

Guidance and Procedures

Sacred Heart School

FAQ

Information provided below is aligned with the CDC, Chester County Department of Health, PA Department of Education and Office of Catholic Education CSO (Catholic Schools Onward) Task Force. Please note all directives are subject to change as new regulations are implemented.

This is a preliminary plan and there are still many details still yet to be determined. This is a fluid situation and all areas are subject to change.

*****Please click on a specific question or topic to go directly to that information in the FAQ document.**

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Introduction and Philosophy

1. *Will school be open in the fall?*

Yes. Sacred Heart School will open on September 9, 2020 full-time, 5 days a week for PreK - 8, unless otherwise directed by the Governor, Archdiocese of Philadelphia (AOP) and/or local authorities. Sacred Heart School will also offer virtual learning for those who may choose this option, as well as an option to combine in-person and virtual learning. There are some families that need or prefer full-time in-person learning and there are some families that feel more comfortable with keeping their children at home. SHS is providing BOTH options as you may need or want them. We are not asking you to make a choice between one or another.

2. *Why are the AOP (Archdiocese of Philadelphia) elementary schools full-time, in person and the high schools are hybrid?*

- The CSO (Catholic Schools Onward) task force has developed a safe learning environment for our students and teachers.
- Face to face instruction is recommended by many health officials, governmental agencies and the American Academy of Pediatrics (AAP).
- Unlike high schools, the elementary schools can implement effective cohorting of 25 students or less. Due to the complexity of the high school curriculum and course work, our type of cohorting is impossible for them.
- Younger students are unable to stay home without supervision, whereas many high school students can attend virtual learning without a parent being in the home.
- In person instruction provides a safer physical environment for some younger children in stressed situations. The majority of feedback from parents was supportive of in-person learning.
- If a parent would prefer to have their child stay home, they can select the individual virtual learning option.

3. *What if, in general, parents do not feel comfortable sending their child to school?*

Families have the option to attend "virtually". Religion, ELA and Math instruction will be live streamed from the classroom and the student must attend in real-time. All non-core and special subjects will be facilitated through our LMS (learning management system). Students will be marked "present virtually" on OptionC and responsible for submitting all required assignments by designated due dates. Parents are required to call the school office and give at least one week's notice that their child(ren) will be participating in virtual learning starting the following week (unless they are participating in virtual learning because of illness

or quarantine).

4. Will my child be marked absent if required to stay home and not sick?

No. Option C will now allow us to mark a child present “virtually” so long as assignments are submitted by the required due date/time. A student must be present in real-time during virtual instruction to avoid being marked absent.

5. Are masks and/or face coverings required?

Yes. Masks are mandatory 100% of the school day. This includes traveling in the hallway, riding on the bus, and movement about the classroom. The mask may only be removed by students during mask breaks that are prompted by the teacher, or when eating or drinking within the cohort while maintaining a 6 foot social distance. Mask breaks should be brief, ideally 15 minutes or less, and should occur when students are seated quietly in order to reduce risk (masks will be stored in individual brown paper bags when not in use). All teachers and staff are required to wear a mask when in contact with students and adults. If adults are working alone in a classroom or office, the face covering may be removed.

6. Will masks be provided by the school?

Students will be asked to provide their own face mask. Select one that is comfortable for long periods of time. Teachers and staff will be provided with face shields. A face shield may be worn by teachers and staff when they are distanced 6 feet or more from students. If teachers/staff are within 6 feet of students or adults, masks are required. There will be disposable masks on hand if needed. There will not be an unlimited supply, therefore it is important to remember your mask (and a brown paper bag for storage, labeled with your child’s name) every day.

7. Are there any specific mask guidelines regarding mask type, color, etc.?

Masks must be appropriate for a school environment, otherwise there are no specific guidelines regarding color or style of mask.

8. I have questions/concerns about how to help my child successfully wear a mask all day at school.

Please see the attached handout: “**Tip Sheet: Your Child and Masks**”

9. What happens if our region moves to yellow?

Our model will remain the same; providing full-time, in person instruction with virtual attendance as an option for families.

Based on our most recent guidance from the AOP, The State guidance relies on two standard public health metrics: incidence rate and the percent positivity of diagnostic testing. On a weekly basis, the PA Department of Health will publish the level of community transmission of COVID-19 for every county in the state and the state has recommended instructional models based on the level in each county.

We are offering the blended learning model which includes both in person and virtual options. This blended model applies to both low and moderate classifications. Only if we have substantial community transmission, we will move to full remote learning.

Low - Full in-person model or blended learning model

Moderate - Blended learning model or full remote learning

Substantial - Full remote learning

General Principles

1. *How will hygiene practices be employed during the school day?*

Reminders will be announced each morning to remind students and staff to wash hands regularly, wear a mask, and remain socially distant. Teachers will schedule specific times during the day for hand washing and health check-ins. Hand sanitizers are available in each classroom and office. Classrooms and common surfaces will be disinfected several times a day by maintenance staff onsite.

2. *Is it going to be feasible for an entire cohort of students in the lower grade levels to coordinate washing their hands as a group?*

Yes. Teachers will devise a system within each cohort to coordinate times throughout the day for handwashing in small groups.

3. *How will the bathrooms be sanitized?*

Maintenance will disinfect all bathrooms every day after school. Sanitizing will also take place at scheduled times throughout the day by maintenance staff onsite during the school day.

4. *Are any additional measures being taken to sanitize the school?*

In addition to daily maintenance and cleaning after school, the additional onsite cleaning throughout the day will ensure all common surfaces and bathrooms are cleaned and sanitized regularly. A hydrostatic machine will be used to sanitize all classrooms after school each day. Additionally, all cleaning solutions are COVID-approved.

Catholic Identity

1. *Will school liturgies take place?*

Yes. Cohorts will be seated in pews at the appropriate distance from each other and face coverings will be worn. If necessary, Mass will be live streamed for students and families. We will make a spiritual Communion.

Entering the Building

1. *Are visitors and/or volunteers permitted into the building?*

Excessive outside traffic is strongly discouraged. If a visitor must enter the building, temperatures will be taken along with health screening questions. They must also wear a mask at all times and remain socially distant.

2. *What will morning drop off look like?*

Morning drop off is from 7:45am - 8:00am. There is a 10-minute grace period until 8:10am before being marked late. All students and staff must wear a mask when entering the building. School staff will be stationed at school entrances and provide hand sanitizer to students as they enter. See below for explanations and visual overview.

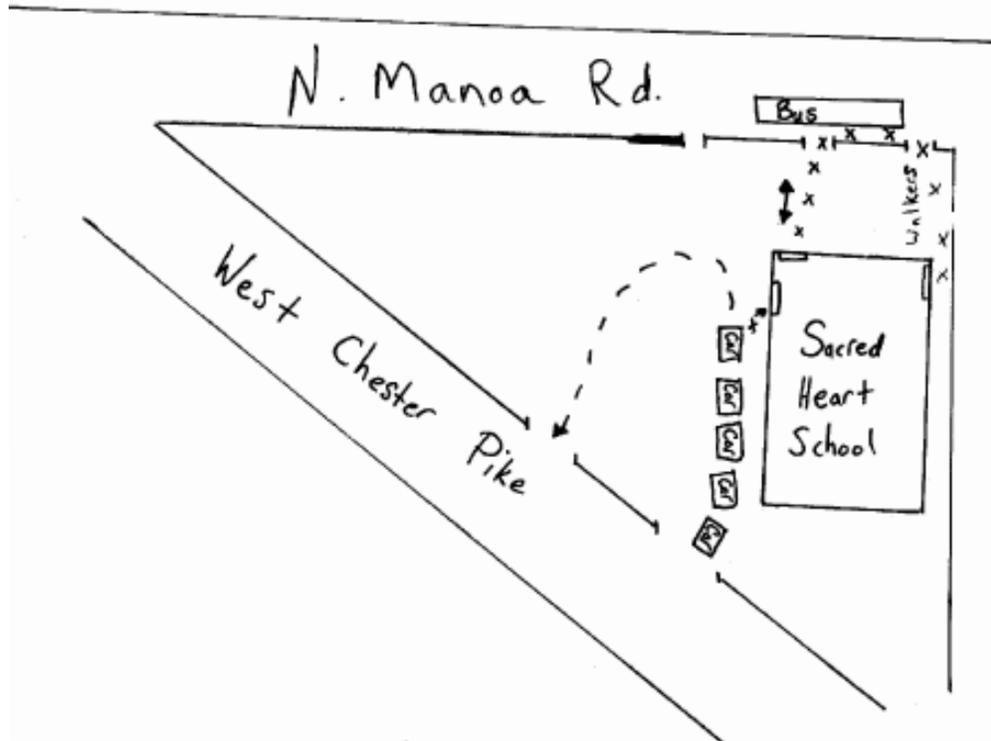
Busses will unload one at a time so students can maintain social distance while entering the building.

Walkers are asked to enter the building being cognizant of social distance.

Car riders will drop off in a car line similar to a rainy day drop off. Drive all the way up to the main entrance and one family at a time will be directed to enter the building. Please remain

in your cars until you reach the front porch and directed by school staff.

Parents/guardians are not permitted to walk children to classrooms. In the first days of school, PreK teachers will provide additional drop off instructions.



3. What if my child is late arriving to school?

Ring the doorbell and office staff will let the student in. Parents/guardians do not enter. Students will report to the main office to receive a late slip. Arrival time will be recorded by office staff and in OptionC.

4. How will parents drop off student medication to the nurse?

Our nurses will consult with Haverford Twp. for a specific medication policy and send directives to parents. Students may bring inhalers in an unopened box.

5. Will buses run?

Yes. The general recommendations include 2 students per seat, preferably siblings if possible. Masks must be worn at all times. One bus will be (un)loaded at a time to ensure social distance. Additional directives may be given by individual bus companies.

6. Will there be crossing guards throughout the community?

We are currently waiting for further information from Haverford Twp. regarding this. TBD.

Daily Monitoring of Health

1. How will the daily health screening of students take place?

All parents will be required to take their child's temperature and submit an electronic Daily Health Monitoring Form each morning by 7:30 AM. The link to this electronic form will be accessible by smart-phone or any device with internet access. **If parents answer "Yes" to any item on the checklist or if the student is experiencing ANY of the named symptoms, the student (and any siblings) should stay home from school that day.**

***Parents are required to call the school office by 8:30 AM and notify office staff that their child is sick and let them know if their child will attend virtually that day or be absent.

***Parents are required to speak with the school nurse directly that day to discuss their child's symptoms, and to determine when the student is able to safely return to school.

SHS is following the Chester County Department of Health's Exclusion From & Return to School Guidelines to determine when students who are having symptoms, or are in contact with someone having symptoms, can safely return to school.

2. What can our family do to prepare for this new morning routine?

Ensure that you have one or more thermometers in good working condition. Allow for additional time, so you can take each child's temperature and complete the daily health screening questions before 7:30am each day.

3. What if the daily health screening is not completed?

If the Daily Health Monitoring Form is not completed electronically by 7:30 AM, the student will not be admitted into the classroom. The student will be supervised in a designated location, and a parent will be called to pick up the student. Parents are encouraged to print and keep back up paper copies of the Daily Health Monitoring Form to use when access to the internet is not available. In this case, the completed paper form may be sent into school with the student.

4. What happens if a student becomes ill with general illness?

If a child becomes ill during the school day, our nursing staff will isolate the student and call the parent/guardian to pick up the child. Please provide more than one emergency contact in case a parent cannot be reached.

5. What happens if families take vacations during the school year?

After traveling to an area with high rates of COVID-19, students must quarantine at home for 14 days and participate in virtual learning until they return to school. Check the Pennsylvania Department of Health website for the most up-to-date list of high-risk travel areas:

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx> .

Lunch

1. Where will students eat lunch?

Cohorts will remain in their classrooms for lunch. Students will wash hands before and after eating. Teachers and staff will rotate lunch duty to monitor students. Students MAY NOT share food under any circumstances.

2. Will there be an option to buy lunch and snacks?

Yes. McGillicuddy's will provide packaged lunches for sale. Ordering information has been sent to parents via OptionC. We will still sell drinks and chips from WaWa and

Herr's. Soft pretzels will not be sold because they are not pre-packaged.

Recess

1. Will there be outdoor recess?

Yes. PreK - 5 will continue to have morning recess outdoors, weather permitting. Each cohort will exit and enter the building separately and have designated play locations outside. Cohorts may not intermingle.

All Grades will have outdoor afternoon recess and follow the same procedures as aforementioned. The use of masks will be maintained by students and staff during recess time.

2. Should students bring their own water bottles?

Yes. Personal water bottles will be required. Water fountains will only be used to refill bottles and will not be used to drink from directly.

Traveling Within the Building

1. How will students and staff travel through the school building?

Each hallway floor will be marked with directional arrows. The main stairwell will be for "up" travel only and the rear stairwell will be for "down" travel. One cohort will travel in the hall at a time. Masks must be worn.

Library

1. How will students receive library instruction and will they borrow books?

Library class will be held in the homeroom when feasible and appropriate. If a student must borrow a book, they will be able to do so individually by coordinating with the librarian. Returned books will be isolated for 72 hours before being placed back into circulation. If a class must visit the library, it will be done one cohort at a time and in half the numbers to maintain social distancing. Table areas and commonly touched surfaces will be sanitized between cohort visits.

Physical Education

1. Where will PE classes take place?

PE classes will be conducted outdoors weather permitting. If not, Mrs. Valenti will push into the gym or classroom with an appropriate indoor activity or health lesson.

St. Raphael Room

1. Will there be a designated isolation room for ill students?

Yes. When students are experiencing potential symptoms of COVID-19 there is a designated St. Raphael's Room (separate from the regular nurse's office) where they will be isolated from others with enough room to maintain 6 feet of social distance.

The school nurse will triage any ill students/staff to determine if they need to be isolated in the St. Raphael Room. The designated St. Raphael Room is located in the office space at the bottom of the rear stairwell formerly occupied by the Director of Religious Education.

Classroom Set-up

1. *What will the classrooms look like?*

All desks will be situated 6 feet apart, facing the same direction. All marginal furniture and area rugs will be removed from the room. Classrooms with tables will assign student seating to maintain social distance. Hand sanitizer dispensers are available in each classroom and office. All who enter, must sanitize hands.





2. How will the students function within a classroom?

Each homeroom will function as a cohort. Students will remain within the cohort for all classes. Cohorts will be distanced from other cohorts. If and when students and/or teachers leave the cohort for the bathroom, hallway travel, main office, support services, etc., a mask must be worn and social distancing maintained.

3. Will students still receive Specials classes?

Yes. Specials teachers will push into the cohort's classroom when possible. If cohorts travel to a Specials teacher, masks, social distancing and disinfecting practices will be maintained.

4. Will middle school students switch classes?

Yes. Cohorts will move through the hallway one at a time. Masks and social distancing will be maintained. Desks and surfaces will be disinfected before and after each class. Daily maintenance staff will be onsite during the school day to sanitize.

5. How will classes move one at a time?

Teachers on each floor will devise a travel plan so that one cohort is traveling through the hall at a time following the directional markings in the hall and stairwells.

6. Who is disinfecting the classrooms before and after each class?

Onsite maintenance will be available to help teachers wipe desks and chairs after each class and throughout the day. At the end of each middle school period, a cleaning bell will ring followed by a bell to switch classes. Students in the upper grades may be asked to wipe down their own space prior to exiting the classroom under the supervision of their teacher.

7. Can classes take in-person field trips?

No. Virtual field trips will be explored options.

8. How will classrooms be ventilated?

All windows and doors will remain open at all times. Fans will also be on in each classroom.

Materials Within the Classroom

1. Will there be shared materials within the classroom?

Whenever possible, we will restrict the use of shared materials and equipment. Students will be asked to maintain their own writing utensils, pencil cases, art boxes etc. If materials are shared, they will be sanitized by teachers and staff between each use. If books are borrowed overnight from the classroom library, we will follow the same protocol as the school library which is to quarantine for 72 hours upon return.

2. Will there be shared technology?

- Grades 6 -8 will have enough devices to be 1:1. Devices will be assigned to each student.
- Grades Pre-K to 5 will use shared devices as needed. They will be sanitized by teachers and staff before and after each use.

3. Are classroom celebrations allowed?

Sharing of food (cupcakes or other homemade treats) will not be allowed. Parents can provide individually wrapped, prepackaged treats to the teacher in advance for use in classroom parties. Volunteer helpers are strongly discouraged.

Distance Learning for Full Cohorts

1. When will a full cohort move to distance learning?

If a positive case of COVID-19 is confirmed within a PreK-Grade 5 cohort, the teacher and the entire cohort (class) of students must quarantine at home for 14 days and employ distance learning.

If a positive case of COVID-19 is confirmed within a Grade 6-8 cohort, all middle school teachers and the entire middle school cohort of students must quarantine at home for 14 days and employ distance learning.

Virtual Learning for Individuals

1. Will live streaming in the classroom be constant?

No. When necessary, the teacher will live stream only the direct instruction of the lesson, focus the camera on the teacher, then turn off the stream. More details to come.

2. What will distance learning look like if SHS is required to close per government mandates?

The principal and teachers are preparing a general model for distance learning across the grade levels. This will include a combination of live and recorded instruction and exercise a regular schedule for each subject area. Details will be disseminated by the teacher(s) if/when distance learning is required. More information will come.

3. Which LMS (Learning Management System) will be used?

All teachers will employ Google Classroom as our preferred LMS.

4. Does my child have to wear a school uniform during virtual learning?

Yes. When live streaming instruction is taking place. Please be cognizant of online etiquette including personal attire and background visuals. Our students continue to represent Sacred Heart School. Only when attending virtually, students may wear any Sacred Heart attire, including school polo, school gym shirt or Sacred Heart spirit wear.

5. Will school devices be provided to students in need during possible distance learning?

We will do our very best to equip students with the necessary technology tools.

6. What are some of the technology guidelines for classroom live-streaming?

- Each family must submit a Virtual and Audio Consent Form as well as the Responsible Use Policy which is being revised to include the hybrid learning environment.
- When students are participating in live-stream instruction, their name must be listed as first name and last initial only.
- All students both in class and at home online, must and will be informed prior to any classroom recordings.
- Students participating in live, online learning must be in school uniform with appropriate backgrounds. (See #4)
- No pictures of Zoom sessions may be posted on any online platform including social media.
- Classrooms will have clearly marked "no walk zones" for students to avoid being in view during a live-streaming feed and to avoid obstructing views on camera.

Guidance for COVID-19 Cases

1. What happens if a student tests positive for COVID-19 or is diagnosed with COVID-19 by a physician?

If a student is diagnosed with COVID-19, the child must quarantine at home until they have no fever x 24 hrs AND symptoms have improved AND it has been 10 days since symptoms first appeared. The entire cohort and household members of the COVID-19 positive student must also quarantine for the suggested period of isolation. The teacher(s) will employ distance learning to maintain academic continuity. Confidentiality is critical. No information about student illness will be shared outside of the family. If a cohort is required to quarantine due to COVID-19, no name will be used in notifying families involved. It is very important that we trust each other during this time so that timely and efficient reporting can occur and exposure can be contained. Please note, SHS will report any positive COVID-19 cases among students or staff to Chester County Health Department as required.

2. What happens if a parent or family member tests positive for COVID-19?

The entire family must quarantine at home for 14 days. Students will attend school virtually. Please notify school if anyone in your family is being tested for COVID.

CARES

1. Will CARES be provided?

Yes. CARES enrollment will be capped at 25 students to ensure social distancing. CARES will be directed and supervised by in-house school staff. All social distancing and operational guidelines put into place in the school (i.e. masks, movement through the building, recess, etc.) will be practiced during CARES sessions. Please see the CARES section of the Health and Safety Plan for further details.

Early Childhood/Pre-K

1. Are there any special considerations for Pre-K children?

Yes. Please see the SHS Safety Plan

Mental/Whole Health

1. How will the social and emotional well-being of students be safe-guarded?

Our teachers will give special consideration to these needs as a whole class and individually. Compassion will be modeled and reinforced. SHS is working with our DCIU team to employ resources and in-class strategies to address these needs that are age-appropriate. As a Catholic school, we are blessed to engage in discussions from a religious perspective. Relying on God's goodness and strength will equip us with the spiritual compassion most needed. Students with individual needs will be addressed on a case by case basis. We encourage you to reach out to your child's teacher if you are having concerns for your child.

School Dismissal

1. What will afternoon dismissal look like?

PreK will dismiss from the rear door at 2:30pm. Teachers will walk the class down to the door to meet parents/guardians. Masks and social distancing must be maintained.

Grades K-8 will say afternoon prayers at 2:40pm and dismissal lines will start at 2:45pm.

Bus lines will be called one at a time. Students will wear a mask and remain socially distant while exiting the building and boarding the bus. If a bus is late, those bus riders will remain in their classroom until it arrives.

Once all bus riders are boarded, remaining cohorts will be dismissed one at a time. Walkers and car riders will exit the building wearing a mask and remaining socially distant.

Parents/guardians are asked to remain in cars with your provided Family Name posted in your windshield. School staff will help students through the parking lot to help them find their car. All cars are to remain parked until school staff ushers car lines out of the lot.

CARES students will remain in the classroom until all other dismissal lines have left the building. They will then be called to report to the Art room while wearing a mask and remaining socially distant through the hallway.

2. *What if my child has an early dismissal for a personal appointment?*

Students will be accompanied by office staff to the lobby and will meet parents/guardians at the door at the designated time. Parents/guardians will not enter the building, however will be asked to sign their child out using the form provided by the staff.

After School Activities

1. *Will there be after school activities?*

Yes, as long as small groups can properly social distance. Masks must be worn at all times. The club moderator will decide whether or not to run the club.

2. *Will there be choir, drama and handbell clubs?*

Choir and drama clubs are suspended until further notice. Handbells will continue, however students must wear a mask at all times. Bells will be disinfected before and after each use. There will be no concert performance.

3. *Will there be instrumental band?*

Northeastern Music has constructed a health and safety plan according to the guidelines from the CDC and PDE as they pertain to musical instrument use in schools. This plan will be provided to those families with students enrolled in the program. Any and all components of this program are subject to the approval of OCE (Office of Catholic Education) and school administration and should adhere to the safety plan of SHS.

4. *Can CYO use the gym?*

The 2020 CYO season is currently suspended until further notice.

5. *How will Back to School Nights take place?*

Back to School Nights for PreK - 8 will be virtual. Details TBA.

6. *Will there be Home and School Meetings?*

Yes, but they will be virtual.

7. *Will there be Parent-Teacher Conferences?*

Yes, they will be held by phone or video conference with scheduled appointments.

8. *Will large group events take place?*

Events with large groups of people, which bring in people from various locations would break the cohort and be in violation of the regulations, therefore events which typically have occurred will be discontinued or if possible, restructured virtually.

***This is a preliminary plan and there are still many details still yet to be determined.
This is a fluid situation and all areas are subject to change.***