



# St. Charles Borromeo Catholic School

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260-484-3392

**Our Mission: To Teach, Love, Live and Learn as Jesus Did**  
**Our Vision: Share Faith, Serve Others, Seek Knowledge**

## St. Charles Borromeo School Back-to-School Plan 2020-2021

Dear Parents and Students,

On behalf of our Pastor, Fr. Shoemaker, Frs. James and Thomas, Sr. Genevieve, Mr. Hoersten, and all of our Faculty and Staff, I am sharing our Back-to-School Plan for 2020-2021. **At this time, we are opening, in-person, on Tuesday, August 11th. A letter detailing the first days of school (lunch, parking, etc.) will be sent on August 1st.** In collaboration with our Diocesan Catholic Schools Office (CSO) and the Allen County Department of Health (ACDH), Indiana Department Of Education (IDOE), and Centers for Disease Control (CDC), we have formulated a plan for the 2020-2021 academic year that prioritizes the health and safety of all. Our plan outlines various health and safety protocols that will be implemented, as well as curricular modifications to ensure that we continue to provide a quality Catholic education for our students. Please understand that elements of the plan may require revision or modification as new information comes to light.

We must all work together, as a St. Charles School Community, to face this COVID-19 pandemic. We will work through this challenge with a spirit of caring, cooperation, flexibility, and love, and when this has passed, be stronger for the experience. I thank you for your support, and for selecting St. Charles for your children. Sincerely - Rob Sordelet

**Guiding Principles and Domains:** St. Charles Borromeo School’s Back to School plan is guided by three principles and organized around six primary domains.

Guiding Principles	Domains
<ul style="list-style-type: none"> <li>● Protect the health and safety of all</li> <li>● Foster connections and community</li> <li>● Uphold our Vision &amp; Mission Statements</li> </ul>	<ul style="list-style-type: none"> <li>● Logistics and Planning</li> <li>● Fostering Community</li> <li>● Curriculum and Instruction</li> <li>● Catholic Identity</li> <li>● Technology Support</li> <li>● Field Trips and CYO Sports</li> </ul>

Plan implementation will be led by the SCBS Administration, Faculty, and Staff with support from our Pastor, School Board, Athletic Board, HASA Board, & Fine Arts Board. As our community navigates new challenges and acclimates to new procedures and expectations, we will need the cooperation of all students, parents, and the entire St. Charles community.

### Three Modes of Learning

This plan includes procedures for **three modes of learning**. We must retain the flexibility to pivot to any one of the three modes of learning depending on the severity of the COVID-19 in our area and the prevalence of cases in our school community. We will rely on guidance from the Indiana Governor’s Office, the Indiana Department of Education, the Allen County Health Department, and the Diocese of Fort Wayne-South Bend in deciding to pivot among modes of learning.

**Our current plan is to open the 2020-2021 school year in Mode 1: In-person learning at full capacity.**

**Mode 1:** In-person learning at full capacity. To protect all students and staff, the health and safety protocols found in this plan will be implemented. Social distancing will be enforced to the extent possible.

In Mode 1, we will provide resources, and access for students who are at home to stay engaged in learning remotely. This may be due to illness, having COVID-19 symptoms, having a positive COVID-19 test, having close contact with someone with COVID-19 or being tested for it, being immunocompromised, having another health concern, or another approved reason by school Administration. Policies and procedures will be in place to support these students.

**Mode 2:** A blended approach of in-person and remote learning that will include an alternate day schedule where approximately half the students are present in the building on any given day. To protect all students and staff, the health and safety protocols found in this plan will be implemented. This mode allows for social distancing of six feet in classrooms and common spaces.

**Mode 3:** Fully remote learning. With this option, the Governor and/or the Superintendent/Bishop of Catholic Schools has closed down the entire school for in person learning.

In this mode, students and staff will be engaged in remote learning from home.

## **Domain 1: Logistics and Planning**

### **Calendar**

- [2020-2021 Calendar Overview](#)
- [St. Charles Google Calendar](#)- also found on our school website

### **Health and Safety Procedures - Health Screenings**

#### **Students with Existing Health Conditions**

Students who are immunocompromised, or who have a health condition that poses any vulnerability, are encouraged to seek medical guidance regarding their ability to attend school in-person. This applies if someone in a student's immediate family has a health condition that poses any vulnerability as well. If the medical guidance indicates that a student should not attend in-person, the student will be expected to participate fully and remotely. St. Charles Borromeo School will provide resources and access for students to participate. Parents should provide a note from the doctor to the school.

#### **Staff with Vulnerabilities or Existing Health Conditions**

Staff with a health condition or an age category that poses a vulnerability are encouraged to seek medical guidance regarding their ability to attend school/work in person. If a doctor's written instruction indicates that a staff member should not attend school in-person, then School Administration will work to determine a health and/or instructional plan.

#### **At-Home Self-Screening**

Parents, we ask that you self-screen your children daily before they come to school. We ask the same of all faculty, staff, parents, and visitors. Families and school staff will use a self screening checklist. Symptoms should be reported to the school office: 260-484-3392, [attendance@stcharlesschoolfw.org](mailto:attendance@stcharlesschoolfw.org). We will screen students daily for fever, cough, sore throat, close contact/care of someone with COVID-19. **Anyone with fever 100.4+ or feeling ill, please stay home.**

#### **Symptoms to check for when self-screening at home:**

- Fever (100.4 or higher) or chills
- Cough
- Fever or chills
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

#### **On-Site Health-Screening**

If a student or staff member feels as though they need an onsite health check due to COVID-like symptoms, the nurse will conduct the health check. Under the guidance and directives of the CDC and Allen County Health Department, a determination will be made if the student/staff member can stay in the building or should go home.

**The On-Site Health-Screening will include the following:**

1. Did you complete your At-Home Self-Screening today?
2. Have you had close contact with anyone with COVID-19 or anyone who has recently been tested for COVID-19?
3. Do you have any of the following symptoms?
  - Fever (100.4 or higher) or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

**COVID-19 Testing**

We encourage anyone experiencing COVID-19 symptoms to contact their local health provider and to get tested for COVID-19. A list of local COVID-19 testing sites can be found [here](#).

**Temperature Checks**

We will conduct a temperature check when students, faculty, or staff display physical signs of fever, cough, sore throat, or if they have come into close contact/provided care for someone with COVID-19.

Our goal is to screen the temperature of all in the building three times throughout the school day. If a student or staff member has a temperature of 100.4 or higher, they will be directed to the school nurse and the *Procedures for Students/Staff Who Do Not Pass an At-Home Self Screening or an On-Site Health Screening* will be implemented. Each teacher’s room will be equipped with a touchless thermometer, and quick screenings will be conducted as follows:

1. Every morning - We will check the temperature of all students, faculty, and staff between the times of 6:15 a.m. and 8:15 a.m. daily depending on arrival.
2. Late morning before lunch
3. Early afternoon, after all are settled from recess, between 12:00 p.m. - 1:00 p.m.

**Procedures for Students/Staff Who Do Not Pass At-Home Self-Screening or On-Site Health Screening:**

- If a student or staff member does not pass an At-Home Self-Screening, they are to stay home. A parent should contact the School Office (260-484-3392). The School Office will keep documentation and will share this information with the school nurse and designate it in PowerSchool using the attendance code for COVID.
- If a student does not pass an On-Site Health Screening, the following will occur:
  - a. The school nurse will document the visit.
  - b. The school nurse will contact the parent.
  - c. The student will wait in designated isolation room for a parent to pick them up from door #1.

**Isolation Room**

An office across from the nurse’s station will serve as a designated isolation area for students with symptoms while they wait to be picked up by a parent.

**Returning to School After Not Passing a Self-Screening**

In the case of student or staff member who experiences symptoms, but has not received a test proving or disproving the presence of COVID-19, the guidelines for return are dependent on meeting the following conditions:

- a. Student/staff member - no fever for at least 72 hours (3 days) without use of fever-reducing medication; AND,
- b. Other symptoms have improved.
- c. At least 10 calendar days have passed since symptoms first appeared - unless the symptoms are “otherwise explained” in a note from a provider stating the individual has an alternate diagnosis and the health provider believes it is appropriate for the student/staff member to return to school.

**SCBS reserves the right to exclude from school any students/staff exhibiting one or more C-19 symptoms.**

## **Health & Safety Protocols - Procedures if a Student or Staff Member Tests Positive for COVID-19 Reporting a COVID-19 related condition to the school**

- Students - We ask parents to inform the school if their student, any member of their student's immediate family, or someone else with whom their student has had close contact tests positive for COVID-19. Parents may call the main office at 260-484-3392, or email our School Nurse, Marissa Tippmann, at [nurse@stcharlesschoolfw.org](mailto:nurse@stcharlesschoolfw.org). Parents will be asked to provide a timeline of when symptoms appeared, when the test was taken, and when the results were received.
- Faculty/Staff - We ask Faculty and Staff to also inform School Administration and the School Nurse if they, any member of their immediate family, or someone else with whom they have had close contact tests positive for COVID-19.

### **If a positive COVID-19 test as described above is reported to the school, the following will occur:**

1. School personnel receiving the information will inform the parents of the student to have the student stay home.
2. School personnel will then inform School Administration and the School Nurse of the positive test.
3. School Administration and the School Nurse will review the information and document when, and with whom, close contact occurred at school.
4. School Administration will contact the Allen County Department of Health (ACDH) & Catholic Schools Office(CSO).
5. School administration will submit the [COVID-19 Positive Test School Template](#) to the Superintendent of the CSO.
6. School Administration will submit the [COVID-19 Reporting Form for Students and Staff](#) to the Indiana Department of Education (IDOE).
7. Working with ACDH, School Administration will provide ACDH contact information for all students deemed to have had close contact.
8. School Administration will then consult with the ACDH and the CSO to determine:
  - a. Which students/staff need to self-quarantine (exclusion from school), self-monitor, etc.
  - b. If a spike in cases is present, and the school needs to take further steps (remote learning, other) to mitigate spread and/or conduct deep cleaning. Such decisions will be made on a case-by-case basis.
9. An ACDH official will then contact and provide direction (self-monitor, quarantine, etc.) to the parents of:
  - a. Any student confirmed to have COVID-19
  - b. Any student determined to have had direct contact/possible exposure to a COVID-19 positive student
10. School Administration will also communicate with the Maintenance Team to ensure that all possible impacted areas - facility and equipment - are thoroughly disinfected.
11. School Administration will inform Attendance of all students affected for proper attendance recording purposes.
12. The identities of individuals COVID-19 positive, outside of required reporting, will be kept confidential.

### **Returning to School After a Confirmed Case (Positive Test) of COVID-19:**

- The process and timeline for returning to school after a confirmed case (positive test) of COVID-19 will be determined on a case-by-case basis with consultation from ACDH.
- Per the IDOE, the general guidelines allow that a student or staff member who has tested positive for COVID-19 may return to school if the following three conditions are met:
  1. Fever free for at least 72 hours (3 days) without the use of fever-reducing medication; AND,
  2. Other symptoms have improved; AND,
  3. At least 10 calendar days have passed since the symptoms first appeared; OR,
  4. The individual has received two negative tests at least 24 hours apart.
- In some cases, the individual may return to school if approved in writing by their health care provider.

### **Student Attendance Policy and Procedure COVID-19 related issues**

Staying home if ill or exposed to the virus is critical for mitigating the spread of COVID-19. Students with the following illness/symptoms should stay home until fully recovered:

1. COVID-19 symptoms
2. Tested positive for COVID-19
3. Had close contact with someone with COVID-19 or someone undergoing testing for the virus, or
4. Are simply not feeling well

### **SCBS will track four COVID-related attendance categories for 2020-2021.**

1. Student absence due to not passing a self-screening
2. Student absence due to quarantine related to symptoms or exposure.
3. Student absence due to a confirmed case (positive test) for COVID-19.
4. Student absence due to a particular vulnerability or other COVID-19 related situation.

### **Participation in Learning When Absent**

As stated, SCBS will provide the opportunity for students who are ill, quarantined, or excluded from in-person classes for the reasons described above, to participate in learning from home without penalty. Student work will be accepted at full credit. Students are expected to participate in learning remotely unless their illness does not allow for that. In that case, parents should notify the School Office of the absence. The absence and ability to make up work will be treated similarly to any absence. In the case of severe illness, make-up work requirements will be modified on a case-by-case basis.

### **Parent Communication and Medical Inquiries**

Parents are expected to communicate with the School Office regarding absences due to illness. Parents are asked to provide detailed information on any illness or symptoms that may be related to COVID-19 so the proper category can be noted for purposes of tracking and tracing. When talking to parents regarding student illness, the nurse and office staff will inquire about, and document, symptoms or close contacts related to COVID-19.

### **Personal Protective Equipment**

SCBS will provide appropriate PPE (gloves, masks, etc.) as needed to staff (i.e. nurse, custodial crew, etc.)

### **Protective Barriers**

We are providing protective barriers in multiple areas within the building. All PreK and Kindergarten tables will have protective plexiglass dividers (courtesy of the Knights of Columbus, St. Charles Borromeo Chapter). Wherever possible, work tables designated for small group instruction will have protective dividers.

### **Masks and Face Coverings:**

#### **Statement from the Allen County Department of Health: Masks**

We strongly support all Allen County schools that have made a decision to require face coverings for staff and students when social distancing cannot be maintained. This approach is consistent with guidance from the CDC, the Indiana State Department of Health, the Indiana Department of Education and the American Academy of Pediatrics. Masking is a powerful tool to decrease the spread of COVID-19 and other viruses. While no single tool will work on its own, we believe using masks along with social distancing, hand hygiene and other measures such as cleaning and disinfection of surfaces will likely decrease disruptions from closures and quarantines during the school year.

**Masking/Face Covering Protocols:** Per order of Governor Holcomb and the Catholic Schools Office, and in compliance with best practices, all Catholic schools in the Diocese will be wearing masks at various times throughout the school day - mainly for transitional movement and sustained close encounters. Much of the day, with social distancing, students will be able to remove their masks. Think **'Mask on the move.'**

St. Charles will provide one reusable mask to each student for daily school use. These are provided by the State. We will distribute these on the first day of school - not before. Parents, please have one or two of your own masks ready for the first day of school. Having two reusable, washable masks will allow for regular cleaning and rotation. **Face masks and activity masks (the neck pull-ups pictured below) are permitted.** Kerchiefs (bandanas) & scarves are not permitted. Only plain (any color), solid-colored masks, or masks with our uniform plaid and masks with St. Charles wording/logos, will be allowed to be worn. Small logos are permitted.



[Face masks and activity masks (neck pullup) are permitted]

### **Masking/Face Covering Expectations**

We will teach our students, faculty, staff, and parents how to properly use face masks by addressing the following:

- Explain everyday health habits and procedures
- Explain how Masks/Face Coverings can be used to protect self and others
- Explain how to properly affix, wear, and remove a Mask/Face Covering
- All are expected to wear Masks/Face Coverings when entering the building. **No Mask = No Admittance**
- All are expected to Mask/Face Cover when moving throughout the building. **'Mask on the move'**
- All are expected to Mask/Face Cover when directed during the school day.

**Parents: Please discuss Mask/Face Covering wearing with your children**, and practice a bit if needed, as to how to properly wear and remove a mask. Examples of use of masks for transitional movement and/or sustained close encounters are:

1. Entering/exiting school building: Arrival -mask on before exiting your car. Dismissal - mask until outside & spaced.
2. Moving in the hallways to and from classes, to lunch, to recess, etc. No masks during gym, recess, lunch, etc.
3. Working in small groups or with close contact as in a teacher assisting an individual student
4. Moving to and from Mass and during Mass
  - a. At any time that students are allowed to remove their masks, an individual student has the right to keep his mask on
  - b. Poster - [How to Safely Wear and Take Off a Cloth Face Covering](#).
  - c. Video - [How to Safely Wear and Take Off a Cloth Face Covering](#)

### **Personal Hygiene**

- a. Students and Staff are expected to wash their hands with soap and water for 20 seconds, or apply hand sanitizer prior to arrival and to continue these practices frequently throughout the day.
- b. Hand sanitizing stations will be located at all the entrances to the school building, in each classroom, cafeteria, and in other public areas. Students, staff, and visitors are encouraged to use hand sanitizer frequently.
- c. School Administration, Faculty, and Staff will encourage students to practice proper personal hygiene at various times throughout the day (PA announcements, posters, discussions, etc.)

### **Hydration - We ask that all students bring a filled, reusable water bottle to school each day**

- The school will allow students to bring water bottles to school.
- Should the bottle need refilling, the teacher can use a disinfectant wipe to hold the bottle, fill it from a sanitary source, and hand it back to the student.
- We will provide water bottle filling stations and/or water cooler filling stations for student refills throughout the day.

### **Cleaning/Sanitizing**

- a. School Administration, Maintenance, Faculty, Staff, and Students will work together to sanitize common spaces, classrooms, etc. as needed, throughout the school day.
- b. When changing classes, after students leave a class, teachers will spray disinfectant on each desktop, and incoming students will set their books next to their desk, and wipe clean the desktop & chair before being seated.
- c. The Maintenance Team will repeatedly sanitize various areas throughout the day: cafeteria, gymnasium, high touch surfaces, restrooms, water bottle filler stations, etc.
- d. At the conclusion of each day the Maintenance Team will ensure that all areas of the school & Church are sanitized. This will ensure that the campus is clean and ready for use at the start of the next day's activities.
- e. Products used in classrooms are safe and meet EPA criteria for use against SARS-CoV-2 (COVID-19 virus).

### **Physical Distancing at School**

As possible, proper social distancing (6 feet) will be maintained throughout the school day. This will include the following:

- Use of floor markings and signage as appropriate
- Schedule transitions to minimize the number of students and staff in hallways, cafeteria, restrooms, etc.
- Reduction of class size as reasonable
- Consider teachers changing classes rather than students as reasonable
- Consider keeping doors locked and open as reasonable
- Encourage windows to be opened as reasonable
- Keep bookbags and/or jackets on back of chairs when reasonable
- Consider teachers moving class outside when reasonable. Adjust access to various parking areas if needed.
- Consider educational programming alternatives for students who are at home ill, quarantined, etc.
- Keep students in cohorts and daily follow uniform seating charts to minimize possible cross contamination and, in the event of a student with a positive test, to better identify and trace close contact students who may need quarantine

### **Hallways and Passing Periods 'Mask on the move'**

- Physical distancing in the hallways will be followed to the extent possible.
- Students, when moving in hallways, will be trained to stay to the right side of the hall.
- Staff and teacher presence in the hallway to promote movement to class and no congregating
- Dismissal at passing periods may be staggered.
- We may designate stairwells as one direction only.

## **Lunch**

- Students will follow social distancing to the extent possible.
- Students will be masked when moving to and from the cafeteria.
- Students will sanitize their hands before and after they eat.
- Students traveling to/from the lunchroom will move at staggered times to maintain reasonable social distancing
- At lunchtime, students in grades PreK - 2 will eat in the cafeteria with social distancing.
- At lunchtime, students in grades 3-8 will retrieve their lunches from the cafeteria, return to their classrooms, and eat in their classrooms.
- Measures to protect cafeteria staff (e.g. PPE, gloves, masks, plexiglass barriers, etc.) will be utilized.
- Cafeteria procedures will follow guidance provided by the USDA and IDOE.

## **Signage**

- Signage will be posted throughout the school and Church to educate and remind students and staff of the measures to prevent the spread of COVID-19. [Signage resources from the CDC](#). Signage will promote:
  - a. Information on symptoms, transmission, and health screenings.
  - b. Masking requirements and protocols.
  - c. Reminders to all not to enter school or Church if they have symptoms of COVID-19.
  - d. The importance of social distancing.
  - e. The importance of practicing proper hygiene (i.e. hand washing, sanitizing, sneezing/coughing, etc.)

## **Procedures for Student Drop-Off, Pick-Up, and Related Cars Dropping Students Off**

Cars dropping off students PreK(all day) through grade 8 will enter the school property from Trier & Reed Roads following the normal drop-off routine. All students should secure their masks before exiting their cars. All students arriving by car will proceed towards Door # 9. Social distancing cones will be placed around the entrance to door # 9 to prevent bunching of students as they enter. All students and staff must be masked before entering the school building. Upon entering the building students will proceed directly to their classrooms.

## **Students Walking to School**

Students who walk to school will enter through Door #15 with face masks on, and proceed directly to their classrooms.

## **Dropping Off items to the School Secretary - Enter Door #1**

Guests needing to drop off items will enter door #1, pause in the holding area, and communicate needs to the secretary through the office secretary's window. Guests, at this time, will not be permitted to come into the inner school building.

## **Visitors (Contract Worker, Repair Persons, Parents, Presenters, etc.) who need to come into the building**

Visitors will park in lot outside door #1. Signage will direct visitors to mask before entering Door #1, explain their visit to the secretary, undergo a health screening, and sanitize/wash their hands.

## **After school pick-up procedures**

Parents will follow the normal procedures for picking up students. Parents will park in their assigned spaces and wait for the students to come to their cars.

Students will be dismissed by grade level, in a staggered dismissal pattern to avoid bunching. Students will wear masks in the hallways while dismissing. Once outside the building, students will wear their masks until they have achieved social distancing and/or reached their cars.

## **Late line procedures**

Faculty & staff should be mindful of spreading out students who are waiting for late line pick up.

## **Childcare pick-up procedures**

Parents will follow the normal procedures for picking up students. Parents will park near door #3, don a mask, proceed to room A for signout. Parents will then wait outside Door # 3 weather permitting, or if inclement weather presents, they may wait in the vestibule for their children before proceeding to the car together.

Students will be dismissed by name. After gathering items, students will meet parents outside door #3, or in the door #3 vestibule and then proceed to their cars. Students will wear masks in the hallways while dismissing. With parental permission, students may remove masks once outside the building.

### **Extra-curricular pick-up procedures**

Parents will follow the normal procedures for picking up students. Parents will park near whatever door is designated for student dismissal - depending on the activity. Parents will wait in their cars for students to come out to the cars. If there is a delay in the student coming to the car, or need for parents to help their children due to young age, or carrying a heavy load, the parents will don a mask and proceed into the building to help their children before proceeding to the car together.

Students will be dismissed by the teacher, coach, supervisor, etc., in a staggered dismissal pattern to avoid bunching. Students will then proceed to their cars. Students will wear masks in the hallways while dismissing. Once outside the building, students will wear their masks until they have achieved social distancing or have reached their cars.

## **Domain 2: Fostering Community**

The social and emotional well-being of students is paramount to this plan, and central to the mission of St. Charles Borromeo School. We will maintain a school climate that is positive, joyful, welcoming, supportive, and inclusive. Efforts previously launched in support of community-building will continue to the extent possible, as school leadership seeks to further expand and strengthen the community via programs, events, and communications as outlined below.

### **It is the goal of St. Charles Borromeo School that every student will:**

- Make meaningful connections and build relationships with peers and staff;
- Develop Social Emotional Learning (SEL) skills in areas such as growth mindset, self-management, and empathy;
- Feel supported and know where to go for specific support when needed;
- Feel that they are an integral part of the St. Charles family.

### **Supporting Families, Students, and Staff: Social Emotional and Spiritual Resources**

In the face of the emotional and spiritual stress this pandemic can place on our lives, as a school and parish community, we will continue to provide support resources to our students, parents, faculty, and staff. To this end, SCBS is fortunate to have Mrs. Robinson - LCSW, to lend a helping hand. Mrs. Robinson is available to support families, students, and staff regarding any needs or concerns. Mrs. Robinson may be contacted by phone (260) 484-3392 or by email at [sarahrobinson@stcharlesschoolfw.org](mailto:sarahrobinson@stcharlesschoolfw.org) Additionally, Fr. Tom, Fr. James, and Fr. Thomas are available for spiritual support and an encouraging word and prayer. Stop by Mass, or you may contact all three by phone at (260) 482-2186.

### **Welcoming New Students and Parents:**

- The Welcoming Committee of the School Board: These parent volunteers reach out and make personal contact with new families before the start of school - offering support, answering questions, welcoming, and providing a friendly face and number whom they can contact with further needs.
- All new students grades 1-8 are enrolled in the 'New Students Club' directed by Mrs. Robinson - LCSW. This includes:
  1. Communication from Mrs. Robinson to parents and students regarding program goals, contact supports, availability of counseling, and as a contact for any needs
  2. Pairing with an experienced classroom buddy
  3. Annual Bulletin Board with new student names and pictures, which stays up all year
  4. At minimum, weekly check-in with Mrs. Robinson for encouragement, questions, overall adjustment progress
  5. Program concludes at end of 1st quarter with a school scavenger hunt and ice cream party with a friend invited
  6. Mrs. Robinson continues check-ins monthly, or as needed, over the course of the subsequent months

### **Fostering Community Among Students**

- Teachers will utilize bi-weekly school-wide OLWEUS meetings to foster community and connections with students.
- Principal & Teachers will focus daily prayer intentions to include messages of healing, consideration, courage, and especially hope relating to pandemic.

### **Fostering Community with and Among Parents**

St. Charles Borromeo School will continue to foster community with and among parents. In 2020-2021, traditional community events, such as Back-to-School Night, CardinalFest, etc., may be modified as needed. We will look for new innovative opportunities to build community during this time. Contact us at any time with questions, concerns, or ideas.

## Domain 3: Curriculum and Instruction

### Addressing Skills Gaps due to the transition to eLearning in the 4th quarter of the 2019-2020 school year.

- To address possible COVID-19 related student skill gaps/loss, School Administration and Faculty will focus instruction on Indiana Academic Standards (IAS) that are designated as 'Priority' at grade level by the Indiana Department of Education (IDOE).
- To this end, School Administration and Faculty have engaged in Professional Development (PD) prior to August 1 to ensure that appropriate discussion, collaboration, and planning are in place to provide the best instructional practices for this unique school year. The following is a list of PD initiated:
  - a. All have viewed IDOE [Best Practice for Instructional Re-entry Video](#)
  - b. All have viewed/discuss 3 -part IDOE webinar recordings on Meeting the Standards -Closing the Gap
  - c. All will engage in PD 'Ready Staff Development Math K-8'
  - d. All will engage in Ready Reading Toolbox/IReady Interactive Staff Development K-8
  - e. And, 'Ready Reading Program Staff Development 4-8'
  - f. Inservice will be provided in the use of Google Classroom (Amber Harper or in-house staff provided)
- Within the first 4 weeks of school, Teachers will administer formative assessments to identify and address student learning loss/gaps from the previous year. The following assessments, among others, will be employed:
  - a. NWEA Map Testing in all grades K-8
  - b. DIBELS B-O-Y grades K-3
  - c. Ready Math (K-8) & Reading (K-8) assessments as they are IAS aligned, provide individual instantaneous feedback, and identify for standards gaps in performance for targeted interventions
- School Administration, Faculty, and Staff will communicate with parents to provide student academic and/or behavioral interventions and support as needed.

### Curriculum may need to be adjusted as needed to account for addressing skills gaps and time spent in different modes of learning. To this end, in collaboration with School Administration, Teachers will work to:

- a. Create lesson plans that can be delivered remotely or in person (perhaps a flipped classroom model)
- b. Incorporate online/virtual lessons on a regular basis. Teachers will collaborate at grade level to ensure similar planning, pacing, identification of priority IAS.
- c. Vertically team to discuss, plan, implement instruction supporting ELA and Math priority IAS.
- d. Map essential IAS for effective pacing of instruction to ensure IReady readiness in April-May
- e. Establish, in vertical teams, a Clear Criteria for student mastery of priority IAS.
- f. Consistently communicate with parents regarding students' progress, especially significant gaps that have been identified, and plans for intervention to close those gaps
- g. Develop, at grade level, a grade and/or subject appropriate policy for allowing students the opportunity to redo work to demonstrate understanding of IAS and bridge existing learning gaps.

### Instructional plans will be resilient enough to be able to transition between the three modes of learning (Mode 1: In-person; Mode 2: Blended; Mode 3: Remote) and to support students learning from home due to illness/other reasons in Mode 1 and Mode 2. Administration, Faculty, and Staff will collaborate to:

- a. Share clear instructional and learning expectations and procedures that can easily transfer between modes of learning (i.e. where assignments are posted and/or turned in, student and parent responsibilities, etc.)
- b. Plan together, as grade-level teams, to coordinate reasonable deadlines and workload for student manageability.
- c. Define and limit the list of apps used to aid student instruction. We do not want to overwhelm students or parents with too many apps or links. We want to be clear and organized.
- d. Use Google Classroom and Canvas for their Learning Management System (LMS) to post course lessons, resources, presentations, assignments, etc., and to employ the assessment tools both offer while utilizing additional applications/formats for ease of instruction and learning.
- e. Use Google Meet for delivery of synchronous learning.
- f. Employ and teach students to use various apps for immediate feedback and to more efficiently check for student understanding. (Canvas & Google Classroom interactive reply mode, Seesaw, exit ticket, Ed Puzzle, etc.)
- g. Consider having students participate in collaborative work via shared documents (i.e. GoogleDocs), or live group chats, for greater participation of students in the classroom as well as those distance learning at home.
- h. In Modes 1, 2, & 3, provide synchronous learning to students at home, while also recording those lessons for later posting for student access/reference. This will be necessary if students are home due to COVID-19 related illness, quarantine, or other health-related reasons.
- i. In Mode 3 (remote), there will be a plan for synchronous or asynchronous learning based on what is deemed most effective per grade level.

### **Instructional methods will embrace blended learning**

- Blended learning includes a mix of face-to-face, instructor-led learning, and online or digital course components that give students some control over path and pace. In blended learning, the in-person and online elements work together to create a richer learning experience and not simply duplicate course content in varying formats.
- We are using Learning Management Systems (LMS), in-class response systems, adaptive learning platforms, tablets, Chromebooks, learning analytics, and the most common technology used in blended learning - video.
- Teachers will make time to foster community and make connections with and between students with relationship building activities, classroom dialogue, and small group activities if we are in a Modes 2 or Mode 3.
- Professional development will be provided. Specific PD to be determined.

### **Assessment and Grading**

- Teachers will clearly communicate lesson objectives and assessments to students to ensure students understand what is expected of them and how they will be evaluated (i.e. rubrics, exit tickets, quizzes, etc).
- Teachers will employ formative assessment as much as possible in all modes of learning so they can provide early support for struggling students and can adjust their instructional plan as needed.
- We will emphasize and explore the use of more authentic assessments.
- Grading policies for Modes 2 and 3 will be determined. Policies should support student learning and be a balance between understanding of the challenges of these modes, and accountability for students.

### **Support and Accommodations - Administration, Faculty, & Staff on behalf of all students will collaborate to:**

- a. Create and communicate a plan to ensure that students have needed supplies at home and at school in case of lockdown at a moment's notice. Include nightly transport of vital materials, supplies, etc. and strategies to adapt so that students may have all they need to learn effectively at home. (At home checklist)
  - b. Offer parents technology resources (meeting or video) to explain technologies coming home & answer questions
  - c. Establish consistent communication via vehicle that best works for students, cohorts, and parents - phone calls, video conferencing, emails, texts, personal meetings, etc.
  - d. Contact parents with early intervention concerns/strategies when students are struggling (all modes of learning).
  - e. Communicate/provide
    - + Learning expectations (all)
    - + Accommodations (all)
    - + Modifications (ISP & CAP)
    - + Progress Monitoring (all)
    - + Instructional/emotional support (all)
  - f. Coordinate resources (people, programs, etc.) to provide ELL students, parents, and families assistance with academics, and to establish routine communications to ensure such. This would include provision of translated communications, assignments, and other curricular supports, as needed, through apps, translators, and/or bilingual staff members.
- Utilize Teaching Assistants, Tutors, and Volunteers to assist with instruction and monitoring of students.
  - Provide the availability of Resource staff to meet with students over Google Meet or Canvas during modes 2 & 3.

### **Domain 4: Catholic Identity - SCBS Mission: To Teach, Love, Live, & Learn as Jesus Did**

At St. Charles Borromeo School, we strive to infuse Catholic Identity within all that we do. The following are areas that will be explored and refined in order to maintain a sense of community while fostering spiritual formation and growth for all members of the St. Charles Family.

#### **The Value of Catholic Education**

In 1990, the Catholic Bishops of the United States issued the statement *In Support of Catholic Elementary and Secondary Schools*. They affirmed their strong conviction that Catholic elementary and secondary schools are of great value to our Church and our nation. Further, Catholic schools afford the fullest and best opportunity to realize the fourfold purpose of Christian education, namely to provide an atmosphere in which the Gospel message is proclaimed, community in Christ is experienced, service to our sisters and brothers is the norm, and thanksgiving and worship of our God is cultivated.

- Daily exposure to the Catholic faith is important to developing a strong religious foundation for children, and graduates of Catholic schools are statistically more likely to continue church involvement as an adult.
- A church parish and school create a community for the family. Opportunities for fellowship, friendship, and service are available for families and create a warm and welcoming community. For those who don't have other family in the area, this can be especially important and their church and school become an important hub.
- Catholic schools serve both the faith community and society by educating children, young people, and adults to

contribute to the common good and become active and caring members of the communities, cities, and nation in which they live.

### **Daily Prayer**

- SBCS Administration and Faculty, as with in-person instruction, will continue to provide daily prayer as part of any remote learning format.

### **Daily Mass**

- Diocesan directives for Masses and liturgical services will be followed.
- Diocesan safety directives, will limit students' attendance at 8:15 a.m. Mass to only once per week.
- As we have a large number of students per grade, with Church capacity cut in half, and 6 feet of social distancing per person required, we reach near capacity with only two grade levels in attendance.
- Kindergarten students will be phased into Mass attendance as the first quarter progresses.
- Mass schedules are being created and will be shared with students and parents closer to the start of school.

### **Integration**

- Teachers will continue to integrate the Catholic faith through daily prayer, personal witness/modeling, planning, instruction, student participation in the Liturgy planning, Mass celebration, and the Sacraments.

### **Faculty Formation and Support**

- Continued, intentional formation will be provided to assist teachers on their own spiritual journey and to help them infuse Catholic identity into their curriculum.
- We will continue to plan and provide a spiritual growth component to faculty meetings

## **Domain 5: Technology Support**

Technology will be deployed to support all domains and plans. SCBS is providing ongoing Professional Development training, as needed, for all teachers and staff regarding technology utilization needed to enhance instructions, student engagement/effective learning. Funding continues to be provided through various Federal (Title, Homeland Security, CARES), State (GEERS), donations, and our internal SCBS budget.

### **Access to Technology and Internet at Home**

- It is the goal of SBCS, for this 2020-2021 school year, that all students PreK-8 have a school-issued device to take home in case of school closing and a move to remote learning. Grant applications are completed, but pending.
- All students in grades 3-8 will have access to a Chromebook for daily take home use.
- All students in grades 1-2 will have access to a 1:1 device in the classroom daily.
- All students in grades PK & K will have access to shared devices within the classroom
- All Teachers have a school-issued Chromebook or laptop for school/home use
- All classrooms are equipped with interactive projectors.
- All teachers and students grades 4-8 utilize the Canvas Learning Management System (LMS) for lessons, homework, assignments, etc.
- All Teachers in grades PK-3 are training in the use of Google Classroom as their LMS for lessons, homework, etc.

### **Supporting Remote Learning**

- It is the goal of SBCS, for this 2020-2021 school year, that all students PreK-8 have a school-issued device to take home in case of school closing and a move to remote learning. Grant applications are submitted, but pending.
- We will use Google Meet and Canvas as our primary video conferencing tools. Additional applications may be employed for ease of student use, enhanced synchronous instruction, clarity of assessment of student work, and ease of assignment turn-in
- All teachers will have the capacity to live stream or conduct video instruction.
- We will implement a solution for enhanced audio for teachers as needed.
- We will supply 'loaner' devices to students should their Chromebook or iPad become inoperable.
- At this time, we are unable to provide home Wifi access to students on an individual basis. Wifi connectivity will remain the responsibility of the parent. It is our hope that the local Public School Districts, in their effort to provide a large, free, accessible Wifi option for their students will also allow access for non-public school families within their districts.
- The following link is [a map of free public Wifi access in our Ft. Wayne area.](#)
- Additionally, Comcast is offering free internet to those in need during the Coronavirus pandemic.
- Xfinity WiFi Free For Everyone: Xfinity WiFi hotspots across the country will be available to anyone who needs

them for free – including non-Xfinity Internet subscribers. For a map of Xfinity WiFi hotspots, visit [www.xfinity.com/wifi](http://www.xfinity.com/wifi) [xfinity.com]. Once at a hotspot, consumers should select the “xfinitywifi” network name in the list of available hotspots, and then launch a browser.

### **Supporting Catholic Identity (See ‘Catholic Identity’ section)**

- We will continue to provide links for families through which they can livestream and celebrate daily Mass, access forms of traditional prayer (Divine Mercy Chaplet, Holy Rosary, Litany of Loreto, etc.), and various videos, real-time teacher-led discussions, taped reflections, etc.

### **Professional Development**

- SCBS is providing ongoing Professional Development training, as needed, for all teachers and staff regarding technology utilization needed to enhance instructions, student engagement/effective learning. Funding continues to be provided through various Federal (Title, Homeland Security, CARES), State (GEERS), donations, and our internal SCBS budget.

## **Domain 6: Field Trips and CYO Sports**

### **Field Trips**

Unfortunately, all Field Trips have been cancelled through the 1st semester of the 2020-2021 school year. SCBS will follow State and Diocesan guidelines as we review the possibility of Field Trips for the 2nd semester of school.

### **CYO Sports**

Saint Charles Borromeo School has an athletic plan aligned with the IHSAA guidelines. We will have three phases to our plan. The plan will be fluid as the IDOE, IHSAA, and ACDH provide updated information to the schools.

**SCBS Fall Athletics:** Incoming students in grades 5-8 may participate in St. Charles Borromeo Fall Athletic Programs. Please look for announcements of start times in the Church bulletin or in future school electronic messages. All fall sports practices may officially begin, with safety protocols, the week of Monday, August 3rd. Voluntary outdoor conditioning may take place in July if coaches desire. Any outdoor conditioning must follow social distancing guidelines including proper spacing, no shared water, no person-to-person contact, and after session sanitizing of hands and any equipment used (footballs, etc.). Cross Country has already been approved for voluntary training runs at Shoaff Park utilizing these protocols. Indoor safety protocols will be shared with all coaches, parents, and students later this month. Cheerleading practice in the cafeteria may need to wait until the week of Monday, August 10th, nearer the start of school, as the cafeteria may be used for storage due building renovations. We will have a better idea of cafeteria availability at the end of the month.

**SCBS Athletic Physicals and/or 2019-2020 Carry-over Consent Forms:** Normally, an annual physical is needed on file before incoming students in grades 5-8 may participate in official school athletic practices. However, due to COVID-19 restrictions and the unavailability of doctor appointments for many months, the State of Indiana has agreed that a waiver may be granted for the coming 2020-2021 school year. Any students who had a physical during the 2019-2020 season may use that physical for the 2020-2021 school year. Parents must sign a [waiver/acknowledgement form](#) and provide proof the 2019-2020 physical before the waiver will be accepted. In coordination with the St. Charles Athletic Board, the school office has kept a master list and copies of student physicals from 2019-2020. Coaches will be provided with the master list for cross-referencing in the coming weeks, and parents will only need to sign the waiver/acknowledgement form when provided. [We have posted electronic acknowledgement forms on our school website for access by our parents.](#)

**Students who did not have a physical in 2019-2020 must obtain a physical before participation in school practices.** If you are having difficulty seeing your family Doctor, please know that RediMed (there may be others) conducts walk-in physicals for \$35. [Updated physical forms are posted on our school website for access by our parents.](#)

**Digital Athletic Fees & Forms:** We have invested in online fee payments and athletic form collections for the convenience of parents and coaches alike as part of our implementation of the FACTS system. All player fees will now be paid and recorded online through FACTS fees management. Relevant forms, directions, links, etc. will be accessed through our school website under the “Athletics” tab. [The online payment process and forms will be available for use by the week of July 27th.](#)