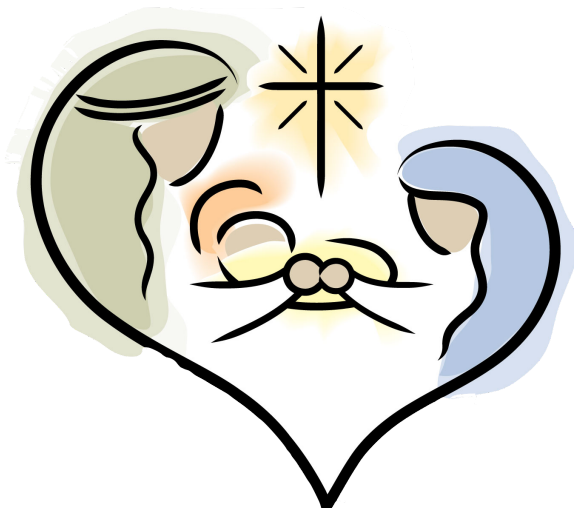


# Nativity of Our Lord School



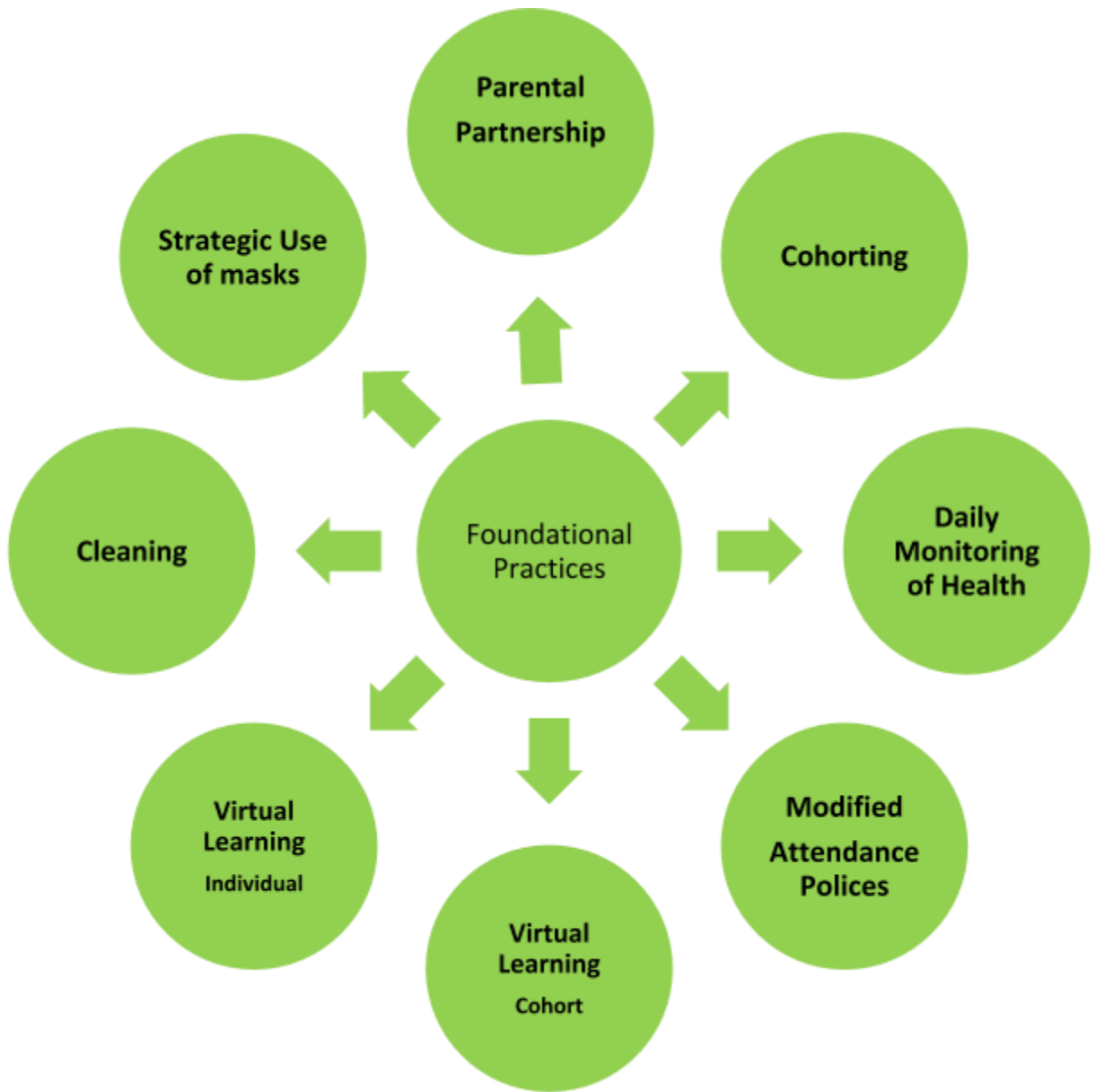
**Catholic Schools Onward**  
*Best Practices and New Opportunities as We Move  
Forward*

**Guidance and Procedures**



# Index

| <b>Page</b> | <b>Topic</b>   |
|-------------|--|
| 4           | Introduction and Philosophy to Best Practices  |
|             | <b>Building Operations</b>   |
| 7           | Entering the building  |
| 7           | Daily monitoring of health   |
| 7           | Lunch  |
| 7           | Recess   |
| 8           | Strategic use of masks   |
| 8           | Traveling within the building  |
|             | <b>Classroom Operations</b>  |
| 9           | Room/ seating design   |
| 9           | Exchange of materials  |
|             | <b>Virtual learning</b>  |
| 10          | For individuals who are unable to attend   |
| 10          | For full cohorts   |
|             | <b>Other</b>   |
| 11          | Restrooms, Assemblies, Volunteers, After School Activities,<br>Field Trips, Back to School Nights, Learning Support and Catapult |



# ***Introduction & Best Practices and New Opportunities as We Move Forward***

## **Introduction**

This document will provide information regarding the plan to return to Brick and Mortar learning for the 2020-2021 school year. The principles listed below will allow us to remain open and use virtual learning for those that have been identified with COVID-19 or in situations in which a parent feels working from home is beneficial.

## **Partnership**

Catholic elementary schools are inherently a partnership between the parent and the school. At this time, an even greater partnership is needed. It is our goal to open up this school year and to remain open. This cannot be possible unless the school and the parents agree on the importance of monitoring a child's health on a daily basis. **Most importantly, this means that parents need to keep their children home who are experiencing symptoms - such as fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.** When symptoms persist, the child should be seen by a doctor, and medically cleared to return to school. With parental cooperation, we will be able to keep the schools open and safe.

## **Cohorting**

Cohorting is recommended by many health organizations as an environmental measure to prevent the spread of disease. Some large school systems are using it as the only method of prevention to control the spread of the COVID-19 virus. Although our school will be using other precautionary measures, cohorting will be a major part of the plan. With this, we will keep groups of children together for the entire day. They will attend lunch, recess, and classes as a cohort. Cohorting allows for much easier contact tracing. If a case of COVID-19 were to surface, smaller groups of students would need to be quarantined at home. We would work with the Bucks County Health Department to determine who needs to

quarantine. While determining who needs to quarantine, the cohort would continue virtual learning at home.

### **Social distancing**

Social distancing is also a fundamental practice in all of our procedures of operations. Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Keeping distance from others lessens the chances of catching COVID-19. Travel in the hallway, lunch periods, and classroom instruction have all been planned to maximize social distancing in coordination with County Health Guidelines.

### **Strategic use of Masks**

Masks will be mandatory in certain situations for certain age groups, such as travel in the hallway, on the bus, classroom situations with non-cohort members, or when travel about the classroom is necessary without effective social distancing. When students are at their desk, they may remove their masks. Using these principles, students then can remain mask free for the majority of the day, unless a parent indicates they would like their child to keep their mask on the entire day.

### **Cleaning**

The school will increase the cleaning of common areas and highly used features such as door knobs, handrails, and counters. Students are encouraged to bring their own water bottles to school, as common water fountains will not be in use. We will have water stations available with bottle fillers. With this enhanced cleaning, a safer environment can be established.

Classrooms will be professionally sanitized at the end of each day. This will allow students to enter in the morning into a sanitized classroom.

### **Monitoring health**

Every day, teachers will be reminded to check the health of their students throughout the day. Students' temperatures **will not** be taken in a whole group setting.

## **Virtual/Cyber Learning**

1. Families who opt to participate in cyberlearning at the start of the year in order to meet their family needs will be placed in a homeroom with students in class. Students will be able to follow their daily schedule virtually and complete work via Google Classroom. They may not be able to see the entire class, but they will be able to see and hear instruction. They also will be able to work independently from home and work in groups virtually.
2. If a child is sick, or a parent suspects the child may be sick, we will have a virtual option where the child can participate in their grade level. Materials will be exchanged through Google Classroom or SeeSaw.
3. In the case where a cohort has been dismissed from school and COVID-19 has been identified, the cohort will utilize distance learning for the isolation period. Direct Instruction will be delivered through a virtual platform, with reliance on Google Classroom.
4. Students may need to come to school, either to a quarantine room or before/after school hours, to complete certain assessments.
5. If a student is going to attend virtually, the school should be notified. You should notify the school by emailing **virtual@noolp.org**

## **Modified Attendance**

Children will be marked as present if they attend class in person or virtually present if they are logged in and complete their work. Upper grades will be expected to attend each class. Only when children cannot or do not participate in any of the virtual lessons, will they be marked absent.

## **Daily Monitoring of Health**

Students' temperatures should be taken first at home by parents/guardians. Any report of illness by a student will result in their going to the nurse for evaluation.

# Building Operations

## Entering the School Building

Students may arrive between 8:00AM and 8:25AM

- Bus Arrival
  - Students arriving by bus will enter the school building through the B door. They will be given hand sanitizer by the teacher on duty and are required to wear a mask. They are to go directly to their homeroom.
- Car Line Arrival
  - Students arriving by car will enter the school building through the D door. They will be given hand sanitizer by the teacher on duty and are required to wear a mask. They are to go directly to their homeroom.
- Pre-K Student Arrival
  - Students will enter the MMC and be given hand sanitizer by the teacher on duty and are required to wear a mask. Students will follow taped lines to help follow social distancing and direction to the classroom.
- CARES
  - CARES will still be open at 7:00AM for morning drop off.

## Lunch/Recess

### Snack

Pretzels will be ordered. They will be delivered to the classroom and passed out by the teacher wearing gloves. Students will not be permitted to pick their own pretzels.

### Lunch

- Students will eat lunch in their classroom with the following exceptions:
  - 7th grade students will eat in the hall every day

- Grades 1-4 will each have 1 day per week to eat in the hall
- Grades 5,6, and 8 will each have 1 day per week to eat in the hall
- Students will be in assigned seats.
- Students will enter the hall with their masks on. Students will leave the hall with their masks on.
- Students will sanitize their hands when entering the hall and when leaving the hall.
- Students will be called by homeroom to pick up their lunch. Masks must be worn. Individual, wrapped lunches will be handed out to the students by aides with gloves and masks.
- Hot lunch will be delivered to each classroom.
- Lunch times will be extended to provide enough time for all. 12:25-12:50 and 12:50-1:15.
- Tables will be sanitized between lunches.
- Early Childhood students will continue to eat lunch in their classrooms.
- There will be no parent volunteers allowed for lunch. Teachers will be utilized to cover the lunches.

### **Recess**

- Students will remain in cohorts during outdoor recess on the blacktop.
- Areas will be designated for each cohort.
- No equipment will be allowed.
- Students will remain in the classroom in the event of bad weather.
- Students will do their best to maintain social distancing, but it cannot be guaranteed.

### **Dismissal**

- Students will put their masks on after prayers.
- Car line will be dismissed as normal. Parents will be asked to wear their mask and carry their yellow placard.
- CARES will still be in operation until 6:00PM

## **Use of Masks**

*\*Students and Teachers are required to have a mask at all times.\**



*\*Nativity are following the latest mask mandate\**

- Masks will be worn by everyone throughout the day
  - Students will be permitted to have “mask breaks”
- Students will continue to wear their masks in the following locations
  - Going to the bathroom.
  - Any walking within hallways ( going to the office, going to lockers, going to special classes, going to the lunchroom, etc.)
  - Entering and leaving the school building.

### **Traveling within the building**

- Students will be in the halls only when necessary.
- Students will be required to wear a mask and walk in straight lines when possible keeping about two arms length of space between each person.
- Changing for Content Areas: Teachers in grades 6-8 will be moving around to the different classrooms to instruct students in their cohorts.

## **Classroom Operations**

### **Room/ Seating Design**

Desks must all face one direction

- Desks must be 6 feet apart from center of desk to center of desk
- Teachers will remain in the front of the room or at his/her desk. If the teacher needs to work with a student, masks will be required.

Google Meet would be used for virtual teaching if/when necessary.

### **Exchange of materials**

Grades 3-8 are one-to-one Chromebook. *It is imperative that chromebooks come to school fully charged for the day. Students will not be able to charge throughout*

*the day. Chromebooks for daily loaning will not be available unless previous arrangements have been made.* Students will be using digital versions of books where applicable.

## **Virtual Learning**

### **Individual Students**

A virtual classroom is available for all students from grades 1-8. In this scenario, a parent will notify the school by email [virtual@noolp.org](mailto:virtual@noolp.org) to inform the school that the student is opting to attend virtually. If a student opts to attend virtually for an extended period of time, there may be assessments that need to be completed in person. This will happen either before or after school hours, or during school hours in a separate space from the rest of the school's population.

This option is available for yearly, monthly, weekly, or daily use. We understand that there will be times throughout the year where it is necessary to attend virtually. If the student is logged in and completes the daily work, they will be marked virtually present, which counts as attending school.

### **Full Cohort**

If a scenario happens where an entire cohort has to be virtual, the class will still function as it would in person, however the learning will all happen through Google Meet/Classroom. In this case, the students who are logged on and complete the daily work will be marked present.

# Other

## Restrooms

- Students will be able to use the restrooms at appropriate times and students will be required to wear masks.

## Assemblies

- At this time, there will be no assemblies or larger gatherings of our school community.
- School events will remain on the calendar and will be addressed as they arise.

## Volunteers

- At this point there will be no volunteers allowed in the building. Only those people who are staff, teachers, or students will be permitted to be in the building.

## After School Activities

- As of right now, all afterschool activities are on hold. We hope in the future this can be changed.

## Field Trips

- As of right now, there are no field trips planned.

## Back to School Night

- Back to School Night will be virtual on August 27th.
- This will be a Back to School Night for all grades
- Individual videos from each teacher will be posted on the website on August 27th.

**Parent Teacher Conference**

- Parent Teacher Conferences will be virtual.
- More details will follow on how to sign up for a time.

**Learning Support and Catapult**

- These services will continue with safeguards in place.