

St. Kieran Catholic School Reopen Plan 20-21 School Year

Please note that these policies and procedures are based on guidance from the San Diego County Office of Education, the California Department of Public Health, the Center for Disease Control, the San Diego County Public Health Order, and the Diocese of San Diego as of July 18, 2020. All policies will be updated as new information is gathered. The most recent changes to this document will be highlighted in yellow.

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Section One: Referenced Documents

This section contains the documents used as guidance and the policies and procedures required from the California Public Health Order regarding best and safest practices to combat the spread of COVID-19. The guidance has been used to dictate the policies and procedures we will institute at SKCS as we reopen to ensure we are following best and safest practices.

Under each heading, you will find a hyperlink to the document. These documents and guidelines are subject to change as we learn and receive more information about the current state of the pandemic.

1. [San Diego County Office of Education Reopen Plan](#)
2. [California Department of Public Health COVID-19 Industry Guidance: Schools and School-Based Programs \(published June 17, 2020\)](#)
3. [Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)
4. [Center for Disease Control Guidelines for Reopening Schools](#)
5. [San Diego County Public Health Order \(effective July 15, 2020\)](#)
6. [Diocese of San Diego Office for Schools- School Re-Engagement](#)
7. American Academy of Pediatrics [COVID-19 Planning Considerations: Guidance for School Re-entry](#) (Last Updated: 6/25/2020)

Section Two: General Health and Safety Guidelines

This section contains the general health and safety policies that SKCS will be implementing beginning on the first day of school, August 31, 2020 until further notice. All policies have been made in accordance with the documents referenced in Section One and are in the best interest of the students, faculty and staff.

1. Training and Education for Staff and Families

All staff will be trained and families provided with educational materials in the following safety actions:

- Enhanced sanitation practices
- Physical distancing guidelines and their importance
- Proper use, removal, and washing of face coverings
- Screening practices
- How COVID-19 is spread
- COVID-19 specific symptom identification
- Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID19.
- For workers, COVID-19 specific symptom identification and when to seek medical attention
- SKCS' plan and procedures to follow when children or adults become sick at school.
- SKCS' plan and procedures to protect workers from COVID19 illness.

2. Screening for symptoms at home

We strongly encourage all parents to screen their children at home for signs for symptoms of illness **PRIOR** to coming to school. This will reduce the amount of times you will be asked to keep your child at home, as

the guidelines around symptoms and illnesses are much stricter at this time. To screen your child prior to school arrival, please assess the following:

- Does your child have?
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell

If your child has any of these symptoms **OR** has been in direct contact with someone who has tested positive for COVID-19, please keep them at home prior to coming to school.

If you plan on keeping your child at home due to illness, you are obligated to call and inform the school of their symptoms and if they have been seen by a doctor. If they have seen a doctor, you are obligated to inform the school of his or her diagnosis.

3. Arrival and Screening procedures

If your child is healthy and ready to come to school, please note the following procedures to ensure the safety and health of all students, faculty and staff:

- School drop off will occur between 7:45 am and 8:15 am to reduce the amount of traffic
- The **ONLY** option for school drop off is using the St. Kieran Way entrance off Greenfield Drive. The cul de sac by the school office may NOT be used for drop off.
- When you drop your child off, your child's temperature will either be checked (using a no touch thermometer) in the drop off line while they are still in the car or if you choose to park in the parking lot and walk your child to the playground, there will be a temperature check station available. Your child's temperature will be checked and your child will be screened for signs, symptoms and contact of COVID-19 by your answers to the questionnaire. At least one parent **MUST REMAIN** with their child (either in the car at drop off line or at the screening station) until their child has been cleared and the child and parent must wear a face covering. If the child exhibits any of the signs, symptoms or have had contact with COVID-19, you will be required to take them home. The procedures regarding sick children are in the sections below.
- While you are waiting to be screened at the station, please maintain 6 feet distance from other families, to ensure the safety and health of everyone.
- All health information regarding students will be kept confidential and stored in a safe and secure location. The information will only be used by employees of the school.
- After a student has been cleared as healthy for school, they will walk directly to their designated class line on the school playground, where they will remain on their designated spot, six feet away from all other people. Their teacher will lead students to their classroom at 8:15. Teachers will

escort their students, single file maintaining six foot distancing, to the exterior doors of their classroom to avoid using the interior hallway.

- If a student does not pass the health screening, the parent must take them home and keep the school informed of symptoms. See below on the policy of students returning to campus after an illness. Refusal to comply with the sick policy will result in a meeting with administration and potentially result in consequences up to and including expulsion from the school.

4. Sick student guidelines

The following are the guidelines for health screening children either at school arrival or if they fall ill during the day:

- Fever (100 degrees or higher)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Contact with any person who has tested positive for COVID-19

If a child exhibits any of these symptoms at the arrival screening, they will not be allowed on campus. If a child exhibits any of these symptoms during the school day, they will be taken to the school office and placed in isolation in the school library (which is being used only as an isolation room this year) and their parent will be called to pick them up immediately. A parent **MUST** pick them up and take them home as soon as possible.

If a child has an identified condition that will result in a positive screening (i.e. allergies, eczema, migraines, asthma, etc.), the school may use their discretion in allowing the student to enter campus.

Families will be encouraged to have their child tested and the school will provide instructions on how to access testing. The school will request a doctor's clearance or written results of a negative test before students are eligible to return to campus.

If a student tests positive for COVID-19, the student will be sent home and required to self isolate for 10 days since the onset of symptoms or the test date. Those in contact will be isolated for 14 days after the last day the case was present at school while infectious.

If a student has symptoms but tests negative, they may return to school 3 days after symptoms resolve.

If a student has close contact with a positive case of COVID-19, they must self isolate for 14 days after last exposure before returning to school. Testing is strongly recommended.

If a student has symptoms of COVID-19 but cannot get access to testing, they must self isolate at home and meet the following requirements:

They have met CDC criteria to discontinue home isolation, including

- 3 days with no fever without medication
- symptoms have improved **AND**
- 10 days since symptoms first appeared

If a student shows a pattern of any of these symptoms throughout the school day, the school is obligated to remove the student from the classroom. They will be required to stay in the designated isolation room (formerly the School Library) with a face covering until a parent picks them up to go home.

Please refer to the Instruction and Learning section for policies and procedures around the opportunity to live stream classes for children who must remain home but are well enough to do school work.

5. **Staff Health Screening and Sick staff guidelines**

Teachers and staff will be held to the same health guidelines stated above in the student section. Below are the following procedures in place for staff:

- Teachers are encouraged to self-screen at home prior to coming to school using the regulations stated above.
- Upon arrival at school, teachers will submit to a health screening and temperature check, which will be recorded in a confidential binder and be screened using the questionnaire to assess signs, symptoms and contact with COVID-19. If their temperature is above 100 degrees or they identify signs, symptoms or contact with COVID-19, they will be sent home immediately.
- All health information regarding faculty and staff will be kept confidential and stored in a safe and secure location. The information will only be used by employees of the school.
- If teachers and staff are deemed healthy after the screening, they will wash their hands before entering the classrooms.
- If throughout the day, a teacher or staff member develops a fever or any symptoms, they will be sent home immediately.
- If a substitute teacher is required, they will also be screened following our policies and procedures designated for teachers and staff.
- Teachers and staff will be allowed to return to campus if they meet the guidelines listed above in the sick student section.
- Staff has been trained on how to access COVID-19 testing and will receive testing periodically in accordance with County guidelines.

Please refer to the Instruction and Learning section for policies and procedures around the opportunity to live stream classes for teachers who must remain home but are well enough to teach.

6. **Contact Tracing**

The school community will be notified if we are made aware of any positive COVID-19 cases both on and off campus, while still maintaining confidentiality. If a member of the household or person who the family has had contact with tests positive for COVID-19, we ask that all families inform the school immediately. Please read more regarding positive cases on campus in the Cleaning and Sanitation Procedures section.

If the school is made aware of a positive COVID-19 case, we will document and track incidents of possible exposure and notify health officials, while still maintaining confidentiality.

7. Travel Guidelines

If a child, household member, teacher or staff member travels outside the country, they are required to inform the Principal.

If a child, household member, teacher or staff member travels to another country with widespread community transmission, they will be required to remain in isolation at home for 14 days after their return home before coming back to school.

If a child, household member, teacher or staff member travels on a cruise ship or river boat, they must use the following regulations:

- Self-monitor for symptoms
 - Check temperature twice a day
 - Watch for fever, cough, shortness of breath, and [other symptoms](#) of COVID-19
- Avoid contact with [people at higher risk for severe illness](#)
- Follow [CDC guidance](#) if symptoms develop

If a child, household member, teacher or staff member travels to another state with widespread community transmission, they must use the following regulations:

- [Practice social distancing](#)
- Be alert for symptoms
 - Watch for fever, cough, shortness of breath, and [other symptoms](#) of COVID-19
 - Take temperature if symptoms develop
- Follow [CDC guidance](#) if symptoms develop

SKCS would appreciate open communication around travel and potential exposure to keep everyone safe during this time. After travel, everyone is expected to continue using the daily temperature checks and screenings to ensure health and safety.

8. Face coverings policy for teachers, parents and students

All teachers and staff will be required to wear either a cloth face covering or face shield (with neck gaiter) while they are coming to and from campus and working with students.

All students will be required to wear cloth face coverings during their arrival and dismissal from school. They will also be required to wear them when moving throughout hallways, to the bathroom and to and from recess and lunch.

Students in grades 3-8 will be required to wear their face covering in class during instruction if they cannot maintain six feet of social distancing. Students in grades TK-2 are strongly encouraged, but not required to

wear a face covering in class. Due to the increase in the amount of time students will wear face coverings throughout the day, teachers will provide additional periodic breaks outside where the students can safely take them off if they are 6 feet apart. All classroom desks have been arranged in a way to ensure all students are at least 6 feet apart. Teacher desks are a minimum of six feet from student desks. Outdoor spaces will be used whenever possible for learning.

Students do not have to wear face coverings while they are eating snacks or lunch.

Students will be required to wear their face coverings while they play at recess and lunch if they are unable to maintain social distancing (minimum 6 feet apart). If students are able to maintain social distance during recess or lunch, they still must have their face covering with them in the event that the 6 feet distance is broken. High intensity activities will not be allowed during recess and lunch due to the face coverings (if they are worn). Wearing face coverings during this time allows for slightly more flexibility in their ability to play more closely with their classmates while still practicing safety measures.

For more information regarding Recess and Lunch procedures, please read the Physical Distancing on Campus Section.

Students must bring their own face mask from home. Face masks may have designs as long as they are school appropriate. The school will have disposable face masks available if a child forgets to bring theirs and they will receive it at the arrival screening station. After each day of use, the cloth face covering should be washed thoroughly before reuse.

9. Dismissal procedure

At the end of each school day, all students will return to their designated lines on the school playground under the supervision of their teacher. All students must be picked up from the playground, no one may use the cul de sac for pick up. Dismissal will last from 2:45-3:15 pm each day and 12:00-12:30 pm on minimum days.

Cars will assemble in a pick-up line to retrieve students. Students will watch for their parent. Parent will say student name to staff member on duty. Staff member will alert student, who will be waiting and watching for parent from designated class line on playground.

When using the car drop off line, please remember patience as there will be more wait time. Please also make sure all parents use a face covering when speaking to staff members.

If you are using the church parking lot and greeting your child in person, please ensure you are wearing a face covering and maintain 6 feet of distance between other parents and students to ensure the safety of everyone.

As mentioned above, the students will be required to wear their face covering during the dismissal process.

10. Visitor policy

At this time, only essential visitors will be allowed to come onto campus. This means we cannot unfortunately have parents or volunteers helping in the classrooms.

If you have to come to school for a meeting or with an urgent matter between the hours of 8 am and 3 pm, please use the Camillo Way entrance. **PLEASE** call before coming if you do not have an appointment to ensure that we can help you safely. Appointments with teachers and staff are strongly encouraged so that we can ensure safety of everyone.

If you come to campus, you will be required to wear a face covering and meetings will be held maintaining a 6 foot distance between parties. All visitors will be screened by having their temperature checked and identifying signs, symptoms or contact with COVID-19.

11. School closure guidelines

SKCS will follow current, up-to-date diocesan and public health order guidelines regarding the temporary closure of campus.

When a student, teacher or staff member tests positive for COVID-19 and has exposed others at school, the following steps will be implemented:

- In consultation with the local public health department, it will be decided whether a school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- Given standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate.
- Additional close contacts at school outside of a classroom should also self isolate
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- The school community will be notified if such an occurrence happens within 24 hours of the school knowing of a positive test result.
- If a school closure happens, all members of the community should maintain social distancing and avoid gatherings.
- If a school closure happens, depending on the timing, we will move to a distance learning structure. More information around distance learning can be found in the Instruction and Learning Section.

12. School communication

If students or staff are exposed to COVID-19 or any confirmed cases of COVID-19 occur on campus, the County Health Department, the Diocesan Office for Schools (specifically Director John Galvan), St. Kieran parents and staff will be notified as appropriate and in compliance with County Health guidelines and FERPA (Family Educational Rights and Privacy Act) and HIPPA (Health Insurance Portability and Accountability Act) requirements.

Communication between home and school is vital during this time. The school community can expect to receive school wide communication from the Principal weekly through email. The Principal will communicate more regularly if needed to keep our school community updated on all matters regarding school safety.

In an attempt to reduce the amount of transmission and exposure, our school will be removing the amount of paper we distribute. Therefore, we are requiring parents to utilize School Speak for all of the necessary resources. SKCS will ensure all forms and documents are made available to parents through either email or School Speak. The school calendar is also available through School Speak, as well as progress reports. We are strongly urging all parents to update their School Speak profiles **REGULARLY** to reflect the most accurate contact information. This includes email and cell phone.

At this time, we will not be sending home monthly folders and all materials will be sent digitally.

If you require any printed materials, please ask the office staff and they will do their best to accommodate.

Section Three: Catholic Identity

Our Catholic identity is the cornerstone of our school. While we must comply with health and safety regulations, we can be creative in how we bring our faith to life among our school community. This section details modifications and opportunities for our school to maintain an active faith life.

1. Mass Policy

SKCS plans to continue to hold weekly Masses on Wednesdays.

Due to the current restrictions, Mass will be held outdoors. When Mass is permitted to return to inside the church, due to the restrictions regarding capacity (100 person maximum), the students will rotate attending Mass every other week, so they will attend Mass in person twice a month. The other two times they are not physically in Mass, they will watch a live streamed Mass from their classrooms.

To ensure the safety of everyone, the following Diocesan guidelines will be used when the restrictions are lifted and the school may return to indoor Mass:

- Face coverings will be worn by all who attend Mass
- Students will sit with their class but maintain social distancing throughout the Church pews
- During this time, we will suspend the Choir and student participation of altar serving until restrictions are lifted
- There is no physical touching during the Sign of Peace or singing during Mass
- All who intend to receive communion will do so at the end of Mass and proceed to the exit to walk back to class with their teacher
- Parents are welcome to join us for Mass as long as they wear a face covering and sit social distanced in the unused pews
 - All members of the community who attend Mass will need to write down their name and phone number in attempt to assist in contact tracing

- Teachers will bring rosters for students to Mass, but parents and other community members must comply with these rules as well
- **Parents must know that if the church has reached capacity, they will not be able to join us for Mass that day**

2. Daily prayer/reflection opportunities

Each Monday, we will begin our week with an outdoor morning assembly. Students will sit in their lines on the playground. Fr Ben will lead the school in prayer and Mrs. Provo and the Student Council officers will lead the pledge of allegiance and announcements.

At the beginning of class, before and after meals, and at the end of the school day, the students will still be able to pray together as a class.

Students will continue to have dedicated class time for Religion, which will continue to allow them to explore and deepen their faith, as well as reflect on their relationship with God. In addition to Religion class, students will continue to participate in our faith traditions and service opportunities.

3. Engagement of families with faith

We know that family and faith go hand in hand and we are determined to be creative in how we integrate our faith community at SKCS. As stated above, we will be able to welcome parents to join us for weekly Mass, as long as proper guidelines are met and capacity allows it. We would also like to continue our SKCS Parent Prayer Group, which meets weekly, and transition the meetings to a virtual platform, so we can gather together from our homes or work and pray together.

Our school and parents must partner together in our mission of providing a faith-based education to students. The school will continue to explore multiple ways to engage in our faith as a community while still obeying public guidelines.

Section Four: Physical Distancing on Campus

This section is intended to provide insight into the physical school layout, which will adhere to health guidelines, and promote a place where productive learning and play can exist.

1. Classroom setup

Each grade level will be assigned a specific classroom, where all of their instruction will occur (except PE and technology class). If the students have different teachers for different grade levels, the students will remain in their base classroom while the teachers rotate. The students will not be left unsupervised.

Adhering to local and state guidance, all students will be 6 feet apart from one another whenever feasible to ensure social distancing. Student desks will be six feet apart. Teachers are still equipped to deliver a blended learning model within this framework and will institute opportunities for collaboration within these limits. Teachers will maintain appropriate distance from students for their safety but will adhere to the students' social, emotional and academic needs first. Teacher desks are a minimum of six feet from student desks.

2. Student Schedules and Movement Within the School

Students' schedules have been specifically designed to limit the amount of contact they have with students in other grades while on campus to reduce the risk of transmission. Students' schedules are designed in a cohort based model, which means they will interact only with their grade level physically in the classroom, and outside for recess, lunch and PE. This involves two staggered recess and lunch times at designated locations.

Students will enter and exit classrooms from the exterior doors, reserving the interior hallway for access to the restrooms or water bottle filling station, or weekly technology lab. The interior hallway floor will be taped off to indicate one-way traffic lanes. Bulletin boards and display tables have been removed from the interior hallway to remove reasons to linger in shared spaces.

Staff will enter and exit classrooms from exterior doors. Staff will be provided additional outdoor seating to increase ability to social distance during breaks.

While SKCS prides itself on providing mixed grade level opportunities for students to collaborate with their schoolmates, we realize that doing this in person violates local and state guidance. However, through the use of technology such as Google Meets, we plan on still providing opportunities for students to engage in buddy time and mixed age level groupings virtually.

3. Recess/ Lunch policy

Prior to coming to lunch and recess, students will visit their designated handwashing station to thoroughly wash their hands. Face coverings will be worn to and from recess. The students will be supervised by a teacher throughout the duration of recess and lunch.

Eating Policies:

- Students will sit at their designated lunch area. There will be markers indicating where the students are able to sit. Face coverings will be removed for eating and drinking.
- Once students are done eating, they will receive hand sanitizer from their supervising teacher.
- The teacher or custodian will wipe down the tables and benches where children sit to prepare for the next class.

Playing Policies:

- SKCS recognizes that play is a huge part of the school experience. We also understand it is nearly impossible to have students play 6 feet apart. Under current guidelines and to allow slightly more freedom to students at play time, face coverings must be worn unless the students can ensure a 6 foot distance from one another.
- High intensity activities will be prohibited during play time, as it is not safe to do with a face covering.
- Students will still not be allowed to touch other students and cannot share play equipment. Students will be encouraged to engage in parallel play.
- Each grade level will have a designated bin of appropriate play equipment, which will not be shared with other grade levels. Students can ask permission to use a piece of equipment to play with,

however, they have to use that equipment for the duration of play time and cannot share with another student.

- After play time is over, the equipment will be sanitized.
- Students will be allowed to bring play equipment from home for individual play.

4. PE Policy

PE will be taught to students twice a week by grade level, meaning PE classes are no longer combined. Similar to the Play Section above, each grade level will have a designated bin of equipment they can also utilize for PE, although not every class will require equipment. Equipment will not be shared and will be sanitized after each class's use.

Face coverings will be worn to and from PE. Depending on the planned activity and the ability to socially distance, face coverings might be required for PE. We want students to play safely and enjoy themselves, but we must obey health and safety guidelines.

Other PE options may include circuit training and movement classes led by the PE teacher.

5. Supply policy

Due to health concerns regarding students sharing supplies, each student will be required to bring and use their own supplies during the school day. Backpacks will be left outside the classroom and each student's desk has a storage place to house the items they need during the day. Each student will be required to bring their own supply case to ensure that their supplies can be kept in a safe and condensed place. Please label all of your student's supplies so they do not get lost or mixed up.

If for whatever reason, a student needs to borrow supplies from the school or teacher, it will be sanitized before and after student use.

6. Technology policy

All students must provide their own ear buds or head phones to be used during technology class or with school devices. All school devices will be sanitized between student use.

If the school must return to distance learning, the school will offer a loaned device program, given that the families sign the Special Technology Use waiver.

7. Assembly/Gathering policy

Under the current guidelines and due to our enrollment, we will not be permitted to hold whole school physical gatherings at this time unless they are held outdoors with physical distancing in place, such as Mass or morning assembly. Other school wide gatherings will be done virtually unless we are able to divide the school up into small groups and still maintain social distancing.

Field trips will not occur until it is safer to do so.

We will continue to monitor the situation and will be happy to transition our events, assemblies and gatherings to in-person when it's safe. Otherwise, we can assume they will be held virtually, postponed or cancelled.

8. Before and After School Care guidelines

SKCS recognizes that before and after school care provides a vital service to our families. Daycare will be available before school, beginning at 6:30 am and after school until 6:00 pm, as usual.

Students must be screened for COVID-19 symptoms prior to being dropped off at Before School Care, following the same routine as school drop off. Screening will be performed by the daycare director. After school, students who have not been picked up by 3:15 will go to After School Care.

Students in Care will maintain social distancing and the use of face coverings as prescribed. During Care, students may bring appropriate activities from home for playtime or use individual equipment/toys/games from the daycare supplies that will be sanitized between use.

When parents come to pick up their children from After School Care, they will not sign their children out. This will be done by our daycare director in their presence to avoid contact. Parents must wear masks and following social distancing protocols when picking up children from Care.

As much as is feasible, Before and After School Care will take place outside, based out of the lunch table area.

Section Five: Cleaning and Sanitization Procedures

This section indicates the different commitments each group will make towards ensuring the campus and those on campus are safe and healthy.

1. School cleaning and sanitization procedures

SKCS has hired an additional custodian specifically to attend to frequent cleaning and sanitation.

Prior to the school's re-opening, all classrooms will be professionally cleaned.

Throughout the school day, restrooms and high touch surfaces in common areas will be wiped down hourly.

At the end of each school day, each space used by either teachers, students or staff, will be sanitized thoroughly so that when people arrive the next morning, the campus is safe and healthy. All products used to sanitize will be safe in terms of exposure.

After play equipment is used by individual students, it will be sanitized thoroughly before reuse.

After the lunch tables have been occupied, they will be sanitized before the next group's use.

Each grade level will have hand sanitizer available for use all day. Each grade level will also be assigned a specific hand washing station for use throughout the day.

If there is exposure on campus to a positive case of COVID-19, the locations of extreme exposure will be closed off for at least 24 hours so that the school can thoroughly disinfect the area.

2. Teacher cleaning and sanitization procedures

Teachers will be responsible for sanitizing any used items in their classroom (i.e. supplies, technology, etc.) at the end of the school day before they are used again.

3. Student cleaning procedures

Students will not be involved in the sanitizing process of surfaces or classrooms. Students will be responsible for cleaning their own hands before they enter school in the morning, before recess, before they eat, after lunch and at the end of the day.

4. Healthy Hygiene Practices

Students and staff will be encouraged to wash hands frequently and use hand sanitizer when soap and water is not available. Each classroom will have hand sanitizer stations by the classroom doors to be used upon entering or leaving the room. The school will install two outdoor hand washing stations in addition to the existing restrooms to increase hand washing and decrease mixing of cohorts. Classes will follow a schedule of hand washing when returning from recess or going to or returning from lunch. Hand washing stations are included in the schedule of hourly disinfecting. Teachers will explicitly teach, model, and require healthy hygiene from students.

Section Six: Instruction and Learning

This section details the instruction and learning expectations based on a socially distanced model. Since the resurgence of COVID-19 brings the potential of more school closures, SKCS aims to be proactive in creating a system that is smooth and easily transferred to a distance learning model. SKCS also recognizes the extreme importance of adding in additional social emotional learning opportunities for students as they transition back to school after many months apart.

1. Digital Learning Platform

SKCS will continue to use Google as its operating system, and expand use of Google Classroom to all grades. Each student will receive a Google username and password which allows them access to Google Suite for Education. Such features include Classroom, Meet, Docs, Sheets, etc.

From the start of the school year, all grades will have class resources, materials, and access through Google Classroom, which can be accessed both at home and at school. Parents each have access to the platform and each it has settings to inform parents of student progress.

While most materials will be available digitally, students will be provided with textbooks for distance learning. Grades kindergarten through fifth will also receive weekly work packets from their consumable text books. New packets will be picked up and finished work dropped off on Fridays.

The advantage to having most classroom materials available on a digital platform all year are many, but there are two main reasons for members of the SKCS community. First of all, in the event of another mandated school closure, the transition to distance learning is much easier and seamless for the students. Secondly, since the guidelines regarding sick students are much stricter than before, this allows students much easier access to their classes if they are home but well enough to engage in their school work. Both are explained in more detail in the section below.

2. Distance Learning Platform

There are three scenarios in which a student would need to access class materials through distance learning: 1) if the school is required to close temporarily due to COVID-19, 2) the student is mandated to remain at home while they are ill, have travelled internationally or have been exposed to COVID-19, or 3) a family elects to use the Distance Learning Option after schools reopen, until they feel safe returning to in-person learning. Each scenario is described below.

- School Closure
 - In the event that the school is required to close due to COVID-19, we will transition to distance learning
 - Each student will have a Google classroom account where they will access their schedule, assignments, and online resources. As much as possible, it will be a “one stop shop”.
 - Each teacher will post the weekly schedule Monday morning in Google classroom, with links to online resources embedded in the schedule.
 - Teachers will take attendance daily by a daily check-in on Google Classroom.
 - Students will experience a balance of synchronous, asynchronous, and online learning. Synchronous learning is when all students log onto Google Meets with their teacher and conduct a live lesson. Asynchronous learning is when teachers will pre-record lessons and make them available to students to watch any time throughout the day. Online learning is when students learn from online resources, such as Mystery Science or links provided by teachers.
 - A portion of each school day will be spent in synchronous (live) learning.
 - When attending class remotely, all students should be dressed in their SKCS uniform, and seated at a table or desk at home.
 - Teachers will utilize small group meetings when applicable.
 - Students will access their class materials through their Google Classroom, teacher provided work packets, or online resources (such as Mystery Science or Moby Max) when applicable and turn in any necessary work or assessments to their teachers remotely (or on drop off days for packets).
 - Weekly work will be assigned Monday and due the following Sunday, giving families flexibility for assignments and teachers the opportunity to provide timely feedback.
 - Students in grades kindergarten through fifth will also complete some of their assignments in work packets provided weekly by the classroom teacher. These will be available for pick up and drop off every Friday, allowing the teacher the opportunity to give timely feedback. These grades will have a blend of online and paper assignments.

- Students will have the opportunity to re-do any online assessments they choose throughout the grading period, allowing for students to conference with teachers on concepts they may not understand.
 - Students will have the opportunity to meet with teachers virtually for individual help if needed.
 - If students do not attend synchronous classes or fall behind on assignments, the school will communicate with the family until improvement is shown.
 - Students will have PE and technology classes via Google classroom as well as their core subjects.
 - Instruction during virtual class meetings will be recorded and made available to families whose work schedules prevent them from accessing meetings during regularly scheduled times.
- Mandated student isolation/sickness
 - See the guidelines in the Sick student policies section regarding mandated student isolation or sickness.
 - If a student is at home but still able to attend class, they will take attendance in Google classroom so their teachers are aware of their presence.
 - Each teacher will have a device in their classrooms in the event that they need to live stream a class via Google Meet so that a student who is at home can “attend” class.
 - The student at home will log onto Google Meet at the appropriate class time on their schedule. They should be muted for the duration of class unless they have a question or the teacher chooses to allow them to participate. If attending class remotely, the student should be dressed in their SKCS uniform.
 - Most work that the class is working on in-person will be available to the student through their digital learning platform, so that they do not miss out on learning opportunities.
 - Since the teacher will have an in-person class, the student should expect to ask their teacher questions in the chat box or via email. The student must have patience since the teacher might need time to respond to their question.
- Distance Learning Option After Schools Reopen
 - For a variety of reasons, some families may choose to have their student remain in distance learning after schools reopen for in-person learning.
 - These students will access their assignments in Google classroom.
 - They will take attendance in Google classroom so their teachers are aware of their presence.
 - Each teacher will have a device in their classrooms in the event that they need to live stream a class via Google Meet so that a student who is at home can “attend” class.
 - The student at home will log onto Google Meet at the appropriate class time on their schedule. They should be muted for the duration of class unless they have a question or the teacher chooses to allow them to participate. If attending class remotely, the student should be dressed in their SKCS uniform.
 - Most work that the class is working on in-person will be available to the student through their digital learning platform, so that they do not miss out on learning opportunities.

- Since the teacher will have an in-person class, the student should expect to ask their teacher questions in the chat box or via email. The student must have patience since the teacher might need time to respond to their question.

3. Grading Policy

When we first transitioned to distance learning, and everyone was getting used to it, we elected to use a CREDIT/NO CREDIT grading system. Going forward, we are ready to return to our traditional grading model, with the emphasis on learning, as always. We feel this will be the most effective way to communicate progress as we toggle between in-person and distance learning, if needed.

Subject grades will be based on students' mastery of material. Study skills and responsible behavior grades will reflect effort, organization, and completion of assignments.

4. Instructional Considerations

With the limitations provided to ensure every student, teacher and staff member's safety, we know that school will both look and feel different. We are happy to adjust our plan as restrictions change, but what will remain is that students will feel safe, loved and cared for on campus. We also hope to continue to foster their love of learning.

While under these new restrictions, students cannot move throughout the room like before, teachers will be intentional by still planning ways for students to collaborate from their seat, whether verbally or virtually. Group projects and discussions are still very possible and will occur.

Teachers will also be very aware of the amount of time students are on their screens. While we know more screen time might be necessary in the interest of maintaining connection, it won't be used unnecessarily.

Much of the learning process is hands-on. Typically, those hands-on resources are shared among the class. Teachers are prepared to modify those activities so that students can still experience learning through exploration and inquiry, but the sharing of supplies and materials cannot happen. This is where parallel exploration will come into play, where students each have their own set of materials and can experience learning together and individually.

Lastly, we are examining our homework procedures. Homework should not be given unless it enhances the spirit of learning. This is true now more than ever. Students' return to school will be exciting, but we also anticipate some underlying stress and anxiety. We are still very much in a pandemic and we know that everyone has dealt with this differently and experienced it in very different ways. We want students to WANT to come to school and when they are home, have time to relax, decompress and spend time with their loved ones. This does not mean there won't ever be things students need to do at home- it means we want to prioritize family connection amidst a stressful time.

5. Social Emotional Learning

In accordance with what I just mentioned, SKCS wants to prioritize the social emotional learning of our students. As stated, the return of physical school brings a large array of emotions, and we want students to feel safe when they step onto our campus, knowing that the new rules and regulations seem intimidating.

While we know academic instruction is important, we also know (and research confirms) that students cannot learn in an environment where they don't feel safe or supported. As we transition back, either to more distance learning or to physical school, we want to establish our safe environment first, so that learning can occur. Teachers are spending a lot of time crafting specific ways to address the students' social emotional needs every single day.

6. Staff Training and Family Education

St. Kieran staff was trained on the school's Reopening Plan and County health and safety requirements during summer staff meetings. The school's Reopening Plan, with guidelines and requirements therein, was emailed to families on August 1, 2020. The plan has been posted on the school web site and parents are notified by email when updates occur. Families will be reminded of requirements during the school's virtual Back to School Night on August 28th and in weekly emails. Informational signs will be posted around campus, at entrances to the school, areas where people may need to form a line, and in restrooms, to remind people of health, hygiene and social distancing protocols.

7. Faith, Community, and What Really Matters

Months of quarantines and closures have forced us to cancel many of the events that bring us together and strengthen our community. Church attendance has been difficult and people are feeling increasingly isolated. It will take a collective effort for us to maintain our SKCS community as the vibrant, caring, faith-filled extended family in which we choose to raise our children together. Let us lead by example, so that our children see in us a model of perseverance, courage, and godliness. When we are tempted to complain and criticize, let us remember that we are called to be the light of Christ to others. As we tell our children, "With God's help, we can do hard things!"

St. Kieran Catholic School

Re-Open Plan Acknowledgement Statement

By signing this document, I, _____, acknowledge that I have read the SKCS Re-Open Plan 2020-2021 in its entirety. I also acknowledge that this plan is subject to change based on updated and/or revised information regarding the safety and health of the students, teachers and staff. I acknowledge that I will be notified of any changes to this document, as they will be highlighted in yellow.

I also acknowledge that I understand if I have any questions or concerns regarding this document, I will ask them respectfully to Mrs. Provo, the principal. I also acknowledge that I understand that SKCS will continue to follow local, state and national health orders regarding COVID-19. This means that there might be a policy I do not like or agree with, but I understand it is required based on the local, state and national guidance for re-opening schools.

I also acknowledge that by signing this document and returning the Acknowledgement Statement to the school, I am ready to have my child return to campus, as long as it continues to be safe and all of these policies stated above are in effect. I acknowledge that I will comply with all of the policies pertaining to parents, particularly in the guidelines around the health of my child.

Parent Name (printed)

Parent Signature

Date

Name(s) of students

Parent Name (printed)

Parent Signature

Date