



SACRED HEART SCHOOL

HAMPTON, NH

Reopening Guidelines

2020-2021

Reopening Guidelines for Sacred Heart School

Introduction:

A Taskforce was formed in late June to begin planning for the reopening of our school in September. In creating our plan our top priority focused on the health and safety of the students, faculty and staff. It is important to understand that our plan must be flexible and fluid in order to respond to changes in our school environment, new information provided by health organizations and by state officials. The committees will meet at the end of the first week of school then every two weeks to assess effectiveness of the guidelines. Modifications and adjustments will be made to our plan when necessary to improve guidelines.

Taskforce members worked on the committees listed below to complete our work and develop our guidelines for re-opening Sacred Heart School. Work was completed in collaboration with the Diocesan Frameworks for Catholic Schools, the NH Department of Education Back-to-School Guidance, recommendations from the Center for Disease Control (CDC) and the NH Department of Health and Human Services (DHHS).

The committees worked in collaboration to gather information and complete the guidelines for reopening Sacred Heart School and assuring that the school building is ready to receive the students, faculty and staff. In alignment with our mission statement our focus is on supporting the spiritual, intellectual, physical, social and emotional development of our students in our faith-filled community.

Please review these guidelines as a family to prepare for the return to school on Tuesday, September 8, 2020.

Blessings,

Teresa Morin Bailey

Committees and Members**Teresa Morin Bailey - Principal****Fr. Gary Kosmowski - Pastor of our Parish School****School Building/Facilities**

Jessica MacMaster – Junior High Religion

Connie Curry – Junior High Spanish

Diana De Alvare - Music

Nicole French-Wollen- Junior High Wellness

Virgil Fernandes - Custodian

Dave Hagan - Custodian

Social & Emotional

Sarah Cropper - Grade 2

Hannah Cyr - PK3

Camila Patrie - Physical Education

Kevin Huston - Junior High Math

Elizabeth Cote – Title I/Academic Tutor/Parent

Instruction/Curriculum

Meg Popp - Grade 3

Misty Rowell - Kindergarten

Joyce LaPointe - Grade 1

Cathy Brophy - Technology Consultant

Training

Annette Griffin - School Nurse

Erin LaRose - PK Aide/Parent

Megan Weand - Junior High LA/Parent

Renee Therrien - PK4

Organization

Janine Christiana - Secretary

Cheryl Grella - Administrative Assistant

Gia Lamontagne - Business Manager/Parent

Technology

Amy Lantaigne - Technology Integrationist

Debbie Ambrose - Grade 5

Catherine Meinen - Junior High Social Studies/Parent

Kara Pidgeon - Grade 4

Comprehensive Safety and Health Guidelines for Sacred Heart School

Health & Operations

Communication Prior to Opening	PreK - Grade 5	Junior High
<p>Videos will be provided for students, staff and families;</p> <ul style="list-style-type: none"> • Masks/Social Distancing • Bathrooms/Hand Washing • Arrival/Dismissal <p>The Before/After Care program will phase in at a later time. It will not be available at the beginning of the school year.</p> <p>Individual homerooms will attend school masses while others live stream.</p>	<p>Procedures:</p> <ul style="list-style-type: none"> • Visiting the School protocols • When to stay home/ when entry to school will be denied (link to symptoms of Covid-19 on Resource page) • Student Needs (cloth mask, headphones, pencil box with instruments) • Daily safety procedures in school • School structure to ensure safety • Virtual Meeting for parents to explain changes • Student personal supply list including mask, pencil box... 	<p>Procedures:</p> <ul style="list-style-type: none"> • Visiting the School protocols • When to stay home/ when entry to school will be denied (link to symptoms of Covid-19 on Resource page) • Student Needs (cloth mask, headphones, pencil box with instruments) • Daily safety procedures in school • School structure to ensure safety • Virtual Meeting for parents to explain changes • Student personal supply list including mask, pencil box...
<p>Building/Grounds Preparation Prior to Opening</p>	<p>Signage</p> <ul style="list-style-type: none"> • Hallway traffic flow • Bathrooms include hand washing instructions • Stairwells and Bathrooms will be labeled for the correct grades • Outside of the bathrooms there will be waiting spaces clearly marked • Entry/Exit signs on doors • PreK door clearly labeled for Entry/Exit • Instructions for visitors made visible outside building • Entry/Exit doors designated • Covid-19 Symptoms signage posted in all classrooms and throughout the building <p>Classrooms</p> <ul style="list-style-type: none"> • Classrooms will be set up with markers for spacing • Classrooms will be set up with chairs facing in same direction* • Classrooms will be cleared of any unnecessary furnishings 	<p>Signage</p> <ul style="list-style-type: none"> • Hallway traffic flow • Bathrooms include hand washing instructions • Stairwells and Bathrooms will be labeled for the correct grades • Outside of the bathrooms there will be waiting spaces clearly marked • Entry/Exit signs on doors • PreK door clearly labeled for Entry/Exit • Instructions for visitors made visible outside building • Entry/Exit doors designated • Covid-19 Symptoms signage posted in all classrooms and throughout the building <p>Classrooms</p> <ul style="list-style-type: none"> • Classrooms will be set up with markers for spacing • Classrooms will be set up with chairs facing in same direction • Classrooms will be cleared of any unnecessary furnishings

- Isolation area will be set up for students who may feel ill while waiting to see the nurse
- Mailboxes installed outside of each room
- Classrooms have disinfectant hand wipes, gloves, and extra masks
- Outdoor spaces designated/calendar created for outdoor learning

*PreK and K tables are outfitted with plexiglass so that chairs do not have to be facing the same direction

Bathrooms

- Hand washing instructions clearly posted
- Every other sink/stall/urinal blocked off to maintain social distancing
- Bathrooms designated to specific classroom/homerooms/capacity
- Bathroom passes purchased for each student by school

Cleaning Protocols

- Classroom cleaning routines provided for teachers
- Bathroom cleaning routines provided to custodial staff
- Faculty Lounge cleaning routines clearly posted - limited usage
- School-wide cleaning protocols

Misc.

- School deep cleaned
- School ventilation system/filters checked, cleaned and replaced if necessary
- Nurse's office is stocked with other safety materials; masks, gloves, hand sanitizer and other safety materials
- Nurse's office readjusted for possible COVID staff/student patient area
- Water fountains will only be water bottle stations. Disable fountain portion
- Health cards made and provided to families prior to school opening – data collection on students' health

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Daily Operations for Return		
	PreK - Grade 5	Junior High
Parents, Delivery, Visitors	<p>Procedures:</p> <ul style="list-style-type: none"> • Visitors ring bell for Entry and Nurse/Secretary Screen for Temp before entering the building • If dropping off items, place them in the designated baskets labeled by grade levels and place paperwork in mailbox in the front lobby • Visitors are required to wear a mask • Visitors will not be allowed beyond the main office • Parent meetings will be held virtually or by phone call 	<p>Procedures:</p> <ul style="list-style-type: none"> • Visitors ring bell for Entry and Nurse/Secretary Screen for Temp before entering the building • If dropping off items, place them in the designated baskets labeled by grade levels and place paperwork in mailbox in the front lobby • Visitors are required to wear a mask • Visitors will not be allowed beyond the main office • Parent meetings will be held virtually or by phone call
<p>Monitoring Health Please keep ill students at home.</p> <ul style="list-style-type: none"> • Nurses' offices will be by appointment only unless there is an emergency to allow for extensive cleaning between patients. • There will be an isolation area at the nurse's office where ill students will wait for pick-up. • Students showing symptoms of Covid-19 will wait in the isolation area in their classroom; teachers will call the nurse and the nurse will have the student come to her office as soon as space is available. • Parents will provide the nurse with information for students pre-existing conditions that may mimic Covid-19 symptoms. • Any Covid-19 symptoms found in a student/staff will result in them being sent home. A quarantine time will be determined. 	<p>Students and Staff:</p> <ul style="list-style-type: none"> • Students/Staff will be screened by temperature before entry to the school • Any temperature higher than 100.4 is considered a fever and the child/staff member will be sent home • Students will hand sanitize as they enter school • Staff will be required to wear a mask when working within 6 ft of a child/ren or if working with a child with underlying health conditions. (school provided) • Staff will wash/sanitize hands when re-entering classrooms or moving to another classroom • Students will be required to wear a mask at times where social distancing is not possible (this does not apply to students who have a diagnosed medical breathing condition confirmed by providing the school with a doctor's note) • Students/staff will sanitize hands upon entry to school after recess • Families can supply their own hand sanitizer for students' personal use 	<p>Students and Staff:</p> <ul style="list-style-type: none"> • Students/Staff will be screened by temperature before entry to the school • Any temperature higher than 100.4 is considered a fever and the child/staff member will be sent home • Students will hand sanitize as they enter school • Staff will be required to wear a mask when working within 6 ft of a child/ren or if working with a child with underlying health conditions. (school provided) • Staff will wash/sanitize hands when re-entering classrooms or moving to another classroom • Students will be required to wear a mask at times where social distancing is not possible (this does not apply to students who have a diagnosed medical breathing condition confirmed by providing the school with a doctor's note) • Students/staff will sanitize hands upon entry to school after recess • Families can supply their own hand sanitizer for students' personal use

Facial Covering Requirements and Recommendations	PreK - Grade 5	Junior High
<ul style="list-style-type: none"> All staff and visitors will be required to wear masks in transition (anywhere outside the classroom) and in the classroom when not able to social distance Teachers may choose to wear transparent face shields when providing instruction and moving about the classroom Teachers will be required to wear a mask when in close contact with students 	<ul style="list-style-type: none"> Families are asked to purchase at least two reusable face masks for each student, with the expectation that masks will be washed after every school day Students using disposable masks should discard them at the end of the school day All masks/facial coverings must be appropriate to Catholic schools Students are required to wear masks in transition (anywhere outside the classroom) and in the classroom when not able to social distance* <p>*PreK students are not required to wear masks inside the classroom, but must during any transition periods</p>	<ul style="list-style-type: none"> Families are asked to purchase at least two reusable face masks for each student, with the expectation that masks will be washed after every school day Students using disposable masks should discard them at the end of the school day All masks/facial coverings must be appropriate to Catholic schools Students are required to wear masks at all times unless directed otherwise by a faculty or staff member

Facilities/School Grounds: To provide flexible facility/building guidelines and protocols which promote the safety and health of our students, faculty, and staff as well as a robust academic environment.

	PreK - Grade 5	Junior High
<p>Arrival 7:50am-8:10am</p> <p>Dismissal 2:50pm-3:10pm</p> <p>Please park in parking lot if you arrive prior to 2:40PM</p>	<ul style="list-style-type: none"> PreK students will arrive via walker line, parents/guardians are required to wear masks while on school campus Grades K-5 will arrive via car line between 7:50-8:10AM Prior to entering the building students will have their temperature taken by parents or school personnel All students whose temperature is below 100.4 will be allowed to report to their homeroom PreK students will be dismissed via walker line, parents/guardians are required to wear masks Grades K-5 will be picked up via carline or walker line Grades K-4 will be called down to the gym Grade 5 will line up outside as weather permits 	<ul style="list-style-type: none"> Students will arrive via carline between 7:50-8:10AM Prior to entering the building students will have their temperature taken by parents or school personnel All students whose temperature is below 100.4 will be allowed to report to their homeroom Junior High students will be picked up via carline or walker line Junior High students will remain in their homerooms and await their names to be called
<p>Classroom Setup/Structure</p>	<ul style="list-style-type: none"> Classroom desks and furnishings will be distanced to ensure a safe learning space for each student (6ft. distance when possible, but no less than 3ft.) All desks will be facing the same direction* Outdoor spaces will be designated for additional learning areas Specials will take place in the homerooms Students will remain in their homeroom and not intermingle with other classes to maintain the safety and health of our students Sharing of school supplies such as pencils, markers, and art supplies will not be permitted. Equipment that must be shared will be used by as few students as possible and will be cleaned and disinfected before and after each use. 	<ul style="list-style-type: none"> Classroom desks and furnishings will be distanced to ensure a safe learning space for each student (6ft. distance when possible, but no less than 3ft.) All desks will be facing the same direction Outdoor spaces will be designated for additional learning areas Specials will take place in the homerooms Students will remain their homeroom and not intermingle with other classes to maintain the safety and health of our students Sharing of school supplies such as pencils, markers, and art supplies will not be permitted. Equipment that must be shared will be used by as few students as possible and will be cleaned and disinfected before and after each use.

	<ul style="list-style-type: none"> • All classroom windows must be opened fully weather permitting • Free standing air conditioners are not permitted in classrooms • Ceiling fans are not to be used in classrooms • School approved oscillating fans may be used to draw in outside air • Doors to classrooms will remain propped open while teacher/students are in the classroom • All students will have an assigned desk or table space <p>*PreK and K tables are outfitted with plexiglass, so students do not have to face the same direction</p>	<ul style="list-style-type: none"> • All classroom windows must be opened fully weather permitting • Free standing air conditioners are not permitted in classrooms • Ceiling fans are not to be used in classrooms • School approved oscillating fans may be used to draw in outside air • Doors to classrooms will remain propped open while teacher/students are in the classroom • Teachers will rotate to different rooms while students remain in one room at an assigned desk
Lunch	<ul style="list-style-type: none"> • SHS will become a fully Nut-Free Facility/School • Students will eat in the classroom at their assigned seat • Students will wash hands before and after lunch • Staff or students will wipe down desks after lunch • Lunches will be provided by families, • The lunch program will phase in at the end of October (3 days a week) with sandwiches and pizza 	<ul style="list-style-type: none"> • SHS will become a fully Nut-Free Facility/School • Students will eat in the classroom at their assigned seat • Students will wash hands before and after lunch • Students will wipe down desks after lunch • Lunches will be provided by families, pizza will be available on Friday's for those who order it • The lunch program will phase in at the end of October (3 days a week) with sandwiches and pizza
Recess	<ul style="list-style-type: none"> • Two homerooms will go out for recess at a time • One homeroom is allowed on playground equipment during a recess period, the other homeroom will use the field on an alternating basis so classrooms do not intermingle • Recess periods will be assigned • High touch points of playground will be wiped down periodically • Staff/Students will sanitize hands upon entering school • Masks will be worn by staff and students when social distancing is not possible* <p>*PreK students will not wear masks during recess</p>	<ul style="list-style-type: none"> • Three homerooms will go out for recess at a time (assigned groups of 6th grade, 7th grade, 8th grade) • One homeroom is allowed on playground equipment during a recess period, the other two homerooms will use the field on an alternating basis, so classrooms do not intermingle • Recess periods will be assigned • High touch points of playground will be wiped down periodically • Staff/Students will sanitize hands upon entering school • Masks will be worn by staff and students

Sanitation/Facility Cleaning

- The school will follow aggressive cleaning and disinfection procedures
- Custodial staff has received the proper training cleaning of our facilities
- Surfaces cleaned regularly, with special attention given to high-touch areas (handrails, door handles, desks, tables, counters, etc.)
- Bathrooms will be cleaned more frequently and restocked with needed hygiene products
- Classrooms will be disinfected and sanitized after school each day

- The school will follow aggressive cleaning and disinfection procedures
- Custodial staff has received the proper training to implement deep cleaning of our facilities
- Surfaces cleaned regularly, with special attention given to high-touch areas (handrails, door handles, desks, tables, counters, etc.)
- Bathrooms will be cleaned more frequently and restocked with needed hygiene products
- Classrooms will be disinfected and sanitized after school each day

Social & Emotional Learning (SEL): To educate, communicate and promote social and emotional learning in our school community through consistent integrated best practices and Catholic virtuous teachings.

	PreK - Grade 5	Junior High
<p>Before School Begins Continue through school year</p>	<ul style="list-style-type: none"> • Guidance Newsletter for parents before school begins with topics to cover with their child to help them prepare for re-entry • Videos demonstrating school safety protocols will be made available for review • Faculty and Staff will receive professional development in social and emotional learning with special consideration to the impact Covid-19 has had on students 	<ul style="list-style-type: none"> • Guidance Newsletter for parents before school begins with topics to cover with their child to help them prepare for re-entry • Videos demonstrating school safety protocols will be made available for review • Faculty and Staff will receive professional development in social and emotional learning with special consideration to the impact Covid-19 has had on students
<p>Once School Begins</p>	<ul style="list-style-type: none"> • SEL best practices will be consistently integrated into curriculum learning with increased instruction time devoted to program activities • Social and emotional teaching will be guided by The Choose Love Connect Program, The Virtues Program and other well-established, widely-used curriculums • Teachers will provide parents with opportunity to share goals for their child at the commencement of school • Teachers will leverage data from student SEL surveys and well-being check-ins and adjust teaching to best meet the needs of each student • Social/Emotional Learning information will be included in weekly News Notes • School-wide bulletin boards devoted to Social/Emotional wellness to serve as inspirational reminders of positivity • The continued implementation of The Buddy Program to promote multi-age friendships and mentorship opportunities 	<ul style="list-style-type: none"> • SEL best practices will be consistently integrated into curriculum learning with increased instruction time devoted to program activities • Social and emotional teaching will be guided by The Choose Love Connect Program, The Virtues Program and other well-established, widely-used curriculums • Teachers will provide parents with opportunity to share goals for their child at the commencement of school • Teachers will leverage data from student SEL surveys and well-being check-ins and adjust teaching to best meet the needs of each student • Social/Emotional Learning information will be included in weekly News Notes • School-wide bulletin boards devoted to Social/Emotional wellness to serve as inspirational reminders of positivity • The continued implementation of The Buddy Program to promote multi-age friendships and mentorship opportunities

Fall Benchmark Assessments		
	PreK - Grade 5	Junior High
	All teachers will assess incoming students with the goal of teaching grade level curriculum.	All teachers will assess incoming students with the goal of teaching grade level curriculum.
Instruction : To create a flexible instruction plan for the 2020-2021 school year with a focus on achieving grade level standards for our students.		
	PreK - Grade 5	Junior High
Classroom Instruction	<ul style="list-style-type: none"> • Google Classroom • Pearson Realize, Superkids, Sadlier, Voyages, Wakelet, and Symbaloo • Teachers will review passwords, logins, navigation of sites, uploads, downloads, internet safety, etc. • During the first month of school students and parents will become familiar with platforms and accessing online programs such as Google Classroom, and RenWeb, Pearson Realize. Teachers will review passwords, logins, navigation of sites, uploads, downloads, internet safety, etc. • Project based learning may be used to enhance instruction • When possible, outdoor spaces will be used for instruction • A flexible learning environment will include a combination of paper/pencil, hands-on activities, manipulatives, and technology 	<ul style="list-style-type: none"> • Google Classroom • English Grammar- <i>Voyages in English Grammar and Writing</i> • Vocabulary and Word Study: Sadlier Vocabulary Workshop (online: Sadlierconnect.com) • Math- Khan Academy, Math Text • Social Studies- Trade books and National Geographic Text and video, various websites • Science- Text, lecture, labs, videos and various websites • Teachers will review passwords, logins, navigation of sites, uploads, downloads, internet safety, etc. • During the first month of school students and parents will become familiar with platforms and accessing online programs • Project based learning may be used to enhance instruction • When possible, outdoor spaces will be used for instruction • A flexible learning environment will include a combination of paper/pencil, hands-on activities, manipulatives, and technology

Assessment (In-Class)	<ul style="list-style-type: none"> • Formative • Summative 	<ul style="list-style-type: none"> • Formative • Summative
Online Instruction	<ul style="list-style-type: none"> • Teachers will review norms for online learning and group meetings as part of morning meeting norms in the classroom. (i.e. dressed and sitting at table for the meeting, raising hand to speak, on time for lesson, materials ready, toys put away, no pets, no changing of backgrounds during the meeting...) • Google Classroom will be used and students will access assignments through this platform. 	<ul style="list-style-type: none"> • Teachers will review norms for online learning and group meetings • Google Classroom will be used and students will access assignments through this platform.
Assessment (Remote)	<ul style="list-style-type: none"> • Formative • Summative • Project Based 	<ul style="list-style-type: none"> • Formative • Summative • Project Based
Classroom Structure (In-Class) * See above section in School Building/Facilities)	<ul style="list-style-type: none"> • Students must be social distanced in desks at least 3ft. and optimally 6 ft. 	<ul style="list-style-type: none"> • Students must be social distanced in desks at least 3ft. and optimally 6 ft.

Technology: To develop best practices and standards for use and delivery of on-line curriculum/Google Classroom and to establish acceptable use of technology as well as on-line safety protocols which will facilitate and promote engaged in-person or remote learning.

	PreK - Grade 5	Junior High
<p>In-Person Instruction</p>	<ul style="list-style-type: none"> • Each student in K-5 will be provided with a Chromebook as part of our 1:1 device program (when Chrome Books arrive) • Students are required to come to school each day with a full battery charge • Families will be required to purchase their own Chromebook sleeve as detailed in the supply list • Chromebooks can travel back and forth from home to school depending on assignment needs • To help ensure student safety while operating school issued devices, Sacred Heart will be employing GoGuardian Admin and GoGuardian Teacher (the GoGuardian welcome letter and the AUP -Acceptable Use Policy- will be sent home with all forms) 	<ul style="list-style-type: none"> • Each student in 6-8 will be provided with a Chromebook as part of our 1:1 device program (when Chrome Books arrive) • Students are required to come to school each day with a full battery charge • Families will be required to purchase their own Chromebook sleeve as detailed in the supply list • Chromebooks can travel back and forth from home to school depending on assignment needs • To help ensure student safety while operating school issued devices, Sacred Heart will be employing GoGuardian Admin and GoGuardian Teacher (the GoGuardian welcome letter and the AUP -Acceptable Use Policy -will be sent home with all forms)
<p>Teacher Professional Development (August 2020)</p>	<ul style="list-style-type: none"> • Teachers will be provided with in house training to establish universal best practices in the use of Google Classroom 	<ul style="list-style-type: none"> • Teachers will be provided with in house training to establish universal best practices in the use of Google Classroom

Unified Arts		
	PreK - Grade 5	Junior High
In-Class Instruction	<ul style="list-style-type: none"> • Unified Arts teachers will travel to student homerooms for in-person instruction • Lessons and assessment will be more closely aligned with core grade-level curriculum • Students will be encouraged to use the online catalog to reserve library books • Students will participate in online reading challenges through Beanbright • Students will be required to wear masks during UA instruction time (with the exception of PE) to help mitigate teacher viral exposure • PE classes will be held outside as often as possible 	<ul style="list-style-type: none"> • Unified Arts teachers will travel to student homerooms for in-person instruction • Lessons and assessment will be more closely aligned with core grade-level curriculum • Wellness and PE will be closely integrated • Students will be encouraged to use the online catalog to reserve library books • Students will participate in online reading challenges through Beanbright • Students will be required to wear masks during UA instruction time (with the exception of PE) to help mitigate teacher viral exposure • PE classes will be held outside as often as possible
Remote Instruction	<ul style="list-style-type: none"> • Unified Arts classes will be required • In the event of remote learning, students will be required to log into a synchronous lesson during their regularly scheduled class time 	<ul style="list-style-type: none"> • Unified Arts classes will be required • In the event of remote learning, students will be required to log into a synchronous lesson during their regularly scheduled class time

Covid-19 Exposure Protocols

PreK - Grade 5

Junior High

Wide-Spread Exposure Closure

Communications will come from the Superintendent of the Diocesan Office announcing the closure and the dates of said closure

Procedures;

- If notice is given during the school day, students can pack up all belongings, get instructions, and prepare for remote instruction
- If notice comes during off-school hours, student possessions and materials will be gathered and packed up by teachers
- Parents will be assigned a day and time to pick up these materials so as to allow for social distancing

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Revised 10-5-2020

Resources for Reopening Sacred Heart School

A Framework for Catholic Schools in the Diocese of Manchester (Coronavirus)

www.catholicnh.org/schools/

American Academy of Pediatrics

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Choose Love Movement – Social and Emotional Learning

<https://chooselovemovement.org/>

COVID-19 Parent Resource Guide. New Hampshire Department of Health and Human Services, Division for Children, Youth, and Families. <https://www.dhhs.nh.gov/dcyf/documents/covid-resource-guide.pdf>

New Hampshire - COVID-19 Resources for Schools. New Hampshire Department of Education.

<https://www.education.nh.gov/who-we-are/commissioner/covid-19>

NH Department of Health and Human Services

<https://www.dhhs.nh.gov/>

Symptoms of Covid-19

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

US Center of Disease Control (CDC)

<https://www.cdc.gov/>