

St. Stephen School
2020-2021
Re-opening Plan

Operational

Health, Hygiene, and Safety

Screening: Temperature checks are required for students, faculty, and visitors. Anyone with a fever of 100.4 or higher, after the second reading, will be sent home. **Must have a doctor's note to return.** Students upon arrival and once they go their homeroom. PreK-K upon arrival and after naptime.

- Hand Sanitizer in every classroom, hallways, and entrances.
- Infrared thermometers in every classroom, at every entrance, and in office.
- Water fountains are off. Students can bring water bottles.

Visitors: All visitors (parents, deliveries, outside vendors) will be limited to the front office foyer. Scheduled meetings will be allowed in the principals back office only. Visitors will be required before entering the school to:

- Have their temperature checked.
- Must use hand sanitizer upon arrival and practice social distancing using the markers on the floor.
- **Will Not be permitted to enter the classrooms or walk the hallways at any time.**
- It will be encouraged to take care of school business via telephone or email.

Student Group Sizes

Phase1: Group of 10, including adults

Phase2: Group of 25, including adults

Phase3: Group of 50, including adults

Face Covering:

All staff, students, visitors, etc; must wear a mask upon arrival, dismissal, transitions, etc. whenever they are outside the classroom. Once inside the classroom with their group, students can remove their face covering. A student who has health issues can wear a face shield.

Teachers can remove their mask/ face shield while given instruction; but must put it back on when assisting a student individually.

All faculty and staff when transitioning throughout the school day must wear a mask.

All visitors must wear a mask.

PreK students do not have to wear them but will practice social distancing.

Procedures for handling Positive Cases

Positive COVID-19 Cases: If a student or faculty member test positive for COVID-19, those individuals will quarantine for 14 days, and instruction for that student or faculty member will transition to remote learning.

Faculty on campus will substitute for that teacher if that teacher is unable to perform his/her normal instruction while ill. Public Health Officials will conduct contact tracing and notify families who need to be aware to quarantine.

All cases will remain confidential. Only the principal and her assistant will be aware of the names of those who have contracted the virus. If a family or faculty member need to report a positive case, they should contact the principal via email or cell phone immediately.

The principal will work with Region 1 Medical Director to determine any additional steps that need to be taken, which if any other individuals need to quarantine, and when an outbreak occurs that may result in the transition of a specific group of students ,faculty, or the entire school to remote learning.

In accordance with the Louisiana Health Reopening Guidelines for Schools, individuals who were in close contact with an infected student or faculty member may be identified and contacted as part of the Office of Public Health (OPH) tracing process.

Close Contact is defined as a person who was less than 6ft away from the infected student for more than 15 minutes, as determined by the OPH contact tracing process. Those identified as close contacts will be asked to stay home and monitor symptoms for 14 days.

If the school is determined to be a source of ongoing COVID-19 spread, we may have to transition to Remote Learning or Hybrid Learning for a span of 3-7 days.

Social Distanced Hallways

One Way Hallways: All Hallways will have markers for social distancing (6ft apart) and arrows to indicate which way traffic should flow in that hallway/stairwells.

Scheduling

Arrival: Arrival will be from 7:00-8:15am. Students will be marked tardy at 8:15am, class begins at 8:30. Announcements at 8:15.

Yard: Students in grades 1st -7th will arrive and depart from schoolyard on General Pershing.

PreK2/PreK3/PreK4/K: Will arrive and dismiss through the PreK yard.

- Every student must arrive in a vehicle, no walk ups will be permitted.
- Temperatures will be taken by a faculty member upon arrival. Children with a fever of 100.4 or greater will not be permitted to attend school for that day.
- All children should be seated on the right side of the vehicle, including but not limited to car/booster seats, etc.,
- Once children are temperature checked, if it is before 7:15, they will remain in the yard, 6ft apart, at their designated area. 7:15-8:15 they will go to their homeroom. Office personnel will guide students to their homeroom.
- Before entering the building, students and faculty will use hand sanitizer.
- Once inside the classroom, students can remove their mask.

Dismissal: Students will exit the exact same gate that they enter from. Student names must be placed on the right side of your car for a fast traffic flow. We will take names and send children out as their vehicle arrives.

Social Distanced Hallways

One Way Hallways: All Hallways will have markers for social distancing (6ft apart) and arrows to indicate which way traffic should flow in that hallway/stairwells.

Physical Settings, Classroom Routines and Procedures for Instruction

Grade Levels:

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

Students will remain with their static group. Static groups must remain together all day without mixing with another group.

Grades with 24 or more students will be grouped (A and B)

1. We will assign all students chrome books. Students/parents will sign the lender agreement before the student can receive one.
2. Groups will alternate weekly between the teacher and aide:

- **Group A**

Week 1: Teacher

Week 2: Aide

- **Group B**

Week 1: Aide

Week 2: Teacher

All students will receive instruction at the same time via Google meets, zoom (TBA); if a student is absent, they will be able to receive the same instruction they would as if they were at the school.

All students will have access to the teacher if they have questions about the lesson, the same time as their peers rather they are at the school or not.

If we must teach remotely, the students will already be familiar with the process.

Supplies: Each student will have a milk crate, cubby or a desk that holds books next to their desk. This will keep their books, supplies, and materials for the day. Students will only use their own individual supplies. All supplies will be sanitized at the end of every day. The school supply list can be found on the school's website. Some supplies will be shared, but we will sanitize after each use.

Recess: Every class will have recess every day. We will utilize the both the gym and play yard. Parents are also given a permission slip for "fieldtrips" around the school. This will allow students to take walks and get out of the classroom.

Food Services

- Breakfast and lunch will be eaten in the classrooms.
- Menus will be set with no options offered.
- Cafeteria staff will bring lunch to grades Prek2-3rd grade. (downstairs classes) 4th-7th will have scheduled times to pick up their lunch from the cafeteria.
- Students will not be permitted to bring a group or class snack, including birthday celebrations.
- PK and K will collect a snack fee for a snack to be provided daily for classes.
- Water fountains will not be open for use during the day. Students will be able to bring a clear water bottle from home.
- We will have water bottles available for sale.

Sanitation and Supplies

- Hand sanitizing stations have been added throughout the school and is available in every classroom.
- High contact areas will receive additional scheduled cleanings throughout the day.
- Doors will remain open to all classrooms to reduce high contact areas.

- A schedule has been created by the custodians to sanitize high contact and shared surfaces on an hourly basis
- Teachers will sanitize play equipment after each group use. The next group will wait 15min. then go outside. The pattern will continue throughout the day.
- Pierre will sanitize PreK yard while they are napping. Cleef will sanitize school yard at 11:00; 2:30; and 4:00
- Students will wash their hands every 2 hours.
- Grades will have scheduled bathroom times.
- Bathrooms will have seat covers, (if budget permits) 2 girls sent at a time. After each use teacher or aide will wipe bathroom knobs. 1 boy at a time; male teacher will wipe doorknobs after each usage.
- After a group is finished, Cleef will sanitize all bathroom's downstairs.
- Pierre will sanitize upstairs bathroom.
- Supplies will be kept locked and secured in the janitors closet upstairs, and downstairs. Teachers will be given a spray bottle with bleach and water for outside; Lysol wipes, and hand sanitize.

Classroom and bathroom doors will be opened. All classrooms have an entrance and exit door.

Attendance:

- Will be taken daily. If the student is not physically at the school, but is on Zoom, they will be counted as present.
- Tardy: Students must come to school on-time. After 3 times, student will be sent back home.
- Early pick-up: only if it was communicated with the office. Will not be tolerated if its every day.
- If student is tardy, Sheila will walk to the door; screen the student, and sign the student in.

The goal is to minimize as much traffic as possible throughout the school.

- Student Attendance: Attendance will be monitored by the homeroom teacher both in class and virtually. The principal will use discretion, in accordance with medical professionals to provide leniency where needed.
- Teacher Attendance: Teachers will sign in and out daily. 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.

Finance:

- Tuition is handled online by Gulf Coast Bank, ach will be deducted twice a month, and can be maintained in any conditions.
- The office operations can transition to remote at any time.

- The business manager and the principal are staying on top of making sure that families are current with their tuition.

Schoolwide Assemblies:

- Any student assemblies will be done virtually.
- Athletics and clubs will be suspended until further notice.
- Parents, grandparents and outside visitors will not be allowed on campus during the school day.
- Mass will be done virtually on Friday.

Education of Social distancing/respiratory etiquette/ Hygiene

- All teachers will be instructed to educate students on proper hand washing and hygiene.
- Teachers will instruct students how to properly social distance.
- Numerous students may need support from counselor- anticipating higher than average
- Review trauma sensitivity with faculty
- 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
 - 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
 - The counselor will continue to provide monthly guidance lessons
 - Lessons will focus on returning to school, the role of the counselor, coping skills, and stress management
- Counselor will implement contactless referral system to minimize hallway traffic
- Counselors will have check ins with families as necessary
- Counselor will have permission to contact families should school move to a virtual format

Instructional

Preparation/Plans for logistics of three scenarios of education, including supplies and equipment, and variety of instructional strategy: Traditional / Hybrid / Virtual

- School will move towards a Google Classroom School.
- Student Grades 1st -7th will have one to one computing.

- Chromebooks will be assigned to each student. Same form we received from OCS will be used.

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)

Remote Learning

- Virtual class will be part of our daily instruction. All guidelines will be met.
- Lessons will be recorded.
- Students must wear a uniform and sit at desk or table.
- Two adults will be available while virtual learning is taking place.
- All students will be given the chance to ask questions, as if they were in the classroom.
- Develop a schedule for synchronous sessions modeled after traditional class
- We will focus on objectives based on standards
- School hours will be kept for questions.

Hybrid Learning: *only if necessary*

Google classroom will be utilized.

- Students would be grouped into smaller learning groups
- Group one would attend M, T
- Group two would attend Th, F
- Wednesday would be used to have office hours and sanitize the learning environment
- Students not on campus would have independent work to work on

Traditional Learning

- With special considerations from the CDC, BESE, OCS
- Students will remain with their group.
- Teachers will move from class to class
- 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 and behavior: The first few weeks of school we will address the learning gaps, social /emotional needs, the reteaching of skills as well as the “new” routine.

- 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 use Moby Max, to set Differentiated Instruction. Time will be adjusted accordingly based on grade and model.

- We understand the social and emotional impact this pandemic has had on our students; therefore, we will continue to use positive reinforcement as a means for discipline.

- We are working on having counselors available at the school to assist our faculty and students with such issues.

Technology: All students will be assigned Chromebooks.

- Students in grades 1st-7th will have 1:1 computing. We will utilize Google for Education within all three models. This will be used for both independent and collaborative work.

- Virtual meetings will take place for both whole group and small group lessons.

- For both TSS and HSS, a flipped classroom model can be used to maximize individualized/small group learning with the teacher when in class.

- Teachers will remain in contact with parents and students via telephone calls and email.

- All students will be assigned email addresses, in which they will be able to scan and submit their work. All textbooks will be downloaded to their Chromebook for easy access.

Plan for distribution of devices

- The school will set up a procedure for the distribution of devices for grades 1st-7th.

- **Acceptable Use Policies, including live instruction permissions will be signed. (see attached)**

- Parents will sign the Zoom and online learning permission slips provided by the Office of Catholic Schools.

Professional Development for Teachers

- Training in Google Classroom and support of the teachers for different school settings will be continual.

- Training on classroom instruction, google meets, Moby max, and policies will be continuous.

- Dates have been scheduled for meaningful professional development followed by coaching

- Early Friday Dismissals

- Regional Day of Reflection

- Regional Day of Professional Development

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 (teacher instruction will always be recorded) modeling, presentations, etc.

Standardized Testing

- We will utilize HMH (Reading/Math Inventory). A baseline will be given 3 times a year.
- 3rd-7th will take the Leap and iLeap.

Grading

- A school -wide process for grading will take place in each learning setting. Late assignments will have a penalty of points deducted per day.
- We will ensure that they are tested on relevant content and on grade appropriate content
- Assignments will be administered digitally and paper and pencil if in TSS.

Special Needs: The INC chairperson and team will continue working with OPS the same way we did during COVID:

- Speech therapists will use google meets, zoom etc., to give one-on- one therapy.
- Letters will be sent home for the parent to be made aware of the adjustments to the curriculum that the school will provide - will be signed and returned.
- We will utilize resources such as PBS learning Media, iready, Moby Max.
- We will provide 1:1 instruction with Sylvan, as well as with the teacher. Manipulatives will be sent home with the student, and all instruction will be live as well as recorded.
- In the event of NTSS or HSS the teacher will touch base with the parents to see what resources are available at home and help them adjust the assignments.

Spiritual and Emotional

Religious Curriculum and Identity

- Review Catholic Social Teaching 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
- Speak to students about Catholic identity
- Read over Readings for Friday Mass and ask students questions.
 - Identify how the value relates to class material
 - Monsignor Nalty will have Mass virtually every Friday.
- Open every class with prayer or gospel reading, end of day with a schoolwide prayer, pray before eating.
- Include time for special intentions

Participation in liturgical activities

- Monsignor Nalty will have Mass virtually, live streamed every Friday and on special days.
- Parents will be able to see the mass virtually
- Mass will also be recorded; in case a teacher wants to go back and reference it.
- Students will participate in morning and/or afternoon prayers.

Service activities (Live and Virtual)

- Thanksgiving Food Drive
- Write letters and send cards to “Homes for the Elderly”.
- Collect candy for Children’s Hospital.
- Send “thank you” cards to our donors.
- School provides, uniforms, supplies and food for families in need.

Staff and Community

How to support student who need 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 (Prayers/announcements/ other traditions) Students can do “virtual learning”, if the parents agree it must be in 9-week intervals.

- **Virtual Learning is built in our plans, therefore, it will already be part of their routine.**

- Brick and mortar- prayers and announcements will be done over the intercom as has been done in the past.
- Distance learning- announcements and prayers will be done via Zoom/ google meets and will be emailed to parents.
- Hybrid- combination of both traditional announcements and assemblies.

Onboarding of new and returning students and families

- We will do new student orientation via video that will be emailed to all new students and families.
- We will mail a welcome letter to new student’s homes.

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

- Prepackaged donuts and coffee
- Recognition for teachers
- Get together for morning prayer
- Monthly teacher lunches
- Be present and support each other
- Mentor buddies

Maintaining a sense of community

- Spirit Weeks
- Virtual Pep rallies
- Share accomplishments on social media
- Weekly Mass

Communication plan – students / parents / faculty and staff / other stakeholders

- Continue to communicate via text and email through our SIS system
- Emails, phone calls, video chats, simple notes, plan meetings

How will surveys be used to assess needs

- Assess survey data to fit the needs of our school community

Human Resource policies

- School principal has updated faculty and student handbook
- Updating of contracts and handbooks
- School principal has updated faculty and student handbook

Establishment of clear expectations for all – students / parents / faculty and staff

- School principal has updated faculty and student handbook