

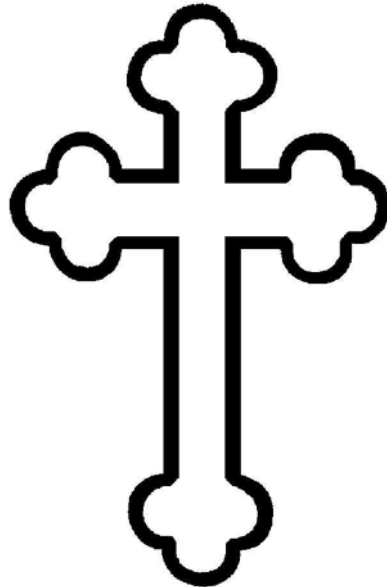
St. Aloysius Catholic School

Reopening Plan 2020-2021

P.O. Box 522

52 Church Street

Gilbertville, MA 01031



A. Executive Summary

St. Aloysius Catholic School is prepared to meet the needs of our students while following the expectations of the Department of Elementary and Secondary Education (DESE), the Centers for Disease Control (CDC), the Massachusetts Department of Public Health and other health professionals. After consulting all of the guidance, our plan for reopening will be **in-person learning** for the majority of students, with contingencies in place for hybrid and remote learning models should it be warranted.

Our calendar currently calls for a start date of **September 2, 2020**. This may be modified based on guidance from the Roman Catholic Diocese of Worcester Catholic Schools Office. We will also consider the current change in the calendar for the Quabbin Regional School District where our school is located. As of this writing all of our Personal Protective Equipment (PPE) is on site in accordance with State guidelines.

When considering the reopening plan for St. Aloysius Catholic School, the health and safety of our staff and students is the utmost priority. We assure that students will receive high quality instruction regardless of the model of delivery.

The three reopening proposals that the DESE asked for in this report are:

1. **In-Person Learning Model:** School will be operating up to 100% capacity while allowing for blended/remote learning as personal preference.
2. **Hybrid Learning Model:** School will be operating at reduced numbers, alternating in-school learning with remote learning.
3. **Remote Learning Model:** School building will be fully closed with education taking place remotely.

B. Letter from Superintendent (see Exhibit A.)

Letter from Principal (see Exhibit B.)

School Year Calendar (see Exhibit C.)

C. In-Person Learning Model

A safe return to in-person school environments will require a culture of health and safety every step of the way. (DESE, July 17, 2020) A combination of strategies is necessary to substantially reduce the risk of transmission.

These are outlined below:

● Daily monitoring of symptoms

If any of the following symptoms are present, please **STAY HOME**; this applies to faculty as well as students.

1. Fever greater than 100.4F or higher, chills, or shaking chills
2. Cough (not due to other known cause, such as chronic cough)
3. Difficulty breathing or shortness of breath
4. New loss of taste or smell
5. Sore throat
6. Headache *when in combination with other symptoms*
7. Muscle aches or body aches
8. Nausea, vomiting, diarrhea
9. Fatigue, when in combination with other symptoms
10. Nasal congestion or runny nose (not due to other known causes, such as allergies)

If staff or students have any of these symptoms, they must get a test for active COVID-19 infection prior to returning to school. (DESE, July 17, 2020) <https://www.mass.gov/doc/ma-covid-19-testing-sites/download>

Any child who exhibits symptoms of illness during the day will be sent to the Nurse and will be dismissed from an established isolation space that is separate from the Nurse's office. The nurse/faculty will have at their disposal a full array of PPE including shields, disposable masks, gowns and gloves. Regular first aid will be administered as usual.

If there is a COVID-19 scenario in our school, administration, together with our school nurse and custodian will coordinate with the local Board of Health, the Diocese of Worcester, and the School Board in making any decisions about temporary closures/reopenings and/or switching over to another model of learning. The key actions that need to be taken for individual COVID-19 events that should occur at St. Aloysius Catholic School will be in accordance with DESE guidelines as of July 17, 2020, although CDC guidelines may dictate they be updated accordingly. These will be expressed in a supplement to our Student Handbook.

● Use of face coverings

Masks are among the most important single measures to contain the spread of COVID-19, (DESE, July 17, 2020)

1. Face masks/coverings that adequately cover both nose and mouth are mandatory for all students and staff while entering and exiting the building.
2. Face masks/coverings are strongly recommended for PK through Grade 1 students while in the school building; hats will face shields will be provided to these students when social distancing is not possible to protect themselves, peers and our staff.
3. Face masks/coverings are mandatory for students in Grade 2 through 8 while in the school building.
4. Face masks/coverings must be provided by the family; school will have extras on hand for students, staff and any vendor/visitor who does not have one.
5. Face masks/covering breaks will be incorporated into the daily schedule for all students.
6. Face mask/covering-free zone will be established our assembly hall where adequate distancing can occur.
7. **Exemptions:** Students who are exempt from wearing face masks/coverings will provide a doctor's note with the specific documented medical reason.

● Hand hygiene

Students will wash hands or sanitize on arrival, before and after eating/recess, before putting on and taking off masks and prior to dismissal. We have ordered touch-less hand sanitizer stations for each of the classrooms and for high traffic areas. We are in the process of switching out two of our basement faucets to touch-less models. Students will use the bathroom and wash their hands one child at a time based on the space we have.

● Physical distancing

In the classroom: In accordance with DESE guidelines, to reduce the risk of spreading COVID-19 through respiratory droplets, a minimum of 3 feet of separation is needed when wearing masks; 6 feet is needed if masks are not worn. This distancing is feasible in our classrooms, with desks facing in one direction and with unnecessary furniture and other items put into storage. We intend to use our outdoor space for instruction as much as possible for as long as we can, so that children can be spaced far enough apart to allow for the removal of masks. We will also make sure that classroom windows can be opened to allow for additional ventilation.

Arrival and dismissal: This year we will use different doorways for drop-off and dismissal based on where our classrooms are located; you will be notified which doorway your family will use prior to the start of school. Students will head directly to their classrooms upon arrival. We will dismiss from classrooms in family groups. We are in the process of installing an intercom system to facilitate morning assembly, make announcements and for ease of dismissal.

● Use of cohorts

Students who are learning in-person will stay in classroom cohorts throughout the day to include lunch and recess. Faith Formation class will happen in the classroom and specials teachers will move from classroom to classroom. We will follow DESE guidance dated July 24, 2020, for Physical Education, Music and Art. Each student will have their own supplies for classroom and specials activities. Lunch boxes and backpacks will stay at the student's desk throughout the day.

Those students who participate in our After School program will remain with their classroom cohorts after regular school hours. Sharing of materials is not possible this year. Therefore parents/guardians are encouraged to send in a child's personal "play" items in a zippered and labeled clear plastic bag to use once homework and outdoor play is finished. Our mask policy will remain the same in aftercare: attendees in grades 2 through 8 will be required to wear a mask; face shields can be used from PK-Grade 1 classrooms. Staff coverage will increase if needed to facilitate ease of distancing and shifting from indoor/outdoor activity time to allow for mask free time.

Concurrently, we will provide a remote learning model for families that request such; these families will pay full tuition as determined by their family invoice. We will accomplish this through a combination of synchronous lessons and independent work. All students using this remote option will have access to teachers during their office hours and during the instruction times. We will provide devices for each student to use while learning from home.

● Facilities

The custodial department will follow a regular, daily cleaning schedule. In addition, we are adhering to recommended protocols for regular disinfection of hard surfaces during the school day including: student desks, devices, door handles, railings, bathrooms and other high touch surfaces. A detailed cleaning log will be kept. Signage will be posted to "stop the spread" at all entry points, in common areas, and in bathrooms. As already stated, we are also installing touch-less faucets in the stalled bathrooms and sanitizing stations in each classroom and in common areas. We will limit visitors to our school in an effort to keep our community protected. If a visitor has made an appointment to visit, he or she will sign in, complete a symptom screening form, sanitize their hands and wear a mask.

D. Hybrid Learning Model

St. Aloysius Catholic School will utilize a hybrid model of education only if the State alters current guidelines and mandates the change of course from in-person instruction. Students will be divided into 2 cohorts with one cohort attending on Tuesday and Thursday and another cohort attending Wednesday and Friday. Family members will be grouped together in the same cohort. On the days that students attend school the reopening model described above will be in full effect as stated; the other days will be remote learning days. We are training all teachers this August on Google in a series of remote classes taught by a certified Google trainer. We will also have keyboarding classes for all students from K-8 to help facilitate their comfort with using devices during periods of remote learning.

E. Remote Learning Model

Should need dictate that St. Aloysius Catholic School resorts to a remote learning model, each student will be provided with a device from the school that he or she can use while at home. Each classroom teacher will set up a Google classroom for their students. All teachers will be accountable for preparing and submitting lesson plans to administrators as well as providing a schedule for classes to families. This will allow for planning and follow-up with students.

Morning lessons would be focused on Language Arts and Mathematics. Our Mathematics program allows for students to complete and submit all homework electronically for grading and evaluation. It also allows for chapter testing to be done on line. We would proceed with History and Social Studies in the afternoons.

Specials teachers would still teach all grades through 20 to 30 minute online sessions using existing Google classrooms. As mentioned, all teachers will have undergone training to allow for an enhanced, quality experience for students. Each teacher would be responsible for grading their students as if they were in the classroom, which will provide for report cards. We will monitor attendance for each day. Our student handbook provides guidelines for absences that we will restate to all families.

Our school day in this model will vary in length depending on the age of the students. In any case, the day will not be longer than 3-1/2 hours. Teachers will provide one on one time to students as they need it. We would like to offer Technical Support to families from our IT Specialist or Associate Director. In choosing the length of the day, we are keeping in mind the need to have everyone using screens for a reasonable amount of time per day.

F. Out of School Time Plan

After school care/activities: Our after school care program is a needed source of revenue for the school. Parents responded that they need this program so they can work regular hours. We will continue to use our basement area and keep students in the same cohorts they are in during the day and at the same space requirements. By using the basement area, we will be able to dismiss each family easily through a separate door as in years past. We will also have supplies that are student specific in addition to the play items students bring from home for personal use.

Our After School Coordinator will be trained in the same cleaning procedures as the rest of the school. She will also follow the same bathroom procedures as during the day. We will hire an assistant for this program if the enrollment warrants. Activities will switch between outdoor play, indoor homework, to personal play time.

Our clubs and after school activities will only be held if we are able to maintain cleanliness, cohort separation, and distancing. We will continue to evaluate this area.

G. Student supports and professional learning

1. Safety, wellness and emotional supports: Administration is working to hire a nurse to help provide the safety and wellness support for our students and staff. Our nurse resigned due to health concerns. This is a high priority for us. We will follow the protocols outlined by the DESE in the event that a student or staff member has symptoms of the virus or if we have a confirmed case in the school.

The Quabbin Regional School District will be consulted to see if we can use some of our title funding to source the social emotional support we need. We will also seek out resources that other schools in the Diocese are using to help with social emotional needs.

Another part of our student support plan includes prayer. We will continue to pray as a community through use of an intercom device. Prayer intentions will be posted on a board in our assembly hall. We will also work with Father Lembo to see if we can attend Mass during the week or use online celebrations of the Mass so that this important part of our Mission can continue with our faculty and students. Fire drills will happen as usual in accordance with the local fire department so that students know what to do in case of real fire; lockdown drills and crisis management training for our faculty will also continue in accordance with the local police department.

2. Planning and instruction: Teachers will be required to submit all lesson plans to the administration. There will be additional training on Google tools and Atlas planning documents. Fr. John Daly has offered to help us become live with Atlas.
3. Assessment: We will use the MAP assessments to help us determine a starting point for each child in grades 1-8. We intend to test in Math, Language Usage, Reading, Social Studies, and Science this year; we have not used all subject assessments in the past. By using all of the subjects, we can make richer use of the MAP Skills resources available through NWEA. We would like to do those initial assessments in the first 10 days of school.

Our Kindergarteners will be screened for readiness. Those that are new to our school will be screened in individual sessions before school starts. Students who attended our Preschool program will be screened individually during the first week of school. The classroom teacher will use these to inform instruction. As already stated, we will also provide assistance to students with typing in order to help them be most effective when they need to use a device either in school or at home.

4. Intervention: Administration will identify the resources that are needed as situations arise.
5. School calendar with start date and professional development days prior to the start of school (**See attached Calendar**)

H. Other

No other matters to report at this time.

I. Certification of health and safety requirements

We have made changes to our daily operations based on the Initial Fall School Reopening Guidelines (DESE, June 25, 2020) and the guidelines that followed thereafter. These changes have been outlined previously in this document and will be reviewed by our local board of health.

See Exhibits A, B and C on following pages



DIOCESE OF WORCESTER CATHOLIC SCHOOLS OFFICE

49 ELM STREET
WORCESTER, MASSACHUSETTS 01609

August 10, 2020

Dear parents and guardians,

With the start of the school year soon approaching, Catholic schools in the Diocese of Worcester have been working fervently to develop plans for reopening.

Across the Diocese, Catholic school leaders have spent the summer months carefully reviewing Massachusetts Department of Education (DESE) COVID guidance in safeguarding the well-being of students and staff alike this 2020-2021 academic year. The DESE guidance is based upon statewide data as gathered by the Massachusetts Department of Public Health (DPH), the Governor's Office, national public health agencies such as Centers for Disease Control (CDC), and the Massachusetts chapter of the American Academy of Pediatrics. This guidance has made for a trusted source of information on procedures and practices in mitigating the spread of COVID-19, and safely operating schools within the Commonwealth at this phase of the pandemic.

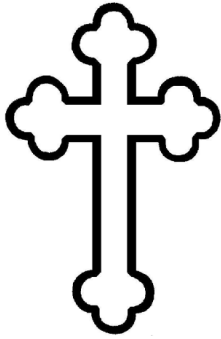
Earlier this summer, each Catholic school leader in the Diocese was given the responsibility of developing various alternatives for reopening this fall. From the start, the health and safety of students and staff has been paramount. Informed by the American Academy of Pediatrics which advocates for an in-person educational setting, our Catholic schools have worked towards this goal. Health experts and laypersons mutually agree on the holistic benefits of in-person education. Still, we likewise understand that effective school community responses to COVID necessitate locally contextualized, data-informed, and adaptive educational approaches.

Today we release the latest version of school reopening plans for your review. The plan developed for your child's school intentionally includes different learning models that will allow for ease in transitioning to another mode of learning should local or regional COVID-19 concerns require doing so. Since no two schools are alike in all things, each school has conducted reviews of facilities, developed new protocols and procedures based on the DESE guidance for mitigating the risk of COVID transmission, and are actively coordinating professional development training and school education programs to make sure stakeholders understand the expectations around new health and safety requirements. As such, each reopening plan is tailored to the individual environments in which your children are educated. Please understand that plans may need to be amended as additional knowledge and guidance is received.

It is important that you understand fully the plan that will be implemented at your child's school. If you have questions, I encourage you to contact your child's principal. I would also be happy to answer any general questions that you may have. I may be reached via email at dperda@worcesterdiocese.org or by telephone at 774-764-1019.

All God's Blessings,

David Perda, Ph.D.
Superintendent of Schools



St. Aloysius Catholic School

P.O. Box 522
52 Church Street
(end of Convent St.)
Gilbertville, MA 01031
413-477-1268

August 10, 2020

Dear Parents,

The document we are about to share with you serves as a preliminary set of expectations for the safe return to in-person learning for students at St. Aloysius Catholic School. Although circumstances may change as we get closer to the start of the school year, we have consulted with our faculty and fellow Catholic school leaders and are now able to outline our current thinking in terms of learning models and safety precautions related to welcoming students back to school. In accordance with the Department of Elementary and Secondary Education (DESE) guidelines, we have made some adjustments to our classrooms, our schedules, and our protocols, but we are confident in our ability to welcome students back safely, and to a faith-filled, warm and positive learning environment. Although this plan is preliminary, we feel it provides the nuts and bolts of what the school day will look like for your child. Please refer to your child's welcome letter for information specific to their classroom(s).

While we are preparing for a safe return to in-person learning, according to DESE expectations we must also be ready to adopt a "hybrid" model or a "fully remote" model should state and local health officials deem it necessary. You will read at length our plans to shift between models in what we hope is as seamless a transition as possible, recognizing the hardship it places on our students and their families. The Diocese of Worcester as a whole has adopted the option of providing a remote education, or a hybrid thereof, to parents in their schools who are unable to send their children to school for medical reasons or other circumstances. Please reach out to Dawn or myself if you would like to explore this option.

Please know that we continue to engage in dialogue with fellow administrators in the Diocese, the Quabbin Regional School District, the Board of Health, and state and local authorities. We have a collective commitment to keep you informed as we move forward. Should you have any questions after reading this document, please do not hesitate to reach out to Dawn or me.

All God's Blessings,

Roberta McQuaid

St. Aloysius Catholic School | 2020-2021 CALENDAR-REVISED 7/19/20

- 4 Professional Development
- 5 Professional Development
- 10 Professional Development
- 17 Professional Development

AUGUST '20						
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FEBRUARY '21						
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- 9 Staff Meeting
- 15 Presidents' Day
- 15-19 February Break

- 1 First Day Staff
- 2 First Day Students
- 7 Labor Day-no School

SEPTEMBER '20						
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MARCH '21						
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- 5 Grades close
- 8 No School: Professional Development
- 9 Staff Meeting
- 25 Mass for Life Report cards issued
- 30 Chrism Mass

- 9 No School: Professional Development
- 12 Columbus Day; No School
- 13 Staff Meeting
- 14 Progress Reports
- 21 Parent/Teacher Conferences

OCTOBER '20						
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- 2 Good Friday-No School
- 4 Easter Sunday
- 5 Easter Monday No School
- 13 Staff Meeting
- 19-23 Spring Break

- 10 Staff Meeting
- 11 Veterans Day-No School
- 15-21 Catholic Schools Week
- 20 Grades close
- 25-27 Thanksgiving Holiday-No School
- 26 Thanksgiving Day

NOVEMBER '20						
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MAY '21						
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- 11 Staff Meeting
- 31 Memorial Day-No School

- 3 Report cards issued
- 4 Professional Development-No School- TBD
- 8 Staff Meeting
- 21-Jan. 1 Christmas Break
- 25 Christmas

DECEMBER '20						
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JUNE '21						
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- 1 Staff Meeting
- 2 Last day of school

- 4 Return to school
- 12 Staff Meeting
- 18 M.L. King Day-No School

JANUARY '21						
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JULY '21						
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- 4 Independence Day