



# Re-Entry Plan 2020 - 2021





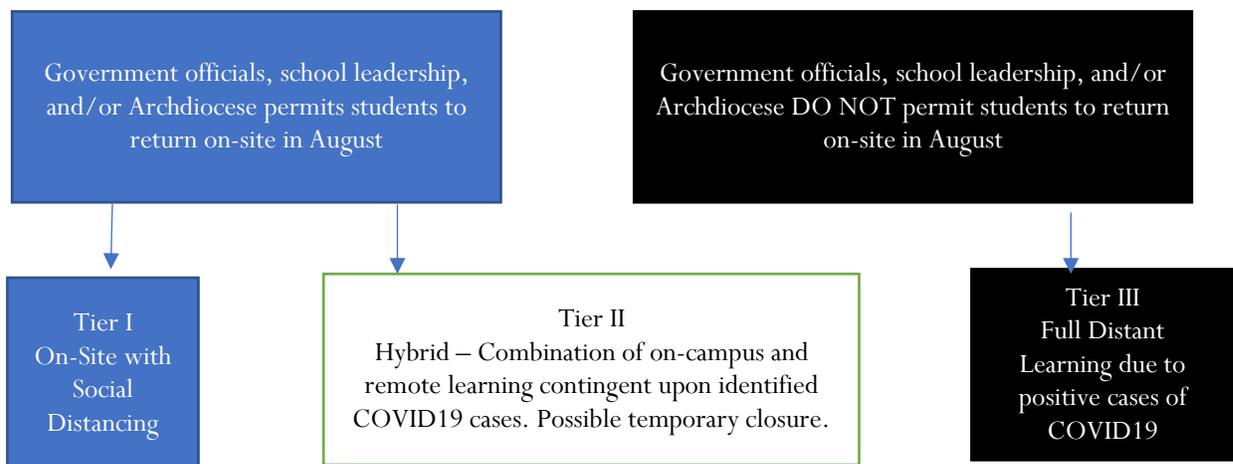
## The Purpose of this Plan

The purpose of this plan is to outline Little Flower Catholic School's return-to-school guidelines and reopening of school after the COVID-19 pandemic closure. These guidelines have been carefully considered to address and promote the safety, health, and welfare of our community in conjunction with recommendations from the Centers for Disease Control and Prevention (CDC), Mobile County Health Department (MCHD), our local and state governments, as well as the Archdiocese of Mobile and school community. **Guidelines are evolving and will continue to change throughout the summer and fall months. The School will monitor and make plans accordingly.**

# The Process

Little Flower Catholic School established a Re-Entry Task Force with two subgroups of Hygiene/Safety and Academics/Logistics. Members of these groups along with the Centers for Disease Control and Prevention (CDC) and the Archdiocese Department of Education worked to create this plan. As Little Flower implements new procedures to enhance the safety of our students, faculty, staff, and community, we realize the fluid nature of the conditions. We have developed three scenarios (I, II, III) outline below.

## Scenario Flowchart



## Current Situation

While there is many models and predictions available regarding the trajectory of the COVID19 pandemic, most experts agree that they are **three basic phases**.

**Phase 1.** The epidemic has reached a point where stay-at-home advisories and social distancing are the only ways to slow the spread enough so that medical facilities are not overwhelmed.

**Phase 2.** The spread of the disease has decreased (a steady drop in cases over at least 14 days) AND widespread testing (for active disease or antibodies) and public health tracking of cases is available.

**Phase 3.** Disease transmission is significantly reduced due to widespread availability of a safe and effective vaccine AND/OR safe and effective treatment AND/OR herd immunity.



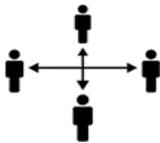
*It is possible that during the School year, instructional days and plans will alternate between these phases according to the current community transmission rate status.*



## **Tier I – New Normal**

Little Flower Catholic School, with the help of the Re-Entry Task Force, is preparing for on-campus operations to resume in the fall of 2020. The community will follow specific health precautions that will be in accordance with the Archdiocese of Mobile, Mobile County Health Department, state, local and federal government requirements. Below are listed the specific plans for school year 2020-2021. Changes and modifications may be made as more information is available.

### **Safety and Hygiene:**



- ✓ Students will have temperatures taken in their cars at morning drop off. If the student has a temperature of 100.4° or greater, they will not be permitted to enter the campus and will not be able to return until they are fever free for 3 days (72 hours). All faculty, staff and visitors will be screened prior to entering the building. No student may be “dropped off” until temperature is screened. Unfortunately, parents will not be able to escort their students to their classrooms. Faculty and staff will be trained on this protocol so students may be checked as quickly as possible. Your patience is appreciated.

- ✓ After 7:45 am (tardy) parents **must** accompany student to the school front door, (Government Street) to have student temperature screened. Students will be given a tardy slip with sticker designating they were screened and can enter homeroom.
- ✓ After temperature screening, students will proceed directly to their homeroom class. Hand sanitation and bookbag disinfecting will take place prior to entering room.
- ✓ Touchless paper towel dispensers and additional hand sanitizing areas will be installed.
- ✓ Restrooms (after one class use), cafeteria, gym equipment and frequently touched surfaces such as door handles, stair rails, shared electronics, etc. will be cleaning multiple times during the day using designed schedule.
- ✓ Recommended social distancing measures will be in place in all areas including classrooms, hallways, church, cafeteria, and any other shared areas as recommended by the CDC.
- ✓ Lunches will be delivered to classrooms from the cafeteria daily to grades PreK 3 to 8<sup>th</sup> until further notice. A rotation schedule using empty classrooms and cafeteria will allow students to eat lunch in a different location, but still keeping classes separated. Lunches must be ordered by the week to ensure adequate quantity preparation.
- ✓ Designated entrances and exit flow paths will be used.
- ✓ Water fountains will NOT be used. Students are encouraged to bring their own clear water bottle.
- ✓ Students will have out-of-doors play time with proper social distancing in

designated areas and times.

- ✓ No field trips until further notice.
- ✓ After School Care will NOT be open in August and September. We will re-evaluate the health and safety situation for possible opening at the end of September.



### **Additional Changes:**

- ✓ Mask will be utilized based on CDC recommendations. At this time all staff, teachers and visitors will be required to wear a face covering in the building.
- ✓ As of this publishing, face covering for children K-8 are required.
- ✓ To minimize physical interaction, students' movement will be reduced. Teachers, including specials like Art and Spanish, will move from one class to another instead of student movement.
- ✓ Weekly school Mass will take place with social distancing and sanitations guidelines in place.
- ✓ Additional instruction on hygiene, social distancing, internet citizenship and Google Classroom will occur.
- ✓ Back to School Night, PTO meetings and other gatherings will take place with alternate timing and additional safety measures.
- ✓ Each student will have their individual supplies and storage area/box rather than sharing supplies at a collaborative table.
- ✓ Students will still be required to dress out (grades 3 – 8) daily for PE with

established safe routine.

- ✓ P.E. bags must go home daily for washing.



## **Tier II – Hybrid Learning**

In the event of possible COVID19 transmission Little Flower may accommodate by temporary dismissal of school as needed for cleaning and contact tracing if positive case of staff or student occurs. This plan allows affected groups to continue to learn virtually, while those unaffected can resume on-site learning following proper disinfection measures. All teachers will record their daily lessons (in every subject). These videos will be uploaded to the Google Classroom for students/parents to access. The decision to facilitate between onsite and remote learning will be the responsibility of the state and local department of health in coordination with the Archdiocese of Mobile and Little Flower School Administrator and Pastor.



## **Tier III – Full Distant Learning**

To fulfill the School's mission in a remote learning environment, faculty and staff consider the ages of students, as well as their academic, social, and emotional needs. There is a concerted effort to balance the School's desire to extend learning to the home with students' varying abilities to attend to schoolwork in a self-directed or

family-supported environment. This careful balance influences the remote learning program objectives, plans, and definition of success as Little Flower works in fulfillment of the School's mission. Teachers and students would be in daily contact for direct instructions, guidance, and assistance.

In preparation of possible school closure, all students, teachers and parents will be provided with training on all aspects of full distant learning platforms including Google Suite (Gmail, Docs, Sheets, Classroom and Google Meets), Seesaw, McGraw-Hill Math, Accelerated Reader and Pearson Science.

### **Goals for Distant Learning Activities:**

- ✓ Each grade and School's divisions (PreK-2, 3-5, and 6-8) create a remote learning framework to guide expectations of teachers, students, and families. The overall goal of all is to continue the learning through devised units and lessons that teach and enable practice of key skills using remote and non-technology -based tools. The School's objective is not to take physical school and move every aspect of it to a remote learning environment. Instead, Little Flower deems continuity of learning and full participation by students as the fundamental basis of remote learning philosophy.
- ✓ Through online announcements and regular homeroom, special area classes and check-ins, the faculty and staff help students maintain a sense of connections to the Little Flower community.
- ✓ Throughout the distant learning process, it is important for families to establish

learning routines, as this helps children adapt to their changing learning environment. Little Flower teachers and staff will support families as we work through the process.

### **Considerations:**

- ✓ This is a new process for everyone, and the faculty knows it takes time to adjust.
- ✓ Families should contact the School for assistance, as needed. Teacher work hours are provided later in this document.
- ✓ Little Flower hopes families develop new experiences in remote learning, and that when students return to campus, they are proud of the new skills they have learned and will use in the future.

### **How Remote Learning Works**



### **Google Meets**

- ✓ Google Meets for grade levels K-8 will be daily and mandatory.
- ✓ The purpose of Google Meets is for the teacher to introduce the content and daily instruction activities.
- ✓ Google Meets should last no longer than 45 minutes.

- ✓ Teachers will instruct students to mute themselves when the meeting begins and use the chat function to ask questions.
- ✓ The teacher will lead the meeting and will give a recap of the daily lesson plan and will teach new material. The last 10 minutes of the meeting/lesson will be used to answer student questions.
- ✓ Google Meets will be coordinated using the Google Calendar so that teachers do not schedule during another grade level meet.
- ✓ Google Meet will be the platform for students to connect with their peers and instructors. (PreK3 – 8).

### **Google Classroom**

- ✓ All teachers in PreK3 to 8<sup>th</sup> grade and specialist teachers will be trained as Level 1 Google Educators by August 1, 2020 and Level 2 by October 1, 2020.
  - August and September faculty meeting will be used to review process of video recording from Smart Boards and other used features.
  - Teachers and specialist will contact parents about missing work by telephone and then by email.
  - All teachers in PreK3 – 8<sup>th</sup> grade will have a Google Classroom.
  - In August, teachers in grades Prk3-8 will instruct student/parents as how to assess Google Classrooms.
    - Every Google Classroom page would be the same in all grade levels and subject areas.
    - Students daily checklist will be found under classwork.

- Google Suites will be used by students in grades 3-8 to collaborate and submit work.
  - Teachers will agree on a consistent location for students to submit work.
  - Teachers will make a daily video with an explanation of daily assignments.
- PreK will use Google Classroom as a platform for communication with students and parents. Parents will be able to access their student's individualize learning plan through SeeSaw in the Google Classroom.
  - PreK teacher will create a video to assist parents on how to navigate SeeSaw.
- PreK-2<sup>nd</sup> Grade: Every student will receive a packet of material for daily routines (such as calendar/phonics, etc.)
- ✓ Little Flower will provide parents and students training on:
  - K-8 how to access Parent/Student Portals and check grades.
  - PreK – 8<sup>th</sup> grade on how to navigate Google Classroom Where to find daily assignment, where to find a list of student's missing work, where students are to submit assignments and how students will attach files.
  - Students in grades 2-8 will use Accelerated Reader to take comprehension test
- ✓ Grading
  - If assignments are not completed successfully and by deadline students will have incompletes in the gradebook.

- Incomplete assignments will remain as “I’s” in the gradebook until the final deadline (quarter end) when they result in a 0. The teacher should have proof of their active parent communication (email, calls, texts).
- Test will be graded for accuracy as they are generally in an “open notes” format.
- Middle and intermediate students (3-8) should be reminded of plagiarism. If a teacher can prove that a child copy and pasted directly from the internet, the grade will result in a 0. Half credit will be given if the student redoes the assignment.

### **Daily Expectations during Distant Learning**

**Preschool:** Families of early childhood students will receive each day’s assignments via email the night before the start of class. Assignments for students are not mandated, but families are encouraged to help their child participate in the daily assignments. During the morning check-in (Google Meet), families may ask questions regarding the daily assignments. Students should expect at least two hours of engagement/work each day.

**K-8:** At the start of each day, families and/or students should check their Google Classroom for information about the day’s learning activities. Students should complete the assigned activities, with family assistance as needed. Students are encouraged to turn in their assignments at the time assigned by their teacher.

- ✓ Assignments are designed to help students feel successful and to review grade-level content standards. The content of lessons, activities, and assignments may change as students become comfortable and confident in an online learning environment
- ✓ Kindergarten-2nd grade students should expect at least three hours of engagement/work each day.
- ✓ 3rd-5th grade students should expect at least four hours of engagement/work each day.
- ✓ 6th-8th grade students should expect 5-6 hours of engagement work each day.
- ✓ Teachers have been asked to be mindful of screen time, especially as it relates to Preschool - 3rd grade.
- ✓ Attendance remains a priority. Student's attendance in daily Meets are mandatory.

### **Helping Students Maintain a Daily Routine During Distance Learning**

Families are encouraged and recommended to create a schedule and maintain a routine. There are many formats being shared online that families can use as starters. Below is a portion of a blog post written by Dr. Cathy Schaefer, a licensed school psychologist with a specialization in Early Childhood Studies, that may help families craft a schedule.

1. Wake up at a set time every day.
2. Get ready for the day. Everyone needs to change out of their pajamas. Staying in pajamas continues the mindset of a lazy day.
3. Set a schedule for the day that incorporates academic time, leisure activities,

physical activity, and alone time.

4. Write or print the schedule where everyone can see it. Just as important as making the schedule, is making sure that everyone knows what to expect for the day. Routine gives children a feeling of stability in what is arguably, a very unstable time. It also eliminates constant questioning of what they need to do next or interruptions when you are also trying to complete your own work at home.

5. Put away the phones during academic time. Putting it face down on the desk is not good enough. Everyone needs to put their phone into a basket or cabinet so that they can concentrate.

### **Teacher Work Hours During Distance Learning**

Teachers are available weekdays 8:00 am to 4:00 pm via email for any questions families might have. However, just as many families are adjusting to working from home, teachers are as well. Depending on their personal obligations, they may also be responsible for caring for their own children or elderly parents during the school day, and those responsibilities may at time limit teachers' availability. Patience is key as everyone adjusts to the new school-day rhythm. Each teacher will designate "Office Hours" for families to connect with them or for students to receive extra support. To inquire about your teachers' Office Hours, families should email them directly.

### **Parent – Teacher- School Communication**

- ✓ Parents are encouraged to check portals weekly. Teachers will update on Friday

and parents can check in on Monday.

- ✓ Parents should understand that their child login can be seen by the teacher. If a student is not logging into Google Classroom, the parent will be contacted by the teachers.
- ✓ Mrs. Poole (6-8) and Ms. Pennie (K-5), our Title I tutors, are available to assist students who are struggling and/or need individualize instruction.
  - Each class PreK-8<sup>th</sup> will have a weekly schedule of lesson plans by subject area and a student checklist to assist with this process.
- ✓ Specialist will assist the homeroom teacher with weekly wellness checks-in calls to families. The purpose of the call is to ensure that families are successfully navigating the distance learning activities and to see if students need help competing assignments or accessing technology.

## **Frequently Asked Questions**

We know there will be many questions and we navigate through these uncharted waters, but here may answer a few of yours.

**1. *Which scenario will be in place in August when school starts?***

If all health conditions remain positive per the CDC, we plan on entering the fall of 2020 in Tier I with students returning with social distancing and health guidelines in place.

**2. *Will there be alternatives to sending my student at the beginning of school?***

Little Flower will provide “parallel” learning alternative for families that do not want to send their student to in -school classes to begin. This is not an ideal learning alternative. Critical skills will be taught using video lessons and learning packets.

There will be a deadline of September 1<sup>st</sup> for parents to make this choice. Once “parallel” learning is selected, student will remain in that course until the end of the quarter.

**3. *Will students and staff be required to wear masks or face coverings during the school day?***

Guidelines from the CDC and Mobile County Department of Health are now recommending the wearing of face covering. As of this writing students in K-8, teachers, staff and visitors will be required to wear face covering.

**4. *What about P.E., Art, Library and CYO Sports?***

Students will be able to participate in all the in-school activities with accommodations made. CYO Sports will follow the AHSAA guidelines and have every intention on beginning.

**5. *What will happen if someone in our community tests positive for COVID19?***

Staff, teachers, or students who feel ill/experience symptoms (fever, coughing, shortness of breath) will be removed from their classroom or work area and will be sent home for medical attention. All parents and health officials will be notified keeping withing HIPPA rules.

# Re-Entry Task Force

Many thanks to the members of the Re-Entry Task Force for their invaluable insight, expertise and advise they continue to contribute. If you have questions, concerns, or comments, please contact:

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