



# Our Lady of Port Richmond Catholic School Health & Safety Plan and Continuity of Learning Plan 2021-2022

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Welcome to the 2021-2022 school year!

We are so excited to be offering full-day, full-week, in-person instruction again this year. Thanks to our amazing faculty, staff, parents/guardians and students, our health and safety plan for the 2020-2021 school year was remarkably successful. We are so grateful for everyone's cooperation and dedication to keeping our school safe during these challenging times.

As everyone's health and safety continues to be our number one priority in 2021-2022, our internal task force continues the hard work of tracking, monitoring, and seeking guidance from the Archdiocese of Philadelphia and our local health departments and incorporating all this information into a plan designed to align our policies and procedures with mandates and recommendations,

What follows is our task force's detailed plan of processes, procedures, and information for the 2021-2022 school year. Please note that as with all plans, this is fluid and subject to change based on new information. We ask that you please be diligent in checking your emails and reading communication sent home to you by the school and/or your classroom teachers.

Our sole focus has been and will continue to be providing a SAFE environment for everyone and ensuring a smooth and safe school year for everyone. Please know that your children are the heart of our school and are why we do all that we do. We cannot wait to see them and all of you in a few weeks. May God continue to bless you and your families.

If you have any questions or concerns please contact Ms. King at [aking@olpr.org](mailto:aking@olpr.org).

## **OPERATING SCHEDULE**

OLPR will be operating on a full-day, 5-day per week schedule for all students.

## **OPENING DATES**

The opening dates of the 2021-2022 school year are as follows:

- September 1st: Grades 1-8 7:50-1:00
- September 2: Grades 1-8 7:50-1:00
- September 8,9,10 Grades 1-8 7:50-1:00
- September 13 Grades 1-8 full days
- PreK-3, PreK-4 and Kindergarten orientation date September 13 time to be announced.
- PreKs and K noon dismissal September 14,15,16,17

Due to this ever-changing environment, the OLPR school calendar is available electronically this year. This enables us to update things in real-time. The calendar can be found on the OLPR website at [www.OurLadyofPortRichmond.com](http://www.OurLadyofPortRichmond.com)

## **MASK POLICY**

As of August 12, 2021, the City of Philadelphia mandated that masks are required indoors at all institutions and businesses that don't require vaccination. Therefore, all students must come to school wearing a mask until further notice. There will be plenty of opportunities for a mask break for the children within the classrooms.

We will monitor our weekly transmission charts within the community and will be sure to follow all recommendations provided from the CDC, City of Philadelphia, the Archdiocese of Philadelphia, as well as the Department of Public Health.

- Note: Per the uniform policy, school appropriate masks should be worn. NO PROFANITY, SCARY CREATURES OR CHARACTERS.

## **CLEANING AND SANITIZING**

Cleaning of all commonly touched items, like railings, and doorknobs, will occur throughout the day. Classes with play centers will only use toys that can be sanitized, and they will be sanitized between uses. Classrooms will be sanitized fully at the end of each day. High-touch surfaces will be sanitized throughout the day.

## **STUDENT SUPPLIES**

Students must come to school prepared and with their own supplies each day. Students are not permitted to share. It is critical that you evaluate your student's supplies and double check that everything is packed into their school bag and lunch boxes daily.

## **SOCIAL DISTANCING**

Social distancing is also a fundamental practice in all our procedures of operations. Classrooms will be set up providing 3 feet of distance between each child. Students will maintain proper social distancing when lining up, coming in/out of the classroom, in bathrooms, and traveling through the hallways.

## **BASIC PRINCIPLES FOR THE BUILDING**

OLPR will be limiting the number of visitors entering the building. Those students who have to leave early for a doctor's appointment will not have access to Mrs. Coyle's office. They will wait in the lobby and parents/guardians will sign them out at the window.

Outside food and snacks will not be permitted to share in classrooms.

Each student is expected to provide their own material and classroom supplies. They will no longer be able to share materials.

All classrooms will be appropriately ventilated.

## **CATHOLIC IDENTITY**

Catholic schools have a two-fold charge: providing an education that is academically excellent and one that is deeply rooted in Catholic identity.

OLPR will incorporate **The Prayer of Pope Francis during the Coronavirus** in all classrooms and throughout the school this year.

Lord, may you bless the world, give health to our bodies and comfort our hearts. You ask us not to be afraid. Yet our faith is weak and we are fearful. But you, Lord, will not leave us at the mercy of the storm. Tell us again: “Do not be afraid” (Mt 28:5). And we, together with Peter, “cast all our anxieties onto you, for you care about us” (1 Pet 5:7). Amen.

## **ARRIVAL AND BUILDING ENTRY PROCESSES AND PROCEDURES**

- Doors will open daily at 7:30 a.m.
- Children will no longer be permitted to enter the building before 7:30 a.m.
- Entry Locations:
  - Pre-K3, Pre-K4 & Kindergarten will enter the building through the Madison Street doors.
  - Grades 1 through 4 will enter through the main doors on Thompson Street.
  - Grades 5 through 8 will enter through the brown doors on Edgemont Street.
- All children will enter through their designated locations. They will have their temperature taken and be given hand sanitizer. They will go directly to their classrooms.

## **DISMISSAL AND BUILDING EXIT PROCESSES AND PROCEDURES**

- Pre-K 3 Room 13 will dismiss at 2:45 p.m. out of the Madison Street Door.
- Pre-K 4 Room 14 & 18 will dismiss at 2:45 p.m. out of the front doors located on Thompson Street
- Kindergarten Room 15 & 17 will dismiss at 2:45 p.m. out of the back door located through the driveway on Edgemont Street closest to the kitchen staff door.
- Those who have siblings will be dismissed with the youngest sibling at 2:45 p.m.
- Grade 1 will be dismissed at 2:55 p.m. out of the back door located through the driveway on Edgemont Street closer to the kitchen staff door.
- Grade 2 will be dismissed at 2:55 p.m. out of the brown doors located on Edgemont Street.
- Grades 3 and 4 will be dismissed at 2:55 p.m. out of the main doors located on Thompson Street.
- Grades 5 through 8 will be dismissed at 2:55 p.m. out of the Madison Street door by cohort.
- CARES and after-school program students will remain in class until CARES staff assigned to that floor picks the children up from the floor.
- Bus students will be called by Mrs. Coyle.
- A&W after school students will be called to the lobby between 2:45-2:50 p.m.

## **BREAKFAST**

FREE Breakfast will be provided for those students coming in at 7:30 a.m.

## RECESS

Pretzel will be available for purchase. However each child should pack a water bottle to have with their snack. Per health and safety regulations, water fountains will not be available for children, teachers or staff to use.

## LUNCH

Due to social distancing protocols, students will remain in their classrooms for lunch. Students will wash their hands and all surfaces will be properly sanitized before and after meals. We offer FREE hot lunch, or students can bring their own from home. **THERE IS TO BE NO SHARED FOOD DURING LUNCH.**

## PARTNERSHIP

Catholic elementary schools are inherently a partnership between the parent and the school. This is never more important than at this time and an even greater partnership is now needed. It is our goal to open this school year and to remain open. This cannot be possible unless the school and the parents agree to the importance of monitoring your child's health daily. **Most importantly, this means that children 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, **NEED TO STAY HOME** until medically cleared to return to school. With parental cooperation in this matter, we will be able to keep the schools open and safe.

## OUR LADY OF PORT RICHMOND ROOM

When students are experiencing discomfort or potential symptoms of COVID, they will be removed to a place where they are isolated from others with enough room that several students could sit in the room and be six- feet apart until they are picked up. This room will be staffed by our school nurse or the assistant principal if the nurse is not on site.

## VIRTUAL LEARNING OVERVIEW

While we realize that in-person instruction has greater impact at the elementary level, the need for virtual learning has become a reality in a variety of circumstances including pandemic-related quarantines (individual or small group situations), weather-related situations, and/or building maintenance issues. Physical presence in the classroom allows time for students to develop spiritually, socially, emotionally, physically, and academically. When this is not possible, it is important to provide a means for student learning without interruption.

*Google Classroom:* Our Virtual Learning will be primarily done through Google Classroom, complemented with attendance tracking and grading in Option C.

Each grade and classroom will have their own Google Classroom. Each student will have a unique login and password which will be shared with students and parents.

In the event we have to go fully virtual, a classroom has to quarantine due to a positive COVID case, or for any other reason, a live stream schedule will be provided for the students in grades 1 to 8. They will have to attend daily for all major subjects and/or as directed by the classroom teacher. We will do our best to minimize overlapping instruction times for those families with multiple students trying to work at the same time. Live streams will be done daily for major subjects such as religion, math and ELA.

**\*\*Please Note:** If your child is awaiting test results from a family member or for themselves, they will complete activities through google classroom. If for any reason a family attends vacation and there is a travel restriction implemented there will be no live stream.

### **AFTER SCHOOL CARES PROGRAM**

Our after-school program will follow all new rules and regulations that apply to the regular school day. Our Lady of Port Richmond obtained DHS certification, which means they will also be incorporating DHS regulations. Parents/guardians of students in CARES will be provided with information for that program separately.

### **PARENT COMMUNICATION**

Now more than ever, it is critical for all parents to check electronic communication. All parents/guardians must have valid contact information in the following programs:

- Classroom Communication Apps: These will be coordinated directly with your student's classroom teacher.
- Weekly eMinders and other school emails and alerts: If you are not receiving these emails, send an email to Renee Roznitoski at [renee@olpr.org](mailto:renee@olpr.org) with your name, your student's name/grade and your email address.
- Option C: Parents/guardians of new students will receive login information in the beginning of the school year. Returning families need to make sure that they have their logins, and that all contact information in Option C is up to date.
- Emergency Contact Forms: Please complete and return all emergency contact forms sent home to you. There is one in your student's first family folder. Classroom teachers might send home additional classroom forms as well.

### **MENTAL HEALTH AND WHOLE HEALTH**

We will establish a safe environment to learn, recognize when a student is at risk, and continue to emphasize the importance of mandated reporting. Catapult will also be available for support for our students and staff.

### **GUIDANCE FOR DEALING WITH COVID CASES**

**If a staff member or volunteer has a confirmed case of COVID-19**

1. Notify the local health officials – ask for guidance.
2. Dismiss the staff or volunteer for 2 to 5 days until health officials can determine the next step.

3. Consider dismissal of cohort, related to the suspected case of COVID-19, according to health official guidance.
4. Discourage the cohort from gathering until during the initial period.
5. Communicate to staff and families that there was a confirmed case – without using a name or identifying information of the person(s) involved.
6. Close off the potentially infected area for 24 hours and clean the areas that may have been infected by the identified case of COVID-19.
7. During the initial 2 to 5-day period, evaluate if any other cases related to the case were identified and decide to extend or end the cohort dismissal.
8. The staff/volunteer can return after the following conditions have been met:
  - 3 days with no fever **and**
  - Symptoms improved **and**
  - 10 days since symptoms first appeared

**If a student has a confirmed case of COVID-19**

1. Notify local health officials to ask for guidance.
2. Dismiss the student(s) for 2 to 5 days until health officials can determine next steps.
3. Consider a dismissal of cohort related to the suspected case of COVID-19 using health official guidance for this.
4. Discourage the cohort from gathering during the initial period and the situation has been evaluated.
5. Communicate to staff and families that there was a confirmed case. Name or identifying information of the student with COVID-19 is not permitted.
6. Close off area the person was in and wait 24 hours. Clean areas related to the identified case of COVID-19.
7. During the initial 2 to 5-day period, evaluate if any other cases related to the case were identified and decide to extend or end the cohort dismissal.
8. The student can return after the following conditions have been met:
  - 3 days with no fever **and**
  - Symptoms improved **and**
  - 10 days since symptoms first appeared

**If a student or staff has a suspected case of COVID-19 or is demonstrating symptoms.**

1. Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are. CDC guidance for caring for oneself and others who are sick should be followed.
2. Provide an isolation room.
3. Call for home transportation, if necessary.
4. Can return when:
  1. 3 days with no fever **and**
  2. Symptoms improved **and**
  3. 10 days since symptoms first appeared or,
  4. or if cleared by a medical professional.
2. If case is confirmed, please see aforementioned section (**confirmed case of COVID-19**)  
**In order to remain in compliance with HIPPA regulations, parents/guardians will be notified if a student or teacher in their child's cohort has a suspected case or a confirmed case of COVID-19.**

## **CONTINUITY OF LEARNING PLAN**

In the event of an extended school closure for health, weather or safety-related circumstances, Our Lady of Port Richmond enacts the following Continuity of Learning Plan as a means of providing clarity for all stakeholders – faculty, staff, students, and families.

The mission of Our Lady of Port Richmond remains the same whether we are on campus together or remotely connected; we are committed to both academic excellence and spiritual enrichment. It is important to acknowledge that our nation is in the middle of a crisis and each person (and every family) is affected uniquely and is experiencing and processing the reality differently. Thus, we are educating students in a time of crisis, making it especially vital, now more than ever, that our Distance Learning approach be through a lens of compassion and understanding.

Our goal is to continue to provide academic and spiritual instruction during Distance (Virtual) Learning so that our students may continue to grow in their understanding and knowledge, and their relationship with Jesus Christ. We aim to allow learners the opportunity to complete their respective grade level (and the school year) successfully, while remaining united as a community of faith despite the current challenges.

The following principles are overarching to our framework:

1. Our mission of educating the whole child (academically, socially, emotionally, physically, and spiritually) continues and will remain the guidepost for determining course of action and making decisions.
2. Our Catholic faith and beliefs will be highlighted across the curriculum.
3. Decisions must best support all students and families.
4. Focus on essential learning – “quality over quantity” – for students.
5. Model flexibility, adaptability, patience, grace, and empathy.
6. Offer support to parents and families academically, technologically, and spiritually.
7. Establish consistent expectations, framework, and practices.
8. Communicate frequently with all stakeholders.
9. Emphasize relationships and community throughout the process, as well as acknowledge and appreciate the unexpected opportunities and skills that arise.
10. Work collaboratively as a faculty to boost learning retention.

### **Teachers, Parents, & Students**

- All policies, regulations, and procedures contained within the Parent & Student Handbook still govern during Distance (Virtual) Learning unless they are not applicable due to the nature of remote learning. Please reference the document on our school website.
- For the privacy and safety of our SJCS students and teachers, parents or students are not permitted to alter, re-post, or share any video posted by a teacher or staff member. All videos and/or livestreams created as part of our Distance (Virtual) Learning program are deemed the property of Our Lady of Port Richmond and are only available to the intended audiences within our community.

### **Teacher Expectations**

- Pray for the OLPR Family and our world.

- Presume the best of students and parents. Be patient and flexible, and offer grace, support, and compassion.
- Prepare and post lessons, assignments, etc. to Google Classroom within a timeline, as agreed upon with the administration, allowing parents and students time to prepare and learn.
- Instruction is to be a mix of live and asynchronous lessons, along with re-teaching and practice supported by additional platforms and mediums.
- Dress in a professional manner and conduct instruction in an appropriate location.
- When possible, begin all meetings with prayer and allow for a short period of sharing/community building to mimic the regular classroom setting.
- During lessons, provide the opportunity for students to interact online by responding, sharing work, providing feedback, etc.
- Create cross-curricular work whenever possible.
- Find creative, appropriate ways to offer feedback, affirmation, and connection despite current challenges.
- Be available to learners via the Google platform or email within the regular workday and respond in an acceptable timeframe.
- Recognize that a family may be sharing devices and that Internet connectivity issues happen for a variety of reasons (multiple siblings' needs, technological issues, parent work obligation, etc.). Be sure to make things available so that they can be accessed for those experiencing issues.

### Parent Expectations

- Pray for the OLPR Family and our world.
- Presume the best of teachers and administration. Be patient and flexible, and offer grace, support, and compassion.
- Help your child establish an appropriate workspace in your home and provide access to necessary supplies.
- In an age appropriate manner, assist your student with learning to navigate the Google platform and with creating a schedule that helps establish a daily routine (that works for the given child's learning style and your family's need).
- Be certain your child knows how to contact his/her teachers via the Google when age appropriate.
- Follow the grade division attendance reporting directives communicated by the school.
- Please don't do your child's work for him/her. School policies on academic integrity still apply.
- As partners, know we are here for you and to work with you. Communication is the key to ensuring a successful Distance (Virtual) Learning structure for all involved.
- Know that in the typical school setting a student's day would be broken into blocks or periods which include walking to and from different locations, attending enrichment classes, and enjoying a snack. Please keep your expectations realistic and provide opportunities for movement and change of location as necessary.
- Encourage physical activity daily.

### Student Expectations

- Pray for the OLPR family and our world.



- Presume the best of your peers and teachers. Be patient and flexible, and offer grace, support, and compassion.
- Adhere to the policies and regulations found within our Parent & School Handbook.
- Students must wear their school uniform unless otherwise directed. School dress code policies apply.
- Your work should be completed by you; all academic integrity policies apply.
- Communicate with your teacher(s) proactively if you have questions or concerns via the LMS chat feature. Use formal communication, and not “text slang/abbreviations,” when talking with faculty.
- The Google features are only to be used for school work, discussion and questions.
- Just as is expected in any regular (non-virtual) classroom, during a virtual class, you must be respectful of peers and follow the directives of the instructor.
- Conduct virtual meetings in an appropriate location within your home.
- Continue to follow the Responsible Use Policy and be exceptional digital citizens.
- Meet timelines, commitments, and due dates.
- Know that we all miss you greatly and are here for you!

\*Please note that the Administration reserves the right to change or amend this document at any time and will advise parents via email communication or classroom communication apps.

### **G-Suite and the Google Platform**

Our Lady of Port Richmond incorporates G-Suite (Google Learning Management System – including Google Classroom and other Google-related apps. Teachers will lead students in practicing the use of the Google platform in class to help students become more comfortable with using it off-campus. The use of Google in the classroom will allow students to transition seamlessly to Distance Learning if needed.

Each student will have a Google email and password to access Google.

Students will have access to all core and specials classes within Google Classroom.

Student work can be turned in on and offline as directed by the teachers.

During times of Distance Learning, direct instruction will continue through daily instruction as outlined by your child’s teacher.

### **Continuity of Education Scenarios**

In these ever-changing and challenging times, there can be up to three different learning scenarios experienced throughout the school year. What follows is an overview of each and what to expect.

#### Scenario One: On-Campus Learning

OLPR will follow specific health precautions following local, state, and federal requirements. Specific decisions and plans regarding on-campus modifications will be monitored daily and modified as needed. However, current considerations can be found in the Health and Safety portion of this plan above.

Scenario One will include the on-campus health and safety enhancements described above

## Scenario Two: Full Virtual Learning

Virtual Learning does not change our mission of empowering students to meet their highest potential. In the Virtual Learning model, we continue to educate the whole child, build confidence, promote life balance, and encourage the pursuit of individual passions. OLPR's Distance Learning model blends daily synchronous instruction with asynchronous instruction (as appropriate) with a schedule intentionally designed to provide school/life balance and mindfulness.

Synchronous Instruction: Live teaching via Zoom, or similar

Asynchronous Instruction: Recorded video instruction and independent learning

School/Life Balance: Recognizing there are learning opportunities in everyday life

Social Connections: Creating safe and fun ways for students to socialize with peers

Flexibility and Personalization: OLPR recognizes that the Virtual Learning experience will be different for every student. Teachers will work individually with families to determine adjustments in schedules, workloads, and expectations.

## Scenario Three: Remote Attendance (Quarantines and Approved Situations Only)

Some students may find themselves in a situation, during the year, where OLPR campus is open, but they are not able to physically attend school for approved reasons. In these situations, OLPR teachers will utilize technology to deliver lessons. Students will have access to learning materials within Google Classroom and will complete assignments from home.

- Students will be marked as present from home. Any day in the Remote Attendance model will be counted as a day present.
- Flexibility and personalization will also be utilized during Remote Attendance to ensure the most important academic pursuits are prioritized while promoting school/life balance.

## **Roles & Responsibilities:**

Many stakeholders will contribute to the effective implementation of this plan: school staff (including leadership), students, and parents. Roles and responsibilities of each are outlined below.

### Leadership Team

- Create and distribute OLPR's Continuity of Learning Plan.
- Establish clear channels of communication between faculty, staff, families, and students in the event of implementing distance learning.
- Support staff, students, and families to transition to OLPR's Continuity of Learning plan.
- Help teachers implement the Continuity of Learning plan and ensure high-quality learning experiences for all students.

### Subject or Classroom Teachers

- Design and execute learning experiences for our students.
- Communicate frequently with our students and, as needed, with their parents.
- Provide timely feedback to support our students' learning.

### Specials Teachers

- Design and execute learning experiences and activities for our students.
- Collaborate with classroom teachers on possibilities for how to integrate specials subjects into classroom projects and experiences.
- Communicate frequently with our students and, as needed, with their parents.
- Provide timely feedback to support our students' learning.

### Students (in partnership with parents, based on age and independence level)

- Establish and exercise daily routines for engaging in learning experiences.
- Identify a comfortable, quiet space in the home to work effectively and successfully.
- Continue to follow the SPX Code of Conduct.
- Monitor Google Class and G-Suite tools to check for announcements and feedback from teachers.
- Complete assignments with integrity and academic honesty, doing your best work.
- Do your best to meet timelines, commitments, and due dates.
- Using Google, communicate proactively with your teachers if you cannot meet deadlines or require additional support.
- Collaborate and support your peers in their learning.
- Ensure appropriate clothing and setting for online interactions.
- Proactively seek out and communicate with OLPE as different needs arise.
- Know that you are loved, cared about, and supported by your school.

### Parents The roles and responsibilities of parents are given below.

- Establish routines and expectations.
- Define and monitor the physical space for your child's study.
- Take an active role in helping your child(ren) process their learning.
- Establish times for quiet work, study, and reflection.
- Follow up with your child(ren) to make sure work has been turned in.
- Encourage physical activity and/or exercise.
- Remain mindful of your child's stress or worry.
- Monitor your student's Google tools for assignments, schedules, and announcements.
- Monitor how much time your child is spending online.
- Know that your child(ren)'s teachers and our school staff and leadership team are here for you – to help, support, and encourage you with whatever you need.