



SACRED HEART

SCHOOL

Return to School Plan

2020 - 2021

A Guide for Families

The 2020-2021 school year is filled with hope and excitement after a long time away from our students and our school! It is also filled with a fair bit of uncertainty, more than we anticipated when we dismissed our students on March 13th. If there is one thing we learned from the spring, it is that we can do anything when we work together and put our students first!

It is in that spirit that sincere gratitude is extended to the SHS Task Force for their help, creativity, and dedication in planning a way forward for the upcoming school year.

Our aim was to balance students' need to be in school with the national need to mitigate infection of Covid-19. To that end, a 4-phase plan was created in preparation for any eventuality that the pandemic may bring in the 2020-2021 school year. The first half of this document is a review of each phase as well as specific protocol for our building.

In summary, the 4 phases are:

- **Phase 1:** Remote Learning
 - **Phase 2:** Half day sessions (AM and PM) with half the population at each session
 - **Phase 3:** Half day, 1 session with all students
 - **Phase 4:** Fully day sessions with all students
- **Please Note:** families will also be given the option to “Learn from home” with classes being live streamed
 - **Please Also Note:** students are expected to wear masks for phases 2, 3, and 4. Please being practicing mask wearing with your child as much as possible this summer!

While we are prepared with schedules and protocol for any phase, at this point, assuming that infection rates stay under control in the state of New Jersey, Sacred Heart School plans to open on September 2nd in Phase II. The benefits of this phase and this time are many:

1. This provides the best plan for social distancing and limits student contact.
2. This allows staff to teach students on being back in the classroom with new safety protocols.
3. 3 hour sessions give students the chance to get used to wearing masks for extended periods of time.
4. Smaller groups allow us as teachers to get to know students' skill sets more exactly, which is particularly necessary after a disjointed spring semester.
5. Shorter sessions allow for daily instruction. Children thrive on structure and routine and to that end, should be in school every day.

SHS will commit to this phase for 6 weeks before considering moving to the next phase. Infection rates should continue to stay under control in order for Sacred Heart to move up a phase. We should be prepared, however, to drop down a phase at any time should infections increase. These decisions will be made in conjunction with the

Burlington County Department of Health and/or will be responses to any government mandates.

The Phases in Detail:

Phase 1: Remote Learning

This phase is for emergency situations if infection rates begin to spike in the general area. This is not the same as the “Crisis” Remote Learning we experienced in the spring. That experience taught teachers, students and parents a great deal and those lessons informed the development of Phase I. Live classes, which will be offered daily, will follow the schedule below. Mrs. Jensen will lead Morning Prayer at 7:50 on all social media platforms and will be followed by morning meetings in homerooms promptly at 8am. Core content will follow on an A/B day schedule where Monday/Wednesday will be A days with half the core content and Tuesday/Thursday will be B days with the other half of the core content. For example: students will have religion and math every day, but ILA (double block) on A days and science/social students on B days. Specials will follow a Monday-Friday Schedule. Fridays will be **Tech Free Fridays**, where students will be given creative challenges that are linked to the curriculum, but performed away from a screen. ***Please note: due to scheduling, some students may have Spanish on Fridays.*** Closing prayer (Sacred Heart of Jesus and St. Michael the Archangel) will end each day and will be led by the teacher.

What to Expect from Staff:

The Middle school teachers will use the same platform plan for online learning and submitting work across classrooms (namely Google Classroom), as should elementary school teachers. Teachers will be presenting and analyzing material live with students. Videos may be used to supplement teacher instruction, but will not replace it. While the instruction component may not take the full class period, teachers will remain be “in the classroom”/on screen whole class period to assist students as they work independently/practice the taught skill.

What We Expect of Students:

Student are expected to wear uniforms during remote learning and attendance will be taken at each class. Should Sacred Heart be in Phase I, the assumption is that students are present for the day. If they are not in any given class, they will be marked as absent in Genesis. Please contact your child’s teacher as well as the main office if your child will not be present in school.

Proper attendance requires students to be in uniform and seated at a desk/table. Screens must be on and students should remain in the frame for any live component of a lesson.

Phase I Daily Schedule:

Period	Time
HR	7:50-8:00 am

MM*	8:00-8:30 am
1st	8:30-9:15 am
2nd	9:15-10:00 am
Break	10:00-10:15 am
3rd	10:15-11:00 am
4th	11:00-11:45 am
Lunch	11:45-12:15 pm
5th	12:15 -1:00 pm

* MM = Morning Meeting/Student Well Being Check In.

Phase II: Half day sessions with half the population.

AM Session 7:30 am - 11 am

PM Session 12 - 3:30 pm

In Phase II, every student will come to school every day. Sessions will be shorter and with half the student population to ensure limited contact within the classroom. Shorter sessions also provide ample time between sessions for each classroom to be disinfected. Of course, surfaces will be wiped down between AM and PM, but please know that our school has invested in a “fogger” which allows for quick and efficient disinfection. Students will have their own desks and materials. This phase will also run on an A/B day schedule, but it will constantly be rolling since Friday will be an instruction day (as opposed to the Tech Free Friday as in Phase I). Specials, however, will continue to run on a Monday – Friday schedule.

Time in the classroom will be focused on instruction while time at home will be used for independent work. The “At Home” work to be done while not in school (for student in the AM session, practice work for the afternoon and for the PM session, morning practice work), must be posted the day before for AM remote learners.

Due to enrollment numbers, at this time 3rd grade and Kindergarten will be together in the AM session. All other families will be assigned to AM or PM sessions and then reviewed by staff before being sent home to parents. Siblings will all be assigned to the same session. **Any students on the Learn from Home option will attend the PM session.**

Due to enrollment numbers and spacing, PreK will be offered in full day sessions. PreK 3 and 4 will follow the morning schedule and nap in the afternoon. PreK 4 will be split in half and remain with the same group on one side of the classroom with a divider in between classes, Sasha Collins and Betty White will switch back and forth.

Pre-K snack and lunch will be enjoyed in their pods. One class will be able to use the Cafeteria each week. Please pack your own snack and lunch!

Phase II Daily Schedule

Period	Morning Time	Afternoon Time
HR	7:50-8:00 am	12:20-12:30 pm
1st	8:00-8:30 am	12:30-1:00 pm
2nd	8:32-9:02 am	1:02-1:32 pm
3rd	9:04-9:34 am	1:34-2:04 pm
4th	9:36-10:06 am	2:06-2:36 pm
5th	10:08-10:38	2:38-3:08 pm
HR	10:40-11:00 am	3:10-3:30 pm

Phase III: Half day sessions with the entire student population.

In Phase III, we will begin to bring our entire population together. Students will be offered in person instruction following a typical half day schedule (7:50a-12:15p). Independent work will continue in the remote setting for the afternoon with teachers available in the afternoon for questions and additional support. This phase will also run on an A/B day schedule, but it will constantly be rolling since Friday will be an instruction day (as opposed to the Tech Free Friday as in Phase I). Specials, however, will continue to run on a Monday – Friday schedule.

This phase allows students to learn how to share space with more students before dealing with lunch. Snack will take place outside (schedule and locations forthcoming). Students are expected to bring their own snack, but teachers will have healthy, allergen-free options available should a student forget his/her snack.

Period	Time
HR	7:50-8:00 am
1st	8:02-8:42 am
2nd	8:44-9:24 am

3rd	9:26-10:06 am
Snack	10:08-10:38 am
4th	10:40-11:20 am
5th	11:22-12:02 pm
HR	12:04-12:15 pm

Phase IV

In Phase IV, all students in school during normal school hours (7:50a-2:30p). This phase requires all safety protocols to be followed. Classes will continue to be streamed for students who choose the “Learn from Home” option.

Schedule for Phase IV:

Note: the schedule was re-written to accommodate 3 lunch periods as opposed to 2, which will allow for better social distancing).

Period	Time
HR	7:50-8:00 am
1st	8:02-8:47 am
2nd	8:49-9:34 am
3rd	9:36-10:21 am
4th	10:23-11:08 am
5th	11:10-11:55 am
6th	11:57-12:42 pm
7th	12:44-1:29 pm
8th	1:32-2:17 pm
HR	2:19-2:30 pm

Safety Protocols

The standards and safety measures below are expected for Phases II-IV include:

- All students and staff must wear a solid color mask (PTA will be selling Sacred Heart Masks, but any other mask must be a solid color, no design).
- Mrs. Jenson will be doing temperature checks as students exit their cars at drop-off, parents are encouraged to do their own temperature checks at home as anyone with a temperature of 100.4 and higher will be sent home. Medicine to alleviate fevers is not permitted.
- Parents must be able to pick up their child at any moment.
- An isolation room will be designated for students with symptoms (possibly music room).
- Hallway traffic will move in one direction only. Students and staff will have to loop around for bathroom breaks. There will be signs directing students. The only exception will be during dismissal where everyone will be heading in the same direction.
- Students will be dismissed from their classroom, not from the Auditorium.
- Gym classes will be held outside. If inclement weather precludes students from being outside, then an indoor health class will be provided with masks on. When students are returning from gym they will enter using the bottom floor route.
- Students will not rotate to specials classrooms, all specials will be on a cart.
- Middle school students will not rotate from one classroom to another. Rather, teachers will rotate to different homerooms.
- Computers will be taught in the classroom with the HR teacher using chromebooks. All books must be disinfected after each use. Middle school will use the Computer lab, one class per day (if chromebooks are not provided).
- Classes will have scheduled bathroom breaks. Middle school and Elementary school will split up the hour into 10-15 minute increments to rotate through. (1st grade: X:00-X:10, 2nd grade: X:10-X:20) Students will have to wait until rotation is done if they miss their classes time slot.
- Students must use hand sanitizer every time they enter the classroom.
- When students enter the classroom, students must sit at their desks first and wait for the teacher to call them to unpack.
- Students will not be allowed to sharpen pencils or share writing utensils. Extra materials will be needed for each classroom.
- Hand sanitizer must be 70% alcohol.
- Students will be taught proper handwashing to the “Our Father” first day back.
- Air conditioning vents will be cleaned and doors will be locked but open to allow for air flow.
- Main Office: Parent Sign in/out Book will have a clean pen bin and used pen bin to avoid cross contamination
- Punch in clock for teachers and volunteers, if not individual sign ins for teachers/volunteers with pens attached.
- School Masses will be held in person if numbers allow, could also look at alternating weeks between elementary and middle school.
- EDP will not be available until Phase 4, although it is possible that EDP can be arranged for Phase 3

- Classroom libraries: Students will choose books at the beginning of the week and place their books in their plastic bags for free read during the week. Books will be left to disinfect over the weekend.
- Middle school will have plastic storage bins under their desks for book storage.
- Phase II: Teachers must be sure to schedule time during the lunch break/prep time between AM/PM sessions to check in with remote learners, teachers must also be sure to acknowledge and try to engage remote learners who are streaming.
- Copies must be done the week before and left at each individual student's desk Friday afternoon to decontaminate over the weekend. Middle School can try to use Chromebook as much as possible to lower the use of paper. Teachers should plan to use their preps on Friday to copy paper for the week ahead. Be sure to wipe down the copier when done!
- Middle school teachers will rotate clockwise in the hallway upstairs to switch classes; this is the only time teachers will not be asked to follow the one direction hallway signs.
- Staff and students will display pictures of themselves without mask on desk or carts (Button project).
- Students will sit at every other desk for phase 2 and switch that pattern for the afternoon so that no students share a desk. No student will ever share a desk.
- Plexiglas dividers may be purchased for the cafeteria in phase 4.
- Any manipulative will need to be separated into individual bags and left in the students' desk for the year.
- Small group instruction will be limited to two students at opposite ends of the table with the teacher in the middle. Teacher will need to sanitize the area before calling the next two students.
- When meeting with students one on one, please try to distance as much as possible, may look into having partitions as well.
- If you are going to have physical contact (i.e. hand over hand, demonstrating proper holding of scissors, etc.) with a student please wash hands before, wear gloves, switch gloves if moving to another student and sanitize in between. Try to take as much precaution as you reasonably can.
- Each classroom will get a box of latex free gloves.
- Classes should not be held outside in the fall to help relieve allergies that mimic COVID symptoms.
- Office to have extra disposable masks in case a student forgets their mask or it breaks.
- Plan for air to be on in the classrooms with fans on and doors open except for security drills, which we will be asking for instructions from the police department.
- Pre-K will be offered full day with Pre-K 4 using a divider to divide the class in half. During nap please spread the kids out as far as possible so that they can sleep with their mask off.
- Play Centers for pre-k will be assigned a center a day and cleaned well at the end of the day, however rooms will be fogged during if ever students change rooms.
- Remote learners will be asked to stream the afternoon session and teachers can use morning preps to check in weekly with remote learners.
- Teachers will live stream their classes through google meets for remote learners.

Food Considerations

Food will not be an issue before Phase III for students, but it is important that we are safe in the building when staff eats as well. To that end, the following procedures are in place:

- Lunch will be outside and separated into three lunch periods. Each student will get their own parking lot spot to eat their lunch. Students will be permitted to bring in a blanket to sit on. Students must pack lunch. If students need to eat inside due to weather or Church events, lunch will be moved to the Cafeteria. There, tables will be lined around the perimeter of the gym and students will be seated all facing the same direction and seated as far apart as possible. Students will not be placed across from one another.
- During Phase III, Student snack time will be held outside on the front lawn with social distancing so students can take off their masks. Classes will rotate snack times.
- No water fountains, students will be able to bring their own water bottles.
- Pre-K snack and lunch will be enjoyed in their pods. One class will be able to use the Cafeteria each week. Please pack your own snack and lunch!

Health and Safety Contingency Plans

1. Student or Faculty Member tests positive for Covid-19: Entire school switches to remote learning for two weeks.
2. Family Member/Household member of Student or Faculty Member tests positive for Covid-19: Student or Faculty Member will quarantine at home for two weeks and the entire household must have negative Covid test results before student/faculty member can return to school.
3. Household member of student/faculty or student/faculty member exposed to Covid-19: Student/faculty member should quarantine at home for two weeks but will still be expected to complete work.
4. If a student is showing symptoms, they will be quarantined in the isolation room until a parent picks them up. The following will be considered as symptoms:
 - a. A temperature of 100.4 and higher will be an automatic send home.
 - b. Coughing, sneezing, diarrhea and stomach issues can also be symptoms of Covid-19 but will not require students to get sent home unless symptoms are extreme and causing a disruption.
 - c. If students have a fever and another symptom, the student will need to get Covid-19 test
 - d. If a student is sent home with fever, they must be fever free for 24 hours before returning to school.
5. If a student tests positive for Covid-19 or using a sick day, they cannot join remotely for class. If a student is quarantined as a precautionary measure, they may join in the remote learning module.
6. If a student/faculty member travels to COVID-19 hotspot, they will need to quarantine following NJ mandate.
7. If a student/faculty member tests positive for COVID-19, they must get a doctor's note clearing them to return to school.

Parent Communication

- Parent town hall meeting to discuss return to school and ask they talk to their child about the seriousness of the situation (i.e. no joking about the disease, symptoms will be taken seriously).
- A Responsible Citizen Clause will be added to the Handbook reminding parents of the need to be honest and transparent with the school and also respect the privacy of other families.
- Families will only be informed if there is a confirmed case of student or faculty member.
- Also request families be safe leading up to school and quarantine for two weeks if they travel to COVID-19 hotspot.

Responsible Citizenship in the SHS Community

Please note that the following statement has been added to the SHS Handbook:

As a member of the SHS community, we value education and understand the importance for safety during this global pandemic. With that in mind, we are committed to the safety protocols set forth by the school including:

- Quarantining for 14 days should you visit any states on the Governor's [Travel Advisory](#).
- Not sending our child to school with any temperature altering medications such as Tylenol.
- Being honest with our fellow Chargers and disclose to the administration any exposure to Covid-19 or positive test within the family. This information will be kept confidential, but for the safety of others, please be honest with your school and disclose to the administration any exposure or positive test.
- Complying with [CDC](#) and [State](#) safety recommendations including wearing masks, minimizing non-essential travel, and limiting large group social environments.