Clearwater Central Catholic High School

"Where Possibility and Opportunity Meet"

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Re-Opening of School Plan

2020-2021

"With courage and hope, we will make it together!"

COVID-19 Response Task Force

Revised 8/2/2020

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Introduction

As we navigate our way through the obstacles that COVID-19 has presented for educational institutions, our goal at Clearwater Central Catholic is to continue providing students with a superior academic experience guided by our mission and vision with "Christ, Community and Commitment" at the center of all we do. In response to the global pandemic, a Response Task Force was formed consisting of school and community leaders, along with teachers and staff. The Task Force has referenced and is continuously reviewing Center for Disease Control, Florida Department of Education and Diocese of St. Petersburg regulations to optimize the safety of our students, faculty and staff. This document outlines the detailed aspects of the Task Force's plan to mitigate risk so we can gather as one academic and spiritual community.

This document serves as an addendum to the CCC Parent/Student Handbook and uses the framework provided by the document **Leading with Hope, A Reflective Guide for Catholic Schools in a New Reality**, developed by Andrew M. Greely at the Center for Catholic Education, School of Education-Loyola University Chicago. **This is a "living document" that will have revisions and additions as we continue to implement actions and adjustments in response to the changing effects of Covid-19.**

1. Safety and Health Protocols

a. General Disinfection Measures Protocols

- **Standards for disinfection and cleaning of all areas and surfaces throughout the day:** There is a designated schedule for increased, routine cleaning and disinfection. The cleaning crew will disinfect all frequently touched surfaces in school on a periodic rotation throughout the school day.

- **Daily cleaning protocols:** Clean in between every small group or one-on-one session and after shared materials. Ensure teachers and students are trained to safely help clean spaces and their materials.

- **CCCHS has established protocols for cleaning keyboards in computer lab between use.** Provide necessary cleaning supplies in the lab. Educate staff and students for proper cleaning techniques. Implement cleaning protocols before and after use. Implement nightly cleaning protocols completed by facilities team.

- **Provide disinfectant supplies in every classroom**. Ensure safe application of disinfectants, and safe storage.

- **CCC will install touch-free hand sanitizers.**

b. Specific Deep Sanitizing, Cleaning, and Disinfecting

- **Classrooms and all enclosed areas:**
  - Extra disinfecting of carpet and flooring.

- All student, faculty and staff desks and seating wiped from top to bottom (front, back, under, and legs). Teachers furniture – desktops as much as possible, legs and underbody of both desks and chairs. All cabinets doors and entry doors.
- **Bathrooms throughout campus:**
    - All partitions, walls, floors, toilets and sinks scrubbed and disinfected.
    - All dispensers, toilet paper, and paper towels or hand driers are being ultra-disinfected.
- **Locker rooms:**
    - All showers, walls, and floors scrubbed, sanitized and disinfected
    - Lockers spray disinfected
    - Bathroom walls, partitions, toilets and counters scrubbed, sanitized and disinfected
- **Daily cleaning requirements:**
    - All rooms and surfaces will be cleaned and sanitized throughout and at the end of the day. Maintenance will frequently clean handrails, bathrooms, and other high contact points in order to maintain a healthy environment.
- **Daily/Weekly sanitizing requirements:**
    - Desk and other high contact surfaces within classrooms will be wiped down throughout the day and after each period. Sanitizing foggers will be used for deep cleaning weekly.
    - Documentation of cleaning and sanitizing.
- **Personnel responsibilities:**
    - The Director of Facilities will keep record of daily, weekly, and monthly scheduled cleanings.
    - Teachers: wiping down classroom surfaces and sanitizing the classrooms throughout the day.
    - Maintenance Staff: Throughout the day and end of day procedures to include cleaning and sanitizing of all rooms and surfaces. Sanitizing bathrooms and "high" contact areas during the day.
    - Cleaning Crew: Responsible for nightly deep cleaning and disinfecting.
- **Equipment and supplies:**
    - All chemical supplies are EPA approved cleaners as well as CDC recommended cleansers and sanitizers.
    - All supplies are stored in designated and approved maintenance closets throughout the campus for easy access and operational functioning.
- **Room capacity:**
    - Leadership Team/Educational Team is responsible for determining room capacity.
    - Specific rooms and limits: The master schedule was created for optimum size between 20-25. Some classes will fall below this number. The capacity of shared spaces on campus (cafeteria, CEI, PAC, chapel, etc.) vary based on the efforts to adhere to safe distancing protocol along with mandates of face coverings, desk shields and furniture placement.

c. Health Protocols – CCC Cares Program

- **Face Coverings:** Following CDC and DOSP guidance on wearing face-coverings, students will be issued and are required to wear a CCC mask and/or gaiter. Faculty will be issued CCC mask, gaiter, and face shield.
- **Education for all stakeholders:** The CCC community will be educated on compliance per the CDC recommendations including handwashing, face coverings as directed and social distancing when possible. Stay home when sick.

- **Prominently post throughout worksite infographic communication regarding preventative measures in areas of high visibility**: Posted signs and fliers on how to stop the spread, everyday protective measures, including properly wearing face covering linked to CDC Interim Guidance document, handwashing and social distancing when possible.
- **Provide preventative supplies in each classroom, educational space and common area within a school building**: Ensure masks, sanitizer, tissues, paper towels, etc. are available in classrooms and all common areas on campus. Permit students and staff to bring their own hand sanitizers and use them when needed. Strongly encourage the labeling of personal property to include headphones, water bottles, masks, hand sanitizers, etc.
- **Daily check-ins for faculty/staff and students will require a temperature check. (No-touch infrared forehead thermometers will be used)** Every reception area as well as classrooms will have a thermometer. Any student with a temperature of 100.4° F or higher will be required to have an additional temperature check with a temple or ear thermometer for a second confirmation of temperature.
- **The school clinic is built to accommodate isolation if the need arises.** If a student develops a fever or any significant symptoms of illness during the school day, he/she will be sent to the clinic and the parent/guardian will be required to immediately pick up the child and follow all protocols of the approved COVID-19 Decision Tree.

d. Student/Parent Roles and Responsibilities

- Students and parents will **conduct a wellness check screening every morning** before reporting to campus. The wellness check consists of the 8 symptoms listed on the COVID 19 Decision Tree.
- Students who exhibit symptoms will stay home and follow protocol on COVID 19 Decision Tree.
- Students and parents will report any positive test or close exposure to COVID-19 to administration and follow the guidelines of the COVID 19 Decision Tree.
- Students and Parents will embody respect at all times by following safety protocols throughout the school day while monitoring their actions both on and off campus to ensure they are healthy and not putting fellow students at unnecessary risk.
- **Complete the following two forms:** Submission of these two forms is a condition of enrollment for the 2020-2021 school
    - Complete **DOSP COVID-19 Waiver Form**: Access **CCCHS website** to find pdf form and return signed digitally (use iPad) to Mrs. Denison at mdenison@ccchs.org or returned printed copy to our Front Office.
    - Complete **Initial Intent to Return to Campus Option Form:** Complete this **Online Form** or find a link at our **CCCHS website**

e. Daily Operations

1) Arrival:
- Students being dropped off will proceed to the front car loop. Parents should remain in cars unless parking for an appointment in the school
- **Masks/Gaiters are required upon exit of all vehicles.**
- **Students are encouraged to report promptly to 1st period upon arrival for daily health screening.**
- For social distancing protocols, we **strongly discourage an excessive early arrival** for students not involved with athletics or co-curricular programs.
- The first warning bell to direct students to first period is at 7:35. Students will not be permitted to congregate in outside areas (courtyard, parking lot, hallways)
- **Student drivers are expected to exit vehicles at the 7:35 warning bell.**
- Student drivers and their carpools are the only ones permitted in the parking lot.
- Unless carpooling, students should remain in their own cars.
- All entry doors will be propped open or managed by faculty to prevent touch points and increase fresh air circulation.

2) Daily Screening:
- Parents/Guardians will be asked to do a wellness check to confirm that the students have had no symptoms of illness in the past 24 hours (fever, coughing, shortness of breath, gastrointestinal issues, etc.). If temperature is a symptom, the Decision Tree is executed.
- When students arrive each morning, temperature checks will be required prior to entering their 1st period class. (No-touch infrared forehead thermometers will be used) Any student with a temperature of 100.4° F or higher will be required to have a second verification of temperature from the clinic.
- The CCCHS Faculty and Staff are committed to assisting in making our campus as safe as possible. All will be trained on the latest CDC guidelines regarding social distancing, the wearing of mask/gaiters, and cleaning and sanitizing.

3) Classrooms:
- Hand sanitizer dispensers are available in all classrooms.
- Students will be encouraged to sanitize hands upon entering and exiting each classroom.
- Student desks/tables will be arranged to allow for maximum social distancing.
- In the classrooms, students will be required to wear masks or gaiters at all times.
- Desk shields have been purchased and will be distributed to each student for usage.
- Teachers will create a seating chart for each period and students are required to sit in their assigned seat.
- Teachers have been provided mask, gaiters and face shields. In addition, teachers have been issued an acrylic desk guard that can be used on the desk as well as the front of the room for lectures and

instructional delivery. Teachers may remove their mask during instruction while they are behind their desk shield (while keeping their face shield).

- Per the student handbook, students are allowed to have water in class. Containers should be personalized and clearly labeled with the student's name.
- Student cell phones must remain in their back packs at all times during the school day other than lunch.
- Teachers will minimize the use of shared materials. Disposable gloves will be worn in situations where sharing of materials is necessary (i.e. science labs).
- Students will sanitize their area prior to exiting the classroom at the end of the period.
- Teacher will clean and sanitize additional surfaces between classes as needed

4) Campus Movement:

- Passing time has been increased from 4 minutes to 10 minutes to allow more time for staggered transitions.
- At the end of each class, students will be directed to leave the building at the nearest exit point. Exterior classroom doors will be utilized when applicable.
- Teachers and administrators will have assigned duties during transition to expedite flow of students, monitor restroom capacity, decrease student congregation and ensure PPE usage.
- There will be designated entry doors to be propped open or managed by faculty during transitions to prevent touch points and increase fresh air circulation.
- Students may eat an individual snack during passing time if outside. At no time are students allowed to share food.

5) Lunch Procedures:

- Grade levels will have designated areas for lunch and will follow a controlled dismissal:
    - Grade 12: Courtyard and Center for Entrepreneurship and Innovation (CEI)
    - Grade 11: Cafeteria
    - Grade 10: Gym
    - Grade 9: Performing Arts Center
- There will be one entry (west doors) and one exit point (east doors) for students entering Cafeteria for SLA lunch.
- All students purchasing lunch must utilize the SLA bar code and account system. Payments in cash will not be allowed.
- Students not purchasing lunch will proceed directly to designated grade level areas.
- Touchless sanitizers are available at all lunch entry and exit points.
- Lunch monitors will regulate lines to reinforce social distancing in clearly marked spots.
- During lunch students may remove their masks and will have two options:

- o Students will select a small/consistent group (2-6 students depending on the location) that parents feel comfortable allowing their children with whom to eat lunch. Small groups will sit in a chosen or assigned section at grade level location.
- o Parents may opt out of this option and follow individual social distance protocols. These students will sit six feet apart from other students during lunch.
- Students will have the option to wear a face shield during lunch.
- Masks are required for any transitions in the lunchroom (i.e. restroom use, clearing area)
- The school may not receive lunches delivered by parents or outside vendors.
- Microwaves will not be available during lunch.
- Students are strongly discouraged from sharing food utensils or drinks.

6) End of the Day Dismissal:
- Students are required to wear face coverings during dismissal.
- Dismissal will be staggered to accommodate social distancing.
- Students getting picked up need to report directly to the car line and may not gather in large groups.
- Student drivers are expected to keep masks on until getting in their car and discouraged from gathering in large groups.
- Students in co-curricular activities, teacher help sessions or detention are expected to report directly to their designated location.
- All students not in a designated afterschool activity (sports, clubs, tutoring/help sessions) should be off campus no later than 3:15PM (2:15PM on early dismissal days).

7) Mass and Assemblies:
- The Mass is our highest form of praise. Unfortunately, Mass attendance by the full student body and faculty/ staff would exceed the current allowable limit and social distancing could not be maintained. For the near future, students, faculty and staff will be celebrating Mass by grade level or by designated class periods.

8) Visitors and Volunteers:
- For the immediate future, visitors to campus will be limited to only those a wellness inventory is deemed essential.
- All visitors will be asked to complete temperature checks.
- All visitors must sign into the front office and wear a face covering.

2. Curriculum and Instruction

a. Blended Learning Educational Model

- Our "**Blended Learning Educational Model**" will provide **On-Campus or At-Home** active learning participation modalities. The table below describes the two participation modalities using a blended schedule (see next bullet point). Important general guidelines:

Blended Learning Educational Model	
Important General Guidelines	1. **Students should be present for On Campus (face-to-face) learning.** Students should attend school unless prohibited by local public health mandates or because of unique medical or familial needs. **Students who are not physically present will be required to document the reason** for not attending school and comply with the school's alternative educational program. 2. If a student/staff member tests positive for COVID-19, the school will **follow the directions given by Local Health Department and consult with the Office of Schools and Centers**. 3. **All or some grades may temporarily move to "At-Home" learning at some point throughout the year**, depending on the level of viral transmission in the school or local community and after consultation with public health authorities and the Office of Catholic Schools of the Diocese of St. Petersburg. 4. **Tuition will be the same** whether a student attends classes in-person or opts for the alternative educational plan. Should On-Campus Blended Learning (face-to-face) be suspended due to a COVID-19 local outbreak, tuition will not be discounted or refunded.

Common Platform	1. **Whether it's on-campus or at home learning**, our Blended Learning Educational Model, will provide an environment conducive to our educational program.
	 2. **Our cloud-based services (FACTS SIS, CANVAS, ManageBac, NAVIANCE, etc.)** provide a platform for our Blended Learning Educational Model that:
	   a. Organizes and streamlines the business of "doing" school by having accessible and user-friendly platforms.
	   b. Offers a place for students and families to receive updates and information from teachers.
	   c. Integrates easily with our existing Microsoft 365.
	   d. Adds structure to lessons/assignments and provides administrators a view of what is going on as it happens.
	   e. Allows for real-time visibility to keep administrators updated on how Blended Learning is going.

Participation Modalities	On-Campus Learning	At-Home Learning
Description	Attending classes on campus.	Attending classes from home for a **school-approved** duration of time.
Eligibility for Co-curricular Activities	Students are eligible to participate in on-campus co-curricular activities.	Under normal circumstances, if students are not physically present for face-to-face learning, they **will not be eligible to participate in on-campus extracurricular activities**, such as athletics, most clubs, concerts, and other events. However, participation may be allowed on a case-to-case basis.

Qualifying Criteria	1. Submit DOSP COVID-19 Waiver
	2. Indicate this option on our "Initial Return to Campus Participation Form"
	3. Not showing COVID-19 symptoms on our daily morning temperature check first period
	4. Embrace social distancing and all safety and sanitary measures
	5. Follow usage guidelines for a "Wellness Package" for students:
	   a. CCC face mask and gaiters
	   b. Portable desk shields
	   c. Face shield (optional during lunch)
		1. Submit DOSP COVID-19 Waiver
		2. Indicate this option on our "Initial Return to Campus Participation Form" **due to COVID-19 related concerns**.
		Students who choose not to be physically present will be required to document their reasons and comply with the expectations of our educational program.

Student Responsibilities	1. **Daily attendance check-in in the classroom for each period** – Process TBA
	2. **Follow Weekly Lesson Plan**
	   a. Participate in synchronous learning activities for each period
	   d. Complete weekly asynchronous learning activities – Times TBA for each course.
		1. **Daily attendance check-in for each period at the start of class** – Process TBA
		2. **Follow Weekly Lesson Plan**
		   a. Attend daily synchronous learning activities for each period – Time TBA
		3. Complete weekly asynchronous learning activities – Times TBA for each course.

Mobility from one Modality to the Other	1. **Students may move** from one learning modality to the other after the initial intent to return to school decision submitted by July 27 in preparation for the beginning of the school year on August 24.
	2. Parents will **follow a defined protocol to request a change** that:
	   a. Meets all school-approved conditions for "On-Campus" or "At home"
	   b. Determines the projected duration for the new modality prior to the change.	

1) Educational cloud-based platforms:

FACTS SIS	Student Information System with access to individual information related to: admissions, re-enrollment, demographics, school calendar, academics, schedules, grades, behavioral records, attendance, finances, etc. This system is the center for all other cloud services.
CANVAS	Online learning platform in which students have access to all their courses to access: weekly/daily lesson agendas, units of instruction, educational resources, assessments, course calendar, etc. Parents are able to have an "observer" account to monitor each class.
ManageBac	IB Learning Management that houses Curriculum Plans for each course delineating specific goals for each unit of instruction. This website also provides students access to IB specific learning opportunities and requirements for Diploma and Non-Diploma candidates: IB Diploma Program Plan of Studies, Creativity, Action and Service (CAS), Extended Essay (EE), Theory of Knowledge (TOK), etc.
Naviance	Online college and career planning software that aids students to learn about themselves and make choices for their 4-year plan at CCC and beyond.

2) Backwards design: Year-long lesson planning
   ▪ The CCC Graduate Profile, the Approaches to Learning (ATL) and the specific Curriculum goals for each course are the learning guides.
      o The goals for each course include: aims, objectives, content, skills, concepts, essential understandings, inquiry questions
   ▪ Year-long plans have been created to facilitate more meaningful, interdisciplinary units that can be delivered On-Campus or At-Home using the cloud-based platforms.

3) Weekly Lesson Plans for Blended Learning:
   ▪ Weekly Lesson Plans have been designed to guide students whether they are On-Campus or At-Home. Students and parents could access the Weekly Lesson Plans through CANVAS. The Weekly Lesson Plan covers 3 daily agendas. These plans are tentative. Teachers may adjust them based on daily implementation and a revised version will be posted. Each daily lesson briefly describes the synchronous and asynchronous learning activities for the day.

4) Synchronous and Asynchronous Learning:
   ▪ **Synchronous learning** refers to a learning activity in which students are engaging in learning at the same time. These learning activities are **REAL TIME (Live)** and indicate what students need to do/submit within class time.
      o At-Home students must connect through ZOOM at the start of the class period and are expected to complete all synchronous activities. Students are expected to follow Zoom Guidelines*. Teachers may allow students at-home to work independently and will be dismissed by teachers based on daily agendas.
      o On-Campus students will follow directions from teachers in their classrooms.
   ▪ **Asynchronous Learning** refers to a learning activity in which students are engaging in learning at their own time. These learning activities are **NOT REAL TIME (not live)** and indicate what students need to do/submit outside of class time (set date/time). Students will use resources (videos, game-like

learning tools, information) stored on our cloud-based platforms (CANVAS, ManageBac, NAVIANCE, etc)

5) Gradual Release of Responsibility:
- 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.
- "As learning is designed, regardless of whether it will be delivered in person or virtually, Gradual Release of Responsibility
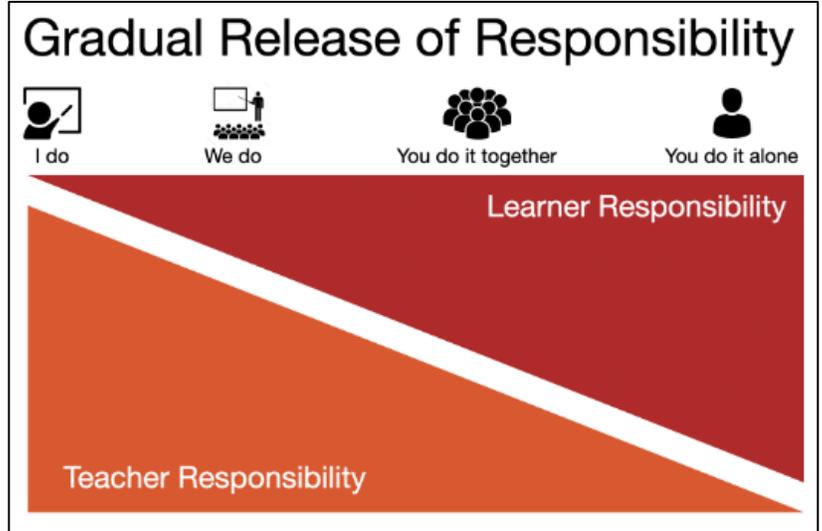
(Fisher & Frey, 2008) should guide the work. This essential practice for instruction should be utilized whether a learner is a small child or adult or anywhere in between. In gradual release, the cognitive load is shifted from the teacher to the student and this can occur through the context of a single class period, several days, or several weeks depending on the learning goal."

6) Authentic Assessments:
- All courses will provide frequent and varied formative and summative assessments serving both On-Campus and At-Home learners.
- Each course will have a semester project that will count for 20% of the semester grade. These semester projects follow the backwards design approach and will be constructed throughout the semester. A first-draft submission of the semester project will be due before the mid-semester and will count as a summative grade. The table below shows the adjustment from last year:

100% SEMESTER GRADE		
80% Running Average of Formative & Summative Assessments		20% Semester Project
70% Summative Assessments ✓ First draft of semester project counts as a summative grade that is due within the Mid-Semester date.	30% Formative Assessments	

7) Calendars
- The CANVAS Calendar will be used to coordinate assignments, deadlines, projects and assessments for all courses to ensure a manageable workload.
- FACTS SIS has a school calendar that is being developed to replace the current school calendar that is posted on our ccchs.org website. This calendar includes the information on assigned RED or YELLOW days and indicates the early dismissals on Yellow days.

8) At-Risk Student Interventions
- Students who may be exhibiting academic and/or behavioral concerns will be supported by an "Early Intervention System" that includes an action process tree (TBA):
  - Identifies steps to take as the teacher and student
  - Identifies stakeholders to be contacted
  - Creates resource for data collection/sharing
  - Prepares an Intervention Plan: Temporary Student Support Plan (TSSP – At Risk)
  - Provides tutoring opportunities for On-Campus and At-Home students
  - Directs students to utilize data and intervention software when necessary (IXL, NWEA assessments)

9) Student Support Plans & At-Home Learning Adjustments
- Students with identified learning needs who have a Student Support Plan (SSP) will work closely with their teachers and with the coordination of the learning specialist to make the necessary adjustments to find accommodations within our reach to help students for blended learning either On-Campus or At-Home.

10) Zoom behavior guidelines and expectations for students:
- The administration and faculty at Clearwater Central Catholic have worked diligently to make a smooth transition to online learning for our students. As we adjust to this new learning platform, we are continuing to evaluate our delivery of instruction and student course expectations. Regardless of the change in the delivery of our academics, our focus continues to be one grounded by our core values of "inspiring excellence and embodying respect." As it is mandated in our Student Code of Conduct, "all students embody respect for their peers, faculty and staff, as well as all other members of the greater community, our school and the environment". To ensure an optimal learning environment is available for students the following behavioral guidelines MUST be followed:
  - Position yourself in a place that is conducive and appropriate for learning. It is recommended that students be in a common area of the house during Zoom sessions. Students should never be lying in bed.
  - Attire should be appropriate for on-line classroom instruction. Shirts must always be worn and any attire with inappropriate or distracting graphics/messaging will be referred immediately to the Dean of Personal Growth.
  - There should not be artificial backgrounds on your screen. Ensure that the background in your home is not distracting or inappropriate.

- - - - Eliminate distractions from your space as best you can to focus your full attention on the lesson (cell phone, dog, little sister or brother).
      - You should never share the LINK with anyone who is not in your class. Nor should anyone else be in the video session with you (brother, girlfriend, neighbor).
      - Falsification of identity is prohibited. Do not change your name for attendance and documentation purposes. No other pseudo names(aliases) or other photos should be used.
      - Be aware that **all sessions are recorded**.
  - Students who are in violation of these expectations will be referred to the Dean for Personal Growth and disciplinary action may be taken. This action includes but is not limited to:
    - Informing a parent of the behavior
    - Specific requirements for student's participation in ZOOM
    - Suspension of this participation
    - Disciplinary referral on file at school

b. Blended Learning Schedule

- Our new **"Blended Learning Schedule"** allows participation in both active learning modalities whether "On-Campus" or "At-Home."
  - The new schedule has a **TWO-DAY rotation: "Day 1 – Red Day" and "Day 2 – Yellow Day"** with four classes (periods) and lunch each day.
  - For students on campus **each period lasts 90 minutes** except for the first and last period of the day with 5 additional minutes for announcements and prayer.
  - For students working At-Home, they will have to do a daily check-in for each period and they will be required to join the class (via Zoom) daily at a set time for an amount of time determined by the teacher. Those moments in which students connect with the teacher and classmates on campus are called *synchronous learning* times. The rest of the time when students at home continue learning setting their own timeframe is called *asynchronous learning* time.
  - The next table below shows our new schedule:

Blended Learning Schedule		
Time	Day 1 - Red Day	Day 2 - Yellow Day
7:45-9:20 (95 min)	Period A	Period E
9:30 - 11:00 (90 min)	Period B	Period F
11:00- 11:40 (40 min)	Lunch (Gr 9: PAC, Gr 10: GYM, Gr 11: MAC, Gr 12: CEI, Courtyard)	Lunch (Gr 9: PAC, Gr 10: GYM, Gr 11: MAC, Gr 12: CEI, Courtyard)
11:40 - 1: 10 (90 min)	Period C	Period G
1:20 - 2:55 (95 min)	Period D	Period H - Homeroom (Early dismissals on set days on the calendar)

"With courage and hope, we will make it together!"

Ignite Tomorrow, Today

Lord, may you bless the world, give health to our bodies and comfort our hearts. You ask us not to be afraid. Yet our faith is weak and we are fearful. But you, Lord, will not leave us at the mercy of the storm. Tell us again: "Do not be afraid" (Mt 28:5). And we, together with Peter, "cast all our anxieties onto you, for you care about us" (1 Pet 5:7).

Pope Francis strong in the Face of Tribulation: A Sure Support in Time of Trial Leading with Hope