

Virtual Schedule: 4th Grade through 6th Grade

Monday-Friday Schedule	Virtual Meeting Times/Activities
Reading Class	
Group A	8:30-9:10am
Group B	9:30-10:10am
Math Class	
Group B	8:30-9:10am

Group A	9:30-10:10am
Science Class Monday and Tuesday	
Social Studies Class Wednesday and Thursday	
Group A	11:00-11:40am
Group B	1:00-1:40pm
Individual Student Conferences	1:45-2:40pm
Religion	preloaded lessons, videos, interactive links and/or activities will be provided and can be used during the day at your discretion
Specials	preloaded lessons, videos, interactive links and/or activities will be provided and can be used during the day at your discretion One Special will be conducted once a week in the following manner: Week 1: Spanish Week 2: Physical Education Week 3: Art Week 4: Music Week 5: STEM or Technology (6th Grade)

Virtual Learning Schedule 7th and 8th Grade

- 8:00- Morning Prayers and Announcements will be made through our calling system.
- Students will meet with their teachers through a mandatory virtual learning platform.
- Students will attend virtual meetings in a manner that promotes a proper learning structure (no pajamas and cameras need to be turned ON).
- Parents and students will receive email notifications regarding any special announcements.

- Students will be required to work independently outside of their teacher-led virtual meetings.
- Your teacher will contact and communicate lesson plans with you through their Virtual Folder on the school website and your student’s Google Classroom.
- Your teacher will be automatically notified through Google Classroom when assignments are turned in or communications are made. Teachers will comment and provide any necessary feedback on turned in assignments. Additionally, this will allow the school to monitor participation and attendance.
- Students who receive services will continue to do so through this virtual setting.
 - The employees of the Educational Services Commission of New Jersey and/or our Reading Specialist will contact you to arrange a schedule for your student.
 - Meetings will be held on a weekly basis at the same time and will not conflict with your students master schedule.
- In the event a student is unable to attend their virtual class, a parent must notify the teacher via email prior to the start of class. Failure to attend or send notification will be considered an unexcused absence and adversely affect the students participation grade.

Virtual Schedule: 7th and 8th Grades

	Virtual Meeting Times/ Activities
Period 2	8:15-8:55
Period 3	9:15-9:55
Period 4	10:15-10:55

Period 5	11:15-11:55
Period 6	1:00-1:40
Period 8 (Specials)	<p>2:00-2:30 One Special will be conducted once a week in the following manner:</p> <p>Week 1: Technology Week 2: Spanish Week 3: Physical Education Week 4: Art Week 5: Music</p> <p>*Students will have ongoing Spanish and/or Technology assignments each week.</p>

Daily Virtual Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
				Week A	Week B
Period 2	Period 3	Period 2	Period 3	Period 2	Period 3
Period 4	Period 5	Period 4	Period 5	Period 4	Period 5
Period 6	Period 8	Period 6	Period 8	Period 6	Period 8

EXTRACURRICULAR ACTIVITIES & AFTERCARE PROGRAM

St. Catharine School will:

- Adhere to all applicable social distancing requirements and hygiene protocol during any extracurricular activities.
- Maximize the use of technology and online resources to continue some extra-curricular activities without additional person-to-person contact.
- Restrict use of school facilities to school-sponsored extracurricular activities and groups.
- Cleaning/disinfecting schedule may not allow for in-person gatherings outside school hours.

***All extracurricular activities and athletic programs are not being scheduled until further guidance is provided.**

After care programs will continue. Parents are required to register their child for a month in advance and submit their scheduled required dates of care for their child. SCS may have to decline availability of After Care if the demand for services exceeds our ability to supervise and provide enough space reflective of our social distancing guidelines.

CATHOLIC IDENTITY

- First Friday Mass shall occur on the first, second, and third Fridays of the month on the field during the months of September, October, November, April and May.
- On the first Friday of each month, mass shall be held for grades 6th-8th, on the second Friday of each month, mass shall be held for grades 3rd-5th, and on the third Friday of each month, mass shall be held for grades Pre-K 3 - 2nd.
- The fourth Friday of each month shall be held as a "rain date"
- Distancing shall be enforced during the mass and face masks shall be worn by students and staff throughout the mass
- Parents and the community are invited to attend by standing along the fence outside of the field. Social distancing shall be required and masks shall be worn at all times.
- Communion shall be provided in the same manner as a regular St. Catharine-St. Margaret outdoor mass for those eligible to receive it.
- During the winter months (December - March) First Friday mass shall be held in St. Catharine church. One grade at a time shall attend mass each Friday school is in session by walking to St. Catharine from SCS in a socially distanced manner, beginning with the 8th grade during the first Friday of indoor mass. Pre-K 3 and Pre-K 4 will not attend during this time period.
- The mass will be conducted in the same manner as a regular St. Catharine-St. Margaret mass during the pandemic (i.e socially distanced and enforcing mask wearing requirements).
- The mass will be telecast via the parish's online streaming service in order for parents and the community to attend.

St. Catharine School Administration reserves the right to update and make modifications to this plan throughout the school year whenever changes and/or modifications are deemed necessary by the school administration.