

**ASSUMPTION SCHOOL RE-ENTRY PLAN**

**2020-2021**



This will be a year like no other we've ever experienced. While we anticipate a full return to school, it will look and feel different. We will have a combination of face to face instruction and remote learning with social distance restrictions and modifications.

### **Guiding Principles**

Our guiding principle at Assumption School has been to be true to our mission which provides for the formation of the whole child. In order to ensure the continued well-being of our students and employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

While planning this has been a daunting task, we feel we can accomplish these guiding principles.

As I said before, many classes have been split into three cohorts and teachers will rotate among them. There will be minimum movement of students. The only thing that is certain is the "uncertainty" of each day, so we are also preparing, in case of school closure for full remote learning from home for all students.\*

\*This is an ambitious plan bringing all the children in for a full day. Because of this, we will be very attentive to the students' emotional needs and any signs of stress especially during the first few weeks of school. We would welcome your observations of your children as well. If this does develop into problems for our students, we will move into an alternate plan for Kindergarten through Eighth of AA, BB days with Friday's all remote. We are also preparing in case of school closure for full remote learning from home for all students.

**PreSchool – There will be no remote learning for PreK. However, we will seek guidance from the Health Department on keeping our preschoolers in school if "Day Cares" are given permission to stay open.**

### **Bringing Students Back: Student Well-Being**

- We anticipate our students will experience some measure of apprehension or anxiety as we return to school in the fall. We are committed to creating an environment that will address the needs of students' physical, emotional, and mental safety needs during this unprecedented time.
- We encourage you to make time to discuss returning to school with your children and learn and explore their specific apprehensions. Thinking through and discussing their specific apprehensions, such as going to the restroom, or eating/drinking, will give your family an opportunity to address these concerns before they occur.
- As you discuss returning to school, practice using masks at home in their naturally safe environment to eliminate any worries regarding mask wearing.

- We will monitor and respond to signs of stress in your children and prioritize self-care, empathy, and patience with you and your children's circumstances. We encourage you to notify teachers with any apprehensions, anxieties or issues related to your children, as we want to work in partnership with you to create an environment that is both supportive of their needs and conducive to learning.

### **Daily Operations**

- Assumption School will operate under current State of New Jersey guidelines regarding classroom occupancy and social distancing in our classrooms, leveraging additional spaces as needed.
- In each classroom, students will wear face masks and social distancing guidelines will be in place.
- Where possible, students will sit at an individual desk.
- Student movement around the room will be limited.
- Students will not share supplies or materials.
- Students will be asked to bring home their school issued device each day to be charged. If your child's backpack cannot accommodate his/her Chromebook, please purchase an inexpensive case.
- Students will not have access to lockers.

### **Arrival at School**

- Arrival is between 7:15 AM and 8:00 AM.
- To exit the car, each family must submit a daily school waiver signed by a parent/guardian. If you do not have this form, students may not exit the car and the family will be asked to leave the drop-off line (see Daily School Waiver section).
- Cars will be asked to pull to the end of the driveway. Gym doors and front school doors will be open for entrance. Depending where you are in line your students should go through the closest door and go directly to their classroom.

**REMINDER: Be prepared for an amended set of procedures should these new procedures substantially affect traffic congestion or student punctuality.**

### **Dismissal From School**

- Bus riders will be dismissed from their classroom at 2:15 PM.
- Cars riders will be dismissed by family starting at approximately 2:20 PM.
- Kindergarten, First, Second together with their siblings will be dismissed by the patio area outside the cafeteria. Please park your cars and come up and wait near the steps so your children will be able to see you and then the teachers will release them to you.
- Grades three through eight car riders will be dismissed from the front driveway as usual with family last names clearly visible.

### **Restroom Usage During School Day**

There will be limited shared use of restrooms. Bathrooms will be cleaned and disinfected several times a day.

### **Visitor Restrictions**

- Visitors and volunteers at school will be by appointment or invitation only.
- All visitors will be required to enter through the main entrance for a temperature check.
- All visitors on campus will be required to wear a mask and maintain social distancing.

**REMINDER: Fewer people entering the school building allows for greater implementation of safety measures.**

### **Parent Meetings**

Parent-teacher meetings will be virtual, scheduled through Google Meets or through phone calls.

### **Uniforms**

- Students will continue to wear full uniforms.
- Students at home will be required to be in uniform shirts in the virtual setting.

### **Recess**

- Recess will take place outside when possible.
- If two or more groups from Grade 1-8 are participating in recess at the same time, they should have at least 6 feet of open space between them.
- Students will always wash hands immediately after outdoor playtime.

### **After School Program**

- After school will operate with our usual schedule until 5:30.
- After school will begin on Monday, September 21, 2020 for grades PreK 4 - 8. PreK 4 will begin at 1:00 p.m. and K - 8 will begin at 2:15 p.m. After school ends at 5:30 p.m. Children in PreK 3 can attend from 1:00 p.m. - 2:15 p.m. only if they have an older sibling who is strictly a car rider. Parents or guardians must fill out and submit the after school registration which is found on the school website under forms prior to your child attending. Please remember you must have a contact that will be able to pick up a sick child in the event you are unable to get to school in a timely manner. Should you have any questions, please contact Janet Sullivan at [afterschool@assumptionnj.org](mailto:afterschool@assumptionnj.org).
- We will not be accepting occasional drop-ins for After School this year. So if you think you might need After School services even once, please fill out the form on the website to be sure.

## **School Busing**

Assumption School will follow the protocols outlined by the local district providing busing, Morris School District.

## **Food and Birthday Treats**

Please note that until further notice Assumption, by necessity, will become a “Peanut Free School”. No peanut butter or any peanut product or tree nut product will be allowed in school. Kids may bring a morning snack and a simple lunch –both will often be eaten at their desks. Weather permitting lunch could take place outside. For this reason, we ask that you send your child with a “beach towel” for outside lunch and at times, for academic subjects. We ask that no food be delivered to school. In school birthday treats will be suspended temporarily.

## **School Calendar**

- We may need to make adjustments to the published and online calendar to account for possible suspensions or postponements of previously scheduled events. Please check the website regularly and read the Weekly Word completely. If you do not receive the Weekly Word, please contact [pdechiaro@assumptionnj.org](mailto:pdechiaro@assumptionnj.org).
- At this time, we do not anticipate many changes to start dates, end dates or holidays. However, we are considering bringing fewer students in smaller groups on September 9, 10 and 11 to help them get comfortable coming back to school.

## **Health Protocol And Screenings**

### **Daily School Waiver**

Under New Jersey state guidelines schools must adopt a policy for screening students and employees upon arrival for symptoms and history of exposure. At minimum, a screening to check each child for symptoms and temperature should be completed by the child’s parent/guardian prior to arriving at school each day. Parents/guardians will be provided with a daily school waiver certifying that each child has been screened at home prior to arrival at school. The waiver form may be found on our website.

Upon arriving at school, a completed waiver with parent/guardian signature **for the children in the family** must be given to the faculty member at the curb prior to those students exiting the car. The completed waiver with parent/guardian signature must be submitted to gain entry to the building each morning. You may include all children on one form each day. Failure to present this waiver will result in the children not being able to enter school.

Additionally, if your child is riding the bus you must also complete a waiver for your family. It will be collected as they exit the bus. If your child does not come with a waiver we will call you to come and pick up your child.

Admittance any day will not be allowed to school without any student presenting this waiver.

### **Temperature Checks**

- Temperature checks will be conducted on site for all staff and visitors every day and each time upon entering Assumption School.

- Temperature checks will be conducted for all students at home daily and on site on an as needed basis pending a visual check by homeroom teachers every day.
- Students with a temperature of 100.0 or greater will proceed to a secondary temperature check in the Isolation Room. If the secondary temperature check confirms a temperature of 100.0 degrees or greater, students will be sent home.

If an employee or student becomes ill at school, the following procedures will be observed:

- He/she will immediately report to the nurse's isolation room and the case form will be completed.
- The nurse will provide them with a mask and gloves and explain that this is to help protect other employees and students and prevent the spread of the potential virus.
- The nurse and others attending the suspected infected person should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse must call the local health authority and seek advice regarding transportation and location.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and principal must identify persons who may have come in contact with the suspected infected person. Unless required by the local health authority, the name of the suspected infected person should not be provided.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

When an individual tests positive for COVID-19, the facility should immediately notify local health officials, staff and families of a possible or confirmed case while maintaining confidentiality.

If Assumption School identifies that a confirmed case of COVID-19 has entered a school building, the following procedures will be observed:

- Notification & Coordination
  - Notify and coordinate with the local health department - the local health department will be abreast of the latest required action steps and guidance for appropriate response to COVID-19.
  - Coordinate with the local health department for active disease surveillance.
  - Notify the Diocese of Paterson Catholic Schools Office.
- Communications
  - Communicate with staff, parents, and students.
  - Communication must maintain confidentiality of the student or staff member as required by ADA and FERPA.
- Dismissal / Transition to Remote Learning
  - Be prepared for dismissal of students and staff for a 2-5 day minimum. The local health department will likely advise an initial short-term dismissal to allow time for tracing and required cleaning.
  - Partial school closures are possible if affected areas are limited and can be closed off. Longer term dismissals may be advised. Partial or full closure would apply to Aftercare.

Extra-curricular activities and events will be canceled as well in the event of required school dismissals.

- Transition to Remote Learning for students and faculty impacted in a dismissal will be immediate for the next school day. Students and parents will be notified of the transition via email.

### **Readmittance Procedures After Recovery From COVID**

Readmittance procedures for students and employees returning to school after recovering from COVID-19 will be established in conjunction with the school nurse under guidance from the New Jersey Department of Health. This will be done on a case-by-case basis.

### **Policies**

#### **Nurse's Office**

- The school nurse will be available for all students.
- Minor scrapes & bumps or common first-aid will temporarily be handled outside of the nurse's office; per normal procedures, the incident will be recorded and an assessment will be made as to whether the injury requires greater intervention or parent contact.
- Classrooms and the gym will be outfitted with minor first aid supplies, ice packs, and incident form surveys.
- Visits to the nurse's office will be reserved for students experiencing fever, flu-like symptoms, or more severe injuries.
- Students presenting potential COVID-19 symptoms will be separated in the isolation room until parents/ guardians can pick them up.

#### **Social Distancing**

Social distancing is an effective way to prevent potential infection. Employee, students, parents and visitors should maintain 6 feet away from others to minimize contact.

School will allow for social distancing within the classrooms. If schools are not able to maintain exactly 6 feet distance, additional modifications will be in place. These include using physical barriers between desks and turning desks to face the same direction.

- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the halls in order to main the social distancing requirement of 6 feet.
- When weather allows, windows will be opened to allow for greater air circulation. Indoor environments with recirculated air are the riskiest of environments for COVID-19 spread.
- Minimal mixing within groups/cohorts is allowed.

#### **Face Masks**

- All face masks must be CDC approved and fully cover the nose and mouth. Appropriate face masks will be used by all students, staff, and visitors while indoors.
- Appropriate face masks will be used by all students, staff, and visitors while outdoors when individuals are not able to adhere to 6 feet of social distancing.

- Students should use parent-supplied face masks.
- Students will not be expected to wear face masks when engaging in physical activity or eating/drinking; however, teachers have discretion to mandate a face mask in certain situations when outside.
- Students should have a backup mask with them at school at all times.
- Students may wear a face shield in addition to a face mask, but NOT in place of a face mask.

### **Hand Sanitizing and Washing**

- Hand sanitizer will be placed at building entrances and will be available for students in all classrooms.
- In addition to regular handwashing, students, staff, and visitors will be encouraged to correctly apply hand sanitizer when entering buildings or classrooms.
- Students will be reminded to wash hands often with soap and water for at least 20 seconds. Please be sure you are practicing good hygiene at home.
- Students will be reminded to avoid touching their eyes, nose, and mouth.
- Students will also be reminded to cover their mouth and nose with a tissue when they cough or sneeze and to use the inside of their elbow.

### **Classrooms and Common Spaces**

- All teachers and students will not visit another classroom outside of their team or grade level.
- Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.
- Desks will be turned to face in the same direction (rather than facing each other).
- Students will not change classes or leave their rooms. Where applicable, teachers will change classrooms, with students staying in the same classroom.
- Minimal mixing within groups/cohorts is allowed if necessary per the approval of the administration.
- Hand sanitizer is provided in every classroom, in accordance with CDC guidelines.
- Physical guides, such as tape on floors or sidewalks and signs on walls, have been provided to help ensure that staff and students remain at least 6 feet apart in lines and at other times.
- Interaction of students between drop-off and entrance to school facilities must be minimized.
- Separate entrances and exits to school buildings will be utilized, where possible.

### **Cleaning & Disinfecting**

- Commonly-touched surfaces will be sanitized multiple times a day by teachers and maintenance staff.
- CDC-approved cleaners will be used every night in all classrooms, restrooms, offices, and other common spaces.

### **Mass**

- First Friday Mass, Holy Days and Holiday Masses will be live streamed in every classroom and available in your home.

### **Academics**

We will be using Google's Education Suite, IXL, NO RED INK and other online platforms approved by the Diocese of Paterson and Catholic Schools Office. Students and parents may not record, screenshot, share, repost or disseminate digital content created via these platforms.

**Technology\***At all times, students must have their own headphones at home or at school.

To facilitate eLearning in a combination or non-traditional school setting, the following protocols will be in place:

- Students must have an appropriate avatar that does not include their face or identifying information of any student at Assumption School.
- When attending live digital classes, ensure that student video is on (instead of only displaying an avatar) and your microphone is muted.
- Should be in compliance with the school uniform from the waist up and be seated at a table or desk.
- Background of your video should be appropriate for viewing by school community.
- No eating/drinking, texting, phone usage, or instant messaging during class.
- Do not bring up non-academic topics or have side conversations (verbal or typed) while the teacher is talking.
- In a combined or traditional school setting, school-issued device must be taken home to be charged and returned the next morning on a daily basis.

### **Grading Policy**

- To receive credit for the courses for this school year, students are expected to complete the assignments.
- The deadline for online assignments will be determined by the teacher.
- Any missing assignments past the due date will either be marked as incomplete or not receive full credit.
- In Grades 4-8, parents/guardians are responsible to check the Parent Portal gradebook several times a week to monitor student participation and assignment completion.
- Students with an Individual Service Plan (ISP) and the parent will be contacted by the teacher with accommodations and modifications to assignments.
- Students are expected to complete their own work.

### **Non-Traditional (Remote) School Setting**

In the event that the school has to transition to remote learning in 2020-2021, we will follow the guidelines below for receiving and returning student work:

- The school will continue to use Google Classroom.
- The expectation is that we provide daily online virtual instruction for all students when fully remote.
- Google Meet is our online component to help deliver daily live and instruction from the classroom teacher.

Students who have chosen remote learning for any part of the school year may not participate in school athletic teams and/or extra-curricular activities and events.

### **Enrichment Activities And Events**

#### **Activities and Events**

We will limit extracurricular activities during the first marking period and beyond.

- Adhere to all applicable social distancing requirements and hygiene protocol during any extracurricular activities.
- Maximize the use of technology and online resources to continue some extra-curricular activities without additional person-to-person contact.
- Restrict use of school facilities to school-sponsored extracurricular activities and groups.
- Cleaning/disinfecting schedule may not allow for in-person gatherings outside school hours.
- Once the building is vacated no one may return until school reopens the next day.

#### **Athletics**

- We will follow state, local, and Diocesan guidelines for our athletics programs.
- At this time, it is unclear whether outdoor contact sports or indoor sports will be allowed.
- In the event that any sports programs are not permitted, we will advocate for a postponement of the season as opposed to an all-out cancellation to the extent possible.

#### **Field Trips & Off Campus Projects**

All off school trips will be suspended or postponed until further notice.