

Our Lady of Fatima

COVID HANDBOOK

Shirley Martin
HP [Company address]

Table of Content

Plan and Philosophy 2

Catholic Identity 4

Best Practices Moving Forward6

Building Operations..... 8

Entering the Building 9

Travel Through the Building 10

Classroom Setup 11

Classroom Materials 12

Health Room 13

Lunch 14

Recess 15

Mental and Whole Health 17

Extended Day 18

Pre-school 19

Virtual Learning Cohort Instruction 22

Virtual Learning Individual Instruction ----- 24

General Overview and Routines..... 25

PLAN & PHILOSOPHY

(Please note that as current information becomes available this page will be updated – 07.17.2020.)

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's 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 that have been identified with covid-19 or in situations 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 up 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 on a daily basis. 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.

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

Strategic use of Masks – Masks will be mandatory in certain situations, such as travel in the hallway, on the bus, classroom situations with non-cohort members, or when travel about the classroom is necessary without effective social distancing. When a child is at his desk with his cohort in a social distance situation, the student may remove his mask. Using these principles, a student then can remain mask free for the majority of the day, unless a parent indicates they would like their child to keep their mask on the entire day.

Cleaning – The school will increase the cleaning of common areas and highly used features such as door knobs, handrails, and counters. Children are encouraged to 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.

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. Everyone entering the building will have their temperature taken and answer a series of health related questions. Additionally, the school will implement random temperature monitoring.

Virtual Learning – We will use virtual learning.

If a child is sick, or a parent suspects the child may be sick, 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. Materials will be exchanged through the Google Classroom.

In the case where a cohort has been dismissed from school and COVID-19 has been identified, the entire cohort will utilize distance learning for the isolation period. Lessons will be delivered through a telecommuting platform, with heavy reliance on the Google Classroom.

Parents opt for virtual learning for their child(ren)

Modified Attendance – 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.

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

There has to be a level of intentionality across all grade levels and all subject matter that course content is intentionally Catholic.

When face-to-face instruction is possible, school Masses will require their own protocol that will maintain the appropriate social distancing.

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 should 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 to make a spiritual Communion.

When it is necessary to deliver remote instruction to all students, maintain the emphasis on school liturgy by streaming all-school Masses.

Provide opportunities for daily prayer in a community.

Support and make modifications to other faith-based activities that are important in the life of the school (i.e., retreats, prayer services).

Increase opportunities for cross-grade faith sharing using virtual means (i.e., prayer buddies meeting virtually).

Begin all synchronous video sessions with prayer, including soliciting prayer intentions from students.

Support the faith life of faculty and staff through community prayer.

Invite parents and families to join in virtual prayer and faith life.

Connect the current events with a Catholic perspective (using the tenets of Catholic Social Teaching, the Virtues, etc.) as a framework to support understanding.

Ensure the presence of the priest in new school configurations.

Reinforce the role of the principal in the faith life of the school.

Create approaches to minister to families who experience food insecurity, financial issues, and other crises.

Promote service learning experiences in virtual spaces.

Find opportunities in the current situation that would lend themselves to a community response (acknowledgements and prayers for police, first responders, holding food drives, etc.).

Checklist

Maintain Catholic Identity in the school environment:

Make sure that every classroom has a prayer corner, crucifix, statues, bulletin boards reflecting faith values.

BEST PRACTICES MOVING FORWARD

(Please note that as current information becomes available this page will be updated – 07.17.2020.)

Schools will make efforts to monitor the health of their students and staff. 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

Notify the local health officials – ask for guidance.

Dismiss the staff or volunteer for 10 instructional days or 14 total days.

Consider dismissal of cohort, related to the suspected case of COVID-19, according to health official guidance.

Discourage the cohort from gathering and participating in extra-curricular activities including athletics.

Communicate to staff and families that there was a confirmed case – without using a name or identifying information of the person(s) involved.

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.

During the initial 2 to 5 day period, evaluate if any other cases related to the case were identified and make a decision to extend or end the cohort dismissal.

The staff/volunteer 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 has a confirmed case of covid-19

Notify local health officials to ask for guidance.

Dismiss the student(s) for 10 instructional days or 13 days total.

Consider a dismissal of the cohort related to the suspected case of COVID-19 using health official guidance for this.

Discourage the cohort from gathering and participating in extra-curricular activities including athletics.

Communicate to staff and families that there was a confirmed case. Name or identifying information of the student with COVID-19 is not permitted.

Close off the area the person was in and wait 24 hours. Clean areas related to the identified case of COVID-19.

During the initial 2 to 5 day period, evaluate if any other cases related to the case were identified and make a decision to extend or end the cohort dismissal.

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.

Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should 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 should be followed.

Provide an isolation room.

Call for home transportation, if necessary.

Can return when:

3 days with no fever and

Symptoms improved and

10 days since symptoms first appeared or,

or if cleared by a medical professional.

If case is confirmed, please see aforementioned section (confirmed case of COVID-19)

BUILDING OPERATION

(Please note that as current information becomes available this page will be updated – 07.17.2020.)

Introduction There are several key practices that should be implemented in each building to help maintain a safe learning environment.

Philosophy

A foundational premise when designing a safe learning environment are the concepts of maintaining cohort, social distancing and frequent cleaning. The use of these practices is recommended by the CDC and other health agencies to help control the spread of any viruses and also manage any possible outbreaks.

Process

Limit the admission of visitors to the school.

High touch surfaces should be cleaned frequently, such as door knobs, remotes, and light switches.

Signage should be in each classroom and throughout the building reminding students to practice good hygiene.

Hand sanitizer should be available in the hallways near entrances and in other strategic areas.

It is recommended that each school, during group prayer time, remind students to social distance and wash their hands.

Each student is encouraged to provide their own supplies to reduce the need to share supplies.

Group singing should be discouraged unless appropriate increased social distancing is possible or the wearing of masks.

Computer class – use your own devices when possible.

When possible, special teachers and departmental teachers should go into the students' classroom, rather than the children traveling to other classrooms.

No outside food for sharing should be available.

Ventilation is important. Windows should be opened if possible.

ENTERING THE BUILDING

(Please note that as current information becomes available this page will be updated – 07.17.2020.)

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 children safe.

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 entry into the building social distancing 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 also manage any possible outbreaks.

Process

Mandate parents take temperatures of children before they leave home. Temperatures will also be taken upon arrival at school and students will answer a series of health questions. Parents dropping off students should wait until their child's temperature is taken.

Students should immediately sanitize their hands by using sanitizers or washing hands.

Empty buses one at time per entrance, so social distancing can be maintained and each child's hands can be sanitized.

Have each entrance monitored by staff to help insure students maintain a social distance and the taking of temperatures

Use of a mask is mandatory as students ride the bus, enter the building and travel to the classroom.

Students should have their mask on the provided lanyard if they are going to remove it once they reach their desk.

TRAVEL THROUGH THE BUILDING

(Please note that as current information becomes available this page will be updated – 07.17.2020.)

Introduction

Movement about the building is essential and cannot be eliminated. Schools need to 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. As this plan or movement is developed, please keep in mind the strategic use of masks, social distancing and maintaining cohorts.

Process

As people travel about the building, masks should always be worn.

Directionality has been established of the following principles:

Students will travel in one direction through the hallway keeping travel restricted on each side of the hall to one direction.

Stairwells will be designated as one way.

A schedule should be developed that takes in consideration the movement of cohorts around the building.

Planned travel, such as to recess, should be planned so several cohorts are not in the hallway simultaneously.

If students need to travel to classes at other discipline areas, such as library or gym class, at the same time a dedicated plan needs to be established to minimize students being in the same area at the same time.

Establishing a staging area where child wait while others children move past them

Routines and processes such as keeping material and books as students travel to other rooms need to be established.

This may include keeping book pouches on the back of a chair or an additional cubbie.

Increased cleaning of all commonly touched items, like railings, door knobs should be cleaned throughout the day.

CLASSROOM SETUP

(Please note that as current information becomes available this page will be updated – 07.17.2020.)

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. With this in mind careful consideration has been given to the strategic placement of furniture, learning centers, and materials in order to optimize student learning, reduce distractions and keep children safe.

Philosophy

A foundational premise when designing a safe classroom environment are the concepts of Maintaining Cohort and social distancing. The use of Cohorts is recommended by the CDC and other health agencies to help control the spread of any viruses and also manage any possible outbreaks.

Process

Schools should move any non-essential furniture, materials of equipment that is not needed and store them in a place outside of the room

Schools should measure the width and length of the room to begin planning for maximum distancing of desks.

Desks should all face in the same direction.

Desks should be placed 3 to 6 feet from the center of each desk to the center of the next desk.

All throw rugs and roll-up carpets should be removed from the room.

Rooms should be planned around 15 -20 students per room.

It is recommended that teachers use face shields, so students can see their lips as they are proving direction and instruction.

CLASSROOM MATERIALS

(Please note that as current information becomes available this page will be updated – 07.17.2020.)

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 books, writing instruments and materials for special area subjects.

Philosophy

A foundational premise when designing a safe classroom environment are the concepts of maintaining cohort, social distancing and frequent cleaning. The use of these practices is recommended by the CDC and other health agencies to help control the spread of any viruses and also manage any possible outbreaks.

Process

Classrooms should eliminate, when possible, the use of shared materials.

Classrooms should set up areas where students can store personal items that keep them isolated from use by others.

When materials must be shared, cleaning in between uses is essential.

Establish procedures to wipe down materials before and after every use.

Remind children to wash their hands after using a shared item.

If students travel to a room, an area and place should be established for the traveling students to store items away from being used by others.

HEALTH ROOM

(Please note that as current information becomes available this page will be updated – 07.17.2020)-

Introduction

When students are experiencing discomfort or potential symptoms of COVID, they need to be removed to a 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 able to get transportation from school.

Process

Establish an area that is supervised and can fit multiple students that can be socially distanced.

Provide masks to all who enter the room.

Sanitize the room after each use.

Provide the room monitor disposable gloves and appropriate PPE

Keep in the room:

Disposable paper towels

Tissues

Waste container with plastic liner

Alcohol-based hand sanitizer containing at least 60% alcohol

Hard-surface disinfectant

LUNCH

(Please note that as current information becomes available this page will be updated – 07.17.2020.)

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 of 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 use of cohorts is recommended by the CDC and other health agencies to help control the spread of any viruses and also manage any possible outbreaks.

Process

Students should wash hands before lunch.

Students should stay in their cohort as they eat lunch, separate from other cohorts.

It is recommended that students eat lunch in their classroom, unless cohorting and social distancing can be implemented.

Students should remain socially distant during lunch.

The table and desks should be wiped down before and after each lunch.

There should not be any shared meals.

Meals and utensils should be served directly to the student.

Students should wash hands after lunch.

Checklist Have enough cleansers to clean before and after meals.

RECESS

(Please note that as current information becomes available this page will be updated – 07.17.2020.)

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 in order 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.

Process

Students will go to recess using the procedures established in school operations regarding movement between the building and play areas.

Students will wash/sterilize their hands before going to recess.

Students will not need to wear masks while at recess with their cohort, if they are unable to be with their cohort, students should wear masks during recess.

Equipment will be wiped down before each recess.

Games and activities used during recess will be pre-approved as part of the safe list for limiting the spread of infectious disease.

Students will wash/sterilize their hands before returning to class.

Checklist

Practice social distancing while walking to recess.

Students will wash their hands before going to recess.

Equipment will be wiped down before and after each recess.

Use pre-approved activities.

Students should wash/sterilize hands before returning to class.

Other Considerations.

Supervision before/ between/during recess to wipe down equipment- can use school staff or parent volunteers.

Provide training for the staff supervision.

MENTAL AND WHOLE HEALTH

(Please note that as current information becomes available this page will be updated – 07.17.2020.)

Introduction

COVID-19 and the resulting shut down of activities that students were accustomed to, has 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.

Philosophy

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

Process

Provide lessons on COVID-19, along with the precautions and steps to take to prevent the spread of the disease. These include:

Frequent hand washing and social distancing

Staying within the cohort

Not exposing others to sickness

Coughing in a safe manner

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.

Some of these can include a school and competition to develop displays that spread the news about COVID-19 (poster contest, videos performed by students, etc.).

EXTENDED DAY

(Please note that as current information becomes available this page will be updated – 07.17.2020.)

Introduction

It is integral for our schools to provide an Extended Day program especially during the current circumstances. Extended Day is an offshoot of the regular school day; thus all procedures in place for the school should be adhered to during their time at Extended Day.

Philosophy

It is paramount that we provide a safe, healthy and sanitized environment for those students entrusted to our care 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.

Process

Social and safe-distancing practices are to be observed as much as possible. When able, the cohort model should be kept within the Extended Day program. Students should be kept with the same adult monitor in the program.

Outside visitors should not be allowed to enter the area where the Extended Day program is being held. Children should be met at the school door both entering and leaving the building.

Students are responsible for providing their own snack and beverage during their time in Extended Day. There will be no snack sharing.

All employees should follow the same health checklist practices as school employees.

All operational guidelines put into place in the school (e.g. movement through the building, recess, etc.) are to be practiced during Extended Day sessions.

Materials used by Extended Day students on a regular basis need to be sanitized daily.

Monitored hand washing and sanitizing will be done on a regular basis.

Follow the recommendations for any suspected illness..

Checklist

Parents will be responsible for signing up their child for the week for Extended Day every Sunday. Two spots will be reserved for parents to call in case of emergencies.

You are not permitted to sign up “just in case” as this may take the spot of a student who is in need of care. After the 3rd time of signing up and not using the space parents will be charged for the time reserved.

PRE-SCHOOL

Introduction

As long as Pennsylvania is in the “green phase” our first day of school is scheduled for Wednesday, September 2nd for the four-year-old class and Thursday, September 3rd for the three-year-old class. These classes will be offered in person. As we have been informed, we would also be able to remain open in the “yellow phase” because of our spacing. If we would go to the “red phase”, online distance learning will be provided for your child through videos, printable activity packets, online stories and links to games that work on skills we are learning in class. These will be sent through your email weekly providing you the opportunity to work with your child at your convenience.

Philosophy: It is our outlook that Preschool years are important. Students learn school procedures such as sitting and listening to instruction, following directions, social skills, and academic skills that will help them succeed in Kindergarten and beyond. Data has proven that without Preschool children will face a challenge in Kindergarten.

1. All of our tables will have dividers and be placed six feet apart.
2. Masks will be required in communal areas such as the hallways and restrooms. According to recommendations, as long as students are in their seats they will be able to remove their masks. Teacher’s will be wearing face shields while teaching to ensure students can see their face and hear them during instruction with a six feet distance from students. When teachers and students are working closer than six feet, masks and face shields will be worn by the teacher and the students will wear a mask.
3. Parents are required to take their child's temperature before leaving home in the morning. Fifteen minutes prior to the start of class you may line up maintaining social distance of six feet apart outside of the Preschool door. Temperatures will be taken of everyone entering the building and will be asked a series of questions. Students, faculty, and staff will have their temperature taken mid-day.
4. Bathrooms will be cleaned/disinfected throughout the day.
5. Snack Time- Students and teachers will be eating snack in the classroom. Please send in a small snack in a ziplock bag with your child’s name everyday. We are also asking that you send water in a reusable water bottle, with your child’s name everyday. No birthday snacks will be permitted.
6. Lunch- Teachers and students will eat lunch in the classrooms. We are still working out the details for students who buy hot lunch and/or milk. Our preliminary plan is that the lunches will be delivered to the classrooms. Milk Money or Lunch Money should be placed in an envelope marked Milk Money or Lunch Money with child's name
7. Playtime and Recess will be outside unless it rains or the temperature is too cold.
8. Hallways and stairwells will be marked to allow for movement to be in one direction as much as possible. There will also be markers on the floor to mark social distancing.
9. Please start now reminding your child/ren that they should limit the items they touch in the school.

10. Please encourage your child to be as independent as possible by:

*sending them in elastic waist bottoms to make it easier to use the restroom.

*wearing shoes with backs (no flip flops) that do not need tied.

*coughing in their arm.

*blowing their nose and using hand sanitizer

11. Supplies List:

* Backpack-Large enough to hold a 9x12 Folder(Backpack- Recommending a washable material or material that can be wiped off everyday)

* 16 Pack of Crayons (Regular size crayons please, no jumbo size)

* 2 Large Glue sticks

* Pencil Box (Hard shell and large enough to fit crayons and glue

* child sized scissors (4 year old class only)

* Nap Mat-plastic foldable (Full day students only. Must be purchased through the school)

* Two black dry erase markers(4 year old class only)

* Two sharpened pencils(4 year old class only)

* 1 set of watercolor paints with brush

* Facemask and break away lanyard (No Face Shields permitted for students)

*We do ask that all students bring in 2 or 3 boxes of tissues and Lysol or Clorox Wipes

12. We are working out details as to whether it is possible to have parties for Halloween, Christmas, Valentine's Day, and Easter. Volunteers will be very limited.

13. Field trips-As of this time field trips are not permitted.

14. It is important that all families follow guidelines and recommendations. Playdates, parties, sleepovers are strongly discouraged.

15. Toys from home are NOT permitted. If your child is staying all day, they will NOT be permitted to bring in a sleeping buddy for rest time.

16. Toys and Manipulatives will not be shared. Students will have their own toys and manipulatives to play with in the classroom as well as outside. These items will be cleaned daily.

17. When students are lined up to use the restroom or go outside, they will be holding a plastic ring placed six feet apart on a rope. The rings will have their names on them and they will use the same ring every time.

18. Due to a scheduling conflict, Preschool will not have gym class (three and four year old classes) or Music class (four year old class) this year. Gym activities and singing (with masks) will be incorporated throughout the week.

As we receive new information I will forward that to you via email. If you have any questions or concerns please do not hesitate to ask.

VIRTUAL LEARNING – COHORT INSTRUCTION

(Please note that as current information becomes available this page will be updated – 07.17.2020.)

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 technology devices and platforms aligned to the curriculum through various synchronous and asynchronous methods. Virtual learning can take place in situations where students are unable to be physically present in the school building.

Process

Provide the use of a Google Classroom to centralize materials, lessons, instruction, assessments, feedback and communications.

Direct instruction will take place on a daily basis as teachers:

Provide a continued focus on our Catholic identity throughout instruction and in all content areas.

Live-stream direct instruction by teacher..

Provide materials that are age- and grade-appropriate.

Use textbook online components with timely follow-up.

Use assessments with timely feedback.

Goal is mastery of the curriculum for the year.

Use small group and large group instruction to meet needs of students.

Have regular communication with parents/guardians.

Set up a process for students to view class from home.

Teachers are to encourage age appropriate physical movement to avoid sitting too long. (This idea comes from both educators of young people and the science behind adult learning, as well.) Instructing students to stand up and shake it out is a big deal, hence suggesting we include the principle of movement.

Checklist

Prepare administrators, teachers, students and parents to use Google Classroom platforms.

Provide the needed devices to use the platform

Be sure to include Catholic Identity

VIRTUAL LEARNING – INDIVIDUAL INSTRUCTION

(Please note that as current information becomes available this page will be updated – 07.17.2020.)

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 or because the child has to do a limited time of quarantine.

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

Provide the use of a Google Classroom to centralize materials, lessons, instruction, assessments, feedback and communications

Provide a direct online connection to the classroom during the period the child is unable to attend class.

Child is able to receive direct instruction by teacher

Use textbook online components with timely follow-up

Use of assessments with timely feedback

Goal is mastery of curriculum so the child stays current and can return prepared to rejoin the class.

Regular communication with parents/guardians

Checklist

Prepare administrators, teachers, students and parents to Google Classroom

Identify and provide needed devices to use platform

Utilize one system throughout the school rather than a variety of systems so parents and others have consistency when there are several students in the same household. (Note: Students in a family can be linked in one platform)

GENERAL OVERVIEW AND ROUTINES

(Please note that as current information becomes available this page will be updated

07.17.2020)

Hygiene- While none of us want to wear a mask, it is something we all have to do for the safety of everyone. Please, please, please take a positive approach to this with your family so that they are more acceptable when they arrive at school. Also, reinforce the importance of washing hands and using hand sanitizer, especially after touching shared materials or commonly touched surfaces.

Arrival - everyone entering the building will have their temperature taken and answer a series of health questions including the "Have you taken a fever reducer within the past 24 hours?"

Hand washing/sanitizing - everyone entering the building should use hand sanitizer or wash their hands immediately.

Lunch/recess - Students will eat lunch in their classroom and will be supervised by the homeroom teacher. Hot lunch will be available and will be delivered to the classrooms. There will be one lunch period from 10:40 - 11:20. Primary grades (K - 3) will have recess while upper grades (4-8) have lunch and then we will switch at 11:00. PreK will also eat in the classroom and then have recess in the area outside their classroom. Students will need to wear a mask during transition, but will not have to wear it on the playground as long as they maintain social distancing.

Parents who need to drop anything off at the school should leave label it with the child's name and grade and leave it in the dropoff box outside the main entrance.

It is more important than ever to make arrangements for dismissal. Parents will need to sign up for Extended Day each Sunday for the week through sign-up Genius. A few spots will be saved for emergencies.

Students who stay for Extended Day will need to follow COVID school regulations such as social distancing and mask wearing.

Students, staff, faculty, visitors will need to wear a mask in communal areas.

Visitors must make an appointment if they need to enter the school building.

If it is necessary to meet with a teacher, please consider a phone or virtual meeting.

Virtual classes

Attendance will be taken. Students should be logged on at 7:55 and be available for prayers at 8:00 and follow the daily schedule for the homeroom. Subject teachers will take attendance.

All students will have lunch/recess from 10:40 - 11:20. Virtual learners will need to be logged on at 11:20 for the afternoon classes.

Classroom teachers will have the webcam on while actively teaching. When the lesson is completed the video and audio may be turned off, but the virtual learner will be able to chat with the teacher.

All students will be assigned an @olofschool.com which is our part of our secure domain and are expected to use this when participating in virtual learning.

Special virtual classes

Gym - when a class is scheduled for gym the students online should do an alternative activity such as going for a walk or bike ride, logging on to Go Noodle, use YouTube to find a yoga or exercise class.

Library - virtual students should use this time to read and/or take AR tests.

Music, Art, Spanish, Computer and Health - these classes will be streamed and the virtual learner should be logged on.

All assignments will have the same due date as students attending class in person.

Chromebooks/iPads - students in grades 2 - 8 will all be assigned a Chromebook and an email through our secure domain while 1st grade will be provided with an iPad. Parents and students are responsible for the physical replacement of the device if it is damaged. Some additional precautions:

Protect your logon information from others. Do not use other users' passwords.

Exercise good judgment.

Respect school property and be responsible in the use of the equipment. Do not destroy, modify or abuse the hardware or software in any way.

Do not delete or add software to school computers without permission.

Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.

Do not use the Internet to access or inappropriate material in concert with the school's Internet Safety Policy. Notify an adult whenever coming across information or messages that seem inappropriate.

Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.

School computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (Spam), propagation of viruses and distribution of large quantities of information (chain letters, network games or broadcasting messages).

Do not assume that because something is on the Internet that you can copy it. Respect copyrights.

Do not give out any personal information over the Internet.

Violation of any of the above conditions of use may be cause for disciplinary action. Violations may constitute cause for revocation of access privileges, suspension of access to school computers, other school disciplinary action, and/or appropriate legal action.