

# **RETURN-TO-SCHOOL PLAN**

*IN RESPONSE TO COVID-19*

*St. John Vianney School  
Colonia, NJ*



## School Reopening Task Force

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We are thankful to the members of this task force for their input in preparation of this document. Their expertise and commitment to Catholic education, and to the St. John Vianney School community, is commendable.

## INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and the State of New Jersey Department of Education (NJDOE) *The Road Back*. Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies. Based upon our facilities and in observance of social distancing guidelines, St. John Vianney School has limited class sizes in order to accommodate full-day, in-person learning five days per week.

## SOURCES

Center for Disease Control: [https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor\\_1589931942037](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589931942037)

New Jersey Department of Education:  
<https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

## 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. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES

## PHASES AND TIMELINES

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

Phase	Timing	Items
Planning	July	<ul style="list-style-type: none"> <li>• Supplies, equipment</li> <li>• Prepare detailed work schedule for phases</li> <li>• Prepare building and transportation for reopen with thorough cleaning</li> </ul>
Phase 1	August	<ul style="list-style-type: none"> <li>• Implement social distancing protocol and open facilities with limited access/use</li> </ul>
Phase 2	August	<ul style="list-style-type: none"> <li>• Expand use of school based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable state and local agencies</li> </ul>
Phase 3	September	<ul style="list-style-type: none"> <li>• Open school</li> <li>• Expand full operation based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable local and state agencies</li> <li>• Determine what restrictions/guidelines stay in place</li> </ul>

## HEALTH PROTOCOL AND SCREENINGS (EMPLOYEE AND STUDENT)

Schools must adopt a policy for screening students and employees upon arrival for symptoms and history of exposure. At minimum, the screening should be completed by the child's parent/guardian prior to arriving at school each day. A parent waiver will be provided to each family requiring them to check their child for symptoms and temperature daily prior to going to school.

The school's policies for screening must include the following:

Staff must visually check students for symptoms upon arrival every day and/or confirm with families that students are free of COVID-19 symptoms (via waiver).

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

In addition, the temperature of each person planning to enter the building will be taken upon arrival, prior to admittance to the school building. Anyone determined to have a temperature of 100° (F) or higher will be denied entry and will be sent home and should be seen by a physician. Screening information and results will be maintained by the school nurse and confidentiality will be maintained. In order to return to school, the student/employee must remain fever-free for a minimum of twenty-four hours. ***All students, staff, and volunteers will be screened daily.***

**Employees:**

School staff are required to wear face coverings unless doing so would inhibit the individual's health.

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they will be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact HR. You will be asked to submit a healthcare provider's note before returning to work.
- If an employee has been diagnosed with COVID-19, the school, Office of Schools, and local health department must be contacted. The health department will determine the next steps.

**Students:**

- Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Students must wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health.
- Student health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- Results must be documented when signs/symptoms of COVID-19 are observed.

- Any screening policy must take into account students with disabilities and accommodations that may be needed in the screening process for those students.
- Prior to drop-off on the first day of school, each student, parent, and staff member must complete, sign, and submit the appropriate COVID-19 School Activities Release and Hold Harmless Agreement, which will be provided by St. John Vianney School.
- At the time of drop-off each day, students and staff will have their temperature taken. Students and staff must be wearing face coverings while temperatures are being taken, as social distancing guidelines will not be possible. Any person whose temperature is measured at 100° (F) or above will be denied entry and will be sent home and should be seen by a physician.
- Students will enter and exit the building through an assigned entrance on a staggered schedule, which will be shared prior to the first day of school. Doors will be assigned by floor (i.e., students on the first floor will enter and exit the building through Door 1).
- Visitors will not be permitted to enter the building, and no deliveries will be permitted. Forgotten items will be left on the table inside Door 1, where they will be delivered to students by staff members.
- Students will wear a face covering to school and will bring at least two (2) additional face coverings.
- Students will not leave their classrooms for “specials” classes or, in grades 4-8, to attend class. Teachers will move from room to room in order to limit exposure. Students in grades 4-8 will wear face coverings in class so that teachers and students will prevent cross-contamination among classes.

### **Protocol for Symptomatic Staff and Students**

St. John Vianney School has adopted procedures for symptomatic staff and students. Procedures must include the following:

- Students and staff with a fever of 100° (F) or above and/or symptoms related to COVID-19 must be safely and respectfully isolated from others.
- Students and siblings should remain in isolation with continued supervision, monitoring of symptoms, and care until picked up by an authorized adult. Pickup must occur promptly.
- Follow current State of New Jersey Communicable Disease Service guidance for illness reporting - <https://www.nj.gov/health/>
- If the school becomes aware that an individual who has spent time in the school tests positive for COVID-19, school officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- Adequate amount of personal protective equipment (PPE) available, accessible, and provided for use.

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

Once the employee or student arrives at the isolation room, they will be immediately provided with a mask and gloves. It will be explained that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, will also wear a protective mask and gloves while working with the suspected infected person. If a mask is not tolerated by the child, staff should use a face covering and follow social distancing guidelines (remain 6 feet away).
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up to go home.
- The nurse and principal 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 employee should not be provided.
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- 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. Should a child or staff member be determined to have a fever measured at 100° (F) or above, they will be sent to an isolation room, where they will await pickup by a parent or authorized adult. They will be referred to their physician depending upon their accompanying symptoms.

When an individual tests positive for COVID-19, the facility should immediately notify local health officials, staff and families of a possible or confirmed case while maintaining confidentiality.

Facilities should be prepared to provide the following information when consulting public health:

- The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact);
- The date the person with COVID-19 or probable COVID-19 was last in the building
- The date the person developed symptoms;
- Types of interactions the person may have had with other persons in the building or in other locations;
- How long their interactions were with other persons in the building;
- If other persons in the childcare program have developed any symptoms; and
- Any other information to assist with the determination of next steps.

### **Re-admittance Procedures After Recovery From COVID:**

In order to return to school following recovery from COVID-19, St. John Vianney School will require one of the following:

- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive respiratory specimens collected  $\geq 24$  hours apart (total of two negative specimens) AND resolution of fever, without use of fever reducing medication AND improvement in respiratory symptoms; or
- Persons should remain on home isolation at least until 10 DAYS have passed since symptoms first appeared AND at least 3 days (72 hours) with no fever, without use of fever-reducing medication AND improvement in respiratory symptoms.

Source: [https://nj.gov/health/cd/documents/topics/NCOV/COVID-QuickRef\\_Discont\\_Isolation\\_and\\_TBP.pdf](https://nj.gov/health/cd/documents/topics/NCOV/COVID-QuickRef_Discont_Isolation_and_TBP.pdf)

## **SOCIAL DISTANCING**

Social distancing is an effective way to prevent potential infection. St. John Vianney School employees, students, and parents should practice staying approximately 6 feet away from others and eliminating contact with others.

- Schools must allow for social distancing within the classroom to the maximum extent practicable. This can be achieved by ensuring students are seated at least 6 feet apart and considering the flow of student traffic around the room. Social distancing guidance will support a 3-foot radius around each student desk (from the center), resulting in a 6 foot total distance between any two students. Classrooms at St. John Vianney School can accommodate twenty (20) students and their instructor while maintaining social distancing guidelines. As such, no class will exceed twenty students.
- If schools are not able to maintain this physical distance, additional modifications should be in place. These include using physical barriers between desks and turning desks to face the same direction (rather than facing each other) or having students sit on only one side of the table, spaced apart.
- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the halls in order to maintain the social distancing requirement of 6 feet
- When weather allows, windows should be opened to allow for greater air circulation. Indoor environments with recirculated air are the riskiest of environments for COVID-19 spread.
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetings and visiting should be avoided

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

**Masks/Face Coverings:** Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

School staff and students are required to wear face coverings unless doing so would inhibit the individual's health.

Students will be required to wear facial coverings, unless social distancing of 6 feet between desks in a classroom setting is not feasible, in which case facial coverings will be required. If social distancing guidelines cannot be met, students should wear masks and/or sneeze guards should be installed at student desks. Some classes will require students to wear facial coverings, particularly in the upper grades (4-8), where many teachers are interacting with students. Students will be provided with a paper bag in which to store face coverings. When not being worn, face coverings will be placed safely into the bag.

In the event of an emergency, students will be required to wear face coverings when social distancing guidelines cannot be followed (in the case of a fire, lockdown, etc.).

**Gloves:** 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.

*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; and
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

## **CLASSROOM AND COMMON SPACES**

St. John Vianney School staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

### **Classrooms:**

- There should be a 6-foot separation of desks and children. If the 6-foot separation is not feasible (considering the size of the room and number of students per class), students will be required to wear masks. Turn desks to face in the same direction (rather than facing each other) or have students sit on only one side of tables, spaced apart. For furniture that is intended to accommodate more than one student the school

should explore bringing in furniture to replace the multi-student furniture or consider some type of partitioning system.

- **It is highly recommended that students do not change classes or leave their rooms.** Consider keeping classes together to include the same group of children each day (cohorts). **Where applicable, teachers will change classrooms, with students staying in the same classroom.** For all grade levels: Students will be directed under the supervision of the teacher to clean their personal space (including desks). This includes students using approved cleaning products to wipe down desks when leaving the classroom and arriving in the classroom.
- Allow minimal mixing between groups/cohorts.
- Allow outdoor classrooms where possible and when seasonally appropriate.
- Provide hand sanitizer in every classroom, in accordance with CDC guidelines.
- Water fountains will be unavailable. Students should bring a water bottle to school.

**School Entrances, hallways, and common spaces:**

- Face coverings are required while entering or exiting the school building. Provide physical guides, such as tape on floors or sidewalks and signs on walls, to help ensure that staff and students remain at least 6 feet apart in lines and at other times.
- Minimize interaction of students between drop-off and entrance to school facilities.
- Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.
- Establish separate entrances and exits to school facilities where possible.
- Create “one-way routes” in hallways.
- Maintain social distancing in hallways and common areas.
- Minimize the number of non-essential interactions between students and staff throughout the school day.
- Create student cohorts as an effective strategy to limit exposure and contact.
- Limit commingling between classes or other groups of students.
- Minimize large group gatherings.
- Create a system that allows for physical distancing.
- Provide hand sanitizer at school entrances.
- Put signage around school buildings to provide hygiene advice and reminders (CDC offers printable resources and handwashing posters).
- Increase frequency of cleaning all surfaces, including walls (to the appropriate height based on age of students).
- Limit the number of students in the hallway at the same time by staggering release from classrooms.
- If feasible, install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
- Most schools have limited entry/exit points for security purposes, but additional entry/exit points may need to be established to ensure a balance of social distancing and security protocols.
- In the event students are moving throughout the building, they will wear face coverings in the hallway.

- Stairwells will be designated as “up” and “down” in order to avoid congestion. Following exit from the stairwell, handrails will be sanitized.

**Other Considerations:**

- Limit use of supplies and equipment to one group of children at a time and clean and disinfect between use.
- When possible, ensure adequate supplies to minimize sharing of high touch materials to the extent possible.
- Avoid sharing electronic devices, toys, books, and other games or learning aids, or thoroughly clean and disinfect between use.
- Keep each child’s belongings separated from others’ and in individually labeled containers, cubbies, or areas.
- Increase circulation of outdoor air as much as possible, for example, by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.
- Add time to lunch and recess periods to ensure students have time to wash their hands.
- Build in the practice of handwashing throughout the day, during transition times.

**FACILITIES CLEANING**

The safety of our employees and students are our first priority. Upon reopening, our school has been completely cleaned and disinfected and 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 are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees 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. Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing.

**GENERAL DISINFECTION MEASURES**

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic</b>	Copier machines,	At the end of each use/day and/or

<b>Equipment</b>	Shared computer monitors, TV's, Telephones, keyboards	between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	Several times a day
<b>Buses</b>	Bus seats, handles/railing, belts, window controls	At the end of each use/day
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):

- In each classroom (for staff and older children who can safely use hand sanitizer);
- At entrances and exits of buildings;
- Near lunchrooms and toilets;
- Children ages five and younger should be supervised when using hand sanitizer.
- For classrooms that have existing handwashing stations, prepare stations with soap, water, and alcohol-based hand sanitizers (at least 60% alcohol);
- Students should wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing; and
- Use alcohol-based hand sanitizer (at least 60% alcohol) if washing with soap and water is not possible.

**For Early Childhood programs, when possible:**

- Keep children six feet apart during nap time (can have cots oriented head to foot), when eating, and doing other activities.
- Avoid close group learning activities like reading circles.
- Designate times on the schedule to take students out of the classroom to wash hands with soap and water, including, at a minimum:
  - at the start of the day when children enter the classroom
  - before snacks and lunch
  - after using the toilet or helping a child use a toilet
  - after sneezing, wiping, and blowing noses
  - after snacks and lunch, particularly if hands are sticky, greasy or soiled
  - when students come in from outdoor play or recess

In limited cases, hand hygiene with an alcohol-based sanitizer or alcohol-based wipes, when there is no visible soiling of hands, are alternatives to hand washing with soap and water by

children over 24 months of age, under the supervision of the teacher. The CDC recommends an alcohol-based sanitizer that is at least 60% alcohol and to rub the product over all surfaces of your hands and fingers until your hands are dry, about 20 seconds, then wash hands with soap and water as soon as possible.

**Pre-K Procedures:**

- Prior to drop-off on the first day of school, each student, parent, and staff member must complete, sign, and submit the appropriate COVID-19 School Activities Release and Hold Harmless Agreement, which will be provided by St. John Vianney School.
- At the time of drop-off each day, students and staff will have their temperature taken. Students and staff must be wearing face coverings while temperatures are being taken, as social distancing guidelines will not be possible. Any person whose temperature is measured at 100° (F) or above will be denied entry and will be sent home and should be seen by a physician.
- Students will enter and exit the building through the main door of the preschool building and will proceed to their classroom with the assistance of their classroom aide.
- Visitors will not be permitted to enter the building, and no deliveries will be permitted. Forgotten items will be left on the table outside the front door, where they will be delivered to students by staff members.

**SIGNAGE**

Signage will be placed throughout the offices and school.



## **BUS DRIVERS/BUS PROTOCOLS**

Schools will follow the protocols outlined by the local district providing busing.

## **RESTROOM USAGE DURING THE SCHOOL DAY**

St. John Vianney School will establish maximum capacity for the facility that allows for social distancing. The school will post the maximum capacity sign on the door. There will be limited shared use of restrooms. Restrooms will be monitored at all times. Staff will maintain a log of student usage in order to facilitate contact tracing, if necessary. Restrooms will be sanitized several times throughout the school day. Supervision will assure that there is no congestion in restrooms.

## **RECESS AND PHYSICAL EDUCATION**

- Stagger recess. If two or more groups are participating in recess at the same time, they should have at least 6 feet of open space between them.
- Use cones, flags, tape, or other signs to create boundaries between groups.
- Always wash hands immediately after outdoor playtime.
- Stagger the use of playground equipment and establish frequent disinfecting protocols. Complete an inventory of outdoor spaces (athletic fields, track, green spaces, open space, and local parks) and designate zones, use stations, mark off areas, floor markers, floor tape, poly spots, etc., to ensure separation among students (six feet for social distancing).
- Mitigate risk, limit and/or eliminate direct contact with equipment (lessons with no equipment) and do not allow sharing of equipment. If equipment must be shared, clean and disinfect between each use.
- Designate specific areas for each class during recess to avoid cohort mixing.

## **UNIFORMS**

To begin the school year, students may wear their gym uniforms on a daily basis. Other uniform selections are also acceptable. In the event a traditional or gym uniform is not available, students may dress in navy and/or gold.

## **VISITORS ON CAMPUS**

Until further notice there will be no visitors allowed on campus or in the school building. Fewer people entering the school building allows for greater implementation of safety measures.

The front door of the building (Door 1) will not be in use. Packages and other items (such as forgotten lunch) will be dropped off on the table in the vestibule near Door 1. From there, it will be retrieved by a member of the school staff and will be delivered by hand.

## **CAFETERIA AND MEAL PERIODS**

The school will continue to provide students with the opportunity to purchase lunch through Mascio's Food Service. The first preference is for students to remain in a self-contained classroom. Meals should be brought to the classrooms. If this is not feasible, students will have to maintain social distancing. The school should consider assigned seats throughout the year. Tables need to be cleaned after each use according to guidelines.

To begin the school year, students will be having lunch in their classrooms. Should the situation permit, the cafeteria may be utilized at a later date. If weather permits, students may go outside for recess.

If cafeterias or group dining areas are used:

- Stagger times to allow for social distancing, and clean and disinfect between groups. Discontinue family style, self-service, and buffet.
- Clean and sanitize tables/surfaces between each meal service, pursuant to the protocols outlined here by the Environmental Protection Agency (EPA).
- Space students at least six feet apart.
- Individuals must wash their hands after removing their gloves or after directly handling used food service items.
- Serve individually plated meals or meals in pre-packaged boxes or bags.
- Ensure students are not sharing food.
- Use disposable food service items (e.g., utensils, dishes).
- If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Encourage proper hand washing before and after eating meals.

## **SNACKS AND FOOD DELIVERY**

Bringing refreshments to share during school is prohibited in order to limit the risk of contamination. Snack time is permitted, but students should bring their own snack items and drinks to school. The school will not provide snacks to students until further notice. Water fountains will not be operational. Students should bring their own water bottles to school. We ask that there be no food delivered and that food be kept at assigned spaces. Personal deliveries such as packages should not be delivered to the school.

## **COMMUNICATION WITH FAMILIES**

To stay updated on the most current information:

1. Teachers, students, and parents need to check their email often;
2. Visit the school website ;
3. Follow our Facebook page;
4. Frequently check Google Classroom;
5. PowerSchool Student Information System;
6. School Messenger Alert System.

## **ACADEMICS AND HOME-BASED LEARNING**

There are two considerations (Traditional and Remote) for returning to school, depending upon state and local health guidelines. Presently, the State of New Jersey is returning to a traditional face to face classroom instruction in September 2020. We must be prepared to provide other models of instruction, as can be seen in a remote school setting.

Some families may not feel comfortable having their child return to school for instruction. In addition, some students may be medically fragile and their physician does not recommend returning to school. In either case, provisions must be made to provide these students with instruction. The school will provide instruction to these students via live streaming of classes, utilizing Zoom, as well as the Google platform (Classroom, Hangouts, Meets). Students will be expected to attend their regularly scheduled classes via live streaming. Parents who choose the online option will be expected to continue with the online platform on a daily basis until such time as the school approves the change from online to in-person classes so that population and spacing may be monitored.

St. John Vianney School's goal is to design flexible instructional plans that work best in both traditional face to face and remote environments. The following should be considered:

- Create year-long plans to facilitate more meaningful, interdisciplinary units that can be delivered face to face or remotely.
- Ensure all instructional experiences include modeling, guided instruction, collaborative work, and independent work rather than over-reliance on independent work during remote learning. This requires strategic use of synchronous and asynchronous lessons.
- Review and implement best practices in synchronous and asynchronous instruction to meet student needs and engagement.
- Make adjustments to school-based services plans for students with disabilities to account for accommodations and modifications needed in a remote learning environment.
- Ensure meaningful support is provided for English Learners and their families including that teachers, students, and parents are adept at utilizing translation tools.
- Create an "early warning system" to identify and intervene with students who may be exhibiting academic and/or behavioral concerns.
- Develop a plan for benchmark screening and intervention delivery during face-to-face and remote learning.

## **CATHOLIC IDENTITY**

Catholic schools have a two-fold charge: to provide an education that is academically excellent and one that is deeply rooted in Catholic identity. Catholic values will be infused intentionally across all grade levels and all subject matter. Participation in liturgy and prayer will continue to be encouraged for both traditional face to face and remote settings. Service learning opportunities will remain a priority in our schools.

## **GRADING AND ATTENDANCE POLICY**

To receive credit for the courses for this school year students are expected to complete the assignments. The grading and attendance policies are located in the school handbook.

## **REMOTE LEARNING**

In the event that the school has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

Students will be expected to attend classes online in accordance with their regular daily schedule. The Google platform (Classroom, Hangouts, Meets) in combination with Zoom for video conferencing will serve as the medium by which students meet with their teachers.

Sending packets home for students is not permitted. The expectation is that all schools will provide daily online virtual instruction for all students.

## **ONLINE INSTRUCTION**

- Students in grades 3-8 (grades K-2 to follow) have St. John Vianney School domain student usernames and passwords.
- Students will advise their teacher if they require assistance with their username, password or login.
- Students will log into google.com and check Google Classroom for all courses each day. Students will communicate with their course teachers via St. John Vianney School emails and Google Classroom for each of their courses.
- Students will use the online platform specified by the teacher to engage in learning.
- Review materials, complete assignments, submit assignments.
- Students will complete class assignments as provided by the teacher within established timelines.
- Student daily attendance will be taken based on daily digital interaction with their homeroom teacher.
- Students will submit assignments in Google Classroom or as hard copies upon the return to school, depending upon situations and assignments.

- St. John Vianney School will provide a virtual option for parents and students. Students choosing the virtual option will join their classes daily via Zoom and will be responsible for completion of work covered during the in-person school day.
- Families will have the opportunity to reconsider their selection of the in-school or virtual learning option at the end of each marking period.
- In the event virtual learning becomes necessary for all students, regular schedules will be followed, and students will follow their typical school day via Zoom and the use of the Google platform (Classroom, Hangouts, Meets), as well as other online resources.

## **EXTRACURRICULAR ACTIVITIES/BEFORE AND AFTERCARE PROGRAMS**

- Adhere to all applicable social distancing requirements and hygiene protocol during any extracurricular activities;
- Maximize the use of technology and online resources to continue some extra-curricular activities without additional person-to-person contact;
- Restrict use of school facilities to school-sponsored extracurricular activities and groups; and
- Cleaning/disinfecting schedule may not allow for in-person gatherings outside school hours.

For the foreseeable future, St. John Vianney School will limit, or refrain from completely, gatherings for in-school extracurricular activities.

Before- and after-care programs are permitted. Programs must adhere to social distancing and cleaning guidelines. Once the building is vacated no one may return until school reopens the next day. During before- and after-care programs, students may be required to wear facial coverings. "Drop-in" service may not be available.