



OFFICE FOR CATHOLIC SCHOOLS

DIOCESAN SCHOOLS RETURN TO CAMPUS PLAN

For Fall 2020 in response to COVID-19

The Office for Catholic Schools and its principals and directors, in collaboration with the Florida Department of Education, Florida Catholic Conference of Bishops, local health officials, and other Diocesan staff, have worked diligently to develop a school Return to Campus Plan that allows students to continue their studies through processes that reduce health-related risks while maintaining an environment in which our students encounter quality academics, learning with the recommended campus and classroom modifications needed to support students' safe return to school in August 2020. Some schools may offer a virtual education option. The driving force by which all decisions are made is the safety of our students and faculty/staff. Social interaction and Catholic Immersion are integral elements of Catholic education that will be primary focuses as well.

"The AAP strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school," according to their guidance. These coordinated interventions intend "to mitigate, not eliminate, risk" of SARS-CoV-2." [Association of American Pediatrics Guidance on School Re-entry](#)

Our schools and early learning centers will provide on-campus updates regularly based on the guidance of local and state health officials. School principals and directors will share updated information with parents via their established communications channels. Please understand that the situation is fluid and plans may be adapted as more information and guidance becomes available, with decisions erring on the side of the health and safety of students, faculty, and staff.

SECTION I: SCHOOL PROTOCOL

TEMPERATURE SCREENING & HEALTH PROTOCOL

Students, teachers, and staff will receive mandatory temperature checks daily, upon arrival. Anyone with a temperature of 100.4F or above, or any concerning symptoms, will be placed in a separate location to be sent home immediately. Protocol for returning to campus will be evaluated based on symptoms, health department guidance, and physician advice. Random and/or scheduled temperature checks may be administered throughout the school day. Anyone with a temperature of 100.4F or above or feeling ill should stay home to maintain a healthy school campus.

Regarding health protocol and when students or faculty/staff must quarantine or return to campus, schools and early learning centers will follow the guidance of their local health department.

VISITOR PROTOCOL

- To minimize risk, our new Visitor Protocol puts strong limits on visitors entering our school during this pandemic. While we love having our parents volunteering and being in our schools and early learning centers, only visitation scheduled through the main office by advance appointment will be allowed until further notice, due to the potential exposure.
- All visitors/guests on campus will report to the main office and have their temperature checked. Temperature checks and potential exposure to COVID questions will be asked. Visitors

may be asked to sign a waiver and follow the mask protocols of the school while being escorted around the campus. Any visitor with recent positive COVID-19 results will only be allowed back on campus with documentation of a negative COVID-19 result.

- For schools that have a food service program, if a student forgets his or her lunch, lunch will be provided by the individual school’s food service program. Parents/guardians will not be allowed to bring/deliver lunches from home or food/beverages from outside eating establishments to school.
- If a parent provides snacks for a class, they must be store-purchased and individually store-wrapped and sealed. No homemade snacks may be brought in for students.
- Parents must follow their student’s school arrival and dismissal procedures. Expect limitations to walking your student(s) to class, depending on the protocol of the school.

CLEANING & DISINFECTING

Enhanced cleaning protocols have been established to disinfect the campuses daily. High touch surfaces will be regularly disinfected throughout the school day. It is very important that all employees understand the safety requirements, protocols and expectations to ensure that everyone and their communities stay safe and prevent the spread of the virus. We will structure the training plan to effectively disseminate information to all teams and audiences. Teachers and staff will be provided the necessary cleaning and disinfecting materials. All teachers and students are asked to avoid visiting another classroom unnecessarily. Employees will disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly-touched surfaces only. Staff will be trained in sanitation and hygiene instruction. Students will be trained and reminded about proper hygiene while they are at school.

The safety of our employees and students is our first priority. Upon reopening, our schools and early learning centers will have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the office and school/center 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.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, offices	At the end of each use/day
Appliances	Refrigerators, microwaves, coffee machines	Daily
Electronic Equipment	Copier machines, shared computer monitors, TVs, telephones, keyboards	At the end of each use/day and/or between use

General Used Objects	Handles, light switches, railings, and other commonly-touched areas	Daily
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, library, conference rooms, gyms, sinks, restrooms, common areas	At scheduled time(s) in the day

PREVENTIVE MATERIAL INVENTORY

Schools and early learning centers will have

1. An adequate supply of soap, disinfectant, hand sanitizer, paper towels, and tissues.
2. A supply of gloves, masks, and other protective gear.

MASS, ASSEMBLIES, AND LARGE GATHERING ARRANGEMENTS

Mass protocols should follow the procedures established by the school’s pastor or chaplain. Assemblies and large gatherings will follow parish guidelines for Mass. Updates to these arrangements will be communicated to the principals and directors. When assemblies and large gatherings become feasible, school and center staff will ensure that rooms are regularly sanitized and disinfected. They will establish necessary social distancing protocols at that time.

SPORTING EVENTS

Attendees at all public sporting events will be required to follow social distancing protocols set forth by Public Health Code and all local city ordinances and restrictions.

LOCKER ROOMS

Locker rooms will remain closed until further notice. Upon the reopening of locker rooms, students will stay 3 to 6 feet from others as a normal practice, eliminate contact with others as much as possible, and avoid touching surfaces touched by others to the extent feasible. No showers are permitted.

CAFETERIA AND MEAL PERIODS

Cafeteria employees and volunteers will follow the prescribed protocol for PPE while preparing and distributing food.

Unnecessary contact with others is discouraged and should be eliminated. Students and staff should avoid touching surfaces touched by others. Tables, trays, and other commonly-used items will be disinfected between each lunch period. The sharing of food between students is not allowed. Signage indicating capacity limits will be placed on the doors of the cafeteria. Classrooms and outdoor space may be utilized for lunches to prevent being over capacity when needed. Staggering lunch periods may be considered if it becomes necessary to limit the number of people in the cafeteria at any one time.

The cafeteria and food preparation rooms will be regularly sanitized and disinfected. School and center staff will use a log to document cleaning times.

WATER BOTTLES

Water fountains will not be used, and it is recommended that students bring in their own water bottles.

STRATEGIC SOCIAL DISTANCING AND PROTECTION

Whenever possible, employees, students, parents, guardians, and visitors should practice strategic social distancing to avoid physical contact with others. Physical distancing in the classrooms between desks will be set up for students. Students will enter and exit the classroom through separate doors where possible. Incoming students will not enter the classroom until all outgoing students have left. Classes may alternate use of the cafeteria and other campus areas such as outdoor spaces to maintain reduced capacity and strategic social distancing protocols. Scheduled restroom breaks will be staggered when possible. Restroom capacity will be determined based on the number of sinks. Recess schedules will be created that allow for proper social distancing between students and staff and prevent mixing of class cohorts during recess. Individual schools and early learning centers, reviewing the safety protocols recommended by the Center for Disease Control, American Academy of Pediatrics, the Office for Catholic Schools and their local public school districts, and other county and/or municipal agencies (hereinafter the Agencies), will implement social distancing, mask usage, signage, barriers, the use of an isolation room, and/or other safety measures based on the collective information, recommendations, and guidance from these Agencies. Decisions made will err on the side of the health and safety of students, faculty, and staff.

SECTION II: ACADEMIC AND PROGRAMMATIC INFORMATION

ACADEMICS & ELEARNING

The 2020-2021 school year will begin on campus in August with the expectation that specific health and safety procedures will be required. In the event that a student tests COVID-positive or is placed under quarantine but is well enough to participate in lessons, eLearning may be made available to that student. Teachers in a comparable situation may receive the same consideration. Options for eLearning beyond the above situations will be a site-based decision.

Schools will gather data through beginning-of-the-year baseline assessments. STAR Reading and Math benchmark assessments, DRC Beacon assessments, or other beginning-of-the-year standards-based assessments will be used. Faculty and staff will analyze the data from the baseline assessments to determine where the instructional gaps are with each student. Since students will have been out of school for approximately 20 weeks by the time school begins in August, we expect there to be larger gaps than if they were just out for the summer, especially in K-2 since they are foundational grade levels.

EXPECTATIONS OF PARENTS/GUARDIANS

It is of utmost importance that parents use all communication channels (e.g. PowerSchool, PowerSchool Learning, Remind, School Messenger, Google Classroom, email, phone) regularly to ensure your student's optimal academic progress throughout the school year. Diverse platforms of communication will be made available to the parents to facilitate two-way communication with the school.

In the event that eLearning is necessary, the same level of rigor is expected of students on campus and those engaged in eLearning. It is very important for parents to provide a home environment that allows

students to focus on learning. Unless there is a medical reason, parents must ensure that their student attends classes daily, whether on campus or by eLearning. Parents should ensure that the student maintains a healthy routine (e.g. nutrition, sleep) that is conducive to learning.

For additional resources, please visit the Florida Department of Education Reopening Plan at <http://www.fldoe.org/core/fileparse.php/19861/urlt/FLDOEReopeningCAREsAct.pdf>

STUDENT PRIVACY AND SAFETY

Students' privacy will be maintained throughout the learning process following the directives of HIPPA and FERPA. The school or center will ensure that sanitizing, cleaning, and disinfecting the campus and maintaining appropriate social distancing when feasible will be conducted at all times following the directives of national and local health agencies.

STUDENT WORKLOAD

Students must attend all scheduled classes and complete all class assignments whether on campus or in eLearning. School policies for homework and academic integrity still pertain.

CONTINUATION OF SERVICES

The school will work to ensure that classes will be delivered rigorously and consistently, whether on campus or by eLearning. Expectations of students in completing all academic requirements are the same whether classes are delivered on campus or by eLearning. Faculty are expected to ensure that the same instructional minutes will be allotted to classes whether they are taught on campus or by eLearning. Special services will be provided to all qualifying students whether the student is attending school or participating in eLearning.

CATHOLIC IMMERSION

Our Catholic identity is woven within the lessons that are delivered by our mission-driven teachers. No matter what model of instruction we may find ourselves operating within, we will continue to immerse our students in the daily practice of our faith, integrating Christ across the curriculum. We will gather when feasible with social distancing measures enforced. If virtual learning is required, spiritual development will continue to be at the core of our instruction. Knowing the importance of Holy Mass, sacramental preparation, daily prayer and living our faith, together we will continue to walk as disciples of Jesus.

SCHEDULING

Each teacher is responsible for adhering to the required instructional minutes for each subject per the school's accrediting agency.

STUDENT EVALUATION

Each teacher will develop a method to ensure that appropriate formal and informal assessment will occur for all students. School policies for homework and academic integrity still pertain.

INSTRUCTION

Each teacher will develop a method to ensure that appropriate instruction will occur for all students. Utilization of technology will ensure effective instruction for students in eLearning.

ATTENDANCE

Schools will maintain accurate attendance records, to be recorded in PowerSchool. Attendance will be taken daily in every class. In order to count as “present,” any student not on campus must be logged in to the live delivery of the class.

GRADING

Class assignments will be graded to provide teacher feedback to the student. All students will be held equally accountable for assessments whether on campus or via eLearning. Student progress will be monitored through formative assessment. In the event a student needs extra remediation from the summer, basic skills may be supplemented as needed to help close gaps.

STUDENT ACCOMMODATIONS

Special services will be provided to all qualifying students whether the student is attending school or participating in eLearning by means of the Diocesan Learning Support Plan. Learning Support Plans should be adjusted as necessary to account for accommodations needed in an eLearning environment. Creating an “early warning” system to identify and intervene with students who may be exhibiting academic and/or behavioral concerns will be carried out.

GUIDANCE COUNSELING/MENTAL HEALTH

School counselors will develop systems to address the social-emotional well-being of our students. They should be prepared to assist school personnel, students, and their families with the inevitable emotional issues, such as fear and anxiety, that arise during times of illness, isolation, and uncertainty. They will have resources and lessons ready for both in-school and eLearning environments that will assist teachers and parents in identifying students experiencing mental health issues and offer the necessary support and guidance to help them.

Additionally, staff will review all Learning Support Plans to ensure that documented and agreed-upon accommodations are being implemented with integrity, and they will observe the students to determine their level of success, the consistency with which they receive their accommodations during times of eLearning, or the areas in which they need more support. Counselors will also work to address any parent concerns with Learning Support Plans.

ACCESS TO DEVICES/INTERNET

For schools not able to offer a 1:1 program, families will be notified via school communication channels about possible resources available for eLearning.

TECHNOLOGY USAGE

The school will utilize appropriate technology resources to ensure effective and creative utilization of hardware and software to facilitate eLearning. School Acceptable Use Policies must be followed by all students.

TEXTBOOK/MATERIALS CHECK OUT/IN

Individual schools will develop a plan for the distribution of textbooks/materials to students as needed for eLearning. The plan will ensure safety measures are in place encouraging social distancing when possible. For schools that have online texts, the platform information will be provided to the students and parents.

TECHNICAL SUPPORT ISSUES

Each school is responsible for providing the point of contact information and the process to use to access technical support by faculty and students.

SPORTS AND CLUBS

Individual sites, gathering counsel from the Florida High School Athletic Association, Center for Disease Control, American Academy of Pediatrics, and local guidance, will make decisions regarding sports and clubs being offered and participation requirements. Schools may offer virtual clubs in some instances. Decisions made will err on the side of safety for our students and faculty/staff.

THANK YOU

Thank you again for choosing Catholic education. We are privileged to partner with you as we educate the minds and form the hearts of our students. May God bless us all this school year.