



# Immaculate Conception School Re-opening Plan

## Operational

### **Scheduling: TSS (Traditional School Setting)**

### **HSS (Hybrid School Setting)**

### **NTSS (Non-traditional School Setting/Virtual)**

- ❖ Our class sizes are within the Phase 2 guidelines of 25 or less.
  - Student Group Sizes
    - Phase 0: Zero, Remote learning only
    - Phase 1: Group of 10 including adults, Hybrid Learning (HSS)
    - Phase 2: Group of 25 including adults, Brick and Mortar (TSS)
    - Phase 3: Group of 50 including adults, Brick and Mortar (TSS)
- ❖ When transitioning students wear masks and will move in one direction, one group at a time
- ❖ Students in grades 4th-7th will not change classes in phases 1 and 2 (exception-enrichment classes (PE, music, Computer, library) gym, lab, room will be cleaned after each class. In phase 3, change of all classes will resume.
- ❖ Before and aftercare will have children sitting together in a static group (grade levels/homeroom groups) and static groups will not be combined.
- ❖ Bathroom use will be at homeroom scheduled times. Other times closely monitored by teachers as to only have 2-3 at a time.

### **Physical settings for instruction:**

- ❖ All desks will face the same way inside the classroom.
- ❖ All student desks will be spaced as far as possible.
- ❖ Appropriate social distancing in place at all times.
- ❖ In early childhood classrooms, students who sit at tables will be limited in the number of students per table.
- ❖ Every class will have recess daily. Each static group will be assigned a specific place to enjoy recess.
- ❖ No off campus field trips will be scheduled until further notice.

### **Arrival and Dismissal**

- ❖ Students will arrive on campus starting at 7:30am - 7:55am. Start of day 8:00am
- ❖ Dismissal will start at 3:15pm, students will remain in their homeroom groups until called.
- ❖ Arrival and dismissal will use three separate areas:
  - Ave D will be used by 3rd-7th grades.
  - Ave. C, using both lanes- right lane used by Nursery-PreK1, PreK4, and K-C. Left lane (closest to Hebert hall) will be used by 1st and 2nd.
  - Ave. B will be used by PreK2, PreK3, K-A, K-B.

- ❖ If a parent needs to check out a child before regular dismissal, the parent will call the office upon arrival and the child will be brought outside to the car, and the parent will sign out there.

## **Screening**

- ❖ Temperature checks will be conducted daily for faculty and staff. Faculty/staff check in at 7:15 a.m at three separate check in points depending on where the faculty member's assigned parking place is located.
  - Ave D-library
  - Ave C- GA office
  - 6th street-main office
- ❖ Student Temperatures will be checked upon arrival in carpool areas.
- ❖ Anyone who has a temperature of 100.4° or higher upon arrival will be asked to pull over for a recheck of temperature in 5 minutes. The second time anyone has a temperature of 100.4° or higher, they will be required to go home.
- ❖ Students Must be fever, vomit and diarrhea free for 48 hours before returning to school.

## **Food Services**

- ❖ Lunch will be eaten in the classrooms, cafeteria, and outside areas, depending on grade level sizes and proximity to the cafeteria.
- ❖ Students will have lunch delivered or stagger through the cafeteria to pick up their lunch.
- ❖ Students will not be permitted to bring a group or class snack, including birthday celebrations. Principal will continue to recognize student B-days,daily, with a special treat.
- ❖ New this year: PreK 3, 4 and Kindergarten will collect a snack fee in order for a snack to be provided daily for classes. By not assigning snack days/weeks to students, we are reducing outside contact as well as making it easier on parents at morning drop off.
- ❖ Water fountains will not be open for use during the day. Students will be able to bring a clear water bottle from home.
- ❖ Only water will be permitted in water bottles.

## **Transportation**

- ❖ All children should be seated on the side of the vehicle closest to the arrival/dismissal entry/exit as to expedite the process and to keep the children safe from traffic. We ask that you move your car seat or booster to that location of the car as well.
- ❖ Immaculate Conception will not utilize the Jefferson Parish School Transportation Service this year.

## **Overall Health, Sanitation and Supplies**

- ❖ ICS has a full time nurse on staff and will additionally be partnering with LCMC or Ochsner.
- ❖ Hand sanitizing stations have been added throughout the school. There is one at every point of entry or exit.
- ❖ We will have handwashing stations at certain locations with a water source.
- ❖ We have secured and stored hand sanitizer and disinfectant for scheduled cleanings.
- ❖ ICS will purchase mask lanyards for each child to ensure that masks are not lost or drop to the floor.
- ❖ ICS will purchase desk shields to offer another layer of protection for our students.
- ❖ High contact areas will receive additional scheduled cleanings throughout the day.
- ❖ Special Disinfectant sprayers will be purchased for added protection.

## **Before Care and After Care**

### **Before Care:**

- ❖ Before care will take place in the cafeteria from 6:45am-7:30am.
- ❖ A carpool drop off and temperature check will be taken before students are allowed to enter before care.
- ❖ Students will be separated and practice social distancing.

### **After Care:**

- ❖ After care will take place from 3:30pm-6:00pm.
- ❖ Temperature checks will be taken at the start of the program.
- ❖ Snacks will be administered to students through Archdiocesan Food Services.
- ❖ Students will remain with their grade level/homerooms at all times. Group size will be determined by state mandate.
- ❖ Recreational time outdoors will be scheduled and spaced out by grade levels so that the static groups do not combine.

## **Attendance**

- ❖ Student Attendance: A google form will be used, and attendance will be monitored by the homeroom teacher and office both in class and virtually. The principal will use discretion, in accordance with medical professionals to provide leniency where needed.
- ❖ Teacher Attendance: Should a teacher need to be quarantined, the principal will use discretion as to whether the teacher is able to work from home or needs to take PTO.
- ❖ We will be utilizing all available resources internally to cover teacher absences.
- ❖ In the event of a NTSS or a HSS, the school will utilize a Google Form for a daily Check in when not on campus.

## Finance and Tuition Management

- ❖ Tuition is handled online by Gulf Coast Bank and Trust and can be maintained in any conditions.
- ❖ The tuition officer will continue to stay in contact with families ensuring that all remain current with tuition payments.
- ❖ Tuition officer keeps the principal aware of families in need of assistance. Tuition assistance may be available for families who complete a TADS application and are able to show a need.

## Procedure for handling fever, illness, Covid 19 exposure, positive Covid 19 (also maintaining confidentiality)

**Fever:** Should a **child** have a temperature of 100.4° or higher

- ❖ Placed in isolation area
- ❖ Parent must come check out the child
- ❖ Required to return to school: fever free for 48 hours, or doctor's note, or a negative Covid test result

**Fever:** Should a **teacher** have a temperature of 100.4° or higher

- ❖ Teacher needs to leave campus immediately
- ❖ Required to return to school: fever free for 48 hours, or doctor's note, or a negative Covid test result

**Exposure:** Should a student/teacher/staff's immediate family be diagnosed with Covid or student/teacher/staff be directly exposed as defined by the CDC:

- ❖ ICS will contact our Regional Medical Director/CDC
- ❖ Student must stay home for the 14 days quarantine or as recommended by the medical director/CDC, and will receive instruction (NTSS)
- ❖ Teachers/staff must stay home for the 14 day quarantine, or as recommended by the medical director/CDC A substitute will be assigned to cover the class. Teacher/Assistant will continue to meet contractual duties, virtually, if able.
- ❖ Should that student/teacher/staff begin to have symptoms within 48 hours from the last time at school, we will consult the medical director/CDC and may require a negative test as well as quarantine period, depending on each case, in order to return to school/work.

**Positive Covid 19:** Should a student/teacher/staff be diagnosed with Covid-19:

- ❖ ICS will contact our Regional Medical Director.
- ❖ Student must stay home for the 14 days quarantine, or as recommended by medical director/CDC, and will receive instruction (NTSS) if health permits. A negative test result may be required depending on health director recommendation.
- ❖ Teacher/staff must stay home for 14 days quarantine, or as recommended by medical director/CDC, and have a substitute with lesson plans prepared and will provide instruction (NTSS), only if health permits. A negative test result may be required depending on the health director recommendation.

- ❖ A letter will be sent to all students/staff affected to notify those potentially exposed and include pertinent information regarding the next steps to take based on the medical director's guidance.

### **Policy for face coverings**

- ❖ All students in PreK-3-7th grade will be required to enter campus with a face covering upon arrival and dismissal.
- ❖ Once inside the classroom, PreK3 through 2nd grade students will use hand sanitizer and be able to remove their mask.
- ❖ All Faculty and Staff will be required to wear a face covering.
- ❖ All students in 3rd grade and up will be required to wear masks daily according to recommended guidelines.
- ❖ All faculty and students will wear masks during transition times.
- ❖ Individuals with severe breathing difficulties or sensory issues should obtain a doctor's note if unable to wear a face mask.
- ❖ We will obtain clear dividers for student desks to be used as appropriate.
- ❖ Everyone should obtain washable, reusable face coverings. You may get any color or design. No extreme designs or phrases will be allowed. All face masks should have elastic around the ears, rather than tie on.
- ❖ Masks must be labeled, clearly, with the child's name.

### **Keeping Student Supplies Clean**

- ❖ All students will have their own supplies and manipulatives. If necessary, any items shared, will be cleaned and disinfected between use.

### **Planning for Student Assemblies/Athletics/Other school wide activities**

- ❖ Student assemblies will be done in small groups or remotely, exercising social distancing and wearing masks.
- ❖ Athletics and clubs will be suspended for the first quarter, and re-evaluated as we go along.
- ❖ Parents, grandparents and outside visitors will not be allowed on campus during the school day, except to visit the office for business or an appointment. Temperature screenings and masks will be required.

### **Education of Social Distancing/Respiratory etiquette/Hygiene for students**

- ❖ The school nurse and all teachers, during the first week of school, will educate students on proper mask wearing, hand washing, hygiene, and proper social distancing.
- ❖ Signs will be posted throughout school, and the school nurse, teachers, and administration will model, and frequently remind students of the proper protocols.

## **Instructional**

- ❖ School will use Google Classroom. All faculty will be trained on the Google suite so that they may utilize google meet, google forms etc.
- ❖ Several faculty members received google certification over the summer.
- ❖ Student Grades 1-4 will have one to one devices to use while in class (a class set per classroom) 5th-7th have one to one chromebooks to use at school and home.
  - Only if in Phase 0 or 1 would ChromeBooks for 1st-4th be issued for home use. 5th-7th will continue as they do now, with their individual chromebook going home with them daily.
- ❖ Phase 0: Zero, Remote learning only, Non-Traditional School Setting (NTSS)
- ❖ Phase 1: Group of 10 including adults, Hybrid School Setting (HSS)
- ❖ Phase 2: Group of 25 including adults, Traditional School Setting (TSS)
- ❖ Phase 3: Group of 50 including adults, Traditional School Setting (TSS)
- ❖ In all settings (TSS, HSS, NTSS) teachers will record their lessons, so as to be able to edit and send to students/parents in any setting.

### **Remote Learning (NTSS)**

- ❖ Keep virtual class meeting brief, focused and to the point times listed as a guideline
  - PreK/Kinder: 15-30 minutes
  - 1st-4th: 30-45 minutes
  - 5th-7th: 45-60 minutes
- ❖ Develop a schedule for synchronous sessions modeled after traditional class
- ❖ Schedule separate virtual meetings with small groups of students on an as needed basis
- ❖ Focus on objectives based on standards
- ❖ Set norms
- ❖ Keep office hours for check ins and for questions
- ❖ When school reopens in August in a TSS, ICS will do our very best to offer a NTSS at the same time that the TSS is taking place, in order to accommodate those parents not wishing to send their child to school at that time. However, parents wishing to take part in this option must be reasonable in expectations of teachers, who must simultaneously teach in the TSS.
  - Lessons will run 3-5 days behind the TSS lessons in order to allow the teachers adequate time to prepare and collect material for the at home learner.
  - Teachers' daily lessons will be recorded in real time, however the teacher will have the ability to edit recorded lessons as to protect confidentiality of students present in class and be able control for any academic or behavior issues that arise in the real time classroom setting. The additional time of 3-5 days allows teachers to edit as needed before sending, keeping in mind that they are also teaching in a TSS every day.

- Recording of the daily lessons will also control for the possibility of a student not having an adult present when the class is happening in real time. Some parents will still need to work outside of the home and those parents will be able to have those recorded teacher lessons available to utilize and schedule to be viewed at their convenience.
- Teachers will check in with the at home learner and his/her parent on a regular basis through google meets, emails, and phone calls.
- Teachers will receive questions related to the lessons and will schedule time to answer questions through google meets.
- The same tuition rate and fees will apply for this NTSS option.
- Parents will have the option to return their child to the TSS whenever they feel comfortable.

### **Hybrid Learning (HSS)**

- ❖ Students would be grouped into smaller learning groups with different grade levels attending school on alternations days. This rotation will be announced at a later date.
- ❖ Students not on campus would utilize Google Classroom and virtual teacher lessons in order to participate and complete assignments.
- ❖ Same services provided as the NTSS (see previous)

### **Traditional Learning (TSS)**

- ❖ With special considerations from the CDC, LDOE, OCS
- ❖ Students will remain in static groupings
- ❖ Core Teachers will move from class to class in phase 1 and 2.
- ❖ See operational for more information.
- ❖ Instructional time consideration within the three models: Time will be adjusted accordingly based on grade and model.

### **Curriculum consideration to address gaps in learning**

- ❖ Teachers will administer formative assessments to identify gaps in learning and to guide instruction.
- ❖ Each unit of instruction will begin with lessons to address the gaps that were identified.
- ❖ Teachers will meet longitudinally in grade level clusters to share the content that was not able to be covered in the 2019-2020 school year.
- ❖ Additional time will be provided through enrichment classes, as needed to address individual and small group learning needs as it relates to learning gaps and remediation.

### **Instructional time considerations within the three models**

Time will be adjusted accordingly based on grade and model. When remote learning is taking place, total teaching/instruction time should not exceed the following recommendations when possible:

- ❖ PreK-Kinder: 30 minutes-1 hour

- ❖ 1st-3rd: 1-2 hours
- ❖ 4th-5th: 2 hours
- ❖ 6th-7th: 2-3 hours

## **Instructional formats within all formats (TSS, HSS, NTSS, Virtual option)**

- ❖ We will utilize Google for Education within all models.
- ❖ Teachers in TSS will record their lessons in real time, with the option to edit before sending to students/parents, regardless of the setting (Virtual option, HSS, NTSS) This will provide seamless instruction regardless of the setting.
- ❖ Teachers will use the backward design with the end in mind as to make sure that learning objectives are reached, and students are making purposeful progress toward important learning goals.
- ❖ Gradual release of responsibility will guide lesson planning: 1. Focus lesson, 2. Guided lesson, 3. Collaborative work, 4. Independent work. Not only is this best practice for instruction, it will also help teachers to transition seamlessly between instruction formats (TSS to HSS to NTSS)
- ❖ In order to address any learning gaps, teachers will spend the first few weeks of school reviewing, assessing and re-teaching if necessary.
- ❖ Grading- during phase 2 and 3 grading requirements will remain the same. Adjustments will be made in Phase 0 or phase 1.
- ❖ Students who do not have access to technology at home will be provided with meaningful, authentic learning opportunities through paper and pencil activities and projects.
- ❖ Teachers will remain in contact with parents and students via telephone calls, email and google meet.
- ❖ Student work will be completed through google classroom, as well as can be dropped off and picked up from the school, when possible. Student work could also be scanned and emailed if the family has the means to do so.

## **Assessment**

- ❖ Various forms of assessment will be utilized within all three models - benchmark, formative and summative.
- ❖ Allow students various opportunities to demonstrate knowledge and understanding: traditional paper/pencil tests, essays, videos (recorded using Flipgrid or Screencastify), modeling, presentations, etc.

## **Standardized Testing**

- ❖ Due to the restrictions of ACT Aspire, only testing in a TSS will be administered.

## **Special Needs Considerations**

- ❖ The counselor that is the head of our INC Team will continue with the following
  - Review and report to the teachers students with evaluations and share the recommendations for each of those students



- Letters will be sent home for the parents to be made aware of the adjustments to the curriculum that the school will provide - will be signed and returned
- In the event of NTSS, HSS, and virtual option the teacher will touch base with the parents to see what resources are available at home and help them adjust the assignments as needed

## **ESL Considerations**

- ❖ At this time we do not have any ESL Considerations

## **Professional Development for Teachers**

- ❖ Google Classroom and support of the teachers for different school settings will be continual.
- ❖ Plans have been already in place to finish our third year of Growth Mindset
- ❖ Dates have been scheduled for meaningful professional development followed by coaching
  - Regional Day of Reflection
  - Regional Day of Professional Development
  - Beginning of the year in-services-google training, health guidelines training, Instructional training.

## **Technology Use**

- ❖ Students in grades 1-7 will have 1:1 Chromebook access. A class set of chromebooks has been ordered through CARES Act for grades 1st-4th. Chromebooks will be stored in the classroom for grades 1st-4th and only allowed to be brought home if in a NTSS or HSS. 5th-7th have been and will continue as one to one with each student having his/her own chromebook for school and home use.
- ❖ Google for Education will be used across all subjects. The first few weeks of school will be spent ensuring students are able to login and navigate the various Google Apps as well as their Plusportals account.

## **Technology Support**

- ❖ ICS currently has a full time Technology Director, who will work with all faculty to help them grow in proficiency with google suite.
- ❖ The IT Director, computer teacher(s) and classroom teachers will be reinforcing the use of Google Classroom as well as internet safety and basic log in practice.
- ❖ IT director will continue to work with students and parents to offer support as needed.

## **Acceptable Use Policies, Including live instruction permissions**

- ❖ Current policy is being updated to reflect the possibility of home use for school purchased computers.

- ❖ At the start of school, parents will sign online learning permission slips provided by the Office of Catholic Schools. (This is to ensure that we have these forms in place, should we need to go to an entire virtual format).

### **Academic and Behavioral Concerns**

- ❖ Academic and behavioral concerns will be addressed by classroom teachers, administration and school counselor.
- ❖ After review, a meeting with the parents will be scheduled if needed to address concerns.

## **Spiritual and Emotional**

### **Time to reflect on school's mission and vision; charism**

- ❖ Under continual review and discussion with purposeful intent to keep our Catholic values and Salesian Charism alive and thriving. Mission effectiveness team and liturgical committee will continue to regularly meet.

### **Insuring Gospel teachings across the curriculum**

- ❖ Review Catholic Social Teaching and Salesian teachings with teachers
  - Sanctity of life-human dignity
  - Call to family, community and participation
  - Rights and responsibilities
  - Option for the poor and vulnerable
  - Dignity of work and rights of workers
  - Solidarity
  - Care for God's creation
  - Salesian -Do the right thing, at the right time, in the right place for the love of God
- ❖ Speak to students about Catholic identity
- ❖ Speak to students about Salesian Charism-Saint John Bosco, Saint Mary Mazzarello and teachings- The Preventive system
- ❖ Open every class with a prayer
- ❖ Include time for special instructions
- ❖ Continue our morning assemblies either in smaller groups or virtually in order to keep our Salesian traditions alive and at the center of all we do.

### **Participation in liturgical activities**

- ❖ Mass weekly on Wednesday mornings on a weekly rotation
- ❖ 1st-3rd one week, 4th-7th the next week
- ❖ No outside visitors will attend school Masses until further notice.

## Service projects and Special Activities

- ❖ ICS will continue to provide service opportunities (St.Jude, St. Vincent DePaul food bank, mission club projects. In the event that we move from TSS to HSS or NTSS, our service projects will be adjusted to allow for virtual participation.
- ❖ Special activities/events that our community looks forward to like grandparents days, mom and muffins, dads and donuts, PTO and Pops activities will continue but we will adjust these activities to allow for virtual participation, as needed. Example grandparent letters and virtual tributes etc.

## Addressing social and emotional learning strategies

- ❖ Good mental health is a priority for student success
- ❖ Numerous students may need extra support from the school counselor, teachers, support staff and administration. - anticipating higher than average
- ❖ Have counselor available as much as possible
  - Assess for student needs
  - May require teachers' help in identifying those students
  - Review with teachers signs of depression, anxiety and trauma
  - Teachers receive additional training on how to intervene and help students struggling with anxiety, depression etc.
  - Respond to student needs on individual and whole school level
- ❖ Counselor will work with students individually and in groups (as much as possible) to address student needs
  - Counselor will utilize office space and outdoors (weather permitting)
  - Counselor will create more Google Classroom friendly lessons
    - This will be key for all 3 models of school to ensure all students have access to the counselor and social/emotional support
  - Lessons will focus on returning to school, the role of the counselor, coping skills and stress management
- ❖ Counselor will implement a contactless referral system to minimize hallway traffic.
- ❖ Counselor will have check in with families as necessary
- ❖ Counselor will have permission to contact families should school move to a virtual format
- ❖ The Administration will provide support for the faculty.
- ❖ Minor academic adjustments will be implemented as usual in a classroom setting
  - Should we move to a virtual or hybrid model, the teacher, counselor, principal and the student's parent will review minor adjustments as necessary
- ❖ Post signs around school about healthy habits to maintain good mental health
- ❖ Counselor will review with staff mandated reporting and be available to assist in any reporting
- ❖ All teachers will work closely with and consult with the school counselor and principal, as we continue to use the **Second Steps Program** to address social-emotional needs.

## **Considering visibility of principal/head of school/pastor/Chaplin during virtual and in person**

- ❖ Principal, Assistant Principal and Father Jimmy will continue morning prayers and Salesian messages in person and virtual.
- ❖ Principal, Assistant Principal and Pastor will visit classes in person and/or virtually to check on how things are going and/or to deliver special messages.
- ❖ Principal and Assistant principal will continue to visit classrooms in person and virtually in a supervisory capacity as to evaluate delivery of instruction.
- ❖ As part of the ICS monthly Chargers Chronicles, the principal will continue to do a principal's address/letter.
- ❖ The principal will continue to communicate with parents via email, school wide text messaging system, phone calls, and in-person meetings as needed.

## **Staff and Community**

### **How to support student who needs virtual while face to face in session**

- ❖ Designate a time to meet teachers in person to discuss issues. If students cannot come to school, set up phone calls or google/zoom meetings to help guide through the issues.

### **Daily routines across the three models (Prayer/announcements/other traditions)**

- ❖ Brick and mortar-prayers and announcements will be done over the intercom/small assemblies/youtube/google meets.
- ❖ Distance learning-announcements and prayers will be done via youtube/facebook and will be emailed to parents
- ❖ Hybrid-combination of both traditional announcements and youtube/facebook

### **Methods of supporting staff in and out of the school/staff morale**

- ❖ Get together for morning prayer
- ❖ Be present and support each other
- ❖ Prayer buddies
- ❖ Principal will work with faculty, and our HR staff member in consultation with Archdiocese HR dept. to disseminate COVID-19 information as it relates to faculty health, rights, responsibilities, etc., as well as all faculty benefits.

### **Maintaining a sense of community**

- ❖ Spirit Weeks
- ❖ Virtual Pep rallies
- ❖ Share accomplishments on social media
- ❖ Weekly Masses
- ❖ Creating a socially distanced buddy system for 2nd semester

- ❖ Celebrations of accomplishments and growth for faculty and students.
- ❖ Service activities
- ❖ Community activities (grandparents days, PTO, Pops etc.)

### **Communication plan-students/parents/faculty and staff/other stakeholders**

- ❖ Continue to communicate via text and email through our SIS
- ❖ Emails, phone calls, google meets, memos, planned meetings

### **How will surveys be used to assess needs**

- ❖ Surveys will be offered to our faculty, staff, and families as necessary to gather input.
- ❖ Disseminate and Assess survey data to fit the needs of our school community.

### **Contracts and Handbooks**

- ❖ Both are updated yearly.
- ❖ We used the updated contract provided by the Office of Catholic Schools.
- ❖ We also added the clauses to our handbooks that were required from the Office of Catholic Schools.
- ❖ Once the reopening plan is approved, we will add pertinent information to our website and communicate to stakeholders.

**Immaculate Conception School is following all CDC, LDOH, and state executive orders.**

**This is a living document that will be revisited and updated as circumstances change to best address the needs of Immaculate Conception School students, faculty and families.**