

# **2020-2021 SCHOOL YEAR PLAN**

## **Christ the King Regional School**

**“ With God, all things are possible”**



### **CKRS Knights Crusade against Covid 19**

**This Christ the King Regional School year plan has been developed in response to the Coronavirus Pandemic.**

**Together let us put on the armor of God and work together to ensure the health, safety and success of our school.**

**We trust in Christ the King to provide the grace and protection we will need to be victorious in our continued mission to learn, to love and to serve God and His people.**

## 2020-2021 PLANNING TASK FORCE

*Anne Hartman	Principal
Kaye Herman	Assistant Principal /Middle School Teacher
Donna Bigos	Lead teacher K-3 Kindergarten Teacher
*Lorraine Schroth R.N	School Nurse
Ann Madden Tufano	School Board President / Attorney /Parent
Michael Mac Kenzie	Father's Club President/Parent Liaison
Alissa Davis	PTA Co-Chair /Parent Liaison
Shannon Hall	Communication & Messaging Parent Liaison
Laura Maley	Communication & Messaging Parent Liaison
Robert Hunter	Civil Engineer /parent
John Lafferty	Maintenance Technician Gloucester County School District/FireFighter/parent
Tim Malcarney	AV and Conferencing Solutions Prime AV/ Technical Advisor / Parent
Michael Shea	Chief Information Officer at McDermott, Will & Emery/ Parent
*Dr. Jason Morleda M.D.	Emergency and Primary Care Specialist/ parent
*Dr. Sarah Henrickson M.D. Ph.D	Immunology and Asthma Specialist / CHOP / parent
*Dr. Tamara LaCouture M.D.	Oncology and Radiation Specialist /parent
*Katie DiMedio R.N.	Quality and Safety Department of Pennsylvania Hospital/parent
* Medical Sub-Committee Members	

Thank you to the taskforce members in the creation of this plan. Their professional expertise and personal commitment to Catholic education has been invaluable to the process of opening our school more safely. A King's thank you to all!

Please read the CKRS Action Plan for 2020-2021 school year thoroughly and thoughtfully with the understanding that it is a living document and subject to change based on the evolving situations, circumstances, information and public policy related to Covid19 and public health concerns.

## SOURCES

The information in this plan comes from the hard work of the 2020-2021 planning task force, which used multiple sources to guide its planning. These include policy and directives from the Diocese of Camden Office of Catholic Schools, which are grounded in the following:

- General guidelines and *Considerations for Schools* from the Centers for Disease Control
- *The Road Back: Restart and Recovery Plan for Education*, (NJ Department of Education)
- *Considerations for school-related public health measures in the context of COVID-19* (World Health Organization)
- Feedback and input from Catholic school principals, teachers, and parents via the June 2020 parent survey and June 2020 teacher survey

Christ the King Regional School also referenced these documents directly in the preparation of this plan.

In addition to these references, the Diocese of Camden Office of Catholic Schools engaged its standing Strategic Action Team, multiple task forces, and public health officials in developing its guidance. Many members of Christ the King Regional School 's community also shared perspectives relevant to developing this plan.

## INTRODUCTION

Catholic schools provide an environment in which we consistently model Gospel values and Church teachings and traditions in the image of Jesus Christ. All students experience an academically challenging curriculum that helps them to grow closer to God by learning about themselves and His world, while preparing them to succeed at every level. At Christ the King Regional School, we believe that each child is a special individual entitled to understanding, respect and love. Every student is encouraged to develop intellectually and morally. We strive to prepare students to be lifelong learners and responsible citizens in our current and future society. Each student is deserving of a safe and supportive environment which enables them to reach their academic potential and attain spiritual growth. Moreover, it is our belief that we, as educators, are curriculum that is student centered, challenging, relevant and integrative. We believe in educators who are knowledgeable about children, their educational needs and who are committed to the use of varied instructional strategies and delivery systems.

We believe that this mission is best carried out when students, faculty, and staff can be together, in person, as a Catholic community. This belief was reinforced by the majority of parents from our community, who expressed a desire for their children to be back in school to experience the benefits of Catholic education. We therefore set a goal of opening our school for the 2020-2021 school year so that all students have the opportunity to attend school in person every day, if they are able to do so safely. Current guidelines and data on the status of COVID-19 in our community indicate that, with proper precautions, we will be able to meet that goal. We also recognize that some families have members with special circumstances and are therefore not yet ready to return to school in person. We will have a remote learning option available for those families.

We have created this plan to aid in navigating the return to onsite learning at our school so that employees, students, and families feel safe and to reduce the potential impact that COVID-19 may have on our community. **It is expected that as the COVID-19 pandemic continues, new guidance may mean that aspects of this plan will need to be updated or changed.** Therefore, regular updates will be made to this plan based on information provided by local public health officials, CDC, WHO, and applicable federal, state and local agencies. We will inform all members of the school community of changes as soon as they occur.

## GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees and students, the following principles are the foundation that guide our planning:

- 1) Protect the health and safety of Christ the King Regional School students, faculty, staff, and families.
- 2) Sustain the Catholic faith communities that distinguish our schools and drive their success.
- 3) Maximize student learning through best practices in the classroom and, if necessary, remote learning instruction and assessment.
- 4) Maintain flexibility to respond to changing guidance from state, public health, and medical leaders in response to the progression of COVID-19 in our community.

In addition to these principles, our school is a Catholic community. As such, we are used to depending on one another. The school leadership is taking on many actions and activities to promote the safety of our community. In order for this plan to be effective, it is important that each parent, teacher, student, and member of the school community take seriously our responsibilities to one another. All individuals will be asked to take actions that protect their health and that protect the health of others. The plan will have the best opportunity for success when we all work together – when we all respond to Jesus’s commandment to love our neighbor as we love ourselves. We at CKRS take our Christian covenant with one another truly to heart and expect all members of our learning community to be agents of care, compassion and concern for one another and to do so with a generosity of spirit and abiding faith that will be fueled by prayer and God’s abundant grace for each and all of us.

## **PART I: PROMOTING HEALTH AND SAFETY**

The health of students and all members of the school community is the top priority that ensures all other aspects of the Catholic school program can be delivered. The expectations provided below are intended to help all members of the Christ the King Regional School community to do their part to keep themselves and each other safe and healthy. We will participate on a daily basis in affirming and confirming our mutual responsibility to one another to make this all work.

### **SCHOOL SCHEDULE**

Christ the King Regional School will be adjusting its schedule in order to allow for the staggering of arrival and departure times as well as changing the overall class time template to accommodate the need to minimize student movement as well as maximum the time assigned to direct instruction of core academic subjects to occur before 1:30 p.m.

- CKRS will welcome our first students from grades K-8 at 7:30 and set and assign family arrival times in ten minute intervals until 8:20 each day.
- PreK school drop off begins at 8:30-8:45. PreK with older siblings will be scheduled between 8:10-8:20a.m
- School will formally end at 2:30 for all students K-8 and 3:00 for PreK. PreK students with older siblings may leave earlier with them.
- CKRS will end direct teacher instruction by 1:30 each day and offer an early dismissal option for students at 1:30 and continue in 15 minutes intervals until all children have safely left the school. Families will be invited to sign up for a pick-up time that works best for their family obligations.
- The car pick up carousel will take approximately 15 minutes to go through each step of the cycle: arrive, become part of a forming carline, wait for all students to enter their waiting cars and then for the line to be dismissed together. Students will be dismissed in family groupings and go directly from their classrooms to their waiting cars. If a parent is late for their assigned pick-up time, the child /children will wait on the carline keeping social distance from one another. They will not re-enter the school building once they have been sent from the school building.
- A sign up genius and or survey monkey will be set up for parents to designate preferred departure and arrival pick-up times.
- Morning drop-off times will be set by the CKRS administration based on traveling distance and methods of arrival ( car, bus, walker) at school as well as considering data collected from your responses received through survey monkey.

All school work done after 1:30 once our staggered dismissal begins will be academic enrichment, supplemental skill work, guided practice or reinforcement work, or an engaging educational activity. It will be student centered independent work that can be done with little or no adult intervention whether back in their own home or waiting in school to be dismissed. All learners whether they are remote or an in-person learner, the first or last child to leave will be expected to manage and master this work time and the embedded assignments in a meaningful way.

## SCREENING

Identifying students, faculty, and staff who may be sick is a critical component of keeping the entire school community healthy. Identification begins before students arrive at school and continues with vigilance throughout the school day. Screening and response to symptoms require faithful citizenship and partnership between parents and the school, with all school community members doing their part to identify potential sickness and respond respectfully, swiftly, and confidentially.

### Screening at Home

All parents will be expected to screen their children at home for symptoms of COVID-19 and to take their temperature to ensure that they do not have a fever over 100.4° F. **CKRS is looking into a possible cell phone app for parents to use in order to aid in this important daily task.** If children have a fever or exhibit symptoms that are not explained by other conditions, then they should stay at home. COVID-19 symptoms include:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

Parents will also be expected to keep their children home from school if they have had close contact with a person who is lab confirmed to have COVID-19. If this occurs, parents should notify the school immediately. Close contact is considered to be:

- Within 6 feet of someone who has COVID-19 for 10 minutes or more
- Provided care at home to, or visited, someone who is sick with COVID-19
- Direct physical contact with the person (touched, hugged, or kissed them)
- Shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

### Arrival Screening at School

All students, employees, volunteers, visitors, and employees of organizations that serve the school (e.g., food service, educational service providers) will be screened for symptoms, including a temperature check, upon arrival at school.

Arrival procedures for the 2020-2021 school year will be as follows: When a student arrives, he or she will exit the car and be directed to one of the two Welcome Tents that will be set up on each side of the Blacktop so to accommodate both car lines. Once at the tent, students will be greeted by a CKRS Staff member and proceed through to have their temperature checked by a Thermoscanner, no contact temperature taking device. A visual and/or verbal screening by the attending Staff Member will occur. The process will be quick and easy. Anyone demonstrating Covid19 symptoms or registering a temperature of 100.4 or higher will not be allowed to enter the CKRS school building and will be taken to a tented area designated for potentially sick children. A parent or guardian will be contacted to return immediately to pick up the child so a follow up medical evaluation can be made by a health professional. b

Once finished in the welcome tent, the children will be directed and sent on a set foot path to a designated door or outside waiting area for their specific grade level to gain access to enter the school building.

### **Arriving by Bus**

Students arriving to CKRS by Bus will be required to adhere to all and any directives and ridership rules established by the Cherry Hill School District and the T&L Bus Company. Once arriving to CKRS, they will follow the same procedure as all others and be screened at the Welcome Tent before entering CKRS.

### **Visitors to the School**

Visitors will be significantly limited during the school day. Visitors will be limited to individuals with official business at the school (e.g., contractors, service, sales) and a limited number of volunteers specifically assigned to help the school carry out critical operations. All visitors to the school will be required to provide their name and contact information and will be required to wear a cloth mask and maintain social distance (see below) while on the premises at all times.

## **PERSONAL PROTECTIVE EQUIPMENT**

In keeping with our duty to protect one another, multiple forms of personal protective equipment (PPE) will be used. Some forms of PPE, such as cloth masks, contribute to health by protecting others from any sickness that the wearer has, even if they do not know they have it. Other forms of PPE, such as face shields and sneeze guards, add protection for individuals from others by blocking the respiratory droplets that carry germs. **It is important that all members of the school community work together to do their part because all forms of PPE are more effective when every member of the community uses them at the same time.**

### **Face Coverings**

All students, grades PreK through 8th , will be required to have at least three cloth mask with them at school every day. **ALL Students will be required to wear the mask at all times while in the school building and outside when proper social distancing is not possible or can not be maintained. All the time,** includes while entering and exiting the building, moving between rooms in the school (e.g., between the classroom and the restroom, in the restroom), and moving about within a classroom.

Again, all students will be required to wear a mask all day, including while in class. Students will be able to remove their masks at the following times:

- While eating outside in open air or a vented tented area and able to keep required social distance
- While they are outside playing engaged in an educational activity or instruction and are able to be 6 feet apart
- Each family will be responsible for providing appropriately sized and style masks for their children. Two or three ply cloth masks are required for efficacy against the spread of the virus. Each student should have one mask on and two extra cloth masks with them at school at all times and be kept in a ziplock baggie.
- Masks are to be washed on a daily basis when a child returns home.
- Masks are to be age appropriate with no slogans, political statements or implied or explicit vulgar images or messaging.
- Disposable Masks are not an option for students as many lack efficacy in design and do not provide adequate protection against the virus spreading and also for the concern of daily disposable and potential litter clean up.

Disposable Masks will be here in school and only be available for use if needed.

All faculty, administration, staff, and other adults in the school building during the day will be required to wear a cloth face mask. Teachers may remove their masks in the classroom for teaching purposes if they are a minimum of 6 feet away from all students and are wearing a face shield behind a mobile plexiglass barrier.

### **Face Shields**

Each student will be requested to have two face shields. The face shield will be worn by students whenever they are at their desks and their masks may need to be removed for a needed and approved short medical or practical purpose. Face Shields may also be used in some outdoor activities where six feet social distance may be planned but not able to be fully guaranteed such as a mile walk or run or other outdoor activity like gardening that starts staggered but might have one child passing another in closer than 6 foot proximity in the open air.

### **Sneeze Guards**

Parents may choose to buy a three-sided, transparent guard, called a sneeze guard as yet another form of barrier protection. Prices range from \$20 - \$100. The sneeze guards will be used as an added layer of protection for all students and faculty as masks will be required of all while in the classroom and shared school areas. Although we plan to eat outside on most days, desk shields can be useful if eating in a classroom is the only option available.

### **Barriers**

Transparent barriers will be used in all office areas of the school building such as the front office, principal's office, nurse's office and library area. A Mobile plexi barrier will be placed in each classroom as an additional layer of protection for all members of the school community.



## **SOCIAL DISTANCING**

Social distance is usually described as maintaining a 6 foot distance from all other individuals. This distance is generally understood to be sufficient to ensure that any large droplets that are exhaled and may contain the coronavirus do not reach other people. The minimum accepted social distance is one meter (approximately 3 feet), as described by the World Health Organization.

Maintaining social distance may be challenging for students of all ages, particularly when they have not seen each other or when they have found themselves in social environments outside of school in which social distancing has been relaxed. It may also be difficult when larger classes are gathered. The guidance we are following from the CDC and the NJ Department of Education allow students to be closer than 6 feet apart if other protections are in place, such as masks and more restrictedly, face shields and additional physical barriers.

**Social distancing and PPE work together to ensure the safety of students, teachers, administrators, staff, and the entire school community.** Therefore, it is critical that all school personnel and parents remain vigilant in reminding students of their responsibility to each other to maintain a social distance in case they are carrying the virus and may be able to unknowingly transmit it to others, even if they do not have symptoms.

### **Social Distancing in Classrooms**

We have taken every measure possible to ensure the maximum distance between students in each classroom. These measures include but are not limited to removing superfluous furniture and equipment, reconfiguring class floor plans and desk placement, eliminating shared materials, assigning each student their own desk and storage crates, setting up large tents as additional eating, meeting and instructional space, one to one electronic device usage. designating set paths of entry and exit from the classroom out of the school building, designating set times to use designated bathrooms for each grade level, and eliminating a lunch service.

Students will be 4-6 feet apart in all directions in most if not all rooms. Grades have been capped and no more students were enrolled so as to limit the number of children assigned to each class/learning cohort. This homeroom cohort of learners will be the core contact group for your child each day. Our approach is to combine the social distancing of students in the classroom, cohort learning, uniformed directional desk schemas, set paths of entry and exit, assigned individual seats, designated bathrooms for specific cohorts, the use of face coverings and our extended intentional use of our outdoor open air and tented space to provide a holistic approach to avoiding respiratory droplets that may carry sickness reaching another child, teacher, or staff member.

### **Social Distancing in Other Areas of the School**

In addition to social distancing measures in classrooms, we are implementing the following procedures and protocols to promote social distancing:

- Physical Education/Gym Class will be held outside until further notice. Students will participate in activities that maximize distance. Masks do not need to be worn during this class.
- The number of students who can enter the restroom at any time will be limited to ensure 6 foot distance between students. The maximum number of students allowed in a restroom will be posted on the door. Students will use assigned restrooms to limit the total number of individuals using any one restroom.
- In areas where students might wait in line (e.g., main office, restroom, cafeteria, entrances, doorways), clear markings will be placed on the ground to identify a 6-foot distance between individuals.
- Student movement through the school will be kept to a minimum throughout the day.
- Designated pathways/routes/entry exit doors will be given to each class /cohort of students that will limit their interaction with other groups of children as well as allow for less congestion at the critical times of arrival and departure.
- STARS are being painted on the playground blacktop so children will know where they can stand to be far enough away to endanger themselves or others while not wearing a mask. Clear markers will be also set throughout the school in hallways and bathrooms to give visual cues to maintain social distancing.

### **PERSONAL HYGIENE**

In addition to PPE and social distancing, each member of the school community will be expected to take responsibility for his or her personal hygiene, including responsibility for personal belongings and space. Teachers will provide instruction and allocate time in the classroom to ensure that students understand and can take these responsibilities seriously.

#### **Hand Washing and Hand Sanitizing**

Keeping hands clean is one of the most important defenses against the spread of all sickness, including COVID-19. The virus may survive for a period of time on surfaces that students touch throughout the day. For this reason, it is critical that students, teachers, and staff wash or sanitize their hands regularly.

- Each class will have a regular schedule, at least once per hour and before and after all meals or snacks, for students and teachers to wash their hands for at least 20 seconds or to use hand sanitizer with at least 60% alcohol to sanitize their hands.
- Hand sanitizing stations will be set up in the following locations:
  - In each classroom
  - At all entrances and exits to the school building
  - At the entrance to the school office
  - At the entrance to or in the nurse's office
  - At the entrance to or in the faculty lounge
  - Multiple hand sanitizing stations will be set up in the cafeteria, gym, and media center/library

- Each student should have a personal bottle of hand sanitizer and a personal container of sanitizing disinfectant wipes for use in his or her personal space. CKRS is looking to bulk buy both of these items to make it easier for parent purchase.
- Teachers will reinforce hand washing and the importance of students avoiding touching their faces and masks, particularly with those in the primary grades.

### **Personal Space and Belongings**

Personal responsibility is an important skill for students to develop and exercise as a defense against the spread of COVID-19. Students have a responsibility to each other that they demonstrate through hand washing, social distancing, and the use of PPE. Taking responsibility for their own belongings and contributing to cleaning their workspaces are additional ways that students can be accountable to each other for maintaining the community's health.

- All students will need to have their own set of school supplies.
- Each student's belongings will be separated from others' and in individually labeled plastic crates.
- Students in Grade 5-8 who are permitted to bring cell phones will be asked to also purchase a zippered pencil case to keep their turned off-phone in during the school day. The children will keep them in their own white plastic crate and will not be allowed to access them or use them on school grounds at any time during school hours. Those violating the no cell phone usage rule during the school day, will be subject to disciplinary action and may lose their privilege to bring a cell phone to school.
- If ever the need arises that supplies must be shared, such as library books or science lab equipment, or math manipulatives, only one group of students will use those supplies at a time, and they will be cleaned and disinfected between use. A Fogman mister is being purchased to allow for a quick and effective cleaning/sanitizing of any shared materials or an entire classroom or shared common area.
- Lockers will not be used between classes and/or at the end of the day to avoid student clustering in hallways and at lockers. Where students must use lockers at the beginning or end of day (e.g., for coats), access will be staggered to ensure proper social distancing.
- When students use spaces that may be used by others, they will wipe down the space with a disinfecting wipe after they use it.

Students in all grades will not be switching classrooms as they have in the past for different subjects. Instead, teachers will switch classrooms. This is being done to limit the number of students who use specific desks and classrooms as well as to prevent close contact in the hallways.

Children will leave their classroom to go outside several times a day for recess/snack time, to eat lunch or snack, and also engage in outdoor academic activities or classes such as but not limited to PE, Library /Reading circles, STEM/Gardening, Art, Reflection and Writing sessions etc.

### **Backpacks, Clothing, and other Belongings**

We are asking all students to limit the number of items they transport between home and school. Students may bring a backpack and lunch box to school. A simple rain slicker or poncho should be bought and brought and left in school as the children will be going outside rain or shine. **On very rainy days, please send your child with an umbrella and water resistant footwear. During the winter month all children must have heavy outer winter wear including hats, gloves, proper footwear and winter jackets. Just a reminder, a hoodie is not a winter coat despite an adolescent's insistence.**

We strongly recommend that students remove their school clothing and shoes immediately upon returning home and that all school clothing be washed promptly to avoid germs that could be transported.

### **FOOD SERVICE AND RECESS**

Meals and snacks as well as recess are important parts of the school day. These times will be particularly important this year as opportunities for students to socialize and exercise during the school day. A simple small non-sugary easy to eat snack can be packed and can be eaten during outdoor recess time. Lunch will be eaten outdoors in tented areas during the regular lunch period. More information about snacks and recess time will be forthcoming.

#### **Lunch and Snacks**

**All food, snack and lunch, is to be sent from home. There will be no in school lunch service or vending machines available at this time however we look forward to reinstating our Nutri-serve lunch program when we are able to do so. Any family who might be experiencing financial struggle resulting in food insecurity during this difficult time and would like your child to receive a boxed school lunch courtesy of Nutri-serve, please contact Mrs. Hartman the Principal via email or by phone and she will be happy to arrange for your child to receive lunch here at CKRS.**

#### **Recess**

- Lunch and recess will be separated into two 20-30 minute staggered blocks of time so that the children get at least two or more opportunities to be outside during the school day, rain or shine. Tents have been bought and so it will only be on the days with the most inclement weather, that our children will not be outside getting a BREATHER!
- Students are not required to wear masks for outdoor recess or breaks if they are able to maintain a 6 foot distance from one another. They may wear them if they feel more comfortable doing so. Masks or face shields must be worn if students are between 3-6 feet of one another or may unintentionally find themselves close to another child.
- Students will participate in outdoor recess by classroom group. Students from different classrooms/homerooms should not come within 6 feet of each other.
- We will limit the use of playground and sports equipment. If students use playground equipment, they will be encouraged to stay 6 feet apart. All playground and sports equipment will be disinfected after each use by a class.
- Recreational games and activities that allow for peer interaction however still allow for social distancing are being introduced and equipment /toys will be purchased.
- Students will wash or sanitize their hands after recess and before and after lunch.

## **BEFORE CARE AND AFTER CARE**

We will continue to offer before school care and after school care. We ask that only those families who need these services use them, and that they not be used for convenience. Students in before school care and after school care will be grouped with family members or members of their homeroom class to reduce the number of interactions across groups of students.

Morning Care begins at 7:00 a.m. and will be held in our large outdoor tent. Cost for morning care is \$10 a child.

Aftercare from 3:00 - 6:00 p.m. will also be available for children who regularly need to be in a safe supervised environment due to the professional obligations of their parents/guardian. There will be no drop-in aftercare services available until further notice. Snack which will include an individual prepackaged snack and a juicebox or water will be provided.

Children will remain in their classrooms and be dismissed to aftercare at 2:50 Children will be sent to their designated bathroom to use and wash their hands and then sent down to the aftercare area outside.

3:00 p.m. -4:00 p.m. Aftercare will be held for the first hour in the large tent outside. It will consist of snacktime followed by free outdoor supervised, socially distanced play/activities.

4:00 p.m.-4:30 p.m. Children will be taken inside to the cafeteria area to wash their hands and use the bathroom and then engage in a quiet individual activity such as homework, coloring, legos, cards, or another activity sent from home specifically for use by their own child only. Those leaving before or at 4:30 will gather their things and be taken outside to wait for their rides.

4:30-6:00 p.m. Children staying later in the afternoon may either finish any homework he or she might have or read and/or watch a movie or engage in a pre-approved parent and CKRS aftercare worker online game or educational activity on their own device brought from home specifically to be used in aftercare.

There will be two set pre-paid fee structures for aftercare services. Payment will be processed through your FACTS account as a direct withdrawal each month based on number of days and time of departure. There will be two set rates; one for children leaving before 4:30 and one for children leaving after 4:30. There will be no parsing of hours or refunds for unused time at the end of each month unless the child is out due to illness. Frequency of use as well as number of children in the family will help modulate that baseline charge of \$20 a day for care until 4:30 and \$30 a day for care until 6:00 p.m. We will be seeking confirmation from families needing aftercare via survey monkey so that we can make adequate plans and have sufficient staffing. Due to the Pandemic, **Please note that the Haddonfield Public Library is no longer available for students to use after school hours until further notice.**

## **HEALTHY FACILITIES**

An important part of maintaining the health of the school community is ensuring that the school grounds and systems support the health of students and employees. [NAME OF SCHOOL] has developed enhanced practices to increase our attention to the cleanliness of the school grounds, facilities, and environment.

### **Enhanced Cleaning and Disinfection**

We have developed protocols to ensure that all areas used by students or staff are thoroughly cleaned and disinfected every day. Additional cleaning staff is being hired for both during school hours and after school hours.

*Classrooms* will be cleaned and disinfected at the end of each day. This includes:

- All desks, tables, and chairs
- Any barriers present in the room (e.g., sneeze guards, mobile plexi-shields)
- Bookshelves, windows, and blackboards/whiteboards
- Carpets (vacuum) or floors (mop)
- Frequently touched objects, (pencil sharpeners, coat hooks, door handles, light switches)

For classrooms that are used by multiple classes, including shared use spaces, frequently used objects (e.g., doorknobs, pencil sharpeners) and all student seating (chairs, desks, tables) will be disinfected after every class.

In general, rooms that have been disinfected will not be used for any purpose until the next school day. Some rooms may be used for After Care. When they are, cleaning will occur after school and after the After Care program.

*Bathrooms* will be cleaned and disinfected at least twice daily, including at the end of the day.

In addition, frequently used objects in common spaces, offices, and other rooms throughout the school will be disinfected multiple times per day. An additional cleaning person is being hired to ensure that our school is kept clean during its operational hours.

CKRS will be hiring additional cleaning personnel during the school day as well as after school hours. We will also be purchasing fogging disinfecting machines to be used throughout the day as needed in the bathroom and classrooms when the children are not present in the immediate area and out of the building.

### **Ventilation**

Ventilation of our spaces is an important component of keeping members of the school community healthy. We will keep windows open to the maximum extent possible, ensure that air circulated in the building is either sanitized or includes a fresh air component, and ensure that all filters are replaced and equipment serviced with components that meet the manufacturer's recommendations.

CKRS is looking into buying air purification equipment for each classroom as well.

## **PART II: MANAGING POTENTIAL SICKNESS**

Christ the King regional School is taking precautions to limit the transmission of sickness, especially COVID-19, including the use of personal protective equipment, social distancing, and enhanced personal hygiene and facilities cleaning protocols, as described in the rest of this guide. However, we recognize that some students and/or staff may still show symptoms of COVID-19, or students, employees, or their family members might be exposed to or test positive for COVID-19. Our response follows guidelines established by the CDC and followed by the Camden County Department of Public Health.

### **RESPONSE TO COVID-19 SYMPTOMS**

#### **Students and Employees who Show Symptoms of COVID-19**

Any adult or student who shows symptoms of COVID-19 upon arrival at school or at any time while they are in the school building will enter a protocol to protect them and other members of the school community that will result in their leaving the school building as soon as practicable.

- Students, employees, and any other adults in the school will enter an isolation area if they show symptoms of COVID-19.
- All students, employees, personnel, and others in the isolation area will wear a mask and gloves and maintain a 6 foot distance from each other as practicably as possible.
- A parent, guardian, or authorized adult will be called to pick up any student who shows symptoms of COVID-19.
- Students will be isolated safely and respectfully, with continued supervision and care and respect for their privacy, until an authorized adult can pick them up. We ask that parents and guardians are able to pick up a sick child as soon as possible within a 30-45 minute window of time. Please arrange and authorize a 2nd person if your work takes you further from CKRS than a 30-45 minute commute.
- The isolation area will be thoroughly disinfected after it is used by symptomatic students.
- If symptoms appear after the school day has begun, the teacher and students will wash their hands thoroughly and immediately, the classroom or workspace of the student or employee will be thoroughly cleaned and disinfected and the class will meet the rest of the day in the gym which is being reserved for such emergent uses. We also will be able to use a larger tent structure if an additional gathering space is needed.
- The Camden County Public Health Officer will be notified that an individual with symptoms that are potentially due to COVID-19 has been sent home. This contact will be made confidentially to protect the individual.
- The County Public Health Officer will advise the school about whether or not any additional steps, such as asking other students to self-quarantine, need to be taken. It is important to understand that such decisions will be made on a case-by-case basis, depending on the circumstances. Not every case of an individual with symptoms that are potentially due to COVID-19 will lead to self-quarantine for other individuals, a class, or the school.

- Parents will be contacted with basic information about any symptomatic individuals if the school is advised to do so by the public health officer. All information will protect the privacy of the individual(s) involved.
- Students and staff who show symptoms that could be attributed to COVID-19 will be advised to seek the advice of a physician about whether isolation is necessary.

**Isolation due to Symptoms COVID-19:**

Students or staff may be advised to isolate by a physician or a public health official because their symptoms are new and cannot be explained by another condition. Isolation refers to staying home and away from others because of symptoms that may be due to COVID-19. An individual who is advised to isolate will be permitted to return to school in any of the following circumstances:

- If the student has a COVID-19 test, and the test is negative, then the student may return to school after they are fever free without fever reducing medication for 72 hours and other symptoms disappear.
- If the student has a COVID-19 test, and the test is positive, then the student may return to school after following the guidance of their local public health department. This will generally be after 3 days with no fever without the use of fever-reducing medications AND respiratory symptoms have improved AND 10 days have passed since symptoms first appeared.
- If the student does not have a COVID-19 test and is determined to have a sickness other than COVID-19 by a physician, then the student may return to school with a written clearance from a physician.

Any employee or student who is absent due to symptoms that could be attributed to COVID-19 for 3 days or more, including those sent home from school, must have a physician’s clearance to return to the school and must be fever free for 72 hours before returning to school.

**POTENTIAL AND CONFIRMED EXPOSURE TO COVID-19**

**Students and Employees who have had Close Contact with Someone with COVID-19**

Any member of the school community who has had close contact with someone who has tested positive for COVID-19 must alert the school. We will immediately notify the Camden County Public Health Officer, while maintaining confidentiality. This includes employees of the school, students, volunteers, and family members of students. Close contact is considered to be:

- Within 6 feet of someone who has COVID-19 for 10 minutes or more
- Provided care at home to, or visited, someone who is sick with COVID-19
- Direct physical contact with the person (touched, hugged, or kissed them)
- Shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Students or staff may be advised to self-quarantine by a physician or a public health official because they have had close contact with someone who has COVID-19. Self-quarantine refers to



staying home and away from others because you might develop symptoms of COVID-19 or might have asymptomatic but contagious COVID-19. It is important to understand that such recommendations to self-quarantine will be made by a public health official or a physician on a case-by-case basis, depending on the circumstances.

### **Self-Quarantine**

Students who are advised to self-quarantine by a physician or a public health official are expected to stay in the home for 14 days. The 14-day count will generally begin on the day of potential exposure to COVID-19, as advised by a public health official, even if the individual does not begin self-quarantine immediately. Students who do not show symptoms during this period will be expected to participate in school remotely.

- If the self-quarantine is due to a contact with someone you will not encounter again, then you may return to school 14 days after the contact, or with a negative COVID-19 test.
- If the self-quarantine is due to a positive COVID-19 test for anyone who lives in the household, then the quarantine likely will be longer.
  - If you can avoid contact with the person (for example, they are isolated in their bedroom), then the length of the self-quarantine will be calculated as 14 days from the date that person began isolation.
  - If you cannot avoid contact with the person, then the length of the self-quarantine will be 14 days from the end of that person's isolation.
- In all cases, an individual who is advised to self-quarantine will only be permitted to return to school when cleared by a doctor to do so.

### **Students and Employees who have Tested Positive for COVID-19**

Any member of the school community who tests positive for COVID-19 must alert the school. We will immediately notify the Camden County Public Health Officer, while maintaining confidentiality. This includes employees of the school, students, volunteers, and family members of students.

- All parents and employees will be notified, maintaining confidentiality, sharing information advised by the Public Health Officer.
- The individual's classroom will be closed off and not used until after cleaning and disinfecting. All common areas will be immediately cleaned and disinfected.
- Upon the recommendation of the Public Health Officer, some students, a class, multiple classes, or the school may be asked to self-quarantine and monitor symptoms as a precautionary measure. If this occurs, the school will implement remote learning for teachers and students affected.

Individuals who have tested positive for COVID-19 may be readmitted under the following conditions:

- At least 10 days since symptoms first appeared **and**
- At least 24 hours with no fever without fever-reducing medication **and**
- Symptoms have improved **and**
- Cleared by a physician to return to school

## **PART III: SUSTAINING ACADEMIC EXCELLENCE**

Academic excellence is a hallmark of Catholic schools. We are implementing some changes to our instruction for the 2020-2021 school year based on what we learned during the 2019-2020 school year. The intent of the changes is to maximize student learning, regardless of the context. Our expectation is that most students will be in classrooms, onsite for the 2020-2021 school year. However, students who are advised to isolate due to COVID-19 symptoms or self-quarantine due to COVID-19 exposure will learn remotely for short durations, and some might learn remotely for longer periods. It is also possible that the progression of COVID-19 in our community and/or in the state may require us to transition to remote learning temporarily as we did last year. The instructional plan leverages technology so that instruction and learning are as fluid and transferable as possible between onsite, in-classroom and remote learning.

### **EDUCATIONAL TECHNOLOGY**

Continued strategic use of technology will allow teachers to personalize learning and also provide instruction that is fluid across onsite/in classroom learning and at home.

#### **Hardware**

CKRS hopes to be at a one to one student /electronic device ratio by September. Delivery of some new electronic devices might be delayed however when all are tallied and programmed, we will have Chromebooks and Laptops available for in school use for Grades 3rd-8th as well as I pads to Grades K-2nd. PreK will have access to some electronic tablets designed more specifically for younger students. Any student who is doing remote learning will need to have access to a laptop, chromebook or iPad to be able to participate in our Livestream and e-supported classroom educational endeavors. If any one who is going to be a remote learner and needs to borrow an electronic device, please contact Mrs. Hartman or Mrs. Herman.

#### **Software**

The use of instructional software will aid teachers in understanding student progress and learning, personalizing learning, and organizing assignments for students.

- All students in K-8 will use Google Class during the school day.
- Students in PreK and perhaps Kindergarten may use SeeSaw in addition to or as an alternative to Google Classroom.
- Google Classroom will be used to organize instruction during the day for students in school and learning at home.
- All students will use a variety of digital resources such as but not limited to Storaia, Newsela, Discovery Science, Mystery Science, Scholastic online magazines, Simple Solutions, IXL Math, ELA, Social Studies, and Science, Tynker, Rosetta Stone, SeeSaw, Dino Lingo, Max and Max, Gospel weeklies, grade level online textbooks, Vooks,

Haddonfield Digital library, as a regular part of their in-school learning experience and for homework.

- Login information for all student accounts will be shared with students and parents to ensure access.

## **CURRICULUM, ASSESSMENT, AND INSTRUCTION**

Some changes will be made to the instructional program to ensure that all students show appropriate growth from the previous year.

- Christ the King Regional School will continue to follow the curriculum for the Diocese of Camden. Some changes to the curriculum are being implemented to ensure that any changes in students' learning due to remote learning in the 2019-2020 school year are addressed.
- Teaching modules are being constructed in ½ hour blocks of time with some areas of academic importance being given double blocks or one hour each day while others are given 30 minutes. For example, ELA will have an hour a day plus reinforcement at the end of the day while Social Studies will only be given a 30 minute block and special subjects like music and arts, only 30 minutes a week. Time, frequency and intensity will modulate at each grade level as appropriate with an emphasis on the core subjects of reading, writing, mathematics and religion being part of the daily academic roster.
- Special subject classes will continue however many will be held outside, in the regular classroom or via video remote. Music for example will be held in the regular classrooms but also be held in the Christ the King Church to allow for more than ample social distance scattered throughout the church allowing the children to be able to sing. STEM will be outside or in the classroom, Art and Library will be both inside and outside in tented areas as planned by the homeroom teacher in conjunction with the Special Subject teacher.
- CKRS is also offering Guidance and Health lessons in the important area of social and emotional learning for all grades. Ms. Jones and Mr. Silvestri will be co-teaching those classes and they will be offered to different cohorts or alternate weeks.
- 3rd and 4th Grade will be introduced to a keyboarding class this year.
- 5th and 6th Grade will be introduced to a Cyber Citizen curriculum
- All Grades will be using some of their religion and social studies lessons to learn and explore the critical and current topics of Christian concern that pertain to social justice. racial inequality, human dignity, peacemaking and being good stewards of God's creation and good neighbors to one another.
- All students, grades 1-8, will participate in the Star Assessments in Reading and Math to help teachers identify their growth and customize their learning.
- All teachers will use the educational technology infrastructure to incorporate blended learning into their classrooms through professional development webinars such as but not limited to Google Classroom, Zoom, LINKspring and Great courses. Blended learning incorporates technology into instruction to assist teachers with personalizing instruction for all students. Blended learning in the classroom can also help prepare students for learning at home, if necessary.

## **REMOTE LEARNING**

We anticipate that there may be a need for remote learning during the 2020-2021 school year. More students may be absent for sickness, and likely for longer duration, than usual. Some students will be asked to self-quarantine, meaning a minimum of 2 weeks absence. Other students may need to learn remotely for longer periods, even the whole year, due to health concerns. **Therefore, we will support remote learning every day for students who are in need of it so that students learning at home have a learning experience as close to the classroom experience as possible.**

### **Daily Remote Learning for Temporarily Absent Students**

The intent is for instruction to be as similar as possible, and as simultaneous as possible, for students in-seat and learning remotely.

- Each classroom is set up with videoconferencing capabilities so that students can be “live” in the classroom through Zoom for instructional teaching periods as well as occasional Google meets for some smaller group student interaction and/or for additional academic support as needed. Students will be able to login to join the class on a regular schedule.
- Students who are learning remotely and in the classroom with both have access to lesson materials using Google Classroom.
- Teachers will schedule their classes consistently every day so that students who may be learning remotely will be able to follow the schedule to participate in class.
- Schedules, assignments, time for remote students to be “live” in the classroom, and approaches will vary according to the age and grade level of the students.

Temporary remote learning is intended to serve students who are out for health reasons (such as COVID-19-related symptoms or exposure that require isolation or quarantine for a longer time than they would be out in a typical common illness in a regular school year.

Remote learning is not designed for sick students who may be out for a day or two with a non-covid typical childhood illness or injury. It is also not designed for students who may not be able to come to school for reasons such as family travel or extra-curricular activities or events. They are regular student absences and will be handled as such by the in-person classroom teacher.

### **Full-Time Remote Learning Option**

Students with physical or mental health concerns related to COVID-19, or who have a member of the household with physical or mental health concerns related to COVID-19, may choose a full-time remote learning option.

The decision to exercise the full-time remote learning option will be made collaboratively with the principal on an academic quarter to quarter basis. There will be special considerations for ensuring that students in this status experience a robust curriculum and engage with the teacher.

The full-time remote learning option is intended to serve students with circumstances that merit it. Students may not just choose to not come to school for frivolous or self-serving reasons and learn remotely on that day(s) of absence.

Choosing to be part of the CKRS remote learning cohort should be done with the understanding that most of the learning will be synchronized with the regular school day. In order to ensure a positive remote experience as a family and for students to be successful as learners, the following are basic requirements;

- reliable individual electronic devices and adequate reliable connectivity and bandwidth at home to sustain live streaming via Zoom for each child in your household. .
- Sound blocking headset with a microphone to better engage in classroom life.
- The creation of a designated quiet learning place with a table surface and chair for students to engage in remote learning.
- Students and parents must be comfortable using Zoom as a live stream learning platform as well as Google Meets for small group interactions. Free tutorials are available online.
- Ability to competently use Google Classroom as a medium of interaction and educational engagement and communication with teachers. Free tutorials are online.
- Adult supervision at home during remote learning school hours. The younger the learner, the more parental supervision and help they will need in terms of accomplishing the academic tasks on any given day.

Like in-person students, remote learners will be required to sign in by 8:10, dressed and ready to learn for the school day. Remote learners will attend a virtual homeroom gathering from 8:15-8:25 and then be sent off to join their virtual classrooms and classmates following the schedule of the day for their grade level. Recess, lunch breaks, special classes etc. will all be synchronous with the in-person learning cohort in the classroom. Whether in the CKRS Click or Brick cohort, a full school is being planned for all.

### **Mandated Remote Learning**

It is possible that during the 2020-2021 school year, Christ the King Regional School will be advised by public health officials to close temporarily due to the presence of COVID-19 cases so that members of the school community can self-quarantine. It is also possible that CKRS will be ordered to close temporarily due to the progression of COVID-19 in the region or state, as it was during the 2019-2020 school year.

In the event that the school is advised or ordered to enter remote learning status, teachers and classes will adhere to the following guidelines:

- We will continue the use of both Google Classroom and Zoom established for in-class and remote learning. Using it in school regularly should make access to and completion of assignments at home easier.
- The schedule for the remote learning school day will continue as seamlessly as possible from the schedule for in-classroom learning, with live teaching and learning scheduled every day.

- Teachers will use specific guidance from the Office of Catholic Schools for the type and duration of live instruction, established in response to parent feedback and in light of best practices for remote learning for students of varying ages.
- The same comportment expected of students while in school will be expected during remote learning. This includes the expectation that the students are dressed and groomed and seated at a desk or table, as free from distractions as possible.
- **A good sound blocking Headset with a built-in Microphone is strongly recommended for all remote learners so they can hear the teacher more clearly and loudly directly into their ears and the students can be better heard and understood.**
- **We are committed to making remote learning as close to the classroom experience as possible** to ensure that teaching and learning are continuous and students progress as expected regardless of the learning environment.

## ATTENDANCE

The attendance policy will be adapted for the 2020-2021 school year to accommodate students who may be learning remotely. When in-classroom learning is occurring, attendance will be marked as: Present, if in school; Remote, if learning remotely (present for live teaching and turning in assignments within class time expectations), or Absent, if home and too ill to participate.

If the school building is closed for all students due to advice from a public health official or an order, then attendance categories will be Remote or Absent. It is expected in this scenario that students learning remotely will attend all live instruction and submit all assignments on the deadlines expected. Any family who would like special consideration for an alternate deadline due to supervision or child care challenges must ask for such consideration in writing. Students who are sick or who do not attend classes and do not submit assignments will be marked as Absent. **Extended absence that is not medically based and validated by a physician may result in a student failing and /or being asked to withdraw from CKRS. Repeated missing of some or all direct instruction zoom classes, chronic failure to hand in assignments in a timely fashion, and any persistent and intentional disruption of the learning process as a remote learner, may result in a student failing, and/or in disciplinary action including but not limited to the student being asked to withdraw from the remote learning cohort and/or CKRS. All Students will be held to the same high standard of academic honesty and Christian behavior that is reflected in our CKRS handbook. Additionally, students in our CKRS in-person learning cohorts who do not comply with Covid 19 safety protocols and willfully or repeatedly disregard the guidelines set in place for the safety of all, may be removed from our in-person in-school cohort and/or may be asked to withdraw from CKRS.**