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## **St. Gregory Catholic School** **2020-21 School Year Plan & Procedures**

(Updated on 9/2/2020, this will be updated throughout the school year)

*“The proof of love is in the works. Where love exists, it works great things.” St. Gregory the Great  
“I have strength for everything through him who empowers me.” Philippians 4:13*

Dear Parents and Community of St. Gregory Catholic School,

We look forward to welcoming our Kindergarten - 8th grade St. Gregory Catholic School students back to campus beginning September 8th, 2020. Based on current and anticipated conditions related to COVID-19 and the need for a variety of safety protocols, this year will be different than a typical year.

This will undoubtedly be a year of reimagining. We will need to reimagine instructional methods, learning experiences, relational interactions, and how to address student anxieties. We will be asked to tap our inner resources of fortitude, perseverance, and patience. And we will be reminded every day that God is at the forefront of St. Gregory's, the school that we call home.

Our plan is based on three key principles:

1. safeguarding the health and well-being of our community;
2. advancing our mission of teaching, learning, and Catholic principles;
3. fostering and contributing to our STG community, the diocese and beyond.

As we continue into the 2020-21 school year, we remain mindful of the critical role human relationships play in the life and development of our students. More than anything, in-person, human relationships are at the heart of every student's learning experience. Those connections provide the foundation for inspiring and authentic learning. Undoubtedly, the coming year will present us with continued challenges, but also opportunities and blessings. May we remain patient and kind, and never forget each of us is experiencing this time with our unique perspectives, responsibilities, and situations. We are confident in our community's ability to respond with continued grace, patience, compassion, and genuine concern as we care for each other. WE are...Spartan Strong!

All in God's hands,

Your School Administration Team,  
Ms. Cook, Mrs. Gatson & Fr. Andres

## **Overview**

Since COVID-19 has impacted our daily lives, we have been developing policy, protocol, and procedures for preparing for the return of students. These are in line with public health guidance and recommendations. As the guidance and developments of COVID-19 evolve, we will continue to keep the community updated on its impact and changes to its operations and procedures. St. Gregory Catholic School's overall approach consists of health and safety information, the format for instruction, and faculty/staff/student guidance. The health, safety, and well-being of our students, faculty, and staff is our priority and at the center of our decision-making. We will continue to closely monitor the evolving situation. Additional adjustments to our plan and operations may be needed based on updated guidance from the Governor, Arizona Department of Health, Arizona Department of Education, the Diocese of Phoenix, the American Academy of Pediatrics (AAP), and the Centers for Disease Control (CDC).

## **Guiding Principles**

The health and safety of all our community members is of paramount importance, including the physical, mental and spiritual well-being of our students, faculty, and staff. Given our mission and values and St. Gregory's commitment to a relational model of learning, we will strive to find ways for students to be together while maintaining all social distancing guidelines. We are operating with the understanding that public health and safety guidelines related to school operations will likely shift multiple times during the duration of the COVID-19 pandemic. We are planning accordingly for the possibility of having to pivot quickly from one set of operating norms to another.

## **General Guidance**

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. There is a risk of COVID-19 exposure and spread when schools reopen, and it is important that families understand the risk/reward of allowing their children to participate. According to the CDC and state and local health authorities, there are three major areas of general safety that schools should focus on when considering reopening: appropriate social distancing, use of face coverings, and proper hygiene. These three areas will be the foundation of our plans to ensure the health and safety of all on our campus.

## ***A Community of Care & Compliance***

***All faculty, staff, parents, and students will be expected to abide by these new initiatives, to support a safe and healthy campus reopening, and to assume personal responsibility for keeping themselves and others as safe as possible during the COVID-19 pandemic. We are very grateful to our parents and families as we partner in this responsibility and with the common goal of keeping every St. Gregory community member safe and healthy.***

***The mission of St. Gregory Catholic School is to teach, practice and promote Christian values and to pursue excellence in education while living our Catholic faith in today's world.***

## Social Distancing

The CDC and the Maricopa County Department of Public Health highly recommend keeping at least 6 feet apart when encountering others. Appropriate personal distancing should be maintained in the classroom, in other indoor spaces, and outside. Opportunities for sustained exposure will be minimized by ensuring at least 6 feet of distance between people whenever possible. Areas where groups can congregate will be limited. It will be essential to use alternative locations and facilities on campus for spacing.

Personal distancing will be a key factor in use of campus resources. Some spaces that may not have been used before may become instructional space. Cohort groups will be created to minimize exposure while maintaining in-person community building. Face coverings and clear barriers will be used, when lack of appropriate distancing is apparent.

### *Personal/Physical Distancing Plans*

- Stay at least 3-6 feet (about 2 arms' lengths) from other people at all times
- Recess: During Phase 1, outdoor recess will not be scheduled. This is taking into consideration social distancing, as well as heat concerns. When safe, staggered recess times will be built into the daily schedule, beginning in Phase 2 or 3. This will include designating small groups/ setting specific areas for play, recess for all grade levels at planned times, and sanitizing of equipment.
- Morning and After school care will not be offered until at least after the first quarter. When it resumes, after school care will be with Innovation Learning. ALL families must register with them directly at [www.innovationlearning.com](http://www.innovationlearning.com).
- **Remote learning will be a parent option throughout the year.** In the event of a state mandated shut down, remote learning will be reimplemented and required of all students.
- At this time, students will be eating lunch in their classrooms and required to bring a sack lunch until at least after the first quarter. When our hot lunch program resumes, a pre-packaged lunch may be purchased for \$5.00 from Blue Willow Catering at [www.bluewillocatering.com](http://www.bluewillocatering.com).
- Every effort will be made to keep students with their homeroom classmates in their homerooms. Teachers will move to students, as opposed to students moving and mixing in multiple classrooms throughout the day.
- All non-essential items have been removed from the classrooms. The campus has been cleaned and sanitized by a professional cleaning company.
- Student desks will face in the same direction, with no sharing of supplies.
- Students will keep backpacks with them near their desk space. No lockers will be used at this time.
- Visitors are not allowed on campus at this time. Necessary visitors (e.g., parents, vendors) will be allowed by appointment only. Temperature checks & screening questionnaires may be utilized, and masks will be required. Visitors may be asked to sign a waiver and, if needed, will be escorted around the campus.
- The Shrine and Courtyard will not be available at this time for gatherings. There will not be Morning Assembly at this time.

- Mass will be offered to St. Gregory students, one grade level at a time, and with appropriate Mass protocols. At this time, choir is not possible. Mass may include live streaming for the rest of campus. Fr. Andres will keep us advised.
- Field trips, assemblies, large gatherings are postponed at this time.
- The CYAA has postponed (grades 5-8) fall sports and a decision regarding winter & spring sports is pending.
- No activities are permitted at this time. All planned activities will require pre-approval and may need to meet outside of school hours with appropriate measures including masks, social distancing, etc.

### **Face Covering**

At this time and the foreseeable future, all diocesan and parish schools will require the use of cloth face covering for all students (K and up), faculty, staff, and visitors, while on school premises, or at school functions away from campus. Masks must fit within the expectations of appropriate school attire. Face covering use is highly recommended by the CDC, American Pediatric Association, Arizona Department of Health Services, local and county health departments, and other scientific and medical professionals to help prevent the spread of COVID-19. Face coverings do not eliminate the need for personal distancing, but are critical in environments where personal distancing cannot be maintained.

Face coverings must be worn by students (K-8), staff, parents and caregivers. The face covering must cover both the nose and mouth. Alternatives to cloth face coverings will be limited to accommodating special needs and medical circumstances. Face shields may be worn with cloth face coverings, but are not a substitute for them unless used as a medical accommodation. Cloth face coverings with a clear plastic section over the mouth may be utilized (used for younger children, hearing impaired assistance or in situations where it is essential for others to see a person's mouth).

According to the CDC, the primary function of a cloth face covering is not to protect the wearer, but to prevent the wearer from spreading the virus to others. Furthermore, cloth face coverings are likely to reduce the spread of COVID-19 when they are widely used in public settings. The use of a face covering is a requirement to protect the health of other students, faculty, staff, and families. The use of a face covering is not considered a personal health decision, and exceptions will not be given for philosophical, political, religious, or other objections.

There are limited exceptions to the use of a face covering within a school. These exceptions are limited to the following:

- When seated at desks behind a barrier
- When actively eating or drinking
- When strenuously exercising
- When communicating with someone with hearing loss in a way that requires the mouth to be visible
- Individuals with a documented medical or behavioral condition or disability which makes them unable to wear a cloth face covering.

## **Personal Hygiene**

A critical preventative measure to reduce the spread of COVID-19 and other illnesses is to maintain appropriate personal hygiene practices. The school will have sanitation stations available to students and staff. Access to hand washing stations/bathrooms will be carefully managed to ensure appropriate personal distancing. Hand sanitizer will be available for students and adults to access.

## **Health Protocols**

Developing and updating appropriate health protocols within the school is critical. School administration and the nurses will work together to establish new protocols based on COVID-19 issues. Health protocols will include and are not limited to: personal hygiene processes, daily symptoms screening, nurses' office visits, isolation area and cleaning, COVID-19 reporting, quarantine processes and timelines, and employee and/or student reintroduction processes.

### *Health and Illness Procedures*

- Faculty, staff, and students in grades K-8 will be required to wear cloth face coverings as mandated by local officials and highly recommended by the CDC. Frequent face covering breaks will be incorporated throughout the day. Face coverings are to be appropriate for a Catholic school setting and not a distraction or disruption to the learning environment.
- Hand hygiene products and cleaning supplies (soap, hand sanitizer, disinfectant wipes, tissues) will be available in classrooms.
- Hand washing policy will be practiced and enforced and time will be allotted throughout the day to allow for proper technique. This includes upon arrival to campus, before and after bathroom use, before eating, and after recess outdoors. Hand washing is especially prudent after having been in a public space, after blowing one's nose, coughing, sneezing, or touching your face.
- Students and staff will self-report and be monitored throughout the day for signs and symptoms of illness.
- If a student becomes ill during the school day, with any symptoms related to COVID-19, the student will be required to be picked up by a parent or family member immediately.
- An isolation area has been established for students who are exhibiting symptoms and waiting for parent/guardian pick-up.
- Anyone who has been home sick with a fever (100.4 or higher) must be fever-free for 72 hours before returning.
- Anyone experiencing concerning symptoms will not be allowed at school. Protocol for returning to campus will be evaluated based on symptoms and physician advice.
- When a parent/guardian arrives to pick-up a sick child, the parent is to wait in the car and call the office. The child will be brought to the parent.
- Infection control policies developed by the Diocesan nurse team will be enforced. It is important for those who are sick, to stay home when sick. Return-to-school after illness policies will follow federal and local guidelines.
- Contingencies for absence days, plans for staff illness, privacy, and accommodations for those at high risk for contracting illness due to predispositions continue to evolve.

- Long term substitute teachers, with experience teaching at St. Gregory's, have been secured in the event of faculty illness.
- Maintenance has and will continue to increase cleaning and disinfection in all areas following CDC guidance. All commonly used/high-touch surfaces will be wiped down regularly. Classrooms, meeting rooms, and other on-campus spaces are being equipped with disinfecting materials. They will be replenished as needed.
- CDC recommendations for cleaning supplies and processes for schools will be followed.
- Frequency of cleaning and disinfecting of bathrooms, classrooms, playground equipment, cafeteria and high-touch areas will be increased during the school day and specifically at the end of each group's use.

#### *Health, Education, Etiquette, and Reinforcement of Social Norms/Expectations*

- All persons in grades kindergarten and up are required to wear face masks/coverings.
- Staff training was provided regarding hand hygiene, observation of school illness, cleaning common spaces after each use, etc.
- Handwashing and germ instruction/lessons will be given by the school nurse, along with new health etiquette and behavior expectations and health information.
- Frequent hand washing will be practiced at regular intervals throughout the day with soap and water.
- Hand sanitizer will be available in classrooms.
- Desks will be wiped clean after each class.
- Face Masks should only be touched on the ties or ear loops.
- Windows and doors will remain open, when possible, to aid in air circulation.
- Student and employee screenings may occur at any time, and may occur multiple times per day.
- Informational posters, social media, email communication about COVID-19 will be conveyed and displayed.
- Training will be provided for all employees, students and parents/guardians on the expected safety protocols.
- Parents, guardians, and visitors will not go beyond the office. No parents, guardians, or visitors can be in the classrooms.
- Meetings and appointments will be scheduled virtually through teleconferencing options.
- All must follow safety protocols at all times.

#### **Health Staff & Office**

St. Gregory Catholic School has an on-site, full-time nurse and a part-time nurse to help with the support of students who receive positive test results, are symptomatic, or who have had close contact with a confirmed positive case. Additionally, our school counselor will be available to guide faculty, staff, and students in addressing social and emotional needs. The Nurse's Office has been expanded to include multiple service areas as well as isolation rooms.

## **Health Screening**

All faculty, staff, and students are required to conduct a self-assessment each morning, before coming to campus. We will use an option available on RenWeb that is a screening tool for community members to submit these self-assessment reports each day. Faculty, staff, and students must be free of any symptoms potentially related to COVID-19 to be eligible to attend work or school. Currently, symptoms known to be associated with COVID-19 include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever • Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New gastrointestinal (GI) symptoms
- New loss of taste or smell

## **Illness Management**

Should a student, faculty, or staff member feel ill during the day, the school nurse will follow Arizona Department of Health guidelines when assessing the individual's temperature and symptoms. This will be performed in a designated Nurse's Office space and will be compared to that morning's self-assessment data. Assessments will be quick, with as minimal contact as possible to safeguard against potential exposure to the nursing staff. If symptoms and the individual's health history suggest COVID-19, the student/staff member will remain in the isolation room/area to wait for his/her transportation home. Parents/ guardians will be urged to contact their Primary Care Physician over the phone to receive directions regarding testing and quarantine. Additionally, the Arizona Department of Health and the Catholic Schools Office of the Diocese of Phoenix will be notified of all suspected COVID-19 cases. Cleaning of the isolation area and the classroom in which the student studied will be prioritized.

## **Testing**

Students and staff whose possible exposure to COVID-19 is being investigated, and those who are exhibiting symptoms, are requested to be tested at their expense in accordance with recommendations of state and local health authorities.

## **Contact Tracing**

St. Gregory's tracing procedures will assist the Arizona Department of Health in determining who needs to quarantine.

## **Reporting of COVID-19 Cases**

Procedures for reporting confirmed cases of COVID-19 in School:

When the school receives information regarding a confirmed case of COVID-19, the school has an obligation to report the information. "Reporting of suspected or confirmed communicable disease, including COVID-19, is mandated under the Arizona Administrative Codes R9-6-202, R9-6-203, and R9-6-204. The primary responsibility for reporting rests with the provider

(R9-6-202a), Administrator of a Health Care Institution or Correctional Facility (R9-6-202b), Administrator of a School, Child Care Establishment, or Shelter (R9-6-203), and Clinical Laboratories (R9-6-204).

The following procedures outline the steps the school will follow when reporting confirmed COVID-19 cases to the Maricopa County Department of Public Health.

### **Confirmed Cases of COVID-19 Reported to School**

1. If an employee or student (personally or through parent/guardian) informs the school that he/she has a confirmed case of COVID-19, the school will ensure that the individual has received the positive diagnosis through appropriate testing (it is not necessary to have medical documentation).
2. The individual is not to come to campus. If the report is provided by the individual in person, symptoms screening protocol for isolation of the individual should occur.
3. The parent/guardian will be provided with the Maricopa County Department of Health Isolation Guidelines and Quarantine and Social Distancing Guidelines.
4. The school nurse or a member of school administration will contact the Maricopa County Department of Public Health for guidance (602-506-6767).
5. The parents and school community will be notified, as needed, if exposure to their child, from a confirmed COVID-19 case, has occurred. We will adhere to all confidentiality protocols.
6. An outbreak is considered 2 or more, from two different families. Maricopa County and the Diocese will determine if school closure is necessary.

The Maricopa County Department of Public Health will provide information and options.

Upon completion of reporting to the County and processing through the necessary steps, the Catholic Schools Office will be contacted by phone and email to notify them of the situation.

### **Mitigating the Risk of Infection**

There is not a singular, fool-proof process by which to eliminate the risk of a COVID-19 introduction to the campus. However, through this multi-layered strategy and shared family/community responsibility, we can greatly diminish this risk. Additional mitigators include:

- Water Bottles: Students must bring a water bottle to school in order to use the water fountain. Sharing of water bottles is not permitted.
- Cell phones will remain in students' backpacks, turned off, and not be accessed unless warranted by faculty or administration direction.
- Plexiglass shields will be placed in high contact areas (library, office).
- Faculty and staff have been provided face shields to wear in addition to masks when conducting educational experiences around the classroom.
- Travel between the church and school will be facilitated in a one-directional manner.
- Door codes will not be issued to students; entrances and exits will be managed appropriately.
- Shared items will be kept to a minimum. Students are highly encouraged to bring their own supplies (staplers, pencil sharpeners, rulers, etc.).
- Restroom breaks will not be permitted during transitional times (emergencies excepted) but rather during class time in order to abide by protocols.



**The school office will be the only available entrance beginning at 8:00 a.m. Parents/Guardians of K-8 students will park outside the school office and call the school office (602-266-9527). Someone will come out for the parent/guardian to sign-in the student and the student will be escorted into campus. Parents, guardians, and visitors are not permitted on campus. Preschool and PreKindergarten parents are to park in the Osborn lot and call the school office (602-266-9527) from there. A staff member will come to the parking lot.**

### **Minimizing Movement and Cohort Grouping**

It is necessary to limit student and staff movement and have them stay in one place as much as possible. Teachers will rotate between classrooms and students will remain in the same room. Creating cohort groups based on grade level or group of students will limit exposure compared to larger group settings, hopefully mitigating the need for school-wide shutdown measures in the event of a diagnosed case of COVID-19 within a cohort group.

#### *Between Classes*

Faculty and staff will serve as hall monitors, during necessary class transitions, to help ensure correct traffic flow. There will be facilitated traffic patterns in both the school and when attending Mass. Mass traffic will flow through the cafeteria gate doorway for entrance and through the Gordon Hall entrance upon exit. Masks may not be removed while traveling between buildings. Adults will be positioned as monitors, at approved entrances and exits to supervise social distancing and mask compliance while traveling between buildings.

During Classes/Study Halls - One-at-a-time bathroom policy: During class periods, students may go to the bathroom, one at a time, or with a socially distanced buddy (for younger students) and may travel either way through walkways.

#### *Signage*

Signs, posters, and banners will be placed in both school buildings and throughout campus to remind students, faculty, staff, and visitors of proper protocols. Signs may include reminders of directional traffic flow, entry and exit paths, proper handwashing techniques, and social distancing intervals.

#### *Traffic flow pattern*

Drop off and pick up patterns have been established. This will include directions for transition between locations, while maintaining safe social distancing and avoiding large crowds. There will be attention to teaching and practicing walking directions throughout campus in order to maintain social distancing requirements. Stairwells will be one-directional and teachers will regulate walkway traffic. This will help minimize contact and aid in our cleanliness protocols.

### *Student drop-off & pick-up procedures*

1. All families will be required to use "Drop & Go/Kiss & Go," for dropping off and picking up students. K - 8th families are encouraged to place a sign in the front passenger window with the family last name. This will help teachers direct students to the correct car. Parents/drivers are not to exit their cars during drop-off & pick-up. All stops to the office are to be scheduled.
2. "Drop & Go/Kiss & Go," process and flow will be communicated prior to the first day of school. Continuation will be evaluated after October 9, 2020.
  - a. Osborn lot - Preschool and PreKindergarten & K-8 siblings of PS/PK students only. Cars need colored tags to enter lot - red/blue given to families for cars
  - b. 18th Avenue - GREEN GATE - K-8th families assigned to this gate
  - c. Whitton Avenue - YELLOW GATE - K-8th families assigned to this gate
  - d. Flagpole Gate - neighborhood walkers only - use green gate in mornings for drop-off (no student traffic through office in morning)
3. New drop-off procedures for Preschool with temperature checks have been established.
4. Morning care and Aftercare will not be available at least in the first quarter.
5. Any K- 8th student not picked up by 12:15 will be brought to the school office by a staff member and parents will be called. This will continue until aftercare options are available.
6. If a student is to be picked up outside of the designated dismissal time, parents will call the front office (602-266-9527) but remain in the vehicle. The student will be walked out to the front of the school by a staff member and a sign-out signature will be obtained.
7. Screening criteria: before leaving home, parents will screen for the following and complete the webform in Renweb before dropping student(s) off at school:
  - Is your child experiencing any of the following symptoms: fever, shortness of breath, cough, chills, muscle pain, sore throat, or had a recent loss of taste or smell?
  - Has your child come in contact with someone who has tested positive for COVID-19?
  - Has your child traveled out of the country in the last 14 days?
8. Anyone not meeting the screening criteria will not be able to stay on campus.

### **Catholic Identity & Spiritual Needs**

Our communal witness to the Gospel message of love of God and neighbors is the heart of our Catholic schools. When families choose Catholic education, daily witness to our faith is a key reason.

It is important to be creative and provide the school community with opportunities to pray, worship, and celebrate the Eucharist. It will be important to carefully plan major school related, liturgical events such as First Reconciliation, First Communion and Confirmation. The school will follow the Diocese of Phoenix guidance when planning liturgical celebrations.

It is important to integrate Catholic teaching within the curriculum. With the use of more technology, it can be difficult to find opportunities for this integration. Careful planning will be taken to continue to integrate faith within all content areas of curriculum.

The core of our Catholic schools is to help our children grow in their love of Jesus Christ. The focus on this overall mission should not stop because there are limits on gatherings. The school will carefully plan and safely plan for spiritual activities that both strengthen individuals, as well as the entire community. Even though there are limitations to whole school events, efforts will be made for small groups to participate in Mass, Reconciliation, and prayer services.

### **Academic Experience**

At St. Gregory Catholic School, we pride ourselves on providing a transformative, Catholic education for our curious students. We are an academically vibrant community, that values diversity and innovation, both in thought and in work. Although this year will look and feel different, we will continue to provide an excellent educational experience for each and every Spartan.

We will work to ensure the safety of our community, while honoring our mission and values, all with the hope that these adjustments will be temporary.

The St. Gregory's approach will:

- Follow and operate within the CDC, State of Arizona, and Diocese of Phoenix safety precautions and protocols
- Prioritize student experience and success
- Be flexible in our response to an evolving landscape and students' needs

### **Curriculum and Instruction Considerations**

There will be a measured level of academic loss due to COVID-19 school closures. School administration and teachers are carefully assessing the learning gaps and will determine the necessary approaches to close those gaps, while moving ahead to ensure academic gains. The focus on the most critical objectives and standards will be necessary to ensure students are prepared moving forward. Technology will be used to deliver instruction and provide the alternative means for students to continue participating in the education program.

It is essential to create plans to assess and respond to the uneven outcomes created by school closure, as well as preparing for the needs of students and families, as we anticipate COVID-19 cases throughout the school year. The following topic areas should be considered critically important academically for students and teachers. It is essential that students and teachers are supported in this process in order to effectively maneuver the identified gaps in student learning, and assist them in filling those gaps, while continuing to move them ahead at an appropriate level.

### **Assessments**

In order to determine where students are and how to respond to those needs related to grade level and content area readiness, assessments need to be given.

Considerations for assessments should include:

- What assessments/reports are available from the previous school year?

- What information is available from the teachers of the previous grade level and/or level subjects to understand where students left off or skills/curriculum not covered?
- What formative assessments can be used to understand collective and individual needs and establish a baseline for the start of the year?
- Where can learning be accelerated, while also closing information and skills gaps?
- What process will be used to support students with service plans?

### **Enrollment & Financial Considerations**

The financial impact on families, from lost wages, closed businesses, and lost jobs, has had a direct impact on Catholic school enrollment. Catholic schools continue to provide quality, Catholic education, however, families are having to make choices between paying for education and meeting the financial needs of the family. Continued enrollment management will be important in determining what can and cannot be done; adjustment of class sizes, school purchases, creating schedules, etc. Enrollment will also be key in determining staffing numbers. A full return to school is what families and schools are seeking.

### **Communications**

School leadership (Pastor, Principal, Assistant Principal), and designated school community members, will work together on school communication. A comprehensive communication plan will be important to ensure everyone understands the reopening process.

### **Protocols & Training**

To protect the health and safety of students and staff, as well as family members and the viability of a full return to in-person instruction on campus, clearly defined protocols, which are followed, are necessary.

Utilizing guidance from the Centers for Disease Control (CDC), Arizona Department of Education, Governor of Arizona, American Academy of Pediatrics, and state and local county health department recommendations is important in establishing these protocols.

Training of staff, students, parents, and other community members will be essential for ensuring protocols are followed. Training on each aspect will be developed to ensure consistent implementation.

### **Faculty Professional Development**

We will continue to focus on providing professional development opportunities that will allow our faculty to continue to pursue excellence, whether in person or remote. Faculty will participate in ongoing training to better support in person and distance-learning. Occasional changes to the calendar may be required to accommodate training and development opportunities.

### **School Structure Scenarios**

The school will structure classes based on readiness for instructional continuation. There are significant health and safety issues and precautions that must be considered as a Catholic school, in order to uphold the sanctity of all human life, despite the desires and wishes of some. These decisions are difficult and must be made in the best interest of all. Careful discernment will be made to form the best plan moving forward. There are three scenarios the school will consider implementing depending on the circumstances:

1. Remote: fully online/distance learning, with no students at school.
2. Hybrid: A combination of in-person and remote learning. This will be staggered as we roll out in-person learning and then move to in-person four days of the week (Monday, Tuesday, Thursday, Friday) and remote one day (Wednesday) to allow for additional planning/cleaning/sanitizing of the campus.
3. Full-time, In-person/on campus: students fully return to in-person instruction at school.

### **Schedules and Routines**

Developing and updating various school schedules, including staggered and rotating, is important. These schedules will become regular routines for students, staff, and parents. The development of both internal (for students and staff) and external (for parents and caregivers) schedules is critical, especially since the regular school day has to be adjusted.

Ultimately, the **K-8 plan** is divided into three phases, Phase 1, Phase 2 and Phase 3.

During Phase 1 and Phase 2, there will be no morning care, after care or hot lunch.

If it is determined that Phase 1 and/or Phase 2 is the best plan for the health and safety of our students, staff, teachers and families, we will continue it as long as deemed necessary.

- Phase 1: September 8th-September 18, 7:50am-12:00pm. This allows for 1/3 of the students on campus each day, divided by the last name of your youngest or only K-8 student, with the remaining students continuing to remote learning from home. Friday, September 18th will be the first day the entire K-8 student body will be invited on campus, with those choosing remote learning, continuing at home.
- Phase 2: September 21st-October 8th (**unless deemed necessary to remain in Phase 1**), 7:50am-12:00pm. We will shift into Phase 2, if it is deemed safe and healthy to do so, where the entire K-8 student body will be invited on campus, with those choosing remote learning, continuing at home.
- Phase 3: When determined to be safe and healthy, all K-8 students will be on campus, learning in-person for the full school day, 7:50-2:30, M/T/Th/F.

### **Attendance**

St. Gregory's is planning on returning to an on-campus learning environment in which we can continue our mission to transform the lives of our students through a rigorous, Catholic education, guided by the light of the Gospel. We believe in offering each child a safe and nurturing environment, in which they will be challenged, supported, and guided. We look forward to renewing our commitment and mission for our students in the on-campus environment. The expectation is that all classes will be attended by all students. Attendance will be taken at the beginning of each day (K-5) or class period (6-8).

Per state attendance requirements, we have to account for student attendance to justify that "school" is indeed happening during COVID-19 digital and hybrid learning.

We have taken into account, with all the different technology differences, parent work schedules, family dynamics, health conditions etc., that students may not be able to attend live, synchronous instructional sessions. Therefore, to ensure proper attendance records, during this time, we have the following attendance plan in place:

**In-person/On-campus Attendance:** Follow normal attendance procedures

**Digital/Hybrid Attendance:**

- If a student is present and attending the scheduled, live, synchronous, digital learning session, they are present, marked with a “P” in a RenWeb.
- If a student is absent for the live, synchronous, digital learning session, and the school has been made aware, the child will be marked “AE”, absent excused, in RenWeb. HOWEVER, once the child has watched any recorded lessons and completed the work assigned to the lessons, by 2:30pm the following school day, the attendance will be updated to “P”, present in RenWeb.
- If a student is absent for the live, synchronous, digital learning session, and the school has NOT been made aware, the child will be marked “AU”, absent unexcused, in RenWeb. HOWEVER, once the child has watched any recorded lessons and completed the work assigned to the lessons, by 2:30pm the following day, the attendance will be updated to “P”, present in RenWeb.
- If a student is absent for the live, synchronous, digital learning session, and the school has not been made aware, the child will be marked “ AU” accordingly, in RenWeb. If the child DOES NOT go on to watch any recorded lessons and complete the work assigned to the lessons, by 2:30pm the following day, then the absent code remains the same in RenWeb.

Furthermore, sorting through attendance communication from parents and teachers will take time, therefore, it’s not an immediate process.

**Parents may choose to have their children learn remotely at all times.** There is a calendar of re-entry dates if parents decide to have their children return to campus. Parents must indicate on what re-entry date their child will be returning to in-person/on-campus learning. These dates are subject to change as the calendar changes:

- Sept 8, 21
- Oct 5, 19
- Nov 2, 16, 30
- Dec 14
- Jan 4, 19
- Feb 1, 16
- Mar 1, 15, 29
- Apr 12, 20
- May 10

**Preschool and Before/After Care**

Our preschool follows a separate schedule, as they are a state licensed program. Our preschool and before/after school program (Innovation Learning) follow CDC, and AZDHS guidelines. National standards for cleaning, sanitizing, and disinfection of education facilities for children are followed. Careful consideration is made to how children are grouped and the environmental

factors that can be controlled. State licensing and public health departments have been consulted to understand specific requirements required for licensed childcare facilities.

Our preschool and before/after school program use strategies to decrease the risk of transmission of COVID-19 within their facilities. Attention is given to keeping children and staff who are ill, experiencing symptoms, or have been exposed to COVID-19 at home.

There is no before or after school care available for the first quarter. After school care is scheduled to be provided by Innovation Learning ([www.innovationlearning.com](http://www.innovationlearning.com)). ALL families must register with Innovation Learning.

### **Differentiation Strategies**

Many technology tools provide various opportunities to reach students in new ways. Many teachers use responsive software such as Khan Academy, Readworks and IXL to meet students where they are and move them to the next level of skills.

### **Specials Classes**

Specials classes (Art, Music, PE, Library), their schedules, delivery and curriculum will be adjusted to accommodate the recommendation of not using shared items, as well as to help serve the overall need of the school during Phase 1 and Phase 2.

### **Infrastructure/Maintenance/Technology**

It is critical to focus on the school's network infrastructure and planning for technology use at home by students. The school network infrastructure model in place is capable of handling the increased use and provides the necessary safeguards.

The use of technology has increased abundantly, due to the school closures. While in-person instruction is preferred, we are structuring support for students whether they are attending class in person or remotely. Protocols for online expectations, both on campus and at home, have been delivered to parents and students. It is also vital that students have adequate access to wifi at home. Without adequate high speed internet access, students are extremely limited in their ability to participate in remote learning activities.

For Chrome books, Gmail, Google Classroom, and Google Meet, our partner in Information Technology is Blue Fox. They will be working to find instructional technology solutions for all learning scenarios, including onsite technology upgrades to facilitate and improve the experience for faculty and students. They will assist us in developing remote, educational pathways for students and faculty who are unable to be present in the school.

### **Student Social/Emotional Support**

With the unforeseen impact of COVID-19 on family and work life, there has been a need to develop plans to support the resilience of students, families, and staff. The unknown surrounding COVID-19 has caused great stress on both family and work life. The mental health of our students, families, and staff have a direct impact on their ability to participate fully. We are taking into account the spiritual, academic, and social/emotional aspects of students, families, and staff.

The School Counselor will continue to be of support for students and families. It is anticipated in these unprecedented times that new fears and challenges will present themselves. The school counselor will offer additional intervention and referrals as necessary.

**Extracurricular Activities**

Restrictions are currently in place that prohibit extracurricular activities such as sports, whole school morning prayer and assemblies and whole school Masses. Diocesan guidelines will be followed for mass attendance and occupancy percentages.

**Parent/Student Handbook**

All procedures, policies and guidelines, outlined in the Parent/Student Handbook are expected to be followed as we move forward with all types of learning: Remote, Hybrid and/or In-Person. This includes particular attention, but is not limited to student dress code, including uniforms, hair color/styles, make-up, and artificial nails.

**Acknowledgment of both parent and student agreement and cooperation in adhering to the procedures, policies and guidelines set forth in the both the Parent Teacher Handbook and this School Reopening Plan will be required, indicated by completion and submission of signatures.**

St. Gregory the Great...Pray For Us!

Our Lady of Guadalupe...Pray For Us!