



## Corpus Christi School Plan for September

(Please Note These Plans are Tentative and Subject to Change)

The safety of our students and our staff are paramount. Every decision we make and action we take will be with the utmost focus on safety for all involved at Corpus Christi.

As a Catholic school, Corpus Christi will look to infuse Catholic identity into every aspect of our day. We will look to incorporate the virtues and lessons of Jesus into our everyday prayer, lessons, and interactions.

As an academic institution, teachers will strive to use situations for friendly teachable moments as a means to provide security, safety, positivity, and understanding into everything we do in response to Covid-19.

Below are some of the general guidelines for Corpus Christi School followed by tentative plans for our preschool, elementary school, and middle school. **Please make sure to remember that all of these plans are subject to change. We MUST and WILL adhere to all guidelines as directed by the governor, archdiocese, and the CDC.**

### GENERAL INFORMATION

School will be offered as both a five day-a-week in person instruction and through remote learning. Please note, if the governor changes direction and requires that all schools are to begin with remote-only learning, Catholic schools in the Archdiocese of Newark will follow that directive.

Corpus Christi School will look to follow the protocols of Hasbrouck Heights Board of Health.

Families will need to select which format they are comfortable with as the ability to move back and forth will not be permitted. Families that choose to have in person instruction will be allowed to switch to virtual learning, however, once a family has elected to use virtual learning, a change to in person instruction will not be available until state mandated restrictions are lifted, the Archdiocese of Newark grants permission, and/or the school feels that circumstances are acceptable and an adequate amount of time has passed for quarantine between the time parents have requested the change and when the child(ren) will be allowed in the building. We are told that the archdiocese will reevaluate their position on this decision after the first trimester.

The Archdiocese of Newark is developing a Memorandum of Understanding that will be for parents of students attending in-person learning. Think of this as part of a covenant between Corpus Christi School and you, the parents saying that the school will do its part and the parents will do their part to mitigate any risks to the health and safety of those in the school community. This Memorandum of Understanding will be sent in the coming days.

Families with multiple children in grades K-8 will not be allowed to have one child attend school in person while another attends school virtually. All children must attend the same instructional format.

Forms will be provided to families prior to the start of the school year. The form will contain guidelines and procedures for all students as it pertains to Covid-19. Any parent wishing to have their children attend in school instruction will have to sign the form and return it prior to the first day. Additional forms may be given and required to sign as the year progresses and certain restrictions are lifted/reinforced.

The Archdiocese of Newark has stated that there will NOT be a tuition reduction for families that elect to use the virtual component for instruction. It'll be the responsibility of Corpus Christi School to provide an adequate instructional plan for all of its students. Since it is already an established tuition rate of Corpus Christi School, those that elect to use Pre-K virtually will be charged as a half day student until the child returns to in school instruction or the virtual component is removed.

All students in grades K-8 will have a school operating email that will allow for Google classroom capability. Emails will be provided to Pre-K families that elect for virtual instruction.

Corpus Christi suggests that parents may want to create a Gmail account if they do not already have one as it is free and will be easier to bridge any communication gaps since the school will be using GSuite platforms. This will make it easier to participate in Google Meet meetings/conferences, take up a parent role in Google Classroom, and receive and respond to emails/google forms.

At this time, according to the Governor's guidelines, masks must be worn all day (even within the classroom) with the exception of eating lunch and snacks. We highly recommend purchasing a lanyard to attach a child's mask to to prevent a student from losing it or dropping it on the floor. The school has purchased lanyards for any students and faculty members that are unable to purchase one. We are also looking to purchase masks with transparent centers for all staff members to allow students to see a teacher smile or move their mouth while he/she is teaching.

Walkways and paths will be labeled to allow for easy transition throughout the building.

All classes can and will be subject to random temperature checks throughout the day.

Measurements show that with social distance regulations in place, classrooms can efficiently hold 15-20 students depending on the classroom. Currently, desks are being arranged in pairs with large transparent partitions separating the students with six feet of distance separating each

pair of desks. Kindergarten is currently being planned to be held in the upper cafeteria. 8th grade is being planned to be held in the lower cafeteria. The Pre-K cafeteria will most likely serve as a classroom for one of our Pre-K 3.

Snacks and lunch must be provided by the home. We will not provide lunch until further notice.

Please note until we are given clearance by the governor, no items or foods purchased for birthday celebrations can be distributed. Students can sing, "Happy Birthday" in school, but sharing of edible celebratory items like cupcakes will not be permitted. (Remember, our school policy has been no goodie bags for birthdays anyway.)

Staff and students will be encouraged to disinfect their own personal workspace throughout the day. Custodial staff will clean all areas daily with specialized disinfectant cleaners.

Personal items such as jackets will be kept behind a student's chair rather than kept in the closet. Each student's supplies will be kept in personalized boxes next to each child's seats. Items will not be permitted to be shared between students.

Once school begins in September, visitors and volunteers will not be permitted to enter the building until further notice and CDC guidance. Items can be left outside the school in the designated crates (mailbox) or visitors can call the main office where the option to meet at the entrance door will be made by the secretary.

If an employee becomes ill at work or is exhibiting symptoms of COVID-19, he or she will be asked to leave work and will not be able to return without providing a note from a doctor. If a coronavirus test is taken, the employee cannot return until a negative test result is returned and/or two-week quarantine is completed. All parties that came in contact with the teacher will be notified. A two-week quarantine may be mandated depending on the situation of the illness. Unless required by the local health authority, the name of the employee will not be provided.

If a student becomes ill at school or is exhibiting symptoms of COVID-19, he or she will be placed in an isolation room with a mask and gloves until he/she can be picked up. The student will not be able to return without providing a note from a doctor. If a coronavirus test is taken, the student cannot return until a negative test result is returned and/or two-week quarantine is completed. All parties that came in contact with the student will be notified. A two-week quarantine may be mandated depending on the situation of the illness. Unless required by the local health authority, the name of the student will not be provided.

The Archdiocese of Newark is currently working on plans for substitutes. Anyone entering the building as a substitute will be subject to temperature checks and possibly a questionnaire before entering.

Before/After Care will be provided for all students. Temperature checks will be taken at the beginning of each extended care. The gymnasium is currently being planned as the location for extended care for grades K-8. Before/Aftercare for Pre-K students is currently being planned to be held in the Pre-K building.

Several orientations, especially for Pre-K, are being planned for late August - early September as a way to create more comfortability for the students. We recommend beginning to expose your child(ren) to wearing a mask through fun and inviting ways. This will make the times when masks are necessary during school to be an easier adjustment.

In the event that the school has to close during the 2020-2021 academic year, Corpus Christi will revert to online learning under communication from the governor, the archdiocese or CDC communicate otherwise.

## PRESCHOOL

### ENTERING THE BUILDING

Students will enter the building through the main Pre-K door on the Boulevard.

Masks must be worn upon arrival and at all times, especially during travel throughout the building. The only exception may come at the instruction of the teacher once the child has entered the classroom and been positioned in a socially distant manner.

Upon arrival, any student entering the building must hand in his/her daily symptom checklist and will be subject to a temperature check. Any student or parent with a temperature of at least 100.4F will not be allowed entry into the building. Student temperatures will be recorded at the time of entrance. Parents must be able to provide immediate pickup for any students with a temperature over 100.4F. Classroom aides will meet the children at the door to then walk them to their classroom.

### SEATING ARRANGEMENT

Two students will be seated at the far end of a rectangular table. A wooden/Plexiglas divider will be constructed and mounted in the center of the table creating a barrier between the students. The barrier extends past the table enhancing the social distance. Each table will then be positioned at least six feet away from the corresponding table.

### INSTRUCTION

In Person Instruction: Classes will be conducted in a traditional manner with social distancing and safety protocols in place. This will include partitions separating tables, individual supply boxes for each child's personal belongings and individual storage for instructional tools, manipulatives and other items used throughout the school year. Teachers and aides will be wearing masks. Each staff member will be provided with a mask containing a clear opening. Students will be asked to provide an extra mask to be kept on hand in the event that it is needed. Social distancing will be creatively incorporated into daily routines. In addition, periodic sanitizing will take place throughout the day of frequently touched surfaces.

Virtual Instruction: Classes will be run through Google Classroom. Teachers will provide a number of Google Meets each week that will allow for daily live instruction for the children, pre-recorded videos may be provided for instruction and additional support, work will be distributed by email and interactive forums will be created to allow for questions and dialogue between the teacher and students each week.

### SPECIALS

Specials will be conducted within the classroom. The only exception may be gym, weather permitting, and with prior notice from the teacher to administration.

### SNACK AND LUNCH

Snack and lunch will occur in the classroom. There will be consideration for outdoor snack and lunch based on a schedule created with teachers in the playground weather permitting.

### RECESS

Recess will be conducted outdoors weather permitting in the playground; masks may be required to be worn when social distancing becomes difficult.

### EXITING THE BUILDING

Students will exit the building through the same door they entered. Dismissal will be staggered in at least five minute intervals. Dismissal schedule will be based on grades.

## ELEMENTARY SCHOOL (Kindergarten through 4<sup>th</sup> Grade)

### ENTERING THE BUILDING

Kindergarten students will enter through the back lot off Kipp Avenue at the triple red doors.

Grade 1-4 students will enter the building through the parking lot entrance adjacent to the Church.

Masks must be worn upon arrival and at all times, especially during travel throughout the building. The only exception may come at the instruction of the teacher once the child has entered the classroom.

Upon arrival, any student entering the building must hand in his/her daily symptom checklist and will be subject to a temperature check. Any student with a temperature of at least 100.4F will not be allowed entry into the building. Temperatures will be recorded at the time of entrance.

Parents must be able to provide immediate pickup for any students with a temperature over 100.4F.

### SEATING ARRANGEMENT

For Kindergarten: Two students will be seated at the far end of a rectangular table. A wooden/Plexiglas divider will be constructed and mounted in the center of the table creating a barrier between the students. The barrier extends past the table enhancing the social distance. Each table will then be positioned at least six feet away from the corresponding table.

For Grades 1-4: 4ft. high clear “T” barriers have been created for each of the classrooms for grades 1-8. Students will be broken into pairs with these “T” barriers between them. The barriers allows students to visually see each other (which is good for times like snack) while creating additional security between them. The transparency of the frame also allows for the teacher and the board to be easily seen. Each coupling will be spaced at least six feet apart for enhanced social distancing.

### INSTRUCTION

In person Instruction: Classes will be conducted in a traditional manner with social distancing and safety protocols in place. This will include desks spaced six feet apart, partitions separating tables, individual supply boxes for each child’s personal belongings and instructional tools, etc.

Virtual Instruction: Class will be run through Google Classroom. Each teacher will provide at least one class per day through Google Meet that will allow for live streaming instruction for any child learning from home. All primary classes are being viewed as individual grades being run by at least two instructors. This means that live stream classes will not be conducted by just the child’s homeroom teacher, but by another instructor as well. This will allow virtual students have at least 2-3 virtual classes per day. A schedule will be sent to families ahead of time to make scheduling easier for families at home. In addition, pre-recorded videos may be provided for instruction and additional support, work will be distributed and collected through google forms and project based learning, and each teacher will provide at least one one hour interactive forum where students will be able to communicate directly with the teacher allowing for questions and dialogue between the teacher and students each week.

### SPECIALS

Specials will be conducted within the classroom. The only exception may be gym, weather permitting, and with prior notice from the teacher to administration.

### SNACK AND LUNCH

Snack and lunch will occur in the classroom. Desk arrangement and teacher strategy should allow for safe socialization and moments of movement to occur. There will also be consideration for outdoor snacks and lunch based on a schedule created with teachers in the small parking lot, weather permitting.

## RECESS

Recess will be conducted outdoors weather permitting in the back lot. The lot will have designated areas for each grade. Masks may need to be worn where social distancing is not possible.

## EXITING THE BUILDING

Students will exit the building through the same door they entered. Dismissal will open through staggered times of at least five minute intervals. Dismissal schedule will be based on grades.

## MIDDLE SCHOOL (5<sup>th</sup> Grade through 8<sup>th</sup> Grade)

### ENTERING THE BUILDING

Students will enter the building through the small parking lot entrance across the street from the Funeral Home.

Masks must be worn upon arrival and at all times, especially during travel throughout the building. The only exception may come at the instruction of the teacher once the child has entered the classroom.

Upon arrival, any student entering the building must hand in his/her daily symptom checklist and will be subject to a temperature check. Any student with a temperature of at least 100.4F will not be allowed entry into the building. Temperatures will be recorded at the time of entrance. Parents must be able to provide immediate pickup for any students with a temperature over 100.4F.

### SEATING ARRANGEMENT

4ft. high clear "T" barriers have been created for each of the classrooms for grades 1-8. Students will be broken into pairs with these "T" barriers between them. The barriers allows students to visually see each other (which is good for times like snack) while creating additional security between them. The transparency of the frame also allows for the teacher and the board to be easily seen. Each coupling will be spaced at least six feet apart for enhanced social distancing.

### INSTRUCTION

Teachers, (not students) will be switching classes. This will be done to minimize the amount of movement throughout the building.

In Person Instruction: Classes will be conducted in a traditional manner with social distancing and safety protocols in place. This will include desks spaced six feet apart, partitions separating tables, individual supply boxes for each child's personal belongings and instructional tools, etc.

There is a chance students may be permitted to bring in their own devices to allow for virtual instruction in the classroom. Items may be provided to students that are unable to bring/use their own devices.

Virtual Instruction: Class will be run through Google Classroom. Each teacher will provide at least one class per day through Google Meet that will allow for live streaming instruction for any child learning from home. All primary classes are being viewed as individual grades being run by at least two instructors. This means that live stream classes will not be conducted by just the child's homeroom teacher, but by another instructor as well. This will allow virtual students have at least 2-3 virtual classes per day. A schedule will be sent to families ahead of time to make scheduling easier for families at home. In addition, pre-recorded videos may be provided for instruction and additional support, work will be distributed and collected through google forms and project based learning, and each teacher will provide at least one one hour interactive forum where students will be able to communicate directly with the teacher allowing for questions and dialogue between the teacher and students each week.

### SPECIALS

Specials will be conducted within the classroom. The only exception may be gym, weather permitting, and with prior notice from the teacher to administration.

### SNACK AND LUNCH

Snack and lunch will occur in the classroom. Desk arrangement and teacher strategy should allow for safe socialization and moments of movement to occur. There will also be consideration for outdoor snacks and lunch based on a schedule created with teachers in the parking lot, weather permitting.

### RECESS

Recess will be conducted outdoors weather permitting in the small lot. The lot will have designated areas for each grade. Masks may need to be worn where social distancing is not possible.

### EXITING THE BUILDING

Students will exit the building through the same door they entered. Dismissal will open through staggered times of at least five minute intervals. Dismissal schedule will be based on grades.