

 **Holy Family Academy**

 **Fall 2020**

 **Re-opening Plan**

**Opening Date: 8/31/20 grades 1-8**

**9/8/20 PreK and K**

**Full Time-In Person Learning Model**

 **2020 Fall Re-opening Team**

Coordinator- Mrs. Andrea Tavaska, Principal

Facilities Manager- Mr. Don Robinson

School Nurse- Mrs. Jen Lucas

School Physician-Dr. Rebecca Worden

Please note: This plan may change as protocols and requirements put forth by the state of Massachusetts are updated.

Dear Parents,

I hope all is well with you and yours during these hot days of Summer. As you know, Holy Family Academy is planning to open our school on Monday August 31st, 2020 for grades 1-8. Kindergarten and Preschool will have an opening day on Tuesday, September 8, 2020.

Father Steve, staff and I, as well as our Medical Director are aware of the concerns raised by parents. Our survey we received by the parents/guardians enlightened our staff on the questions and concerns on our upcoming school year, thank you for your participation. In response to these overall concerns, Holy Family Academy has begun developing the initial opening strategies. These are being devised to meet our unique circumstances, and with reference to the standards by the CDC/DESE (Department of Elementary and Secondary Education) as well as the Diocese and the State of Massachusetts. Our specific response will include the following:

* Grades 2-8 will wear masks, which are required
* **FREQUENT MASK BREAKS WILL BE GIVEN THROUGHOUT THE SCHOOL DAY**
* Nursing hours during the day will be expanded
* An isolation medical room has been established within the school, if needed
* Hand washing protocols will be monitored and enforced
* We will be maintaining social distancing on the stairs, in the hallways and within the classrooms
* Additional space in the building, and in the church halls, as well as outdoor spaces will be utilized as needed
* There are specific cleaning protocols to be followed
* Arrival/Dismissal protocols (especially with regards to which entrances to be used by which grades, and slightly staggered dismissal times, are being reviewed, and will be communicated to parents before the start of the school year.

I realize for many families, this can be a very anxious time for all. I assure you that Father Steve and I have the families and students safety, foremost in our minds and hearts. As we begin to move forward to the opening of Holy Family Academy, for the 2020-2021 school year, please do not hesitate with any of your concerns.

You are all in my prayers daily.

Blessings,

Mrs. Andrea Tavaska, Principal

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 | **2/15-2/21 Winter Break****2/17 Ash Wednesday** |
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| **SEPTEMBER 2019** |
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 | **9/4 Half Day Dismissal at 11:30****9/7 No School** **9/8 Pre-K/Kinder Start** |  |

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| **MARCH 2020** |
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 | **3/28 Palm Sunday-Beginning of Holy Week** |
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| **OCTOBER 2019** |
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 | **10/12 No School Columbus Day** |  |

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| **APRIL 2020** |
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 | **Spring Break 4/19-4/25** |
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| **NOVEMBER 2019** |
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 | **11/11 No School Veteran’s Day****11/23,- 11/24 Early Release – Conferences****11/26 Early Release****11/27, 11/30 No School Thanksgiving Break** |  |

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| **MAY 2020** |
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 | **5/31 No School** |
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 | **12/23 Half Day Dismissal 11:30****12/24-1/3 Christmas Break, School Reopens 1/4/2021** |  |

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| **JUNE 2020** |
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 |  **6/20 First Day of Summer** |
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 | **1/1 No School****¼ Return From Break****1/18 No School MLK Day** |  | **Early Release- dismissal at 11:30****Please Note: Dates are subject to change, as guidelines may change.** |  |

**HOLY FAMILY ACADEMY | 2020-2021 CALENDAR**

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**HFA In-Person Learning Model**

 **Preparing Spaces in the Facility:**

* Students in Pre-K through grade 8 will remain in their classroom/cohort throughout the day. Students desks will be arranged facing one direction and maintaining the most current physical distancing guidelines. Classroom space has been opened up by removing excess items, to allow for maximum distancing.
* The main office has been rearranged for physical distancing. Plexiglass barriers are in place at the Administrative Assistant’s desk. Signage will be in use on the floors to maintain safe distancing.
* A separate isolation room has been established for a student presenting with COVID 19 symptoms. Masks will be required in this area for all students including Pre-K through grade 1. This room will be monitored by a staff member who will maintain a 6 ft distance wearing appropriate PPE. Students will remain in isolation until picked up by their parent or guardian.
* Students will be eating lunch in the Holy Rosary church hall. Students will be seated 6ft apart, all facing the same direction. There will be two separate lunch periods to maintain social distancing while masks are off. Masks will be removed and properly placed. Hand sanitizing will take place before and after eating. Tables will be disinfected before and after each lunch period.
* Two entry and exit points will be in use at the school. The main entrance on Nichols St. and the side entrance between the school and the church. Staff will monitor student entrance and exit from the building, as well as the use of hand sanitizer at the time of entrance and exit.
* At this time the music room, art room, gym room and library will not be in use. The computer room will be used for MAP testing only.
* Hallways are wide enough for two way traffic. Center lines will be marked with “keep right” signage to maintain physical distancing. Stairwells will have wall signage to maintain distance on the stairs and to keep to the right side of the stairs. Classes/cohorts will have scheduled times for travel to bathrooms and when exiting the building.
* Recess time will take place when possible in the morning/ afternoon and at lunch time to allow for mask breaks. Students will remain in areas designated for their class/cohort. Outdoor lessons will be encouraged.

**Mask Requirements (all grades):**

* Parents must provide their child with a clean mask each day. Masks should have no scary/inappropriate designs. Cloth masks should be changed or washed daily. Valve masks are not allowed.
* Holy Family has a supply of masks for back-up.
* Students in grades 2-8 must wear a mask unless there is a medical reason designated by their physician. Students in grades Pre-K- 1 are encouraged but not required to wear a mask unless they are moving throughout the building or in the isolation room.
* Mask breaks will be given throughout the day with 6ft of distance maintained. Hand sanitizing will be required after mask removal and before reapplying. Masks will be safely stored while removed.
* Students in PreK- grade1 are required to have masks to enter/ exit the building and while moving as a class/ cohort within the building.
* Students in grades 2 through 8 are required to wear masks in the classroom. Masks are required upon entering/exiting the school, in the hallways, stairwells and bathrooms.
* Faculty and staff are required to wear masks/shields upon entering/exiting the building, in the classrooms, hallways, stairwells and bathrooms.

 **Building Systems, cleaning and sanitizing:**

* Hand sanitizing stations will be in place at both entrances/ exits of the school, in all classrooms, and in the church hall for meals. Multiple sinks are available in each of the student bathrooms for soap and water handwashing. Frequent use of hand sanitizer will be encouraged throughout the day.
* Our custodial staff will be responsible for daily cleaning and maintenance. All classrooms will be “fogged” by our custodial staff after the students leave each day. High touch surfaces such as door handles, hand rails, sink handles and toilet flushes will be cleaned on a schedule throughout the day by staff members.
* Teachers and students (age appropriate) will clean desk tops and chairs daily in their classroom. High touch surfaces within each classroom will be cleaned by the teacher.
* Sharing of items within the classroom will be strongly discouraged. All student supplies will be in their own clearly marked containers.
* Classroom doors will be open. Windows will be open weather permitting to provide circulation of fresh air.
* Our building is equipped with a HEPA filtered air circulation system that allows for fresh air to be drawn in from outside and circulated through the building.

 **Operational Protocols:**

* Faculty and staff will be screened each morning upon entering the building. Screening will include- temperature check, pulse oximetry and symptom and contact checklist.
* Students will be observed by faculty and staff upon entrance to school and throughout the day. Any student with questionable symptoms will be sent to the nurse and isolated as needed. Any staff member or student who shows any sign of illness should remain home.
* Schedules are being created for bathroom use, recess, lunch and dismissal to limit the number of students in the space at the same time. Signage will be in place throughout the building to maintain safety and distance.
* Water fountains will be closed. All students must bring a refillable water bottle. Water bottles may be refilled in the nurse’s office.
* All snacks and lunches must be provided from home in paper or plastic disposable bags. No reusable lunch bags or thermoses will be allowed. Microwaves are no longer available for student lunches.
* Middle school lockers will not be used. Student will remain in their classroom /cohort throughout the day. Faculty will move as needed. All books and needed supplies will be stored in the classroom.
* Visitors and volunteers will not be allowed at this time. Parent or guardian will be allowed to enter the building to pick up a sick child. We ask that any appointments be limited to before or after school to eliminate disruption and exposure.

 **Curriculum Adaptations:**

* **Gym**- classes will be held outside weather permitting. If unable to go outside, classes will include stretching, calisthenics and health within the classroom.
* **Art**- each floor will have an art supply cart. Students will use items from their own supplies such as crayons, markers, scissors. Other items in use will be dispersed by the art teacher. Shared items will be strongly discouraged.
* **Music**- Music classes will not take place at this time.
* **Library**-will not be used at this time.

Any staff and/or family who make the decision to travel in a hot zone or out of the country must understand that this can put the members of Holy Family Academy at risk. Holy Family Academy reserves the right to require the staff member or family to self-quarantine for 14 days before returning to school. This may also include staff or students who have had contact with travelers returning from hot spots or other countries, or those who have had exposure to presumptively positive individuals.

We all need to be vigilant in keeping our faculty, staff and students healthy and safe!

**Hybrid Learning Model**

In the event Holy Family Academy needs to move to a hybrid learning model, the expectations will be as follows.

* Holy Family Academy is in the process of increasing school technology to include the use of cameras to record lessons and for student access to live lessons.
* Teachers will be required to record lessons, be available for virtual “office hours” and present clear guidelines for parent/student/teacher communication.
* The hybrid schedule will have students attending school on a two day in/out model.
* Monday/Thursday- grades K,2,4,6 and 8
* Tuesday/Friday- grades 1,3,5 and 7
* Wednesday- teacher prep/ cleaning day

Please be aware that this plan will be adjusted as the guidelines change. Plans will be adjusted accordingly.

Remote Learning Model

**Student Expectations**

**Technology/Equipment**:

Students/Parents will promptly communicate with Holy Family Academy about any issues related to technology and specifically internet needs. If a student does not communicate any issues with internet access, and work is not completed by due dates, a failing grade may be issued.

Holy Family Academy students will need to have access to Google Classroom, Google Chat, and any other platform the teacher may utilize. Microphones as well as a camera are necessary. Laptops/Tablets are the best devices to be used in the online forums. Holy Family Academy does not recommend a cell phone as a form for online learning. A dependable wireless internet service will also be necessary. If the above is not available for the student, parents should contact Mrs. Tavaska.

**Parent/Student Communication:**

Communication needs to be established prior to the beginning of the online learning platform. Students will utilize the Google Classroom, as well as Google Chat. Communication will be pivotal to the ultimate success of the student. Parental/Student communication needs to be on-going with teachers and administration at Holy Family Academy.

Students will need to have access to camera and microphone capabilities on their laptop/tablet in order to fully communicate with their specific teacher. Internet via wireless connection will also be necessary. Any issues with the above aforementioned will need to be expressed as soon as possible to ensure the best student success. Technology issues arise, and students need to inform Holy Family Academy of such issues as soon as they are capable to do so.

**Class Participation**:

Students will communicate with teachers using email as the form of communication, using their Google email address provided by Holy Family Academy. Assignments will be available via Google Classroom and students will be responsible to check their personal email account regularly.

Students will be graded on the assignments given. If there is no communication about any issues with submissions or attendance of class meetings, the student may receive a failing grade. The student will not pass the assignment given if communication is not established with the teacher/administration. Google Meet may be used if questions arise with a particular assignment.

All material given to students is expected to be read, and any links provided by the teachers/staff need to acknowledged and utilized as per the assignment. Students are expected to understand the importance of the online learning model. This model is just as important as in class work within the school. Students are to login each day to check for assignments, notes or instruction with their teachers and peers.

Online behavior will be done in a constructive and positive manner. Teachers will emphasize these practices, in the event a problem may arise with a given student. Administration will be made of aware of any issues with online behavior, and action will be taken accordingly.

Textbooks and other classroom materials will need to brought home by the students, as instructed by their teachers. Notes, handouts or any other online assignments given during the distance learning forum will need to be available, and will be the responsibility of the student to have all needed materials.

Plagiarism will result in an automatic failing grade. This includes using sources without proper citations, information that is copied and pasted from an online source, as well as the use of another students work.

**Expectations within Holy Family Academy Staff**:

For online/In person classes, teachers will need to create a syllabus that is clear to families and students. The syllabus should contain the expectations of students in the classroom, as well as learning online. Some of questions to consider within the syllabus are as follows:

How will online work, homework and in class work be graded?

What online tools will be the most effective for students to be successful in their online work?

How will work be collected?

How will attendance be taken during the online learning forum?

What will be the participation policy?

What will be the forms of communication for students and families?

Will there be rubrics, extra credit, and how will late work be assessed?

How much time will be designated for communication for going over online course work?

There will need to be instruction on the policies for students who may not be able to login at a specific time.

A weekly lineup of all assignments should be used as a guide for weekly instruction.

**Structure within the Class**:

Students will be given dates and instruction as to when the assignments are due, and how to proceed with the assignments given. Online classrooms should be instructed and discussions over weekly accomplishments should be expressed to the students. Google Classroom will be the main source of communication and students are expected to be able to navigate the program efficiently. Students are expected to conduct themselves as they would within the classroom.

Students may be given the opportunity to take home items to work on when there are days when there is not much online learning taking place. Specific assigned tasks may be shared within the Google Classroom forum.

**Communication**:

Online assignments that students are working on should have information provided by their teachers, as to when their prep period may be. During which time, questions may arise and the teacher may assist the student. It is imperative that the questions being addressed be answered in a timely manner, no more than 24 hours after the student has reached out.

**Attendance**:

Mandatory attendance is expected from students when online learning is the format Holy Family Academy presents. It is imperative that students know the importance of attendance during online learning. Students are to be aware that participation online is just as important as with in class instruction. This will also apply to daily login to Google Classrooms; complete check- ins, assignments, reading etc. by the time frame given by the teacher. Students will be aware of when they can submit any questions or concerns to their teachers. Prep periods will be posted on Google Classroom by the student’s teachers.

Teachers will need to make the students aware of any penalties given for noncompletion of any given assignment. Teachers may instill a policy where the students will know the consequences such as a percentage of their grade will be deducted for noncompliance of assignment.

Acceptable indications of attendance in an online classroom, may include:

Student submission of an exam

Student submission of an academic assignment

Student posting showing the student’s participation in an online study group assigned by the teacher

A posting from a student in a discussion forum showing that the student participated in an online discussion concerning academic matters

Emails or other forms of communication showing that the student has had contact with a faculty member to ask a question about academic material provided

**Grading**:

Online assignments have the same merit and importance as face-to-face instruction. Teachers will post homework and reading assignments during your online time. The reading will be utilized during the student’s in-school instruction time. It is imperative that students complete all the reading and assignments in the given online classes. Emphasis on plagiarism will be established as presented in the Parent/ Student Handbook: Cheating on quizzes and tests, copying and allowing work to be copied (homework or schoolwork) will result in loss of credit and disciplinary action. Students plagiarizing and paraphrasing from the internet or another source will face the same consequences.

**Testing**:

Online Testing may be an option during the online learning forum, and would be initiated by the teacher. Google Forms may be used to give an online test which has an option to block outside sites to open while the student is taking the test. Teachers are aware that resources are available during a test, which the teachers will create tests or quizzes to challenge and assess the student’s abilities and retention of the material being presented.

Students will need to adhere to time management skills in order to ensure proper completion of tests

 being given. Students will use allotted time to complete tests, and there will be no ability to start over once the student has begun the exam. All directions need to be read and comprehended as you would with a regular test, so that an understanding of what is being asked to complete by the teacher.

If technical difficulties arise the student will need to take a screenshot of the problem at hand. Students will need to know how to take a screenshot on their particular device, so that the teacher can be immediately be notified.

Students will need to ensure that there has been completion of all items before hitting submit, as students will only be able to submit once.

**Google Meet Guidelines**:

During distance learning the students will have the ability to interact with their teachers. Links will be sent if applicable, for specific times where students can meet virtually with their teacher. When the link is provided for a specific meeting, you would click on the link provided by the teacher, and then click “Join” the student will be unable to join unless the teacher has actually started the meet. Students can keep microphones on mute unless a comment needs to be expressed, or a question needs to be asked. If the student has the ability to use the camera option, it should be used in order to know that it is the student who is actually signed in.

Students are to abide by the school’s acceptable use policy signed each year, which is available online and at the school. Students should be dressed appropriately when attending the online forum. Professional and polite language is to be used during the Google meets.

Every attempt to keep background noises and other distractions should be kept to a minimum. A mute option is available and students should mute their microphone when the teacher is teaching. There is a chat box available to students for questions that may arise. Once the meeting is over, students are to promptly exit, the teacher will be the first one on the meeting, and the last one off the meeting.

Students will only accept Google meet invitations from Holy Family Academy staff. Students should put their best effort while participating in the online forums.

**Testing Accommodations: Meeting Needs for IEP accommodations/504**

There are students that may have accommodations that apply to test taking situations. One of the challenges will be having to read a test aloud for a student. Chromebooks have the ability of text to speech. The directions to convert text to speech is as follows:

**Step 1: Turn on Select-to-speak**

1. At the bottom right, select the time. Or press Alt + Shift + s.
2. Select Settings
3. At the bottom, select Advanced.
4. In the "Accessibility" section, select Manage accessibility features.
5. Under "**Text-to-Speech**," turn on Enable select-to-**speak**.

Extended time-Students will know that it will not be timed. Students may have access to notes: Ensure you have emailed notes, or notes will be available on the online class in a materials section.

**Cohesive Set Up in Google Classroom**:

In order for students to fully utilize the online forum, it is of importance to assist students with organization of online work, and an understanding of where to go when they are accessing work outside of Holy Family Academy, the following recommendations are included:

As a unit, Holy Family Academy should determine a similar format across the board. Suggestions include:

Setting up your assignments/materials in a weekly manner and labeling them similarly such as; Week 1, Quarter 1, September 1-5

Setting up your assignments/materials in a Unit manner such as; Unit 1, Weeks of...

Holy Family Academy teachers and administration should determine a minimum and maximum amount of assignments given. A DEMO student account should be available during Week 1.