

St. Joseph Catholic School Journey Back

RETURN TO SCHOOL 2020

St. Joseph's COVID-19 plan to return safe



INTRODUCTION

St. Joseph Catholic School has created this plan to aid in navigating the reestablishment of on campus learning. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), California Department of Health, and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

The majority of our parents identified in our survey preferred returning to the traditional classroom model. Parents identified enhanced cleaning measures and hygiene practices and physical distancing as important factors when planning the reopening in the fall.

GUIDING PRINCIPLES

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

1. Phases and Timelines
2. General Measures
3. Cleaning and Disinfection
4. Cohorting
5. Entrance, Egress, and Movement, Physical Distancing
6. Face Covering
7. Health Screenings
8. Healthy Hygiene
9. Identification and Tracing of Contacts
10. Staff Training and Family Education
11. Testing of Students and Staff
12. Triggers for Switching to Distance Learning
13. Communication
14. School website

PHASES AND TIMELINES

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

Phase	Timing	Items
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Planning	May	<ul style="list-style-type: none"> Review guidelines and inventory supplies and equipment
Phase 1	June	<ul style="list-style-type: none"> Implement social distancing protocol open facilities with limited access/use
Phase 2	July	<ul style="list-style-type: none"> Expand use of school based on recommendations and data from CDC, California Governor, Diocese of Orange and applicable state and local agencies
Phase 3	August	<ul style="list-style-type: none"> Expand full operation based on recommendations and data from CDC, California Governor, Diocese of Orange and applicable local and state agencies Determine which restrictions and/or guidelines stay in place

GENERAL MEASURES

- St. Joseph Catholic School will not allow normal visitation to our campus until the reopen date. This includes volunteers, parents, and outside organizations
- Only SCHOOL staff are allowed on campus during preparation for reopen.
- Only visitors who have made appointments may be allowed on campus, and for the shortest period of time.
- After September 8, 2020 - access to the school campus is limited to students, staff, and pre-authorized volunteers.
- Out of respect to those in our community, all visitors are asked to wear a mask and practice social distancing while on campus.
- No sharing of objects and materials at school
- Drinking fountains are marked closed, only individual water bottles are to be used and at designated refilling stations.
- Water bottles must go home daily to be cleaned.
- Student belongings kept separated and sent home to be cleaned daily.
- Per Diocesan guidelines, all student field trips and travel are cancelled until further notice.
- Students must bring their own meals. No lunches will be accepted after 8:00am from anyone including any outside vendor/delivery service.
- Regular meetings with the school's COVID-19 Health and Safety committee to continually monitor effectiveness of COVID-19 plans.

VISITORS ON CAMPUS

The safety of our staff and students remains the Diocese's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we will conduct a simple

screening questionnaire. Participation is essential to protect everyone on campus and within our community.

CLEANING AND DISINFECTION

The safety of our employees and students are our first priority. Upon reopening, our school will be completely cleaned and disinfected. We will continue to adhere to all necessary safety precautions. In addition to the deep clean 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 students 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.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily/between use
Electronic Equipment	Copy 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	Before school, before and after all recess and lunch schedules, afterschool and every evening. If feasible sinks and restrooms will be cleaned hourly
Common Areas	Library, Chapel, workroom	At the end of each use/day; between groups

PREVENTIVE MATERIAL INVENTORY

1. School and/or Church has a 90 day supply of soap, disinfection, hand sanitizer, paper towels, tissues, supply of gloves, and other protective gear.
2. Touchless thermometers on-site for employee and student screening.
3. Extra face coverings are available and will be provided when necessary.

GENERAL DISINFECTION MEASURES PROTOCOL

- Routine and thorough cleaning and disinfecting of frequently touched surfaces within the school building throughout the day.
- Regular disinfecting of playground equipment.
- Thoroughly cleaning and sanitizing in the evenings.
- Ensure that all ventilation systems are clean and operating properly.
- Protocol for intensive cleaning and disinfecting if the school needs to be closed temporarily due to COVID exposure.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus from the school as well as the Diocese of Orange. Notwithstanding the above, if an active employee or student is confirmed to have a Covid-19 test, in lieu of performing deep clearing, St. Joseph Catholic School may shut down for a period of 48-72 hours to allow for natural deactivation of the virus followed by site personnel performing a comprehensive disinfection of all common surfaces.

CLASSROOM AND WORKSPACE CLEANING

All faculty and staff are encouraged to disinfect their own workspace and their classrooms multiple times throughout the day, giving special attention to commonly touched surfaces. St. Joseph Catholic school has provided alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The SCHOOL Custodian will clean all classrooms at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

- **Capacity**– SCHOOL will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.
- **Additional Classrooms**– Certain classrooms may be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors.

All meetings are required to use Zoom as a virtual option even for employees in the office or school.

- **Teacher Lounge.** This space will be closed for use until further notice. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.
- **Work Room** – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.
- **Restroom** - Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff-only restrooms.

COHORTING, ENTRANCE, EGRESS, MOVEMENT, PHYSICAL DISTANCING

Social distancing is an effective way to prevent potential infection. St. Joseph Catholic School employees, students, parents, and visitors will practice staying approximately 6 feet away from others. Students' interaction with other students will be limited to those within their limited class size.

- All classrooms have desks in the classrooms using 6 foot student to student
- Facing student desks forward in all classrooms
- If 6 foot tables are used students will be using the end 6 feet apart
- Remove extra items from the classroom to allow for more space
- All Preschool -5 teachers and students are asked not to visit another classroom outside of their grade level.
- Preschool-grade 6 will be self-contained classrooms
- Middle school teachers and outside subject teachers will rotate to minimize student movement
- Students will not rotate for any outside subjects such as Art, Music, Spanish.
- Traffic Flow – Taped/painted floor decals will mark the walking direction throughout the office in order to maintain the social distancing requirement of 6 feet.
- Designating hall and courtyard patterns throughout the school to avoid congestion.
- Teaching physical distance practices to all students
- Staggered times for bathroom use
- Staggered recess/ lunch and designating blacktop and playground by grade
- Students will eat in classroom or rotate using outside grass (only one class at a time)
- Limiting the number of students sitting at lunch benches
- Limiting direct contact during drop-off and pick-up procedures
- Gatherings – Non-essential/informal meetups and visiting should be avoided
- If a parent/guardian visits the campus to pick up a student he/she must wait outside of the office until their student is called
- Students will be called out for dismissal time using social distancing practices
- Signage will be placed throughout the office and classrooms as well as the campus to indicate guidelines regarding Social distancing and reminders about hygiene such

as washing hands for twenty seconds, using sanitizer and keeping hands away from the face

FACE COVERING AND PERSONAL PROTECTIVE GEAR

Face Coverings:

In alignment with CDPH Children 2 years - 2nd grade are very strongly encouraged to wear face coverings while on St. Joseph Catholic School campus if they can be worn properly. 3rd - 8th grades are required to wear face coverings unless the student is deemed exempt as outlined in the CDPH Industry Guidance for Schools and Schools Based Programs released on August 3, 2020. Face shields are also acceptable on campus as an alternative for children who are not able to wear facemasks properly within a cohort.

Facemasks will be removed for meals, snacks, naptime, and outdoor recreation time. Removed facemasks will be stored in individual paper bags with the students name and the date marked on them. St. Joseph Catholic School has procured enough disposable face masks to supply to students who do not meet the facemask guidelines or who inadvertently fail to bring a face covering to school.

STUDENTS

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2 nd grade	Strongly encouraged**
3 rd grade – High School	Yes, unless exempt

St. Joseph Catholic School staff will wear face coverings in accordance with the CDPH guidelines unless Cal/OSHA standards require respiratory protection. In the event when necessary for pedagogical or developmental reasons, teachers may use a face shield in the classroom instead of a cloth face covering as long as the wearer maintains physical distance from others, to the extent practicable. Once outside of the classroom they must return to wearing a face covering. In order to minimize exposure to COVID-19, the use of PPE has been determined to help prevent or minimize exposure. PPE can include:

- **Masks/CLOTH COVERINGS:** Masks/cloth coverings are an important part of protection, as well as hand washing, social distancing, and frequent cleaning efforts.
- **Masks/Cloth coverings** must be two layers of fabric in any color or print, not scare or offensive images or writing on masks will be permitted. Disposable masks will be available for students who have forgotten their mask or require a replacement mask during the school day. Masks should be washed daily.
- **Gloves are not required:** 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.
- **Signage** will be posted throughout the campus to indicate the room where sanitizing and disinfecting supplies are kept as well as reminders about Social Distancing.
- **Faculty and Staff** are encouraged to disinfect their own personal workspace (teacher desk, computer, phone, etc) throughout the day, giving special attention to commonly touched surfaces

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.

HEALTH SCREENING FOR FACULTY AND STAFF

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees AND students, we will be requiring faculty/staff and students to complete a daily self-screening which includes a temperature reading.

Employees will also answer a set of questions related to COVID-19 symptoms including:

- 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

All screening information will be kept confidential by the Diocese of Orange and St. Joseph Catholic School.

TESTING OF STUDENTS AND STAFF

To ensure the safety of students and staff, surveillance testing be implemented. The school will test staff periodically, as testing capacity permits and as practicable. When a student or staff exhibits COVID-19 symptoms, the student or staff member will be sent home and testing will be recommended. School employees and students who need testing should either go to their health care provider or a state-operated or other community testing site. The Department of Managed Health Care has filed an emergency regulation to require health plans to pay for COVID-19 testing for all essential workers, including school staff. In addition, tests are available at community testing sites throughout the state

IDENTIFICATION AND TRACING OF CONTACTS

If a student or staff member is confirmed to have COVID-19, the school will immediately notify local health officials. These officials will help administrators determine a course of action.

- The school will likely dismiss the exposed students and staff for 2-5 days.
- This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and disinfect the affected facilities. The school will work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further the spread of COVID-19.
- An infected employee should consult with their health care provider immediately and follow the directives provided to them by their health care provider. The infected employee should follow CDC recommended steps, and not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Currently, the CDC's criteria for discontinuing home isolation require that the employee experience all of the following: (1) 3 days with no fever, (2) respiratory systems have improved (e.g. cough, shortness of breath), and (3) 10 days have passed since his/her symptoms first appeared.
- The school will review symptoms with employees and parents of students. Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and be sent home as soon as possible. Students who have symptoms should be kept home. Anyone who experiences these symptoms at school will be separated from well students and staff until the sick person can be sent home.
- Employees and students with an underlying medical condition, and who are concerned, should consult their health care provider.

(NON COVID SITUATIONS) AT HOME

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If someone has been in contact and/or exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in the designated room away from others
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - a. Your healthcare provider
 - b. SCHOOL Administration
 - c. Your supervisor, if you are a Teacher Aide
3. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.
4. Administration will determine appropriate next steps, relating to campus safety.

COVID19 CASE FORM

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

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

- The office personnel must complete the **Suspected COVID19 Case Form** and call the local health authority and seek advice regarding transportation and location.
- Office staff attending the suspected infected person, should also wear a protective mask, shield, and gloves while working with the suspected infected person.
- The school office will direct the ill employee or student to leave school, or call the parent of the student to be picked up and taken home.
- The office staff must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the person should not be provided.*
- Advise employees or student guardians that they may have been in contact with a suspected person and to carry out self-screening every morning, and based on the results, contact/report back to the office staff.
- 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.

- The office staff will alert parents, faculty and all others that are necessary of any possible exposure/outbreak. This communication will include text, emails, and direct telephone calls pending the situation.

HEALTHY HYGIENE PRACTICES

Hygiene practices will be reinforced through the school day

- Wash your hands often with soap and water for at least 20 seconds
- Before eating at recess and lunch
- Before touching your face
- After using the restroom
- After blowing your nose, coughing, or sneezing
- After handling your mask
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a mask when around others
- Hand sanitizer is available by each classroom door, bathrooms, and office.
- Students will be required to use sanitizer everytime they enter or exit the classroom

Cover coughs and sneezes

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Two additional handwashing stations have been added to the campus for student use.

STAFF TRAINING AND FAMILY EDUCATION

1. **Pre-return to school training** for faculty and staff and families
Presented remotely to ensure understanding and preparedness to align with this manual as well as newsletters each week
2. **First Day Training/Orientation** for faculty and staff
Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Zoom
3. **Family Education**
Presented through newsletters and special meetings that must adhere to social distancing protocols or present via digital platform such as zoom

All presentations include Cleaning Crew Protocols-Disinfection methods, comprehensive cleaning training. It is very important that all employees and parents understand the safety requirements, protocols and expectations to ensure everyone within the community stays safe and prevents the

spread of the virus. We will structure the training plan to effectively disseminate information to all faculty, staff, and families

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School checklists
3. Response teams
4. Disinfection measures
5. Isolation protocols
6. On site health screening
7. Daily self-screenings
8. Visitors
9. Cleaning crew protocols

TRAVEL RESTRICTIONS FOR EMPLOYEES

St. Joseph Catholic School will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Administration and the Diocese of Orange

TRIGGERS FOR SWITCHING TO DISTANCE LEARNING

The Superintendent of Diocese of Orange will determine when to physically close the school and prohibit in-person instruction

- A stay at home order is reinstated
- An intermittent closure for cleaning
- Distance learning can occur asynchronously (recorded) or synchronously (live)

COMMUNICATION PLANS

To stay updated on the most up-to-date information:

1. Parish communication will be sent via Constant Contact
2. Teachers, students, and parents need to check their email often.
3. Text messages to remind teachers, students and parents of important information and emails will be utilized.
4. Follow our social media platforms
5. ClassDojo/Seesaw- Grades: PK-2;
6. Google Classroom Grades; 308
7. FACTS (SIS) updates via email and text
8. Priority Health Emails will be titled "Covid-19" and require if possible some acceptance of review.
9. As noted earlier, in certain situations school administration will communicate via direct call.

SCHOOL WEBSITE

Website: The school will post resources and updates on COVID-19 as well as Reopening plan www.sjsplacentia.org

SCHOOL COVID-19 SAFETY TASK FORCE

The Diocese of Orange developed a COVID19 Task Force Committee to organize and develop systems in place for reopening. The committee members were selected from administration in the Diocese of Orange as well as administrators from local Catholic schools.

St. Joseph Catholic School Administration will review all information and create a school Covid-19 safety Task force teams for systems in place.

1. Professional Development Team

August professional development

The professional development will highly consist of **technology-based training**, such as Google Classroom, SeeSaw, Freckle, Google Drive. The goal is to develop leveled training for beginning teachers up to experienced technology-driven teachers.

2. Academic (ELA/Math/Religion) Team

Re-entry Plan: We will gather data through STAR Math/Reading testing on Renaissance Place, Teacher observations, 2019-20 grades/assessments.

Instructional Gaps: We will take the data from the baseline assessment to determine where the gaps are with each student. Since they have been out for around 20 weeks, we expect there to be larger gaps than if they were just out for the summer. Especially in K-3 since they are foundational grade levels.

Scope and Sequence: Since we will not be starting out like a normal school year, our scope and sequence will look a lot different. We will need to integrate previous grade level assessments as well as teacher observations.

At Home Learning Packets, Distance Learning: Instruction to be uniform across the board. We will create packets for each grade level that we would use as “Emergency Go-Packets.” We took into consideration parent concerns/suggestions, and decided resources would eliminate the constant change and confusion for parents and teachers. It would also give St. Joseph Catholic School administration instant access to download extra copies should the need arise. We could convert these packets to digital copies for Google Classroom as well.

3. Facility, Safety, and Security Team

Develop the re-entry plan of students and staff in the building and outline all safety protocols. These plans will be outlined in our Security and Emergency Preparedness Manual.

4. Student Services Team

More than ever we need to develop better systems to address the social-emotional well-being of our students. In addition, to address any parent concerns with Individual learning plans (ILPs).

Note: need to create A Home-Based Student handbook

CLASSROOM ARRANGEMENTS

- Space seating at 6 feet apart when feasible
- Turn desks to face the same direction, or have students on only one side of tables, spaced apart.
- Provide physical guides, such as tape/decals on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times.
- Designated entrances and exists for each class.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

St Joseph Catholic School will develop videos and resources for parents and teachers to access. The school will work with students individually or in small groups to address any well-being needs. The administration will develop student and staff surveys throughout the year. These surveys will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.

DISTANCE LEARNING/INSTRUCTION

Zoom is our online component to help deliver weekly live and recorded instruction from the classroom teacher. The teachers will instruct over the lesson and then follow-up with tutorials in the same week.

In the effort to cut down on paper packets, we will use Google Classroom for grades 3-8 and SeeSaw/Class Dojo for PK-2 for classroom/assignment management. Google Classroom and SeeSaw will be another communication method for parents to be able to contact the classroom teachers.

RECEIVING AND RETURNING STUDENT WORK IF SCHOOL CLOSES

In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

In order to support our students instructionally while they are at home, we are offering a paper solution for families that do not have access to the Internet or request it. This system will involve distributing paperwork packets to families for the students to complete while at home, along with frequent phone calls- either to the students directly or to their parents.

If the family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by St. Joseph Catholic School staff for mitigating the risk that COVID19 is spread while still ensuring instructional support for our students.

PACKET PREPARATION

(Preliminary evidence suggests that the virus can only live on surfaces like cardboard for 24 hours and approximately 2-3 days on plastic. This means that with some very basic sanitation protocols, any risk of homework packets themselves transmitting the virus can be minimized.)

1. No school personnel who have symptoms consistent with COVID-19 should prepare packets. Each day that a staff member will be involved in packet preparation, they should, at a minimum, check their symptoms before putting packets together. Staff members who are symptomatic should self-quarantine as recommended by the CDC.
2. No school personnel should be involved in packet preparation if they know they have had close, direct contact with an individual who has COVID-19 or is otherwise symptomatic. For example, if someone in a school staff member's home is showing signs of the virus, even if they are not yet symptomatic, that school staff member should not be involved in putting packets together.
3. Any location in our school used for packet preparation should be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins.
4. If you are putting packets in envelopes, choose envelopes that do not require moistening to seal.
5. **Wait 24 hours** before distributing packets to families if only paper-based materials are involved. **Wait 48 hours** if plastic materials are used.

PACKET DISTRIBUTION

Direct delivery method

All printed packet distributions will utilize the US Postal Service. The US postal service is already transmitting materials every day, and there have been no cases to date of infection caused by this process. (Drop off by teachers must be approved by both administration and parent)

PACKET RETURN

1. In the event that the school does not reopen on the set date, instructions to pick up materials or mail in assignments will be given in accordance with this safety plan.
2. In the event that the parent needs to drop off the packet, St. Joseph Catholic School will establish a drop-off location. Our drop off location is the front entrance of the school. A clearly marked bin/table will be used for parents to drop off assignments. Notification in advance will be communicated to parents to maintain distance from other parents while dropping off packets. Parents should remain 6 feet apart from anyone else while at the drop off. In addition, communication with parents will explicitly tell parents, "Do not come if you are symptomatic. Either send someone else or wait until you are no longer symptomatic." Wait 24 hours after a drop off cycle before beginning to open the packets.
3. Parents who received digital or electronic assignments can easily share completed work through digital platforms (email, Google Classroom, etc) ¹ or via photo sharing.

GRADING POLICY

Grading and Attendance

- To receive credit and attendance for the courses for this school year students are expected to complete assignments.
- Parents are contacted weekly regarding missing assignments
- Additional small group zooms will be utilized to check for understanding

Completion Protocols

- Students not making progress, not completing academic packets or opting not to participate during this closure, will be eligible for Individual Learning Program (ILP) accommodations/modifications.
- The student services team will address students at risk.

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EXTRACURRICULAR ACTIVITIES

Extracurricular activities currently are not permitted, plan pending with guidance from State, County, and Diocese