



ST. THERESA CATHOLIC SCHOOL'S **VIRTUAL LEARNING PLAN FOR FALL 2020**

OVERVIEW

St Theresa Catholic School's (STS) remote learning is designed to achieve the same learning outcomes as the in-person learning environment incorporating best practices with the goal of emulating an authentic in-class experience for our students. There are clear expectations for the way in which each student will spend their learning time on a daily basis.

Remote learning will take place Mondays through Fridays, and will have an official start time with an established routine for each full day of instruction.

For K-4th grades, a morning meeting will be held each day to build community. A meeting will be held at the end of the day for students to reflect, and to reconnect learning, ask questions, and understand the learning targets for the following day.

All K-8 students will be expected to engage in all subject areas either through live and recorded lessons.

PreK 3 and PreK4 will be both in the brick-and-mortar classroom as well as simultaneously live streaming for those families who choose the virtual option.

The school has invested in state-of-the-art live streaming equipment and different curriculum materials with more digital components and video recorded instruction. Students may be given time to watch videos on their own, and teachers may use that time to engage and support students in small groups.

Catholic identity, social-emotional learning, mindfulness, and community building are integrated into core instructional content.

Instruction will be delivered via the Gradual Release of Responsibility (GRR) model which incorporates shorter lessons with opportunities for small group time while students are working independently. Students will be instructed to turn away from the screen during this time. Various brain breaks with movement will be incorporated throughout the day as well. We will also be providing parents with tips on what can be done at home to reduce possible eye strain and fatigue.

APPROVED PLATFORMS

Virtual instruction will take place via Zoom for all grade levels. Students are expected to turn in work assignments through Seesaw for K-4th grades and Google Classroom for 5th -8th grades. Students will be expected to do the work and demonstrate that they have mastered the material and that they are meeting learning targets.

Students will receive feedback on their engagement and learning, and they will also receive grades as usual. Grading policies will be the same for students in the remote learning pathway as those in the in-person learning pathway.

Use of Photographs

The school reserves the right to use student or parent photos in any school or Archdiocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Archdiocese of Miami, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.**

Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

VIRTUAL LEARNING EXPECTATIONS

As a community of learners, St. Theresa School's shared expectations during our virtual learning program are as follows:

STUDENT EXPECTATIONS

- Be ready for remote learning in full school uniform each morning. PE uniforms will be worn on PE days.
- Know your usernames and passwords for instructional resources.
- Set up a remote work space - Make sure your environment is well lit; Your space should also be somewhere that you can easily hear and be heard.
- Know your schedule and be prepared to join your meeting/s on time.
- Make sure your electronic device is charged an hour before your meeting. If your device is charged 50-100% then you are ready for your virtual meeting. If not, make sure your device is plugged in and charging.
- Use Google Classroom (5-8) or SeeSaw (K-4) for daily for coursework.
- Communicate proactively with your teachers if you need additional support or cannot meet deadlines.
- Complete assignments and tasks in a timely manner.
- Monitor grades on PlusPortals.
- Proactively seek out and communicate with other adults at STS as needs arise (ex. Assistant Principal, Counselor, etc.)
- Act quickly to get help from STS's IT team when encountering technical difficulties at techteam@stscg.org
- Comply with STS's Internet Acceptable Use Policy.
- Be respectful and kind to yourself and others' learning environment.

FAMILIES/PARENTS EXPECTATIONS

- Assure that a device and internet access are available at home (complete the [iPad loaner survey](#) to indicate if you need to borrow a device for your PreK-4th grade student for at-home use).
- Monitor school communication for up-to-date information regarding closures and instructional continuation plans.
- Eliminate distractions such as putting student cell phones in a common area so as not to use them.
- Encourage your child's participation in remote learning content.
- Know your child's usernames and passwords for instructional resources.
- Establish routines and expectations for your student.
- Take an active role in helping your child process their learning.
- Define the physical space for your child's study.
- Communicate with your child's teacher and/or the school as needed.

SUPPORT FOR SPECIAL NEEDS STUDENTS WITH CURRENT EVALUATIONS

Students with Disabilities: Lessons and classwork may be adapted for students based on their individual needs and ILP (Individual Learning Plan). Students with disabilities may receive Strategies classes during special area times via Zoom throughout our virtual learning program (Strategies teachers will schedule class times). All middle school students also have access to Read&Write, "Immersive Reader" and other Google-based extensions and tools that improve accessibility, including the read aloud, speech-to-text, dictionary, etc. features.

Our Strategies department will have a separate syllabus for those students in the Strategies program.

Grades K-4 Overview:

- Live interactions and classes will begin at 8:00am with attendance and morning announcements and conclude by 2:45pm
- Morning Meeting will include Social-Emotional Check-in
- End of day meeting for reflection, learning connections, and Q &A,
- Students will engage in daily instruction in all content areas including: Religion, Math, English Language Arts, Social Studies/Science
- The schedule will vary based upon the grade level.
- Instruction will be delivered via the Gradual Release of Responsibility (GRR) model which incorporates shorter lessons with opportunities for small group time while students are working independently.
- PE, Music, Art, & Spanish are provided at a designated time daily for grade levels. Please note: There will be no leveled Spanish for this year.

Grades 5-8 Overview:

- Live interactions and classes will begin at 8:00am with attendance and morning announcements and conclude by 2:45pm.
- Students will engage in daily instruction in all their scheduled content areas including: Religion, Math, English/Language Arts, Social Studies and Science
- The schedule will vary based upon the block schedules for each grade level.
- Instruction will be in the form of shorter lessons with opportunities for small group time while students are working independently.
- Class schedules will vary depending upon the student's grade level, school, and specials rotation. Please note: There will be no leveled Spanish for this year.

WEEKLY SCHEDULES

Below are sample weekly schedules for each grade level. Student's exact schedules will be posted on their Seesaw or Google Classroom.

Sample Daily Schedule for grades Kinder through 4th during Virtual Learning Days

8:00 – 8:15am	Morning announcements and attendance
8:15 – 9:30am	*Core Subjects
9:30 – 9:40 am	Break
9:40 - 10:10am	*Core Subjects
10:10 – 11:10am	Special Area (PE, Spanish, Art, Music)
11:10 – 11:55am	Lunch and recess
11:55 – 12:55pm	*Core Subjects
12:55 – 1:05pm	Break
1:05 – 2:05pm	*Core Subjects
2:05 - 2:10pm	Break
2:10 - 2:45pm	*Core Subjects
2:30 pm	End of the School Day for Kindergarten
2:45 pm	End of the School Day for 1st grade

*Core subjects are Religion, Math, Reading & Language Arts, Science, Social Studies.

Off-screen time will be incorporated into every core subject during independent work time and scheduled breaks. Specific Homeroom schedules will be posted on Seesaw.

**Please note all Virtual Wednesdays will be a 1:00 pm dismissal

Sample Daily Schedule for grades 5th and 6th during Virtual Learning Days

8:00 – 8:15am	Morning announcements and attendance
8:15 – 9:35am	Block 1 (Math, Religion, Language Arts, Literature, Science, & Social Studies)
9:35 – 9:45 am	Break
9:45 – 10:45am	Special Area (PE, Spanish, Art, Music)
10:45 – 11:00am	Break
11:00 – 12:20 pm	Block 2 (Math, Religion, Language Arts, Literature, Science, & Social Studies)
12:20 – 1:05pm	Lunch and recess
1:05 – 2:25pm	Block 3 (Math, Religion, Language Arts, Literature, Science, & Social Studies)
2:25 – 2:45pm	Break
2:45 pm	End of the School Day

Sample Wednesday Schedule for grades 5th and 6th (1:00 pm dismissal)

8:00 – 8:15am	Morning announcements and attendance
8:15 – 9:15am	Block 1 (Math, Religion, Language Arts, Literature, Science, & Social Studies)
9:15 – 9:45am	Snack and Break
9:45 – 10:45am	Special Area (PE, Spanish, Art, Music)
10:45 – 11:45am	Block 2 (Math, Religion, Language Arts, Literature, Science, & Social Studies)
11:45 – 12:00pm	Break
12:00 – 1:00pm	Block 3 (Math, Religion, Language Arts, Literature, Science, & Social Studies)
1:00pm	End of school day

Core subjects taught every other day due to block scheduling.

Specific Homeroom Schedules will be posted on Google Classroom.

**Please note all Virtual Wednesdays will be a 1:00 pm dismissal

Sample Daily Schedule for grades 7th and 8th during Virtual Learning Days

8:00 – 8:15am	Morning announcements and attendance
8:15 – 9:40am	Block 1 (Math, Religion, Language Arts, Literature, Science, & Social Studies)
9:40 – 9:50am	Break
9:50 – 11:15	Block 2 (Math, Religion, Language Arts, Literature, Science, & Social Studies)
11:15 – 12:00	Lunch and recess
12:00 – 1:25pm	Block 3 (Math, Religion, Language Arts, Literature, Science, & Social Studies)
1:25 – 1:45pm	Break
1:45 – 2:45pm	Special Area (PE, Spanish, Art, Music)
2:45pm	End of School Day

Sample Wednesday Schedule for grades 7th and 8th (1:00 pm dismissal)

8:00 – 8:15am	Morning announcements and attendance
8:15 – 9:15am	Block 1 (Math, Religion, Language Arts, Literature, Science, & Social Studies)
9:15 – 9:30am	Break
9:30 – 10:30am	Block 2 (Math, Religion, Language Arts, Literature, Science, & Social Studies)
10:30 – 11:30am	Block 3 (Math, Religion, Language Arts, Literature, Science, & Social Studies)
11:30 – 12:00pm	Lunch and recess
12:00 – 1:00pm	Special Area (PE, Spanish, Art, Music)
1:00pm	End of School Day

Core subjects taught every other day due to block scheduling.

Specific Homeroom Schedules will be posted on Google Classroom.

**Please note all Virtual Wednesdays will be a 1:00 pm dismissal

Attendance Procedures

- Students will be expected to sign in their class no later than 8:15 am.
- If there is an issue logging in, please contact ststechteam@stscq.org and Mrs. Lanz-Cuadra a l.lanz@stscq.org.
- Students who have not signed in: a phone call from the school will be made.
- The school will follow the same protocols found in the Parent/Student Handbook in regard to students leaving early or coming in late, whether medical or otherwise.
- The school will follow the protocols in regard to absences and tardies found in the Parent/Student Handbook.

PreK3 & PreK4 on Campus

This plan has been created to aid in the navigation of returning to school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH). The use of best practices in education and guidance from the Department of Education (DOE), Office of Early Learning (OEL), Department of Children and Families (DCF), the National Catholic Education Association (NCEA), and the Florida Catholic Conference (FCC) were used to create this plan. Regular updates will be made to this plan based on information provided by all the organizations mentioned above, and applicable federal, state and local agencies.

PreK3 and PreK4 students will be in house while Virtual Learning is taking place. There will be 10 students to one adult and follow specific CDC, DOH and ADOM guidelines while on campus.

Sample Daily Schedule for PK3 and PK4 in School and during Virtual Learning Days

7:30 - 8:00 am	Morning announcements and attendance
8:00 – 8:15 am	Table Games
8:15 – 9:00 am	Circle Time/Jesus Time (Religion)
9:00 – 9:30 am	Snack/Bathroom
9:30 – 10:00 am	Special Area (PE, Spanish, Art, Music)
10:00 – 10:30 am	Recess/Playtime
10:30 – 11:30 am	Center Time
11:30 – 11:45 am	Story Time
11:45 – 12:15 pm	Lunch
12:15 – 12:30 pm	Clean up/Bathroom/Nap Set Up
12:30 – 1:40 pm	Nap
1:40 – 2:00 pm	Review of the Day/Circle Time
2:00 – 2:35 pm	Dismissal

**Please note all Virtual Wednesdays will be a 1:00 pm dismissal

On Campus Protocols:

While PK students and staff are on campus, the following protocols will take place

Cleaning and Sanitizing

1. Specific Measures

a. Frequency

i. Daily cleaning requirements

- i. Teachers are required to clean desks and doorknobs at least four times in a given class day; more as necessary.
- ii. Students will have their own hand sanitizer and disinfectant wipes for each table. Tables will be cleaned frequently throughout the day.
- iii. Individual sitting mats will be disinfected throughout the day and at the end of each day.
- iv. Common contact points will be wiped with a disinfectant wipe
- v. frequently throughout the day as well as a final disinfectant by the cleaning company at night.
- vi. Floors will be mopped nightly by the cleaning company

ii. Daily/Weekly sanitizing requirements

- i. The school's cleaning company will do a thorough sanitizing of each classroom at the end of the day and into the evening.
 - ii. Each classroom and other rooms will be sprayed with a disinfectant electrostatic sprayer daily at the end of the day
 - iii. Bathrooms will be cleaned, sanitized three times a day that includes sinks, toilets and doorknobs and other high contact points
 - iv. Water Bottle Refill stations will be sanitized three times a day.
 - iii. Documentation of cleaning and sanitizing
 - i. Each bathroom will have a chart for the Day Porter to sign off three times a day that the bathrooms have been cleaned/sanitized as well as the cleaning company each evening.
 - ii. Classrooms will also have a chart for the cleaning company to sign off that the rooms have been sanitized and fogged at the end of each day.
 - iii. The school has installed UV lights in each air conditioner to provide extra disinfecting protection in air circulation.
 - b. Personnel Responsibility
 - i. Teachers:
 - i. Teachers will be required to ensure that tables, plexiglass/doorknobs and other high traffic touching areas are cleaned and sanitized frequently throughout the day.
 - ii. Maintenance Staff:
 - i. The Day Porter on the Maintenance Staff team will be responsible for sanitizing the bathrooms three times a day and document on the chart. The Day Porter will also be responsible for sanitizing any high touch areas that are not in the classrooms, water bottle refill stations and other areas.
 - iii. Cleaning Crew:
 - i. Will be responsible for final cleaning/disinfecting all the classrooms in the evening as well as fogging each classroom and document on the record charts.
 - c. Equipment and Supplies
 - i. Chemicals Used (EPA approved cleaners)
 - i. Supplies will be provided by the school and cleaning crew for disinfecting and sanitizing that are EPA compliant
 - ii. A listing all EPA approved chemicals and cleaners being used at the school is available in the Facilities Manager's Files and Principal's Files
 - ii. Storage of chemicals
 - i. All chemicals are stored in an OSHA approved cabinet as well as the cleaning supply closet.
- 2. Room Capacity
 - a. Based on CDC guidelines, the school will be able to accommodate a maximum of 10 children in a classroom and one adult wearing appropriate masks and/or face shields.
 - b. Specific rooms and limits
 - a. All classrooms will be used as well as the school cafeteria, in order to accommodate PreK 3 and PreK 4 daily. A separate letter with details on the accommodations will be sent to all PK parents.
- 3. Signage
 - 1) The Administration and Development office will design and change signage as needed and placed in their respective areas

- 2) Example: Handwashing signs will be found in each bathroom
- 3) Directional Signs in the hallways
- 4) Distancing signs on the floors in strategic areas.
- 5) Entrance signs with directives to hand sanitize and take temperature.

Daily Operations/Logistics

1. Arrival and Dismissal Procedures

a. Signs:

- i. Signs will be placed around the school marking one way walkways, CDC guidelines, exits, entrances and social distancing reminders.
- ii. Taped markings on the floor will mark the walking direction throughout the campus to maintain the social distancing requirements.
- iii. Bathrooms will have signs as reminders to wash and wear masks

b. Staggering drop off/pick up times

- a. Drop Off: Students and staff may arrive to school from 7 am to 8:00 am.
 - I. PreKinder has a separate drop off area to their own classrooms.

b. Pick Up:

- i. PreK will be released according to schedule.
 - a. PreK 3 is released at the exit on Palos Drive
 - b. PreK 4 will be released in the South lot.
 - c. Details and maps will be given to parents as to protocols and logistics.

c. Sanitizer stations

- a. Sanitizer stations will be located in every entrance way of the school.
- b. Each classroom will have its own sanitizer dispenser

2. Well-defined entrance protocols

a. For Teachers

- a. Teachers will enter either in the front walk way or South lot. There a staff member will take his/her temperature before entering.

b. For Students

- a. Students will enter either in the north lot, south lot, walk in entrance or PreK entrance.
- b. Staff members will take temperatures of each child before coming into the school.

3. Daily Health Checks

- a. All staff will have his/her temperature taken before coming to school.
- b. All students will have their temperature taken before coming in the school.

4. Social Distancing Measures

a. In the Classroom

- a. Students will remain with their classmates at all times, including structured recess.
- b. Teachers and students are not to visit another classroom outside of their team or grade level.
- c. Students will be mindful of the social distancing and health practices in which they are instructed or they will not be allowed on campus.
- d. Students will have a designated space solely for their use in their classrooms and the extended care space.
- e. Students will not share spaces, supplies, or work in groups (distancing will remain throughout the day).

- f. Students will each have his/her own bin for manipulatives and other supplies and napping blankets.
- g. Tables will be divided with plexiglass shields for protective measures.
- h. In place of rugs, each child will have a special sitting cushion that will be easy to carry and disinfect at the end of the day.
- b. Outside the Classroom
 - a. Students will use restrooms at designated times, and no more students will be admitted into a restroom at a time than there are sinks in the restrooms.
 - b. Students will use the directional protocols while walking in hallways and keeping social distance from each other. Masks are to be worn at all times for children over age 2 (CDC guidelines)
 - c. Recess and PE times: Students will use social distancing protocols at all time. No one will share equipment; PreK and Kinder playgrounds will be off limits until further notice.
- c. At Mass
 - a. Weekly Masses will take place via Live Stream during Virtual learning each Friday.
 - b. Students and Staff will log in the parish YouTube site and participate in the live stream.

COVID-19 Daily Screenings and Forms

1. Temperature Checks
 - a. Frequency
 - b. Temperature checks will be done daily for staff and students upon entrance of the school. Locations
 - a. Temperature checks will be done at each of the four entrances of the school using touchless thermometers
 - b. PreK will have entrances to the Cafeteria and PK classrooms for temperature checks.
 - c. Responsible personnel
 - a. A designated staff member will be responsible at each school entrance for documenting temperatures of staff and students. Touchless thermometers will be used to measure temperatures.
 - d. Response if temperature above 100.4
 - a. Any staff or student showing signs of illness will have their temperature taken in the health room, and students/staff with a temperature above 100.4 degrees or showing any respiratory symptoms will be isolated and sent home. A form will be filled out for documentation and communication with ADOM
2. Face Mask/Face Shield requirements
 - a. Face masks are an essential part of personal hygiene, social distancing, and frequent cleaning efforts. Staff and Students are required to bring in their own face mask. The school will provide an emergency supply of facemasks for staff and students.
 - b. Students and staff will be required to wear facemasks at all times while on campus.
 - a. If a child is unable to wear a mask, then a face shield brought from home may be worn. The face shield must reach down past the chin.

- c. Staff may wear a face shield for teaching purposes. Face shields will be provided by the school and will be an essential part of employee protection.
- d. Mask requirements will follow resident county CDC guidelines for schools.

Isolation Room

- a. Location (separate room from regular clinic)
 - b. The Isolation room will be designated for Covid related cases and found in the room next to the faculty room. This is separate from the regular health room.
 - c. Personnel assigned
 - a. The school registered nurse will be responsible for COVID cases.
 - d. COVID-19 Case Forms
 - a. COVID Case forms are found in the Health Room and in the principal's computer
 - e. Plan/Protocol for those who test positive
 - a. Staff and Student Illness
- ii. If an employee or student becomes ill at school or if another person is exhibiting symptoms of COVID-19 at school, they may be instructed to go home or to the nearest health center
- I. Procedures for Cleaning and disinfecting after individuals confirmed to have COVID-19 have been in the facility:
 - i. It is recommended by CDC to close off areas that the individual entered or neared.
 - ii. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfecting.
 - iii. Staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the individual, focusing especially on frequently touched surfaces.
 - iv. Observe/evaluate staff and children who may have come into contact with the individual in question for early signs or symptoms.
 - b. Employees returning to work from an approved medical leave should contact the principal. Staff members may be asked to submit a healthcare provider's note before returning to work
 - i. If diagnosed with COVID-19, an employee may return to work when all 3 criteria are met:
 - ii. At least 3 days (72 hours) passed since recovery (no fever without the use of fever- reducing medications)
 - iii. Improved respiratory symptoms
 - iv. Resident county Florida Department of Health confirms release to return safely to work
 - c. If a staff member, volunteer or student have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that they have COVID-19 and may not return to school until the three criteria listed above have been met.

Additional information may be found on the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>.

Communication Plan

- A. If there is a confirmed case of COVID-19 at the school, the Archdiocese of Miami will be notified as per ADOM protocol, the local county health department will provide guidance and next steps. In addition, the facility should close temporarily and reopen at the direction of the local health department and notify parents and other relevant contacts.
- a. Coordinate with local county health department.
 - b. Communicate with parents and providers.
 - c. Dismiss children and teachers in impacted spaces.
 - d. Clean and disinfect thoroughly.

Confidentiality Issues

1. *A reminder that confidentiality is respected at all times for both staff and students.*

COVERAGE

This Plan has been promulgated to assist with preventing the spread of COVID-19; however, COVID-19 has been declared a worldwide pandemic by the World Health Organization and is extremely contagious. The Archdiocese cannot guarantee that an employee, student, volunteer, contractor or other campus visitor will not become infected with COVID-19. This Plan, and any other related policies and procedures, may be revised at any time with or without prior notice and the specific provisions may be subject to the discretion of the Superintendent of Schools and School Principals. This Plan may differ from other entities within the Archdiocese of Miami due to varying local laws and the unique nature of the services and population that each entity serves.

I hereby authorize my child(ren) to use the digital platforms, tools and applications selected by St Theresa Catholic School to support the Virtual Learning Program including but not limited to Zoom, Google Classroom, SeeSaw, Google Meets. I understand that these third-party platforms may maintain their own privacy policies, terms and conditions for which St Theresa Catholic School cannot control or assume responsibility for. I further understand that in order to facilitate program activities, these online platforms often include video and audio conferencing, recording, and other forms of electronic communication. This Virtual Learning Program as well as those school directives and requirements related to this program of study may be amended at any time at the sole discretion of the school with or without notice.

Saint Theresa Catholic School is committed to Catholic Faith formation, academic excellence, and service in a nurturing, Christ-centered environment.