

# **ST. LAWRENCE SCHOOL**

## **RETURN TO SCHOOL PLAN**



### **Mission Statement**

The mission of Saint Lawrence Catholic School is to provide a well-rounded education to students, grades kindergarten through eight, in a caring environment in which Catholic faith and learning grow hand in hand.

## Introduction

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to our schools. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and Florida Department of Health (DOH). We continue to look at best practices in education while listening to the recommendations being made by the Department of Education (DOE), Office of Early Learning (OEL), Department of Children and Families (DCF), the National Catholic Education Association (NCEA), and the Florida Catholic Conference (FCC). Regular updates will be made to this plan based on information provided by all the organizations mentioned above, and applicable federal, state and local agencies.

*This document will be updated as needed.*

## Table of Contents

Cleaning and Sanitizing

Daily Operations/Logistics

COVID-19 Daily Screenings and Forms

Visitors and Volunteers

Cafeteria

Classrooms

Training Schedule

Communications

Instructional Continuity Plan (ICP)

Extra-Curricular Activities

Early Education Program

## St. Lawrence Options for Reopening

The 2020-21 school year is quickly approaching.

We are currently looking into the following options for our students, when safe to proceed:

- On-campus: This option will be available, when approved for safety by the Archdiocese of Miami Office of Catholic Schools, for families who are ready for to return to the school building.
- Virtual School: This option will be available for all students, as directed by the Archdiocese of Miami, or until students with health concerns are mandated to, or voluntarily, self-isolate/quarantine. The classroom will be “live streamed” through Google/Zoom Meetings throughout the day for students to follow the classroom schedule. Lessons will be taught live or through video lessons. Teachers will be available through the entire teaching day for student questions.
- FINAL reopening decisions will be decided based on current conditions and guidelines, according to Archdiocesan policy.

### Aftercare

- No aftercare activities will be available in the fall. (Start date TBD, based on guidelines.)
- Only offered if school is on-campus
- Aftercare available to working parents first.
- Protocols to follow the school day.

### Cleaning and Sanitizing

- Prior to Reopening:

The pastor and parish office manager handled the arrangements for the maintenance of the facilities and the deep-clean procedures and purchases. Regular deep cleaning and sanitizing of the facilities has been scheduled and conducted since the close of school last March.

A certified, professional cleaning company, ADR Services Solutions, is on call for an emergency cleaning after a confirmed positive Covid-19 exposure and for periodic deep cleaning of parish buildings. They have also provided their expertise on recommendations for cleaning materials.

The parish has purchased a sanitizing spray machine for cleaning after school hours.

Two types of EPA approved sanitizing disinfectants (List N for use against SARS-CoV-2 (COVID-19) have been utilized: TB-Cide Quat (EPA Reg. No. 1839-83-5741; EPA Est. No. 5741-OH-1) and HALT (EPA Reg. No. 10324-93-5741; EPA Est. No. 5741-OH-1)

Daily Cleaning will be handled in-house by the parish’s maintenance team and after-school janitorial team. Daily time logs will be kept in each area/room to document completion of the cleaning

procedures. The Head of Maintenance will regularly check, replace, and collect these sheets for submission to the Parish Office Manager.

The maintenance team and/or assistants will:

Mop floors in hallways, staircases each morning. (Checklist to be initialed after completing.)

Clean frequently touched surfaces in shared bathrooms at least four times a day, after each class uses the facilities. (Checklist in the bathroom to be initialed after cleaning)

Clean and sanitize hallways and stairways (including handrails, doorknobs, commonly touched surfaces) at least three times per day (in the morning, after student arrival, mid-day (after rest room breaks), and after school (in preparation for the following day.)

Place garbage cans outside the classrooms to be used during lunch.

Tie up garbage bags after lunch and put in the dumpster.

Work on maintenance requests throughout the day.

Provide immediate assistance if any emergency clean-ups are needed, implementing OSHA protocols.

Report to the Administration.

The after-school janitorial team will:

Clean and disinfect surface areas of every office, classroom, restrooms, and the common area, including: carpets/tile, blinds, desks, chairs, other furniture (cabinets, shelves). (Checklist in the specific areas to be initialed after cleaning.)

- Daily Cleaning Requirements for teachers and students:

Teachers must wipe down door handles prior to transition times.

Students must have the ability to sanitize hands before and after using door handles.

Classroom doors will be propped open from 7:30am-8:00am and during dismissal, as well as during restroom breaks.

Intermittent cleaning of personal desks, chair tops will be done by individual students throughout the day.

- Equipment and Supplies:

Chemicals Used (EPA 1839-83-5741/ EPA Est. No. 5741-OH-1 and 10324-93-5741/5741-OH-1

Storage of Chemicals - Chemicals will be in a locked closet

- Room Capacity

The principal, assistant principal, the pastor, and the maintenance director are responsible for determining room capacity. The Child Care Center Director is additionally responsible for this in the pre-school.

- PreK 3 and PreK 4: 9 students per class. (CDC guidelines.)

The classrooms for grades 1-8 can accommodate 16 desks at 6' apart. Based upon the results of the parent surveys for returning via the in-school option, this spacing guideline would easily be met.

Should virtual no longer become an option, desk arrangement with the implementation of plexiglass partitions or the use of face shields and maximizing the social distancing of desks could accommodate potential enrollment as follows:

K: 18

1st: 23

2<sup>nd</sup> : 23

3rd: 23

4th: 23

5th: 18

6th: 18

7th: 18

8th: 18

Signage

Administration and maintenance will put signs up throughout the school and update throughout the year, as needed.

- Directional arrows in the hallway
- Signs in the bathrooms regarding proper handwashing techniques
- Social distancing signs: 6 feet apart

Daily Operations/Logistics

Arrival and Dismissal Procedures - Students will follow social distancing and one-direction travel protocols and signage when entering and exiting the building.

- Parents must drive through the carline to drop-off and pick-up students
- Drop-off at the front gate for grades 1-8
- Drop-off on 191 Street for students in Kindergarten and siblings (7:45 – 7:55)

Drop-off between 7:30am-8:00am (Staggered, if necessary (7:30 3 & 4 / 7 & 8; 7:45 1 & 2 / 5 & 6)

- Students will report directly to homeroom. Classroom doors will open promptly at 7:30am
- Hand sanitizer stations will be available throughout the school. Hand sanitizer will also be available in every classroom
- Dismissal times will be staggered, as necessary, based on in-school enrollment counts  
K-2: 2:30    3-5 and sibling families: 2:45    6-8: 3:00

- The dismissal areas:

For K, 4 & 8 students will be: Via the sidewalk to 191 Street.

For Gr. 1, 5 & 6 students: School front gate

For Gr. 2, 3 & 7 students: Church sidewalk gate to school parking lot

- Dismissal Procedures:

Students will remain in their own homeroom.

Students will only be dismissed from homeroom when a parent is here.

Assistants will walk younger students to carline from homeroom.

Students may only walk to their house if they live within half a mile from school. An authorization form must be on file in the front office. These students will be allowed to leave after dismissal.

- Entrance Protocols

Teachers – Teachers (and other school employees) are to self-monitor temperature checks before coming to work each day.

- complete their log for daily compliance records
- A fever of 100.4F and symptoms of being ill warrants calling in sick
- completion of Archdiocesan protocols is required before returning to work.

Students- Every parent is to take the temperature of their child before coming to school. “All Take So All Are Safe” will be emphasized during Orientation.

- Medications should not be given to lessen an elevated temperature for entry into school. A temperature of 100.4 or above warrants staying home.
- As a precaution for all, temperatures of 99-100 deserve caution, as fever could be imminent.
- Designated staff members will take students’ temperature prior to entry into the building OR Parents will submit a verification log of their child’s recorded temperature upon drop off at the school. (Based on ADOM recommendation).

Parents / Volunteers / Visitors – Visitors are discouraged to enhance the safety of office personnel.

- All visitors must wear a face mask.
- Early pick up will be permitted only for TRUE family emergencies.

- Doctor appointments will warrant virtual learning for that day to avoid, as much as possible, entry of visitors to the office.
- In the event a parent needs to come to the office, or is required to come for an emergency pick up (such as, if a child becomes ill during the day), the documents that need to be signed will be placed on a desk in the breezeway for parent completion and signature, and then picked up by the office manager or an administrator, using social distancing precautions.
- Payments should be made on-line, or through the credit card authorization form, whenever possible.
- Volunteer hours will be suspended during the pandemic.

#### Daily Health Checks

- School personnel will be required to report any symptoms of self, or students under their supervision.
- ADOM protocols will be followed with regards to asymptomatic and symptomatic conditions.
- Parents will be expected, and required, to report any symptoms of illness in their child or in family members with whom the child has had close contact.
- ADOM health forms will be implemented, as required.

#### Social Distancing Measures

According to the CDC, social or physical distancing is limiting face-to-face contact with others. It means keeping space between yourself and others outside of your home. Employees, students, parents, and visitors must follow local health and CDC guidelines and recommendations on social distancing and interactions interacting with others.

#### In the classroom:

- Desks are in rows facing the front of the room, 6 feet apart.
- Some classrooms contain tables. Only two students per table.
- Face masks are to be worn, especially when face to face communication takes place, or when within the 6' parameter of social distancing guidelines.

#### Outside of the classroom:

- Faculty, staff, and students are required to wear face masks.
- Maintain social distancing.

A minimum of 6 feet, and preferably 8 or more feet, should be maintained when traveling, waiting, and/or while speaking with co-workers and classmates.

- The children will need to be trained to recognize this new “personal space” distance.
- Spacing markers and/or tape lines will be placed, as needed, to train students and adults to adjust to social distancing both in the hallways and in the classrooms.
- The weekly School Mass will be attended by a staggered schedule Middle School, Intermediate, Primary Grades in rotation (in accordance with the church’s socially distanced markers) and/or live-streamed for attendance by the remainder of, or for the entire, school.

## Emergency Drills

Emergency drills will be conducted on a regular basis, but drills will incorporate social distancing and may be adjusted for smaller groups practicing at designated times rather than the whole school/ whole class at once to eliminate the possibility of crowd contact contagion.

## COVID-19 Daily Screenings and Forms (Faculty, Staff, Students)

### Temperature Checks

- Faculty, staff, and students are required to take their temperatures at home prior to arrival at school. A log sheet will be provided for the documentation of this personal health check.
- Student temperatures will be taken at the drop-off car line to ascertain the temperature is not 100.4 or above. The parent will be requested to present the completed log/form verifying temperature of the child, and time it was taken, that morning.
- Temperature checks may be taken before lunch, or more frequently, if the behavior indicates symptoms of possible illness, in which case the office should be immediately be notified. A child who exhibits symptoms will immediately be escorted to the isolation room.
- Administrators, the PE teacher, assistants, or the school office manager may take temperatures with proper precautions (Face shield in addition to mask.)
- If symptoms of illness or an elevated temperature (100.4 or over) presents, the parent will be called for immediate pick up.
- The school thermometers will be checked for calibration before being used the first time.

### Face Masks

- All personnel will follow Archdiocesan protocols as to face masks.
- Face masks are to be worn by all students, grades K – 8. The pre-school will follow CDC guidelines for the children under 5 years old.
- Parents of younger children should practice their wearing of a face mask prior to the start of school so students become accustomed to their use as a normal matter of course so the mask does not become a distraction.
- Face masks must be changed daily and laundered before re-use, if of the reusable type. Varying colors (black, grey, white, blue) that compliment the school uniform colors may be alternated. NO SPECIAL DESIGN MASKS unless special “dress down” days are designated.
- All visitors must wear a face mask.

### Isolation Room

In the event a child exhibits any symptom(s) of illness while in school, he/she will immediately be escorted by a designated adult (with proper protection) to the Isolation room. The child’s temperature will be taken, and if symptoms present OR the temperature is elevated, the parent will be called for IMMEDIATE pick up.

- Parents are expected to pick up a child who is sick, or to arrange for a family member to pick up a potentially sick child, within a reasonable time period, up to 30 minutes of notification.

- The Isolation Room will be in the former rectory building, with a separate space for the supervising adult. An assistant, the school office manager, or an administrator will observe from an adjoining room via the window, for safety.

#### Clinic

If a student gets injured, or needs separation for health reasons other than potential COVID related illness, (s)he will be monitored in the office or, with supervision, in the sick room, depending upon circumstances.

- The Title 1 Room will be used as the school clinic for non-Covid-19 injuries or illness.

#### COVID-19 Case Forms

The Archdiocesan forms for documentation of illness and return to work protocols will be implemented, according to Archdiocese of Miami policy. The Parish Office Manager, the Principal, or the Child Care Center Director will manage the completion and submission of this documentation, depending upon the classification of the employee within the parish entities, or based upon the pastor's designation.

- ADOM Protocols for Return to Work will be followed, per Sr. Elizabeth Worley
- The ADOM Covid-19 Exposure Report will be completed and submitted, as directed

#### Communication Plan

- School employees will be trained via the Power Point presentation provided by the Archdiocese of Miami upon return to the school building.
- Notification of suspected/potential cases of COVID-19 illness will be communicated to the school community via email and Dojo message.
- The confidentiality of the individual will be protected in all such communications.
- Faculty and staff will be reminded of confidentiality policies to ensure this information is not inadvertently released.

#### Visitors and Volunteers

Visitors must, as always, report directly to the school office. Visitors should call ahead to schedule an appointment to avoid congregation in the breezeway and office areas. The Visitor Self-Screening Form provided by the Archdiocese will be implemented for completion and will be kept on file.

- Face masks are required.
- Social distancing must be followed in the breezeway. Signage will remind visitors of these policies.

A desk has been placed in the breezeway for the completion of any paperwork necessary. A plexiglass shield has been installed in the school's main office, and a gate is being installed to limit entrance to the principal's office. The Financial Office door will be kept locked, with limited entry.

- Payments for all school fees are normally to be made via the family's FACTS account.

- A virtual tour of the school has been posted on the school website to limit potential new visitors to campus. The school application is on-line and is accepted via email.
- Entrance testing is being conducted virtually.
- A parent who has called to pick up a child who has become ill during the day will be asked to wait in the breezeway and will sign out on the desk in that area.
- Parents who are borrowing iPads for virtual instruction in the home will come to the breezeway at appointed times to sign out devices.
- Books and materials distributed at the beginning of the year will normally be handed out via the carline. Only parents whose schedules do not allow for this distribution method will be permitted to pick them up in the breezeway by appointment.

### Volunteers

Volunteer hours have been suspended until the pandemic has passed and it has been deemed appropriate for visitors to return to the building.

### Cafeteria

The cafeteria will not operate during the virtual learning session.

### Upon return to school

- It will be very highly recommended for each child, and for employees, to bring a bagged lunch from home
- Should a child come without lunch, the Cafeteria Manager, who works alone in the kitchen, will order pre-packaged lunches for pick-up or delivery
- Parents will be charged accordingly.
- PPE's will be worn by the Cafeteria Manager while handling any food packaging.
- She will distribute any packaged lunches to the teacher at the appropriate classroom door.
- Students will eat in the classroom.

### Classrooms

Classrooms - The following guidelines will apply to in school sessions (classes, lunch, and After School Care, when it becomes available).

### Desk Spacing

Desk spacing will follow CDC guidelines. CDC class size limitations would be followed, with the use of assistants in alternate areas for supervision, while students attend virtually, if necessary.

- Desks will be separated, normally spaced 6 feet apart, and in rows facing the front of the room.
- As necessary, based on class enrollment size, student desks will use a protective, acrylic guard shield or individual face shields to enhance social distancing measures, especially if desks cannot be 6' apart.
- Some rooms have tables. Only two students per table, seated according to social distancing guidelines.
  - Extra furniture will be removed to create larger spacing areas and less surface area to clean
  - CDC class size limitations would be followed, with the use of assistants in alternate areas for supervision while students attend virtually, if enrollment deemed this necessary.

#### Cleaning Protocols

- Each class will stay in their homeroom. Teachers will travel for exchanges.
- The maintenance crew will clean hallways' railings and frequently touched surfaces at least three times a day.
- Restroom use will be scheduled for cleaning of frequently touched surfaces between class use. Assistants may help maintenance with this procedure. (Checklist in bathroom to be initialed after cleaning.)

The maintenance team and/or teachers and assistants will:

- Place garbage cans outside the classrooms to be used during lunch.
- Tie up garbage bags after lunch and put in the dumpster.

Maintenance will:

- Work on maintenance requests throughout the day.
- Provide immediate assistance if any emergency clean-ups are needed, implementing OSHA protocols.

The after-school janitorial team will:

- Clean and disinfect surface areas of every office, classroom, restrooms, and the common area, including: carpets/tile, blinds, desks, chairs, other furniture (cabinets, shelves). (Checklist in the specific areas to be initialed after cleaning.)

#### Switching Classes

Students will not switch classes. The teachers will go to the different rooms for exchange.

Signs and arrows will designate traffic flow for entry, exit, and rest room breaks.

#### Training Schedule

The Pastor and Parish Office Manager made arrangements for the training of maintenance personnel and hired the cleaning crew while the school was virtual during the last quarter of 19-20.

The Principal, under the direction of the Archdiocese of Miami, will provide training for the school staff and faculty members during the first week of school.

The teachers, with support from the administration, will train the students on safety precautions to stay healthy, prior to returning to the building, as well as during the first week in building, and continual reminders on-going beyond.

#### Orientation

Orientation for parents and students will take place as follows:

- For virtual: A Zoom meeting for parents, prior to the start of school.
- Two sessions will be offered (early in the day and later in the day, to accommodate work schedules.
- It will also be recorded for those who cannot attend.)
- Another will be held prior to return to the building for in school safety measures and protocols.

For students:

- For virtual, Zoom sessions with teachers the first day of school
- Another will be held prior to return to the building for safety policies and procedures.

#### Communications

The school makes every effort to reach parents and guardians via various methods.

- Dojo messages
- Emails
- The school website
- Zoom meetings
- Phone calls
- Face to face meetings (when appropriate, in school building)

#### **ICP Review / Update Committee**

##### Members

The Update Committee consisted of the Principal, the Assistant Principal, the Technology Coordinator (who is also a teacher grades 5 – 8), and the Primary Lead Teacher.

##### Feedback Collection

Feedback was gained from comments from administration, parents and teachers, based on successes and areas that needed improvement from the Spring Virtual session. A parent survey was administered prior to the close of school in June to determine satisfaction with the virtual experience as well possible intent for options in the future as to in building vs. virtual school attendance.

Teacher feedback was gleaned through faculty and team meetings as well as through personal electronic communications (texts, phone calls, emails) with the administrators.

Students also gave teachers feedback during Zoom sessions, and the graduating eighth grade students completed their “Exit Evaluation” for the principal’s eyes only, wherein they are asked what things they liked best or what worked best, and what didn’t, and if they have suggestions for school improvements in the future.

Successes were determined to be

- The majority of students completed work on time and with success
- Parents and school staff were already using Dojo for communication and behavior indicators, so that delivery system was already in place
- Most parents were already regularly checking Plus Portals for progress monitoring, so that few needed assistance in accessing this site
- All students were already regularly completing assignments through AR and Moby Max, so few needed assistance in accessing this site
- The vast majority of parents were satisfied / pleased with the amount of “teacher time” available once we increased Office Hours and multiple Zooms throughout the day/week.
- The vast majority of students attended school regularly, submitted work successfully, and continued to progress at an acceptable level or exceptional level.

Challenges were determined to be

- Students who were already using Wonders mostly transitioned easily; Parents who were not already involved with this site’s use earlier in the year (for homework and/or for reinforcement) struggled a bit at first with navigation of this site.
- Some parents did not have printers at home. This was more of a problem for younger students, when work that was not in workbooks taken home had to be downloaded.
- Some videos submitted for Physical Education were too long and problems in downloading/sending occurred. We changed the delivery method for the submission of this work to alleviate some of the frustration expressed by parents.
- The vast majority, but not all students, regularly signed on during the normal school day. Those who did not were a constant concern as to regular submission of work. Despite regular communication with these students, encouraging them to participate within the school day, and multiple phone calls by the principal to their parents to monitor more closely, some did not participate and/or perform to acceptable levels.
- Some younger students’ performance levels jumped far beyond what would be expected, based on performance in the regular classroom. It was evident that parents were “helping” too much; or they were doing the work for the child so it could be completed without constant interruption of their own work by their child.
- One child with special needs, despite every effort being made to provide support and intervention, essentially shut down and did very little work independently.
- Some students turned in work very late in the evening. Teachers were “on call” from 7:30 am until 10:00pm, and sometimes later, to assist parents whose work schedules were not compatible with school hours. This was very draining on all staff members over the 3+ months’ time period.

Professional Development

Professional Development was provided to staff to enhance their technological skills, including PD's provided by the Archdiocese of Miami, as well as in-house training, introducing Google Classroom and Google Meets to the Specials Teachers, and Zoom Meetings for all staff, including the kindergarten assistant. The kindergarten teacher also participated in Apple training for primary educators.

Most staff were already familiar with the use of Dojo for communication and behavior notifications, so when Portfolios was added to Dojo, training was implemented. Middle school teachers who had already implemented Google Classroom earlier in the school year trained other staff.

### **Beginning of Year Assessment/Data Committee**

The Assistant Principal and Technology Coordinator will take the lead on beginning of year assessments. They have been working with the appropriate grade levels in review of testing results on-line, and in the planning for intervention for improvement, with review and approval by the principal. Planning will be incorporated in the Teacher Planning Week in August, and will be continued during weekly planning meetings between Intermediate grade teachers and Middle school teachers. Goals will be set during the first month of school and evaluated through the year.

The Primary Lead teacher will work with the primary teachers in assessing levels for small group work and for reinforcement of skills, especially concentrating on students who have noticeably declined or did not demonstrate expected growth last year, with approval and recommendation by the principal. Planning will be incorporated in the Teacher Planning Week in August, and will be continued during weekly planning meetings between Primary Teachers, and between the second and third grade teachers. Goals will be set during the first month of school and evaluated through the year.

### **Technology**

#### Supervision and Coordination

The Technology Coordinator (TC) and the 7th grade teacher, who is very familiar with both Plus Portals and Google Classroom, as well as the Assistant Principal and Primary Lead teacher, with approval and oversight by the Principal, manage the technology apps. The IT Director assists with computer and Wi Fi matters. The Office Manager is responsible for attendance and communications sent on Rediker, with oversight and approval by the Principal.

#### Student Digital Devices

The TC sets up the iPads for both the students and teachers in the school, in coordination with the Assistant Principal and the teachers.

The IT Coordinator sets up the computers for the school and staff.

The Principal and Assistant Principal established the procedures for the check out and return of loaned student devices and supervise this process personally. (iPads) Parents are required to sign for iPads loaned to students, both for agreeing to abide by acceptable use policies as well as for the guarantee of prompt return, in perfect working order and condition. Borrowers are responsible for any damage repair or replacement of devices borrowed.

## Teacher Digital Devices

The principal and IT Coordinator establish the procedures for the check out and return of computers for staff. All staff members are responsible to be aware of, and agree to abide by, all acceptable use policies for school technological devices. Staff members are responsible for the repair of any damage to a device that is the result of personal carelessness. Devices are returned to the school prior to the end of employment.

## Surveys

Parents were surveyed prior to the start of the virtual learning session in March, 2020, and once again prior to the beginning of the 20-21 school year, to determine if they had reliable accessibility to internet service at home, and to determine if there was a need to borrow an iPad for virtual learning (or more than one if multiple siblings attend St. Lawrence). Parents of sibling children in the school were offered the opportunity to borrow more than one iPad, if necessary, so that each child would have their own device to use for virtual school.

## Hotspots/Internet Accessibility

Some teachers have personal hotspots, but the school has not, to date, purchased any hot spots.

Per previous planning and the use of e-rate funding, the internet connection in the school was upgraded to fiber while the school was out for summer vacation in July 2020. Hopefully, this new connection system will allow for more reliable, faster, and uninterrupted internet access.

## Student/Parent Training

Students, grades K-8, had all been using iPads throughout the school year when we switched overnight to virtual learning in March, 2020. This made the transition to virtual relatively smooth, as use of the iPads began in August, 2019, and the middle school students are nearly 100% digital.

A few parents needed coaching to access some of the learning apps and sites, as they had neglected to continue use of these on-line supports for learning after they were introduced during Orientation in August 2019. Teachers worked individually with parents who needed support via Zoom sessions and electronic communications to facilitate their use of the sites until they were able manage them independently.

Parent and Student Orientations will take place in August 2020. These will include training for iPad (or other device) use. Parent Orientation is scheduled prior to the start of school, on August 18. Two sessions will be offered, one in the morning, and one in the evening, to accommodate parent schedules. The Parent Orientations will be recorded so that any parent unable to attend at the scheduled times may view it, as well as for the information to be available for late registration families.

## **Content Delivery**

### **Curriculum & Delivery**

#### **On-site**

This option is not currently available, per Archdiocesan policy. Once it becomes safe for everyone to return to the building, the previously described plan will be implemented.

#### **Blended**

Teachers will teach both to students in building and to those attending virtually, depending on parent option, once it is safe for students and staff to return to the building. In class teaching will be available on-line for students whose parents chose to keep their children home for health and safety.

#### **Virtual**

Given the current guidelines set forth by Archbishop Wenski and the ADOM Office of Catholic Schools, our school will only offer a virtual school option until further directive by the ADOM.

ALL Teachers will be expected to provide engaging, online instruction each school day through the following applications and hardcopy resources:

- Zoom\*
- Moby Max (K-8)
- KaHoot
- Class Dojo Portfolios (K-4)
- Google Classrooms (5-8)
- McGraw Hill ConnectEd
  - Math Studies (teacher & student resource K-5) (digital & print)
  - Reading (teacher & student resource K-6) (digital & print)
  - Social Studies (teacher & student resource K-5) (digital & print)
  - Science (teacher & student resource K-5) (digital & print)
- Sadlier (teacher & student resource K-6) (digital & print)
- Big Ideas Math (teacher & student resource 6-8) (digital)
- CK12 Science (teacher & student resource 6-8) (digital)
- RCL Benziger (teacher & student resource 7-8) (digital & print)
- Various Literature Novels (7-8) (print) (digital)

The school is in the process of setting up a Clever account for the school to use for single sign-on capabilities, as this was a parent concern last year during virtual school. The school also invested in new publishers to update textbooks and resources that had on-line versions, sometimes in addition to hard copy versions of texts.

#### **Students with Disabilities**

The school has a small number of students with documented disabilities. Those students are supported through intensive collaboration between the teachers and parents, and activities can be modified to meet the child's individual needs, as needed.

Title 1 Zoom sessions were arranged through Catapult to support Math learning for students who were identified earlier in the year.

The Kindergarten teacher-aide also followed a Zoom schedule to provide small group instruction to support continued reading development for students.

### **Teacher Expectations/Responsibilities**

- Daily attendance taken during virtual homeroom and/or 1st period
- K-4 4 hours of actual online instruction, following “Office Hours” for the rest of the day to answer any student/parent questions
- 5-8 Whole day instruction, following schedule with break out rooms and be available to answer questions
- Weekly lesson plans due by Friday 8:00 am for the following week
- Teachers are required to work a full day’s schedule, Monday- Friday 7:30am-3:30pm
- Weekly PLC meetings (K-2) (3-5) (6-8) \* to be held on Wednesdays 3:00-3:30pm (minutes must be sent to Paguaga)
  - \* Weekly discussions as to when assignments and tests for your subjects will be due and take place.
- Administer formative and summative assessments. Incorporate alternative assessments any chance possible.
- Assign the right amount of meaningful work. Do not overwhelm students with assignments, nor underwhelm them
- Develop cross-curricular projects
- Input grades in a timely manner, using the ADOM grading scales. (Minimum once per week, more frequently preferred.)

### **Data Planning**

- Teachers (3-8) will review 2019-2020 Terra Nova results and highlight general Areas of Weakness the whole class may need extra reinforcement assistance with, along with reviewing individual data and making appropriate plans.
- Kindergarten teacher will review each child’s entrance exam to determine appropriate reinforcement instruction for each student.
- Teachers (1-2) will review last year’s portfolios to determine appropriate reinforcement instruction for each student.

### **Schedules**

Teacher and class schedules were adjusted to reflect the new minute counts distributed in June 2020.

Virtual learning will closely follow normal school schedules, and will accommodate at least minimum minute counts per week, while allowing teachers time for planning and grading, as well as for Office Hours to assist parents with any problems or to answer questions.

Students need to attend school, virtually or in person, according to the schedule. Both prompt arrival, and prompt submission of work, will be expected.

Teachers are not expected to be “on call” at all hours of the day and night to accommodate parent schedules, but may be flexible in accommodating emergencies, if necessary.

### **Evaluations**

Staff evaluation will continue, as normal, whether school is in the building or virtual.

### **Role**

The teacher’s role is to provide an excellent Catholic education to all students, in accordance with professionalism and while living up to the school’s motto: St. Lawrence School, where Catholic faith and learning grow hand in hand.

### **Attendance**

#### Teachers and School Staff

Teachers and school staff are expected to arrive promptly to work each day, whether virtually or in building. Absences must be called in to the principal as well as logged in on Paylocity. Employees must remain actively involved in work, following their normal schedule throughout the day, whether in school or virtual.

#### Students

When available, if the family chooses the on-campus option, the student must be on campus every day.

If choosing the virtual option, the student will work from home on a daily basis. (A parent may not decide to drop off their child without consulting with the principal first.)

When virtual learning is mandated, attendance will be taken through a Google Meet/Zoom Meet with the homeroom teacher.

- Attendance will be taken promptly at 8:00 am. (In building or virtually).
- Tardy arrival (after 8:05) will be documented and counted. (In building or virtually).
- When school is in the building, parents may not pick up their child early throughout the day. Likewise, parents are encouraged to schedule other appointments for their children after the school day when school is virtual.

When school is in the building, if an appointment must be scheduled for a student during the day, the parent will be encouraged to keep their child home and “livestream” the day.

- Excessive absences will not be tolerated. Excessive absence will be reported, as required, to appropriate scholarship administrators.
- Parents must report absences to the School Office Manager and/or principal.

## **Grading and Assessment**

See teacher responsibilities, above.

## **Access to Support**

Both administrators, the school office manager, and the technology coordinator and IT Director are available, normally throughout the day, and for emergencies, in the evening up until 10pm via text, phone, or email.

## **Communication**

Communication with students and parents should be documented, especially regarding progress. Use of email is recommended. Parent – Student virtual face-to-face conferences via Zoom or GoogleMeets to encourage improvement for poor progress should include an administrator. Notes may be taken, but such a session should not be recorded, per Archdiocesan policy. Teachers should NOT meet virtually one on one with a student, per Archdiocesan policy, without a parent present.

## **Digital Etiquette**

Professionalism on-line should mirror the professionalism expected on campus. That is, following Professional Educator Standards, as defined by the Florida Dept. of Education, as well as by the policies of the Archdiocese of Miami.

## **Discipline Procedures**

Should discipline for inappropriate behavior during virtual school become necessary, an administrator and the parent should be present for any discussion.

## **Students**

Students are expected to behave in the same manner during virtual school as they would in building, following the school policies and procedures as outlined in the Parent-Student Handbook.

## **Parents**

Parents are expected to behave in the same manner during virtual school as they would in building, following the school policies and procedures, following the school policies and procedures as outlined in the Parent-Student Handbook.

## **Extra-curricular Activities**

After School Care will be suspended until the safe return to school is possible. Working parents will be offered limited after school care first, as possible.

## **After School Clubs and Activities**

After School Clubs and Activities will be suspended until the safe return to school is possible, unless the principal grants an exception for a club that could be run virtually. No in-person activities will be scheduled.

## **Sports**

Sports will be suspended until the Archdiocese authorizes resumption of activities.

## **Early Education Program**

The Director of the St. Lawrence Child Care Center, Iliana Medolla, worked directly with the Pastor in coordinating the re-opening of the pre-school, under the guidance of the Archdiocese of Miami Office of Catholic Schools and in conjunction with the guidelines of the Early Learning Coalition and VPK.

## **Coverage**

This Plan has been promulgated to assist with preventing the spread of COVID-19; however, COVID-19 has been declared a worldwide pandemic by the World Health Organization and is extremely contagious. The Archdiocese cannot guarantee that an employee, student, volunteer, contractor, or other campus visitor will not become infected with COVID-19. This Plan, and any other related policies and procedures, may be revised at any time with or without prior notice and the specific provisions may be subject to the discretion of the Superintendent of Schools and School Principals. This Plan may differ from other entities within the Archdiocese of Miami due to varying local laws and the unique nature of the services and population that each entity serves.

Separate Attachments:

ADOM Office of Catholic Schools Visitor Self-Screening Form

ADOM Covid-19 Report Form

ADOM Covid-19 Protocols for Return to Work

**PLEASE SEE AUTHORIZATION PAGE FOR SIGNATURE BELOW**

### Authorization to Use Digital Platforms, Tools, and Applications

I hereby authorize my child(ren) to use the digital platforms, tools and applications selected by Saint Lawrence Catholic School to support the Virtual School Learning Program, including, but not limited to:

- Clever
- Zoom\*
- Moby Max (K-8)
- KaHoot
- Class Dojo Portfolios (K-4)
- Google Classrooms (5-8)
- McGraw Hill ConnectEd
  - Math Studies (teacher & student resource K-5) (digital & print)
  - Reading (teacher & student resource K-6) (digital & print)
  - Social Studies (teacher & student resource K-5) (digital & print)
  - Science (teacher & student resource K-5) (digital & print)
- Sadlier (teacher & student resource K-6) (digital & print)
- Big Ideas Math (teacher & student resource 6-8) (digital)
- CK12 Science (teacher & student resource 6-8) (digital)
- RCL Benziger (teacher & student resource 7-8) (digital & print)

Various Literature Novels (7-8) (print) (digital)

I understand that these third-party platforms may maintain their own privacy policies, terms and conditions for which Saint Lawrence School cannot control or assume responsibility. I further understand that in order to facilitate program activities, these online platforms often include video and audio conferencing, recording, and other forms of electronic communication. This Virtual School Learning Program as well as those school directives and requirements related to this program of study may be amended at any time at the sole discretion of the school with or without notice.

---

Parent's Name (PRINT)

Parent's Signature

Date

Child/ren's Name(s) and Grade(s):

\_\_\_\_\_

Child's Name (PRINT)

\_\_\_\_\_

Grade

\_\_\_\_\_

Child's Name (PRINT)

\_\_\_\_\_

Grade