

RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19

ST. GREGORY THE GREAT ACADEMY

Submitted to the Department of Catholic Schools

July 28, 2020*

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*Updated August 6, 2020 to reflect changes to mask/face covering policy according to Department of Education Minimum Standard #5

INTRODUCTION

This plan has been created 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.

SOURCES:

CDC - https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589931942037

NJDOE - <https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

PRINCIPAL PRINCIPLES, LLC, STEPHANIE MCCONNELL, - <http://www.principalprinciples.net>

AMERICAN ACADEMY OF PEDIATRICS - [COVID-19 Planning Considerations: Guidance for School Re-entry](#)

GUIDING PRINCIPLES

In order to ensure the continued well-being of our students and employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

PHASES AND TIMELINES

Information and direction about the phases and timeline will continue to be sent to all employees and parents before implementation. Please refer to the Return to School Update Memos that have been issued throughout the summer (copies are attached). Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	July	<ul style="list-style-type: none">• Supplies, equipment• Prepare a detailed work schedule for phases• Prepare building for reopening with thorough cleaning and construction

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Phase 1	August	<ul style="list-style-type: none">• All items from July will continue to be addressed• Implement social distancing protocol and open facilities with limited access/use
Phase 2	August	<ul style="list-style-type: none">• Expand use of school-based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable state and local agencies
Phase 3	September	<ul style="list-style-type: none">• Open school• Expand full operation based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable local and state agencies• Determine what restrictions/guidelines stay in place

PROCEDURAL CHANGES

VISITOR RESTRICTIONS

St. Gregory the Great Academy faculty and staff are allowed on campus during preparation for reopening. All employees must complete and sign the COVID-19 questionnaire on their first visit to the school after June 22, 2020. All employees will be temperature checked upon arrival each day.

St. Gregory the Great Academy will not permit non-employees to visit our buildings until August 27, 2020. Exceptions for good cause may be made by the Principal, Assistant Principal, or Pastor. Contact the Main Office if an appointment is deemed essential or if materials are to be delivered to the drop off window.

Once school begins on August 27, 2020, visitors and volunteers will not be permitted to enter the school building until further notice based on guidance from the CDC or state government. Parents will be admitted by appointment only and only for matters which cannot be handled remotely. Fewer people entering the school building allows for greater implementation of safety measures.

HEALTH PROTOCOL AND SCREENINGS (EMPLOYEE AND STUDENT)

All schools must adopt a policy for screening students and employees upon arrival for COVID-19 symptoms and history of exposure.

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Student Screening:

Parents should conduct a temperature and symptom assessment prior to arriving at school each day. Return to school procedures that will be provided to each family require prechecking child(ren) for symptoms and temperature daily **prior to coming to school**.

Teachers will temperature check their students and report any abnormalities to an administrator. Parents will sign an initial document prior to the first day of school on which they will attest to the following statements:

- My child(ren) has not experienced any of the following symptoms that I cannot attribute to another health condition: Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, and/or new loss of taste or smell.
- Neither my child(ren) nor anyone in my household has been in close contact with someone confirmed or suspected of being infected with COVID-19. Also, no medical provider has directed my child(ren) or anyone in my household to self-quarantine because of possible exposure to COVID-19.
- My child(ren) has not traveled outside the U.S. or visited a state currently restricted by New Jersey directive with widespread coronavirus infection, in the last 14 days.
- I understand that I have a responsibility to immediately inform the Principal or Assistant Principal if there is any change to my responses to these questions for my child(ren).

Any student who does not pass the screening will not be admitted to the building. Temperatures will be recorded as "enter" or "investigate." Students whose temperature is 100 degrees or higher will fall into the "investigate" category and will be directed to the administration for a recheck. If the recheck confirms a temperature of 100 degrees or above, the parent will be called to pick up the student. The "investigate" checkpoint will be as private as possible. If symptoms develop during the day, the student will be escorted to the isolation room until a parent can pick the child up.

Employee Screening:

Staff will be temperature checked each morning, and will certify the following questions daily:

- I have not experienced any of the following symptoms that I cannot attribute to another health condition: Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, and/or new loss of taste or smell.
- Neither I nor anyone in my household has been in close contact with someone confirmed or suspected of being infected with COVID-19. Also, no medical provider has directed me or anyone in my household to self-quarantine because of possible exposure to COVID-19.
- I have not traveled outside the U.S., or visited a state currently restricted by New Jersey directive with widespread coronavirus infection, in the last 14 days.

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- Any staff member who does not pass the screening will not be admitted to the building. If symptoms develop during the day, the staff member will be asked to go home.

Student Health Protocols:

- Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.
- In compliance with Department of Education Minimum Standard #5, all students will be required to wear masks all day** unless doing so would inhibit the student's health* or disability as reflected in an Individualized Education Program (IEP).
 - Currently, the CDC does not recommend the use of face shields as a substitute for face covering/masks. Therefore, they may not be used to satisfy the face covering requirement. However, they may be an option for students with medical or other challenges that preclude the use of face coverings. Students in Grades 4 & below will be strongly encouraged to wear their masks according to Department of Education Minimum Standard #5, taking into account the developmental age of the students. Students whose parents have purchased the approved desk shields will be able to take brief "face covering breaks" (again, appropriate for their developmental age) while seated behind their shields. **These students will be allowed to remove their masks ONLY when sitting at their desks and ONLY IF their parents have purchased the approved acrylic desk shield.** (Financial assistance is available for those who may need it.) Even in this case, if a child demonstrates that they are unable to use the shield properly the school will reserve the right to require mask usage. This is detailed in the shield order form/agreement. Students in Grades 5-8 may also purchase shields for added protection, but this will not release them from wearing masks.
- Student health checks will 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 using the approved form.
- The screening policy will take into account students with disabilities and accommodations that may be needed in the screening process for those students.

Employee Health Protocols:

School employees and all other adults are required to wear face coverings (not a face shield) unless doing so would inhibit the individual's health as **documented with a signed medical excuse***.

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, he or she 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 the Principal. Employees will be asked to submit a healthcare provider's note before returning to work.
- If an employee has been diagnosed with COVID-19, the Principal must be contacted immediately. He will inform the Department of Catholic Schools and Hamilton Township Health Department. The health department will determine the next steps.

*In order for a person (child or adult) to be permitted to wear a wrap-around face shield instead of a mask, a documented health and medical condition will need to be exactly that in order to be considered, that is, documented by a doctor who is qualified to make the stated diagnosis and printed/signed on official letterhead. (Thus, a note scribbled on a scrip pad will not do, nor will a diagnosis from a podiatrist.)

** Exceptions include extreme heat outdoors, periods of eating and drinking, gym class in well ventilated location and able to maintain a six foot distance and nap time for Pre-K students.

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Protocol for Symptomatic Staff and Students:

St. Gregory the Great Academy has adopted procedures for symptomatic employees and students, which are detailed below:

- Students and employees with symptoms related to COVID-19 will be safely and respectfully isolated from others in the isolation area.
- Students will remain in isolation with continued supervision and care until picked up by an authorized adult.
- Continuous monitoring of symptoms will occur while the potentially infected individual remains in the care of St. Gregory the Great Academy.
- Current State of New Jersey Communicable Disease Service guidance for illness reporting - <https://www.nj.gov/health/> will be observed.
- If the school becomes aware that an individual who has spent time in the school tests positive for COVID-19, the Principal or Assistant Principal will immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- An adequate amount of personal protective equipment (PPE) will be available, accessible, and provided for use. This can be obtained by seeing Mrs. Adams or Mrs. O'Neill.

If an employee or student becomes ill on campus, he/she will immediately report to the isolation room and the COVID-19 Tracking Form will be completed.

Once the employee or student arrives in the isolation room, he or she will be confirmed to be wearing a mask and gloves. This is to help protect other employees and students and prevent the spread of the potential virus. The following additional steps will take place:

- The nurse will call the Hamilton Township Health Department 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 a child, staff should use a face covering and follow social distancing guidelines (6 ft. away).
- The nurse will direct an ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and principal may be required to identify persons who may have come in contact with the suspected infected person. The name of the individual would only be provided to the local health department if requested.
- Advise employees and parents of students who may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the Main Office to report anything out of the ordinary.
- 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.

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

The principal will be prepared to provide the following information when consulting the local health department:

- The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact) as well as their address, phone number, and e-mail.
- 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 other locations.
- How long their interactions were with other persons in the building.
- If other persons in the class have developed any symptoms.
- Any other information to assist with the determination of next steps.

Readmittance Procedures After Recovery From COVID-19:

Readmittance to school for any individual who has recovered from COVID-19 will be permitted based on guidance from the Hamilton Township Health Department. At a minimum, the following will be required:

- At least 10 days have passed since symptoms first appeared.
- At least 24 hours with no fever without fever-reducing medication.
- Symptoms have improved.
- Two tests for active COVID-19 are negative in a row, taken at least 24 hours apart.
- A physician has provided documentation that there is likely no current active COVID-19 infection present in the individual.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and any approved visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- St. Gregory the Great Academy will allow for social distancing within the classrooms to the maximum extent practicable. This will be achieved by employing the approved floor plan to ensure students are seated approximately 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.
- 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 the weather allows, windows will be opened to allow for greater air circulation. **This will be supported with the new hallway ventilation fans.**

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- Ad-hoc Interactions/Gatherings – Non-essential/informal meetings and visiting will be eliminated.
- **Classroom space will be off-limits to all students except the grade level assigned to the particular room and teachers who work with that grade. This information will be posted in each room.**

PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

Masks/Shields: All adults and students will be required to wear masks all day except for designated times (eating, recess, PE class, etc.) and documented medical conditions. See the "Student Health Protocols" and "Employee Health Protocols" sections on page 5 of this document for full details.

Gloves: Touching the face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash hands. Proper hand washing is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Attire - Students: All grades K-8 will wear the physical education uniform every day at least until we switch to winter uniform. The reasons for this are as follows:

- The PE uniform is much easier to size when using online ordering. Many students need to try on jumpers, skorts, and pants, and at this time it makes sense to avoid the need for a trip to the Flynn and O'Hara store.
- We will take advantage of as much outdoor time as possible for classes and lunch. The PE uniform is much more comfortable to wear in warm outdoor weather.
- Conditions could change as September progresses and remote learning could make a partial or full return. Consideration should be given to families who would be spending good money on uniform articles that may not get worn.
- The PE uniform is very easy to wash, dry, and fold. The shirts can even deal with some bleach in the wash for extra sanitization if desired.

Attire - Employees: Due to the uncertainty regarding the ability of the virus being able to remain alive on particular surfaces, employees will have the option to wear scrubs until further notice. Scrubs will enable teachers to easily wash and sanitize their school clothing.

Please note that the use of gloves and masks DOES NOT eliminate the need for social distancing.

Additional points:

- Handwashing must take place 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 eyes, nose, and mouth.
- Cover mouth and nose with a tissue when a cough or sneeze occurs or use the inside of the elbow.

CLASSROOM AND COMMON SPACES

Teachers and students may not visit another classroom outside of their team or grade level. Employees will be encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. Classroom space will be off-limits to all students except the grade level assigned to the particular room and teachers who work with that grade. This information will be posted in each room.

Classrooms:

Reducing the number of students in one place as frequently as possible is desirable.

- **Homeroom periods are the times of greatest risk since this is where eating will occur, as well as where arrival and departure will be anchored. Thus, it is desirable for homerooms to be as small as possible even if academic classes might be slightly larger.**
- Students will be separated into three homerooms in Grades K-8, with the exception of Grades 4 and 6 which will have four homerooms. Preschool 4 will have two separate classes in separate rooms, while Preschool 3 students will be all together due to a sparse enrollment.
- Students in each grade will also be separated into two, three, or four "cohorts," depending on the number of students in that grade. Cohorts are a different mix of students in the same grade and allow special programs to be administered for particular students. Thus, each student will be a member of a "homeroom" and a "cohort." This has long been the practice in Grades 5-8; however, we will now be extending this system down through Grade 1 in order to allow for smaller groups as often as possible.
- All students will spend the entire day in two or three classrooms; when students need to move to a different class for cohort classes it will always be a room exclusively used by students in the same grade. It will be the teachers who will be changing classes instead of the students when students do not need to regroup for special programs.
- Lunch will be scheduled for outdoor space whenever possible in the tent space. When the weather does not allow for this, lunch be taken in the homeroom. Aside

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from restroom and handwashing time, students will leave the classrooms for outdoor recess (at staggered times), outdoor physical education class (when possible), and the outdoor learning areas in the tents (again, at staggered times).

School Entrances, hallways, and common spaces:

- Masks will be required in all common spaces. Physical guides will be provided, 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 (e.g. guides for creating "one-way routes" in hallways).
- The Main Office will be closed to all students and employees except those who need access to conduct their jobs. Exchanges with the Main Office will happen using the walk-up window.
- All unnecessary visits to the nurse's office will be eliminated.
- Arrival and dismissal will be separated by time and location.
- Non-essential interactions between students and staff throughout the school day will be eliminated.
- Homeroom placements (the place where the highest risk activities take place) have been designed using "clusters." Siblings across grade levels have been placed in the same homerooms at that grade level. For example, if 3 students in KC have 4th grade siblings, all 3 of those siblings are also in the same 4th grade homeroom. The purpose of this is to reduce the risk of sibling spread being an efficient vector of virus transmission. If a child in a homeroom becomes infected and somehow spreads the infection to his/her homeroom, any siblings of students in that homeroom who are in other grades will only be in one homeroom (instead of 2 or 3). It is certainly not a perfect plan, but it is another step to reduce risk. It will also be an important tool for contact tracing.
- Signage will be present around the school buildings to provide hygiene advice and reminders.
- A day porter will be contracted to conduct ongoing cleaning of all high touch surfaces throughout the day, including walls to the appropriate height based on the age of students.

Other Considerations:

- Students will be issued a canvas bag which will be where they store all materials that will be used in school and which will stay in school. **Backpacks will not be used.**
- Students will be able to bring lunches as well as a small pouch/purse as needed for personal items.
- Chromebooks in cases will also be able to be brought between home and school for the grades that they are issued to.
- The school will be "issuing" supplies to all students in the school that will be kept in school and not be brought home. It will be up to parents to provide the supplies needed at home. The supplies issued by the school will be the ones that will be kept in school for use. Students in each grade will receive a bill for the cost of the

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provided supplies, as this situation was not foreseen when the school budget was developed. (Financial assistance will be available for those in need.)

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 cleaning of the school before employees and students return, the cleaning steps outlined below will be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and students 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 HEALTH, INFECTION CONTROL, AND DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copy machines, Shared computer monitors, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	Several times a day
Buses	Bus seats, handles/railing, belts, window controls	Per the contractor's procedures in coordination with the hiring school district
Common Areas	Hallways, restrooms, stairwells	At the end of each use/day; between groups

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Hand sanitizing stations, with alcohol-based hand sanitizers (at least 60% alcohol), will be installed:

- In each classroom.
- At entrances and exits of buildings.
- Near restrooms.
- Near copy machines.

Children ages 5 and younger will be supervised when using hand sanitizer. For classrooms that have existing handwashing stations, soap and water will also be present. Students will be reminded to wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing.

For Early Childhood programs, when possible:

- Children will be kept six feet apart during nap time 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

SIGNAGE

Signage will be placed throughout the offices and school. Hallways and stairwells will be lined to maintain traffic flow.

FOOD DELIVERY

Students: Students may bring lunch from home or school lunch may be ordered and will be provided on an individually packaged basis with delivery to the designated lunch areas. Sharing food or refreshments is prohibited in order to limit the risk of contamination. Snack items and drinks will not be provided until further notice; no vending machines. No food should be delivered (such as DoorDash, etc.) to the school.

Employees: Sharing food or refreshments is prohibited in order to limit the risk of contamination. No food should be delivered (such as DoorDash, etc.) to the school and any food brought from home should be kept at your assigned space. In addition, no personal deliveries (such as amazon packages, etc.) should be delivered to the school.

BUS DRIVERS/BUS PROTOCOLS

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

RESTROOM USAGE DURING THE SCHOOL DAY

The 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. Classes will be assigned to particular restrooms, and occupancy will be limited and monitored.

RECESS AND PHYSICAL EDUCATION

St. Gregory the Great Academy acknowledges the importance of outdoor activity, as well as the benefits of reduced chances of virus transmission while outdoors.

- Recess will be staggered to allow for least 6 feet of open space between grade levels.
- Cones, flags, tape, or other signs will be used to create boundaries between groups.
- Hands will be sanitized immediately after outdoor playtime.
- The use of playground equipment will be staggered.
- Students will be permitted to wear the school physical education uniform until further notice.

STUDENTS AND EMPLOYEES ON CAMPUS

Students: Students who leave school early for any reason MAY NOT return to school for the rest of the school day. At the teacher's discretion and ability, such students MAY join classes remotely, if possible.

Employees: Employees are asked to refrain from leaving the campus for any reason during the school day unless an emergency situation develops. Once an employee has left for the day, he or she is asked to remain off campus for the rest of the day.

VISITORS ON CAMPUS

Until further notice, there will be no visitors allowed on campus. When necessary, the drop off window will be used.

CAFETERIA AND MEAL PERIODS

Students will remain in their homeroom for lunch on days that they cannot be brought outside to eat. Meals will be brought to the classrooms/tent.

COMMUNICATION WITH FAMILIES

To stay updated on the most current information:

- Teachers and parents need to check their email often.

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- Visit the school website frequently, especially for Return to School Update Memos
- Follow our social media platforms, most importantly Facebook. You do NOT need to be a member of Facebook to access our official page.
- Teachers will post grade or class-specific information in the class Google Classroom.
- The School Messenger Alert feature will be used sparingly and only in the case of time-sensitive matters or matters of health and safety.

ACADEMICS AND HOME-BASED LEARNING

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. St. Gregory the Great Academy will offer both Elective Remote Instruction and if necessary, Whole School Remote Instruction.

Elective Home Instruction: There may be families who are not comfortable sending their children for in-person instruction. Essentially, if a family decides that they do not wish to send their children to school for in-person instruction while school is open for in-person instruction we will have the ability to provide synchronous home instruction. In short, this will require students to sign into Google Classroom every day for their classes according to their schedule. We will NOT be purchasing fancy and expensive cameras for the classrooms; we will use a simple setup of a computer or Chromebook camera to broadcast. The best comparison is the Google Meets that occurred during remote instruction, just with the teacher and the other students in school and full class time each day according to the school schedule. Elective Remote Instruction will need to be scheduled and approved to ensure that the minimum requirements for home are in place and that the parents understand the home responsibilities.

Full Remote Instruction: Remote instruction schedules for all grade levels which will be distributed to you during the last week of August. All grade levels K-8 will have scheduled daily live instruction every day totaling approximately 3-4 hours, segmented as appropriate for each grade level. Preschool will have alternate schedules. This year, remote instruction will be centered more on the “live” contact time and less on independent work. There will still be independent work, of course, but it will be more along the lines of traditional homework. Also, Grades 5-8 will continue to have their one-to-one Chromebooks, which will be permitted to go back and forth from school. Grades 3 and 4 will have one-to-one assigned Chromebooks as well; however, they will remain in school unless we move to full remote instruction. In this case, Grades 3 and 4 will also take their assigned Chromebooks home.

St. Gregory the Great Academy’s goal is to design flexible instructional plans that work best in both traditional face-to-face and remote environments. The following will guide instruction as it is developed throughout the year:

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- The faculty will create year-long plans to facilitate more meaningful, interdisciplinary units that can be delivered face-to-face or remotely.
- The faculty will 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 the strategic use of synchronous and asynchronous lessons.
- The faculty will review and implement best practices in synchronous and asynchronous instruction to meet student needs and engagement.
- The administration, in conjunction with the faculty, will make adjustments to school-based services plans for students with disabilities to account for accommodations and modifications needed in a remote learning environment.
- The faculty will develop a plan for benchmark screening and intervention delivery during face-to-face and remote learning.

GRADING AND ATTENDANCE POLICIES

Students are expected to complete assignments to receive credit for the courses for this school year either in person or via the provided remote learning experiences. The grading policy is located in the Family Handbook.

During periods of remote instruction, attendance will continue to be taken each day and posted in Genesis. Parents of students who are not present for assigned classes will be contacted by the Academy administrative assistants to ascertain why the student did not attend class. Illness during remote instruction should be reported to the Main Office using the prescribed method.

REMOTE LEARNING

In the event that the school has to move to whole school remote instruction during 2020-2021, we will utilize Google Classroom to send and receive written work in the same manner as we did in Spring 2020. Remote instruction schedules for all grade levels which will be distributed to you during the last week of August. All grade levels K-8 will have scheduled daily live instruction every day totaling approximately 3-4 hours, segmented as appropriate for each grade level. Preschool will have alternate schedules. This year, remote instruction will be centered more on the "live" contact time and less on independent work. There will still be independent work, of course, but it will be more along the lines of traditional homework. Also, Grades 5-8 will continue to have their one-to-one Chromebooks, which will be permitted to go back and forth from school. Grades 3 and 4 will have one-to-one assigned Chromebooks as well; however, they will remain in school unless we move to full remote instruction. In this case, Grades 3 and 4 will also take their assigned Chromebooks home.

ONLINE INSTRUCTION

Google Classroom will continue to be the platform that the school uses to offer remote instruction, including the use of Google Meets. Specific grade levels will leverage additional appropriate grade level platforms and tools, including Kami, Freckle, etc. Each student will receive a list of grade-specific platforms when school opens, including student login credentials.

ACTIVITIES AND EXTENDED DAY PROGRAMS

- The Extended Day Program will be limited in scope for the foreseeable future. In no case will EDP begin prior to September 15, 2020.
- There will be no other extracurricular activities in person until further notice.

CATHOLIC IDENTITY

Catholic schools have a two-fold charge: providing an education that is academically excellent and one that is deeply rooted in Catholic identity. There will be intentional Catholic values infused 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 school.

LITURGY AND PRAYER

- School Masses are suspended until further notice. When possible, outdoor Masses for particular grade levels may be conducted.
- When possible, we will maintain the emphasis on school liturgy by streaming an all-school Mass.
- We will continue to provide opportunities for daily prayer in a community context; emphasis on prayer for those in need as reflected in current events. During periods of remote instruction, the Principal's morning announcements will continue to be broadcast daily via Facebook Live.
- Liturgies and traditional devotions, according to the liturgical calendar, will continue to be streamed as conditions permit.

SERVICE LEARNING OPPORTUNITIES

- Service-learning experiences in virtual spaces will be created, as appropriate.
- Attention to current situations that would invite a community response (acknowledgments and prayers to first responders, food drives, etc.) will be directed.