

**St. Rose of Lima School  
Reopening Plan for 2020-2021  
School Year**



August 3, 2020

Dear Families,

Completing the on-campus opening plan and the subsequent follow-through and implementation of the stated protocol is and was a total group effort. By submitting this in-person opening plan, I wish to acknowledge and thank the committees that contributed so much of their time and talent in meetings, campus walk-throughs, phone calls, and writing the various phases of the draft for the final plan. St. Rose of Lima is very fortunate to have such a dedicated and committed school staff.

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\*\*Thank you to Magdalena Laffaye for her valuable contributions and feedback surrounding safety protocol

The opening plan can be found on the home page of St. Rose of Lima School's website at [www.strosecvschool.com](http://www.strosecvschool.com). Look for the Reopening Plan tab

## **Procedures for student Arrival (Ingress) and Screening**

1. Students will not be allowed to enter the campus before their scheduled arrival times
  - a. Secure the campus to prevent student entry prior to screening
  - b. 6ft markers outside of school entry points for students waiting to be screened

## **Additional Procedures for Screening Students**

Incorporate the following elements with the general procedures described above

1. Stagger arrival times to reduce the number of students waiting for screening to a manageable number
  - a. Arrange the class school schedule to create staggered start and end times (See schedule)
  - b. Students in K-4 will line up on the field by grade, 6ft apart, students that need to have their temperature checked, will be done so by the teacher.  
They will remain in their spot until the whole class has been screened and then escorted to class.
  - c. Students in 5-8 will line up on the field by grade, 6 feet apart, students that need to have their temperature checked, will be done so by the teacher. They will remain in their spot until the whole class has been screened and then escorted to class. **(All students entering campus will use one of the hand sanitizing stations by the screening areas prior to temp. check)**
  - d. Tents positioned next to the temperature check stations in the event that a student has a temperature above 100 degrees and needs to be isolated. (Parents/guardians are required to use the School Information App <https://schoolinfoapp.com> to screen their child(ren) prior to coming to school). Classroom teachers will receive a daily report on those students screened through the app by their parents.

Please refer to home preparation link below for back to campus learning:

<https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Back-to-School-Planning-for-In-Person-Classes.pdf>

2. Eliminate common use areas
  - a. Students are not allowed to congregate in waiting areas like the playground or field while waiting for class to begin. They must go directly to their class's line (6ft spaces will be pre-marked on the field where students will line up).
3. The options for families to drop off their children will remain the same with the exception of the following:

***If the student*** is dropped off using the morning car line, please follow the regular traffic pattern as the driver. The students will follow screening procedures stated above.

***If a parent*** chooses to walk their child to the entrance gate, they must line up on the next available 6ft marker with their child until they reach the gate. At that time the child will be allowed to line up in the designated screening area on the field. The parent will not be allowed to enter campus. **Please, no congregating anywhere outside of the school gates on parish grounds.**

***If a parent*** needs to conduct office business, they will line up outside of the school office on the first available 6ft marker on the sidewalk until they are buzzed in. One person at a time will be allowed in the school office. **(At any time a parent and/or student leaves their vehicle, they must wear a face mask)**

- All students will engage in group cohorts when on campus. According to class sizes and social distancing requirements, will determine the size of the cohorts. One teacher will remain with them the entire day. Students will remain in their cohorts throughout the day. **( Based on the CDPH , all students in grades Pre-K through 8 will be required to wear face coverings unless there is an extenuating circumstance where a student cannot and during meals and outdoor activities. Grades K-4 will have additional safety screens around their desks to assist them with their social distancing habits)**

## **Staff Distancing Protocol**

1. The staff of SRL will follow the same 6ft distancing and room capacity guidelines as stated for the students. This will include:
  - a. Classrooms
  - b. Bathrooms
  - c. Teachers' Lounge
  - d. Copy rooms
  - e. School Office
  - f. Outdoor Masses
2. Staff training has already been completed in:
  - a. Necessary distancing protocol
  - b. Safety measures plan
  - c. Ingress and egress plan

## **Children in Kindergarten – Grade 3**

Asking young children about symptoms will be time consuming and unreliable

1. Parents who did not perform the home screen are asked to wait with their child until they have completed the screening process upon entry.
  - a. Parents who are present can respond to questions
  - b. They will also be able to take their child home if needed
2. Parents will be asked to complete the screening questions for their children in advance through the School Information App if they are unable to remain with their child until they complete the screening process.
3. Children should be kept home if parents/guardians identify COVID like symptoms

## **Exclusion from School Due to Screening**

1. Parents need to evaluate their children using the screening School Information App criteria before bringing them to school. If for some reason a parent is unable to screen their child(ren) at home prior to bringing them to school, the child(ren) will be screened at arrival.  
Students will be excluded from school if they have:
  - a. A fever greater than 100 F (or use another threshold-based guidance from updated local public health agency)
  - b. Any of the symptoms associated with COVID-19
  - c. Having been directly exposed to someone who has tested positive for COVID-19, until they have completed 14-days in self-isolation without experiencing symptoms

## **After Drop-off (Parents will remain at the drop-off point until their child is allowed on campus)**

1. A student who has a fever of 100 degrees or higher will be isolated in a tent located next to the entry points.
2. Students inside the tent will be spaced 6 feet apart.
3. If the child is not wearing a face covering, a disposable mask will be provided
4. The child's guardian will be called to arrange immediate pick up
5. The Child will remain in isolation until the parent/guardian picks them up (**See section on procedures and protocol for the period of quarantine when a student is suspected or has a confirmed case of COVID. This will also include others exposed to that student**)

## **Symptom Screening**

Train all faculty and staff to screen students for symptoms before admitting them to school. There will be two screening stations. One at the main school's entrance. The second screening station will be on the other side by the old classrooms.

1. Faculty and staff will require the following items for screening
  - a. Face shield
  - b. Disposable gloves
  - c. Two no-touch thermometers (one as a back-up)
  - d. Hand sanitizer for the teacher and students
  - e. Trash can
  - f. Disposable masks (for the students who forget their face covering)
2. Screening each student for symptoms will take time. Please remember to be flexible the first week. (Consider late student drop-offs)
2. Teachers will escort students to their classroom in a way that maintains physical distancing.
3. **If a child shows any COVID related symptoms during morning screening or anytime throughout the day, the child will be isolated immediately in one of the two holding tents (with supervision and proper distancing). Parents or guardians will be notified immediately and asked to pick up the child. The school office will instruct the parent or guardian to contact the child's health care provider immediately.**

## **Departure from School (Egress)**

1. Staggered schedules for dismissal
  - a. K through 4
  - b. 5th through 8th
2. Dismissal of students will exercise proper social distancing during the entirety of exiting campus
  - a. Escort students to the exit doors in a way that maintains physical distancing.
  - b. Markers set up for classes to properly line up with social distancing protocol on the blacktop
  - c. Avoid congregations in the parking lot once being dismissed.
  - d. Students will wear face masks until they safely enter their cars

The options for families to pick up their children from school will remain the same with the exception of the following:

***If the student*** is picked up using the after school car line, please follow the regular traffic pattern as the driver. The students will follow departure procedures stated above.

***If a parent*** needs to pick up their child(ren) for an early Dr.'s appointment, they must notify the school prior to the appointment. The parent will remain outside of the gate until the child is released to the parent through the office. **In order to reduce office visitations, PLEASE try to schedule Dr.s' appointments earlier in the morning or after school.**

***If a parent*** chooses to pick up their child at the entrance gate, they must line up on the next available 6ft marker and their child will be released to them when they are at the gate. **Following the same protocol as morning drop off, there will be no congregating anywhere outside of the school gates on parish grounds.**

***If a parent*** needs to conduct office business, they will line up outside of the school office on the first available 6ft marker on the sidewalk until they are buzzed in. One person at a time will be allowed in the school office. Upon entry, all patrons will use hand sanitizer placed at all points of entry to the facility. **At any time, a parent and/or student leaves their vehicle, they must wear a face mask)**

## **Cleaning, Disinfecting, and Ventilation**

<https://www.cdc.gov/coronavirus/2019-ncoc/community/disinfecting-building-facility-H.pdf>

1. Students' desks will be wiped down with disinfectant at the end of each the day and whenever possible  
**\*\*A thorough and complete disinfecting and cleaning of the facility will be performed nightly by the school's cleaning crew. All cleaning protocol will follow the CDC disinfecting guidelines. This includes EPA-approved disinfectants for the use of against SARS-CoV-2**
4. Doors should be opened enough to provide fresh air circulation.
5. Beginning in the month of August, the school's heating and air conditioner filters will go from being changed twice a year to every other month during COVID-19 protocol.
4. Important items to keep in the classroom:
  - a. Disinfectant (spray bottle) and disinfectant wipes
  - b. Paper towels
  - c. Trash bags
  - d. Hand sanitizer
  - e. Extra hospital face coverings in case of immediate need

## **Meals, Recess, Lunch**

**\*\*Students will view a video with subsequent follow up training reviewing proper hygiene practices**

### **Recess and Lunch:**

1. Optional hot lunch will be provided in the form of pre-packaged boxed lunches (If a student chooses to bring their own lunch and forgets it, a pre-packaged boxed lunch will be provided. Cost of the lunch will apply).
2. Parents will not be able to drop off lunches during the day
3. Students will not be able to provide treats for their classmates for birthdays and other celebrations

### **Meal Periods:**

1. Surface areas used during meals will be disinfected prior to and after meals
2. Student will wash their hands before and after meals at one of the hand washing stations on campus
3. To limit student mixing, meals should be consumed in the classroom or out in the field 6ft. apart in designated areas for each class cohort.  
Keeping students in classroom cohorts during periods and recess will require a staff to relieve the Teacher.
4. Physical distancing at all times should be maintained in either setting

### **Recess/Lunch-Play Areas:**

1. Designated specific areas for each class cohort during recess and lunch periods.
2. Maintain physical distancing during play.
3. Updated guidance from the CDPH on the use of play equipment will be strictly followed.

Notes: Purchase canopies for the field, when the students are eating snacks/lunch.

Add more 4 square boxes for the students to play kiddie corner. Add more hopscotch games for the lower grades to use.

## **Classrooms**

Entering the classroom:

1. Student cohorts will form a line outside of the classroom and stand on the 6ft markers located outside the classroom
  2. Teachers will be admitting students into the classroom as they arrive and will be metering the flow of students so students can safely keep a 6 ft distance
  3. Students will wear a face shield and/or mask during class time and in addition (K-4) will be sitting in a desk with a protective barrier in order to minimize the exposure from other students
- 6.

4. Once in the classroom students will sit in their seats and wait for instructions from the teacher or aide for instructions handwashing
5. Upon entering the classroom and throughout the school day, students and teachers will use hand sanitizer (**Hand sanitizer stations will be set up at entry into the classrooms**)
6. Handwashing will be emphasized before recess and lunch  
Students are encouraged to bring their personal hand sanitizer to be used whenever they feel necessary

#### Cleaning desktops

1. Once students begin their day, their desks will already be sanitized and ready for use
2. Students will wipe down their desk with a soap and water solution before being released for lunch and before the end of school
3. After students are released from school all the desks will be properly sanitized at the end of the day leaving the classroom

#### Class Dismissal

3. The teacher or aide will give dismissal instructions to pack their bags and maintain physical distance once they leave the classroom
4. The teacher or aide will escort the students to the carline for parent pick up and ensure their physical distance while waiting to be picked up
5. In order to reduce large group clusters after school, all parents/guardians must pick up their child(ren) in the carline.

#### **Distancing in Hallways, Passing Periods, Restrooms**

1. Whenever possible, limit travel in hallways, corridors, and stairwells to a single direction.
  - a. Use a campus map to layout one-way routes
    1. Front entrance glass bulletin board
    2. Inside classroom next to fire escape route
    3. Outside old classroom bulletin boards
    4. Hall
    5. Science room
    6. Computer room
    7. Multipurpose room
    8. Work room
    9. Library
    10. Staff lounge
    11. Office
  - b. Place "one Way signs and markers to designate the direction of travel for each hallway, corridors and stairwell.
    - One Way signs will be posted on each stairwell to direct students traveling up or down.
    - One Way arrows will be placed on walkways in all corridors, hallways and stairwell landings
6. Require travel in the posted direction, even when it requires taking a longer route to reach a destination.
7. Require students and staff to maintain physical distancing while moving in corridors, hallways and stairwell
6. Discourage people from stopping to talk where they will block/slow foot traffic.

#### **Passing Periods**

Where it is not possible for students to remain in the same classrooms, passing periods will be necessary to avoid/limit mixing.

1. Stagger schedules to reduce the number of people moving through hallways at the same time (pertains to bulleted schedules due to students staying in class, teachers and aides only doing the traveling to and from classrooms)
  - **All Resource teachers with the exception of P.E. will come to the classrooms for instruction**
  - **The use of the library will be restricted**

## **Restrooms**

1. Designate specific restrooms for specific classrooms.
2. Create queuing areas outside each restroom
  - Utilize walkway arrows to designate queuing area
3. Post “stand here” signs or marker at each restroom
  - Post colored signs or markers on each restroom door to designate specific classroom use
4. Limit the modified capacity of each restroom to two students
5. Post the modified capacity of each restroom and physical distancing rules outside
6. Due to the reduced capacity of each restroom Staff may be needed to moderate/supervise students while queuing for restroom
  - a. Students may be unable to use the restroom during passing periods, recess, and lunch
  - b. Students may need greater access during class than in a normal year
  - c. Student trips to the restrooms may take longer (if there is a line)
7. Create “occupied” and “vacant” signs outside restrooms. Students are encouraged to flip them when they enter and leave
  - Create two markers for each classroom for students to mark restroom occupancy limit
  - Washing stations will be available throughout the campus

## **Staff Restrooms**

1. Designate all staff restrooms as single occupancy restrooms
  - The health room restroom is not to be used by employees. Student use only. The restroom by the board room is an employee only restroom. No visitor use of restrooms is allowed.
2. Create a queuing area outside with “stand here” markers at 6-foot intervals (by upstairs landing?)
  - Utilize walkway symbol
3. Post the occupancy and physical distancing rules outside of restrooms (staff lounge, kitchenette and nurses’ restroom)
  - Offices, health room, work room, staff lounge, and boardroom measured to establish capacity, then posting needs to be done for each area.
4. Create “Occupied” and “Vacant” signs outside staff restrooms. Encourage people to flip them when they enter and leave (Sanitizing dispenser outside bathroom by sign in order to clean hands before touching sign)
  - Signs to be created and posted on restroom doors in office and staff lounge. Hand sanitizer available outside restrooms before touching sign and door handle. Sign on restroom mirror reminding all to wash their hands.

## **School Offices**

1. School office hallways need to have directional arrows placed on floor so that employees do not walk within 6ft of each other (One-way walking traffic established, meaning walking around the entire work room will be required).

2. Employees enter only through the front office doors. Check in at the safety stations in the hallway, clock-in in the workroom through the front workroom door only. Exit through the back-workroom door only. Walk to their work area through the hallway door to the patio by the restrooms. This door is an exit only door. The back-office door is an exit only door (Direction markers posted).

- Limit student visits to school office to needs which cannot be accommodated through other means. Provide teachers with instant ice packs, band-aids, feminine products, etc. 8.
- Permit student inhalers in classrooms.
- Do not send students to office to call parents for forgotten items.
- Provide lunch stickers to those who forget lunches and email lnes with list of names at the end of the month.

### **Attendance Office**

1. Students who arrive late to school will follow screening procedures and then be directed to report directly to their classrooms.
2. Make sure teachers enter attendance in Gradelink by 9 a.m. Front office can then work on calling parents for absence reasons on daily basis.
  - Students will not bring attendance reports and correspondence to the front office
  - Develop systems to deliver routine items to students in class

### **Other Office and Waiting Areas**

1. Rearrange office and waiting area seating to maintain physical distancing (Eliminate couches and position chairs 6ft apart)
2. Post the modified capacity of each office and waiting area near the door to the office
3. Develop systems to avoid using waiting areas when possible
  - a. When possible use telephone or virtual meetings
  - b. When in-person conversations are necessary, use outdoor spaces whenever possible
4. If necessary, add plexiglass barriers to maintain physical distancing

### **Time, Labor, and Resource Concern**

1. Front office will have to check on all absence reasons on a daily basis at 9AM. Check temperatures of all visitors and late students. Schedule virtual meetings for principal and office manager based on phone calls and visitor requests. Some office personal will have to work out of the back office and disinfect every morning that they work at the school office.
2. All office employees will need to work only in their assigned workspace without entering other workspaces. Communication will be only through the intercom system, email, virtual meetings.  
**All employees will wear protective face coverings at all times The exceptions to this is when a staff member eating food or drinking a beverage. During instruction a teacher may where a face shield in lieu of a face mask. (Face shields will be provided by the school. The school will train the staff on proper use of shields)**
3. All job descriptions need to be reviewed and modified as necessary
4. Approximately one full week will be required to review all school job descriptions with Jeff and meet with each employee virtually to review the new job description.
5. Additional hours for certain office personal will be needed to fulfill various responsibilities.
6. Personal protective equipment for office staff for use in health room in case of potential infectious student. Plexiglass barrier for back office desk/table.
7. COVID related safety policies for staff developed according to CDC requirements for all workplaces.
8. COVID related safety policies for students developed according to CDC requirements for all schools
9. Emphasis on A.M. screening by all employees upon entering the facility

- Designated area with hand sanitizer, clean pens (for release forms), and thermometer set up in nurses office for employee screening
10. **If a school staff member shows a 100 degree temperature or any COVID related symptoms during morning screening or anytime throughout the day, the individual will be asked to leave the premise immediately. They will be instructed to contact their health care provider immediately.** 9.

### **After Day Care**

1. Determine space adequate for after day care student numbers. Other considerations include: social distancing, disinfecting, educating students on hygiene practices, and supplies
  - a. Determine room capacity based on 6ft distancing
  - b. Assign cohorts based on room capacities
  - c. Play and study areas established
  - d. Assign play equipment to each child (Individual play equipment not to be shared and will be disinfected after equipment is collected)
  - e. Day care rooms, thoroughly disinfected prior to opening and after completion of the day
  - f. Staffing
  - g. **Essential supplies: Infrared thermometer, rubber gloves, extra medical masks, hand disinfectant, paper towels, hand wipes, spray bottles of surface disinfectant, landline and cell phones**
  
2. Establish screening procedures upon entry by student into after day care facility
  - a. Temperature check and hand sanitizer prior to entry into after day care facility
  - b. All students and After Day Care personnel will wear face masks in after day care
  - c. Isolation of student with 100 degrees or more temperature. Contact parents for immediate pick up (**See section on procedures and protocol for the period of quarantine when a student is suspected or has a confirmed case of COVID. This will include others exposed to that student**)
  
3. Activities in After Day Care
  - a. Study time with 6ft distancing
  - b. Snack time. Sealed snacks provided by students. Not to be shared with others. **Students will wash their hands before and after snack time (Hand sanitizer stations will be set up at entry into the after day care facility)**
  - c. Play time (Determine activities that are allowable)
  - d. Bathroom flow. Due to proximity of bathrooms, one student allowed at a time.
  
4. Pick up Procedures from After Day Care
  - a. Parent/guardian remains 6ft from after day care door until child leaves after day care facility
  - b. Parent/guardian will face masks at all times when picking up their child(ren)
  - c. Parents will not congregate at any time outside of after day care facility
  - d. Establish ingress direction for entering day care facility (floor markings) and egress point for exiting the facility

### **IDENTIFICATION & TRACING OF CONTACTS**

The School Office Manager is the designated staff person to support contact tracing. The designated contact will document and tract potential exposure, notify the local health department, and notify parents vis school email, as soon as possible if communication is warranted. All correspondence will be communicated to the principal, vice principals, and Pastor. The staff will be trained to contact her should an issue arise

## **Staff Training and Linguistic Needs**

The staff has already attended a two hour training session reviewing the and implementation and enforcement of the opening plan (sanitation practices, distancing, proper use of face coverings and shields, screening, COVID positive ID and prevention). Subsequent training will be provided following weekly staff meetings.

The school's bi-lingual personnel are trained to answer questions that may arise surrounding the opening plan. Information in Spanish will be available on the school website and in literature form in the school office.

- Updates and tips provided in the weekly Principal's newsletter
- A video will be posted on the school's website that was made this summer for parents educating them on various aspects of the opening plan through dialogue and demonstration.

## **Staff and Student Testing**

The school will follow the CDPH of having 25 percent of the school staff tested every two weeks so the entire staff will be tested every two months. The school will incur the cost if the staff member is unable to be tested through their health provider.

If a staff member is exposed the COVID, the school will follow the flow chart posted from the CDPH.

If a student shows symptoms of COVID, the school will communicate with the parents confirming that the child will be seeing his/her Dr.

## **TRIGGERS FOR SWITCHING TO DISTANCE LEARNING State of California—Health and Human Services Agency California Department of Public Health**

### **Guidance on School Closure**

*What are the criteria for closing a school?*

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school (**Based on 312 students, 5 percent would be 16 students/SRL Staff**).

The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

## **COMMUNICATION PLANS**

Please see flow chart in the opening plan, pg. 12 of suggested protocol by the CDPH for criteria to notify the school community identification of positive COVID diagnosis

Upon each questionable situation at beginning with morning drop off and progressing through the day, the designated tracing staff person principal, office administrator, or Vice principals will notify the staff about that child(ren). The pastor will be notified once there is an identified case.

When the school community has to be notified, the notifications will be posted through Gradelink and letter. At all times the privacy of the child(ren) in question will remain private.

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At all times the privacy of the child(ren) in question will remain private.

## CDPH Considerations for Potential Positive Diagnoses of COVID-19 (Subject To Change)

<b>Students or Staff With:</b>	<b>Action</b>	<b>Communication</b>
<b>1.</b> COVID-19 Symptoms (e.g., fever, cough, Loss of taste or smell, Difficulty breathing	*Send home *Recommend testing (if positive, see # 3, if negative, see # 4) *School/classroom remain open	No further action needed
<b>2.</b> Close contact with a confirmed COVID-19 case	*Send home *Quarantine for 14 days from last exposure *Recommend testing (but will not shorten 14- day quarantine) *School/classroom remain open	Consider school community notification of a known case
<b>3.</b> Confirmed COVID-19 case infection	*Notify the local public health department *Isolate case and exclude from school for 10 days from symptom onset or test date *Identify contacts, quarantine and exclude *Exposed contacts (likely entire cohort for 14 days after the last date the case was present at school while infectious) *Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14- day quarantine) *Disinfection and cleaning of classroom and *Primary spaces where case spent significant time *School remains open	School community notification of a known case
<b>4.</b> Test negative after symptoms	*May return to school 3 days after symptoms resolve *School/classroom remain open	Consider school community notification if prior awareness of testing

## **SCHOOL HOURS (Grades K-8)**

### Monday- Friday Schedule

7:40 – 7:55..... Drop-Off (K-4 families with students in both lower/upper grades)

7:55 – 8:10 ..... Drop-Off (Gr 5-8, no siblings)

If student arrives on campus AFTER posted times, they MUST report to the office.

#### Grades K-4

7:40 ..... Rooms Open  
8:10 ..... Period I  
9:00 ..... Period II  
9:50 ..... Recess  
10:05 ..... Period III  
10:45 ..... Period IV  
11:30 ..... Lunch  
12:00 ..... Period V  
12:50 ..... Period VI  
1:40 ..... Period VII  
(1:55 – Friday Dismissal)  
2:35 ..... Closing Exercise  
2:45 ..... Dismissal

#### Grades 5-8

7:55 ..... Rooms Open  
8:25 ..... Period I  
9:15 ..... Period II  
10:05 ..... Recess  
10:20 ..... Period III  
11:10 ..... Period IV  
12:00 ..... Lunch  
12:30 ..... Period V  
1:20 ..... Period VI  
2:05 ..... Period VII  
(2:10 – Friday Dismissal)  
2:50 ..... Closing Exercise  
3:00 ..... Dismissal

2:45 – 3:00 ..... Pick-Up (K-4, Gr 5-8, families with students in both lower/upper grades)

3:00 – 3:15 ..... Pick-Up (Gr 5-8, no siblings)

Carline Pick-Up Grades 5-8 and families with students in both lower/upper grades:

To ensure a smooth transition for the students, DO NOT enter car line before 3:00 pm.

## **SRL DISTANCE LEARNING DOCUMENT**

**Please note that this distance learning document is live, meaning it will evolve as necessary changes are made. Any future changes made after this document was submitted will be highlighted in yellow.**

**This document will stay in effect for those families at SRL that choose to remain in distance learning due to A. Personal safety concerns and/or B. A child remains in distance learning due to a specified illness after St. Rose of Lima School opens for on campus learning.**

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## Section One: Overview

Distance learning is a necessary opportunity for students to continue their education safely from the homes while the world continues to struggle controlling COVID-19. It is implemented by state and local government order to protect students, teachers, staff, and family member's lives.

In Sections Two, Three and Four, you will find student, parent, teacher, and office administration expectations. In Section Five, you will find distance learning class schedule information. In Section Six, you will find an acknowledgement statement, which is required to be signed by all members of the SRL community (parents and students,) before school begins on August 26th.

As a reminder, **synchronous learning** is live, in person instruction at a set time. **Asynchronous learning** is instruction that can be done independently at any time. SRL will be incorporating a mix of both.

There are many variables to take into account during distance learning, but the subheadings below focus on teamwork, flexibility, commitment and grace. All of these skills will assist the SRL community in providing an optimal experience for our students.

### **Teamwork**

Parents, teachers and staff all have the same goal in mind, and that is to provide a faith-based education to our students safely. Right now, safety measures require us to do that remotely. In order for this experience to be successful, all parties must come with a *collaboration mentality*. We all learned a lot about ourselves, our children and each other during our first round of distance learning in Spring of 2020. Now that we have more time to plan this time around, we know that parents, teachers and staff **MUST** work together to communicate, collaborate and problem solve as a team. We are all committed to doing what is best for each and every child at SRL and we value our partnership immensely. Without you, there is no school.

### **Flexibility**

Anyone who has endured this pandemic knows flexibility is key. We are not in control of the mandates, public health orders, or how other people respond. We all can agree that this is not ideal. This experience requires an inordinate amount of flexibility from teachers and parents in order to best serve our students. We know that not every family has the same means; we know that not every family has the same schedule. Our approach to distance learning has to stem on what is best for the children, but this only works if all parties are flexible. We are not striving for perfection; we are approaching this with a growth mindset. If something isn't working for any particular family, we ask that you please share that with us so we can work together to solve it. If a student is struggling, we will reach out and share that with the family. Our expectations of this experience must be flexible and know that things will change as the situation evolves, but consistent communication is not just appreciated, it's required.

## **Commitment**

By agreeing to either send your child to SRL or work at SRL, we are all agreeing to a certain level of commitment. The sections that follow this will lay out very clear expectations for students, parents and teachers. At the end, you will find an acknowledgement statement. This acknowledgment statement will need to be signed by all families (students and parents) prior to the start of the year. This way, we are all aware of what is being asked of us and are promising to uphold that to the best of our ability. We know this is not easy and there will inevitably be bumps along the way, but we must not abandon our children and their needs in the process.

## **Grace**

The most important skill is left for last. We all, parents, teachers, staff, and students, need to be prepared to give ourselves and each other grace during these unprecedented times. While this experience is lasting much longer than many of us thought, these are not normal times. We must approach every situation with grace, whether it is an email to a teacher, feedback to a student or a phone call home. SRL promises to create a culture of grace, where we can ask for help, share resources and hold ourselves to realistic expectations during a challenging time.

## **Section Two: Student Expectations**

1. All students are expected to attend school every day (unless ill or otherwise unable) through distance learning. Attendance will be taken every morning and reported to the office for the student's official record. Grade level and individual schedules will be provided.
2. Each student is expected to have their own device in order to successfully implement distance learning. If a student needs to borrow a device from the school, the school will provide one once the Special Technology Use form is completed.
3. Per California standards, students in grades K-2 are expected to engage in approximately 3 hours a day of virtual instruction (synchronous and asynchronous). Students in grades 3-8 are expected to engage in 4 hours a day of virtual instruction (synchronous and asynchronous).
4. Students are expected to actively participate in distance learning. Examples of active participation are:
  - a. Attending each synchronous class, whether it be whole class or small group
  - b. Asking questions to their teacher or classmates, whether it be through Zoom  
Google Classroom, Seesaw or through email
  - c. Attend Office Hours to clarify expectations and ask questions
  - d. Participating in class discussions, whether it be through Zoom  
Google Classroom, or Seesaw
  - e. Engaging the work provided by the teacher in an asynchronous setting
  - f. Turning in schoolwork (practice, assessments, projects, discussions, reflections, etc.) as assigned in a timely manner
  - g. Communicating any difficulties or resources to share with their teacher
  - h. Engaging in opportunities to deepen their faith
5. Students are expected to utilize the digital learning platforms set up by each teacher.

All students will actively use Zoom for synchronous learning.

  - b. Grades 4-8 will use Google Classroom for curricular materials
  - c. Grades K-3 will use Seesaw for curricular materials

### Section Three: Parent/Guardian Expectations

1. Parents provide a supportive home environment for students to engage in distance learning to the best of their ability.
2. Parents engage in active communication with the school (front office, teacher and/or principal) around the following areas:
  - a. attendance
  - b. Illness  
This allows us to track illnesses, particularly since we won't have much notice as to when we can reopen, and if there has been exposure or a positive COVID-19 case, the school MUST be aware
  - c. Technology needs
    - Student has a device
    - Bandwidth at home will support student attending class synchronously
  - d. Challenges (related to schoolwork, finances or personal situations)
  - e. Successes
  - f. Resources
3. Parents are welcome to request a virtual meeting with a teacher if any challenges or issues arise. To request a virtual meeting, we ask that the parents email the teacher or principal directly and be flexible knowing that the meeting will have to occur around the school schedule and free time. **Please try to take advantage of the daily teacher office hours when you have a question or need a point clarified. Obviously, if those times don't work for your schedule, and/or you need more time, your child's teachers will work with you with an alternative option.**
4. Parents attend (virtually) and support all regularly scheduled meetings to the best of their ability and events that are integral to our partnership, such as:
  - a. Back to School Night
  - b. Student-led conferences
  - c. Schoolwide events
5. Parents should check Gradelink weekly to ensure that their child(ren) are turning in their assignments
  5. Parents must regularly check their email during distance learning. This will be our primary point of contact. We will do our best to provide consistent and relevant information. SRL asks that parents respond to emails if it is required. Please see more about school communication in section

### Section Four: Teachers, Staff, and Administration Expectations

#### Teachers

2. Teachers will be present and attend all synchronous learning classes with their students unless a sick or personal day has been requested and approved. Teacher aides in grades K-2 will also assist during the synchronous lessons.
3. Teachers will design a digital learning platform (either Seesaw for grades K-3 or Google Classroom for grades 4-8) that is organized, easy to navigate and up to date.
4. Teachers will provide an engaging and standards-based curriculum that is easily accessible through distance learning.
- 5.

- a. In alignment with California standards, teachers of students in grades K-2 will provide 3 hours a day of virtual instruction (synchronous and asynchronous). Teachers of students in grades 3-8 will provide 4 hours a day of virtual instruction (synchronous and asynchronous).
  - b. Teachers will record all synchronous classes and provide them to any students who could not be present at class time due to illness, etc.
5. Teachers will send weekly emails through Gradelink to keep families informed on school events, class content, expectations, and any more assessments that require their focus and attention.
6. Teachers will be available for Office Hours by phone, email, or Zoom every day, unless specified by the teacher, from 2:00- 2:45 pm.
7. Teachers will conduct whole class and small group synchronous lessons, as well as provide asynchronous learning opportunities for students to view and/or complete.
8. Teachers will provide timely feedback to students on their learning and provide opportunities for students to self-assess their goals and learning progress.
  - a. This includes feedback on practice, returning graded work, and publishing grades weekly
9. Teachers will regularly meet in grade level teams to determine deadlines and acceptance of late work
10. School/Teachers will facilitate co-curricular class opportunities for students, such as Art, PE, Music, and Social Emotional Learning in a virtual setting. School/Teachers will also provide opportunities for faith engagement, such as live streamed/or live, outdoor Masses, Days of Reflection, and discussions on social justice if applicable.
11. Teachers will communicate any concerns or successes to the student, parents and principal, as needed. Likewise, teachers will respond to any inquiries from students or parents within 24 hours, Monday-Friday

### **Office Administration**

1. The front office staff will be available by phone or email to answer questions, provide information or help assist in any situation we can.
2. Unless otherwise stated, the front office will remain open from 7:30 am until 3:30 pm Monday-Friday during the school year.
3. The front office will communicate any necessary information to families through email or Gradelink in a timely manner. For example:
  - a. Principal's Newsletter will be sent out weekly with school updates and announcements
  - b. Other major announcements, forms, or events will be communicated through regular email or Gradelink
4. The principal will be available through email or virtual meetings. All meetings will be made according to both party's available schedules

### **Section Five: Distance Learning Schedules**

Each grade level's distance learning schedule will be a link under the "Academics" tab at the top of the school website (strosecvschool.com). Click "Academics", drag down to your child's grade, click, and the distance learning schedule will be found. This is the schedule that all parties (students, parents and teachers) are expected to maintain throughout distance learning. Once in-person school resumes, we will transfer to our in-person schedule. If the distance learning schedules changes, all parties will be notified. Each student will receive a copy of their daily schedule with expected class times.

The basic framework of each grade's schedule will remain consistent. There may be variations in asynchronous and synchronous learning, whole group and small group learning, etc. This will all be explained to students and parents each week in the weekly class emails and be posted on SeeSaw and Google Class and depends on the material the teacher is addressing. The afternoon is designated for small group instruction, reinforcing the skills taught in the morning to provide a more individualized approach to students. The day ends with Office Hours, where parents/students can join any teacher's Zoom meeting when needed to ask clarifying questions or receive feedback. Periodically, teachers may also forgo small group instruction in the afternoon and instead do individual check in's with students.

The school would tentatively like to begin weekly school class Masses, (please see your child's class schedule for weekly Mass schedules) held outdoors on the school's patio after Labor Day. Students are welcome to attend Mass with their parents or guardians and then return home to their schoolwork for the day. Physical distancing requirements will be in place. We wish we could meet in person daily, but this once a week opportunity will be equally as special as we gather to share in the Eucharist together. Mass will also be livestreamed for any student wishing to attend from home.

[SRL Parent/Student Acknowledgment Form](#)

**St. Rose of Lima Catholic School**

**Distance Learning Document Acknowledgement Statement (One per family)**

By signing this document, I, \_\_\_\_\_, acknowledge that I have read the SRL Distance Learning Document for 2020-2021 in its entirety. I also acknowledge that this plan is subject to change based on updated and/or revised information regarding the safety and health of the students, teachers and staff. I acknowledge that I will be notified of any changes to this document, as they will be highlighted in yellow.

I also acknowledge that I understand if I have any questions or concerns regarding this document, I will ask them respectfully to Mr. Saavedra, the principal. I also acknowledge that I understand that SRL will continue to follow local, state and national health orders regarding COVID-19. This means that there might be a policy I do not like or agree with, but I understand it is required based on the local, state and national guidance for re-opening schools.

I also acknowledge that by signing this document and returning the Acknowledgement Statement to the school, I am ready to have my child actively participate in distance learning. I acknowledge that I will comply with all of the policies pertaining to parents, and support my child in their compliance with the expectations that pertain to students.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent Name (s) (Print) Parent (s) Signatures

Date\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student Name (s) (Print) Student (s) Signatures

Date\_\_\_\_\_

### **Hybrid Learning Explanation**

All distance learning expectations will apply to the those students who choose to remain in a distance learning scenario. Please see below. However, class learning schedules will reflect the on-campus opening plan schedules.

The school purchased and received Logi-Tech tracking cameras for real time instruction for students that remain at home. The teacher will have both the cameras and separate monitors to track distance learners during synchronous learning sessions. Students will log on to Zoom call at the beginning of the day and stay logged in throughout the school day. They will be instructed when to attend and when to mute their audio and cameras when the lesson turns to asynchronous learning. They will be on a strict school schedule like in person students. There will be small group instruction that will be coordinated between the teacher/instructional aides, in person students, and distance learning students that will happen throughout the week.

Resource classes (Art, P.E., Music, and Engineering) will be made available through synchronous and asynchronous instruction.

The school will continue to use SeeSaw (grades K-3) and Google Class (grades 4-8) during the hybrid model. Students in distance learning will be required to wear their uniforms.

### **Modifications for Distance Learners**

Each child is unique in their physical and mental needs. All considerations will be made through consultation with the administration, teachers, parents, and student to meet his/her needs.

