



DIOCESE OF HARRISBURG CATHOLIC SCHOOLS REOPENING PLAN FRAMEWORK 2020-21
Updated December 7, 2020

School Name	St. Joseph School	School Location	York, PA
Principal	Corrinne A. Eck	Reopening Date	August 24, 2020
Type of Reopening	Total Reopening for all students and staff (but some students/families opt for distance learning out of safety/health concern).		
Pandemic Coordinator and Team			
<ul style="list-style-type: none"> • Health and Safety Plan Development: Individual will play a role in drafting the Health and Safety Plan • Pandemic Crisis Response Team: Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students • Both: Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case. 			
Individual	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities	
Father Steve Fernandes Corrinne Eck Kristy Baker Jennifer Danczyk Meghan Huff Gilgore Tina Kent Motter Rebecca Olinger Melissa Preston Michelle Pugh John Reisenweber Danielle Springer Karla Staub	St. Joseph Parish - Pastor St. Joseph School - Principal Development Director Administrative Assistant Faculty - Special classes Parent School Board/Parent Faculty - Lower Hall/ Primary Faculty - Upper Hall/ Intermediate School Board/ Parent Faculty - Special Classes/Parent Faculty - Middle School/Parent	Both - Partner for Promoting Catholic Identity in Remote Spaces Both - Partner for Creating and Maintaining Community Both - Partner for Creating and maintaining Community Both - Partner for Logistics and Planning Both - Partner for Technology Support Both - Partner for Logistics and Planning Both - Partner for curriculum and Instruction Both - Partner for Technology Support; Team Co-coordinator Both - Partner for Curriculum and Instruction Both - Partner for Logistics and Planning Both - Partner for Creating and Maintaining Community Both - Partner for Promoting Catholic Identity in Remote Spaces: Team	

		Co-coordinator
Logistics and Planning <ul style="list-style-type: none">• Creating well defined entrance protocols for students, teachers, and visitors• Developing a plan for social distancing outside of the classroom in highly populated areas like hallway/locker areas, restrooms, locker rooms, cafeteria, library, etc. This includes a plan for Mass and extra-curricular activities.		

Logistics and Planning

- Creating well defined entrance protocols for students, teachers, and visitors
- Developing a plan for social distancing outside of the classroom in highly populated areas like hallway/locker areas, restrooms, locker rooms, cafeteria, library, etc. This includes a plan for Mass and extra-curricular activities.

LP 1 - Arrival Procedures -

Green Phase:

Students will use two separate entrances to accommodate arriving by bus and arriving by car.

- **Bus students will arrive via the front school entrance. Upper Hall students will proceed directly to their classrooms by turning left inside the front entrance. Lower Hall students will proceed through the St. Joseph Hallway to the Lower Hall turning left to their classrooms.**
- **Car students will enter the building using the door in the back of the school. Upper Hall students will be directed to travel through the gym to the lobby entrance and continue to their homeroom.**
- **Upper hall students will give the right of way to all lower hall students if crossing traffic is necessary. Car riders will give right of way to bus students.**

Yellow Phase:

Students will use four separate entrances to accommodate arriving by bus and car.

- **Bus students will arrive via the front school entrance. Upper Hall students will proceed directly to their classrooms by turning left inside the front entrance. Lower Hall students will proceed through the St. Joseph Hallway to the Lower Hall turning left to their classrooms.**
- **Car students will enter the building using the doors located at the end of the upper and lower hallways. Following the standard drop-off, students will travel outside, on the recess path, to their respective hallway doorways and enter there.**
- **Preschool students will enter at the back door adjacent to the preschool room.**
- **This system will result in the need for some additional time allotted for the process.**

The production of instructional videos will support student understanding of procedures and the difference in the two options.

Signage will be produced by school staff to assist with directionality of students.

Social distancing will be observed in all lines with students remaining in classrooms until traveling at a distance is possible.

Announcements will be made to direct students' movements.

LP 2 - Dismissal Procedures -

Green Phase:

Students will use two separate exits to accommodate dismissal by bus and arriving by car.

- **Bus students will dismiss via the front school entrance.**
- **The Upper Hall students will be dismissed first through the upper hall and turning right out the front entrance, and board busses. The Lower Hall will be dismissed second through the Lower Hall turn right, travel through the St. Joseph hallway and out the front entrance and board busses.**
- **Car riding students will dismiss via the back door of the school. Preceded by the preschool students, lower hall students will be**

dismissed first and travel through the lower hall to the back door and leave the building immediately. The upper hall students will be dismissed second, travel through the upper hall, across the lobby, through the gym and out the back door behind the lower hall students.

Yellow Phase:

Students will use four separate exits to accommodate dismissal by bus and car.

- Bus students will dismiss via the front school exit.
- The Upper Hall students will be dismissed first through the upper hall and turning right out the front exit, and board busses. The Lower Hall will be dismissed second through the Lower Hall turn right travel through the St. Joseph hallway and out the front exit and board busses.
- Car riders will dismiss the building through the back door and exits at the end of each hallway. Preschool will dismiss through the back door, while lower hall students exit through the door at the end of the lower hallway, first, and the upper hall students will exit following the lower hall students.

The production of instructional videos will support student understanding of procedures and the difference in the two options. Signage will be produced by school staff to assist with directionality of students. Social distancing will be observed in all lines with students remaining in classrooms until traveling at a distance is possible. Announcements will be made to direct students' movements.

LP 3 - Extended Day -

After Hours students will wait in their classrooms until all bussed and car riding students have exited the classrooms. At that time, lower hall students will travel through the lower hall, using social distancing in the line, to the back entrance of the gym to their assigned socially distanced space. Upper hall students will travel through the upper hallway, using social distancing in the line, through the lobby and into the front entrance of the gym to their assigned socially distanced spaces. All other exits from After Hours will be done through the south gym doors. Pick up will be through the south gym doors.

Temperature rechecks will be given to students upon arrival at After Hours. Social distancing protocols will be extended throughout the duration of After Hours, including staggered recess and snack, cohort recess, and spacing.

LP 4 - Cohorts -

At St. Joseph School, cohorting will occurring the following manner:

Students in grades PreK through 3, students will be self-contained for all regular classes. Special classes will be delivered within the homeroom.

Students in grades 4 - 6, although departmentalized, will remain in their homeroom to receive all their content area classes, with

teachers traveling to the students to deliver instruction.

Every homeroom will be equipped with a daily record form on which the names of all individuals (students, staff, faculty, visitors, etc.) who enter the homeroom will be recorded.

LP 5 - Signage and Travel in the Building -

Signage will include:

Hand washing instructions in the bathrooms.

Proper water filling instructions at water filling stations

Visual social distancing markers include:

Crosses hung from the ceiling at 6 foot intervals.

Pictures of saints on the walls at 6 foot intervals.

Signs with arrows to show directionality in the hallways.

LP 6 - Recess -

As SJY has done for many years, students will enjoy recess in cohorts on a variety of areas on the playground.

A map of play areas will be posted in each classroom with a schedule indicating the area of play for the day. Areas will rotate throughout the week. Also posted are the playground rules, as explained on the first day of school, outside, by the principal to hallway groupings. Smaller grouping will be created this year for demonstration of recess expectations.

As in the past, each classroom/cohort will be given their own playground bag with designated play equipment. Classes will be responsible for the care and cleaning of their equipment each day. Recess will be scheduled mid-day and in the afternoon for the lower hall student, with the addition of a morning recess at the discretion of the teacher. Upper hall students will enjoy a mid-day recess with the addition of an additional recess at a time mutually agreed upon by the class and teacher.

Teachers are asked to provide at least one instructional class outside to provide for additional outside time for students (when feasible).

The Phys. Ed. teacher will instruct students in ways to play games that incorporate social distancing (spacing, no touch, etc.).

Inside recess will incorporate activities that include distancing, while enjoying group interactions with individual results (art activities, trivial matches, "Would you rather?"-like discussions, free or club reading, individual-set lego building etc.) Creativity will be the order

of the day!

LP 7 - Lunch -

Breakfast and lunch will be delivered to students in their homeroom.

Lunches and breakfasts will be served in disposable wares to eliminate cross contamination of students.

Eating lunch outside will be recommended to teachers who will accompany their students during the lunch hour, when possible.

Note:

SJY was gifted with a water filling station during the 2019-2020 school year for the upper hall students to use. For the 2020-2021 school year, a second station is being installed for the lower hall students to use. All students will be required to bring a reusable water bottle to school for use each day regardless in which phase we are operating. **We are strongly recommending a plastic, stout shaped water bottle to avoid toppling. Transporting the bottle in a zip lock bag offers a layer of protection from spilling. No metal or glass bottles are permitted.**

LP 8 - Visitors & Volunteers

Green Phase:

All visitors -

request entrance prior to arrival if possible.

Establish essential reasons for entrance to school building.

Receive a temperature check and self report symptoms on arrival.

Log in in visitor log, recorded by school secretary.

Separated by a physical barrier

Essential reasons:

Complete maintenance

Parent picking up a student

Pastoral staff

Instructional Support

Principal discretion

Yellow Phase:

No visitors will be permitted during school hours.

Students will be delivered to parents who need to pick up.

LP 9 - Trial Run -

SJY will provide a few videos to post on the website showing students following new procedures for entering the school. A goal will be for teachers to provide a similar visual opportunity for students to see into their classrooms and learn a few important points prior to school beginning.

Logistics and Planning

- Developing routines for daily health checks

LP 10 - Faculty and Staff -

Faculty and staff will monitor their temperatures and identifiable symptoms each morning and self-report the results to the principal via electronic communication (TBD) by 6:30 AM.

A daily report will be kept of faculty and staff self-reporting results in the nurse's office.

Any teacher with a temperature of 100.4 or greater or identified symptoms will not report to school.

Staff will be inserviced on the expectations of social distancing measures that need to be kept to protect all individuals. Use of common areas will require social distancing and enhanced cleaning. Restrictions will be placed on numbers of teachers using common areas within a time frame.

LP 11 - Parent/Guardian and Student -

Parents or guardians of each student will take the student's temperature and assess identifiable symptoms each morning.

Parents or guardians will check in through a Google Form on the school's website. Any student with a fever of 100.4 degrees F or greater (38 degrees C) or a coronavirus symptom (see Appendix A) will not report to school.

LP 12 - Designated Individual -

Staff and faculty will "check-in" to the principal prior to arriving at school. Check in by 6:30.

Staff and Faculty who remain at home based on the presence of fever or coronavirus symptoms, will not be allowed to report back to school until a "fever-free" period of 48 hours has elapsed AND they have been cleared by a physician's note.

Students will be checked in by their parents prior to the school day opening to the school office. Check in by 7:15. Office personnel will review the check-in list of students beginning 7:30.

Any child not included on the list, will be checked by school personnel (teacher, office attendants, nurse). These evaluations will be

recorded.

A school nurse will monitor and evaluate student health throughout the day.

- Professional development on student care during COVID-19 pandemic will be made available to all staff and faculty.
- Protection, health and safety efforts at St. Joseph School will be based on CDC protocols for these evaluations, including required PPE - gloves, face shield and masks.
- Student privacy will be guarded following FERPA and HIPPA regulations.

Following current school procedures, parents will be notified when their child is evaluated by the nurse for any purpose, including temperature and symptom evaluation. A daily log of student evaluations is kept in the nurse's office.

LP 13 - Other Methods of Verification and Symptoms

St. Joseph School will utilize the diocesan recommended symptom screening survey and provide temperature checks as needed to assure that each child has been reported and is verified healthy for the day.

Any student found to present with symptoms listed on the evaluation instrument will be quarantined in an isolation room to rest quietly until parents are notified and come to pick up the student.

The student will not be allowed back at school until a "fever-free" period of 48 hours has elapsed AND when the student has been cleared by a physician's note.

Staff who remain at home based on the presence of fever or coronavirus symptoms will not be allowed back at school until a "fever-free" period of 48 hours has elapsed AND they have been cleared by a physician's note.

LP 14 - Attendance -

Student attendance at school is critical for their social, emotional, spiritual and academic growth. Understanding the unique circumstances that St. Joseph School must operate during the 2020-2021 school year, a best faith effort will be the expectation from our partner families.

All students will follow the attendance reporting procedure for calling in an absence. This policy will follow students who attend either in person classes or SJY Connected Education.

Student Vacations during COVID

Beginning November 10, 2020 families who choose to leave school to vacation will follow the standard school policy of time out of school for vacation purposes. The request to be out of school will be sent to the school office for approval, any work that students miss will be made up upon the return to school. No work will be prepared prior to the trip by teachers.

If a vacation is planned during COVID, families will report the destination and dates during which students will be out of school. If families choose to travel to a COVID identified hot spot/"red state"/area, students will quarantine for the required 10 day period.

Work missed during this time will be made up upon the return to school.

Students are not automatically admitted to SJY Connected Education, which includes Zoom meetings and Google Classroom, unless families commit to attend online until the next scheduled reentry date. This requires a commitment of between 2 – 7 weeks of online learning.

Logistics and Planning

- Developing protocols for social distancing in the classroom.
- Developing scheduling options to facilitate reduced capacity at school.
- Developing any necessary protocols for wearing face masks including creating plans for students with sensory issues.

LP 15 - Structure of Classes/Cohorts -

Green Phase:

Preschool - Self-contained cohort

Classroom will be set up with tables of assigned spaces for each student.

Individual cubbies will be assigned to each child.

Students will be spaced three-four feet apart.

Spacers will be provided.

Kindergarten - Self-contained

Classrooms will be set up with tables or desks of assigned spaces for each student.

Students will be spaced three-six feet apart.

Spacers will be provided.

Grades 1-3 - Self-contained cohort

Classrooms will be set up with desks facing the instructional area as designated by the teacher.

Desks will be spaced between three and six feet apart.

Each student desk will be equipped with a transparent desk shield.

Grades 4-6 - Self-contained/developmental cohort

Classrooms will be set up with desks facing the instructional area as designated by the teacher.

Desks will be spaced between three and six feet apart.

Each student desk will be equipped with a transparent desk shield.

Teachers will travel with instructional carts.

Yellow Phase:

All Green Phase protocols will be followed with the addition of:

Students will wear masks during designated times within the school.

Note:

Every homeroom will be equipped with a daily record form on which the names of all individuals (students, staff, faculty, visitors, etc.) who enter the homeroom will be recorded.

LP 16 - Face Masks/Shields -

Green Phase:

We intend to welcome all students to return to school in person in August 2020. The school will make every effort to adhere to federal and state social distance guidelines and the CDC standards during the entire school day. The students will always be seated at a minimum of three feet apart, the WHO standard, if a six-foot distance is not feasible. When students are not able to be seated six feet apart, face coverings will be required, per the PA DOH order of July 1, for all students age two and older.

Since PA DOH allows for face shields as an alternative to face covering, St. Joseph School will use this alternative coupled with the desk shields during instructional time. Masks will be expected for times when students must move throughout the building - bathroom trips, arrival, dismissal, exiting for recess. Students may wear a mask anytime throughout the day.

Yellow Phase:

Since PA DOH allows for face shields as an alternative to face covering, St. Joseph School will use this alternative coupled with the desk shields during instructional time. Masks will be expected for times when students must move throughout the building - bathroom trips, arrival, dismissal, exiting for recess.

In both phases:

Staff members will wear face shields or masks as needed. **Face shields will only be used by teacher during direct instruction. Students will use masks as face coverings only, until further notice. Any exception to this must be granted by the administration.**

Outside areas will be designated as learning spaces.
Inside spaces will be ventilated with open windows.

St. Joseph School will provide face shields to each student and staff member.
Face masks will be available to students and staff in emergency cases, as needed.

Each student should have a face mask available for use during school hours which is provided from home. We continue to review best options and are recommending the neck garter type which can be easily placed on or off as needed. We ask that parents please coordinate masks as a part of the uniform, choosing plain blue, black, white, red, yellow or green options.

LP 17 - Classroom Environment and Spacing -

All non-instructional items will be removed from the classrooms to maximize social distancing spaces.

Teachers will be instructed to use outside spaces when feasible to increase fresh air.

Classroom will ventilate rooms with open windows when feasible to increase fresh air.

Our air conditioning system provides 330 cfm (cubic feet per minute) of outside air, which would allow for 33 people to occupy each room based on recommended ventilation rates.

For small group work in the classroom -- defined as a maximum of four individuals, including the teacher, facing one another and engaged in teaching and learning activities -- the group may face one another and collaborate for a limited period of time, if: a) they all wear face masks AND b) they are at least six feet apart.

Logistics and Planning

- Creating a plan to handle confidentiality issues
- Reviewing and updating the Emergency Contact Plan

LP 18 - Coronavirus Parent Information -

To assure our parents' full understanding of the abilities and expectations of St. Joseph School, they will be provided with copies of informational notices, which they will acknowledge receiving, with verification of a signature. These forms will be provided by the Office of Catholic Schools from the Diocese of Harrisburg.

These will become an addendum to the Family Handbook.

LP 19 - Coronavirus Confidentiality -

St. Joseph School will utilize the diocesan provided communication template to inform staff and parents of a diagnosed or presumed positive coronavirus infection. This will be one of the notices provided - see LP18.

Current procedures will continue to be followed to record and store personal information in locked files.

LP 20 - Emergency Contact Plan -

St. Joseph will follow its current emergency contact plan.

The school office will use the Notify feature of our school information system to inform parents of emergencies and the actions that need to be taken for an emergency dismissal.

Information for parents, students and staff is kept in the SIS. Periodic reminders will be sent to assure that emergency contact information is updated.

LP 21 - Communication and Quarantine -

St. Joseph School will utilize the diocesan provided communication template to inform staff and parents of a diagnosed or presumed positive coronavirus infection.

If one student in a class is diagnosed with coronavirus or has a presumptive positive test, that student and his/her family will quarantine for a period of time determined by the school in consultation with the board of health. **The same applies for staff. Students or staff who are symptomatic will quarantine until they have tested negative for Covid 19 or have fully recovered based on CDC guidelines. The school will consult with the Office of Catholic Schools and the board of health on such matters.** If more students become ill, the school will consult with the board of health and the Office of Catholic Schools to make determinations on when to have the whole cohort, or possibly the whole school, quarantine.

Determination on who in the school community will quarantine will come from current guidance from the Office of Education in conjunction with CDC and the recommendations of the board of health.

Each classroom will maintain a daily record of individuals who enter a classroom or other gathering space. This list will be provided to health and diocesan officials to assist in making contact with the school community.

St. Joseph School works closely with several LEA (local education agencies) or school districts to transport children to our building. This contact will continue to be closely observed to assure that students from our school are being protected to the highest possible degree to mitigate and minimize student illness.

Decisions for St. Joseph School will be made in conjunction with the CDC, PA DoH, Diocesan recommendations.

As of December 7, 2020: quarantine for a CONTACT of a Covid-positive person will now be 10 days and not 14 days. It is imperative that that contact (student) return to school ONLY when fever free, asymptomatic and fully well.

Covid-positive cases in our schools will still need to quarantine for 10 days from onset of symptoms. The CDC reduced that number of days, but we are NOT following that reduction.

For travel out of state and out of the country, the quarantine is now 10 days, and not 14, for our schools.

Schools will not be able to take field trips until further notice and permission from the Secretary for Education.

When informed of a positive Covid 19 test, or presumed positive test, among students or staff, the school will:

- isolate the affected individual;**
- inform the parents of the affected student and have the child picked up immediately;**
- inform the Office of Catholic Schools and the board of health;**
- inform all school staff and parents;**
- create a complete contact list for the affected individual;**
- and prepare to take the necessary steps for cleaning and quarantine.**

All schools, school staff and school community members will abide by the requirements of the State of Pennsylvania on travel restrictions and quarantine. Anyone entering PA from the states listed in the order “will need to quarantine for 14 days.” See:

Close contact is determined using the 6-15-48 formula. Individuals are determined to be close contacts if they are unmasked within six feet of an affected COVID positive person for a period of 15 minutes of accumulated time within the last 48 hours.

Logistics and Planning

- Procuring the necessary supplies for hygiene like hand sanitizer, wipes with bleach, etc.
- Creating a plan for deep-cleaning of facilities and high touch areas daily, between alternate schedules, in the case of positive cases, etc.

LP 22 - Responsibilities and Protocols -

St. Joseph School is dedicated to keeping all community members safe while working diligently to provide a consistent and engaging education experience for its treasured students. In doing so, we are planning to provide health and safety protections recommended by health authorities that have the best interest of all individuals.

By agreeing to attend St. Joseph School, the expectation of our families is that each will comply with the determined safety measures outlined in the reopening plan, student handbook and addendum COVID-19 responsibilities, to assist our school in being as successful as possible in mitigating and minimizing virus spread.

We will work in partnership to keep our students and staff safe, which may include protective equipment, helpful reminders, conferencing and any other helpful, positive steps to lift up the efforts of SJY.

LP 23 - Hygiene Practices -

Each classroom and other spaces will be equipped with touchless hand-sanitizing dispensers for use when hand washing is not feasible.

Students will be directed to use handwashing at least four times during the day.

Hand washing or sanitizing happens -

- At arrival
- Before and after snack and lunch.
- When leaving for, and arriving from recess.
- At dismissal.
- During trips to the bathroom.
- Before and after using recess or PE equipment,
- Any other time deemed necessary by a student or teacher.

LP 24 - Cleaning Plan and Schedule -

The maintenance crew at St. Joseph School is drafting a cleaning schedule of all spaces, surfaces and high touch areas.

A daily cleaning checklist will be maintained to communicate across the team.

Cleaning supplies are being provided to classrooms for cleaning of areas that may need to be addressed when needed (after snack or lunch, high touch activity, etc.)

A written clearing plan will be provided to the parish religious education program to assure that cleaning and sanitizing takes place after each use.

Logistics and Planning

- Periodically surveying stakeholders to evaluate programming and support and make adjustments.

LP 25 - Survey -

Following diocesan expectations, St. Joseph School will survey all families for feedback back on the opening of our 2020-2021 school year by Thursday, September 3, 2020.

A second survey will be provided for family feedback by Thursday, October 1, 2020.

Creating and Maintaining Community

- Maintaining daily rituals (daily announcements, prayer, etc.)
- Creating community and connecting with students in new school configurations
- Facilitating community and connection with faculty and staff
- Developing authentic ways for parents to connect with the school community in a virtual world
- Structuring social opportunities for students and families

CMC 1 - Community and Culture -

St. Joseph school enjoys a culture of joy! In the time of isolation, many attempts were made for, and enjoyed by, our families to lift the spirits of our community. Our development staff continues to work and plan for events that provide for compliance to all health and safety mandates, while keeping the purpose of bringing joy to the families who attend our school.

We are currently anticipating our Sixth Grade Sending forth, Race for Education, New Family Orientation and uniform exchange all planned to take place within the guidelines of CDC and PA DOH recommendations.

We are a people who believe in Jesus Christ and His resurrection. Our hope remains in Him and we look to His teachings and example to guide our words and actions, even in this time of uncertainty. We prayerfully ask the Holy Spirit to envelop our school community, give us strength, knowledge, and fortitude to sustain us as we navigate these efforts.

CMC 2 - Communication -

St. Joseph School has been providing communication to its families via a weekly newsletter, coupled with a few video messages, through the school closure and summer months.

Understanding that this is a time of many questions, we will continue to update our home page on the website with new FAQ's beginning in August 2020. This reopening plan is scheduled for distribution to our families through notice in the newsletter, and NOTIFY messaging system, of its placement on the website during the week of July 20, 2020.

Parish bulletin notices will be shared with the greater parish community of the school's plans and updates regarding the 20-21 school year.

CMC 3 - Online Communications -

St. Joseph School's homepage on the website included a specific COVID-19 information space beginning shortly after the school closure of March 2020. We will continue to use this space to provide our school community, and beyond, with the measures that we are taking to keep our families safe. It includes news, announcements, FAQ's, contact information and parent resources. School reopening and information for the upcoming school year will be the focal point of this space now.

Teachers also maintain communication plans that include weekly announcements via online platforms.

CMC 4 - Parent Connections -

St. Joseph School is exploring new and innovative ways in which we can bring parents together while observing social distancing guidelines.

We currently have mentor parents reaching out through electronic means to introduce new parents to our school and provide familiarity for our new families.

We expect to arrange former person-to-person contacts like back to school, open houses, and parent information nights into online experiences using several formats.

It is critical for our community to know, now more than ever, the importance of the Church's principle of subsidiarity: taking a problem to its source, and problems are best solved at the lowest level. If there are concerns on health and safety protocols or other concerns that need to be addressed, we ask parents to speak with school officials and not to post concerns on social media first or speak negatively in the community. This is the time for togetherness, solidarity and community; let's remember to keep our focus on what is most important.

Creating and Maintaining Community

- Onboarding students to orient to the new realities of the classroom and school
- Developing a differentiated on-boarding plan for students that are new to the school
- Adjusting recruiting and marketing practices to attract new families and maintain contact with those newly enrolled.

CMC 5 - Testing of Procedures and Facilities -

As St. Joseph School grows through the preparation plans to reopen, we will use the reopening committee to evaluate the feasibility of all measures put into place, as being acceptable for providing our school community a safe, healthy, and joyful educational experience.

CMC 6 - Marketing -

As we have been providing comprehensive messaging to our families throughout the school closure and summer months. St. Joseph School continues its effort to inform the school and parish community weekly.

Our development office is working diligently to create daily social media announcements, showing and reminding our community why they have chosen SJY for their children, while giving new families a view to the excellent programs we offer.

Creating and Maintaining Community

- Creating ways to mitigate stress responses in students, teachers, and families
- Enhancing approaches to support social emotional learning

CMC 7 - Catholic Identity and Social Emotional Health -

St. Joseph has always, and will continue to, guide and support our student's social, emotional and spiritual well-being. School-wide prayer throughout the day (morning, noon and end-of-day) incorporates relevant community intentions. Teachers use prayer to begin and end classroom activities, including rosaries, meditations, private and communal prayers.

Beginning in 2019 SJY implemented " Growth Mindsets in the Classrooms" and continues to strengthen these efforts to build disciples through holy virtue and character building.

The guidance counselors collaborate with our classroom teachers to reinforce the social/emotional growth of our students, and are willing to continue to do so.

CMC 8 - Safety, Health, and Wellness Team -

Teaming the school nurse, guidance counselors, administration and faculty, St. Joseph will support the health, safety and wellness of its students throughout the pandemic and beyond as its mission of developing disciples of Christ for our world.

We have been blessed to have members of our school community support the children and teachers of our school by coming into the classroom and offer enriching experiences that assist in growing and supporting our students. We hope to find innovative ways to virtually continue these opportunities until they can resume again, in person.

Curriculum and Instruction

- Ensuring all instructional experiences include modeling, guided instruction, collaborative work, and independent work rather than over-reliance on independent work during remote learning. This requires strategic use of synchronous and asynchronous lessons.
- Varying the way content is delivered to students and the way students can demonstrate their understanding
- Engaging students through setting a purpose for the work and providing choice in the process and product of the work.
- Ensuring all learning is respectful. Students are not given busy work to fill time or provide an item to grade. Videos and apps are age-appropriate.
- Creating year-long plans to facilitate more meaningful, interdisciplinary units that can be delivered face to face or remotely
- Utilizing frequent and varied formative assessment methods in both face-to-face and remote learning.
- Meeting in small groups or one-on-one as needed for connection, instruction, and assessment.
- Reviewing and implementing best practices in synchronous and asynchronous instruction to meet student needs and engagement.

CI 1 - Quality of Education -

The principal keeps written records of informal “walk through” visits to classrooms.

Three versions of lesson plan templates are used by faculty to provide consistency across all grades.

Student assessment data is evaluated by the faculty to formalize instructional paths.

The principal visits Zoom meetings held by teachers across the grades.

CI 2 - Distance Learning and Blended Instruction -

St. Joseph School will be providing SJY Connected Education, an online education option to “brick and mortar” programming, for students who are not comfortable to return to in-person learning. This program will be offered to any student who will need to experience a long term absence from school.

There will be a special introductory session offered to parents and students to clarify the expectations of this program.

Following the procedure of the Spring of 2020, all teachers of SJY will be managing online instruction with the LMS, Google Classroom and the many extensions that are provided through the G Suite for Education.

School-wide Professional development will be provided to the faculty beyond their personal professional development. Implementing best practices of online and blended learning will be the focus. Several teachers are now Google Certified.

Each classroom will provide simultaneous instruction to students attending SJY Connected Education, as needed.

All teachers are equipped with the necessary components to provide SJY Connected Education.

Teachers will be required to prepare lesson plans to be used in either the face-to-face or online environments. Technology will be integrated into lessons and students will be instructed in its use within the regular learning day.

CI 3 - Interdisciplinary Work and Engaged Learning -

Integrating the Catholic Faith into all content areas has been a practice of the teachers for several years.

Authentic, engaging instruction allows for greater mastery in all content areas. Partner, special and departmental teachers have begun

the conversations that will allow all teachers to integrate objectives and meet the “super standards” of the curriculum.

Specific professional development sessions are planned to strengthen engagement in both standard and online instruction.

CI 4 - Specials and Electives -

St. Joseph School will make every effort to maintain the “special” programs that have been a valuable part of our curriculum for many years. Special classes will be held in the regular classroom during the 2020-2021 school year or until it is deemed safe to move students throughout the school.

Providing extra-curricular activities, (band and choir) will be done based on the recommendations of the CDC and PA DOH as we move closer to the opening of school.

Students will use personal supplies for any activities and sharing of materials will be greatly limited. If it is necessary to share items, proper sanitizing will take place between student use.

CI 5 - Substitutes -

St. Joseph School works with several very dedicated individuals who serve our students when their teachers can not be with them. The 2020-2021 school year will generate a number of scenarios in which we will use the services of these individuals. When substitutes are not available to assist in our classrooms, SJY will use the special teachers that they employ as needed to supervise and instruct our students.

Curriculum and Instruction

- Coordinating assignments, deadlines, projects and assessments among teachers to ensure a manageable workload.
- Utilizing authentic assessments rather than an over-reliance on tests.
- Evaluating grading practices to ensure grades reflect progress on standards rather than dispositions such as responsibility or work ethic.
- Making adjustments to school-based services plans for students with disabilities to account for accommodations and modifications needed in a remote learning environment.
- Ensuring meaningful support is provided for English Learners and their families including that teachers, students, and parents are adept at utilizing translation tools.
- Creating an “early warning system” to identify and intervene with students who may be exhibiting academic and/or behavioral concerns.
- Develop a plan for benchmark screening and intervention delivery during face-to-face and remote learning.

CI 6 - Intervention -

St. Joseph School will be utilizing the Renaissance STAR assessment for all students, no less than three times throughout the school year.

The early assessment will provide a baseline measure to each student, and instruction levels and grouping will be determined based on these assessments.

Several options are being explored to continue the FUN intervention program in our primary grades in both the in-person and virtual environments.

St. Joseph School has delivered a strong intervention/ instructional support/enrichment program for many years to support all its students. We will continue to use this program in its many facets to strengthen the progress of its students and program, regardless of its delivery format.

CI 7 - Testing and Grading -

Renaissance STAR tests can be used to establish academic proficiency in early literacy, reading and math. STAR tests can be used reliably once a month in order to chart progress (each of the three tests takes about twenty minutes) and all students will take the tests in three testing windows each year. The STAR tests are excellent tools to be used in intervention and academic support. If needed, STAR tests can be taken from home under parental supervision.

Students' level of achievements will be provided to parents in the standard reporting periods, each trimester.

Teacher professional development will provide teachers with several alternatives to measure learning, mastery and growth in both in-person and online environments.

The use of Unit planning will provide ample opportunity for teachers and students to assess the learning that takes place both in the regular and online classroom.

Curriculum and Instruction

- Avoiding new initiatives and protecting professional learning time for teachers to develop flexible learning plans for next year.
- Adjusting curricular and supply orders to reflect the most useful tools for both face-to-face and distance learning.

CI 8 - Academic Standards -

Authentic, engaging instruction allows for greater mastery in all content areas. Partner, special and departmental teachers have begun the conversations that will allow all teachers to integrate objectives and meet the “super standards” of the curriculum.

Assessments upon return to classes will apprise teachers of the intervention/instructional needs of all students. These needs will be addressed individually and class-wide, to support ongoing progress of all students.

Maintaining our Catholic Identity in Virtual Spaces

- Providing opportunities for school-wide Eucharistic celebrations and other prayer services, involving students in the planning.
- Invite parents and families to join in virtual prayer and faith life activities.
- Creating explicit service activities that can be completed in a virtual community.
- Continue to integrate Catholic worldview and gospel values with content lessons.
- Created a plan for both Pastor and Principal to be present and visible.

MCI 1 - Spiritual Focus -

St. Joseph School will continue to celebrate its “Virtues” program. The strong Catholic identity will continue during this time of uncertainty by placing our faith in God, knowing that His love surrounds us and will give us the strength to hold, and lift each other up!

We look forward to celebrating the virtues of faith, hope and love, this year, reflecting on the lives of the holy people of our Faith, holy people of our world, and holy people of our school community.

MCI 2 - Mass -

Attending weekly Mass is one of the most important celebrations that we offer our students, and is very important to our mission. St. Joseph School will follow all current Diocesan guidance regarding norms for attendance at Mass during the coronavirus pandemic by the Diocesan Office of Divine Worship to celebrate Holy Mass weekly. Socially distancing will require an alternating schedule of student attendance in church. When students are unable to celebrate in the church building, attendance will take place through the live-stream as it did during the spring of 2020.

Entrance in the church and seating areas will observe guidelines to restrict the interaction of cohorts during attendance at Mass.

MCI 3 - Sacraments -

It is a blessing to St. Joseph Parish that our school students have received the sacrament of Reconciliation and Eucharist during the summer of 2020.

Father Steve and Mrs. Eck will be conferring to determine the feasibility of students receiving the Sacrament of Confession throughout the school year in a way that follows socially distancing requirements.

MCI 4 - Allowing Students to Serve -

St. Joseph School will explore the opportunities we can afford our student leaders to be a part of the Mass, morning, mid-day and dismissal prayers, and other liturgical celebrations throughout the school year. We will follow directives provided from the Office of Worship of the Diocese of Harrisburg.

MCI 5 - Parental Involvement -

St. Joseph School has enjoyed the blessing of special parent groups supporting our school through prayers. We will coordinate this continued practice through the connection of our faculty spiritual committee and parish staff organizers.

MCI 6 - Virtual Service Activities -

The spiritual committee of the SJY faculty have been planning special activities that embrace the “virtues” theme under which St. Joseph School celebrates each day at school.

Providing service to our wider parish, local and global community, students will continue to experience the love and value of service to others.

MCI 7 - Presence -

Fr. Steve and Mrs. Eck have, and continue to, provide every effort to communicate with students, families and staff to offer spiritual, emotional and communal support to St. Joseph School.

Weekly newsletters, Masses(live and live-streamed), classroom visits, retreats both virtual and live are all part of the spiritual life of our community and will continue to be a priority.

Technology

- Creating an at-home learning schedule that incorporates best practice in both synchronous and asynchronous learning.
- Coordinating consistent apps and platforms across grade levels.
- Developing learning plans that offer rigorous learning for those without predictable access to online learning.
- Identifying ways for school-owned devices to download new technologies (once they have left school).
- Ensuring school safety policies exist including training of digital citizenship for all device users, use of student passwords, protection provided by a school firewall, etc.
- Surveying school population to determine what equity and access to technology exists.
- Providing a pick-up line with social distancing for families to pick up devices.

T 1- Accessibility -

School bandwidth was recently expanded in 2018. PJ Piccone, technology manager is reevaluating the needs of our technology within the building. These needs include the addition of Renaissance STAR testing being initiated for all students K-6 beginning in September 2020.

Although a recent survey, responded to by most of our families, indicated that most of our students have access to devices and the Internet at home, St. Joseph School is making provisions for students who need a dedicated learning device for use during SJY Connected Education or an extended quarantine period. Chromebooks are being provided for this use.

T 2 - Health, Paper and Technology -

Google Classroom will be used as the LMS for online teaching at St. Joseph School, and in preparation for any need, teachers will instruct students at all grade levels in its use. Google Classroom will be integrated into the regular classroom learning. Parent information will be provided to families on ways it is being used in various classrooms.

Professional development prior to school's opening and at monthly faculty will provide tools to teachers and students in creating paperless assignments. Other student work will be completed in personalized journals, folders and work options.

When papers are collected, schools should allow 48 hours to pass before a staff member handles the papers. Anyone handling the papers in the school environment before 48 hours elapsed must use proper gloves as PPE. Likewise, library books and similar materials should not be handled for 48 hours without gloves once the materials are used. Staff are asked to bring a minimum number of items from home to school and vice versa to avoid potential contamination.

T 3 - Digital Citizenship -

Each homeroom teacher will provide digital citizenship instruction to students following diocesan curriculum guidelines. This grade level instruction will begin by September 30, 2020 and will be reviewed throughout the year.

Appendix A: Example School Symptom Screening Tool - PDE Guidance for Reopening Schools

- Employee or Student Name:
- Assigned Cohort:
- Temperature:
- Has the student/employee taken any medication to treat or reduce a fever? If so, when?
- Is the student/employee experiencing any of the following
-

Group A 1 or more symptoms	Group B 2 or more symptoms
<ul style="list-style-type: none"> • Fever (100.4 or higher) • Cough • Shortness of breath • Difficulty breathing 	<ul style="list-style-type: none"> • Sore throat • Runny nose/congestion • Chills • New lack of smell or taste • Muscle pain • Nausea or Vomiting • Headache • Diarrhea

- **Stay home or go home if a student/employee has: one or more symptoms in group A, two or more symptoms in group B, or has taken fever reducing medication.**

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

Appendix B - Resources

The following are resources that may be helpful to schools in these conversations:

- CDC coronavirus symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- CDC strongly advocates for schools to reopen, July 2020:
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/reopening-schools.html>
- American academy of pediatrics guidance June 2020:
<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- PDE on face covering mandate in schools:
<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx>
- Guidance on k-12 athletics from PDE:
<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolSportsGuidance/HealthSafetyPlanningGuide/Page/default.aspx>
- CDC guidance on when to quarantine and exposure to Covid:
https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html
- Catholic Mutual suggests a particular temperature scanner that schools could lease. <https://www.safecheckusa.com/sales-and-leasing/>
- PDE June 3 preliminary guidance:
<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/Pages/default.aspx>
- PDE research with REL: <https://ies.ed.gov/ncee/edlabs/regions/midatlantic/pdf/ReopeningPASchools.pdf>
- What was learned on transmission from child care centers that stayed open:
https://www.npr.org/2020/06/24/882316641/what-parents-can-learn-from-child-care-centers-that-stayed-open-during-lockdowns?utm_term=nprnews&utm_source=facebook.com&utm_campaign=npr&utm_medium=social
- Boston Globe: Listen to science and open schools
https://www.bostonglobe.com/2020/07/20/opinion/listen-science-reopen-schools/?p1=HP_Feed_ContentQuery
- Forbes article on simultaneous/concurrent teaching:
<https://www.forbes.com/sites/tedladd/2020/06/19/optimizing-concurrent-classrooms-teaching-students-in-the-room-and-online-simultaneously/#1db7a8853451>
- Relationship building at the start of school: particularly critical now <https://www.cultofpedagogy.com/relationship-building/>
- NWEA research on learning loss: https://www.nwea.org/content/uploads/2020/05/Collaborative-Brief_Covid19-Slide-APR20.pdf
- Nine Ways Online Teaching Should be Different from Face to Face Teaching: <https://www.cultofpedagogy.com/9-ways-online-teaching/>

Appendix C - Positive Case Notification Letter (Sent on Letterhead)

Dear St. Joseph School Families and Staff,

The purpose of this letter is to inform you that a member of our school community has tested positive for COVID-19. I am currently in communication with the Pennsylvania Department of Health and diocesan officials to ensure that we are following all the appropriate protocols.

Steps which are in process, or have been completed are:

- 1. Communication with appropriate authorities and contact tracing has been initiated.**
- 2. Individuals considered close contacts through the consultation with PA DoH and diocesan officials, will receive further notification regarding the need to quarantine, if necessary.**
- 3. The infected individual is following PA DoH recommendations for quarantine.**

Having evaluated the situation, the school has determined that at this time, the building will remain open.

We are confident that our students and staff are well protected through the measures that we take to clean, sanitize, and monitor the health of our community. We thank you in advance and ask that you continue to assist in our efforts by sending your student's health check every morning by 7:15, contacting your primary care physician/office when symptoms appear, and keeping your child at home when they are ill.

At St. Joseph School, we know that we can limit the impact of the virus through the continued diligent work of both the school and our families. Thank you very much for partnering with us in mitigating COVID-19.

Sincerely,

Mrs. Corrinne A. Eck, Principal