

**St. Helen Catholic Academy
Covid-19 School Re-Opening Plans**

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Logistics and Planning

Responsible Parties and Planning

- Responsible parties to maintain the plan policies and protocols for students, faculty and staff: Christine Zerillo, Principal, John Spagnuolo, Board Chair; Board Members: Maria Ford, Steven Guisto, James Baglino, Frank Bifulco, Vita Russo, Joseph Trotta, James Gillespie.
- Contingent on the Governor, State, City, New York State Department of Health (NYSDOH), New York City Department of Health (DOHMH), New York State Education Department (NYSED) and CDC guidelines
- The Logistics and Planning Re-Opening includes three plans to allow for possible scenarios come September 2020.
- As we continue to plan for September 2020 we remember that all plans are based on what we know today, and therefore should be flexible, focused on the health and safety of all, and that we accept changes with patience and common sense.

As of 8/6/2020, St. Helen Catholic Academy, will adapt:

Plan A

Full opening with Social Distancing, Hand and Respiratory Hygiene, Testing and Tracing, Face Coverings

In the event of increase student registration, St. Helen Catholic Academy will adapt plan B.

Plan B

Hybrid opening with Social Distancing, Hand and Respiratory Hygiene, Testing and Training, Face Coverings

In the event of Coronavirus rate of infection increasing to over New York State limitations, St. Helen Catholic Academy will adapt:

Plan C

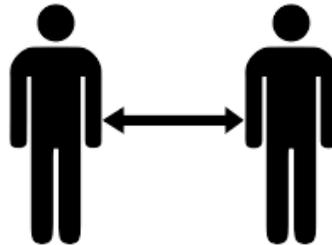
Full Distance Learning with no return to in-school instruction

St. Helen Catholic Academy will adhere to:
Department of Health and Mental Hygiene: Public Health Tenets



Stay Home if Sick

Only leave for essential medical care and testing or other essential errands.



Keep physical distance

Stay at least 6 feet away from other people.



Keep hands clean

Wash your hands often with soap and water. Use hand sanitizer if soap and water are not available.



Wear a face covering

You can be contagious without symptoms. Protect those around you by wearing a face covering.

These tenets will remain in place until a vaccine is developed or daily transmission levels are close to zero. These tenets have implications for St. Helen Catholic Academy reopening.

St. Helen Catholic Academy will:

Promote Behaviors That Reduce the Spread:

Staying Home When Appropriate

Hand Hygiene and Respiratory Etiquette

Cloth Face Coverings

Adequate Supplies

Signs and Messages

Maintain Healthy Environments

Cleaning and Disinfection

Shared Objects

Ventilation

Water Systems

Modified Layouts

Physical Barriers and Guides

Communal Spaces

Food Service

Maintain Healthy Operations

Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19

Regulatory Awareness

Gatherings, Visitors, and Field Trips

Cohorting and Staggered Scheduling

Designated COVID-19 Point of Contact

Participation in Community Response Efforts

Communication Systems

Leave/Absence Policies

Back-Up Staffing Plan

Staff Training

Recognize Signs and Symptoms

Sharing Facilities

Support Coping and Resilience

Prepare for When Someone Gets Sick

Advise Staff and Families of Sick Students of Home Isolation Criteria

Isolate and Transport Those Who are Sick

Clean and Disinfect

Notify Health Officials and Close Contacts

Source: CDC. (2020, May 19). *Considerations for schools*. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Health and Safety Measurements: Monitoring and Containment

St. Helen Catholic Academy General Information:

- Administration, faculty, staff and students will be reminded to stay home if they feel ill.
- Administration, faculty, staff and students will be reminded to stay home if they were within less than six feet for a prolonged period of time with a person with COVID-19
- Training will be provided to all administration, faculty and staff on recognizing the signs and symptoms of COVID-19 and what to do if a child or adult are displaying symptoms.
- Information will be provided to parents on the signs and symptoms of COVID-19 in children
- Schools will ensure that any personnel performing in-person screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious individuals entering the facilities. Personnel performing screening activities should be trained by employer-identified individuals who are familiar with CDC, DOH, and OSHA protocols.
- Screeners will be provided and use PPE, which includes at a minimum, an acceptable face covering or mask, and may also include gloves, a gown, and/or a face shield.

Daily Health Screening:

Temperature Checks

It is the recommendation that St. Helen Catholic Academy parents take their child's temperature every day before leaving for school. If the child's temperature is 100.0 degrees or higher, the child should remain home and see a doctor.

Temperature screening and screening questions as outlined in the NYS Guidance for In-Person Instruction at Pre-K–Grade 12 Schools during the COVID-19 Public Health Emergency are to be taken as each staff member and student enters the building:

- Persons who have fevers of 100.0 degrees Fahrenheit or above or who are exhibiting other signs of illness shall not be admitted to the school.
- The school nurse will conduct the screening. When the school nurse is not present or is unable to conduct the screening, trained school personnel will be designated to do so.
- St. Helen Catholic Academy will utilize multiple entrances to avoid gatherings and enhance social distancing; a designated trained school personnel will be at each entrance to conduct the daily temperature check.
- St. Helen Catholic Academy is prohibited from keeping records of student, faculty, staff, and visitor health data (e.g., the specific temperature data of an individual), but we are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared). (FERPA)

St. Helen Catholic Academy Health Screening Questionnaire Procedures:

- Screening is strongly recommended to be conducted remotely (e.g. by electronic survey, digital application, or telephone, which may involve the parent/legal guardian), before the individual reports to school, to the extent possible; or may be performed on site at the school.
- Remote screening will be coordinated to identify individuals who should not go to school and should be referred to their health care provider for further evaluation and COVID-19 testing.
- On-site screening will be coordinated in a manner that prevents individuals from intermingling in close or proximate contact with each other prior to completion of the screening

Screening for all students, faculty, staff, must be completed using a questionnaire that determines 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.
- St. Helen Catholic Academy will implement health screening practices for unscheduled visitors (e.g., members of the public allowed to use school grounds).

St. Helen Catholic Academy will require individuals to immediately disclose if and when their responses to any of the questions' changes, such as if they begin to experience symptoms, including during or outside of school hours.

Symptoms and Signs of Illnesses:

St. Helen Catholic Academy will monitor staff and students throughout the day for signs of illness. Symptoms potentially include the following:

- Fever of 100.0 degrees Fahrenheit or higher
- Cough
- Stuffy nose
- Chills
- Shortness of breath/difficulty breathing
- Loss of taste or smell
- Congestion/runny nose
- Nausea/vomiting/diarrhea

- Muscle/body aches
- Fatigue
- Sore throat
- Headache

Screening Positive for COVID-19 Symptoms at School

Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, must be immediately sent home as outlined below with instructions to contact their health care provider for assessment and testing.

- School must immediately move students who are exhibiting COVID-19 symptoms to the Isolation room where they will be monitored while they await pick-up and safe exit from the building.
- Isolation Rooms when in use, must be occupied by a school staff member wearing full PPE, with external ventilation increased within the area of isolation so as to encourage air flow (windows opened, non-mechanical ventilation disabled).
- Administration, faculty or staff will be discreetly asked to leave the building immediately and to report their symptoms to a medical professional.
- Schools and maintenance personnel will be required to close off and restrict the areas accessed by any sick individual or any individual exhibiting symptoms.
- The Isolation Room, or any room or area occupied by sick or symptomatic individuals, will not be reopened or utilized until cleaning and disinfection have taken place in an acceptable and prescribed manner following the CDC prescribed guidelines.
- The school will wait twenty-four (24) hours before custodians clean and disinfect the Isolation Room
- Staff members tasked with cleaning the affected areas must wear appropriate personal protective equipment and arrange for optimal ventilation conditions during the cleaning process.

Screening Positive for COVID-19 Symptoms at School: (continued)

- St. Helen Catholic Academy will advise sick staff members and students not to return to school until they have met the CDC criteria to discontinue home isolation for COVID-19 and non-COVID-19 related illnesses, which includes three days with no fever, an illustration that symptoms have improved, and ten (10) days elapsed since the symptoms first appeared.
- St. Helen Catholic Academy school leaders will monitor staff absenteeism as well as present symptoms or types of illness among students and staff to guide decision-making and next steps.
- All quarantine orders issued by the federal, state, and local government directives must be followed by students, faculty, and staff.

Reporting a Positive COVID-19 Case:

- St. Helen Catholic Academy Principal will immediately notify Tom Chadzutko and Joan McMaster in writing with all relevant details of any confirmed COVID-19 case.
- St. Helen Catholic Academy Principal will be instructed on notifying the state and local health department about the case if diagnostic test results are positive for COVID-19 and follow the state and local health department guidance on notification and for next steps.
- St. Helen Catholic Academy Principal will then distribute this notification to school staff members and families once approved by the Office of the Superintendent. No identifying information will be used in any communications regarding the individual who may be symptomatic.
- St. Helen Catholic Academy Principal will coordinate with maintenance staff to ensure compliance with CDC disinfection procedures and timelines guidance.
- St. Helen Catholic Academy will follow all health department directives on school closures, because of COVID-19.
- St. Helen Catholic Academy will work in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for COVID-19 symptoms can return to the in-person learning environment. This returning to learning requires a written note of medical clearance from a licensed NYS health care provider, proof of a negative COVID-19 testing after having no fever for three days, and symptom resolution, or if COVID-19 positive, medical release from isolation.

Reporting a Positive COVID-19 Case: (continued)

In keeping with HIPAA law, at no time will the identity of the individual, who is COVID-19 positive, be revealed. The school will take extreme and extenuating measures to protect the identity of the individual. This is a critical violation of a person's civil rights, and appropriate action for the failure to do so could result in disciplinary action up to and including termination.

PLEASE NOTE: Plan is subject to change according to state and local health agencies.

Vulnerable Populations (Students)

Policies regarding vulnerable population of students who are at increased risk for severe COVID-19 illnesses and who may not feel comfortable returning to an in person education environment, will be supported by the following accommodations: remote learning, modified educational setting, provisions of PPE to students with underlying health conditions.

If needed, modifications will be made to social distancing and PPE for certain student population including: those who have hearing impairment or loss, students receiving language services, and young students in early education programs.

We will ensure that any modifications minimize COVID-19 exposure risk for students to the greatest extent possible.

Vulnerable Populations (Faculty and Staff)

Policies regarding vulnerable population of faculty and staff who are at increased risk for severe COVID-19 illnesses and who may not feel comfortable returning to an in person education environment, will be supported by the following accommodations: remote teaching, modified work setting, provisions of PPE to faculty and staff with underlying health conditions.

If needed, modifications will be made to social distancing and PPE for certain faculty and staff population. St. Helen Catholic Academy will ensure that modifications minimize COVID-19 exposure risk for faculty and staff, to the greatest extent possible.

Testing Responsibilities

- St. Helen Catholic Academy principal and school nurse will be responsible for referring individuals to an appropriate testing site. (e.g. local health department testing site, physician offices, hospital system, etc.), particularly in the event that large-scale testing at the school is needed.

Early Warning Signs

- A space will be designated for students who do not meet daily health checks.
- Defined metrics established by the CDC, New York State and the Diocese of Brooklyn will serve as the metric signs.
- A Diocesan health checklist monitored by St. Helen Catholic Academy health team (principal and nurse) will monitor the metrics.

Collection

- Students will be brought from the designated area to their parents/legal guardians at the front doors of St. Helen Catholic Academy.
- The nurse will instruct adults that the student must be seen by a healthcare provider before returning to school.
- Parents must receive a notification from the healthcare provider regarding the status of the student's health and clearance to return to school.

Promoting Behaviors That Reduce The Spread

Developing a plan for social distancing outside of the classroom in highly populated areas like hallway/locker areas, restrooms, locker rooms, lunchroom/cafeteria, the library, etc. This includes a plan for Mass and extra-curricular activities.

- In school areas to be modified are the cafeteria and gym.
- Students will remain in the same cohort for classes and lunch. Students will perform hand hygiene before and after eating. There will be no sharing of food and beverages. Teachers will instruct students regarding appropriate hand hygiene daily.
- Students will enter building and proceed in one direction following place marks on floor 6ft apart in hallways and stairwells.
- Only 2 students in restrooms at a time; school aids will monitor hallway and bathroom activity.
- Masses will be scheduled 2 classes at a time with students maintaining social distancing.
- At this time, St. Helen Catholic Academy will not provide extracurricular activities for students after school.
- Signage – reminding students to follow social distancing instructions.

Developing scheduling options to facilitate reduced capacity at school

Student cohorts will report to the building based on alternating weeks:

Cohort A: Monday/Wednesday/Friday

Cohort B: Tuesday/Thursday

Cohorts will alternate weekly assuring that all students will be able to receive the same amount of instructional time. On the days that students are not attending school in person, they will be receiving instruction remotely.

Identifying Small Groups and Keeping Them Together (Cohorting)

St. Helen Catholic Academy will ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children). We will limit mixing between groups if possible.

Social Distancing

- Faculty, staff and students will practice social distancing by staying at least 6 feet apart (about 2 arms' length) from other people.

Staying Home When Appropriate

Staff and students should stay home if:

- They have tested positive for or are showing COVID-19 symptoms.
- Have recently had close contact with a person with COVID-19.
- St. Helen Catholic Academy teachers, staff and families will use the CDC criteria to inform when they should stay home or return to work/school.

Hand Hygiene and Respiratory Etiquette

St. Helen Catholic Academy teachers and staff will teach and reinforce handwashing with soap and water for at least 20 seconds and we will increase monitoring to ensure adherence among students and staff.

- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Staff and students will be encouraged to cover coughs and sneezes with a tissue. Used tissues will be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

Face Coverings

St. Helen Catholic Academy teachers and staff will teach and reinforce the use of face coverings. We understand it may be challenging for younger students and we will help them to understand the importance of face coverings. St. Helen Catholic Academy individuals will be frequently reminded not to touch the face covering and to wash their hands frequently. Information will be provided to staff, students, and students' families on the proper use, removal, and washing of face coverings.

- Students are required to wear face coverings when in the school building and maintain appropriate social/physical distancing. Students should bring an appropriate face covering from home. St. Helen Catholic Academy will have surgical masks available for students as needed.
- Faculty and staff shall be required to wear masks. Masks will be provided to all staff members by St. Helen Catholic Academy. Choosing to wear a mask of their own is equally acceptable. In addition, face shields will be provided upon request, but they are not to be used in lieu of a mask.
- All visitors to the school for any reason will always be required to wear a face covering while on school grounds or in the school building.
- All masks for faculty, staff, and students are subject to approval by the principal and Office of the Superintendent of Schools. Masks should be plain and free of any objectionable statements or support for any group, product, political view, and so on, other than the name of the Parish School or Catholic Academy.

- Non-disposable mask should be washed daily.
- St. Helen Catholic Academy will follow NYS Department of Health Interim Guidance for In-Person Instruction at PK – Grade 12 schools during the COVID-19 Public Health Emergency (July 13, 2020) which recommends that if face coverings are to be worn by all individuals at all times, students should be allowed to remove their face coverings during meals, while outside in the fresh air, and for short breaks so long as they maintain appropriate social distance.
- CDC recognizes that wearing cloth face coverings may not be possible in every situation or for some people.
- In some situations, wearing a cloth face covering may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives will be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear one.
- Cloth face coverings should not be placed on:
 - -Children younger than 2 years old.
 - -Anyone who has trouble breathing or is unconscious.
 - -Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.
- Appropriate and consistent use of cloth face coverings may be challenging for some students, teachers, and staff, including:
 - -Younger students, such as those in early elementary school.
 - -Students, teachers, and staff with severe asthma or other breathing difficulties.
 - -Students, teachers, and staff with special educational or healthcare needs, including intellectual and developmental disabilities, mental health conditions, and sensory concerns or tactile sensitivity.
- While cloth face coverings are strongly encouraged to reduce the spread of COVID-19, St. Helen Catholic Academy will follow CDC procedures, which recognizes there are specific instances when wearing a cloth face covering may not be feasible.

-In these instances, parents, guardians, caregivers, teachers, and school administrators should consider adaptations and alternatives whenever possible. They may need to consult with healthcare providers for advice about wearing cloth face coverings.

Clear Face Coverings or Face Shields

St. Helen Catholic Academy Teachers and staff who may consider using clear face coverings or face shields include:

- Those who interact with students or staff who are deaf or hard of hearing, per the Individuals with Disabilities Education Act
- Teachers of young students learning to read
- Teachers of students in English as a second language classes
- Teachers of students with disabilities

Face shields are not to be used for normal everyday activities or as a substitute for cloth face coverings because of a lack of evidence of their effectiveness for source control.

St. Helen Catholic Academy Practical Recommendations

- Include cloth face coverings on school supply lists and provide cloth face coverings as needed to students, teachers, staff, or visitors who do not have them available.
- Include clear face coverings on school supply lists for teachers and staff who regularly interact with students who are deaf or hard of hearing, students learning to read, students with disabilities, and those who rely on lip reading as a part of learning, such as students who are English Language Learners.
- Ensure that students and staff are aware of the correct use of cloth face coverings, including wearing cloth face coverings over the nose and mouth and securely around the face.

- Ensure that students, teachers and staff are aware that they should wash or sanitize their hands (using a hand sanitizer that contains at least 60% alcohol) before putting on a cloth face covering.
- Ensure that students, teachers, and staff are aware that they should not touch their cloth face coverings while wearing them and, if they do, they should wash their hands before and after with soap and water or sanitize hands (using a hand sanitizer that contains at least 60% alcohol).
- Ensure teachers and staff are aware that they should wash or sanitize hands (using a hand sanitizer that contains at least 60% alcohol) before and after helping a student put on or adjust a cloth face covering.
- Ensure that all students and staff are aware that cloth face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.
- Ensure that all students and staff are aware that they should never share or swap cloth face coverings.
- Students' cloth face coverings should be clearly identified with their names or initials, to avoid confusion or swapping. Students' face coverings may also be labeled to indicate top/bottom and front/back.
- Cloth face coverings should be stored in a space designated for each student that is separate from others when not being worn (e.g., in individually labeled containers or bags, personal lockers, or cubbies).
- Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.
- Students should consider having additional cloth face coverings available for themselves.
- St. Helen Catholic Academy will have having additional cloth face coverings available for students, teachers and staff in case a back-up cloth face covering is needed during the day and to facilitate every day washing of cloth face coverings.

Adequate Supplies

St. Helen Catholic Academy will:

- Support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, face coverings (as feasible) and no-touch/foot-pedal trash cans.
- Procure necessary supplies of soap, hand sanitizer, paper towels, tissues, cleaning, and disinfecting products, disinfectant wipes, face coverings, thermometers.
- Purchase sanitary supplies in bulk orders from two or more suppliers (Ace Hardware and Tri-State Supply Company) and will include the following; hand sanitizer, disinfecting wipes, paper towels, tissues, bleach, PPE: face masks and gloves).
- St. Helen Catholic Academy plant manager will oversee supplies for hygiene.

Signs and Messages

St. Helen Catholic Academy will:

- Post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a face covering).
- Broadcast regular announcements on reducing the spread of COVID-19 on PA systems.
- Include messages about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on the school Facebook account).

- Require floor and wall markings to maintain the required social distance of six feet in the following areas:
 - All areas used for instruction
 - Hallways (One direction flow hallways)
 - Staircases
 - Entrances and Exits
 - Bathrooms
 - Outside School Pick Up and Drop Off Areas

Maintaining Healthy Environments



Creating a plan to handle confidentiality issues

- St. Helen Catholic Academy 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.
- Confidentiality will be maintained at St. Helen Catholic Academy as required by federal and state law and regulations.
- St. Helen Catholic Academy will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.

Procuring the necessary supplies for hygiene like hand sanitizer, wipes with bleach, etc.

- St. Helen Catholic Academy currently maintains sufficient supplies on hand.
- The suppliers of St. Helen Catholic Academy are: Tri State for bulk supplies and Ace Hardware.

Creating a plan for deep-cleaning of facilities and high touch areas daily, between alternate schedules, in the case of evidence of positive cases, etc.

- All high touch areas will be cleaned and disinfected throughout the day by using approved products. Additional staff members will be available to accomplish cleaning throughout the day of high touch areas.
- If COVID-19 cases develop, St. Helen Catholic Academy will restrict access within school facilities and across school grounds, particularly in affected areas to avoid full school closures. In such instances, St. Helen Catholic Academy will temporarily move classes where an individual has tested positive for COVID-19 to virtual format until all contacts can be identified, notified, tested, and cleared.

Developing any necessary protocols for wearing face masks including creating plans for students with sensory issues/medical concerns

- Signage posted that face masks are mandatory.
- Parents/guardians will be notified of requirement to wear face mask; teacher/staff to monitor requirement.
- We will provide exemptions or alternatives (increased social distancing) for those medically unable to wear masks.
- Students and families will be surveyed as to issues with sensory/medical concerns.

Cleaning and Disinfection

- At St. Helen Catholic Academy, cleaning and disinfection of frequently touched surfaces will be done daily and between use as much as possible. (e.g., playground equipment, door handles, sink handles, drinking fountains) The use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) will be limited and cleaned between use.
- St. Helen Catholic Academy will develop a schedule for increased, routine cleaning, and disinfection.
- St. Helen Catholic Academy will ensure safe and correct storage of cleaning and disinfection products including storing products securely away from children. All products used will meet EPA disinfection criteria.
- Cleaning products will not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

Deep cleaning and disinfecting at the end of every school day after the building has been vacated

- St. Helen Catholic Academy will have regularly scheduled interval cleaning throughout the school day, specifically bathrooms and frequently touched surfaces.
- There will be deep cleaning and disinfecting at the end of every school day after the building has been vacated
- There will be limited use of sharing educational materials and we will give special cleaning consideration to any materials that are shared.

Shared Objects

St. Helen Catholic Academy will discourage the sharing of items that are difficult to clean or disinfect:

- Each child's belongings will be separated from others' and in individually labeled containers, cubbies, or areas.

- We will ensure adequate supplies to minimize the sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- At St. Helen Catholic Academy, we will avoid sharing electronic devices, toys, books, and other games or learning aids.

Food Service

- St. Helen Catholic Academy will have children bring their own meals as feasible or serve individually plated meals in classrooms instead of the school cafeteria, while ensuring the safety of children with food allergies.
- St. Helen Catholic Academy will use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, we will ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- During this time, St. Helen Catholic Academy will not host any child centered events with food.

Ventilation

St. Helen Catholic Academy will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. We will not open windows and doors if doing so poses a safety or health risk (e.g., triggering asthma symptoms) to children using the facility.

Water Systems

- To minimize the risk of Legionnaire’s disease and other diseases associated with water, we will take steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized. We will encourage staff and students to bring their own water to minimize use and touching of water fountains.

Physical Barriers and Guides

- St. Helen Catholic Academy will install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
- We will provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines.

Communal Spaces

- In the event, St. Helen Catholic Academy students use playground equipment, we will stagger the time frames and clean and disinfect between each use.
- We will add physical barriers, such as plastic flexible screens, between bathroom sinks especially when they cannot be at least 6 feet apart.

Reimagine Space with Social Distancing



Developing protocols for social distancing in the classroom

- Social distancing of 6 feet will be maintained in grades 1-8. There will be a designated place for each child/desk marked on the floor. All students will be facing the same direction.
- Following Article 43, each students' space in Pre-K 3 – Kindergarten will be 30 square feet of space.
- All teachers in classrooms will maintain social distancing of 6 feet.

Reimagine Space with Social Distance Protocols

- St. Helen Catholic Academy will measure the area of all internal space to determine occupancy based on maintaining the required social distance of six feet. (Based on occupants, not just students).
- We will take into consideration the teacher's ability to circulate while maintaining the required social distance of six feet.
- We reimagined the utilization of interior space of the school building, with particular attention given to classrooms, the gym and the cafeteria.

St. Helen Catholic Academy is developing protocols for social distancing in the classroom

- Classroom layouts are reconfigured for social distancing. Physical distance remains at 6 square feet per student.
- Students will be seated at a distance of 6 feet apart at all times.
- Desks will all face the same direction.

Creating well defined entrance protocols for students, teachers, and visitors

Main Entrance:

Teachers/Visitors with appointment

Father Dooley Hall:

8:00am: Kindergarten

8:15am: Pre-K 3

Main Entrance:

7:55am: Grade 2

8:00am: Grade 4

8:15am: Pre-K 4

8:25am Pre-K 3 for All

83rd Street Entrance:

7:55am: Grades 6-8

8:00am: Grade 5

8:05am: Grade 3

8:10am: Grade 1

8:15am: Pre-K 4 for All

Creating well defined exit protocols for students, teachers, and visitors

Main Entrance:

Teachers/Visitors with appointment

Father Dooley Hall:

2:45pm: Kindergarten

2:35pm: Pre-K 3

Main Entrance:

3:00pm: Grade 4

2:50pm: Grade 2

2:40pm: Pre-K 4

2:30pm: Pre-K 3 for All

83rd Street Entrance:

3:00pm: Grades 6-8

2:45pm: Grade 5

2:40pm: Grade 3

2:35pm: Grade 1

2:30pm: Pre-K 4 for All

Social distancing protocols are required in all communal areas (hallway, restrooms, cafeteria, gymnasium)

- One direction hallway flow.
- Teachers will change classes not the students.
- Lunch is eaten in the classroom.
- Daily monitoring to discourage communal gatherings of students, faculty or staff.

Before and Aftercare

St. Helen Catholic Academy Policy regarding before and aftercare programs includes:

- Social distancing
- Maintaining grade level cohorts and family cohorts
- PPE usage
- Cleaning and disinfection prior to program and after program

Maintaining Healthy Operations



Reviewing and updating the emergency contact plan

- Crisis Management Plan will be updated with all classroom locations.
- NYPD and FDNY will be notified of changes to classroom locations.

Periodically surveying stakeholders to evaluate programming and support and make adjustments

- St. Helen Catholic Academy will host information on the school website.
- All information will be emailed to parents/guardians, teachers, staff and students regarding programming, scheduling, and school updates.

Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19

- St. Helen Catholic Academy will offer staff the option to teach students remotely.
- St. Helen Catholic Academy will also offer students the option to attend classes remotely.
- Confidentiality of underlying medical conditions of staff and students will be maintained.

Gatherings, Visitors, and Field Trips

St. Helen Catholic Academy will maintain policies about events that are aligned with local and state regulatory agencies.

- St. Helen Catholic Academy will pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. We will limit group size to the extent possible.
- We will limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
- We will pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.

Leave (Time Off) Policies and Excused Absence Policies

St. Helen Catholic Academy will implement flexible sick leave policies and practices that enable staff to stay home when they are sick, have been exposed, or caring for someone who is sick.

Back-Up Staffing Plan

St. Helen Catholic Academy will monitor absenteeism of students and employees, cross-train staff, and create a roster of trained back-up staff.

Communication Systems

- St. Helen Catholic Academy expects staff and families to self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations.
- St. Helen's will notify staff, families and the public of school closures and restrictions in place to limit COVID-19 exposure.
- St. Helen's will provide teacher Professional Development on health and safety policy and procedures.
- St. Helen's will follow Occupational Safety and Health Administration (OSHA) guidelines.

Periodically surveying stakeholders to evaluate programming and support to make adjustments

St. Helen Catholic Academy will:

- ZOOM meeting with parents
- Survey teachers
- Survey students
- Survey parents
- Post information on the school website
- e-mail all information to parents/guardians, teachers, staff and students regarding programming, scheduling and concerns

Support Coping and Resilience

- St. Helen's Catholic Academy will encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.

SHCA will:

- Promote employees and students to eat healthy, exercise, get sleep, and find time to unwind.
- Encourage employees and students to talk with people they trust about their concerns and how they are feeling.
- Post signage for the national distress hotline: 1-800-985-5990, or text TalkWithUsto 66746.

What To Do If Someone Is Sick



Isolation Protocols

St. Helen Catholic Academy will advise staff and families of sick students of home isolation criteria.

St. Helen Catholic Academy will:

- Make sure that staff and families know that they (staff) or their children (families) should not come to school and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- 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 and follow CDC guidance for caring for oneself and others who are sick.
- Identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms.
- Establish procedures for safely transporting anyone who is sick to their home or a healthcare facility. If we are calling an ambulance or bringing someone to the hospital, we will try to call first to alert them that the person may have COVID-19.

The school nurse will use Standard and Transmission-Based Precautions when caring for sick people.

Developing routines for daily health checks

Features of health check include:

- temperature checks on arrival
- daily attestation for faculty and staff
- daily attestation for students
- standard screening protocols for staff and students entering St. Helen Catholic Academy

Notify Health Officials and Close Contacts

In accordance with state and local laws and regulations, the principal will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities (ADA).

We will inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow CDC guidance if symptoms develop.

Families should report any international travel or have come within proximity of international travelers.

Clean and Disinfect

- We will close off areas used by a sick person and will not use these areas until after cleaning and disinfecting.
- We will wait least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.

Reviewing and updating the Emergency Contact Plan

The principal will continuously review and update the emergency contact plan which is implemented and monitored weekly by designated school personnel.

All changes will be noted immediately and updates distributed as soon as possible.

Social and Emotional



St. Helen Catholic Academy

Creating community and connecting with students in new school configurations

- Buddying different grades via Zoom/Google Meets
- Online Mass celebrations via Zoom/Google Meets
- Outside Mass celebrations (Sept., Oct., Nov.)
- Classroom mass celebrations (Recruit Pastors and priests)
- Newsletters highlight all goals
 - Inspirational messages and stories from stakeholders
- Posting on academy/school social media
- Zoom/Google Meets sessions to bring different classes together to socialize
- Classroom meetings addressing shared experiences
- Recess with different classes via Zoom/Google Meets

St. Helen Catholic Academy

Facilitating community and connection with faculty and staff

- Utilization of strong leadership from the top - Superintendent to Deputy Superintendent and Boards.
- SHCA principal will communicate with district superintendents weekly or as needed.
- Facilitating monthly “virtual” faculty meeting.
- Create Advisory Team of teachers on grade bands and specials to meet with principal bi-weekly disseminates information to other teachers. Due to the limited time meetings will be digital to limit interaction
- Levels of stress grew during remote learning due to lack of communication. Often communication is confusing when not done in person with notes to follow up. Connecting must also have a clear goal and vision of the school and the principal
- PDHP counselors will provide appropriate referral for
 - Post traumatic stress, health emergencies, grief and bereavement, anxiety, depression, other health challenges
- Counseling sessions will be provided by Mother Cabrini
 - Post traumatic stress, health emergencies, grief and bereavement, anxiety, depression, other health challenges
- Spiritual Support will be available for faculty and staff (Recruit Pastors, priest, nuns, deacons or DREs)
 - Faith Based discussion groups
 - Weekly rosary

St. Helen Catholic Academy
Onboarding students to orient to the new realities of the classroom and school

- Plans will be consistent across the whole school
- Teachers will be given guidance on how to implement plan
- Parents will be educated on plans
 - Virtual Back to School Meeting
- Rubric plan will be made if students do not comply with new realities of the classroom
- Student will check-in to discuss how they are feeling
- Principals will send a video message to the families
 - Welcome back
 - Reassure them of the safety measures taken
- SHCA will implement support for Students Exposed to Trauma (SSET)
 - Implemented by the Mother Cabrini and PDHP Counselors
- Lessons will be provided for SSET situations:
 - anxiety or nervousness
 - withdrawal or isolation
 - depressed mood
 - acting out in school
 - impulsive or risky behavior

St. Helen Catholic Academy

Developing a differentiated on-boarding plan for students that are new to the school (transfer students)

- Create a buddy system where new students are linked with other students in the class via Zoom/Google Meets sessions
- Engage parents with other parents
 - Assign buddy families
- Principal will highlight events to ensure communication is open
- Important events will be posted on school social media pages
- Classroom meetings addressing shared experiences
- SHCA principal will meet with stakeholders to inform and dispel rumors
 - Coffee, tea or lunch

St. Helen Catholic Academy
Developing authentic ways for parents to connect with the school community
in a virtual world

- Have communication forums such as Google Meets or Zoom meetings
- Parent support groups via Google meets
- Parent learning from Evidence Based Program EBP Guiding Good Choices grades 4-8 this can be done remotely
- PDHP can customize remote parent learning programs for grades K-3
- Social Well –Being
 - Coffee/Tea Time
 - Zumba/Yoga
 - Meditation
- Spiritual Well-Being
 - Faith Based discussion groups
 - Weekly Rosary
 - Prayer Services
- Emotional Well-Being
 - Bereavement/Loss/Grief Group

St. Helen Catholic Academy
Maintaining daily rituals (i.e. daily announcements, morning prayer, etc.)

- Define new norms for schools
- Morning and afternoon prayers in classes via P.A. system or teacher/students/principal in hallways via teacher voice
- SHCA principal will address student body in the morning through announcements and prayers
- Specific grades will be highlighted each month
- Highlight teachers
- Virtual calendars for months
- Students of the Month and Christian Leaders of the Month
 - announced on designated bulletin board and a digital recognition page

St. Helen Catholic Academy
Structuring social opportunities for students and families

- Family fun nights remotely and in person
- Social distancing Masses in school yards
- Halloween/Easter celebrations in schoolyard
- Virtual get-togethers via Zoom/Google Meets
 - Coffee/Tea Time
 - Meditation
 - Zumba/Yoga
 - Weekly Rosary
 - Dances
 - Holiday Celebrations

St. Helen Catholic Academy

Creating ways to mitigate stress responses in students, teachers and families

- Limit emails (Establish clear office hours)
- All communication should come from one source used by all teachers in school instead of multiple types of communications and emails
- Advisory Team of teachers on grade bands and specials
 - meet with principal bi-weekly disseminates information to other teachers
- Class Parent
 - daily contact with the principal
 - disseminates appropriate information
- Homeroom Page
 - classes have homepages used as communication hubs

St. Helen Catholic Academy
Enhancing approaches to support social emotional learning

- Communication will be open between principals, teachers and administration
- Responsive Classrooms
- Emotional Literacy
- Friendly Program
 - Connects to Faith Based Program
- Mother Cabrini and PDHP Counselors
 - Provide services according to the needs of the school

St. Helen Catholic Academy
Adjusting recruiting and marketing practices to attract new families and maintain contact with those newly enrolled

- Virtual tours
- Coffee/Tea with new prospective families
- Contact families via phone or via text 1x per week
- New families will have a buddy system via phone, Zoom, Google Meets
- Board members become part of contacting families
- SHCA will post online about events and activities
- SHCA principal will hold morning meetings online for family concerns

St. Helen Catholic Academy

PDHP & Mother Cabrini Counselors

Principal will invite counselors to come to school during opening week to provide social and emotional support to students and teachers; students exposed to trauma will be targeted first; social and emotional support will be provided to introverted students.

All activities and interactions will be supported by social distancing and the use of PPE to ensure health and safety.

Curriculum and Instruction

St. Helen Catholic Academy

Creating year-long plans to facilitate more meaningful, interdisciplinary units that can be delivered face to face or remotely.

Curriculum mapping

- In developing a curriculum map, St. Helen Catholic Academy can focus on themes and essential questions.
- NYS learning standards and skills will be incorporated
- Teachers will integrate instructional strategies for remote/hybrid learning in all of their plans.

Ways to implement

- Done in teams, by grade band
- Teachers will consider learning gaps when unit and lesson planning.
- Unit Plans will incorporate the tech tools and learning platforms (Google Meets, Zoom, Freckle, Class Dojo etc.), which will be used to implement lessons.
- Common planning time will be provided to allow teachers the opportunity for collaboration.

Professional Development

- In moving forward, Professional Development will be provided to support teachers in developing and implementing Curriculum mapping.

St. Helen Catholic Academy

Ensuring all instructional experiences include modeling, guided instruction, collaborative work, and independent work rather than over-reliance on independent work during remote learning. This requires strategic use of synchronous and asynchronous lessons.

Instructional Strategies to be incorporated in Synchronous and Asynchronous Planning

The Workshop Model

- Lessons will always include a direct teaching, guided practice and independent practice.
- Lessons will include videos, models, authentic examples, etc.

Ways to Implement

- Using the Google platform, teachers will create differentiated groups.
- The balance of synchronous/asynchronous will be maintained.
- Differentiation of content, process and product will be addressed.
- The learning goal will be identified.
- Instructional strategies will include practices such as: Conferencing, Think/Pair/Share, debates, role playing, discussions, inquiry-based questioning, reports, essays, projects, videos, etc.
- Teachers can plan and film mini-lessons ahead of time.
- Teachers can create a data bank of instructional/direct instruction/mini-lesson videos per unit so students can access at any time
- Teachers will use live sessions for guided practice and direct support in addition to modeling.
- Through lesson and unit planning, student assignments will be open-ended and authentic, allowing for student choice.
- Providing students with different methods of demonstrating understanding should be a priority. Examples such as: creating their own Kahoot, video/audio recording of material, power points/google slides, etc.

Professional Development

- In moving forward, Professional Development will be provided to support teachers in developing and implementing Synchronous and Asynchronous planning.

St. Helen Catholic Academy

Utilizing frequent and varied formative assessment methods in both face-to-face and remote learning.

Purpose of Formative Assessment

- The on-going monitoring that occurs throughout the process of learning, providing students with feedback on how they are doing and what their next learning steps are.
- Formative assessment is necessary to guide and inform instruction and is even more critical on a remote platform as students are not with teachers for regular conferences/check-ins

Ways to Implement

- Critical thinking will be used in questions to monitor student understanding and application of knowledge.
- Multiple platforms and apps will be utilized to provide varying assessments. For example: Google platform: sheets, forms, slides, docs. Other examples which will be used includes: ThinkCentral/HRW, NewsELA, Quizzizz, Peardeck, Kahoot, BrainPOP, DiscoveryED, Pearson Realize, and other apps to create assignments and assessments for students
- Formative assessment will be done during synchronous instruction via the chat feature in Zoom, Google Meet, Google form etc.

Professional Development

- In moving forward, Professional Development will be provided to support teachers in developing and implementing various formative assessment methods.

St. Helen Catholic Academy

Meeting in small groups or one-on-one as needed for connection, instruction, and assessment.

Purpose of Small Group Instruction

- Small group instruction will provide a comfortable environment and boost the confidence of students who might not otherwise participate in a lesson or activity.
- Small group instruction encourages teamwork as everyone in the group is working towards achieving the same goal.
- Small group instruction allows the teacher to zone in and be more precise in the delivery of the instruction of a skill or understanding.

Ways to Implement

- Students will attend in class/remote sessions with their teacher, engaging in class discussion, asking questions, and submitting individual and/or group work.
- Teachers will schedule breakout sessions to allow for small group instruction, assessment, and conferencing.
- A resource teacher will be utilized to work with small groups for instruction and remediation.

Professional Development

- In moving forward, Professional Development will be provided to support teachers in developing and implementing small group strategies.

St. Helen Catholic Academy

Ensuring meaning and mandated support for Special Needs Students

Supporting the Special Needs Student

Rationale

- For students with disabilities, SHCA will have appropriate adaptations, accommodations, and modifications made to the instruction and other classroom activities in an inclusive environment.

Ways to Implement

- Students will have a working computer, high speed Internet connection, webcam, headset (optional), and adult supervision. They will also be provided with a schedule, outlining details of scheduled meeting times, directions to join a live, online session.
- Engaging students online is different from engaging students with a teacher's physical presence in a classroom. Online educators will prepare engaging lessons with appropriate lesson pacing that meet the needs of students with IEPs.
- Teachers will establish their presence to students and welcome them to a new learning environment. Teachers will understand that Students will be provided with a very clear set of expectations up front. These expectations should include what they can expect for their class schedule, modes of communication and frequency, homework and activities, and the conduct students should display online.
- Building trust in an online learning environment starts with regular touch points that demonstrate consistency and reliability. Teachers will facilitate opportunities for student collaboration during a session as well as outside of a live, online class. Teacher will outline clear expectations, office hours, and regular forms of communication.
- Utilize flexibility to break subjects into smaller chunks and meet more often throughout the day and week. Teacher will enable students to get ready, learn, apply, reflect and repeat. Teacher will work students in pairs or in small groups of 3-4 students at a time.
- Teacher will be in communication with parents weekly.
- Learning activities will be planned to address agreed goals of Individual Education Plans (IEP) for students in your class, where appropriate.

Professional Development

- In moving forward, Professional Development will be provided for teachers to develop and implement an inclusive learning environment.

St. Helen Catholic Academy

Develop a plan for benchmark screening and intervention delivery during face-to-face and remote learning.

Purpose for Benchmark Screening

- To identify students' academic strengths and weaknesses and use that information to guide future instruction, and support success on later summative and high stakes tests.
- Benchmark assessment can assist instructional planning by providing teachers with information needed to meet student learning needs.

Implementation

- The Diocese will be adopting a benchmark assessment tool, which will be administered three times a year.
- Benchmark assessments will be given throughout the year to allow for differentiation, accommodating students in remediation and acceleration.
- The following platforms will be used as supplemental materials: EducationCity, Mathletics, Newsela, ReadWorks, Fountas and Pinnell, etc. to help track growth.

Professional Development

- Diocesan wide professional development will be provided.

St. Helen Catholic Academy

Creating an “early warning system” to identify and intervene with students who may be exhibiting academic and/or behavioral concerns.

On-going continual communication between school and families is priority in order to ensure student accountability and achievement. Parent-Teacher communication is a great opportunity to discuss behavioral issues, completion of assignments, social-emotional well-being and academic progress.

SHCA Implementation

- Will create and communicate a schedule or calendar that identifies student expectations such as, assignments, due dates, meeting times etc.
- Will give regular feedback to students and families on student learning progress through progress reports, phone calls, emails etc.
- Will maintain open lines of communication among all stakeholders.
- Teachers report to each other and principal when they have concerns about a student behaviorally or academically.

Professional Development

- Teachers will be supported in curriculum and instructional professional development specific to student interventions.

St. Helen Catholic Academy

Utilizing authentic assessments rather than an over-reliance on tests.

Authentic Assessment

- An authentic assessment is one that requires application of what the students learned to a new situation and that demands judgement to determine what information and skills are relevant and how they should be used.
- Authentic Assessments are focused on complex real world and their accompanied constraints. They will include a real- world audience of stakeholders or clients.
- Students will work individually or in online groups.
- Authentic Assignments will:

1. Be realistic.
2. Require judgement and innovation.
3. Ask the student to “do” the subject.
4. Replicate or simulates the context in which adults are “tested” in the workplace or in civic or personal life.
5. Assess the student’s ability to efficiently and effectively use a repertoire of knowledge and skills to negotiate a complex task.
6. Allow appropriate opportunities to rehearse, practice, consult and get feedback on and refine performance and products.

Way to Implement

- Backwards Design: Start first with assessment and expectations of the assessment. By knowing the objectives of the assessment, teachers can design their lessons accordingly.
- Break down the project into many small steps

- Remember there is no right way to complete the project.
- Give students choice; match assessment to student interest
- Provide a student reflection piece on their assignment.
- Provide a rubric for student self-assessment of assignment.
- Students can use digital presentation/media: iMovie, Canva, Google Slides, Slide Deck, Animoto, Prezi, Google Form, Flipgrid etc.

Professional Development:

- In moving forward, Professional Development will be provided to support teachers in developing and implementing authentic assessments.

Catholic Identity

- **St. Helen Catholic Academy has a mission statement and a vision statement which were developed in an educational partnership by the pastor, principal, staff and parents.**

These statements are posted and are visible in each classroom from Pre-K 3 to grade eight. The school has also developed an instructional focus statement which is also visible in each class.

Mission Statement

St. Helen Catholic Academy is committed to educating our students in the teaching of the Roman Catholic Church by understanding and following its values and traditions, while developing a strong foundation in academics. Our scholars will be taught the importance of community service and respecting each other. We strongly believe that each student is capable of reaching his/her full potential with a strong balance of spiritual, social, personal, educational and physical activities which will be embedded in our daily curriculum.

Through the integration of Roman Catholic values in our daily curriculum, St. Helen Catholic Academy scholars will develop the necessary skills needed to be our future leaders of tomorrow! Our school, parents, community and church partnership will instill a love and respect for the Catholic religion and willingness for our students to live and breathe the word of God.

Vision Statement

Our vision at St. Helen Catholic Academy is, "To educate our students for the future and provide them with a strong foundation in the Catholic faith to last a lifetime!"

We intend to accomplish this goal by engaging our students in a well-developed curriculum aligned with the New York State standards and embedded in the values and beliefs of the Roman Catholic Church.

This will be accomplished on a daily basis through a partnership between the school, parents, community and church. Together, we will develop and educate the leaders of tomorrow!

Instructional Focus

By using a well-designed curriculum, teachers as individuals and in teams will continuously examine both formal and informal student work. This data will be used to drive instruction using differentiated instruction in order to meet the needs of all diverse learners.

All instructional constituents will use student data to determine individual student needs and entry points as a way to help them make progress and demonstrate growth while also instilling a strong foundation and understanding of our Catholic Faith.

Catholic Identity Focus

The Mission Statement which is conspicuously displayed in our lobby, main office, classrooms and church bulletin board is visible to all those who are somehow connected to our academy. The "work" discussed in our statement is alive and visible throughout our academy and within our community. This is our bible! It is a living, breathing document which changes form as needed throughout the year.

The Catholicity of our Catholic Academy is evident in our Mission Statement. It clearly discusses the inclusion of Roman Catholic values interwoven throughout our daily curriculum. It also states that we believe in an academy-parent-community church partnership in developing the "whole Catholic child."

In addition, the Mission Statement discusses instilling a love and respect for the Catholic religion and a willingness for our students to live and breathe the word of God! This is the "work" of all affiliated with our academy.

The Mission Statement is posted on our website. It is included in our WELCOME registration folders. In addition, it is posted on our website, promotional materials and is predominantly visible throughout our facility.

Catholic Identity - Shared Experiences

The principal, students and parents are asked to experience the Gospel-centered message of salvation through the experiences we share, participation in the Eucharistic celebration, prayer, liturgies, daily recitation of the Rosary, Scripture readings and service.

These experiences allow for a personal experience with God while also developing the concept of "God's Family," and church. The mission statement is printed in our registration materials, yearbook, academy website, and is posted throughout our academy (e.g. classrooms, lobby, office, etc...).

Catholic Identity - Shared Experiences (Continued)

Reference to our mission statement is made at staff meetings, P.D. sessions, parent meetings, Family Mass, etc...

Catholic teachings and values are integrated into the content areas whenever possible. Instruction is conducted in an interdisciplinary manner. The development of the Catholic Identity and Christian values which emirate from the teachings of Jesus Christ, is a result of establishing a foundation of religious instruction in our daily religion classes and academy experiences nurtured in our faith filled Christian-like environment.

Our school is an important place where Christian beliefs are taught and implemented on a daily basis. Opportunities are provided to our staff, students and parents in order to foster their Catholic identity.

Our day begins with communal prayer. It is student led. This is repeated before lunch and at the close of our school day as well. School activities include religion class, communal prayer, prayer services, Christmas, Easter and other religious celebrations, Rosary Rally participation, family Mass, liturgies, service projects, etc...

Technology

Delivery Method/ Potential Solutions	Detail	Tech needed	Staffing Impact	Pros/Cons
<p>Hybrid model: Combining distance learning and in-person learning</p> <p>Split a class, ie: ½ students are in-person, ½ at home or any ratio to meet health guidelines</p>	<p>Students report to building on alternating days or weeks</p> <p>A/B split by: -Alternating day -Alternating week - Alternating day-part</p>	<p>Minimal - for the in-person sessions</p> <p>Students would need access and devices for pre-recorded lessons and asynchronous material while at home</p>	<p>Staffing counts could remain the same</p> <p>-Teachers would need to plan for two different groups each week</p>	<p>+Teachers will have in-person contact with all students</p> <p>- parents have a ½ day childcare need if day-part split</p> <p>- Increased sanitization between groups</p>
<p>100% in-person model: Class size set to health/ safety guideline....</p> <p>A/B split-room model (ie: ½ class in another room w/aide for asynchronous work)</p> <p>*or class size meets guidelines, no change</p>	<p>Students are assigned a room, teachers rotate</p>	<p>Minimal</p>	<p>Increased staff = Increased \$</p> <p>Increase to lesson planning for teachers (2nd classroom work assignments)</p>	<p>+ Allows for full day in schools/5 days +Viewed as the most educationally sound; every student is in-person, every day - Health/safety impact to consider -"space grab concerns" of utilizing all the space in the building</p>
<p>100% Distance Learning: All students are at home/All teachers at home.</p>	<p>Utilize distance-learning platforms, video conferencing, and synchronous and asynchronous work</p>	<p>High - Need to assure devices, connectivity and safe at-home study place for all - long term</p>	<p>Potential to reduce staff needs through efficiency</p>	<p>+Maximum health/safety +May be required +Desired by some parents -Not desired by some -Technology concerns - Will not support working parents w/o assistance</p>

Delivery Method/ Potential Solutions	Detail	Tech needed	Staffing Impact	Pros/Cons
<p>Choice Model: @home or @in-person based on parent need STAFF assigned to teach @home or in-person</p>	<p>Teachers are designated as @home teachers or In-person teachers</p> <p>May need grade-band bridge grouping based on enrollment</p> <p>Students can be assigned to a group based on ability (supports differentiation)</p>	<p>Minimal- for the in-person sessions</p> <p>Students would need access and devices for "live" video conferencing and asynchronous material while at home</p>	<p>Unknown - based on enrollment</p>	<p>+ Parent choice - good PR, increases buy-in +Addresses student needs and differentiation</p> <p>-Fractured community -Administrative issues (Staff assignments) -The in-person population numbers are less predictable</p>
<p>Centralized On-line Catholic Academy Serving all Diocesan students for distance-learning needs</p> <p>Combine resources, teachers' specialties, and best practices to serve the online students from one platform</p> <p>In part; create a library of learning - asynchronous video lessons for self-paced learning</p>	<p>The distance-learning could be run from one center, with specialized teachers who enjoy teaching on-line and employ best teaching practices</p> <p>School locations would focus on in-person operations only</p> <p>Library of videos, accessible to all, to set groundwork for lessons</p>	<p>Students would need access and devices for "live" video conferencing and asynchronous material while at home</p>	<p>Possible reduction of staff needs at certain locations</p> <p>Allows teacher choice to maximize buy in</p>	<p>+ Saves on cost by efficient personnel assignment + Serves demand +May be required in the case of second wave closures +Opportunity to serve students regardless of address *Student gets to stay in school even if family moves</p>

Menu of Educational Delivery Options

1. Google Meets
2. Zoom
3. Videos
4. Online educational websites
5. YouTube
6. Learn 360
7. E-books (Epic!)
8. Explore learning Gizmo
9. Mathletics
10. Khan Academy

Creating An At-Home Learning Schedule That Incorporates Best Practice In Both Synchronous and Asynchronous Learning

- **For the Early Childhood levels;** students will be engaged for at least 45 minutes to 60 minutes per day. It is recommended that this time be broken up into 10-15 minute intervals. Students in Kindergarten should be expected to read independently for approximately 30 minutes a day, perhaps partnering with a family member, or possibly an older sibling for pair-share reading.
- **For Grades 1-2,** students will be engaged for at least 90 minutes per day. It is recommended that this time be broken up into 20-30 minute intervals. Students in Grades 1 and 2 should be expected to read independently for approximately 30 minutes a day.
- **For Grades 3-4,** students will be engaged for 120 minutes per day. It is recommended that this time be broken up into 30-minute intervals. Students in Grades 3 and 4 should read independently a minimum of 45 minutes a day.
- **For Grades 5-8,** students will be engaged for approximately 3 - 4 hours daily. This will allow for 45-minute time blocks for the five major subjects, (ELA, SS Math, Science and Religion). Time can also be devoted to Phys Ed and other specials, if available. Students in Grade 5 should read independently a minimum of 45 minutes a day, and students in Grades 6 through 8 should be reading at least 60 minutes a day independently.
- All assignments will be authentic learning tasks, directly connected to the curriculum, and students must have the ability to demonstrate or provide that learning occurred. Nothing assigned is “busy work.”
- Lessons will always begin with some type of live component, or teachers should model, and/or walk students through new material as a piece of guided instruction.
- We will ensure against an overreliance on asynchronous activities while distance learning. We will maintain a balance between synchronous and asynchronous activities, which will be monitored.
- Students will attend live sessions with their teachers, engage in class discussion, ask questions, and submit individual and/or group work
- In addition, students will have homework and graded assignments to complete. Submitting assignments ensures students are engaged in work throughout the day.

- Building in independent work time between live sessions gives students opportunity to work on asynchronous assignments immediately following live instruction.
- Teachers work with students who need assistance or enrichment, scheduling small groups as needed.
- Teachers are also sharing resources for family activities, virtual fieldtrips, and educational videos that parents can utilize to supplement what the teachers are doing, and to help keep students engaged, enriched, and entertained.

Develop Learning Plans That Offer Rigorous Learning For Those Without Predictable Access To On-line Learning

St. Helen Catholic Academy will:

- Increase access to on-line sources through device roll-out via DeSales/CTN.

St. Helen Catholic Academy faculty will:

- Record all Zoom/Google Meet sessions and post for students who missed the session.
- Pre-record mini-lessons and/or read-aloud so they can be accessed at any time.
- Be flexible with the submission of asynchronous assignments.

Coordinating Consistent Apps and Platforms Across Grade Levels

- GSuite for Education
- Microsoft Office
- Option C
- Sadlier
- EdPuzzle
- Pearson Realize
- Flipgrid
- Kahoot
- Zoom and Google Meets
- BrainPOP
- Explore Learning
- Peardeck
- Learn 360
- Mathletics
- NewsELA
- Education City
- ABCYA
- Starfall

Identifying Ways For School-Owned Devices To Download New Technologies (Once They Have Left School)

- School Owned Devices will be networked to the school's filtering system and linked to a device management software maintained by IT. Apps, updates, etc. will be "pushed out" to all devices at once. The tech team will also have remote access to devices to troubleshoot and do resets.
- Utilization of the Google GSuite for Education Platform for device and application management for Chromebooks which allows for the force install of Apps and extensions on start up.
- Utilization of "Mobile Device Management" for tablets.
- Teachers will create and distribute a username and password for all online based websites.

Ensuring School Safety Policies Exist Including Training Of Digital Citizenship For All Device Users, Use Of Student Passwords, Protection Provided By A School Firewall, etc.

- School email addresses will be provided for students and staff and a "single sign-on" protocol will be utilized– ie: all apps are linked to that address and user profile – less need to remember passwords, require password resets, etc.
- School emails continue to offer a measure of protection when students communicate with others within the SHCA organization.
- All school-owned devices will be networked and therefore filtered through the school's server or device management software.
- Parents and students will be required sign an iPad contract for their device. All iPads are inspected periodically for monitoring appropriate use

Ensuring School Safety Policies Exist Including Training Of Digital Citizenship For All Device Users, Use Of Student Passwords, Protection Provided By A School Firewall, etc.

- The Academy Acceptable Use Policies & Device Management Policies will be updated to reference the new world of distance-learning. The school will have an acceptable use policy signed by every student and staff member. Language should cover behaviors both within and outside of school.
- There will be contracts for use of school devices, including serial numbers, and expectations about how devices are to be handled, and penalties in case of breakage or loss.
- We will implement and monitor off-site (at home) device filtering.
- We will allow parents to get parent alerts from distance-learning platforms and allow for direct communication from families to teachers and administration.
- Distance-Learning Management Software will be implemented. This allows teachers to monitor students' devices for testing and avoids plagiarism and cheating.

Providing A Pick-Up Line With Social Distancing For Families To Pick Up Devices

- A schedule will be created assuring adequate spacing of families for pickup – the pick-up will be organized alphabetically, or by grade.
- Multiple entrances will be utilized to spread people out.
- Staff will be present to oversee the process.
- Everyone will be required to follow the safety protocols - distance, masks, gloves, etc.

Re-Opening Design Task Force, Early Childhood Sub-Committee

- **At this time, the NYC Department of Health and Mental Hygiene’s Bureau of Child Care, which licenses the operation of Early Childhood grades Nursery through Kindergarten advises the following recommendations for re-opening programs in the fall. St. Helen Catholic Academy re-occupancy plan will include:**

Facility

- The water system will be flushed prior to occupancy.
- Plumbing will be checked and there will be hot water running to all sinks.
- HVAC system will be inspected and cleaned (this may be done by your custodial staff).
- Food service areas will be inspected and cleaned.
- Inspect, clean and repair child care areas and areas used by staff for peeling paint, mold, rust, and defects.
- An inspection will be done for fire safety, operational and inspectional status of extinguishers and alarms.
- Inspect and remediate rodent and insect issues.

Program

St. Helen Catholic Academy will:

- Proceed with the assumption there will be some restrictions on group (class) size and activities.
- Plan for the maintenance of social distancing requirements.
- Assess for possible changes in enrollment.
- Assess for staff availability, security clearance, and medical compliance.

- Review and update health plan.
- Assess supply chain operational status for program needs.

Considerations for Re-opening

Physical

St. Helen Catholic Academy will implement:

- Appropriate classroom spacing for distancing; reasonable steps will be taken to reconfigure space currently used and be creative with other areas in building that can be used. Nap mats and/or cots will be 6ft apart or head to toe around the perimeter of the room.
- Restrictions on gross motor areas both indoor and outdoor.
- The elimination of some classroom centers
- Individual communal student tables.
- That availability of classrooms sinks when required.
- The limitation of sharing objects. In order to do that, materials, tools, and supplies will be maintained for each individual student.
- The restriction of toys that cannot be cleaned/sanitized (e.g. dress up clothes, puppets, stuffed animals etc.)
- Continuous cleaning and sanitizing of classroom surfaces and materials,
- The restriction of non-essential visitors on site to the extent possible (i.e. parents, guardians and home caretakers)
- A requirement of food services to deliver Individual portions of food to our students. There will no family style food services. Students will eat lunch in cohorts while maintaining social distancing.