



# TRINITY CATHOLIC SCHOOL

2020  
*Back-to-School Plan*

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## TRINITY CATHOLIC SCHOOL 2020 BACK-TO-SCHOOL PLAN

### INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school community where employees, students, and families feel safe. Every attempt has been made to reduce the impact of COVID-19 conditions upon returning to our school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the Florida Department of Health (FDOH), and our Diocese. We continue to look at best practices in education while listening to the recommendations being made by the Department of Education (DOE), Office of Early Learning (OEL), the National Catholic Education Association (NCEA), the Florida Catholic Conference (FCC). Regular updates will be made to this plan based on information provided by all the organizations mentioned above and applicable federal, state, and local agencies.

Our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID-19 in the context of a return to work and schools. Understanding that there is inherent risk in returning from social distancing while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need for life to continue.
  - a. Hygiene Within Classrooms - we will emphasize strong hygienic practice.
  - b. Distance Options - We will offer the option of Distance Learning , using live synchronous teaching.
2. **Presence:** Keeping school open daily. We do not want to burden parents with challenging schedules that require them to stay home and out of work - we want our students at school, in their cohorts, for the full day. This is good for the children's mental health and social growth.
3. **Growth:** Despite limitations, we want our children to continue their academic progress at grade level in their faith and in all core academic standards.

This document will be updated regularly. The school principal will share the updated document on the school website and distribute the updated version to parents via the school information system.

## ARRIVAL/DISMISSAL OF STUDENTS

- **Arrival**

Students may not arrive at school before 7:30 a.m.

There will be no play before school or gathering on the blacktop.

Parents needing school care between 7am and 7:30am will need to register for Before School Care. (There is an additional charge for this service.)

There will be two drop off car lines, one in the front of the school on Brevard Street and one on the Miccosukee Road side on the blacktop.

Parents attest that their students are not experiencing any symptoms associated with Covid-19 when dropping their child/children off in the morning.

Staff will be at the car lines taking student temperatures as they exit their vehicles.

If the temperature is 100.4 degrees or higher, the child must go home or be evaluated by our School Nurse. The parent will be contacted to return to the school to pick the child up if the Nurse determines that the child is ill.

If the student's temperature is normal, he/she may enter the buildings with a mask on and report to his/her classroom.

- **Dismissal**

Our regular dismissal procedures will not work. Plans for additional pick up areas and procedures are being developed, addressing the issues of social distancing and mixing cohorts. More information will be forthcoming before school starts.

## USE OF MASKS

In general, masks will be worn when:

- Students are inside and
- Social Distancing is compromised.

Masks are required for Grades 1-8 (those children age 6 and over); masks for Pre-K and Kindergarten students may be used at the discretion of the parent.

Any exceptions to rules regarding masks must be requested through the Administration.

Masks will be optional when students are at their assigned seats. Each student will be assigned his/her own 3-sided plexiglass desk barrier which will provide additional protection. Masks will be worn when working in small groups in close proximity to

classmates. They will also be worn by student and teacher when teachers are working closely with individual students.

Masks will be worn during transitions (in hallways, going to lunch, recess, specials, etc.) Each student will be given a safety lanyard to which his/her mask will be attached. This will allow masks to stay safe and clean while students are transitioning between inside and outside.

Masks will not need to be worn in Elementary restrooms, since they are single use rooms. They will be worn in the Middle School restrooms.

Masks will not be worn outside nor while eating lunch or snack.

Masks can be Trinity logo (offered through Lands End), Trinity colors, or whatever mask makes your child comfortable. In fact, we are working on ways to make wearing masks fun and trendy. The only thing we require is that masks be appropriate and not have any messaging that may be disruptive to the educational environment.

Staff will be trained to help students with mask rules and in helping students having problems with the masks. The Administration will continue to evaluate the situation.

## **SOCIAL DISTANCING**

Most of our classrooms are large enough to ideally socially distance students 6 feet, no less than 3 feet, while students are seated, facing front. Clear plexiglass dividers (desk barriers) are also being provided in order to protect students and staff.

When social distancing is not feasible, masks will be required (transitions, Mass, small group work.)

The goal is to socially distance as much as possible.

Each grade level will be a cohort or group of people treated as a group. Grades will not mix with other grades during the school day.

## **BEGINNING OF SCHOOL/ORIENTATION/CALENDAR**

- **Orientation**

There will be two days of Orientation this year, August 6th and August 7th. We will stagger families coming in to meet the teachers, visit classrooms, and drop off supplies.

**Thursday, August 6th -** 9:00 a.m. - 10:00 a.m. - **New Families**  
10:15 a.m. - 11:30 a.m. - **A - F (Last Name)**

**Friday, August 7th -** 9:00 a.m. - 10:00 a.m. - **G - O (Last Name)**  
10:15 a.m. - 11:30 a.m. - **P - Z (Last Name)**

If you cannot attend your assigned family time, please attend another session.

**NOTE:** There will be no large orientation group meetings nor new family gathering.

Please report to the Parish Hall to sign in **before** going to the classrooms.

- The first full day of school is Monday, August 10th. Please note that if conditions and directives change, dates are subject to change.

## **MIDDLE SCHOOL SPECIFICS**

- **Lockers**

Locker procedures will be changed. Our Middle School Faculty and Staff are working on a planned use of lockers; considerations being staggering times, spacing students within each grade, and use of cubbies and backpacks. More specifics are coming. (Each grade will be treated as a cohort.)

- **Changing Classes**

Students will change classes observing one-way travel and social distancing in the hallways. They will go to their daily scheduled classes and teachers.

- Each Middle School student will be issued a portable plexiglass desk barrier and chromebook for use at school. They will leave both at school daily.
- Students will not dress out for P.E. until further notice.

## **LUNCH/SNACKS**

Students will be socially distanced during lunch with no masks.

Different areas of the campus will be utilized to distance students, including the Parish Hall, Pavilion, and classrooms.

Food deliveries are not allowed. We will not be using Campus Cuisine in order to limit the number of visitors on campus.

Students must bring their own lunches.

Food supplied as class snacks for those classes utilizing Community Snack must be commercially pre-packaged.

Lunch areas will be sanitized after each use.

Each student must have his/her own reusable water bottle, supplied by the parent. Students will not be allowed to use the water fountains except for refilling water bottles.

## **RECESS**

Students will be able to enjoy a daily recess.

Students may have recess with their cohort (grade level) only.

Recess materials will be sanitized afterwards.

If recess is outside, masks will not be required. Students will have their masks with them at all times attached to their lanyards. This will allow a safe transition from inside to outside, and back inside.

## **SPECIAL AREA CLASSES**

Students will enjoy our special area classes. PE, Art, Music, Library, Foreign Language, and Technology.

Protocols are developed individually for each area, since they are all different.

- P.E. - Sanitation of equipment between uses. No dressing out into PE uniforms for Middle School. No masks outside.
- Art - No sharing of materials. Each student will have his/her own art box carried with them to Art. Student areas and any shared material will be sanitized after class by the teacher. Students will be separated by plexiglass partitions at their tables in the Art room.
- Music - We are still planning. It is unlikely we can do much singing or using shared instruments.
- Library - Children will enjoy the library, with procedures to be determined.
- Technology - Shared technology must be sanitized between uses (keyboards, monitors, work areas.)

## **ADDRESSING LEARNING NEEDS**

Because of the pandemic, some student learning was hindered, creating gaps in education. In order to address this issue, students must be assessed early in the school year, at the end of the First Semester, and in the Spring of 2021.

The Diocese and the state's Catholic Schools will be giving the BEACON, an assessment tool from Terra Nova, in August/September to each student in Grades 3-8. This is an online assessment consisting generally of four subtests, about 45 minutes each, depending on the grade. This will give us a baseline. BEACON will be given again in December to measure gains in each student's education. Our school will also use IXL and STAR Reading/Math as markers for assessment of learning. This testing plan will allow teachers to address learning gaps of their individual students and classes.

## LARGE GATHERINGS/MASS

Large gatherings are not allowed “as usual” for our campus.

Large assemblies will not be possible. This affects student assemblies (like VIP) and Home and School Meetings.

This also affects our school Masses. We cannot celebrate Mass as an entire school at this time. Instead, we are working on a schedule that allows attendance for Grades 1-8. Masses will be live-streamed to allow Kindergarten to participate in weekly Mass.

- Monday - 8:30 a.m. - Grades 1-3
- Tuesday - 8:30 a.m. - Grades 4 & 5
- Wednesday - 8:30 a.m. - Middle School

This plan is subject to change.

Protocols are directed by our Parish, including:

- Masks must be worn when attending Church and kept on except when receiving Holy Communion.
- Music will be limited.
- The classes will be socially distanced as much as possible.
- The Church areas will be sanitized afterwards by Staff.

Mass uniforms are allowed but **will not be required.**

## SAFETY PROTOCOLS

Trinity has put in place many protocols in order to protect students, teachers, and staff while on our campus. They include:

- Plexiglass partitions for students and office. These will be supplied by the school.
- Lanyards (tear-away) for students to hang masks on when not in use. These will be supplied by the school.
- Touchless soap dispensers, sinks, and paper towel holders in restrooms and classrooms.
- Touchless hand sanitizers in hallways.
- Touchless water bottle fillers in buildings.
- Touchless water fountains outside.
- Upgraded filters in the air conditioning system.
- Infrared thermometers.
- Additional janitorial staff with additional sanitizing responsibilities.
- Janitorial staff using a vaporizing disinfectant machine to rapidly sanitize certain areas.
- Teachers sanitizing between classes using common areas.

- Thoroughly cleaning after hours.
- Use of an isolation room if students are exhibiting symptoms of Covid-19.
- **New Rule - Students/Staff must be fever-free for 72 hours without fever reducing medication. If the student feels well enough, he/she may participate in Distance Learning.**

## VISITORS

During this time, visitors will be very restricted. Visitation by appointment only via the main office will be allowed until further notice

Parent Volunteers during the day are not allowed at this point in time.

Visitors on campus will report to the Front Office, have their temperature checked, and answer COVID-19 potential exposure questions. They may be asked to sign a waiver and will wear a face mask while being escorted.

Parents checking students in or out must wait until called into the Front Office, wear a mask, and observe social distancing rules.

## UNIFORMS

Mass uniforms will not be required at this time for Mass attendance. They are optional.

Middle School students will not dress out for P.E. until further notice.

Short pants are suggested for boys.

## TRAINING

We will all have to be trained in the “new norm” of attending school.

Training has occurred and will continue for the Office Staff, Summer Camp, and Janitorial/Maintenance staff.

Protocol/Safety training will be given to all Faculty and Staff in early August before school begins.

Students will receive safety instruction during the first days of school.

## AFTER-SCHOOL ACTIVITIES

- **Beyond-the-Bell**

We will continue to offer our After School Program. Students will be grouped in small cohorts based on grade/age. Protocols will be followed.

- **Athletics**

Our Athletic Director and the Florida High School Athletic Association/FHSAA, of which we are a member, will follow rules and directions for our Middle School athletic activities.

- **Other Extracurriculars**

Other extracurriculars will be analyzed and evaluated to determine the feasibility of the activities.

- Events will be evaluated monthly to determine if they can be offered.
- Field Trips are not allowed until further notice.

## **DISTANCE LEARNING**

Distance Learning will be offered for Grades 1-8. Pre-K3 and Pre-K4 will not have the Distance Learning option. Kindergarten will use a different model.

Trinity will offer our parents two options:

1. On Campus - regular learning. In the event of illness or changes in the family situation, students may move from "brick and mortar" to Distance Learning immediately.
2. Distance Learning - Live streamed synchronous learning. Students will sign-in live to their classes and receive the class instruction from their teachers. They will be able to interact with teachers and classmates.

Students at home will have the same assignments as their classmates. Parents will be responsible for discipline and monitoring their child at home.

Students may leave the computer monitor during snack, lunch, recess, and other "down times".

PE, Art, and other Special Area classes will not be "live". Teachers will present a mini-lesson and assignment to complete for a grade.

Students should wear their uniforms when "attending school", even in a distance learning environment. This sets the tone for learning. They should not be eating or participating in other distracting activities during the live class.

Technical upgraded equipment has been ordered and is being installed. However, there is a chance all components may not be ready to go on August 10th.

During the time when live streaming is not happening, there will still be some limited teacher contact, and work will be given for students to complete. Most of

the early work given should be review. Once in place, this distance learning delivery system is one of the best models available.

Students may move from Distance Learning back to “brick and mortar”, but parents will need to provide the school a one week notice before being allowed to do so.

## **“WHAT IF’S”**

What happens if:

- A student gets sick or exposed to COVID-19?
- A teacher/staff member gets sick or exposed to COVID-19?
- A Family member gets sick with COVID-19?

Much of this protocol will be under the direction of the Leon County Health Department. Our School Nurse will report the situation to our Health Department, and they will give us appropriate direction and guidance. In the event the Health Department notifies the school that there is a positive case involving the Trinity community, we will act as they advise. It is very highly unlikely that they would advise us to temporarily move instruction to Distance Learning for everyone. Our school is creating a contingency plan for that unlikely situation.

Again, we have created this plan to aid in navigating the reestablishment of our school community where employees, students, and families feel safe. Every attempt has been made to reduce the impact of COVID-19 conditions upon returning to our school. We will continue to update our school family on a regular basis, using a variety of platforms.

Finally, we are one body with many parts. We trust that God will continue to give us the strength and grace we need to get through these times, together. Many blessings to you and your family.