

2020-2021 SCHOOL YEAR PLAN



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2020-2021 PLANNING TASK FORCE

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Thank you to the taskforce members in the creation of this plan. Their expertise and commitment to Catholic education is commendable.

SOURCES

The information in this plan comes from the hard work of the 2020-2021 planning task force, which used multiple sources to guide its planning. These include policy and directives from the Diocese of Camden Office of Catholic Schools, which are grounded in the following:

- General guidelines and *Considerations for Schools* from the Centers for Disease Control
- *The Road Back: Restart and Recovery Plan for Education*, (NJ Department of Education)
- *Considerations for school-related public health measures in the context of COVID-19* (World Health Organization)
- Feedback and input from Catholic school principals, teachers, and parents via the June 2020 parent survey and June 2020 teacher survey

St. Rose of Lima also referenced these documents directly in the preparation of this plan.

In addition to these references, the Diocese of Camden Office of Catholic Schools engaged its standing Strategic Action Team, multiple task forces, and public health officials in developing its guidance. Many members of St. Rose of Lima's community also shared perspectives relevant to developing this plan.

ROSEBUD ACADEMY

The principles and protocols in this plan apply to the K-8 building in Haddon Heights and to the Rosebud Academy Preschool building, located in Barrington. **In addition, Appendix A provides additional clarifications, procedures, and information about Rosebud Academy.**

INTRODUCTION

Catholic schools provide an environment in which we consistently model Gospel values and Church teachings and traditions in the image of Jesus Christ. All students experience an academically challenging curriculum that helps them to grow closer to God by learning about themselves and His world, while preparing them to succeed at every level.

At St. Rose of Lima our mission is to follow the church's teaching as stated in the catechism **1701**: "Christ...in the very revelation of the mystery of the Father and of his love, makes man fully manifest to himself and brings to light his exalted vocation." It is in Christ, "the image of the invisible God," that man has been created "in the image and likeness" of the Creator. At St. Rose, we engage students and their families with the insight that they are the image of the invisible God, and we treat each other accordingly, with the respect and compassion.

The mission of St. Rose of Lima is to nurture students' hearts, minds, and souls through the Dominican Tradition of prayer, study, community and service. We believe that this mission is best carried out when students, faculty, and staff can be together, in person, as a Catholic community. This belief was reinforced by the majority of parents from our community, who expressed a desire for their children to be back in school to experience the benefits of Catholic education. We therefore set a goal of opening our school for the 2020-2021 school year so that all students have the opportunity to attend school in person every day, if they are able to do so safely. Current guidelines and data on the status of COVID-19 in our community indicate that, with proper precautions, we will be able to meet that goal. We also recognize that some families have members with special circumstances and are therefore not yet ready to return to school in person. We will have a remote learning option available for those families.

We have created this plan to aid in navigating the return to onsite learning at our school so that employees, students, and families feel safe and to reduce the potential impact that COVID-19 may have on our community. **It is expected that as the COVID-19 pandemic continues, new guidance may mean that aspects of this plan will need to be updated or changed.** Therefore, regular updates will be made to this plan based on information provided by local public health officials, CDC, WHO, and applicable federal, state and local agencies. We will inform all members of the school community of changes as soon as they occur.

GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees and students, the following principles are the foundation that guides our planning:

- 1) Protect the health and safety of St. Rose of Lima students, faculty, staff, and families.
- 2) Sustain the Catholic faith communities that distinguish our schools and drive their success.
- 3) Maximize student learning through best practices in classroom and, if necessary, remote learning instruction and assessment.
- 4) Maintain flexibility to respond to changing guidance from state, public health, and medical leaders in response to the progression of COVID-19 in our community.

In addition to these principles, our school is a Catholic community. As such, we are used to depending on one another. The school leadership is taking on many actions and activities to promote the safety of our community. In order for this plan to be effective, it is important that each parent, teacher, student, and member of the school community take seriously our responsibilities to one another. All individuals will be asked to take actions that protect their health and that protect the health of others. The plan will have the best opportunity for success when we all work together – when we all respond to Jesus’s commandment to love our neighbor as we love ourselves.

PART I: PROMOTING HEALTH AND SAFETY

The health of students and all members of the school community is the top priority that ensures all other aspects of the Catholic school program can be delivered. The expectations provided below are intended to help all members of the St. Rose of Lima community to do their part to keep themselves and each other safe and healthy.

SCHOOL SCHEDULE

St. Rose of Lima will continue to follow the normal schedule. We will make adjustments to allow students to be dismissed grade by grade. The dismissal procedures will be posted on our website at the beginning of our school year.

SCREENING

Identifying students, faculty, and staff who may be sick is a critical component of keeping the entire school community healthy. Identification begins before students arrive at school and continues with vigilance throughout the school day. Screening and response to symptoms require faithful citizenship and partnership between parents and the school, with all school community

members doing their part to identify potential sickness and respond respectfully, swiftly, and confidentially.

Screening at Home

All parents will be expected to screen their children at home for symptoms of COVID-19 and to take their temperature to ensure that they do not have a fever over 100.4° F. If children have a fever or exhibit symptoms that are not explained by other conditions, then they should stay at home. COVID-19 symptoms 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 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

Parents will also be expected to keep their children home from school if they have had close contact with a person who is lab confirmed to have COVID-19. If this occurs, parents should notify the school immediately. Close contact is considered to be:

- Within 6 feet of someone who has COVID-19 for 10 minutes or more
- Provided care at home to, or visited, someone who is sick with COVID-19
- Direct physical contact with the person (touched, hugged, or kissed them)
- Shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Arrival Screening at School

All students, employees, volunteers, visitors, and employees of organizations that serve the school (e.g., food service, educational service providers) will be screened for symptoms, including a temperature check, upon arrival at school.

Arrival procedures for the 2020-2021 school year will be:

1. Parents are asked to take student's temperature at home before leaving for the school. If a child has an elevated temperature, the student should remain home.
2. When students arrive at school K through 4 will enter through the main door. Grades 5-8 will enter through the gym doors located by the church parking lot.
3. As the students enter the building they will have their temperature taken. If it is elevated they will be sent to the school nurse to have a final check and determination if they will be sent home.

4. After 8:15 a.m., the main door will be the only door to enter the school. All visitors will have their temperature checked and will be asked to fill out a brief questionnaire.

Visitors to the School

Visitors will be significantly limited during the school day. Visitors will be limited to individuals with official business at the school (e.g., contractors, service, sales) and a limited number of volunteers specifically assigned to help the school carry out critical operations. All visitors to the school will be required to provide their name and contact information and will be required to wear a cloth mask and maintain social distance (see below) while on the premises at all times.

PERSONAL PROTECTIVE EQUIPMENT

In keeping with our duty to protect one another, multiple forms of personal protective equipment (PPE) will be used. Some forms of PPE, such as cloth masks, contribute to health by protecting others from any sickness that the wearer has, even if they do not know they have it. Other forms of PPE, such as face shields and sneeze guards, add protection for individuals from others by blocking the respiratory droplets that carry germs. **It is important that all members of the school community work together to do their part because all forms of PPE are more effective when every member of the community uses them at the same time.**

Face Coverings

All students, grades PreK through 12, will be required to have a cloth mask with them at school every day. Students will be required to wear the mask at any time they are closer than 6 feet from others. This includes while entering and exiting the building, moving between rooms in the school (e.g., between the classroom and the restroom), and moving about within a classroom.

All students will be required to wear a mask all day, including while in class. Students will be able to remove their masks at the following times:

- While eating in classroom or specific areas
- While they are outside and 6 feet apart
- While in the classroom, for a brief break, when they are at their desks and 6 feet apart or when they are behind a sneeze guard.

Each family will be responsible for providing appropriately sized masks for their children. Each student should have an extra mask with them at school at all times. The mask should not be an obstruction to the learning in the classroom. Masks will be viewed in the same guidelines as that of clothing to be worn in a Catholic School setting. No political or age-inappropriate masks will be permitted.

All faculty, administration, staff, and other adults in the school building during the day will be required to wear a cloth face mask. Teachers may remove their masks in the classroom for teaching purposes if they are a minimum of 6 feet away from all students and are wearing a face shield.

Face Shields

Each student will be required to have a face shield. The school will be purchasing the face shield and asking the families to buy them from the school. The face shield will be worn by students whenever they are at their desks and their masks are removed. They may also wear them for added protection in the classroom, in the school, or on the grounds at any time.

Sneeze Guards

Each desk will have a three-sided barrier, which is transparent on the front, called a sneeze guard. The sneeze guards will be used as an added layer of protection for all students and faculty.

Barriers

Transparent and solid barriers will be used in as an additional layer of protection for all members of the school community when they using the cafeteria or the gym.

SOCIAL DISTANCING

Social distance is usually described as maintaining a 6 foot distance from all other individuals. This distance is generally understood to be sufficient to ensure that any large droplets that are exhaled and may contain the coronavirus do not reach other people. The minimum accepted social distance is one meter (approximately 3 feet), as described by the World Health Organization.

Maintaining social distance may be challenging for students of all ages, particularly when they have not seen each other or when they have found themselves in social environments outside of school in which social distancing has been relaxed. It may also be difficult when larger classes are gathered. The guidance we are following from the CDC and the NJ Department of Education allow students to be closer than 6 feet apart if other protections are in place, such as masks and Sneeze Guards.

Social distancing and PPE work together to ensure the safety of students, teachers, administrators, staff, and the entire school community. Therefore, it is critical that all school personnel and parents remain vigilant in reminding students of their responsibility to each other to maintain a social distance in case they are carrying the virus and may be able to unknowingly transmit it to others, even if they do not have symptoms.

Social Distancing in Classrooms

We have taken extraordinary measures to ensure the maximum distance between students in each classroom. These measures include:

1. Spacing out or removing school furniture and desk to increase distance between desks.
2. Student desks have been spaced 4-6 feet apart with a sneeze guard on each desk. (State requirements are 6 ft apart without a desk shield/sneeze guard or 3ft feet apart with a desk shield/sneeze guard). Students will also have face shields.
3. Student movement within the classroom will be limited, and teachers will move to classrooms (e.g., for grades that switch classes) so that students remain in one location as much as possible.
- 4.

Our approach is to combine social distancing of students in the classroom with the use of face coverings, sneeze guards, and face shields to provide a holistic approach to avoiding respiratory droplets that may carry sickness reaching another child, teacher, or staff member.

Social Distancing in Other Areas of the School

In addition to social distancing measures in classrooms, we are implementing the following procedures and protocols to promote social distancing:

- Physical Education/Gym Class will be delivered in two ways. Health instruction will be given inside the classroom. Physical instruction will be given outside when appropriate. Students will participate in activities that maximize distance..
- The number of students who can enter the restroom at any time will be limited to ensure 6 foot distance between students. The maximum number of students allowed in a restroom will be posted on the door. Students will use assigned restrooms to limit the total number of individuals using any one restroom.
- In areas where students might wait in line (e.g., main office, restroom, cafeteria, entrances, doorways), clear markings will be placed on the ground to identify a 6-foot distance between individuals.
- Student movement through the school will be kept to a minimum throughout the day.
- Signs will be located throughout the school to direct students to the instructions they should follow.

PERSONAL HYGIENE

In addition to PPE and social distancing, each member of the school community will be expected to take responsibility for his or her personal hygiene, including responsibility for personal belongings and space. Teachers will provide instruction and allocate time in the classroom to ensure that students understand and can take these responsibilities seriously.

Hand Washing and Hand Sanitizing

Keeping hands clean is one of the most important defenses against the spread of all sickness, including COVID-19. The virus may survive for a period of time on surfaces that students touch throughout the day. For this reason, it is critical that students, teachers, and staff wash or sanitize their hands regularly.

- Each class will have a regular schedule, at least once per hour and before and after all meals or snacks, for students and teachers to wash their hands for at least 20 seconds or to use hand sanitizer with at least 60% alcohol to sanitize their hands.
- Hand sanitization stations will be set up in the following locations:
 - In each classroom
 - At all entrances and exits to the school building
 - At the entrance to the school office
 - At the entrance to or in the nurse's office
 - At the entrance to or in the faculty lounge
 - Multiple hand sanitization stations will be set up in the cafeteria, gym, and media center/library

- Each student should have a personal bottle of hand sanitizer and a personal container of sanitizing wipes for use in his or her personal space.
- Teachers will reinforce hand washing and the importance of students avoiding touching their faces and masks, particularly with those in the primary grades.

Personal Space and Belongings

Personal responsibility is an important skill for students to develop and exercise as a defense against the spread of COVID-19. Students have a responsibility to each other that they demonstrate through hand washing, social distancing, and the use of PPE. Taking responsibility for their own belongings and contributing to cleaning their workspaces are additional ways that students can be accountable to each other for maintaining the community's health.

- All students will need to have their own set of school supplies.
- Each student's belongings will be separated from others' and in individually labeled containers, cubbies, or areas.
- Where supplies must be shared, such as science lab equipment, computers, or math manipulatives, only one group of students will use those supplies at a time, and they will be cleaned and disinfected between use.
- Lockers will not be used between classes to avoid student clustering in hallways and at lockers. Where students must use lockers at the beginning or end of day (e.g., for coats), access will be staggered to ensure proper social distancing.
- When students use spaces that may be used by others, they will wipe down the space with a disinfecting wipe after they use it.

Students will not be switching classrooms as they have in the past for different subjects. Instead, teachers will switch classrooms. This is being done to limit the number of students who use specific desks and classrooms. There will be some classes, such as advanced math, that will require students to move to a different classroom.

Backpacks, Clothing, and other Belongings

We are asking all students to limit the number of items they transport between home and school. Students may bring a backpack and lunch box to school. We recommend that students remove shoes immediately upon returning home and that all school clothing be washed promptly after students return home.

FOOD SERVICE AND RECESS

Food service, including lunch and snacks, and recess are important parts of the school day. They will be particularly important this year as opportunities for students to socialize and exercise during the school day.

Lunch and Snacks

1. Lunch and snacks will be ordered in the morning.
2. Students will move to a specific location to allow for social distancing for their lunch such as the classroom, gym, and cafeteria or outside. When not eating in the classroom,

students will be separated by cohort into partitioned sections of the gym and cafeteria. They will be practicing social distancing as prescribed by the guidelines given to us from the Centers for Disease Control and Prevention. Students will be expected to maintain this distance at all times and there will be staff present to be certain these rules are being followed. Lunch schedules may need to be adjusted to allow for proper social distancing to be followed and the proper cleaning procedures to be completed in between lunch groups.

3. At lunch time food (including extra snacks purchased) will all be given at the same time. All food will be individually wrapped or in a covered container.
4. Staff members will clean the eating areas after each lunch group has used the area and before another group uses the space.

Recess

- Recess will be outside and at different opportunities during the school day.
- Students are not required to wear masks for outdoor recess or breaks if they are able to maintain a 6 foot distance from one another. They may wear them if they feel more comfortable doing so. Masks must be worn if students are between 3-6 feet of one another.
- Students will participate in outdoor recess by classroom group. Students from different classrooms/homerooms should not come within 6 feet of each other.
- We will limit the use of playground and sports equipment. If students use playground equipment, they will be encouraged to stay 6 feet apart. All playground and sports equipment will be disinfected after each use by a class.
- Students will wash or sanitize their hands after recess.

BEFORE CARE AND AFTER CARE

We will continue to offer before care and after care (Extra Care). The Extra Care Program will modify and revise their program to meet the standards necessary to follow the Center for Disease Control and Prevention's recommendations.

HEALTHY FACILITIES

An important part of maintaining the health of the school community is ensuring that the school grounds and systems support the health of students and employees. St. Rose has developed enhanced practices to increase our attention to the cleanliness of the school grounds, facilities, and environment.

Enhanced Cleaning and Disinfection

We have developed protocols to ensure that all areas used by students or staff are thoroughly cleaned and disinfected every day.

Classrooms will be cleaned and disinfected at the end of each day. This includes:

- All desks, tables, and chairs
- Any barriers present in the room (e.g., sneeze guards)
- Bookshelves, windows, and blackboards/whiteboards

- Carpets (vacuum) or floors (mop)
- Frequently touched objects, (pencil sharpeners, coat hooks, door handles, light switches)

For classrooms that are used by multiple classes, including shared use spaces, frequently used objects (e.g., doorknobs, pencil sharpeners) and all student seating (chairs, desks, tables) will be disinfected after every class.

In general, rooms that have been disinfected will not be used for any purpose until the next school day. Some rooms may be used for After Care. When they are, cleaning will occur after school and after the After Care program.

The cleaning service hired by St. Rose of Lima School will be cleaning all the rooms of the school with a prescribed sequence to make the school environment as safe as it possibly can be. Examples of this include: surfaces being wiped down on a regular basis throughout the day with cleaning agents that are rated effective against COVID-19 and cleaning staff coming in earlier to start cleaning the building within the school day.

Bathrooms will be cleaned and disinfected twice daily, including at the end of the day.

Locations in which students /classes will be eating will be cleaned before and after each class.

In addition, frequently used objects in common spaces, offices, and other rooms throughout the school will be disinfected multiple times per day.

1. The schools will have a deep cleaning prior to opening. During this deep cleaning the surfaces will be cleaned with a cleaning agent that will protect surfaces and inhibit the growth and transmission of COVID-19 and other illnesses for up to 90 days.
2. The school will be cleaned at the end of each school day.
3. The spaces that are used on a frequent basis will also be cleaned multiple times during the school day.

Frequently used objects in kitchens and food service preparation areas will be disinfected multiple times per day. The entire kitchen and food service preparation area will be cleaned and disinfected at the end of the day and will not be entered or used for any purpose until the next school day.

Ventilation

Ventilation of our spaces is an important component of keeping members of the school community healthy. We will keep windows open to the maximum extent possible, ensure that air circulated in the building is either sanitized or includes a fresh air component, and ensure that all filters are replaced and equipment serviced with components that meet the manufacturer's recommendations. Thanks to the generosity of the St. Rose of Lima community, the school has installed air condition unit in the classroom.

PART II: MANAGING POTENTIAL SICKNESS

St. Rose of Lima is taking precautions to limit the transmission of sickness, especially COVID-19, including the use of personal protective equipment, social distancing, and enhanced personal hygiene and facilities cleaning protocols, as described in the rest of this guide. However, we recognize that some students and/or staff may still show symptoms of COVID-19, or students, employees, or their family members might be exposed to or test positive for COVID-19. Our response follows guidelines established by the CDC and followed by the Camden County Department of Public Health.

RESPONSE TO COVID-19 SYMPTOMS

Students and Employees who Show Symptoms of COVID-19

Any adult or student who shows symptoms of COVID-19 upon arrival at school or at any time while they are in the school building will enter a protocol to protect them and other members of the school community that will result in their leaving the school building as soon as practicable.

- Students, employees, and any other adults in the school will enter an isolation area if they show symptoms of COVID-19.
- All students, employees, personnel, and others in the isolation area will wear a mask and gloves and maintain a 6-foot distance from each other as practicably as possible.
- A parent, guardian, or authorized adult will be called to pick up any student who shows symptoms of COVID-19.
- Students will be isolated safely and respectfully, with continued supervision and care and respect for their privacy, until an authorized adult can pick them up. The isolation area will be thoroughly disinfected after it is used by symptomatic students.
- If symptoms appear after the school day has begun, the teacher and students will wash their hands thoroughly and immediately, the classroom or workspace of the student or employee will be thoroughly cleaned and disinfected, and the class will meet in an alternate location for the rest of the day.
- The Camden County Public Health Officer will be notified that an individual with symptoms that are potentially due to COVID-19 has been sent home. This contact will be made confidentially to protect the individual.
- The County Public Health Officer will advise the school about whether or not any additional steps, such as asking other students to self-quarantine, need to be taken. It is important to understand that such decisions will be made on a case-by-case basis, depending on the circumstances. Not every case of an individual with symptoms that are potentially due to COVID-19 will lead to self-quarantine for other individuals, a class, or the school.
- Parents will be contacted with basic information about any symptomatic individuals if the school is advised to do so by the public health officer. All information will protect the privacy of the individual(s) involved.
- Students and staff who show symptoms that could be attributed to COVID-19 will be advised to seek the advice of a physician about whether isolation is necessary.

Isolation due to Symptoms COVID-19:

Students or staff may be advised to isolate by a physician or a public health official because their symptoms are new and cannot be explained by another condition. Isolation refers to staying home and away from others because of symptoms that may be due to COVID-19. An individual who is advised to isolate will be permitted to return to school in any of the following circumstances:

- If the student has a COVID-19 test, and the test is negative, then the student may return to school after they are fever free without fever reducing medication for 72 hours and other symptoms disappear.
- If the student has a COVID-19 test, and the test is positive, then the student may return to school after following the guidance of their local public health department. This will generally be after 3 days with no fever without the use of fever-reducing medications AND respiratory symptoms have improved AND 10 days have passed since symptoms first appeared.
- If the student does not have a COVID-19 test and is determined to have a sickness other than COVID-19 by a physician, then the student may return to school with a written clearance from a physician.

Any employee or student who is absent due to symptoms that could be attributed to COVID-19 for 3 days or more, including those sent home from school, must have a physician's clearance to return to the school and must be fever free for 72 hours before returning to school.

POTENTIAL AND CONFIRMED EXPOSURE TO COVID-19

Students and Employees who have had Close Contact with Someone with COVID-19

Any member of the school community who has had close contact with someone who has tested positive for COVID-19 must alert the school. We will immediately notify the Camden County Public Health Officer, while maintaining confidentiality. This includes employees of the school, students, volunteers, and family members of students. Close contact is considered to be:

- Within 6 feet of someone who has COVID-19 for 10 minutes or more
- Provided care at home to, or visited, someone who is sick with COVID-19
- Direct physical contact with the person (touched, hugged, or kissed them)
- Shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Students or staff may be advised to self-quarantine by a physician or a public health official because they have had close contact with someone who has COVID-19. Self-quarantine refers to staying home and away from others because you might develop symptoms of COVID-19 or might have asymptomatic but contagious COVID-19. It is important to understand that such recommendations to self-quarantine will be made by a public health official or a physician on a case-by-case basis, depending on the circumstances.

Self-Quarantine

Students who are advised to self-quarantine by a physician or a public health official are expected to stay in the home for 14 days. The 14-day count will generally begin on the day of

potential exposure to COVID-19, as advised by a public health official, even if the individual does not begin self-quarantine immediately. Students who do not show symptoms during this period will be expected to participate in school remotely.

- If the self-quarantine is due to a contact with someone you will not encounter again, then you may return to school 14 days after the contact, or with a negative COVID-19 test.
- If the self-quarantine is due to a positive COVID-19 test for anyone who lives in the household, then the quarantine likely will be longer.
 - If you can avoid contact with the person (for example, they are isolated in their bedroom), then the length of the self-quarantine will be calculated as 14 days from the date that person began isolation.
 - If you cannot avoid contact with the person, then the length of the self-quarantine will be 14 days from the end of that person’s isolation.
- In all cases, an individual who is advised to self-quarantine will only be permitted to return to school when cleared by a doctor to do so.

Students and Employees who have Tested Positive for COVID-19

Any member of the school community who tests positive for COVID-19 must alert the school. We will immediately notify the Camden County Public Health Officer, while maintaining confidentiality. This includes employees of the school, students, volunteers, and family members of students.

- All parents and employees will be notified, maintaining confidentiality, sharing information advised by the Public Health Officer.
- The individual’s classroom will be closed off and not used until after cleaning and disinfecting. All common areas will be immediately cleaned and disinfected.
- Upon the recommendation of the Public Health Officer, some students, a class, multiple classes, or the school may be asked to self-quarantine and monitor symptoms as a precautionary measure. If this occurs, the school will implement remote learning for teachers and students affected.

Individuals who have tested positive for COVID-19 may be readmitted under the following conditions:

- At least 10 days since symptoms first appeared **and**
- At least 24 hours with no fever without fever-reducing medication **and**
- Symptoms have improved **and**
- Cleared by a physician to return to school.

PART III: SUSTAINING ACADEMIC EXCELLENCE

Academic excellence is a hallmark of Catholic schools. We are implementing some changes to our instruction for the 2020-2021 school year based on what we learned during the 2019-2020 school year. The intent of the changes is to maximize student learning, regardless of the context.

Our expectation is that most students will be in classrooms, onsite for the 2020-2021 school year. However, students who are advised to isolate due to COVID-19 symptoms or self-quarantine due to COVID-19 exposure will learn remotely for short durations, and some might learn remotely for longer periods. It is also possible that the progression of COVID-19 in our community and/or in the state may require us to transition to remote learning temporarily as we did last year. The instructional plan leverages technology so that instruction and learning are as fluid and transferrable as possible between onsite, in-classroom and remote learning.

EDUCATIONAL TECHNOLOGY

Continued strategic use of technology will allow teachers to personalize learning and also provide instruction that is fluid across onsite/in classroom learning and at home.

Hardware

1. Chrome Books will be provided for all students in grades 2 through 8.
2. We are actively looking at ways to finance chrome books to be given to students in Kindergarten and First grade. The teachers in Kindergarten and First grade will be developing academic practices that will engage the students in an age appropriate manner.

Software

The use of instructional software will aid teachers in understanding student progress and learning, personalizing learning, and organizing assignments for students.

- All students in K-12 will use Google Classroom during the school day.
- Google Classroom will be used to organize instruction during the day for students in school and learning at home.
- All students in all grades when possible will use digital tools as a regular part of their in-school learning experience and for homework.
- Login information for all student accounts will be shared with students and parents to ensure access.

CURRICULUM, ASSESSMENT, AND INSTRUCTION

Some changes will be made to the instructional program to ensure that all students show appropriate growth from the previous year.

- St. Rose of Lima will continue to follow the curriculum for the Diocese of Camden. Some changes to the curriculum are being implemented to ensure that any changes in students' learning due to remote learning in the 2019-2020 school year are addressed.
- All students, grades 1-8, will participate in the Star Assessments in Reading and Math to help teachers identify their growth and customize their learning.
- All teachers will use the educational technology infrastructure to incorporate blended learning into their classrooms. Blended learning incorporates technology into instruction to assist teachers with personalizing instruction for all students. Blended learning in the classroom can also help prepare students for learning at home, if necessary.

REMOTE LEARNING

We anticipate that there may be a need for remote learning during the 2020-2021 school year. More students may be absent for sickness, and likely for longer duration, than usual. Some students will be asked to self-quarantine, meaning a minimum of 2 weeks absence. Other students may need to learn remotely for longer periods, even the whole year, due to health concerns. **Therefore, we will support remote learning every day for students who are in need of it so that students learning at home have a learning experience as close to the classroom experience as possible.**

Daily Remote Learning for Temporarily Absent Students

The intent is for instruction to be as similar as possible, and as simultaneous as possible, for students in-seat and learning remotely.

- Each classroom is set up with videoconferencing capabilities so that students can be “live” in the classroom through Google Hangout. . Students will be able to login to join the class on a regular schedule.
- Students who are learning remotely and in the classroom with both have access to lesson materials using Google Classroom.
- Teachers will schedule their classes consistently every day so that students who may be learning remotely will be able to follow the schedule to participate in class.
- Schedules, assignments, time for remote students to be “live” in the classroom, and approaches will vary according to the age and grade level of the students.

Temporary remote learning is intended to serve students who are out for health reasons (such as COVID-19-related isolation or quarantine) for longer than they would be in a typical year. Students may not choose not to come to school for reasons other than illness and learn remotely on that day.

Full-Time Remote Learning Option

Students with physical or mental health concerns related to COVID-19, or who have a member of the household with physical or mental health concerns related to COVID-19, may choose a full-time remote learning option.

The decision to exercise the full-time remote learning option will be made collaboratively with the principal on an academic basis. There will be special considerations for ensuring that students in this status experience a robust curriculum and engage with the teacher.

The full-time remote learning option is intended to serve students with circumstances that merit it. Students may not choose not to come to school for reasons other than illness and learn remotely on that day.

Mandated Remote Learning

It is possible that during the 2020-2021 school year, St. Rose of Lima will be advised by public health officials to close temporarily due to the presence of COVID-19 cases so that members of the school community can self-quarantine. It is also possible that St. Rose of Lima will be

ordered to close temporarily due to the progression of COVID-19 in the region or state, as it was during the 2019-2020 school year.

In the event that the school is advised or ordered to enter remote learning status, teachers and classes will adhere to the following guidelines:

- We will continue the use of Google Classroom established for in-class and remote learning. Using it in school regularly should make access to and completion of assignments at home easier.
- The schedule for the remote learning school day will continue as seamlessly as possible from the schedule for in-classroom learning, with live teaching and learning scheduled every day.
- Teachers will use specific guidance from the Office of Catholic Schools for the type and duration of live instruction, established in response to parent feedback and in light of best practices for remote learning for students of varying ages.
- The same comportment expected of students while in school will be expected during remote learning. This includes the expectation that the students are dressed and groomed and seated at a desk or table, as free from distractions as possible.
- We are committed to making remote learning as close to the classroom experience as possible to ensure that teaching and learning are continuous and students' progress as expected regardless of the learning environment.

ATTENDANCE

The attendance policy will be adapted for the 2020-2021 school year to accommodate students who may be learning remotely. When in-classroom learning is occurring, attendance will be marked as: Present, if in school; Remote, if learning remotely (present for live teaching and turning in assignments within class time expectations), or Absent, if home and too ill to participate.

If the school building is closed for all students due to advice from a public health official or an order, then attendance categories will be Remote or Absent. It is expected in this scenario that students learning remotely will attend all live instruction and submit all assignments on the deadlines expected. Any family who would like special consideration for an alternate deadline due to supervision or child care challenges must ask for such consideration in writing. Students who are sick or who do not attend classes and do not submit assignments will be marked as Absent.

APPENDIX A: ROSEBUD ACADEMY

The recommendations included in the St. Rose of Lima plan generally apply to Rosebud Academy, as well. There are no modifications of the protocols for managing potential sickness or for overall enhanced cleaning. However, because the needs of our youngest learners are different from those of students at the K-8 campus, we are making some adjustments to our preparations and procedures for the 2020-2021 school year that are different from those for the K-8 campus.

INSTRUCTIONAL MODEL

In Person Instruction

We are planning to open Rosebud Academy for in-person instruction for all students using the schedules agreed upon with their parents:

- Three-year-old program: 3 half or full days, 5 half or full days
- Four-year-old program: 4 half or full days, 5 half or full days
- Five-year-old program: 5 half or full day

Remote learning model

We are prepared to transition to a remote learning model if a class or the school is required to quarantine, either due to sickness in the school or an order that all schools in the region are mandated to move to remote learning.

- Three-year-old program: Will not be held remotely.
- Four-Year-old program: Lessons will be provided based on the number of days for which you are registered, i.e. 4 or 5 days.
- Five-year-old program: Lessons will be provided for five days. This will include teacher videos, live virtual interactions with teachers, and use of at-home manipulatives.

HEALTH AND SAFETY

Procedures will generally follow the procedures for the K-8 campus. The following are offered as clarifications.

Teachers, Instructional Assistants, and Maintenance Staff

- All adults will wear a cloth mask and a face shield as the default and always at the following times: Arrival
- Bathroom use and breaks
- Hallway

- Dismissal

Adults will also wear masks any time that they are together with other adults.

Teachers are required to wear masks in the classroom but exceptions can be made for times when it is instructionally relevant for students to see their faces. These include when reading a story, teaching phonetics and diction, and others. At these times, teachers will ensure that they are a minimum of 6 feet from students and wear a face shield.

All teachers and assistants will wash or sanitize their hands after every encounter or room change.

All surfaces will be disinfected after every room change.

Children

All children will wear a cloth mask during the following times:

- Arrival
- Bathroom
- Hallway
- Dismissal

Our goal is for students to wear masks while they are in the classroom, as well. We recognize that this will be challenging for some children, so we will work together to approach this as a learning opportunity about keeping ourselves healthy and helping our friends to stay healthy, too. To help address the challenge of wearing a face mask, all children will also have a face shield so that at minimum, while they are indoors, they will wear a face mask. On those occasions, and as often as possible, students will maintain a 6 foot distance from one another.

Students will wash or sanitize their hands frequently with scheduled breaks.

Arrival

Arrival times will be staggered in 5-minute intervals. Each vehicle will wait in a staging area and all children will remain in their vehicles. They will be directed to drive up to the school's main entrance and lower their child's window as we take the child's temperature. Once the temperature has been confirmed as lower than 100.4° F, children will exit the car and enter the building. Adults will be permitted to exit their car to assist children with exiting their car seats. All adults will be required to wear masks at this time. Additional guidance for first day of school, which can cause difficult separations, will be shared prior to the beginning of the year.

Dismissal

Dismissal times will be staggered in 5-minute intervals. Each vehicle will wait in a staging area and adults will remain in their vehicles. The parent or designated pick-up person will be directed to drive up to the school’s main entrance, and their child will be dismissed. All adults will be required to wear masks at this time. Adults will be permitted to exit the car to assist children with getting into their car seats. All children will maintain a 6 foot distance from one another while waiting for dismissal.

School day

The child:adult ratio will be reduced to a maximum of 8:1, which is within the recommended 10 person maximum for such cohorts. Each “**Bud**” of children will stay together for their school day: Indoor and outdoor lessons, snack, recess, etc.

Additional information will be shared with all parents regarding protocols for keeping play equipment and toys sanitized.

Before/Aftercare

Children will socially distance and wear masks when closer than 6 feet apart. Additional information about toys and sanitization will be sent to parents who use the Before/Aftercare programs.

Quarantine space

A designated classroom and entrance are available at the end of the building closest to the main office for parents/guardians to pick up a sick child, if necessary.