



# Reopening Plans 2020-2021 School Year

*Siempre Adelante - Always Forward*

# Siempre Adelante Always Forward



DIOCESE OF ORANGE  
DEPARTMENT OF CATHOLIC SCHOOLS  
13280 CHAPMAN AVENUE, GARDEN GROVE, CA 92840

29 July 2020

Dear OC Catholic School Families,

In light of the revised school re-opening guidelines issued by California Governor Gavin Newsom on Friday, July 17, we have decided to move the first day of school to Tuesday, September 8 for all of our Catholic elementary schools. This decision was made in consultation with our bishops, diocesan leadership team, and our school principals, and was based on several factors listed below:

- Orange County is currently on the Governor's Covid-19 Watch List which means his office is monitoring the county for increasing cases and hospitalizations. We believe delaying our start date gives us an additional two weeks for OC to be removed from the watch list.
- We will use this additional time for focused staff development and training.
- The new start date gives us additional time for procurement of Personal Protective Equipment (PPE) and items that have been backordered.

Most importantly, pushing back the start date allows us time to meet the newly revised state re-opening guidelines and begin the school year fully prepared for in-person traditional model teaching. This goal is in concert with our parent survey results which indicated that most parents (83%) prefer the traditional model in the Fall. This goal is also in alignment with the American Academy of Pediatrics (AAP): "the AAP strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school. The importance of in-person learning is well-documented, and there is already evidence of the negative impacts on children because of school closures in the Spring of 2020."

While we feel the safe return of our students to campus is essential for the academic, spiritual, emotional, and social well-being and development of our children, we must be mindful of the challenges that come within this pandemic. Please note that if our county is not ready by September 8, all of our schools will be prepared to open with instruction in a distance learning format.

Since March, we have looked forward to the day we welcome you and your students back to campus. Our children have been loved, protected, and formed by you during these unprecedented times, and it is our honor and privilege to serve as your partners in their education and formation. Thank you for being part of our Catholic school community.

In mission,

*Erin C.O. Barisano*

Erin C.O. Barisano, Ed. D.  
Superintendent of Schools  
Diocese of Orange

# A Message from Tim Tolzda Senior Principal

Dear St. Serra Families,

As promised, here is an overview of our reopening plans for St. Serra's 2020-2021 school year. Our commitment to you and the focus of our planning will always be the safety and well-being of our students, faculty and staff while providing an outstanding Catholic education.

As we prepare for the upcoming school year, our leadership team continues to evaluate and adjust these reopening plans, based on up-to-the-minute information provided to us by the Diocese of Orange, the Governor's office and the California Department of Public Health. Additionally, we expect to make modifications to our safety protocols and procedures throughout the school year.

When we do return to campus, it is important to understand that things will look different than before COVID-19. The way we move about our campus, the extra curricular activities that we provide and our daily routines will be different for a period of time, as we make adjustments and ensure the safety for everyone.

It is my hope and prayer that this reopening plan document will provide you and your family with some peace of mind. It incorporates best practices and reflects the most up-to-date information available to us.

Your continued support and collaboration is greatly appreciated as we move forward as one St. Serra family with Christ at the center of all we do.

Always Striving...

Tim Tolzda, Senior Principal  
St. Serra Catholic School



# INSTRUCTIONAL PLANS FOR 2020-2021 SCHOOL YEAR

We are excited to announce St. Serra has invested in **Canvas**, a learning platform that helps quality education happen. Canvas streamlines all the digital tools and content that teachers and students love, for a simpler and more connected learning experience.

At this time, St. Serra (and all Orange County schools) is required to open in Distance Learning. However, this status may change as we approach the first day of school, and throughout the school year. We are ready to pivot to the appropriate plan as needed for continuity of instruction.



## LEVEL 1 - 100% In-Person

### On-campus Instruction

- Health and safety protocols and guidelines will be adhered to and followed



## LEVEL 2 - 100% Distance Learning

### Online Instruction

- St. Serra will be in Distance Learning if mandated to do so



## LEVEL 3 - Modified In-Person

- St. Serra will move forward with this plan if mandated to adhere to stricter physical distancing guidelines
- May be utilized as a temporary transition into our Level 1 - 100% In-Person plan



## Advanced & Small Group Classes Information

- *Advanced Plus, Advanced and Small Group Classes will be offered*

## Placement Letters & Homerooms

- *Placement letters will be sent home on August 28*
- *Homeroom and Level 3 Class lists will be posted on our website on August 28*

# LEVEL 1 PLAN (100% IN-PERSON )

## TK - 8 SCHOOL SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY **
7:10 am to 7:40 am			Arrival to Homeroom		
7:55 am to Recess			Academic Instruction		
Staggered Times			Recess*		
Recess to Lunch			Academic Instruction		
Staggered Times			Lunch*		
Lunch to 2:40 pm			Academic Instruction		
2:40 pm			Dismissal		

\*Specific class schedules, recess & lunch times will be provided to parents on or before Back to School Nights.

\*\*First two calendar Fridays of each month are minimum days with dismissal at 12:10pm.

# LEVEL 2 PLAN

## (100% DISTANCE LEARNING)

Our Level 2 Plan includes a Distance Learning schedule for TK through 8th Grade. Subject specific schedules will be forthcoming.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:15am to 8:30am	Prayer and Announcements (Homeroom Classes)			
8:30am to 12:00pm	Academic Instruction			
12:00 pm to 12:35pm	Lunch Break (All Grades)			
12:40pm to 1:45pm	Academic Instruction	Teacher Prep (Professional Development, Lesson Plans, Grading, etc.)	Academic Instruction	
1:50 pm to 3:00pm	Teacher office hours for student support			Teacher office hours for student support

## ENHANCEMENTS TO DISTANCE LEARNING



### Canvas Learning Management System

St. Serra has purchased Canvas, a learning management system, which will allow parents and students to access classes and assignments from an all-in-one dashboard and sign in:

- Directly integrates with already in use programs such as Google Classroom, One Note, FACTS
- The Google Homework Doc used in 2019-2020 will be eliminated



### Asynchronous & Synchronous Instruction

- Teachers will check-in with students and take attendance
  - **Synchronous (Live):** Live learning via Zoom platform available through Canvas
  - **Asynchronous (Recorded):** The teacher provides pre-recorded videos, resources and tasks in the Canvas Learning Management System

# LEVEL 3 PLAN (MODIFIED IN-PERSON)

- Full day, every other day, in-person instruction - from 7:40 am to 2:40 pm - that promotes connection with teachers and peers. Students would be placed into two groups:
  - **Blue Group:** Monday & Thursday full day, in-person instruction
  - **Gold Group:** Tuesday & Friday full day, in-person instruction
- Wednesday - No students on campus
  - Student projects, make-up assignments, office hours as needed for individual student help

## TK - 8 SCHOOL SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ON Campus	OFF Campus	ON Campus	OFF Campus	ON Campus
7:40 AM Blue Group	Gold Group	Gold Group Blue Group	Blue & Gold Group	Blue Group Gold Group
2:40 PM				Gold Group Blue Group



Students within a family will be assigned to the same Group so that children from the same family can be on campus on the same days.

# HEALTH & SAFETY PROTOCOLS

All guidelines are subject to change based on future conditions and/or recommendations by public health officials and the Diocese of Orange.



## Face Coverings

All staff will be required to wear masks at all times to adhere to CDPH guidelines. All students must bring face coverings with the following guidelines from the CDPH:

- TK & K: Face coverings encouraged
- 1st & 2nd: Face coverings strongly encouraged
- 3rd & Up: Face coverings required in certain settings around campus



## Physical Distancing

- Physical distancing protocols have been developed in all gathering areas and will be clearly marked with 6 ft distancing
- Classroom layouts have been modified to provide physical distancing between desks as much as is feasible and practical (4.5 - 6 ft)



## Cleaning and Disinfection

- High touch surfaces, as well as shared objects, will be cleaned periodically throughout the day
- Nightly deep cleaning will take place using an industrial fogger that will safely disinfect all surfaces using CDC and school approved products
- Classrooms will be supplied with disinfectant supplies, soap, paper towels, hand sanitizer, tissues, etc. as needed to increase healthy hygiene practices
- Use of shared items will be minimized by requiring students to carry all their books, laptops and supplies in an individual backpack throughout the day
- Lockers will not be issued to upper school students this year



## Healthy Hygiene Practices

- Hand sanitizer will be readily available throughout the campus, including at each entrance, and in all classrooms
- Students will be required to sanitize their hands upon entry (at a minimum)
- Frequent hand washing throughout the day will be encouraged
- Students will be required to wash their hands after using the restroom, and before/after recess and lunch
- Signs will be posted in every restroom and classroom on campus reminding students to wash their hands using recommended procedures



## Health Screenings for Students & Staff

- Daily temperature checks will be held prior to entering any SJSCS building for students, staffs and visitors
- There will be an isolation room located near the health room for any person exhibiting signs of COVID-19 and the person will be sent home immediately



## Cohorting

- Students will be kept in small stable groups with fixed membership including instruction, lunch, and recess as much as possible
- Contacts with other groups will be minimized



## Entrance, Egress and Movement within the School

- Students and parents/visitors must follow posted visual markers such as signs, posters, and floor markings throughout the campus
- Students/visitors/staff will be directed to walk in a one way direction in hallways and on stairs in single file line to avoid close contact with others
- Signage will indicate appropriate spacing where students wait in line



## Classroom Environment

- Desks will be spaced 4.5 to 6 ft apart (as much as is feasible) or moved into larger spaces to accommodate physical distancing guidelines
- Clear desk shields will be installed for Preschool, TK and Kindergarten classrooms to support physical distancing
- Students in grades 1-8 will be provided with their own individual clear tri-fold desk shield to carry with them from class to class



## Lunch

- Number of students per table will be limited and will sit facing the same direction utilizing only one bench at each lunch table
- Lunch and recess times will be staggered to minimize the number of students eating at one time
- Hot Lunch service, provided by Choice Lunch, will be phased in as guidelines permit



## Extended Care Program

- Extended Care will be offered before and after school
- Modifications will be made to ensure physical distancing guidelines are maintained at all times
- Activities will take place outside as much as possible.
- Snacks provided will be individually wrapped and contact-free

# HEALTH & SAFETY PROTOCOLS



## Identification and Tracing of Contacts

- If a student or staff member is confirmed to have COVID-19, the school will immediately notify local health officials. These officials will help administrators determine a course of action. The school will likely dismiss the exposed students and staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and disinfect the affected facilities. The school will work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further the spread of COVID-19.
- An infected employee should consult with their health care provider immediately and follow the directives provided to them by their health care provider. The infected employee should follow CDC recommended steps, and not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. Currently, the CDC's criteria for discontinuing home isolation require that the employee experience all of the following: (1) 3 days with no fever, (2) respiratory systems have improved (e.g. cough, shortness of breath), and (3) 10 days have passed since his/her symptoms first appeared.
- The school will review symptoms with employees and parents of students. Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and be sent home as soon as possible. Students who have symptoms should be kept home. Anyone who experiences these symptoms at school will be separated from well students and staff until the sick person can be sent home.
- Employees and students with an underlying medical condition, and who are concerned, should consult their health care provider.



## Staff Training and Family Education

- Faculty will participate in an additional comprehensive professional development program with a focus on a personalized educational technology training, COVID-19 safety, mental health and wellness, and diversity and inclusion
- Parents and Families will be educated on our plans through email, via the school website and meetings



## Testing of Students and Staff

- To ensure the safety of students and staff, surveillance testing will be implemented. The school will test staff periodically, as testing capacity permits and as practicable. When a student or staff member exhibits COVID-19 symptoms, the student or staff member will be sent home and testing will be recommended. School employees and students who need testing should either go to their health care provider or a state-operated or other community testing site. The Department of Managed Health Care has filed an [emergency regulation](#) to require health plans to pay for COVID-19 testing for all essential workers, including school staff. In addition, tests are available at [community testing sites](#) throughout the state.



## Communication Plan

- If a child shows symptoms of COVID-19, the child will be isolated and parents will be immediately notified to pick up the child
- The classroom will be sanitized and remaining children will be moved temporarily to an alternate classroom
- St. Serra will call the OC Health Department and will direct the families to see their health care provider
  - Students will be admitted back into school upon the receipt of a note from the child's health provider



## Student Drop-off & Pick-up

- Daily health screening & temperature check for all prior to entering campus
- Afternoon pick-up at 2:40 pm has been instituted to limit gatherings
- Students will remain in their homeroom classrooms for afternoon dismissal and will walk to the pick-up line to enter their cars once their name is called over the PA system



## Preschool

- Will be following the same guidelines as TK-8 listed here
- In addition, Preschool will be following Community Care Guidelines

## Health & Safety Updates

An in-depth plan and updates will be available prior to the First Day of School on September 8 through our website.

# COVID-19 RESPONSE PROTOCOL

## STUDENTS



- If a student has a temperature above 100.4°F when they check-in during drop-off, they will be sent home.
- If a child should develop symptoms of COVID-19, the child will be isolated and the parent/guardian or person on the emergency contact form will be called immediately to pick up the student.
- If a child has been exposed to or has COVID-19 symptoms, parents/guardians will be told to test for COVID-19 and isolate the child at home.
- Children will be accepted back to school only following medical clearance for COVID-19. This requires a note from the child's doctor to be sent to [healthroom@serraschool.org](mailto:healthroom@serraschool.org).
- If it has been confirmed that a student has been diagnosed with COVID-19, that student's classroom will be thoroughly cleaned and disinfected and students in that classroom will be temporarily relocated to an alternate classroom.
- Notification of Exposure will occur according to CDC guidelines.

## STAFF

- If an employee has a temperature above 100.4°F, they will not be allowed on campus.
- Staff will complete COVID-19 training prior to the opening of school which includes prevention, symptoms, and transmission. Training updates will occur as new information is available.
- If a staff member experiences any COVID-19 symptoms, the staff member is required to inform his/her immediate supervisor and stay home.
- If an employee contracts COVID-19, a thorough cleaning of the staff member's work area will take place immediately.
- An employee must consult with their health care provider immediately and follow the directives provided to them.
- Notification of Exposure will occur according to CDC guidelines.



An in-depth COVID-19 Response Protocol will be available prior to the first day of school on September 8 through our website.

# 2020-2021 SCHOOL YEAR OVERVIEW

## Year At-A-Glance

- **Teacher In-service/Training:** August 27- September 4
  - Faculty will participate in an additional comprehensive professional development program with a focus on personalized educational technology training, COVID-19 safety, mental health and wellness, and diversity and inclusion
- **Calendar Updates TK-8**
  - First Student Day -Tuesday, September 8, 2020
  - Dismissal - 2:40 pm for all students
- **Calendar Updates Preschool**
  - Orientation: September 9 & 10
  - First Student Days:
    - Monday, September 14 for M-F and M/W/F students
    - Tuesday, September 15 for T/Th students
- Large group gatherings are canceled until further notice. Back to School Nights will take place virtually through Google Meets or Zoom, if necessary

## 2020-2021 SCHOOL CALENDAR

NOTE: DATES ARE SUBJECT TO CHANGE

Month	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F			
August	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31							
September		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30					
October			1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30				
November	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30							
December		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31				
January	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29								
February	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26								
March	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31					
April				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30			
May	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31							
June		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30					
LEGEND:		First Day/Last Day of School TK-8			Preschool First Day of School			Minimum Day: 4-Hours Instruction			School Not in Session			NO Educator Formation Days			Parent-Teacher Conferences											

<b>First Day of School</b> TK-8: September 8 Preschool: Sept. 14/Sept. 15	<b>Last Day of School</b> Kindergarten: June 9 TK: June 10 Preschool: June 10 and 11 Grades 1-7: June 16
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<b>Back-to-School Nights</b> Grades 5-8: September 17 Grades 2-4: September 22 Preschool, Pre-K, TK, Kinder & 1st Grade: September 29
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<b>Non-School Days</b> Labor Day: Sept 7 Thanksgiving Break: November 25-27 (return November 30) Christmas Break: <b>December 21 - January 1</b> (return January 4)	<b>Non-School Days</b> Martin Luther King: Jan. 18 President's Day: Feb. 15 Easter Break: April 1 (minimum day) April 2-9 (return April 12) Memorial Day: May 31
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<b>Parent-Teacher Conferences</b> October 28 - October 30
<b>Trimester End Dates</b> Trimester one - December 4 Trimester two - March 12 Trimester three - June 16