

# Immaculate Conception Catholic School Safe Reopening Plan.



“I will instruct you and teach you in the way which you should go; I will counsel you with My eye upon you” Psalm 32:8

Part 1: Letter

Part 2: ICCS Safe Reopening Plan

Part 3: Remote Learning Option



# Part 1: Update Letter

## 2020.2021 Reopening Plan

Dear ICCS Families,

First, let me thank you for your support and understanding as we, as a nation and community, responded to the unexpected invasion of COVID-19. I am very proud of the way our ICCS students, parents, employees, and community leaders handled the demands we were faced with to protect everyone as we continued to educate our students during the most unusual of circumstances. As you know, there continues to be concerns and questions related to how schools plan to reopen in August 2020. While we are in the business of educating, our priority is the safety of our students and our employees. Be assured, we have been working diligently on our 2020- 2021 restart plan and due to all the factors and information needed to plan as COVID-19 issues unfold, the plan continues to evolve. Our desire is to return to school as normal (traditional) with enhanced safety and cleaning procedures. However, we must be proactive and be prepared during these ever-changing times to continue educating our students when circumstances change, as predicted, throughout the year related to the health and safety of our students and employees.

Administrators and department leaders have been planning for increased safety procedures and yesterday, the diocese of Phoenix has determined that we will start the school year with distance learning, and the new target date for in-class instruction was moved back to September 8<sup>th</sup>.

This means that all students will participate in the learning of new material, continued standard pacing, interactive lessons, graded assignments, and assessments from home until we can return to in-class instruction with a new target date of September 8<sup>th</sup>, 2020.

Our priority is to keep everyone safe while not making life more difficult for our parents. Each family situation is uniquely different. We fully understand your varied concerns about health and safety, distance learning, the importance of face-to-face instruction, parents needing to work, the economy, and all of the other unexpected consequences of not being in school or being in school in a traditional method. Since we can't be in a traditional school setting until September 8<sup>th</sup>, our goal is to find the best possible way to continue to educate our students and support our families until we can have our students safely in our buildings as frequently as possible to ensure the health and well-being of all.

As we continue the ICCS 2020-2021 planning process, we will keep you updated. Thank you for your continued support and positivity as we strive to do what is best for ALL of our students and employees during these challenging times. God bless you.

Serving you,

Mr. Hernandez

## Part 2: How We Plan To Open Safely

### 2020.2021 **Safe Reopening Plan Schedule**

○ <b>August 3-5</b>	○ <i>Staff Returns- Training Begins</i>
○ <b>August 6,7</b>	○ <i>Families are contacted by homeroom teachers.</i> ○ <i>Chromebooks made available with login info</i>
○ <b>August 10</b>	○ <i>Preschool opens in-person.</i> ○ <i>Distance Learning Begins. Week opens with an orientation to ensure all students know expectations and have a chance to meet new peers.</i>
○ <b>August 17-September 4</b>	○ <i>Online distance Learning for all classes K-8.</i>
○ <b>September 8</b>	○ <i>In-Person Learning Begins for all classes</i>

ICCS will be following the plan as outlined below to help keep our school community safe. As with most safety issues, there is a delicate balance between not doing enough and going too far, and ICCS will continue to monitor this balance. While there is no one-size-fits-all model, the Center for Disease Control (CDC) and the Yavapai County Health Department (YCHD), as well as other resources, provide guidance which we will continue to monitor. It is also important to acknowledge circumstances are changing quickly. This document is meant to be flexible and adaptable with the current situation and will change as additional information and guidance becomes available. We will update families accordingly.

- ✘ Re-Opening is consistent with applicable state and local orders.
  - To the extent they apply to private schools, ICCS will follow all required state and local orders.
  
- ✘ ICCS intends to work with those families who are at higher risk for severe illness or who are not ready to go back to an in person environment.
  - These families may choose our remote learning option once school resumes (section 3).
  
- ✘ We will screen students and employees for symptoms
  - For the time being students and staff will be screened at the beginning of the school day upon arrival.
  - Hand sanitizer will be provided on the way into school each day. Students may choose to wash hands with soap and water for 20 seconds instead of using the sanitizer.
  - Procedures are in place for parents to keep student's home when they do not feel well or have symptoms, and protocols for sending students home from school are in place. Students with a fever will be sent home and may not return until they are symptom-free and fever-free for up to 72 hours without the help of fever-reducing medications. Students will need to be re-admitted through the office for final clearance. And extended quarantine will be required in specific cases.
  
- ✘ Assumption of Risk
  - All families will be required to sign an assumption of risk form (waiver at the end of this document) prior to their child returning to campus this fall.

# Part 2: Health and Safety Procedures

## 2020.2021 Reopening Plan

\*\*\*This is a living document that will be constantly updated based on state and diocesan ordinances\*\*\*

### Health Screenings

- Staff's temperature will be checked upon arrival at school
- Student's temperature will be checked upon arrival.
  - Students above 99 degrees will be monitored. Students above 99.5 degrees will be sent home.
  - If students are showing symptoms or a fever, they will need to be picked up immediately
  
- Parents please do a daily symptom screening with your child each morning
- Staff will conduct a symptom screening when student arrives at school

### Face Masks

- Students in grades kindergarten through eighth will wear face masks
- Masks available for students who forget
- Face masks will be worn:
  - When transitioning between classes
  - Upon arrival and dismissal
  - When students are not physically distanced
    - If students are physically distanced in their classroom, then the use of a mask is suggested but not required.
- During recess students are recommended to wear a face mask when not socially distanced. If students feel shortness of breath due to the face mask they remove it to take a break from it in a safe space.
- Face shields will be available for all teachers
  - Face masks will be worn by teachers when they are interacting with students
  - Each teacher will have a face shield available to wear in addition to their face mask if they choose to.

## **Physical Distance**

- Students will maintain a safe distance throughout the school in areas such as:
  - Bathrooms
  - Classrooms
  - Art
  - Library

## **Personal Hygiene and Disinfecting**

- Sanitation stations are located in each classroom
- Additional hand sanitizer stations will be placed
  - In the playground area
  - In the courtyard
- Students will sanitize before recess, before lunch, and before entering the classroom
- Classroom windows will be open to provide better ventilation
- Playground equipment and classes will be disinfected throughout the day
- Lunch tables will be disinfected throughout the day

## **Class Grouping**

- Students will be primarily with their class all day to limit interactions with multiple students
- Class sizes are generally smaller than others in our community and therefore distancing will be more feasible. It is not feasible to keep students six feet apart at all times and therefore there will be an associated risk assumed by families.
- When students arrive in the morning, they will go into their classrooms until school begins
  - There will not be a morning recess before school starts
- Students will have recess and lunch in smaller groups.
  - Kinder and 1<sup>st</sup>
  - 2<sup>nd</sup> grade, 3<sup>rd</sup> grade, and 4<sup>th</sup> grade,
  - Middle school
- Students will be with their class at dismissal until parents pick them up.
- Student movement through the campus will be limited.
- In the event of a rainy day, students will stay in their classroom for recess
- Students will wash hands or sanitize before recess

## Specials

- PE will provide exercise with limited student contact.
- Art will still be offered with personal art supplies for each student.
- Spanish will be offered for grades 7<sup>th</sup> and 8<sup>th</sup>
- When students are not able to physically distance, their mask will be worn
- Teachers will walk their class to their specials using the traffic flow and will keep a safe distance between any class in front of them
- Specials teachers will drop off students at their classroom

## Lunch

- Tables will be cleaned according to CDC guidelines after each lunch
- Lunch will be in the classroom or outside with students sitting with their own classmates in small groups

## Drop off

- Prior to entering the building, students will sanitize hands
- No parents will be allowed on campus until we are cleared to do so.
- Parents will need to schedule meetings with teachers if they would like to meet with them and will be required to wear a mask and complete the screening prior to entering the building

## Pick up procedures

- ALL K-8<sup>th</sup> grade parents will pick up from their car
- Grades will be separated to avoid a big group
- Students will line up and wait in their designated section until their parents pick them up
- Middle school will be picked up by the Church ramada

## Bathrooms

- There will be social distancing protocols in the bathrooms to avoid students coming within 6 feet of each other
- Tape will be used to separate students while they are washing their hands
- A maximum number of **TWO** students will be allowed in the bathroom at once
  - One student per class will be allowed to use the restroom at a time
- If a class is using the bathroom as a whole class, then the bathroom will be closed to other students
  - For example, if second grade is using the restroom after lunch, a third grader will need to wait until they are finished

- Bathrooms will be sanitized in the middle of the day
- Touchless bottle fillers will be operational but not the water fountains
- Students will need to bring water bottles daily
- Only water bottles or cups will be used for drinking water. Our fountains have the fill station ability.
  - Students will need to have a water bottle for the day, if they do not have a water bottle, a plastic cup can be provided

### **Spiritual and Emotional Needs**

- Students will need to wear masks for Mass and will be physically distanced from other classes
- We will continue the use of our Social Emotional Learning (SEL) program this school year to help build on these skills (Teaching for Transformation is the program)

### **Curriculum and Instruction**

- A part time interventionist will be hired to help close academic gaps
- Students will use their own school supplies to limit sharing
- IXL will be used throughout the year to assist in measuring academic proficiency
- The school will look at other formats of assessment and intervention to help with any academic gaps

### **Lessons for students who need to miss an extended amount of time**

- If a student is sick and cannot return to school, links for assignments will be made available.
- Teachers will create a model for when students are sick or out for an extended amount of time
- We are looking at possibly having cameras in the classroom that will allow missing students to see lessons live or at a later date if recorded.

### **Training for Employees**

- COVID protocols and training will take place with ICCS staff prior to reopening
- Procedures for screening students and staff
- On campus procedures for those who become ill
- Encouraging anyone who is sick to remain at home



## **Toggled Instruction**

- In the event of a needed closure ICCS would move immediately into distance learning.
- Learning Management System: Google Classroom
- Student Information System: Option C
- Virtual Teaching System: Google Classroom
- Technology for checkout for those who have none: Chromebooks

## **WHAT HAPPENS WHEN A STUDENT OR STAFF MEMBER COMES INTO CONTACT OR TESTS POSITIVE WITH COVID-19**

If a student or member of student's immediate household develops Covid-19 symptoms he/she will need to quarantine at home.

- Symptomatic students should be tested for Covid-19. If a student is not tested, follow the return to school criteria of a positive test.
  - If a student tests positive, they can return to school when it has been at least 10 days since onset of symptoms AND they have had no fever for 72 hours (without use of fever lowering medication such as ibuprofen or acetaminophen), resolution of their symptoms.
  - If student tests negative, they can return to school when they have been fever or other symptom free for 72 hours (without use of fever lowering medication such as ibuprofen, naproxen, or acetaminophen) AND with a 'return to school' note from a physician, NP, or PA to confirm the student's symptoms are suspected to have been from an etiology other than COVID-19. If they cannot obtain a medical provider's note, they can return to school with the criteria noted above for students with a positive test.
- Asymptomatic students with a household member positive for COVID-19, but who have never developed symptoms themselves, can return to school after 14 days.VC

## **School Communication and Closure Protocols**

1. If a student or staff member is confirmed to have COVID-19 infection, ICCS will inform parents and staff members of possible exposure and the grade level(s) where the exposure has occurred. Confidentiality, as required by the Americans with Disabilities Act (ADA), will be maintained unless written permission is given by parents of the infected student or infected staff member to release the name of the infected person.

2. In most cases, the class where exposure to a verified COVID-19 case has occurred will move to emergency online education protocols on Zoom and Google Classroom.
3. If two verified COVID-19 cases occur within a class during a 10-day period, the class will move to emergency online education protocols.
4. Class, bubble, and school closure protocols are subject to change based on consultations with the Yavapai County Health Department and other appropriate health agencies.

# Part 3: Remote Learning Option After September 8

## 2020.2021 Reopening Plan

### **Remote Learning Option: A program for families who need to learn from home this year**

#### *Program Details:*

- Camera in the classroom will provide access to daily lesson plans from teachers through Google Classroom. Lessons will be recorded if you miss the live content. The format will be the same throughout the grade levels (as much as possible) Schedules and paperwork will be provided for each week.
- Math: Envision math will be used for math curriculum along with workbook pages provided, along with IXL or other online resources.
- ELA: Guidance for lessons will be included in scheduled daily lesson plans and recordings if you miss the live airing.
  - We will provide spelling and writing prompts with a rubric attached, so students/parents know what teachers are looking for in the assignment.

History/Science: Will be project based

#### FAQ's

#### ***How Will Grading Work?***

Teachers will assign grades for students work. This will happen through completion of assignments as well as tests/quizzes and projects.

#### ***Will We Retain Scholarships?***

Scholarships will remain intact with enrollment and participation.

#### ***Are There Mandatory School Hours?***

Much learning happens in a learn-at-home environment that is not quantified. Field trips, reading times, art time, science experiments, physical exercise, typing, debates, learning conversations are all a part of learning. As a part of ICCS, our families will be required to provide as many educational/learning hours through the year as students would receive if they were on campus. ICCS will rely on parents to ensure that kids receive an appropriate education under AZ guidelines. We will assist with school schedules, but families will have ultimate authority. According to the state, here are the required educational hours per grade level in AZ:

- Kindergarten – A total of at least 356 hours [about 2.4 hrs per day]
- 1<sup>st</sup> - 3<sup>rd</sup> grade – A total of at least 712 hours [about 4.75 hrs per day]
- 4<sup>th</sup> - 8<sup>th</sup> grade – A total of at least 890 hours [about 6 hrs per day]

#### ***What If I Would Like To Return to School In-Person?***

Students will be able to return at quarter breaks if desired

## **General Waiver for School Participation**

Immaculate Conception Catholic School

I give permission for my children listed below this document to attend Immaculate Conception Catholic School, realizing that there is some potential for injury and illness inherent in such all School activities. I acknowledge that School is using good faith, reasonable efforts to implement the recommendations of the Centers for Disease Control and Prevention (CDC), Arizona Department of Education, and state and local health authorities in light of the unique needs and circumstances of the School community, and in order to allow for in-person learning while protecting students, teachers, administrators, and staff and helping slow the spread of COVID-19. While the CDC states that these efforts help lower the risk of COVID-19 exposure and spread during school sessions and activities, they cannot eliminate all risk of exposure and transmission, and School cannot ensure my child's complete safety.

By allowing my child to attend the School in person, therefore, I specifically acknowledge and assume the risks and hazards associated with my child's participation in all school activities, but not limited to, the risks associated with the novel COVID-19 virus. I understand that my child will be associating with, teachers, administrators, staff and other children and may contract COVID-19, and other viruses and diseases, through my child's participation in activities at school. I understand and voluntarily assume the risk that my child may acquire COVID-19, and that COVID-19 may subsequently be transmitted from my child to me, my family, and members of my household.

I certify that my child is in good health and has no current issues that make it unsafe for my child to participate in School activities, which may not have a medical professional on staff. I will notify the School and not send my child to School or School functions if my child develops a fever or other symptoms of illness or tests positive for COVID-19. Furthermore, I will not send my child to School or School functions if my child is sick, has COVID-19 symptoms, or has been in close contact with someone who shows symptoms of or has been diagnosed with COVID-19 until after a 14 day exposure period has been exhausted for my child with no symptoms. I further agree that I will follow, and will take reasonable steps to ensure that my child will follow, all rules, policies and guidelines of School in order to protect other students, teachers, administrators, and staff and help slow the spread of COVID-19.

To the fullest extent permitted by law, I hereby agree to waive, release, and discharge any and all claims, causes of action, damages, and rights of any kind against the School, the Diocese of Phoenix, their

insurers, and all of their respective employees, agents, representatives, and volunteers (the "Released Parties") arising from or relating in any way to any injury or illness, including those related to COVID-19, that may occur to my child, me, or my household members due to my child's participation in the School

I am attesting that I will not send my child(ren) to school if they have any of the following symptoms (please initial):

- \_\_\_\_\_ 1. Fever of 99.5 degrees or higher
- \_\_\_\_\_ 2. Cough or shortness of breath
- \_\_\_\_\_ 3. Chills or repeated shaking with chills
- \_\_\_\_\_ 4. Muscle pain
- \_\_\_\_\_ 5. Sore throat
- \_\_\_\_\_ 6. New loss of smell or taste
- \_\_\_\_\_ 7. Body aches/fatigue

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Signature of Parent/Guardian

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