



**Diocese of Rochester
Department of Catholic Schools**

St. Joseph School, Penfield

2020-21 Re-Opening Plan

July 2020

General Information:

Name of School:

St Joseph School

Address:

39 Gebhardt Road

Penfield, NY 14526

BEDS Code:

261201166189

Principal:

Amy Johnson

PARTY RESPONSIBLE FOR REOPENING

Name:

Amy Johnson

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Intended Start Date:

September 2, 2020

Date Plan Submitted:

July 31,2020

Name and Title of Person Submitting Plan:

Amy Johnson, principal

Reopening Plan Guiding Principle:

In every decision made throughout the planning process, the health and safety of our students, families, and staff will be our primary focus. This reopening plan has been developed using the most recent guidance for safely reopening schools in Fall 2020. This plan will be regularly updated as more information and guidance become available.

Developing This Plan:

In developing the St. Joseph School re-opening plan a task force made up of the school principal, teachers, staff members, church pastor and finance officers met to determine how St. Joseph School would re-open. During the process we consulted with local area public schools, the Diocese of Rochester School superintendent, our school nurse, parents with medical and business backgrounds. Keeping the health and safety of students, faculty and staff as our primary focus, we determined how to use physical distance, wearing masks and regular sanitizing to make this possible.

1. REOPENING OF SCHOOL FACILITIES FOR IN-PERSON INSTRUCTION

Reopening of in-person instruction includes protocols and procedures that will be for restarting school operations including students, faculty, and staff returning to in-person instruction.

Capacity: *Phasing and quantity of students, faculty, and staff allowed to return in-person, considering factors such as ability to maintain appropriate social distance, personal protective equipment (PPE) availability, local medical capacity, and availability of safe transportation*

Our school consists of 12 standard classrooms with dimensions of 28'x27' and two additional classrooms with dimensions of 24'x21'. Unnecessary furniture will be removed from classrooms to provide additional space for students and teacher.

The larger rooms can potentially hold 18 students at desks with 36 square feet of space. The smaller rooms will hold potentially 14 students

Given this capacity, all students will return to school for a full day, five days per week.

Each student will wear a mask at all times, with mask breaks given during outside recess time and/or while seated and at a distance from others.

Transportation will be provided by district buses and family transport.

Social Distancing: *Protocols and procedures for students, faculty, and staff to ensure appropriate social distancing when on school grounds and in school facilities*

Students and adults in the school will keep a 6 ft. distance to the best of their abilities. They will wear a mask at all times, except during designated mask breaks. Students will minimally walk through the halls, always at a 6 ft. distance. Masks will always be worn in the hallways and school bathrooms.

PPE and Face Coverings: *Protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate PPE is used to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Plans for all students, faculty, and staff to have the required PPE (i.e., acceptable face coverings) before entering school facilities, grounds, or any other space owned or administered by the school or school district (e.g., school buses)*

St. Joseph School K-6 students, faculty and staff will wear a mask and/or face shield covering their face at all times, with regular mask breaks. Preschool students will be taught to wear masks.

Outside activities may be “mask free” when designated as a mask break and when students and adults are at a 6 ft. distance from one another.

Operational Activity: *Determinations on how classes, shared spaces, and activities may be adapted in various phases of learning and operations (e.g., identify which, if any, students will be offered alternate approaches, such as alternative schedules or hybrids of in-person and remote learning; how additional and alternative – school and non-school – spaces can be used for, or in support of, in-person instruction; how such schedules could be administered to create overlap for students from the same household; how shared spaces, such as cafeterias, libraries, playgrounds, and gymnasiums, will be modified and used, if and how cohorts will be implemented). Policies regarding field trips, special congregate events, and visitors considering risks for COVID-19 transmission, as well as protocols and procedures for social distancing, PPE usage, and cleaning and disinfection, which may include conducting virtual events*

Instructional Program Options:

Students will receive instruction in their classrooms while seated at their desks. They will have access to their teachers who will utilize their Smartboards and other props. Students will use books, instructional worksheets, paper, Chromebooks and tablets provided by the school.

Students who are not present in the school building will be provided with distance learning by their homeroom teacher, utilizing Google Classroom so that they can continue learning with their classmates. Teachers will present material using technology including recorded lessons, Zoom lessons and conferences. Students in grades K - 2 will be supplied with tablets and grades 3-6 will be supplied with Chromebooks in order to watch and participate in online learning.

Classrooms:

Classrooms will be cleared of all furniture except for student desks. Students will sit one per desk, appropriately distanced from other student desks, giving them 36 sq. ft of personal space.

Cafeterias:

Students will not eat in the cafeteria. They will be eating in their cohort classrooms at their desks.

Gymnasiums and Worship Spaces

The school gymnasium will be used for PE class when the weather makes it impossible to have class outside. PE classes will take place in cohorts and instruction will focus on independent activities that allow for social distancing and wearing a mask when possible. The gymnasium will be sanitized after use.

The school gymnasium will not be used by outside groups after school.

The school gymnasium will be used for After School Care for K - 6 students and will be sanitized after use.

St. Joseph Church will be utilized by students following the guidelines which allow for social distancing 6 feet apart. There will be small celebrations in church where this is possible, limiting the number of students as per the guidelines. All students will wear masks in church and facilities will be sanitized before and after use as per St. Joseph Church protocol.

Outdoor Play Spaces:

Outdoor play spaces will be utilized often by students in their cohorts and will be cleaned after use as appropriate. Playground equipment will be sanitized between groups.

Spaces Where Other Groups Congregate:

Congregating will be discouraged in hallways, corridors and bathrooms. Students and adults must practice social distancing of 6ft or more when conversing with each other. Masks will be worn at all times in public areas.

Restart Operations: *Plans to safely reopen facilities and grounds, such as cleaning and disinfection, and restarting building ventilation, water systems, and other key facility components, as applicable*

Cleaning and disinfection will occur daily after students have left the school building. Regular sanitizing of door handles and other frequently touched areas will occur regularly during the day by teachers and maintenance personnel. Bathrooms will be cleaned three times per day. Water fountains will not be used.

Hygiene, Cleaning, and Disinfection: *Protocols and procedures for school-wide cleaning and disinfection of classrooms, restrooms, cafeterias, libraries, playgrounds, school buses, and all other school facilities, as well as training and promotion of hand and respiratory hygiene among all individuals in school facilities and on school grounds*

Hygiene and cleaning supplies will be maintained by custodial staff.

Students and adults will be asked to use hand sanitizer upon entry to the building and will wash their hands with soap and water after using the restroom.

Classroom ventilation will be ensured throughout the day utilizing fresh air from outside the classroom. Classroom desks, chairs, door handles and frequently touched areas will be sanitized by teachers throughout the school day. Bathrooms will be sanitized three times per day. A thorough cleaning of all surfaces will take place after students have left the building. Students will wear masks and have their own box of tissues should they need them. Students will not share materials such as pens, pencils or books. Any shared computers will be sanitized after use.

SCHOOL OFFICE

A clear plastic barrier will be installed around the administrative assistant's desk.

Masks are required in the office.

Students will not be allowed to enter the office to drop off items or make phone calls. The classroom teacher will contact the parent/guardian on behalf of the student as needed.

Plastic pouches will be placed outside the classroom doors for communication between office and classroom teacher. The Administrative Assistant will gather/deliver items throughout the day. Drop off of student lunch/homework or other items will be done at the main (flagpole) entrance. A designated table will be available for parents to drop off items. The Administrative Assistant will gather/deliver items. For early pick-ups, parents will remain in their car, and call into the school office. The Administrative Assistant will deliver the child to the parent/guardian.

HALLWAYS/STAIRWAYS Designated routes for foot traffic showing direction and markers for maintaining spacing will be marked. Designated sides of the hallway for moving in one direction will be marked; reminders will be given to students to limit the touching of walls when in the hallway. A schedule for school staff to regularly disinfect stair railings and hallway door handles will be posted. Staff member will initial and post each time they completed the task. All students and staff should wear face masks at all times when in the hallway.

BATHROOMS Staff will teach and reinforce hand washing after bathroom use. Bathrooms will have adequate cleaning supplies and a schedule for regularly disinfecting the bathrooms will be posted. Staff member will initial and post each time they complete the task. Classrooms will be assigned student bathroom break times. The number of students allowed in the bathroom at once will not exceed the number of fixtures and sinks available. Every other stall and sink will be taped off and all urinals will be taped off to ensure proper distancing. Staff/teachers will clean and disinfect frequently touched surfaces within their classrooms throughout the day. Staff/teachers will clean and disinfect high touch surfaces within their classrooms between each individual's use. Frequently touched surfaces in the school include, but are not limited to:

- Student desks · Tables · Chairs · Counters · Staff desks
- Door handles · Light switches · Sink handles · Stair railings

Extracurriculars: Policies regarding extracurricular programs and which activities will be allowed, considering social distancing, PPE usage, and cleaning and disinfection, as well as risk of COVID-19 transmission (e.g., interscholastic sports, assemblies, and other gatherings). Policies should consider how to maintain cohorts, if applicable, or members of the same household. Responsible Parties should refer to DOH's "Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency" to assist in development of these policies; however, interscholastic sports are not permitted at the time of publication of this guidance, and additional information on athletic activities is forthcoming

Playground surfaces will be sanitized by adults following recess. Use of the building outside of the school day will be limited to After School Care and small groups of adults (school or parish staff) and will be sanitized after use. Playground use during after school care will begin and end with a thorough cleaning of surfaces.

Before and Aftercare: Policies regarding before and aftercare programs, considering social distancing, PPE usage, and cleaning and disinfection requirements, as well as risk of COVID-19 transmission. Policies should consider how to maintain cohorts, if applicable, or group members of the same household

After school care will take place in the gymnasium and other designated areas in which students can be socially distanced. Outdoor play will be a primary activity during after school care. Masks will be worn by students and care providers, with appropriate breaks as given. Students will be kept in cohorts as possible and cleaning of surfaces will occur as students change activities.

Vulnerable Populations: Policies regarding vulnerable populations, including students, faculty and staff who are at increased risk for severe COVID-19 illness, and individuals who may not feel comfortable returning to an in-person educational environment, to allow them to safely participate in educational activities and, where appropriate, accommodate their specific circumstances. These accommodations may include but are not limited to remote learning or telework, modified educational or work settings, or providing additional PPE to individuals with underlying health conditions. Responsible Parties must also identify and describe any modifications to social distancing or PPE that may be necessary for certain student or staff populations, including individuals who have hearing impairment or loss, students receiving language services, and young students in early education programs, ensuring that any modifications minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible

Vulnerable populations in our school will be identified to our school nurse, principal and classroom teacher. Some will choose to utilize distance learning during this time. Those in the building will follow protocol to monitor/report symptoms and stay at a distance in a mask at all times.

Families who choose to keep their children at home will be provided an equitable distance learning program using technology to maintain classroom connections. Teachers and administration will be responsible for providing this learning program.

Transportation: Consistent with State-issued public transit guidance, protocols and procedures, which include that individuals must wear acceptable face coverings at all times on school buses (e.g., entering, exiting, and seated), and that individuals should maintain appropriate social distancing, unless they are members of the same household. Protocols and procedures should include how school buses will be adapted to keep students and staff safe (e.g., how face coverings will be provided to students in need, how members of the same household will be seated together, how social distancing will be conducted on buses, whether bus schedules will be adapted to accommodate reduced capacity, whether any health screening will be conducted at home before students board buses, how parents/legal guardians will be encouraged to drop off or walk students to reduce density on buses)

Public school districts will provide St. Joseph School students with transportation each day. Our students will follow district procedures and safety guidelines including social distancing, except in family groups and mask wearing. Families will be encouraged to self-transport. All students will use hand sanitizer upon entering schools.

Food Services: Protocols and procedures for onsite and remote food services for students, considering appropriate social distancing and any modifications to service that may be necessary (e.g., providing meals in a combination of classrooms and cafeterias, staggering meal periods). Measures to protect students with food allergies if providing meals in spaces outside the cafeteria. Protocols and procedures must also include how students will perform hand hygiene before and after eating, how appropriate hand hygiene will be promoted, and how sharing of food and beverages will be discouraged. Additionally, protocols and procedures must account for cleaning and disinfection prior to the next group of students arriving for meals, if served in the same common area (e.g., cafeteria)

Outside vendors which provide our school lunches on Tuesday, Wednesday and Thursdays will continue to provide them. Designated staff will distribute lunch, wearing gloves and masks, to students who have purchased them. Lunches will be eaten by students in their classrooms, on sanitized desks, after washing their hands. Students will remain seated at their desks during lunch and will not share food or beverages. Students will wash their hands before and after eating all snacks and lunch.

Mental Health, Behavioral, and Emotional Support Services and Programs: Available resources and referrals to address mental health, behavioral, and emotional needs of students, faculty, and staff when school reopens for in-person instruction (e.g., how they will identify and support students having difficulty with transitioning back into the school setting, especially given the changed school environment). Any training for faculty and staff on how to talk with, and support, students during and after the ongoing COVID-19 public health emergency, as well as information on developing coping and resilience skills for students, faculty, and staff

St. Joseph School faculty received professional development for Social Emotional Learning during the 2019-2020 school year. Following our return to school, each homeroom will take part in activities and discussions that promote social emotional health. Teachers will be encouraged to monitor their own social emotional health as they are asked to make many changes during this time. Our yearly retreat, staff lunches and regular encouragement and support will be given to support all faculty and staff who are supporting students and families. We know that COVID-19 and extended distance learning have potentially stressful effects on children and adults and will take measures to engage in activities to welcome students back to a safe learning environment.

St. Joseph School will promote healthy Social and Emotional Learning (SEL) practices for both the students, faculty, and staff through SJS SEL program. The development of social and emotional skills will have a positive impact on academics. Those skills include:

- Identifying and understanding one's emotions

- Setting and achieving goals
- Management stress
- Understanding others' perspectives
- Forming positive relationships
- Making good decisions
- Identifying and solving problem

Communication: Communications plans for students, parents/legal guardians of students, faculty, staff and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information. Plans should describe how schools will communicate with students and families about preparing for the upcoming year, which should include adapting to social distancing requirements, properly wearing face coverings, and proper hand and respiratory hygiene. Consider developing webpages, text and email groups, and social media to disseminate information. Schools should develop communication plans in multiple languages, as necessary

St. Joseph School communicates with its families primarily via an email newsletter sent weekly or as needed. A current email list is maintained by office personnel. Information on our school website is changed regularly and we utilize social media to share information. Emergency contact is primarily by phone. Families provide best phone, text and emails to use as part of their registration each year.

2. MONITORING OF HEALTH CONDITIONS

Monitoring includes protocols and procedures to track health conditions at schools.

Screening: Protocols and procedures for mandatory health screenings, including temperature checks, of students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus. Responsible Parties should consider limiting the number of visitors permitted on school grounds or in school facilities, and, if visitors are allowed, screening of such visitors

Each morning upon arrival, students will be greeted by our school nurse or trained staff member who will observe that student's symptoms including their temperature, which will be taken by a touch-free thermometer. Students with COVID-19 symptoms, including cough, chest tightness, or temperature over 100 degrees will be separated and parents will be called to pick the student up and report to a doctor. During the school day, teachers will monitor students' behavior and symptoms and students will report symptoms to their teachers. Families will be required to submit a form confirming that their child is not showing COVID-19 symptoms or exposure while out of school on a weekly basis.

Students with COVID-19 symptoms will be separated from their classmates and temporarily isolated until they can be picked up by their parents.

Testing Protocols: Process for the provision or referral of diagnostic testing for students, faculty, and staff for COVID-19, in consultation with local health department officials, when needed, which should include plans for testing of symptomatic individuals, close contacts of COVID-19 suspected or confirmed individuals, and individuals with recent

international travel or travel within a state with widespread transmission of COVID-19 as designated through the New York State Travel Advisory, before allowing such individuals to return to in-person to the school

All students will be observed and monitored for COVID-19 symptoms including a temperature check and weekly signed questionnaire from their parents. (see below)

All adults entering the school will be observed and monitored for COVID-19 symptoms including temperature and a daily screening questionnaire for faculty and staff reporting to school; and periodically use a questionnaire for students, particularly younger students, who may require the assistance of their parent/legal guardian to answer.

The questionnaire should determine whether the individual has:

- Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- Tested positive through a diagnostic test for COVID-19 in the past 14 days;
- Has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F, in the past 14 days; and/or
- Has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

Outside adults will not be allowed in the building. Deliveries will be left at the door and only parents picking up ill children will be allowed to enter the school building. These adults will follow the above protocol.

Testing Responsibility: *Identification of who in the community is responsible for referring, sourcing, and administering testing (e.g., local health department testing site, physician offices, hospital system), particularly in the event that large-scale testing at the school is needed*

St. Joseph School will comply with CDC guidance and not conduct COVID-19 testing or require testing or antibody testing of students or staff members. The decision of whether a test needs to be conducted will be determined by a healthcare provider or the local department of health.

Early Warning Signs: *Defined metrics that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, as established by state and local health departments; define and deploy method(s) to monitor against such metrics.*

Defined metrics will serve as early warning signs that positive COVID 19 cases may be increasing beyond an acceptable level as established by state and local health departments. These metrics will be monitored by the school's administration and immediate action will be taken.

3. CONTAINMENT OF POTENTIAL TRANSMISSION OF THE 2019 NOVEL CORONAVIRUS (COVID-19)

Containment includes protocols and procedures for how to respond to positive or presumed-positive cases, as well as preventative practices.

School Health Offices: *Protocols for safely caring for a student, faculty, or staff member if they develop symptoms of COVID-19 during the school day*

Any individual who screens positive for COVID-19 exposure or symptoms, or who presents with a temperature greater than 100.0°F, must not be allowed to enter the school if screened outside, and must be immediately sent home with instructions to contact their health care provider for assessment and testing. In case of a positive test, confidentiality will be maintained as required by federal/state law/regulations. Reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19. Procedures and reminders will be communicated often through school newsletter and posted on school website.

Isolation: *Procedures to isolate individuals who screen positive upon arrival, or symptomatic individuals should they become symptomatic while at school, providing appropriate PPE for school health office staff caring for the symptomatic individual. Protocols for safe transportation, including pick-up arrangements, if applicable, for symptomatic students, faculty, and staff*

Students being sent home because of a positive screen must be immediately separated from other students and supervised until picked up. A dedicated room adjacent to the nurse's office will be used to separate students, faculty, or staff with symptoms of COVID-19 from others until they can go home or to a health care facility, depending on severity of illness; the School Nurse will immediately isolate symptomatic individuals until they can be sent home. Proper PPE should be worn by both the individual and the school nurse. Symptomatic students waiting to be picked up will remain under the visual supervision of a staff member who is physically distanced; PPE requirements for school health office staff caring for sick individuals include both standard and transmission-based precautions; and required guidelines for cleaning and disinfection.

Collection: *Protocols for how parents or legal guardians should pick up their student with instructions that the student must be seen by a health care provider*

Parents or guardians of a symptomatic student will be called for immediate pick-up. When they arrive, the parent/guardian will call the School and the nurse will walk the student to the parent/guardian vehicle.

Infected Individuals: Requirements that persons who have tested positive complete isolation and have recovered and will not transmit COVID-19 when returning to in-person learning. Discharge from isolation and return to school will be conducted in coordination with the local health department

The students or staff members who have tested positive must complete isolation, have recovered, and shown proof that they will not transmit COVID-19 when returning to the in-person learning environment. A doctor's note will be required for re-entry to school.

RETURNING TO SCHOOL AFTER ILLNESS:

· If a student/staff member has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24-hours

· If a person is diagnosed with COVID-19 by a medical professional based on a test they must not return to school until they can answer yes to the following three questions:

1. Has it been at least 10 days since the you first had symptoms?
2. Has it been at least 3 days since you had a fever (without using fever reducing medicine)?
3. Has it been at least 3 days since your symptoms have improved, including cough and shortness of breath?

Exposed Individuals: Requirements that individuals who were exposed to the COVID-19 virus complete quarantine and have not developed symptoms before returning to in-person learning. Discharge from quarantine and return to school will be conducted in coordination with the local health department

Individuals who were exposed to the COVID-19 virus, complete quarantine, and have not developed symptoms before returning to in-person learning will required to show proof that they will not transmit COVID-19 upon returning to the in-person learning environment. A doctor's note will be required for re-entry to school.

Hygiene, Cleaning, and Disinfection: Adherence to, and promotion of, hygiene, cleaning, and disinfection guidance set forth by DOH and CDC, including strategies for cleaning and disinfection of exposed areas and appropriate notification to occupants of such areas

SCHOOL HEALTH OFFICE

School health office cleaning will occur after each use:

- Cots;
- Bathroom; and
- Health office equipment (e.g. blood pressure cuffs, otoscopes, stethoscopes, etc.) will be cleaned following manufacturer's directions.

Disposable items will be used as much as possible including:

- Disposable pillow protectors;
- Disposable thermometer sheaths or probes, and disposable otoscope specula.

Contact Tracing: Plans to support local health departments in contact tracing efforts using the protocols, training, and tools provided through the New York State Contact Tracing Program – an initiative between the Department of Health, Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies

St. Joseph School will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors. In the case of an individual testing positive, Seton will support the local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. <https://coronavirus.health.ny.gov/new-york-state-contact-tracing>

Confidentiality will be maintained as required by federal and state law and regulations. Seton will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.

Communication: Plans to share protocols and safety measures taken by the school with all relevant parties including parents/legal guardians, faculty, staff, students and the local community

If a student or staff member reports having tested positive for COVID-19, school administrators or his/her designee will notify the local health department to determine what steps are needed for the school community.

4. CLOSURE OF SCHOOL FACILITIES AND IN-PERSON INSTRUCTION, IF NECESSITATED BY WIDESPREAD VIRUS TRANSMISSION

Closure includes contingency plans, protocols, and procedures for decreasing the scale or scope of in-person education, and/or closing the school.

Closure triggers: Identification of the conditions that may warrant reducing in-person education or closing the school, in consultation with state and local health departments, and plan for an orderly closure

St. Joseph School will collaborate with its local health department to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level. School administrators will consider closing school if absentee rates impact the ability of the school to operate safely. Schools may choose to modify operations prior to closing to help mitigate a rise in cases. St. Joseph School will consult its school nurse, the Diocesan Schools Superintendent, and/or the local department of when making such decisions. Following guidance from the Diocesan Schools Superintendent, and/or the local department of health, Seton will determine when to re-open if a closure is necessary.

Operational Activity: Determination of which operations will be decreased, or ceased and which operations will be conducted remotely; include process to conduct orderly closures which may include phasing, milestones, and involvement of key personnel

During any school closure, the St. Joseph School facility will be thoroughly cleaned and disinfected according to CDC guidance. A professional maintenance service will be contracted to ensure proper cleaning of the facility.

ON-LINE LEARNING

St. Joseph School was proficient in providing on-line learning in the spring of 2020. After feedback from teachers and parents the following plan, will be used to ensure a smooth transition in the event of sporadic closures:

- Training will be on-going for staff, students and parents with initial training in

August/September

- School will secure additional Chrome Books and tablets for school use
- Use online programs and resources that can be transferred easily to periods of fully online learning; Google Classroom, iReady Reading and iReady Math, as well as other grade appropriate websites. At a scheduled time, the school may hold a practice day of online learning during a normal school day to ensure all students know the expectations for home learning.

Communication: *Plan to communicate internally and externally throughout the closure process*

All communication regarding the closure process will be sent using the school email newsletter and My Student Progress (MSP: student management program) to families and staff, and direct email for School advisory committee, St. Joseph Church, DOR and public-school districts. All information will be available on our school website as well. We will not be using any social media for this information.