





SACRED HEART SCHOOL

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
 Videos will be provided for students, staff and families; Masks/Social Distancing Bathrooms/Hand Washing Arrival/Dismissal The Before/After Care program will phase in at a later time. It will not be available at the beginning of the school year. Individual homerooms will attend school masses while others live stream.	 Procedures: 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 	 Procedures: 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
Building/Grounds Preparation Prior to Opening	 Signage 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 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 	 Signage 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 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

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 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 will be outfitted with plexiglass so that chairs do not have to be facing the same direction 	 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
Bathrooms	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 High touch points clearly marked on playground equipment Water fountains will only be water bottle stations. Disable fountain portion 	 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 High touch points clearly marked on playground equipment 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 	 Health cards made and provided to families prior to school opening – data collection on students' health

Daily Operations for Return		
	PreK - Grade 5	Junior High
Parents, Delivery, Visitors	 Procedures: 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 	 Procedures: 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
 Monitoring Health Please keep ill students at home. 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. 	 Students and Staff: 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 	 Students and Staff: 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

	for students' personal use	
Facial Covering Requirements and Recommendations	PreK - Grade 5	Junior High
 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 	 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* *PreK students are not required to wear masks inside the classroom, but must during any transition periods	 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

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
Arrival	 PreK students will arrive via walker line, parents/guardians are required to wear masks Grades K-5 will arrive via car line during staggered/designated time slot Students temperatures will be taken upon arrival and provide staff with a health card All students whose temperature is below 100.4 will be allowed to report to their homeroom 	 Students will arrive via carline during a staggered/designated time slot Prior to entering the building students will have their temperature taken and will provide staff with health card All students whose temperature is below 100.4 will be allowed to report to their homeroom
Dismissal	 PreK students will be dismissed via walker line, parents/guardians are required to wear masks Grades K-5 will be picked up via carline Grades 3-5 will be called down to the gym Grades K-2 will remain in their classroom until they are called 	 All students will be picked up via carline Junior High students will remain in their homerooms and await their names to be called
Classroom Setup/Structure	 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. All classroom windows must be opened fully weather permitting 	 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. All classroom windows must be opened fully weather permitting Free standing air conditioners are not permitted

	 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 *PreK and K tables will be outfitted with plexiglass so students do not have to face the same direction 	 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	 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, pizza will be available on Friday's for those who order it The Hot lunch program will phase in as restrictions allow 	 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 Hot lunch program will phase in as restrictions allow
Recess	 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* *PreK students will not wear masks during recess 	 Two homerooms will go out for recess at a time (both 6th grade, both 7th grade, both 8th grade) 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

Sanitation/Facility Cleaning	 The school will follow aggressive cleaning and disinfection procedures Custodial staff has received the proper training releaning 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
Before School Begins	 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 	 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
Once School Begins	 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 	 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 instruct	ion 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	 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 	 Google Classroom English Grammar-Voyages in English Grammar and Writing 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)	FormativeSummative	FormativeSummative
Online Instruction	 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. 	 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)	FormativeSummativeProject Based	FormativeSummativeProject Based
* See above section in School Building/Facilities)	Students must be social distanced in desks at least 3ft. and optimally 6 ft.	Students must be social distanced in desks at least 3ft. and optimally 6 ft.

	PreK - Grade 5	Junior High
In-Person Instruction	 Each student in K-5 will be provided with a Chromebook as part of our 1:1 device program 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) 	 Each student in 6-8 will be provided with a Chromebook as part of our 1:1 device program 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)
Teacher Professional Development (August 2020)	 Teachers will be provided with in house training to establish universal best practices in the use of Google Classroom 	 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	 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 though 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 	 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 though 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	 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 	 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

	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 	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

Resources for Reopening Sacred Heart School

A Framework for Catholic Schools in the Diocese of Manchester (Coronavirus) <u>www.catholicnh.org/schools/</u>

American Academy of Pediatrics

https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planningconsiderations-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. <u>https://www.dhhs.nh.gov/dcyf/documents/covid-resource-guide.pdf</u>

New Hampshire - COVID-19 Resources for Schools. New Hampshire Department of Education. <u>https://www.education.nh.gov/who-we-are/commissioner/covid-19</u>

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/