

# Return- To-School Plan

*In Response to Covid- 19*



*"The Start of Something Great!"*

Mrs. Carolyn Kraus, Principal  
2760 South Park Ave  
Lackawanna, New York 14218

## **INTRODUCTION:**

This document is intended to provide guidance in navigating the reinstatement of Our Lady of Victory School where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions in order to return to school. The guidelines referenced in this document are centered around the guidance sent out from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO) and the New York State Board of Regents.

Per the Governor's recommendations, schools will only be able to offer full brick and mortar student attendance (in person learning) if the infection rate is below 5%. For this reason, this document will include plans for not only in person learning, but also a program for full distance learning and a hybrid model. This is to assure our families feel comfortable in resuming their child's education in whatever model is put forth when school resumes in the fall.

## **School Reopening Committee Members**

Mrs. Carolyn Kraus- School Principal

Mrs. Paula Dalfonso- Administrative Assistant

Ms. Kay Griffith- School Nurse

Ms. Becky Juroe- Human Resources

Mr. Joseph Patti- Technology Integration Specialist

Mr. Richard Osman- Head of Technology for OLV Institutions

Mrs. Julie Hennigan- Jr. High science teacher

Mrs. Christine O'Connell- Jr. High Math teacher

Mr. Daniel Towle- Physical Education/Health teacher

Mrs. Maria Anderson- School Counselor

Mr. Yordan Kovatchki- Head of Grounds and Facilities

Ms. Carmel A. Zomeri

## **Section 1: Stakeholder Communication**

### **Contact with Families, Staff, and the Community**

Our families, faculty, and staff are our top priority here at Our Lady of Victory School. Keeping everyone informed of updates will be of the utmost importance in maintaining a safe and healthy atmosphere. As new information becomes available and/or changes are made to this document, updates will be shared to keep everyone of the latest

guidance measures. We also feel the importance of getting input from our school families. A reopening committee comprised of administration, faculty, and staff sent out a reopening survey to parents/legal guardians of students, faculty and staff and local health professionals. The results of this survey were tallied and used in order to move forward in our reopening plan so all stakeholders feel comfortable, safe, and achievable for all.

## **Effective Communications and Family Engagement:**

As suggested by the Department of Health guidance, OLV will provide information to all stakeholders regarding regular updates about health and safety through a wide array of platforms. Information will be presented on the school website, as it is the best platform for individuals with visual or hearing difficulties. Our school website will be the center for all current information regarding the COVID-19 pandemic. The website will also have a link for contact using Google forms so parents/guardians and all stakeholders can provide our school with important feedback and have a place to ask important questions, make requests, or express concerns.

Our Lady of Victory School will also use their all call system through School Messenger; Face Book; for important updates about school events as we continue to keep all stakeholders well informed.

Our School Nurse will hold how to lessons in each classroom on the proper way to wash hands, proper social distancing, the proper way to wear a mask, and appropriate respiratory hygiene.

## **SIGNAGE:**

Our Lady of Victory School will encourage all students, faculty, staff, and visitors through both written and verbal communication. (E.g. signage) to adhere to CDC and DOH guidance regarding the use of PPE, specifically acceptable face coverings when a 6ft distance cannot be maintained. Signage will be placed at all school entrances, office doors, classrooms and hallways throughout the school. Teachers will review signage with students on a regular basis to keep students well informed, free from fear, and safe.

Signage will include: See Appendix A.

## **COMMUNICATION OF COVID**

In conjunction with the DOH guidance recommends, the school principal and building nurse will be designated as points of contact upon the identification of positive COVID-19 cases. The school principal and building nurse will be responsible for subsequent communication to families and the community. They will be responsible for answering questions from students, faculty, staff, parents, or legal guardians of students regarding the COVID-19 pandemic and the plans put in place by our school.

Upon arrival of all individuals, students, faculty and staff will have their temperature taken. If there is an individual with a temp higher than 100 degrees, he/she will be swiftly and discreetly sent to a quarantine area. Parents/guardians will be notified immediately, and the child will not be permitted into the school or their classroom.

If a student develops a fever higher than 100 degrees during the day, he/she will be swiftly and discreetly sent to a quarantine area. Parents/ guardians will be notified immediately and the child will not be permitted into class for 14 days. The classroom will be quickly disinfected and that class will switch to online learning for 14 days.

Parents/guardians need to notify the school principal if their child tests positive for COVID-19. The school principal and building nurse will assess the possible need of putting the entire school on quarantine for 14 Days, in which case all students will switch to online learning from home. The entire school will be completely cleaned and disinfected.

All methods of communications, website; email; Social media outlets and All Calls will be put in place to keep all stakeholders well informed and apprised of events and will give the directive on when school in person learning will return.

## **SECTION 2: HEALTH AND SAFETY**

### **SCHOOL ACCESS AND ENTRY**

To maintain the health of all individuals, all who seek entrance to Our Lady of Victory School will be screened in accordance with the health and safety guidelines put forth by the CDC.

## **COVID -19 SAFETY COORDINATOR**

The Principal of Our Lady of Victory School , in conjunction with the school nurse will be responsible for continuous compliance with all aspects of the school reopening plan as well as any operational issues to be resolved prior to the implementation of the opening plan or return to normal or “new normal” activities.

## **SOCIAL DISTANCING, FACE COVERINGS AND PPE**

When individuals are entering the building, they must maintain 6 feet between parties inclusive of student, faculty, and staff unless safety or the core activity (e.g. instruction, moving equipment, traveling in common areas) requires a shorter distance or individuals are of the same household.

Anytime an individual cannot maintain appropriate social distancing, they must wear acceptable face coverings. Students will be asked to enter with their own personal mask but if anyone comes to school without it, a disposable face mask will be provided at the school entrance. All persons entering OLV School will be required to wear the face covering over their mouth and nose for maximum effectiveness.

Once on school property, all individuals must be prepared to put on their face covering if another person unexpectedly cannot socially distance throughout the school.

Students will be asked to provide their own face coverings for daily wear. Employees will be given the choice of providing their own face coverings or wearing what is provided by the school. In compliance with NYSED regulations and Executive Order 202.16, disposable masks will be made available to supplement the cloth masks provided by families and will be available through the school office in case a clean mask is needed/required by students and/or employees. Masks will also be available to students whose family cannot afford to purchase their own.

Staff members who are taking student temperatures will be supplied with gloves and a face shield or protective goggles. Gloves must be disposed of after use and may not be reused. Face shields and goggles are reusable and should be cleaned for use the next day. Each individual who is taking temperatures will require their own face shield or goggles as they cannot be shared between individuals.

## **WHEN CAN A SICK CHILD RETURN TO SCHOOL.**

### **MASK BREAKS**

When students and staff aren't able to maintain social distance and are required to wear masks for extended periods of time, they may need to take a break and remove the mask. Teachers will check the hallway to see if it is clear. If there is no one walking through the hallway, a student may step into the hallway and remove their mask. The teacher will have a laminated sign indicating that the student is on a "Mask Break" that they will post in the doorway so that it can be seen by anyone who may be approaching. All staff and students will be instructed in the procedure and that they should stop and wait at least 12 feet or 2 markings away from the individual on the mask break until they are done. Teachers may want to use a timer to indicate the amount of time students may spend taking a mask break.

### **PERSONS AT HIGH RISK**

Students who are at high risk or live with someone at high risk will be given the option of "At Home Learning". Staff will be supplied with additional PPE including gloves and a face shield if they feel they need to be more protected.

If there is a case of COVID in the building those high risk individuals and their parent/guardian will be notified immediately and accommodations will be made for them to leave the building if they so choose.

### **VISITOR RESTRICTIONS**

Visitors to the building will be limited. Limitations include employees who are not otherwise scheduled to work on a given day. In general, the building will be closed with only essential staff, any other employees assigned to work when necessary, and construction contractors being within the building.

Visitors must buzz for entry to the building and the communication should be communicated through the buzzer system only. Security/Receptionist will ask the purpose for their visit and whether their business can be accomplished through phone, email. Or mail.

Visitors will be required to respond to monitoring questions collected in a health monitoring log, sanitize their hands upon entry to the building and wear a face covering.

To the extent possible, deliveries should be made to the building at door 1A with the exception for food and supply deliveries. All deliveries for the cafeteria will be made at the cafeteria door. All delivery persons are required to wear a mask covering their face and nose as they enter and are in the building to drop off deliveries, and social distancing should always be practiced.

## **TRANSPORTATION**

Students will be transported to school via personal vehicle or bus based on state and district regulations. Our Lady of Victory students will be required to follow the face covering and social distancing requirements of the bus company. Families who are able to transport their child(ren) to school instead of using busing will be asked to do so in order to prevent overcrowding on buses. Children transported by bus will enter the school at the main entrance where they will social distance 6ft apart in order to get their temperature monitored as they enter the building one by one. Each entry way will have two staff members, one to ask the covid screening and monitor distancing and one to take temperatures.

Students who ride the bus will be instructed to sit with family members or sit alone if possible and always wear their face mask on the bus. Students who are medically discharged in wearing masks must socially distance on the bus by sitting alone.

Students will be reminded of the bus rules such as to not eat or drink on the school bus, something that would require them to remove their masks.

More time will be allowed in the mornings and afternoons for arrival and disembarking to return home in order to follow social distancing guidelines. All students will hand sanitize as they enter school.

## **ARRIVAL AND DISMISSAL:**

Early morning drop off will be eliminated until the pandemic is over. Students may not be dropped off before 7:30 AM. Upon arrival they will enter their assigned door, go through the proper safety protocols listed previously, pick up their breakfast if needed in the assigned spots and proceed directly to their homerooms where teachers will be present.

Hall monitors will be in place in the halls and the stair wells to make sure students follow all protocols. Students in the upper grades will not be allowed to visit their lockers upon arrival. Teachers will dismiss them in the morning one by one to go to their lockers as they monitor how many students are in the hallway at one time.

The elementary school students, grades k-4 will report directly to their homerooms where teachers will give them the go ahead to go to their cubbies to hang their belongings. If possible, every other cubby will be used.

Students who ride buses will be dismissed first over the intercom. Hall monitors and stairwell monitors will be in place to make sure they follow distancing protocols during dismissal.

Students who are being picked up, students in grades 5-8 will report to the cafeteria and socially distance. They will depart at the cafeteria door. Students k-4 will be called over the intercom one by one as their parents line up on the appropriate lines outside the school in order to effectively social distance.

Walkers will be dismissed from the middle door after they are walked down by a staff member to effectively monitor mask wearing and social distancing.

## **ENTRY POINTS/LOCATIONS**

There will be two doors, (1A and the side cafeteria door) that will be used for admittance into the building (aside from food deliveries). Both doors will be manned by two staff members to screen students before allowing access to the building. For students who are dropped off and picked up, Grades pre-k through grade four will enter through door 1A, the main entrance. Grades five through 8 will enter through the side cafeteria door closest to the Basilica.

Signage will be at entrances explaining procedures and expectations for school entry.

## **STUDENT FLOW, ENTRY, EXIT, & COMMON AREAS**

We will:

- Minimize interaction of student between drop – off and entrance to school facilities.
- Staff members will be hall monitors to monitor the students as they social distance, wear masks, and sanitize hands as they walk to their classrooms each morning.
- Create, “one way routes” in hallways.
- Maintain social distancing in hallways and common areas.

- Minimize the number of non-essential interactions between students and staff throughout the school day.
- Limit commingling between classes

Visitors to Our Lady of Victory School will be restricted to the hallway and the school office and may not enter the school beyond the school inner security door and only in the cases where business cannot be conducted, digitally or by phone.

## **SIGNAGE**

Signage will be placed at the entrances and throughout the school building. All signs will not only have verbiage, but also graphics so that they are easier to comprehend for anyone who is reading them.

In addition to signage, there will be tape markings on floors and walls in hallways, restrooms, entryways and classrooms to indicate proper social distancing. The hallways and stairways will be divided so that just two are used, one for ascending onto a floor and the other for descending from the second and third floor.

Classrooms will have taped off areas indicating where desks should be placed keeping distancing and safety protocols in mind.

Students and staff will be instructed in observing and following protocols regarding all school signage.

## **EMPLOYEE SCREENING ND PROTOCOLS**

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees and adults who serve OLV students on a daily basis to fill out a daily self-health screening sheet which includes a temperature reading and answering a set of questions related to COVID-19. If one of our employees answers yes to any of the questions, and there is no explanation for the symptoms, they must contact the school principal and not come into the school building. These employees will be asked to contact their physician and either have them fax or deliver proof of health before returning to school.

## **See Appendix B**

Upon entering the building, the employee will have their temperature taken. If the employee's temperature registers above 100 degrees, they must immediately leave the

building and may not return until they no longer have a temperature or they have written notification from their doctor to return to school. Before any others are allowed to enter the area, the area must be disinfected.

All employees must be able to attest that they answered “NO” to all of the questions on the self-checklist in order to enter the school. Those monitoring checklists will be sent the HR department each day. The employee must then sign in on their own teacher assigned classroom computer for the day.

## **VISITOR SCREENING AND PROTOCOLS**

Visitors entering Our Lady of Victory School will be limited to those individuals who provide services to our students through outside agencies. To help prevent the spread of COVID, School assigned personnel will screen visitors in the secure entry way before the school security door which provides entry into the main school building. Visitors will be given basic health questions and a temperature check before allowing a visitor into the school.

Use of facility request will be vetted to conform with the proper social distancing protocol and may not be approved if the use of facilities would interrupt the regular and deep cleaning schedules of the building. The school will evaluate whether and to what extent external community organizations can safely utilize the building. The school will ensure external community organizations that use the facilities also follow the school’s health and safety plans and CDC and DOH guidance.

## **STUDENT SCREENING AND PROTOCOLS**

To help prevent the spread of COVID and reduce the potential risk of exposure to employees and students , each family will be given a student screening tool for families to reference on a daily basis prior to sending their child/children to school This tool will consist of a set of questions related to COVID symptoms. If the answer to any of the questions is yes, students should not attend school until all questions can be answered no.

Students will be required to wait outside when the weather is favorable and be socially distant within 6ft of one another. In the event of inclement weather, students who are assigned to the cafeteria entrance will enter the school and line up six feet apart in the cafeteria to have their temperature taken. Children from the same family can wait together without distancing from themselves. All individuals will be required to wear masks. For grades pre-k through 4 who are assigned to door 1A and for all bussers, they will line up outside the building if needed. There will be six foot markers along the

no parking zone against the school. When one student is checked, another will move forward to the next marker. In the event of inclement weather, they will line up six feet apart on the 6 ft. markers provided beginning at the vestibule and going into the hallway before the security door at the entrance to the school.

There will be a staff member at each entry point to ask if the student answered, “Yes to any of the screening questions. If they state that they did answer “Yes” they will either go home with the adult who accompanied them to school, or be taken to the school nurse and kept in a quarantine area until an adult can pick up the student.

If the student answers, “No,” the staff member will take their temperature. If the student has a temp of 100 degrees F, or above they will either go home with the adult or kept in quarantine until an adult can pick them up.

The school will notify the state and local health department immediately upon being informed of any positive COVID diagnostic test result by an individual in school or on school grounds including student’s faculty, staff and visitors.

## **WHAT TO DO IF YOUR CHILD BECOMES SICK WITH COVID SYMPTOMS:**

### **COVID - 19 UPDATES**

Please continue to monitor your child for symptoms and have him/her stay home if they are sick. More information on the symptoms of COVID-19 can be found at <https://coronavirus.health.ny.gov/home> or on the Centers for Disease Control and Prevention website <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>.

### **MAIL DELIVERY**

Mail will be delivered and picked up in the back vestibule, Door 1A near the main office. They will not be allowed to enter the school building. The mail delivery person will be required to wear a mask. If there is an instance where the delivery person must enter the building they will be asked to use the hand sanitizer at the entrance of the school and fill out the visitor questionnaire.

### **PACKAGE DELIVERY**

Packages will be delivered and picked up in the front vestibule of door 1A. All delivery persons must wear a mask. If the delivery person is required to enter the building they must fill out the visitor screening questionnaire provided.

If a delivery is in need of a signature the signer will use gloves or their personal pen to sign.

## **ENTRY POINTS /LOCATIONS**

There will be two doors of entry into the school building instead of only the one previously used. This will lessen the traffic flow and allow for easier social distancing.

Each door will be manned by staff to screen students before allowing access to the buildings. Students and families will be assigned doors for entrance into the school building enabling social distancing and a safer procedure for students and staff.

Instructions will be thoroughly explained via signs at all entrances explaining procedures and expectations for school entry including the schedule and a posting of those who should be using that door.

## **COMMON AREAS**

Social distancing will be practiced as often as physically possible. To that degree, social distancing and wearing masks in common areas will be required.

## **MOVING THROUGHOUT THE BUILDING**

When staff and/or students are required to move throughout the building, face coverings must be worn. In addition, Individuals should remain 6 feet apart and walk on the right hand side of the hallway in the direction they are going. Hallways and stairways will be marked in 6 foot distances and the center of the hallways will be divided. Arrows will indicate in which direction an individual should be walking if they are on that side of the dividing line.

Face to face encounters will be limited by designating foot-traffic patterns-such as one way hallways and entrance and exit –only doors, when feasible. Markings on the floors will be added to illustrate foot-traffic expectations. Hallway etiquette will be the same as the rules of the road (stay to the right). Hall traffic will be kept moving.

### *Cafeteria:*

Cafeteria Capacity will be reduced and identified. Cohorts will be scheduled to eat in the cafeteria sitting 6 ft. apart on a weekly schedule. Free breakfast will be handed out as students enter the building during arrival at each entry way. Students will eat their breakfast in the classroom each morning. Lunch periods will be added in order to

decrease the density of the cafeteria population. Cafeteria tables will be sprayed with appropriate and safe disinfectant after each lunch period. When all lunch periods commence, the floors will be washed with virex disinfectant solution and tables and benches will again be wiped down and disinfected as well as frequently used touch points in the room.

Our Lady of Victory School is in community partnership with our school district to provide all students with a free breakfast and lunch. Lunches will be provided to all students who attend school in person. Monitors will closely monitor the students in the lunch line to assure they are appropriately distanced. The use of tape will visually afford students the knowledge on where to stand. One class at a time will go through the lunch line. All students will use the touchless hand sanitizer before entering the cafeteria.

For students whose parents want them to distance learn during these unprecedented times, they may grab and go during their cohort scheduled lunch period if they so choose.

Pre-kindergarten will have their lunches delivered to the classroom at their scheduled lunch period. Tables and chairs will be disinfected and hands sanitized before their lunch.

Protocols will be followed for student-purchased meals, sanitizing of tables, monitoring of bathrooms and traffic flow for social distancing and sanitizing procedures. Students may also bring their own lunch from home. Only the assigned lunch monitors will be allowed to be in the cafeteria. They as well must wear masks. Food service workers must wear masks and disposable aprons instead of cloth.

Only program staff, custodial staff, and approved volunteers will be allowed to enter program areas.

Ala cart items such as ice cream will not be sold. The open salad bar will not be offered during COVID time. Individually packaged condiments will be offered instead of shared.

There will be ample supplies of face masks, soap, hand sanitizer, and tissues in the food service areas.

High touch areas will be cleaned routinely along with tables, chairs, transportation carts etc. All food service workers will wear the proper PPE advised by the CDC.

The breakfast and lunch program is provided by The Buffalo School District. We will follow the district guidelines for safety in providing these services to our students.

Breakfast will be grab and go as the students enter the building. They will eat in their classrooms before school begins.

## PLAYGROUND

Use of the playground won't be allowed until after the pandemic. Teachers will be encouraged to take children outside for socially distanced walks or sitting activities outside where children where they can socially distant. Masks will be worn when students are not able to maintain a 6ft. distance.

## HEALTH AND HYGIENE PRACTICES

The health and safety of the children and adults in Our Lady of Victory School is of the utmost importance. We will make decisions about all policies and procedures with the health and safety of everyone involved as first priority. Constant communication between all stakeholders will ensure everyone is fully informed especially in the event the situation evolves or changes.

Touchless hand sanitizers have been installed in each classroom in the building along with entrances and exits. Signage as well as proper and constant instruction and reminders by the school nurse, teachers, and principal will remind students about the proper ways to wash hands, socially distance, and wear their masks. Students will also have to use the touchless hand sanitizer each time they exit or enter the classroom.

The bathrooms will be cleaned every two hours with the date and time each was done. Touchless soap dispensers and paper towel dispensers were installed in each bathroom and by each sink.

The school floor plan will be used to determine the best way to use, assign, and access bathrooms.

## SOCIAL AND EMOTIONAL WELL-BEING

Emotional Learning are the foundations for young people's well-being; self-awareness; social awareness, self-management, relationship skills, and responsible decision-making. Learning does not happen without social connections. . The OLV administration and faculty and staff recognize that in light of the social disconnections that have occurred in the wake of COVID-19, distance learning cannot occur without further addressing the social-emotional needs of our students, teachers and families. Furthermore, we recognize that to attend to these social emotional learning needs, we

must provide the necessary support and resources to all district stakeholders to build a community of collective understanding of how we can monitor and attend to the emotional well-being of all students and to each other. In September, to better understand the issues that students face, our school counselor will utilize a social emotional and learning survey instrument in order to collect data from students, teachers, and parents.

Our Lady of Victory Elementary School will also:

- Consistently review the comprehensive developmental school counseling program in order to update it consistently to meet stakeholder needs.
- Establish systems that promote supportive staff-student relationships to ensure that all students have at least one caring staff member who checks in regularly with them and with their family to see if any additional support is needed.
- OLV will be proactive in preparing access to mental health and trauma supports for both adults and students, which may include establishing partnerships with outside entities and agencies, (i. e. Baker Victory Services; Catholic Charities etc.

Administration, staff and faculty will work strongly and consistently with our school counselor to ensure needs are met. Our School counselor and our school nurse will check in with teachers on a weekly basis to survey needs and issues and design consistent classroom activities in order to:

- Teachers, counselors, staff and administration will use ample time at the beginning of the school year to transition students back into the learning environment through community circles to not only give each student a voice, but to also encourage good relationships, connection to one another and a feeling of belonging, and healing.
- Survey the needs of all in order to give staff, faculty and all stakeholders the support that they need.
- Facilitate social emotional and physical well-being of all stakeholders
- Train teachers in Restorative Practices to be used within the classroom in order to reduce disciplinary disparities and negative outcomes.
- Strengthen family, school, and community partnerships of faith and others with the hope of promoting a positive school culture.
- If another pause is put in place and virtual learning framework is ordered, it is in our plan to have all teachers teach their classes live through zoom and google classroom each school day so students are able to have daily contact with their teachers on a daily basis each week.

## TEACHING AND LEARNING

Our Lady of Victory evaluated the essential standards and skills addressed during the closure of the 19/20 school year, as well as those needing reinforcement in the 20/21 school year. Prioritizing standards will be our main focus. This will create clarity around what is to be taught and what students should learn next school year. This will assist in identifying what is most important for student to know and be able to do as we prioritize our curriculum and teaching around the essential standards for each grade.

### Academic Gaps and Interventions:

OLV has established instructional practices and procedures for implementing initiatives that address a Response to Intervention process applicable to all of our students. OLV will provide appropriate prevention, intervention, and/or remediation while ensuring high quality instruction and access to grade level standards for all.

### INSTRUCTIONAL MODELS:

Reopening for the 20/21 academic school year will begin on September 10<sup>th</sup> with a soft opening. Students in grades Pk-8 will be split up into two groups; A and B. Group A will begin on September 10<sup>th</sup> and Group B will begin on September 11<sup>th</sup>. Students who are not scheduled for face to face learning on any of those days will participate through remote learning.

Then dependent upon the direction from the New York State Department of Health and the New York State Education Department and the Governor's office by August 7<sup>th</sup>, 2020: one of these three plans will be implemented.

#### *In Person Model*

On Monday September 14<sup>th</sup>, 100% of staff and students will attend school in the physical building for a full day on each scheduled school day and instruction will be delivered in traditionally scheduled courses/subject areas with established precautions for maintaining health and safety. Social distancing measures will be in place and masks are to be worn when students are unable to be six feet apart. Using this model, students would be actively involved in the school learning environment. Our academic programs, will for the most part maintain their current veracity.

### *Hybrid Model*

Reduced capacity with all students including Pre k attending on alternated days of the week. Each class, Pre-k through grade 8 will be divided up into two cohorts; group A and Group B. Families with multiple children in the school will be put in the same group as their siblings, A or B in each of their classrooms so they attend school on the same days during the week.

Group A will attend school in brick and mortar on Monday's and Tuesdays for full days. Students in the B group of the classroom will learn remotely as the teacher teaches live from the classroom.

Wednesday all students will learn virtually as their teachers teach live from the classroom. The school will be thoroughly disinfected to get ready for cohort B who will attend on Thursdays and Fridays for full days. Group A will learn remotely on those days. The school will again be disinfected over the weekend to get ready for the next week.

***High needs students will be prioritized for full –time in-person learning when feasible.***

### *Remote Learning Model*

Students will not attend in the physical building for instruction. If allowed and all teachers are healthy and answer the screening questions as well as have their temperature monitored, staff will report to their classrooms to distance teach to all of their students from their classrooms. The structure of their classes, expectations for students and teachers, and protocols for taking attendance, delivering lessons and instructional materials, assessing student work, and grading/providing feedback will have similar expectations as if students were physically attending school.

Lessons will be delivered through Google Classroom using Google Meet etc. Kami and Google Docs will be used for student assessment and assignments.

All lessons will be recorded and posted on Google Classroom each day as well.

- Students who do not have a remote learning device will be given one to use during remote learning.

- All teachers will keep a regular school schedule with exact times for course/subject area instruction.
- Attendance will be taken for each course

### ***Communication Protocols for Students and Families***

Our Lady of Victory will share clear communication to students and families to share course expectations and online learning participation expectations, including set office hours and opportunities to collaborate with educators and other students.

- Administrative welcome letter will be sent to all students and families to share course expectations and online learning participation expectations, including set office hours and opportunities to collaborate with teachers and other students.
- Teachers will follow up with a Google Classroom welcome letter to all of their students and families. It will outline class/course schedule and online participation expectations, including teacher contact information.
- All teachers will be expected to respond to emails, google classroom discussion boards within 48 hours and the turnaround time for submitted work at 96 hours.
- In addition to daily class meetings, teachers will host regular office hours between 2:00PM and 3:00PM each day to answer questions and give assistance to students when they need it.
- The technology integration specialist will provide guidance and ensure all students are able to login to all systems that are part of the class courses
- The tech specialist will communicate the protocol for tech help when needed to all families.

### **ATTENDANCE**

In all of the learning models discussed in this reopening plan, teachers will be asked to teach live to both cohorts, in school cohorts as well as distance learning groups each day. Each teacher will be expected to enter attendance for each student regardless of the way they are learning on a given day into our e- school data entry system.

### **EDUCATIONAL NEGLECT:**

If a custodial parent or guardian fails to ensure a child's prompt and regular attendance in school or keeps a child out of school with impermissible reasons resulting in the possibility of a negative outcome for the success of the child, an educational neglect allegation may be warranted. In this case, the administration will reach out to the local department of Social Services with any questions or concerns related to a child's welfare.

Neglect should not be considered for those parents who choose to have their children learn via remote avenues, but they must understand children must be present in class not matter if they are learning in school or at home if they are healthy and able.

## **SPECIAL INSTRUCTION; ART; AND PHYSICAL EDUCATION, TECHNOLOGY**

### *Phys-Ed Classes*

The physical education teacher will ensure that whether remote, hybrid or in-person models are utilized, students will have time to participate in physical activity under the direction and supervision of the PE teacher themselves or via their classroom teacher to the extent practical. If hybrid schedules limit face to face class time with our PE instructor, he/she to their best of their ability will prepare a schedule of learning activities for students to participate in independently at home or with their classroom teacher. The PE instructor will be encouraged to refer to the website released by SHAPE school reentry considerations for returning to school in the 20-21 school years.

For in person learning; children will be spaced 12 feet apart in the gymnasium. If class size does not permit this, the classes will be reduced to half capacity.

Teacher will use a microphone to project instruction to students

Teacher will focus on individual pursuits or skills rather than team sports until the pandemic is over.

### *Art Class*

The art teacher will push into classrooms where students are appropriately social distanced. In the event of distance learning, project based learning planning will be encouraged.

### *Technology Instruction*

The technology lab at OLV consists of two large classrooms. Student density will be reduced for each class if students cannot sit 6 ft. apart. Masks will be worn. Tables and chairs will be sanitized. Students in grades 5-8 will be assigned to their own devices during COVID. In grades k-4 devices used in class will be thoroughly sanitized after each use and sanitized again at the end of each day.