



# **Our Lady of Sorrows Catholic School**

*Diocese of Birmingham, AL*

**Protocols and Guidelines  
for the  
2021-2022 School Year**

**PARENT EDITION**



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## INTRODUCTION

The plans set forth in this document have been aligned with information provided by the Diocese of Birmingham Catholic Schools Office, guidelines from the CDC, recommendations from the American Academy of Pediatrics, and in consultation with local health professionals. As always, our priority at Our Lady of Sorrows Catholic School is to provide a safe, healthy learning and working environment for our students and our staff while maintaining our primary mission:

*....to foster the religious, academic, and social development of every child, recognizing that knowledge enlightened by faith and realized through service is at the heart of Catholic education.*

All school and diocesan stakeholders will have to adapt to this environment, recognizing that **we must all do our part to mitigate the risk of contracting or spreading illness**. Protective measures will be lessened if/when health guidance and research indicate that we can do so. Until then, let us work together as we continue to maintain our Christian family environment and strive to create the best possible experience for everyone.

*Lord, may you bless the world, give health to our bodies and comfort our hearts. You ask us not to be afraid. Yet our faith is weak and we are fearful. But you, Lord, will not leave us at the mercy of the storm. Tell us again: "Do not be afraid" (Matthew 28:5). And we, together with Peter, "cast all our anxieties onto you, for you care about us" (1 Peter 5:7).*

- Pope Francis

Strong in the Face of Tribulation:

A Sure Support in Time of Trial



## SHARED COMMITMENTS

Plans created in response to a global pandemic require a coordinated effort that can only be achieved through clarity of roles, clarity of expectations, and clarity of responsibility. Mutual understanding, support, and a commitment to not only work together but also to communicate openly are necessary for the achievement of our goals.

### **The role of the Catholic Schools Office...**

Work in conjunction with relevant experts to develop guidance to achieve our goals of providing a safe, healthy, supported learning and working environment for all

Support administrators and schools in the development and the implementation of school-specific plans

Provide structures and suggestions for achievement of guidelines

Communicate plans and needs to the broader diocesan community

### **The role of the school pastor...**

Work in conjunction with the Catholic Schools Office and the school administration to achieve our goal of providing a safe, healthy, supported learning and working environment for all

Support the school administrator and the Catholic Schools Office in the implementation of plans

Communicate plans and needs to the school and parish community



**The role of the school administration...**

Provide constructive input and feedback to diocesan plans

Work in conjunction with the Catholic Schools Office to achieve our goals of providing a safe, healthy, supported learning and working environment for all

Align school specific plans with diocesan guidance as well as national, state, and local health guidance

Communicate diocesan plans and school specific plans to school community

Communicate needs to the school community

Select programs, supports, techniques, and resources that best support the school community

**The role of the teacher...**

Provide constructive input and feedback to school and diocesan plans

Work in conjunction with the Catholic Schools Office and the school administration to achieve our goal of providing a safe, healthy, supported learning and working environment for all

Align classroom plans and procedures with school and diocesan guidance

Communicate classroom plans and expectations to students and to families



**The role of the staff member...** Provide constructive input and feedback to school and diocesan plans

Work in conjunction with the Catholic Schools Office and the school administration to achieve our goal of providing a safe, healthy, supported learning and working environment for all

Align plans and procedures with school and diocesan guidance

Communicate plans and expectations to students and to families

**The role of the parent...** Provide constructive input and feedback to school and diocesan plans

Support the work of the Catholic Schools Office, the school administration, the teachers, and the staff to achieve the goal of a safe, healthy, supported learning and working environment for all

Communicate needs and fulfill obligations to assist in the achievement of a safe, healthy, supported learning and working environment for all

**The role of the student...** Provide constructive input and feedback to school and diocesan plans

Participate academically, spiritually, and behaviorally to achieve the goal of a safe, healthy, supported learning and working environment for all

Communicate needs and fulfill obligations to assist in the achievement of a safe, healthy, supported learning and working environment for all



## FORMATS FOR LEARNING - OUR LADY OF SORROWS CATHOLIC SCHOOL

The formats below will be enacted according to the situation at the school. The decision will be made by the school pastor, principal, and the Director of Catholic Schools, based on the current level of risk and exposure within the school or its surrounding community and utilizing guidance from national, state, county, and/or local health authorities.

- **Traditional Learning Format**
  - Face-to-face instruction in the classroom with safety protocols in place
  
- **CASE Learning Format**
  - Continuation of Academic and Spiritual Education through online instruction by OLS teachers
  
- **No virtual option will be provided.**



<b>TRADITIONAL LEARNING FORMAT</b>

Curriculum Planning
High Quality Instruction & Assessment
Promote Catholic Identity
Create and Maintain Community
Scheduling
Visual Cues
Social Distancing and Facial Coverings
Cleaning Protocols
Arrival and Dismissal Protocols
Entrance Protocols

<b>CASE LEARNING FORMAT</b>

Curriculum Planning
Delivering High Quality Online Instruction & Assessment- CASE Learning
Promote Catholic Identity
Create and Maintain Community
Technology Support



## ORGANIZATIONAL PROCEDURES AND PROTOCOLS

Working in conjunction with the two formats of learning outlined on pages nine and ten, and in keeping with state, local, and national health guidance, OLS School will minimize risk and maximize instructional time through the three pillars outlined in the diocesan reopening document: **Preventative Measures, Protective Measures, and Preparedness Measures.**

### PREVENTION

### PROTECTION

### PREPAREDNESS

We will continue to emphasize **Catholic Identity; high-quality, developmentally appropriate curriculum and instruction; community building and relationships; and the importance of outdoor play and socialization.**



## ENTRANCE PROTOCOLS

OLS School has created well-defined entrance protocols for students, teachers, and visitors. These protocols define the processes that determine where, how, and which criteria need to be met to enter the school building each day. Processes may continually be revised to maintain efficiency, to meet the needs of the school based on observation and/or feedback, and to account for changes in health guidance.

### *Screening Protocols*

#### Prior to the start of school each day

- **Student Protocol**
  - In order to enter the school building, students must meet the following criteria:
    - No “yes” answers to screening question 1, or to questions 2 and 3, if the individual is not fully vaccinated to a screening questionnaire (see appendix)
    - Wear an OLS School approved facial covering provided from home (plain solid color cloth or disposable mask; no gaiters)

If arrival is between 7:00 a.m. – 7:30 a.m., students should report to the school cafeteria for early morning care (\$2 charge payable to supervisor on duty).

If arrival is between 7:30 a.m. – 7:45 a.m., all kindergarten through 5<sup>th</sup> grade students should report to the cafeteria where teachers will be on duty to supervise. All 6<sup>th</sup> – 8<sup>th</sup> grade students should refer to the schedule



posted on the jr. high door and report to the designated classrooms for supervision.

Students arriving between 7:45 a.m. – 8:00 a.m. should report to their homerooms, entering the building using these designated entries:

- K and 1<sup>st</sup> - use outside classroom entry
- 2<sup>nd</sup>, 4S, and 5<sup>th</sup> - use “B” building entry
- 3<sup>rd</sup> and 4Sc – use “A” building (back door) entry
- 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> - use “C” building entry

### *Student Arrival/Dismissal Procedures*

#### Morning Carpool

- **Only K-8 students** will be allowed to walk to the building for morning arrival. Parents will be required to remain in their cars in the carpool line.
  - **Parents should walk Wee-K students to the outside Wee-K entrance** (near Mother’s Day Out), and walk their children to the stairway leading to the classrooms.

#### Afternoon Carpool

- Afternoon carpool traffic patterns will remain the same; however, to avoid the congregating of people, no parent or guardian “walk-ups” will be allowed.
- All families must remain in their cars and drive through the carline to pick up students.



### Check In / Check Out Protocols

- Late check-ins will be conducted at the cafeteria door, where students will be given an admission slip to class.
- Early check-outs will take place at the front door of the school (Oxmoor Road entrance) preceded by a phone call to the school office indicating parent arrival.

### *Visitor Protocols*

To limit the exposure of students, faculty, and staff to possible illnesses, visitors will be permitted on campus with certain protocols in place (masks, distancing, etc.) This includes, but is not limited to, parents, grandparents, guardians, vendors, repairmen, and any non-emergency persons.

- Routine visits from outside contractors, repair people, and vendors will be scheduled outside of school hours
- For now, OLS will suspend school volunteer programs. We will reinstate our volunteer programs as current health and safety guidelines allow.
- The OLS PTO will devise a plan to provide alternative means by which parents and grandparents can assist.



## FACILITIES PROTOCOLS

Through the measures listed below, OLS School has taken steps to improve facilities and comply with current best health practices.

### *Ventilation and Airflow*

Efforts to increase ventilation and airflow within the building have been made.

- High performance filters have been installed in all air conditioning units.
- Teachers will be encouraged to open windows to allow for cross-ventilation of fresh air.

### *Visual Cues*

Visual cues and signage will be placed to direct traffic and to help maintain proper social distancing in the school entry ways, the school lobby, etc. Visual cues and signage will also be used to promote hygiene practices in classrooms, restrooms, and other common spaces.

### *Use of Facilities*

#### Travel within the Building

- Visual cues will be utilized to direct foot traffic in hallways and stairways.
- Emergency escape routes will not be subject to social distancing traffic patterns. Normal OLS emergency contingency plans will be utilized in these scenarios.



### Restrooms

- Students will be instructed on bathroom protocols to help mitigate crowding and limit exposure inside restrooms.
- Only two students will be allowed inside each restroom at any given time, adhering to new bathroom protocols.
- Sanitation and cleaning of student and staff restrooms will occur at scheduled intervals throughout the school day.

### Water Fountains

- Water fountain use will be suspended on school property.
- Water bottle filling stations have been installed in the school and at the gym to fill personal water bottles.

### After School Care

- After School Care (ASC) will use outdoor spaces and the following areas:
  - Wee-K4 – 1<sup>st</sup> grade – downstairs ASC room of K of C building
  - 2<sup>nd</sup> – 3<sup>rd</sup> grades – upstairs Art Room (K of C building)
  - 4<sup>th</sup> – 8<sup>th</sup> grades – cafeteria

When indoors, facial coverings will be worn during ASC and social distancing must be maintained.

### Parish School of Religion

- PSR will use OLS School Classrooms again this school year. Classrooms will be cleaned and disinfected after use by PSR classes.



## HEALTH / HYGIENE PROTOCOLS

OLS School will have a standard routine of checking the health status of all who enter the school; prevention measures to be utilized, enforced, and taught; and protocols for addressing health concerns throughout the school day. Student and staff privacy will be maintained; however, names of positive cases may be disclosed to the local public health agency.

### GENERAL

All members of the OLS School community have the obligation to report symptoms of illness, known exposure to illness, and/or pending Covid-19 test results to the school office.

#### General health/hygiene practices

- Wash hands often with soap and water for at least 20 seconds.
  - Teachers and staff will increase scheduled times for student handwashing throughout the day.
- Use hand sanitizer with at least 60% alcohol when soap and water are not available.
- Avoid touching eyes, nose, and mouth.
- Cover mouth and nose with a tissue or with the inside of your elbow when you cough or sneeze.



## Facial Coverings

Tier 2: Facial coverings are recommended, but not required in the classrooms or for single class activities. Masks will still be required for multi-class events such as assemblies and school Masses.

- For both students and staff members, only **plain, solid colored approved facial coverings** will be allowed (**no bandanas or scarves**)
- Parents must provide a facial covering for their child(ren).
- Names should be printed on the inside of the facial covering to identify ownership.
- No sharing of facial coverings will be permitted.
- Facial coverings should be fresh and clean each day.
- Cloth masks and face shields will be provided to teachers and staff, with extra disposable masks on hand for adults and students.
  - OLS staff members may wear face shields without a mask underneath if proper social distancing (6 ft.) can be maintained when around other individuals.



## OLS Health Room

The OLS Health Room will be reserved as a potential isolation space for students and staff who may begin displaying symptoms of illness during the school day.

- If a student or adult in the classroom needs attention from the health room, staff members may contact the office or send the student to the health room.
- The dispensing of medicine will take place in the health room.

## ISOLATION PROTOCOLS

Should a student or staff member develop symptoms during the school day, the affected individual(s) will be isolated in the Health Room or in another designated space.

- Symptoms associated with Covid-19 and other infectious diseases include:
  - Fever
  - Cough
  - Chills
  - Shortness of breath, difficulty breathing
  - Headache
  - New loss of taste or smell
  - Fatigue
  - Muscle or body aches
  - Sore throat



- Congestion or runny nose
- Nausea, vomiting, or diarrhea
- Students in isolation will always remain visible to a school employee.
- Emergency contact information for students and staff will be regularly updated so that the appropriate parties can be reached when needed.
- OLS will follow recommendations from the appropriate health agencies regarding closing off and disinfecting affected classrooms, common areas, and the isolation space itself.

#### IN THE EVENT OF A POSITIVE CASE

#### **In the event of a positive case within the immediate family of a student or staff member:**

- Health guidelines require the family to quarantine away from school for 7 days after the last exposure. The individual may return on Day 8 if they are symptom-free and receive a negative Covid-19 PCR or antigen test on day 5, 6, or 7. Home Covid tests are not acceptable within this strategy.

**OR**

- Quarantine away from school for 10 days after the last exposure. The individual may return on Day 11 without testing if they are symptom-free. ***Please note that fully vaccinated students and staff, or those who have had a confirmed case of Covid-19 within 90 days, will not be required to quarantine.***

#### **In the event of a positive case of a student or staff member:**

- the student or staff member may be able to return after being quarantined for ten (10) days since the onset of symptoms AND being fever free for at least **72** hours without the aid of fever-reducing medications AND with



improvement to respiratory symptoms without the use of medications, or until released by the health department.

**In the event of a positive case of a student or teacher within a classroom:**

According to the updated information from the Alabama Department of Public Health:

*“The CDC defines a close contact as someone who was within 6 ft. of an infected person for a cumulative total of 15 minutes or more over a 24-hour period. **HOWEVER, in the K-12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student where***

- *both students were engaged in **consistent and correct use of well-fitting masks; and***
- *other **K-12 school prevention strategies** (such as universal and correct mask use, physical distancing, increased ventilation) were in place in the **K-12 school setting.**”*

Unvaccinated students, teachers, or staff members who are identified as close contacts who were exposed within the school setting should either:

- Quarantine away from school for seven (7) days after the last exposure. The individual may return on day eight (8) if they are symptom free and receive a negative Covid-19 PCR or antigen test on Day 5, 6, or 7. Home Covid tests are not acceptable within this strategy.

**OR**

- Quarantine away from school for 10 days after the last exposure. The individual may return on Day 11 without testing if they are symptom-free.

Students or staff members who are close contacts to a diagnosed Covid-19 case must quarantine (10 days or 7 day test to stay) **unless:**



- Both individuals were engaged in consistent and correct use of well-fitted masks and other prevention strategies were in place (distancing of at least 3 feet and increased ventilation). These individuals do not have to quarantine. **Note: This only applies to close contacts within the school setting, not those taking place outside of the school day.**
- Close contacts are fully vaccinated and asymptomatic. These individuals do not have to quarantine.
  - Recommendation: obtain testing 3-5 days after contact and remain strictly masked for 14 days.
- Close contacts tested positive for Covid-19 in the prior three (3) months and are asymptomatic. These individuals do not have to quarantine.
  - Recommendation: obtain testing 3-5 days after contact and remain strictly masked for 14 days.

**In all instances, all close contacts should still closely monitor symptoms. Antibody testing is not a recommended strategy at this time for making quarantine decisions – only the avenues outlined above.**

## STUDENT ABSENCE PROTOCOLS

Parents are encouraged to conduct a home health screening prior to sending a child to school.

- Any student with a fever at or above 100° should remain home, and **the parent should contact the school office as early as possible.**
- Parents should contact their pediatrician for any child that develops a fever. The doctor may advise a test to rule out Covid-19.



- If the child tests positive for Covid-19 he/she may return to school ten days from the onset of symptoms, AND 24 hours fever free, without the aid of fever-reducing medications, AND significant improvement in symptoms, without the use of medications. This does not necessarily equate to thirteen days because they all have to occur. **Students must bring a doctor's note indicating the child is cleared to return to school.**
- If a Covid-19 test is not conducted, the child may return to school once he/she has been fever and symptom-free for 24 hours without using fever-reducing medication. **Students must bring a doctor's note indicating the child is cleared to return to school.**

Students who are required to miss school due to a diagnosed Covid-19 infection or a required quarantine due to exposure will have those absences excused.

- Teachers will work with the parents to ensure classroom assignments are shared so that can be completed at home.
- Sufficient time will be given to allow the student to make up tests, quizzes, or assignments.

### **FACULTY / STAFF ABSENCE PROTOCOLS**

Faculty and staff are encouraged to conduct a home health screening prior to arrival at school.

- Any staff member displaying symptoms of Covid-19 or a fever at or above 100° should remain home and **contact the principal as early as possible.**
- The staff member should then contact his/her doctor who may advise a test to rule out Covid-19.
- If the staff member tests positive for Covid-19 he/she may return to school ten days from the onset of symptoms, AND 24 hours fever free, without the



aid of fever-reducing medications, AND significant improvement in symptoms, without the use of medications. This does not necessarily equate to thirteen days because they all have to occur. **The staff member must bring a doctor's note indicating clearance to return to school.**

- If a Covid-19 test is not conducted, the staff member may return to school once he/she has been fever and symptom-free for 24 hours without using fever-reducing medication. **The staff member must bring a doctor's note indicating clearance to return to school.**
- A substitute will be provided in the event of a staff absence.
- Teachers will have lessons plans for the substitute ready in increments of fourteen days.

### CLEANING PROTOCOLS

OLS School has developed additional cleaning protocols to ensure safe environments through regular disinfection.

- Faculty and staff are encouraged to assist with cleaning throughout the school day.
- Sanitation stations will be set up in classrooms, in shared staff spaces, at building entrances and exits, and during morning and afternoon carpool.
- The school has procured necessary supplies for cleaning and for hygiene, including larger amounts of hand sanitizer, hand soap, disinfecting spray, disinfecting wipes, disinfecting cleaners, Kleenex, paper towels, etc.
- Maintenance and school staff have received proper training relevant to the role they will play in regular disinfection throughout the school day and after hours. A plan for keeping accurate cleaning records has been created.



- Sprays or cleaners with fumes will not be used when students are present.

The outline for cleaning (responsibilities indicated through posted signage) is as follows.

- **Between each use of high touch items including:**
  - Electronic equipment such as copy machines, shared computers/tablets/electronic devices, telephones, remote controls, and keyboards
  - Shared items, when impossible to create student sets for individual use
- **Frequently throughout the day including:**
  - Restrooms, light switches, doorknobs/handles, desks or tables
  - Appliances such as coffee makers, refrigerators, microwaves
- **Daily deep cleaning (by contracted cleaning company):**
  - Classrooms
  - Offices
  - Common areas
  - Restrooms
  - Lockers
  - After a student/staff member develops symptoms during a school day



- After identification of positive cases under the guidance of the local health department

## MAINTAINING SOCIAL DISTANCING

Per the recommendation of the American Academy of Pediatrics, three to six feet social distancing will be maintained in OLS School classrooms and other campus spaces.

### *Within the Classroom*

Classroom seating and furniture will be organized to maintain three to six feet social distance. Non-essential items in classrooms have been removed to maximize space.

Faculty and staff will explicitly teach, model, and re-teach protocols to develop social distancing. Visual cues will be employed to assist with social distancing.

### *Throughout the School Building*

Visual supports will be employed throughout the building to assist with social distancing.

### Junior High (6<sup>th</sup> – 8<sup>th</sup> grades)

- Locker assignments will be separated as much as possible.
  - Students will only use lockers at designated, staggered times when social distancing can still be maintained.
  - Lockers will be sanitized daily.



### 4<sup>th</sup> – 8<sup>th</sup> Grade Departmentalized Teachers

- Procedures will be in place so that students can safely travel from class to class.

### *Recess*

Daily recess is scheduled for every grade level for students to enjoy a mask-free break of unstructured play. If we are operating on Level 3, classes will be separated for play.

### *Specials*

#### Art

- Art classes will be held in the Art room, with seating properly distanced.

#### Atrium

- Atrium will be held in the Atrium classrooms with social distancing and frequent sanitizing measures in place.

#### Computer

- Computer classes will be held in the computer lab if social distancing is possible; otherwise, homeroom classrooms will be used.

#### Counseling

- Counseling classes will be held in the homeroom classrooms.
- The counselors will assist with test monitoring outside of the classroom.

#### Library

- Furniture has been arranged so that a class of students can properly distance in the library.



- Students will be encouraged to use the online catalog to select books for check out. The library staff will deliver the book(s) to the student.
- If online selections are not possible, arrangements may be made for students to visit the library and select a book with the assistance of the library staff.
- The librarian will work with students in reading intervention and enrichment, as well as assist with test monitoring outside of the classroom.

#### Music

- Music will be held outdoors when possible. Otherwise, music classes will be held in the homeroom classroom.

#### Physical Education

- PE classes will be held outdoors. In the event of inclement weather, PE will be held in the gym/homeroom classroom. When indoors, masks will be required. However, outdoor classes will not require the use of masks.

#### Resource

- Reading resource classes will be held in the Reading resource room.
- The Reading resource teacher will work with students in reading intervention and enrichment, as well as assist with test monitoring outside of the classroom.
- Math resource classes will use the Math resource room.
- The Math resource teacher will work with students in math intervention, as well as assist with test monitoring outside of the classroom.



## Spanish

- Spanish will be held in homeroom classes.

## *Field Trips / Extracurricular Activities*

Travel to outside events and field trips are being planned for this school year in hopes that travel becomes a safe reality for our students. In addition, teachers will explore appropriate virtual opportunities for students as much as possible.

- OLS School extracurricular activities will occur as health guidelines permit.

## **FOOD SERVICE**

Christian Catering will continue to provide lunches for our students incorporating additional health and safety measures.

## *Lunch and Snack*

Classes will be able to eat lunch in the cafeteria on a rotating basis, allowing for seating with proper distancing. On the days students are not in the cafeteria, they will eat lunch in their classrooms or outdoors, if weather permits.

Snack will be eaten in classrooms or in an outdoor space.

**\*\*DUE TO FOOD ALLERGIES, NO NUT PRODUCTS WILL BE PERMITTED\*\***

- Dividers will be used as barriers between students when facial coverings must be taken off to eat.
- At this time, no visitors will be allowed at lunch time.



Lunch schedules are as follows:

- 11:00 - 11:30 AM            Grades 2 and 3
- 11:30 - 12:00 PM           Grades 4 and 5
- 12:00 - 12:30 PM           Grades 6, 7, and 8
- 12:30 - 1:00 PM            Grades K and 1

## CALENDARS AND SCHEDULES

OLS School has formulated a calendar that anticipates and plans for potential closures, particularly short-term closures, minimizing disruptions.

### *Yearly Calendar*

Teachers and staff will report to school on **August 4, 2021**.

Students will report on **August 11, 2021** for the first day of school.

### *Daily Scheduling*

There will be schedules for both the Traditional Learning format and the CASE Learning format.

## COMMUNICATION

OLS School will continue to provide proactive and clear communication to faculty, staff, students, and families.



## CREATING AND MAINTAINING COMMUNITY

One of the defining characteristics of OLS is the strength of our school community. With new instructional formats and social distancing practices in place, the continuation of traditions, of support, of instilling a sense of belonging, of building the faith, and of rebuilding a sense of safety will be explicitly planned.

### CREATING COMMUNITY IN THE CLASSROOM

Knowing that the possibility to transition between the Traditional Learning format and the CASE Learning format exists, special care will be given to prioritizing the establishment of community within each classroom in both formats.

We will work to:

- Schedule short individual family meetings for all students to safely visit the classroom and meet the teacher.
- Establish a classroom meeting routine that includes greeting and sharing that can continue during CASE Learning and be video-conferenced to students at home due to quarantine or other factors.
- Utilize feedback mechanisms to assess sense of belonging and comfort in the class.
- Take brain breaks to play socially distanced games that encourage conversation between classmates.
- Provide opportunities for breaks (outdoors) from wearing facial coverings.
- Identify benchmark moments/activities for the class/school (Praying with Pals, Dr. Seuss Day, Oregon Trail, etc.). Identify terms under which they can



safely occur and ways to accommodate if needed.

### **MAINTAINING ROUTINES THAT SUPPORT COMMUNITY**

Special consideration will be given to maintain traditions for the school as a whole to support the partnership between the school and the family.

We will work to:

- Establish procedures for prayer, morning announcements, and school assemblies that can be continued in the event of CASE Learning.
  - Video conference into classrooms daily – may be led by the principal or by students/classes according to a schedule that continues during CASE Learning.
- Provide virtual options for parent conferences.
- Create opportunities to keep the fun of school alive through spirit weeks, student challenges, contests, etc.
- Enlist students to assist with adapting special OLS traditions to new, creative formats that allow these to continue.
- Establish a plan for all students to orient them to new procedures at school.

### **FACILITATING ONGOING CONNECTIONS**

Without intentional planning, connections that naturally occur due to frequent interaction may be lost due to new procedures and configurations. However, some of these approaches may result in even greater connections as a result of increased access due to virtual formats.



We will work to:

- Continue previous avenues of communication in a virtual format.
- Identify channels of communication with faculty so parents know how and when to contact them, particularly during CASE Learning.
- Create an easily accessible digital resource of “Who to Contact” or “FAQs” for parents.

### MITIGATING STRESS RESPONSES

Students, staff, and families are experiencing continued stress, as well as potential anxiety about returning to a changed school environment. Concerns about finances, health, and maintaining a balanced workload will likely be factors as well. Proactive methods to dissipate feelings of stress and anxiety before they occur or become debilitating will be important.

We will work to:

- Plan for explicit instruction and integration of Social Emotional Learning (SEL) as a preventative measure. School counselors will teach lessons and provide training for teachers to incorporate into the classrooms.
- Communicate mental health resources to families.
- Support staff throughout another challenging school year.

### CURRICULUM AND INSTRUCTION

Prioritizing essential standards and skills will be even more important as we continue to plan for learning gaps that may have occurred during the spring of 2020, and as we plan for the potential shifts to CASE Learning for students at any time due to quarantines, cases, or health orders.



Harnessing assessment data to make instructional decisions and beginning with the end in mind to plan units of instruction will be helpful in designing flexible learning plans for these potential shifts. This section addresses curriculum and instruction needs during the Traditional Learning format. CASE Learning curriculum and instruction needs will be addressed in updated guidelines.

#### General Considerations:

- Teachers will be prepared to shift to an updated CASE Learning format at any time should health orders or circumstances dictate the need to do so.
- Teachers may utilize video cameras or webcams, so that the direct instruction portions of their face-to-face instruction can be recorded for students at home.
- Training for CASE Learning will be provided for teachers, students, and families.
- NWEA MAP data will be analyzed to identify learning gaps and to plan instruction and intervention. MAP screening assessments may also be used.

### PROMOTING CATHOLIC IDENTITY

OLS School will continue to provide the transformational experience that is Catholic education. This becomes harder in a socially-distanced or virtual environment without intentional planning across all grade levels and subject matters.



## LITURGY AND PRAYER

Along with intentional social and emotional learning (SEL) instruction and supports, continuing to model reliance on prayer and the sacramental life will be important for the overall well-being of all staff, students, and families.

- All grade levels will attend weekly school liturgies in the church or in the Parish Hall (live-streamed).
- Students will be required to wear an OLS approved facial covering throughout the Mass, except during Communion.
- Parish guidelines for separation and social distancing will be followed.
- Public attendance will be limited to parents of the students who are leading the liturgy. The balcony area is reserved for these parents.
- Mass attire is required for all kindergarten through eighth grade students on Mass day, whether in the church or the Parish Hall.
- If a shift to CASE Learning must take place, OLS School will continue to live-stream liturgies.
- Opportunities for daily prayer, prayer services, and other Catholic devotions as a school community will still be provided. The Director of Religious Education will work with the pastor to modify opportunities for Reconciliation for students and staff.
- Students will be involved in the planning of new ways to hold Eucharistic celebrations, Reconciliation services, retreats, and other faith life opportunities.



- Whether in the Traditional Learning format or the CASE Learning format, all class sessions will begin with prayer, including soliciting prayer intentions from students.
- Whether in the Traditional Learning format or the CASE Learning format, sacramental prep will continue.
- Families will be encouraged to join our virtual faith life activities.

## INTEGRATION OF FAITH

Increased emphasis on multi-disciplinary instruction allows for greater opportunity for real-life application of Catholic identity to other content areas. **Emphasizing the integration of faith into all aspects of life is the greatest success of a Catholic school.**

We will continue to:

- Imbue a Catholic worldview and Gospel values in curricular content areas.
- Connect current events with a Catholic perspective as a framework to support understanding.
- Ensure the presence of the school pastor in new school configurations, processes, and prayer opportunities.
- Create approaches to minister to families.



## SERVICE LEARNING OPPORTUNITIES

Service learning will not stop during this time of social distancing, but will adapt to virtual or non-contact formats.

We will work to:

- Find ways to continue and convert traditional grade level/school-based service projects.
- Find opportunities in the current situation to serve first responders, nursing home residents, and hospital patients.
- Continue collection drives to support community organizations.

## TECHNOLOGY

As with the curriculum and instruction section, many aspects of technology support are addressed in the CASE Learning Guidelines. This section addresses items specific to Traditional Learning, as well as preparedness for sudden shifts to CASE Learning that may need to occur.

## PATHS FOR ACCESS TO INSTRUCTION

As addressed in the CASE Learning Guidelines, academic and spiritual education will continue for all students in formats that meet the needs of the school community and in ways that are developmentally appropriate for the age of the students.



- During CASE Learning, teachers will create lessons that incorporate both synchronous and asynchronous approaches to instruction to accommodate those sharing devices, with time constraints, for internet outages, etc.
- Teachers will provide “no-tech” options (packets) for younger students or to meet other needs within the school community. We will arrange socially-distanced pick up and drop off systems for student packets.

### TECHNOLOGY SUPPORT AND READINESS

Preparedness for necessary transitions to CASE Learning are in place.

To prepare, OLS School will:

- Offer opportunities for students to practice online learning during the Traditional Learning format to troubleshoot problems and to gain familiarity with the routines, expectations, and processes.
- Provide training for students in video or small group formats when not given the opportunity for classroom practice.
- Provide training for parents as needed
- Continue training for teachers to build capacity for the CASE Learning format to ensure high-quality and intentional instruction is delivered.
- Check-out devices to each student in grades 2-8 should the shift to CASE Learning at home occur.
- Develop a “Help Desk” for student, staff, and family access to technology assistance.
- Utilize FACTS as a hub to access information.



## SAFE ENVIRONMENT

With increased electronic communication and interaction, a review of current policies and communication of updates are necessary for the protection of all involved.

- An addendum has been added to our student and faculty handbooks to reflect the Diocese of Birmingham Safe Environment Guidelines for Web-Based Learning.
- All technology and safe environment policies will be communicated and clarified with staff, students, and families.
- Applications and digital tools will be continually reviewed to ensure compliance with all school and diocesan technology policies, as well as state and federal regulations for protection of student privacy.
- Behavioral expectations will be communicated to students and families to assure understanding that policies will be enforced both during the Traditional Learning format and the CASE Learning format.



## APPENDIX

- Daily Screening Questionnaire
- Source Documents

### DAILY SCREENING QUESTIONNAIRE

This questionnaire should be completed before arriving at school.

**An affirmative answer to any one question results in non-entry to the school building.**

1. Have you (or the student) and/or anyone in your household experienced any of the following symptoms in the past 24 hours:
  - Fever and/or chills
  - New cough
  - Difficulty breathing
  - New or unexplained muscle aches or body aches
  - Vomiting or diarrhea
  - New loss of taste or smell
2. Are you (or the student) and/or anyone in the household awaiting test results for COVID-19?
3. Have you (or the student) and/or anyone in the household tested positive for COVID-19 within the past 14 days?



## SOURCE DOCUMENTS

Guidelines for a Safe Return: Covid-19 Protocols and Responses; Catholic Diocese of Birmingham

Leading with Hope: A Reflective Guide for Catholic Schools in a New Reality; Andrew M. Greeley Center for Catholic Education

Return to School Plan: COVID-19 Protocols; Diocese of Sacramento

Back to School FAQs for Educational Institutions During the COVID-19 Era; Fisher Phillips

Return to Work Best Practices and Legal Requirements; Baker Donelson

Adjusting your School Calendar for COVID-19 Response; Texas Education Agency

The Return: How Should Education Leaders Prepare for Reentry and Beyond; Chiefs for Change & Johns Hopkins School of Education Institute for Education Policy

Centers for Disease Control and Prevention: Community, Work, and School Guidance

Jefferson County Department of Health Guidance

Alabama Department of Public Health Guidance

American Association of Pediatrics: COVID-19 Planning Considerations: Guidance for School Re-Entry