



# SAINT SAVIOUR HIGH SCHOOL

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## Hybrid Learning Plan and Re-entry Back-to-School Fall of 2020

**As of July 13th, 2020**

Given the uncertainties of COVID-19 and  
public health requirements, this plan is subject to change.

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# Guiding Principles and School Operations

## Health & Safety

Upon return to our building, Saint Saviour High School will provide the safest environment for all students, faculty, and staff. The health and safety of all is in the forefront of our decision making for the following new initiatives:

- Every person (student, faculty, and staff) must have a negative Coronavirus test result prior to entering Saint Saviour this Fall. Furthermore, the test must not have been taken prior to August 20th, 2020.
- Everyone is required to wear a mask at all times, no exceptions. A backup mask should also be accessible.
- Thermal imaging or temperature check stations will be installed at the entrance of the school to provide a non-contact temperature check for all who enter the building. Those with a temperature above 100.4F will be sent home and not allowed to return to school without certified medical clearance. At the discretion of the administration, anyone presenting with a temperature will be directed to an established isolation room until they can safely leave the building. Those areas where the symptomatic person has visited will be closed for 24 hours, and then disinfected, reducing the risk to cleaning personnel. Prior to the opening of school, faculty and staff will attend a workshop to learn how to recognize and what steps to take should any student, staff, or faculty present signs of illness.
- To meet state regulations regarding social distancing, Saint Saviour will run an alternating class schedule. For example: if there are 40 students in grade 12, 20 will come in on Monday while the other 20 will learn remotely, from home. On Tuesday, the students will swap so that those who worked remotely on Monday will be in the building and those in the building Monday will now work remotely from home. Teachers will work on site every day.
- Classrooms and all public areas of the building will be sanitized daily and deep cleaning will be routinely scheduled to ensure all areas of the building remain clean and Covid-free. In accordance with CDC guidelines, there will be no sharing of school supplies. Students will be instructed on what supplies to have in-school and at-home.

## **Cafeteria**

Service will be suspended until October 30th, at which time administration will make a decision as to whether food service will resume or remain suspended.

## **Meals**

Students will be encouraged to eat breakfast before entering the building and to bring healthy lunch/snacks to eat during the day (in the classroom) for the first month of school as no food service will be provided. After a month, we will reevaluate the situation. Hand sanitizers and surface wipes will be provided before and after eating.

## **Spaces**

Faculty room - To maintain proper social distancing, faculty will eat in their classrooms, refrain from storing personal items in common areas, and refrain from using coffee makers, tea pots, and microwaves.

Designated staircases for up and down have been a long standing part of Saint Saviour's practice. This practice will continue throughout the day, including before school, at dismissal, and after school. Students will be directed to use the correct staircase to ensure proper social distancing. The building will also be outfitted with directional and instructional markings on the floor as well as signs throughout the building.

There will be assigned seating in the classrooms to ensure that we are able to contact trace within the building. Seating will be arranged in accordance with social distancing guidelines

Physical space for teaching will be expanded by using the cafeteria, gym, and the library. Access to areas outside the building but on school grounds are currently under review for student use (weather permitting). Such areas will be made accessible with faculty supervision.

Appropriate levels of PPE have been inventoried. Hand sanitizer for every room, disposal gloves, masks, sanitizer spray and disinfectant wipes. Only school purchased cleaning supplies will be used.

*Note* - Additional custodians will be hired if needed to disinfect restrooms and other high touch locations.

## **Safety drills**

All existing safety drills will continue with social distancing and PPE in place recommended by the CDC, state, and local authorities.

## **Visitors**

All visitors will be confined to the school entry level [ground floor hall], staff members will be on duty to sign visitors in and out. No visitors will be allowed past the ground floor level. Access to the main office will be restricted. Parent meetings will be held by appointment and virtually. Alumni will be notified of a suspension of all unnecessary visits until further notice.

## **Fully Remote Option**

Upon our return to Saint Saviour in September, our priority is ensuring that both students and families are comfortable with our plan. To that end, we will ensure that all public health criteria are met and that health and safety protocols are in place. We understand, however, that despite these measures some families will not be ready to send their daughters back to a physical school building. In such cases, we will provide a fully remote option for these families. This plan will be re-evaluated monthly to determine how long we will practice complete at home learning for the families who opt into it. Parents who chose fully remote learning for their daughters must notify the school of this decision by August 17, 2020.

## **Social and Emotional Well-being**

Due to the exigencies surrounding the COVID-19 virus and the challenges confronting our world today, students are sure to be experiencing stress and anxiety around the very sudden lifestyle changes they have been forced to make and the ways in which the virus has impacted each student at home. In September, our students will be transitioning to a new grade with new teachers, classes, and expectations. We have set in place protocols to meet each student's social and emotional needs and to provide each student with support to work through this transition. Guidance has established

peer groups, avenues for students to come together to talk about their concerns and to learn positive coping skills. Additionally, individual meetings as well as grade-wide meetings will continue in accordance, with new social distancing parameters.

## **Technical Operations**

Additional technological training has been organized for early September, as Saint Saviour continues to enhance our remote approach to learning, (whether on the hybrid or fully remote track). Our goal is to establish the best approach for our students and faculty and to incorporate the best technology to ensure that these needs are met. This includes:

- All internal network switches have been replaced with new Unifi gigabit POE switches
- Old CAT5 wiring has been replaced with CAT6 to provide higher data bandwidth capacity in each classroom and common areas
- New Unifi HD access points strategically installed to extend wifi coverage
- Site survey has been completed by Spectrum and we are being fast tracked for installation of a dedicated fiber optic line.

## **Hybrid School Design**

Prior to March 16, 2020 our distance learning plan was designed to create an environment for positive learning. Early planning proved successful, with classes taught using our six-day cycle, the exact school schedule that students were accustomed to (Fridays being a "make-up day"). Within a month of online learning, an internal re-entry team began discussion to create a back to school plan. Due to the unforeseeable future, we feel that our hybrid design will best optimize learning while ensuring the health and safety of our school community.

## **Hybrid learning plan**

Students will alternate between in-school and at-home learning. The schedule will be name and grade specific.

1. Students will receive daily instruction across all content areas as they alternate between in school and remote learning.
2. At-home learning will continue via Google Classroom and Google Meet. We will continue to work on a six day cycle. Curriculum and learning tasks will be posted on Google Classroom, which will be monitored by the heads of each department

and updated if necessary on Wednesdays. Attendance will be taken daily period by period. For home days, attendance will be taken in the same format. If there is a technology issue when students are working from home, the teacher must be notified in a timely fashion.

3. As in the past, there will be ample time worked into the schedule for but not limited to:
  - Resource learning
  - Testing
  
4. We will once again secure a SETTS teacher. This learning will have a special time added to the schedule. All academic intervention will be scheduled for after school hours on Google Classroom.

Enrichment and other educational venues such as clubs, will be available in school and remotely during the week. This schedule will be provided as it becomes available.

Saint Saviour's educational model is to educate the whole student. To that end, guidance appointments and guidance groups will be scheduled along with grade meetings once a month. Through this schedule we will afford the opportunity for social interaction (with various activities to be determined).

## **Remote Model**

Should we need to adjust to a full remote model, teachers will utilize Google Classroom as the core instructional platform. The full academic program will continue, however schedules may be modified and/or adjusted based on the needs of the program. We have established our expectations of the students while they are learning in a virtual environment and these expectations will be reviewed as needed. When a student accumulates five absences, the teacher will make direct contact with the parents as well as notify the guidance department. Guidance will then follow up with the student and parent.

## **Grading**

Traditional grading policies/practices will remain in effect.

## **Parent Options**

Recognizing that some parents will have concerns about their daughters traveling on public transportation and attending school "in school", we are offering the option of total remote learning. Parents who opt for total remote learning must notify the school of their decision by August 17th and must continue with this option until November 16th, the end of the first quarter. At the end of the first quarter we will assess each variable to determine our next step. Students opting for this total remote mode of learning will access Google Classroom curriculum and assignments and will attend classes. Attendance, as in school, will be taken and documented.



## School opening schedule

Teachers meetings throughout the summer, first in school meeting (if possible)  
Tuesday September 8, and Wednesday, September 9.

Freshman orientation Thursday, September 10

Sophomore orientation: Friday, September 11

Juniors orientation: Monday, September 14

Senior orientation: Tuesday, September 15

Wednesday, September 16, begins all regular classes.

Example of schedule

	Monday A	Tuesday B	Wednesday C	Thursday D	Friday E
First ½ of the alphabet	school	remote	School	remote	school
Second ½ of the alphabet	remote	School	Remote	school	remote
First ½ of the alphabet	** Remote (F)	School (A)	Remote (B)	School (C)	Remote (D)

\*\*F day will be the following Monday to complete the cycle