

Catholic Schools Onward
Best Practices and New Opportunities
as We Move Forward

Guidance and Procedures

**These are the recommendations of the CSO
Committee and the Office of Catholic Education.**



**AN EDUCATIONAL JOURNEY
GIVING WITNESS TO CHRIST**

August 2020

**St. Dorothy School has adjusted and enhanced these recommendations to
meet the unique needs of our community.**

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Introduction and Philosophy

Introduction

This document will provide information regarding the plan to return to Brick-and-Mortar learning for the 2020-2021 school year. Before we discuss the specific aspects of the plan, let us start with an introduction to several of the key foundational premises that the plan is built upon. The principles listed below, will allow us to remain open and only use virtual learning for those who have been identified with COVID-19 or in a situation in which a parent feels working from home is beneficial.

Partnership – Catholic elementary schools are inherently a partnership between the parent and the school. This is never more important than at this time and an even greater partnership is now needed. It is our goal to open this school year and to remain open. This cannot be possible unless the school and the parents agree to the importance of monitoring your child’s health daily. Most importantly, this means that children who are experiencing symptoms – such as fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, parents need to keep their child home until medically cleared to return to school. With parental cooperation in this matter, we will be able to keep the schools open and safe.

Our Policies as it pertains to:

Cohorting

*A **cohort** is a group of students in the same grade, most cases, this is a single homeroom but, in some situations, it could be a larger group.*

Cohorting is recommended by many health organizations as an environmental measure to prevent the spread of disease. Some large school systems are using it as the only method of prevention to control the spread of the COVID-19 virus. Although our schools will be using other precautionary measures, cohorting will be a major part of the plan. With this, we will keep groups of children together for the entire day. They will attend lunch, recess and classes as a cohort. If a case of COVID-19 were to surface with a cohort, we would then move to virtual learning at home with just the identified cohort. The rest of the school would continue to operate with in-class instruction.

Social distancing – Social distancing is also a fundamental practice in all our procedures of operations. Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Keeping your distance from others lessens the chances of catching and spreading COVID-19. Travel in the hallway, lunch periods, and classroom instruction have all been planned to maximize social distancing.

Strategic Use of Masks-The use of masks will follow any current and governmental guidelines. Students must wear them at all times, by order of the governor, if they are not six feet of distance between students. Masks will be mandatory in certain situations, such as travel in the hallway, on the bus, and classroom instruction consisting of communicating with teacher and classmates or when travel about the classroom is necessary. Masks breaks will take place when students are working quietly, independently, reading etc. Good and safe judgment will be used for student safety. When allowed by the governor, when a child is at his desk with his cohort in a socially distant situation, the student may remove his/her mask. This guidance changes often and will follow PDE recommendations. Home and School has purchased breakaway lanyards for student mask protection. Students will wear their mask around their neck on this lanyard. This extra protective measure will assure the masks are not falling on the floor and getting walked on, picked up with a classmate's hands, or lost. The mask will be readily available to put on when necessary. It will also ensure students are not walking back and forth to their cubbies or book bags looking for a lost mask. We ask all families to have a spare mask in a labeled, zip lock bag to keep in the outside pocket of the school bag in case something should happen to the daily mask being used.

Enhanced Cleaning – The school will increase the cleaning of common areas and highly used features such as doorknobs, handrails, and counters. Teachers will be sanitizing desks and chairs before students enter the classroom each morning if a change in class is necessary chairs and desktops will be sanitized before the next class may enter to sit at the desks. Children should

bring their own water bottles to school, as common water fountains will not be in use. With this enhanced cleaning, a safer environment can be established. 2 Water bottle filling stations were gifted from our graduating eighth grade. We have ordered 4 more for student and faculty use.

Monitoring health – Every day, parents are primarily responsible for monitoring the health of their children. Teachers will be reminded to check the health of their students during a common activity. Additionally, the school will implement random temperature monitoring.

Morning Check for each student at home:

- Have I taken my child's temperature?
- Do they exhibit any signs of illness listed above?
- Have they washed/showered today according to expected guidelines?

Should your child have a fever or are not able to meet these expectations they need to remain home and under parental/guardian care until clear of symptoms. Further directives are given for possible Covid-19 consideration.

Virtual Learning – Use of both distance learning and virtual learning. We will make two types of non-traditional learning available when needed. **Distance:** A student will learn material from home using teacher directions and assignments. **Virtual:** Video cams are used so the student may take part in the live classroom lesson.

- If a child is sick, or a parent suspects the child may be sick, they are to remain home from school as a regular sick day. They are marked absent.
- If a child is being monitored and/or caution is taking place, after making the school aware (copy ktomasetti@stdots.com jcallahan@stdots.com jgordon@stdots.com as well as the homeroom teacher) and approval is granted we will have an option where the child can join the class via a telecommuting practice. The major subjects will be available through this method (ELA, Mathematics, Religion). Materials will be exchanged through our Learning Management System (LMS) (PreK-K Class Dojo), (Grades 1-8 Google Classroom). All other subject materials will be presented as distance learning and shared in the LMS. The responsibility for learning this material would remain with the child or family. Whatever the timeline is for submitting work is expected according to our policy and will be shared by each teacher.
- In the case where a cohort has been dismissed from school because COVID-19 has been identified, the entire cohort will utilize distance learning for the remaining recommended isolation period. If the teacher is well and instruct virtually that platform will be used. Lessons will be delivered through a telecommuting platform, with heavy reliance on the LMS. If your child is sick and could not partake they would be marked absent.

Current guidance based on community exposure, for people exposed to people with known Covid-19.

- An Individual who has had close contact (< 6 feet)** for ≥15 minutes***
 1. Stay home until 10 days after last exposure has been met and maintain social distance (at least 6 feet) from others at all times
 - This will vary based on the last exposure date of the sick person

For this reason it is recommended teachers do not work side by side, even with their mask and shield, for more than 5 minutes. This will protect teachers and other students. Teachers will wear a mask and shield when walking around the room or getting within 2-3 feet of a student. When students get up to walk or go to a teacher for help/question they will wear their masks (grades 1-8). Teachers may ask for student mask use during certain activity that requires a lot of conversation.

Modified Attendance – Since we are requiring parents to monitor health closely, and we also encourage keeping children home if they display symptoms, the grading of attendance has changed. Children will be marked as attending in person or attending virtually. Only when children cannot or do not participate in any of the virtual lessons, will they be marked absent. If you are keeping your child home without prior notice to the teacher, that day's work would not necessarily be uploaded and your child would not be certain of having work for the day, but students should check their Google Classroom. Teachers would need notice to prepare for this option. Please follow the email instructions above.

General Principles for the Building

Introduction

There are several key practices that will be implemented in each building to help maintain a safe learning environment. We have decided to offer the option of allowing students to wear gym uniforms during September, as the temperatures are still warm. Using both uniforms will allow you time for more desired washing. Virtual or in person, all students need to be dressed in uniform.

Philosophy

Foundational premises when designing a safe learning environment are the concepts of maintaining cohorts, social distancing and frequent cleaning. The CDC and other health agencies to help control the spread of any viruses and manage any possible outbreaks recommend the use of these practices.

Process

1. Visitor admission to the school will be limited.
2. High touch surfaces will be cleaned frequently such as doorknobs, railings, remotes, and light switches.
3. Signage will be in each classroom and throughout the building reminding students to practice good hygiene.
4. Hand sanitizers will be available in the hallways near entrances and in other strategic areas. It will also be available in the classrooms. Donations are welcomed!
5. It is recommended that each school make part of its group prayer time a reminder to social distance and to wash hands. Teachers will have these conversations.
6. Each student will need their own supplies to reduce the need to share supplies.
7. Group singing will be discouraged unless increased social distancing is possible. Music classes have ordered more instruments and will utilize the church and larger areas like the gym, when they are available to sing.
8. Computer class - will use their own devices when possible. Keyboards and screens will be wiped with sanitizing wipes between classes. Grades 4-8 will use their own device. Devices have been ordered, but not delivered for grades 4-5 at this point.
9. When possible, special teachers and departmental teachers will go into the students' classroom.
10. No outside food for sharing among classmates will be available
11. Ventilation is important - windows will be opened when possible. Classroom ceiling fans will help circulate air.

12. Field trips are experiences that break cohorting and expose students and staff to risk of exposure to Covid-19. No in person field trips will be scheduled at this time.
13. Any child traveling to a location designated as a “Hot Spot,” will need to quarantine for 14 days after returning. We discourage family travel to these areas. We also recommend greater attention to social distancing and safety for two weeks before returning to school in August. The faculty and school families thank you for considering their risk and exposure.

Catholic Identity

Introduction

Excellence in education is characterized by having a strong curriculum, student engagement, utilizing quality instructional methods, making good use of data and regular communication with parents and stakeholders. What is at the heart of learning in a Catholic school is the inclusion of faith and Catholic identity in all we do.

Philosophy

Catholic schools have a two-fold charge: providing an education that is academically excellent and one that is deeply rooted in Catholic identity. The challenge, then, is to ensure that the education that is delivered (no matter what the mode of delivery) meets this standard.

Process

1. There will be a level of intentionality across all grade levels and all subject matter that course content is intentionally Catholic.
2. When face-to-face instruction is possible, school Masses will require their own protocol that will maintain the appropriate social distancing. (That plan is being created)
 - Attendance of parents and general community at the school liturgies may have to be suspended depending on local guidelines. If the Mass is live-streamed, parents and families will be invited to attend.
 - Because of social distance, part of the school may attend the Mass and the rest of the school live streaming the Mass, they will then make a spiritual Communion.
3. If it is necessary to deliver remote instruction to all students, school liturgies will be live streamed.
4. All schools across the diocesan community including St. Dorothy will include the prayer of Pope Francis daily.
5. We will increase opportunities for cross-grade faith sharing using virtual means (i.e., prayer buddies meeting virtually).
6. We will continue with promoting service learning experiences in virtual spaces when possible.
7. We will find opportunities in the current situation that would lend themselves to a community response (prayers for police, first responders, holding food drives, etc.).
8. Catholic Identity is always maintained in the school environment:
 - Every classroom has a prayer corner, crucifix, statues, and bulletin boards reflecting faith values.
 - We will laminate the prayer of Pope Francis during the COVID and Prayer of St. Michael and put it in a prominent place in the school and classrooms.

The Prayer of Pope Francis during the Corona virus

Lord, may you bless the world, give health to our bodies and comfort our hearts. You ask us not to be afraid. Yet our faith is weak and we are fearful. But you, Lord, will not leave us at the mercy of the storm. Tell us again: “Do not be afraid” (Mt 28:5). And we, together with Peter, “cast all our anxieties onto you, for you care about us” (1 Pet 5:7). Amen.

Entering the Building

Introduction

Entering the building every morning is the activity, which unofficially begins the day. It is important that this is smooth, stress free, efficient and conducted in a manner that keeps the child safe. Students in grades K-8 may begin entering school at 7:35 AM until 7:50 AM. **Students will need to wear masks once coming on school grounds.** The Annex doors will be open for Kindergarten and a teacher will meet and escort them inside. Grades 1-8 will enter either of the two gymnasium doors. Once inside they will continue to the teacher on duty and place their check in slip in the appropriate homeroom labeled basket. If they have their daily check ticket they continue to their homeroom at a distance from each other. Parents are encouraged to utilize car drop off to keep the car line moving. If you prefer to walk your children we ask that you walk as far as the teacher on car duty at the crosswalk. The children should cross with other students in the car line to proceed to the gym doors to enter. Thank you for eliminating a crowded door area.

Philosophy

A foundational premise when designing a safe entry throughout the day and controlling transmission of any virus is to help keep it from the building. During the day entry into the building, social distancing of students and classes and hand sterilization will be implemented. The use of hand sanitation and social distancing is recommended by the CDC and other health agencies to help control the spread of any viruses and manage any possible outbreaks. Classroom use of hand sanitizer will be utilized as well as frequent washing of hands.

Process

1. Mandate: parents must take temperatures of children before they leave home.
2. Students will wash hands and face/shower or bath before leaving home
3. Empty buses one at time per entrance, so social distancing can be maintained. We ask bus riders to clip the small sanitizer bottles to your school bags so hands can be sanitized before entering the building again.
4. Entrance into the gym will be monitored by staff to help ensure students maintain a social distance walking up the steps safely.
5. The use of a mask is mandatory as students ride the bus, enter the building and travel to the classroom.
6. Names must be on each mask. The mask needs to be clipped to the lanyard.
7. Students should store a second mask in a name labeled storage bag and keep in their school bag.
8. Parents are accountable for morning checks of their children. Once students enter the building, they tear the checklist from their lanyard and place in the appropriate basket. Teachers will check that temperatures were taken at home. If not your child will call home.
9. Hygiene signage will be posted around the building.

Classroom Set-up

Introduction

The organization of the classroom is important in supporting the academic progress of students. Classroom space should provide an environment that allows teachers and students to interact comfortably and safely. Careful consideration has been given to the strategic placement of furniture, learning centers, and materials to optimize student learning, reduce distractions and keep children safe.

Philosophy

Fundamental premises when designing a safe classroom environment are the concepts of Maintaining Cohort and social distancing. The CDC and other health agencies to help control the spread of any viruses and manage any possible outbreaks recommend the use of Cohorts.

Process

1. St. Dorothy will move any non-essential furniture, materials of equipment that is not needed and store them in a place outside of the room
2. We have measured the width and length of the room to begin planning for maximum distancing of desks.
3. Desks will be in rows and facing in the same direction.
4. It was recommended desks should be placed 3 to 6 feet from the center of each desk to the center of the next desk. We are able to get our students 6 ft. apart.
5. All throw rugs and roll-up carpets have been removed from the classrooms.
6. Rooms have been planned around a maximum of 22 students per room. The number of students that can be accommodated depends on the size of the room. Our classes range 16-22 students.
7. It is recommended that teachers use face shields when within 2-3 ft. of students. They have been purchased and will be used.
8. Students, when conversing on a subject matter or working with a partner, will wear the facemask. When instructional time is not inclusive of conversations and movement masks may be removed. Teacher directives will be given for their use and the breaks.

Materials Within the Classroom

Introduction

The organization of the classroom is important in supporting the academic progress of students. The use of a variety of materials is essential for learning. This includes, book, writing instruments and materials for special area subjects.

Philosophy

Foundational premises when designing a safe classroom environment are the concepts of maintaining cohorts, social distancing and frequent cleaning. The CDC and other health agencies to help control the spread of any viruses and also manage any possible outbreaks recommend the use of these practices.

Process

1. Classrooms will eliminate, when possible, the use of shared materials.
2. Classrooms will set up areas where students can store personal items that keep them isolated from use by others. Noted above: cubbies, Rubbermaid drawers, chair bags etc.
3. When materials must be shared, cleaning in between use is essential. (We are not planning on shared use, but if a situation arises:
 - Establish procedures to wipe down before and after every use
 - Remind children to wash/sanitize their hands after using a shared item
4. If students travel to a room, an area and place will be established for the traveling student to store items away from being used by others. School bags may be part of this movement.

Daily monitoring of Health

Introduction

The guidance provided by the State of Pennsylvania suggests that each school monitor health daily. To provide the healthiest environment possible for Staff and Students, schools will implement a Daily Health monitoring system similar to one recommended below.

Philosophy

Health monitoring will be done in conjunction with efforts taken at home with the parents of children attending the school. Parents have the greatest information regarding the health of their children and are an integral part of this process.

Process

- Schools ask that parents/guardians are the owners of the daily monitoring of students. In cooperation with families, teachers and staff feel safe knowing parents will identify possible symptoms. If any of these are recognized the student should remain home and the school notified of their absence. Please email the office and the teacher.
 - Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea. These are signs of possible Covid-19 and should be reported to our Vice Principal, Jean Callahan jcallahan@stdots.com
- Parents will log in to OptionC to verify their child/ren feel well and have no symptoms requiring them to stay home from school. (This is pending confirmation)
- During the course of the day, homeroom teachers will take a pulse on each student by visually monitoring for any signs of illness and asking how students are feeling.
 - For any students questionable of good health or acting differently teachers may take their temperatures and notify parents.
 - Any student with a temperature or exhibiting any signs noted above, a phone call will be made home and students will need to be picked up
 - Students with these signs will be sent to the office with their books. We have prepared a St. Raphael Space for sick students. These seats are six ft. apart and outside the main office reception area where they will be monitored.
- Teachers will take their own temperatures before the start of school each day. The administration will also monitor the health of the faculty/staff by check-ins and temperature checks when warranted.

Anyone experiencing symptoms of Covid-19 will contact the office and report their symptoms to their doctor. If testing is suggested this should be communicated to the main office by emailing Mrs. Callahan jcallahan@stdots.com

If any student or staff member tests positive it must be reported to the CDC and St. Dorothy will follow those recommendations. This may vary depending on the symptom exposure time frame.

If a cohort must be quarantined remote learning would continue for those feeling well and students would be considered present.

Lunch

Introduction

Lunch in school serves multiple purposes, it is a time to replenish and nourish as well as a time to socialize and get a brain break. It is important to provide all these goals and keep children safe.

Philosophy

A foundational premise when designing a safe lunch environment are the concepts of maintaining cohort and social distancing. The CDC and other health agencies to help control the spread of any viruses and manage any possible outbreaks recommend the use of cohorts.

Lunch periods have been changed to allow and support the students in hand washing before eating and recessing with a smaller group. For this reason we have created a new schedule for grades 5-8. For now, all classes will eat in their classrooms.

7:35-7:50 <i>Arrival</i>	8:10-9:05	9:05-10:00	10:05-11:00	11:05-11:25 lunch	11:25-11:45 recess	11:50-12:45	12:45-1:40	1:40-2:35	2:35-2:45 <i>(Homeroom)</i>
7:50-8:10 <i>Homeroom</i>									

Grades 5-8 will eat 11:05-11:25, recess from 11:25-11:45

Grades K-2 will eat 11:35-12:00, recess from 12:00-12:20

Grades 3-4 will eat 12:00-12:20, recess from 12:20-12:40.

Again, we will heavily rely on our parents for supervision during lunch periods. If you are able to give some time according to these schedules we welcome your support. Teachers will be asking at their Back to School night for parent/guardian volunteers. Thank you in advance for any time you can give so that we can allow the children to socialize in a safe atmosphere.

Process

1. Students will wash hands before lunch in staggering time frames with other classes.
2. Students will stay in their cohort as they eat lunch, separate from other cohorts.
3. Students will begin the year eating lunch in the classrooms. As we get comfortable with new procedures it may be possible to move to the lunchroom. What used to be 16 students to a table may now be 6-8 students/table. This will depend on the phase our county is in as the months go by.

4. Students will remain socially distant during lunch.
5. The table and desks will be wiped down before and after each meal.
6. There will not be any shared meals.
7. When we begin ordering lunches they will be served directly to the student and prepackaged.

Recess

Introduction

Recess is an important part of a child's school day. A safe and healthy recess promotes time to develop socially, emotionally, physically, and academically.

During recess, students learn and practice important social and emotional skills, such as conflict resolution, decision-making, compromise, and self-regulation. Additionally, recess provides a needed brain break and facilitates the learning process. With this in mind, the following procedures will be put in place to insure our students have a safe recess.

Philosophy

To the best extent possible, recess will continue applying safe physical contact of equipment and social distancing. The term "social distancing" refers to measures being taken to restrict where and when people can gather to stop or slow the spread of infectious disease. In general, six feet of separation is the distance that should be kept between people interacting within their peers. Games that utilize physical and social activities, yet limit physical contact will be played.

Parent volunteers are necessary for the safe and healthy recess we envision. We are grateful for any help parents can give during our lunch and recess time frame. Students (student council) are not allowed to clean tables as in the past. We ask that once we begin lunchroom eating volunteers would be able to help the cleaning process run smoothly in order for all students to get the opportunity to have lunch outside the classroom, yet in a safe environment.

Process

1. Students will go to recess using the procedures established in school operations regarding movement between the buildings.
2. Students will wash/sanitize their hands before lunch and before returning to class after recess. (Staggered time frames)
3. Students will not need to wear masks while at recess with their cohort and are playing socially distant activities, if they are unable to remain with their cohort or keep a safe distance, a cohort or student may be asked to wear masks during recess.

4. Cones with grade levels will mark the areas for each grade. Students will need to remain within that space to keep with their cohort.
 5. We are hopeful students can remain in lines with space that would allow them to play 4 Square and Knock out according to the real directions! Both of these games do not call for contact and students are distanced. Kickball is also an option for grades 3-5.
 6. Classroom equipment used at recess will be wiped after recess each day. Each class has their own kickball and basketball. We recommend students bring items to recess that will allow them in social play, but remain distant. Jump ropes, baseball cards, jacks, dolls etc. They should be sized to fit in the child's lunch box for safekeeping.
 7. Games and activities used during recess will be pre-approved by teachers as part of the safe list for limiting the spread of infectious disease.
-

Traveling Within the Building

Introduction

Movement about the building is essential and cannot be eliminated. Schools will devise a plan to allow for travel throughout the building while keeping the students and staff safe.

Philosophy

Students need to travel from the bus, to their classroom, to the lavatory and other essential areas. The specifics will differ from school to school, because each school's physical layout is different. As this plan or movement is developed, please keep in mind the strategic use of masks, social distancing and maintaining cohorts.

Process

1. As people travel about the building, masks will always be worn.
2. Directionality has been established in each school using some of the following principles:
 - Each floor has been split for one-way traveling. Like driving, students will keep to the right and follow the taped directives. One side of the hallway goes in one direction. Students changing classes will loop around following the procedures and directional lines.
 - The Annex also has lines directing 2 lanes entering for classes and two lanes with different color tape denoting exiting for classes.
 - Doors in each building have also been designated as students entering the building and classes leaving the building. This will eliminate students passing each other and allow them to remain socially distant even with masks on.
 - Planned travel will be organized so several cohorts are not in the hallway simultaneously.
3. Video of teachers modeling procedures will be shared with students. Then rehearsal of the movement will be practiced for cohorts
4. Routines will differ for grade levels, but procedures for materials to remain in one place are being structured. Grades 5-8 have cubbies for their extra books/materials. Some other classes will use Rubbermaid bins, chair pouches etc. Teachers will share this with their homerooms.
 - Increased cleaning of all commonly touched items, like railings, door knobs will be cleaned throughout the day.
5. Doors will be held open during the change of classes to avoid unnecessary touching by students.

Library

Philosophy

Library resources continue to be an integral part of the academic program.

Process

Library in the homerooms may be a possibility. Lessons about research, the different types of literature and much of the curriculum are delivered in the classroom.

1. Activities such as the introduction of authors, genres and the read aloud of books are conducted in the classroom.
2. There are many possibilities to exchange books. Students will not be going to the library to look for their own. Teachers may bring books to the classroom and then students can choose from that selection. When returning, all books will be wiped with proper disinfection products.
3. Returned books will be isolated for 72 hours before being returned to circulation.

Physical Education

Introduction

These guidelines are written with the goal of keeping the integrity of quality Physical Education programs while navigating through a “new normal.” Physical Educators will work with their Administrators to formulate protocols that fall in line with the following guidelines:

Philosophy

Physical education is an integral part of the curriculum in an elementary school and essential that it continue safely.

Process

1. Weather permitting, PE class held in outside space. Weather non-permitting, PE in the Gymnasium is preferred, PE class in classroom if needed
 2. Hand washing before and after activity
 3. Students should carry personal water bottles for hydration before, during and after activity
 4. PE teachers are trained thoroughly in sanitizing protocols set out by local schools
 5. Class equipment sanitized frequently and each class will have their own selection of materials for each day. When necessary any items needed to be reused for the next class (ex. hockey sticks) would be wiped down with disinfectant before the next class.
 6. Items will be limited for sharing throughout lessons.
 7. After cleaning, bagging equipment and tracking its use will allow for limited exposure and prevent the spread of bacteria.
 8. Designating resources to each class that only they use is a consideration
 9. Considerations for lesson planning:
 - Emphasize teaching personal health and safety and being responsible for equipment use
 - Emphasize teaching personal skill development and personal fitness concepts to promote physical distancing (utilizing fit bits for tracking fitness is being considered. This would also transition to Math lessons).
 10. Whenever possible, use social distancing activities and face coverings when social distancing is not possible
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St. Raphael Room

Introduction

When students are experiencing discomfort or potential symptoms of COVID, there needs to be a removed place where they are isolated from others with enough room that several students could sit in the room and be six- feet apart.

Philosophy

The concept is to provide a safe supervised staging area where students can wait until they are picked up from school. Any parent volunteer is welcomed during the day to help with this need. We have an Upper Darby School District nurse on Tuesdays and Fridays. Other days we are seeking volunteers to help. Even hours such as 10:00 or 11:00-1:00 would be appreciated. We recognize this as a busy time when students typically show symptoms throughout the day. Volunteers would generally be asked to take temperatures of children not feeling well. Make a call home to families to request a pick up if needed. Helping students to feel comforted while waiting is always a goal for our sick students. For those falling during recess applying band-aids is a common practice. We are grateful for your consideration and help.

Process

1. St. Raphael space will provide seating for ill students away from other students
2. Students must wear masks here
3. All who enter this space must wear a mask.
4. Chairs will be sanitized after each use
5. Disposable gloves will be worn

Virtual Learning

Cohort Instruction

Introduction

While we realize that in-person instruction has greater impact at the elementary level, the need for virtual learning has become a reality in a variety of circumstances including the pandemic-related quarantines, (including individual or small group situations) weather-related situations, and building maintenance issues. Physical presence in the classroom allows time for students to develop spiritually, socially, emotionally, physically, and academically. When this is not possible, it is important to provide a means for student learning without interruption.

Philosophy

As much as possible, instruction will continue to apply best practices incorporating our Catholic Identity and based on educational research and sound pedagogy. The term “virtual learning” refers to adapted instructional practices being utilized by means of online instruction and interaction with students using various technological devices and platforms aligned to the curriculum through various devices synchronous and asynchronous methods Virtual learning can take place in situations where students are unable to be physically present in the school building.

Process

1. St. Dorothy students grades 1-8 will use the Learning Management System (LMS), Google Classroom, to centralize materials, lessons, instruction. Assessments, feedback and communications. PreK and Kindergarten will use Class Dojo. This will require all students (1-8) to be issued a school email address for Google. Mr. Beuchele has completed those. They will be shared by the homeroom teacher. Parents please keep this login information for your child once it is received.
2. Direct instruction will take place as teachers:
 - Provide a continued focus on our Catholic identity throughout instruction and in all content areas.
 - Live-stream direct instruction for ELA, Mathematics and Religion.
 - Incorporate recorded instruction via You Tube video with follow up.
 - Provide materials that are age- and grade-appropriate.
 - Use textbook online components with timely follow-up.
3. Use assessments with timely feedback.
4. Goal is mastery of the curriculum for the year.
5. Use small group and large group instruction to meet needs of students.
6. Have regular communication with parents/guardians. Use LMS and Option C to keep aware of your child’s progress and instruction.
7. Set up a process for students to view class from home when needed.
8. Teachers will encourage age appropriate physical movement to avoid sitting too long. Include the principle of movement within lessons when possible.

Virtual Learning

For Individual Instruction

Introduction

While we realize that in-person instruction has greater impact at the elementary level, the need for virtual learning has become a reality in a variety of circumstances including the pandemic-related quarantines. Physical presence in the classroom allows time for students to develop spiritually, socially, emotionally, physically, and academically. When this is not possible, it is important to provide a means for student learning without interruption.

This guidance is for situations in which a child cannot attend class. This may be because a parent is not comfortable sending their child to school at this time or because the child must do a limited time of quarantine.

Any of these circumstances must first be communicated to Mrs. Tomasetti in writing and approved before the teacher begins Virtual classroom opportunity.

Please let Mrs. Tomasetti know by Wednesday, August 19, 2020 if you are choosing virtual instruction for your child/ren. In order not to overload one class with students and the other classroom with multiple students going virtual, we need to change our lists accordingly. This will also allow for great social distance evenly in grades.

Philosophy

The term “**virtual learning**” refers to instructional practices being utilized so a child can access what is taking place with his /her class by means of connecting virtually to the classroom in real-time.

Process

1. St. Dorothy will provide the use of the Learning Management System for each grade level to centralize materials, lessons, and instruction. Assessments, feedback and communications
2. We will provide a direct video connection to the classroom during the period the child is planned for virtual or unable to attend class due to illness.
 - Child is able to receive direct instruction by teacher for ELA, Math and Religion
 - Use textbook online components with timely follow-up
3. Use of assessments with timely feedback
4. The goal is mastery of curriculum so the child will need to stay current until they can rejoin the class.

5. Communication with parents/guardians should take place with Mrs. Tomasetti and Mrs. Callahan.
6. All Responsible Use of Technology policies apply
7. **Specific rules are necessary for virtual learning.**
 - All virtual students must be dressed for school in their uniform
 - No other technology may be present while in virtual class other than the computer being used
 - Students will conduct themselves as though they were in the classroom seat
 - Student will mute their computer for every class and unmute when they are participating with answers or asking for clarification. Chat communication is turned off during lessons.
 - Teacher classroom video will be available for bell ringer activity and direct instruction
 - Classroom computer/web cameras will be turned off and muted during classroom work and activity that is not direct instruction. Students at home will work independently until class wrap up takes place

Playbooks
Guidance for Dealing with COVID Cases

Schools will make efforts to monitor the health of their students and staff, although it is not required or suggested by the CDC. Specifically, they suggest schools and Child Care programs are **not expected** to screen children, students, or staff to identify cases of COVID-19. If a community, or specifically school, has cases of COVID-19, local health officials will help identify those individuals and follow up on next steps.

Below is some specific guidance related to situations involving the school, community and COVID-19.

If a staff member or volunteer has a confirmed case of COVID-19 we will:

1. Notify the local health officials – ask for guidance.
2. Dismiss the staff or volunteer for 2 to 5 days until health officials can determine next steps. (Depending on time frame)
3. Consider dismissal of the exposed cohort, related to the suspected case of COVID-19, according to health official guidance.
4. Discourage the cohort from outside gathering during the initial period.
5. Communicate to staff and families that there was a confirmed case – without using a name or identifying information of the person(s) involved.
6. Close off the potentially infected area for 24 hours and clean the areas that may have been infected by the identified case of COVID-19.
7. During the initial 2 to 5-day period, evaluate if any other cases related to this case were identified and decide to extend or end the cohort dismissal.
8. The staff/volunteer can return after the following conditions have been met:
 - o 3 days with no fever **and**
 - o Symptoms improved **and**
 - o 10 days since symptoms first appeared

If a student has a confirmed case of COVID-19

1. Notify local health officials to ask for guidance.
2. Dismiss the student(s) for 2 to 5 days until health officials can determine next steps. Siblings of this student would be asked to quarantine also. Only those with close contact to the positive case identified. We will follow the instructions from our health officials.
3. The individual will be comforted in the St. Raphael Space until a parent or guardian can come and take them home if they are in school when suspected.
4. Consider a dismissal of the exposed cohort related to the suspected case of COVID-19 using health official guidance for this.

5. Discourage the cohort from gathering during the initial period and the situation has been evaluated.
6. Communicate to staff and families that there was a confirmed case. Name or identifying information of the student with COVID-19 is not permitted.
7. Close off the area the person was in and wait 24 hours. Clean areas related to the identified case of COVID-19.
8. During the initial 2 to 5-day period, evaluate if any other cases related to the case were identified and decide to extend or end the cohort or sibling dismissal.
9. The student can return after the following conditions have been met:
 - 3 days with no fever **and**
 - Symptoms improved **and**
 - 10 days since symptoms first appeared

If a student or staff has a suspected case of COVID-19 or is demonstrating symptoms.

1. Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. The individual will be comforted in the St. Raphael Space until a parent or guardian can come and take them home. Individuals who are sick will go home or to a healthcare facility depending on how severe their symptoms are. CDC guidance for caring for oneself and others who are sick will be followed.
2. Provide an isolation space.
3. Call for home transportation, if necessary.
4. Can return when:
 1. 3 days with no fever **and**
 2. Symptoms improved **and**
 3. 10 days since symptoms first appeared or,
Or if cleared by a medical professional.
2. If case is confirmed, please see aforementioned section (**confirmed case of COVID-19**)

<https://www.delcopa.gov/ich/resources/coronavirus.html>

CARES

Introduction

It is integral for our schools to provide a CARES program especially during the current circumstances. For many of our students, this will be their first re-entry into the school setting. CARES is an offshoot of the regular school day; thus, all procedures in place for the school should be adhered to during the CARES program.

Philosophy

It is paramount that we provide a safe, healthy and sanitized environment for those students entrusted to our care before and after regular school hours. It is important to engage these students in a social setting which they have not experienced in months and to provide a pleasant atmosphere for them. We are the protectors and providers for these students during the hours they are entrusted to us.

1. Social and safe-distancing practices will be observed as much as possible. The cohort model will be kept within the CARES program. Students will be working at their lunch tables with their grade for PM CARES. Students will bring their pencil cases with their supplies to CARES each day. AM CARES will come to the main building and be distanced accordingly.
2. Outside visitors will not be allowed to enter the area where the CARES program is being held. Parents picking children up should ring the bell, give their child's name and their name. An adult will bring the child/ren to the door. Our security cameras and voice system have been updated to provide clear safety precautions. Children will be met at the school door both entering and leaving the building.
3. Students are responsible for providing their own snack and beverage during their time in CARES. There will be no snack sharing. Some individually wrapped snack items will be purchased for their use.
4. All employees will follow the same health checklist practices as school employees.
5. All operational guidelines put into place in the school (e.g. movement through the building, recess, etc.) will be practiced during CARES sessions.
6. CARES students will be called to the CARES room at the end of the dismissal line to eliminate them coming into contact with other dismissal lines.
7. The CARES room will be sanitized prior to student entry for the CARES program.
8. Materials used by CARES students on a regular basis will be sanitized daily.
9. Monitored hand washing and sanitizing will be done on a regular basis.
10. Teachers will do a check of each student at the start of CARES by visually monitoring for any signs of illness and asking students how they are feeling. They will follow the Playbook recommendations for any suspected illness. (Temps will be taken if needed)
11. The CARES program will comply with any emergency actions and resulting decisions that occur during the school day.
12. A phone is available to CARES personnel for communication purposes in the event a situation arises during the CARES session.

EARLY CHILDHOOD / PRE-K

Introduction

The need for careful strategic planning has become a reality in the “new-normal” circumstances including the pandemic-related quarantines. Physical presence in the classroom allows time for students to develop spiritually, socially, emotionally, physically, and academically. Care needs to be taken so that they are safe and learning in a healthy environment. This guidance is for situations in which students below the first grade are enrolled.

Philosophy

Students and their families will be provided with safe, quality, Catholic childcare in our schools and Early Learning Centers. Educators need to nurture a sense of community, curiosity and a love of learning at these beginning levels. Freedom from anxiety and a sense of happiness should permeate the students’ learning experience.

Process

1. The goal is social, physical and emotional well-being.
2. Teachers will create a well-defined plan and communicate it to parents/guardians so they know what to expect.
 - Wearing of masks by employees and children will be necessary when entering and moving through the building to their cohorts. Masks are optional in the classroom while students do work and socialize within their table groups. Teachers will explain further, but plans and organization is taking place to provide smaller groups that would allow students to play in sections at a time. Once they move to a new section Red, yellow, green etc. the toys will be sanitized with UV infrared wands.
 - Process for when a child becomes ill during school: Same as above
3. Circle time for Pre Kindergarten and PreK (large group instruction) will consist of each child in their own colored square/circle; the squares/circles will be taped to the floor.
4. Table groups will consist of 3 or 4 students. These tables will be spaced apart with colored tape for the child’s understanding of personal space. Students will move as that small cohort when working on skills, socially or at centers. This will allow for greater concentration of whom they are near and lesson the exposure. It also allows them to communicate, socialize, play and solve problems naturally.
5. Routine for cleaning and sanitizing beyond the usual procedures has been aligned with the school plans noted above.
6. Extra precautions will take place in the daily sanitizing of toys and cleaning of floors tables, chairs, doorknobs and all high touch surfaces. Safe distancing with young children becomes very difficult; therefore, the students will be kept in cohorts as much as possible.
7. Health checks will be done at home by parents/guardians and the staff will follow protocols for daily check ins to make sure your child is feeling well.
8. If virtual learning takes place, teachers will turn on virtual learning for the instructional portion of the lesson. Parents would need to support children in making sure the work is

being completed correctly and then turned in. ClassDojo will be the virtual platform that the Preschool will be using. Students in class will not be part of the virtual camera during this time.

9. Teachers will wear the mask and shield when traveling around to your children in their small cohorts.
10. We will follow the directives established by the CSO task force in all other areas—building management, Catholic Identity, Trauma, CARES, etc.
11. Snack time routine will consist of the teachers wearing gloves to distribute a snack. Each child will receive a cup/bowl filled with the snack of the day and a cup of water.

Mental Health/Whole Health

Introduction

- It is important to educate and support teachers, staff and families on how to help students successfully and effectively transition back into school in a healthy manner.
- Students need to be in school to support whole health development. For the following reasons: Let us briefly say a bit more:

While school closures might have been reasonable as part of the early pandemic response, current evidence and experience support the concept that children can return to school in a manner that maximizes children's health and minimizes risks from a public health perspective. We are doing all we can to make this in person experience a safe reality.

Consequently, whole health including mental health is our focus. Supporting views include those expressed by the HHS Assistant Secretary for Mental Health and Substance Use (Dr. Elinor F McCance-Katz) and Children's Hospital of Philadelphia (CHOP) - Policy Lab. (Dr. David Rubin at policylab.chop.edu).

Philosophy

It is our philosophy, that through a holistic approach of mind, body and spirit, we provide necessary mental and whole health support along with interventions as needed for students to have a safe and effective transition to a new school year, as well as provide additional support as needed

General Process of our school: We have/will

- Established a safe environment to learn
- Recognize the signs and symptoms when a student is at risk
- Continue to emphasize the importance of mandated reporting
- Communicate with the parents/guardians during the summer months to prepare the student to return to school from a social-emotional standpoint
- Working with the Intermediate Units to provide intervention
- Survey parents and providing resources during the summer and continue to check-in during the school year
- Help students work on coping skills and resiliency
- Help teachers with anxiety that they might be facing and that administration will support them with training so they are reassured
- Support teachers collaborating with each other prior to the beginning of the school year

Student Awareness

Introduction

COVID-19 and the resulting shut down of activities that students were accustomed to, have created greater anxiety in many students. It is important to take steps to educate students in a manner that does not heighten fear and anxiety.

Goal – To develop activities that will help students learn about covid-19 in a rational and non-threatening manner.

Process –

- Provide lessons on covid-19 the precautions and steps to take to prevent the spread of the disease.
 - These include:
 - Frequent hand washing, social distancing
 - Staying within the cohort
 - No exposing others to sickness
 - Coughing in a safe manner/into elbow, away from people
 - Sneezing into your elbow/tissue
- Create activities in which students can use their creativity to display their knowledge of preventative techniques and the need to treat each other as normal
 - Art/poster contest
 - Video performed by students

After School Activities

Introduction

Catholic School buildings are regularly used by various groups and activities after school hours. During the Corona virus, these activities may need to be curtailed or modified. The After-School Activities subcommittee of the Catholic Schools Onward, CSO, will make recommendations.

Philosophy

Our students have experienced significant challenges since the shutdown on March 13, 2020. Where possible, keeping as many after school activities running, will help our students.

Process

1. Each principal is asked to examine the after-school activities in the school: Science Explorers, Band, School play and Forensics. This does not include parish activities, such as PREP/CCD, which is up to the decision of the Pastor.
 - Plans to either use the webcams and do virtual PREP or utilizing common space for classrooms such as church, gym, Science and Art lab will allow in person classes to take place without using the homeroom classrooms. That decision will be made by Father Murphy and Mrs. Phelan. All areas will be sanitized when finished being used.
2. If there is a room available, where students may be socially distant and possibly stay close to their cohorts, after school activities may continue. All rooms must be disinfected after use by the activity/club. Science Explorers uses the Science lab and allows for students to spread out. They are considering Virtual Science lessons. More information if forthcoming.
3. Only students enrolled in the school during the day may attend the after-school activities.
4. Home and School Meetings and Back to School nights will take place virtually this year. Those dates are forthcoming.
5. Outside Groups: outside visitors will be restricted from the school. If groups such as senior citizens have space not utilized by students, the pastor makes the decision if their club may continue. Space would need to be disinfected after their use. The pastor makes the decision for Men's basketball and other such groups. If permitted, proper sanitation procedures must be in place.
6. If and when a decision is made regarding CYO Sports, recommendations will then be made regarding use of the buildings. Governor Wolf at this time has suspended sports until January 2021.

Other Considerations.

- The same guidelines that apply to CARES would be used with After School Activities



AN EDUCATIONAL JOURNEY
GIVING WITNESS TO CHRIST

Parent/Guardian Covid-19 Precaution Consent Form

As the parent/guardian of _____ (family name) we agree to the conditions and expectations necessary for our child/ren to return to school during this Covid-19 school year. We agree to the necessary steps to assure the health and safety of the faculty, students, cohort and school.

Each Day We Will:

- Take temperatures of our child/ren before leaving for school
- Keep children home if they complain of not feeling well
- Create a procedure that assures my child/ren has time to get washed/cleaned before leaving for school
- Provide clean uniforms
- Report to school jcallhan@stdots.com when a family member has been in personal contact with someone positive for Covid-19
- Teach and model for our children safe coughing and sneezing procedures into the elbow or a tissue when possible
- Promote washing of hands often

We recognize our partnership and agree to work together for the benefit of all at risk. Thank you for joining us in our great effort to provide the educational environment needed (spiritual, social, emotional, and academic) for well-adjusted students.

Parent/Guardian: _____

Parent/Guardian: _____

Child/ren: (please print)

_____ grade: _____

Please return with the youngest child on our first day of school, August 31, 2020