

# In-Person Planning Document

School: Sacred Heart School

Administrator: Bridget B. Martin

Current Enrollment: 261; 226 will participate in traditional learning and 35 will participate in Distance Learning

Grades Served: PK3-8

## Drop Off & Pick Up

In consideration for what is needed, in the space below please list exactly how and when drop-off and pick-up will take place.

1. Traffic Pattern
2. Number of Possible Entrances
  - a. Single Child Drop Off
  - b. Multiple Children Drop Off
3. Number of Screening Staff needed at each station
4. Equipment needed at each drop-off station (thermometer, wipes, gloves, etc.)

Overview of Procedures:

**A traffic pattern map** is attached. The parents will receive a copy of the map plus a video of the process. This pattern is slightly different from previous years. We will have 8 staff members working the carline. Sr. Margaret Sue, Mrs. Martin, and Coach Watkins will direct cars. Ms Lynoir, Ms Jones, Ms Rhonda Grillo, Ms Rae, Mrs. Collins will meet each car to take everyone's temperature (including all car passengers) and check that students are wearing masks. Students will then exit the car, move to the sidewalk, use hand sanitizer upon entering the building, and follow the directions for foot traffic in the halls. PK-2 and Mrs. Cansler's homeroom will enter the building through the front doors; 6-8 grades will enter the building from the gym doors; 3-5 grades may use either door. Parents and students will receive instructions on entering the building with a video. The building and front office will be closed to visitors until 8:30am. All parents must use the carline this year. **We will not permit parents to park and walk-up to the front door.**

If your child is not ready to exit the car, you will need to pull around and re-enter the carline.

Reminder – students or car passengers with a temperature of 100.4 will not be allowed at school for 72 hours after they are fever free.

Doors will open at 7:05am. Students in grades 1-8 must be in their classroom by the 7:30am bell. Students in PK and Kindergarten should arrive between 7:45am and 8:10am. Students in PK and Kindergarten that go to before school care may arrive anytime between 6:30am and 7:00am. Students in PK and Kindergarten with older siblings may also arrive between 7:05am and 7:30am.

**Before School Care:** Students attending Before School Care will have their temperature taken by Ms Joyce. They will enter the gym lobby, use hand sanitizer, and go into the

gym. Sr. Carolyn will direct them to an assigned seat. They will be dismissed to their classrooms at 7:05am using social distancing.

All students will wash their hands or use hand sanitizer when entering their classroom.

**Dismissal:** Students will wait in their homeroom until their name is called. We will begin dismissing PK-2 grades at 2:30pm. Grades 3-8 will be dismissed at 3:00pm. Siblings between the primary grades and upper grades may either wait until the 3:00pm dismissal or their parents may pick them up at 2:30pm then re-enter the carline for the 3:00pm dismissal.

We ask that parents of upper school students do not enter the carline early to wait on a spot. Please begin lining up at your assigned time with your car tag visible. Please let anyone picking your children up know this policy.

Students in PK-2 grades will use the front doors for dismissal. Students in Mrs. Cansler's homeroom and grades 3-5 will use the front doors for dismissal. The middle school and Mrs. Baskin/Ms Hayes homeroom classrooms will dismiss from the gym lobby doors.

**Parents will not be allowed to walk-up to pick-up their child this year.** All pick-ups will be done through the carline. Our office will close at 2:30pm so the office staff may help with dismissal.

**After School Care:** Students will remain in their homeroom until the carline has ended. The Aftercare Staff will monitor in the hallways during regular carline dismissal. Once the carline has ended the Aftercare staff will pick their students up from their homerooms and take them to the cafeteria. Parents will come to the gym lobby doors to pick up their child.

All check outs this year will be done through FACTS scanned bar codes.

Role of Staff Members and Equipment Needed:

Name	Role	Equipment Needed
Mrs. Martin	Traffic Director/Monitor	Gloves, radio, notepad
Sr. Margaret Sue	Traffic Director	Gloves, notepad
Coach Watkins	Traffic Director	Gloves radio, notepad
Ms Lynoir	Temperature Check	Thermometer, gloves, radio, notepad
Ms Rhonda G.	Temperature Check	Thermometer, gloves, radio, notepad
Ms Jones	Temperature Check	Thermometer, gloves, radio, notepad
Ms Rae	Temperature Check	Thermometer, gloves, radio, notepad
Mrs. Collins	Temperature Check	Thermometer, gloves, radio, notepad
Ms Debra	Hall monitor	Gloves, radio
Mr. Mitch	Hall Monitor	Gloves, radio

Mr. Larry	Hall Monitor	Gloves, radio
Ms Dana	Hall Monitor	Gloves, radio
All teaching staff not listed	Stand at class door	Gloves, radio
Afternoon Dismissal	Aftercare Teachers	Gloves, radio

### Class Sizes- Self-Contained Grades

To limit contact between children and workers, class sizes should be kept to the smallest size possible with limited interaction. In the space below please list all classes, the number of students, the teacher, teaching assistant, and room and square footage.

Class:	Number of Children:	Teacher and Assistant	Room & Square Footage
PK3-4	16	Ms Rhonda C and Ms Joyce Ms Jonnie	Rm. 115 1,000 Sq. Ft.
Kindergarten	14	Ms Amber	Rm. 117 800 Sq. Ft.
Kindergarten	13	Ms Suzi	Rm. 118 800 Sq. Ft.
First Grade	13	Mrs. Hayes	Rm. 109 730 Sq. Ft.
First Grade	13	Mrs. Webster	Rm. 106 730 sq. ft.
Second Grade	13	Mrs. Garrison	Rm. 107 730 sq. ft.
Second Grade	12	Mrs. Winans	Rm. 108 730 sq. ft.
Third Grade	19	Mrs. Lambert	Rm. 119 730 sq. ft.
Third Grade	20	Mrs. Ketner	Rm. 120 730 sq. ft.
Fourth Grade	12	Sr. Carolyn	Rm. 117 730 sq. ft.
Fourth Grade	13	Mrs. Bledsoe	Rm. 121 730 sq. ft.
Fifth Grade	14	Mrs. Powell	Rm. 123 730 sq. ft.
Fifth Grade	14	Ms Glasgow	Rm. 124 730 Sq. ft.
Sixth Grade	12	Mr. Miller	Rm. 143 730 Sq. ft.
Sixth Grade	13	Ms Ann	Rm. 142 730 Sq. Ft.
Seventh Grade	13	Mrs. Cansler	Rm. 116 730sq. ft.

Seventh Grade	13	Mrs. Baskin/Ms Hayes	Rm. 130 730 sq. ft.
Eighth Grade	13	Mrs. Campbell	Rm. 144 730 sq. ft.
Eighth Grade	13	Mrs. Shaver	Rm. 145 730 sq. ft.

Please also provide how and where students will attend special classes (art, music, etc.)

Students will remain in their homeroom class throughout the day. The Spanish teacher, music teacher, and librarian will go to the students' classrooms. They will be able to go to the gym for P.E. class and the computer lab for technology. The computer lab has plastic covers on the keyboards for easy sanitizing and desks are five feet apart.

**Class Schedules & Sizes- Middle & High School**

Middle and high schools should provide a master schedule that includes the class, the time period it will meet, the teacher, and the number of students who will be in the class. In the space below you should also list adjustments you are making to your schedule to keep numbers smaller and how you plan to ensure social distancing when classes change.

Since our middle grades are part of an elementary system, the teachers will change classes.

**Lunch**

Please provide a brief explanation of how you will adjust your lunch schedule and process including where and when students will eat. You should also determine if your cafeteria can safely serve and deliver food to the appropriate eating area.

We have two 40 minute lunch periods. We have three cafeteria workers plus lower grade teaching assistants that can help deliver lunch to the classrooms. Classes will eat in their rooms. When weather permits classes may go outside. As the school year progresses adjustments might be made.

**Students should bring a water bottle to school this year. They will not be permitted to drink directly from the water fountains.**

**This year we will not be able to allow visitors during lunch nor we will be able to accept food deliveries from parents or delivery services.**

### Outside & Inside Play

Also, if classes have play time outside, please provide when each class will play outside and cleaning/ disinfecting procedures that will be put in place between classes if more than one group plans to use the same outside play equipment.

Grade Level	Time Scheduled	Location & Plan for Disinfection
Pk	TBA	PK/K playground/ Maintenance will have a yard sprayer with disinfectant
K	TBA	PK/K playground/ Maintenance will have a yard sprayer with disinfectant
1 <sup>st</sup>	TBA	Southside playground/Circle (alternating days between the two areas)
2 <sup>nd</sup>	TBA	Southside playground/Circle (alternating days between the two areas)
3 <sup>rd</sup>	TBA	Northside playground
4 <sup>th</sup>	TBA	Circle Northside Playground
5 <sup>th</sup>	TBA	Circle/ Disinfectant not needed
Middle School	TBA	Reserved parking lot

### Cleaning & Sanitation

CDC Guidelines for cleaning and disinfecting are available from the diocesan website link.

To ensure a safe working and playing environment disinfecting should take place regularly throughout the day, and additional deeper cleanings should be taken care of at the end of each day. Please list below additional measures that will be put in place and who will be responsible for them.

Task	Name of Person Responsible	Supplies Needed
Yellow Hall Restrooms	Mr. Mitch	Cleaning carts
Gym Lobby Restrooms	Mr. Drew	Cleaning carts
3-5 Restrooms	Ms. Debra	Cleaning carts
Playground	Dana and Maintenance Staff	Sprayer with disinfectant
Classroom chairs/desks/door handles/light switch/ pencil sharpner	Teacher	Towels/disinfectant spray

Gym Bleachers	AD/ Maintenance Staff	Disinfectant
Cafeteria	All staff responsible for area they use	Disinfectant/rolling trash cans
Lunch in classrooms	All teachers	Bucket for liquid disposal in rooms without sinks/rolling trash cans in halls/extra trash bags in rooms/all desk tops should be disinfected after eating.

### Distance Learning During Prolonged Absences

Distance learning opportunities should be provided to students who are absent for prolonged periods of time due to exposure to COVID-19 or other circumstances. In the chart below please identify who the primary point of contact will be for students in each grade:

Grade Level:	Primary Point of Contact (aside from classroom teacher)
Pre-K and Kindergarten	Joyce Coats
1 <sup>st</sup> Grade	Marijean Cradic
2 <sup>nd</sup> Grade	Rhonda Cobb
3 <sup>rd</sup> Grade	Ms Jones
4 <sup>th</sup> Grade	Ms Jones
5 <sup>th</sup> Grade	Ms Jones
6-8 <sup>th</sup> Grade	Mrs. Martin
Extra staff as needed	Mrs. Cansler/Ms Hayes/Sr. Margaret Sue

\*Auxiliary teachers will help during complete closures.

# Virtual Learning Planning Guide

## THIS PLAN IS FOR COMPLETE SCHOOL CLOSURES NOT DISTANCE LEARNING DURING IN PERSON LEARNING

School: Sacred Heart School

Administrator: Bridget B. Martin

Current Enrollment: 261 Traditional Learning 226 Distance Learning 35

Grades Served: PK3-8<sup>th</sup> grades

### Virtual Learning Platform

Please provide the learning platform that will be used for each grade-level (FACTS LMS, Google Classroom, SeeSaw, etc.)

Grade Bands & Required Platform	
All Grades will use Google Classroom	
Pre-K & Kinder: Seesaw/IXL	5 <sup>th</sup> & 6 <sup>th</sup> : IXL/Renaissance Place
1 <sup>st</sup> & 2 <sup>nd</sup> : Seesaw/IXL/Renaissance Place	7 <sup>th</sup> & 8 <sup>th</sup> : IXL/Renaissance Place
3 <sup>rd</sup> & 4 <sup>th</sup> : IXL/Renaissance Place	

\*Some grades will use other programs like, but not limited to, Catholic Brain.

### Parent, Student, and Teacher Training

Please briefly explain how and when parents, teachers, and students will receive training on how to access and utilize your online learning platform.

<p>All teachers will be Google Classroom trained by the end of summer 2020. Some teachers will be Google Level One Certified. Teachers had access to the computer lab and the guidance of the computer teacher every Thursday throughout the summer.</p> <p>Students will receive classroom instruction from their teachers and the computer teacher on how to access all programs. Each student will receive a copy of the teacher class guide.</p> <p>Parents will receive printed material on accessing the programs. Videos will also be provided. Parents will receive a copy of the teacher class guide.</p> <p>Our Spanish speaking families will have special video conferences for assistance.</p>
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### Minutes Per Week by Subject

Please provide the minimum and maximum amount of time you expect each grade to spend on each subject during the week. This should include live lessons, assignments, and any independent studying.

\*Videos for children and direct instruction through video conference will follow the pediatric recommendation of no more than 2 minutes times the age of the child. Video conferencing and other work will also be assigned at a longer amount of time.

Grade Level	Minimum Time	Maximum Time
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Pre-K 3 & 4	240 minutes per day per Mississippi Department of Education	Varies per child
Kindergarten	240 minutes per day MDE	Varies per child
1 <sup>st</sup> -2 <sup>nd</sup>	240 minutes per day MDE	Varies per child
3 <sup>rd</sup> -5 <sup>th</sup>	240 minutes per day MDE	Varies per child
6 <sup>th</sup> -8 <sup>th</sup>	240 minutes per day MDE	Varies per child
9 <sup>th</sup> -12 <sup>th</sup>	240 minutes per day MDE	Varies per child

### Video-Conferencing Expectations

Please list the expectations for the number/ minutes that teachers will be expected to connect virtually with their students as well as expectations for office hours.

\*All Google Meet sessions are recorded for administrative use only. Google Meet sessions will not be posted. Students unable to attend will need to utilize instructional videos and printed material. Questions can be asked during conference periods.

Video classes – 5<sup>th</sup> -8<sup>th</sup> Grades - 2 times per week per subject area for 20 minutes. Small groups and conferences as needed.

Video classes for PK-K Grades - 10 minute small groups 3 times per week. Conferences as needed.

Video classes for 1<sup>st</sup> - 2<sup>nd</sup> Grades - 20 minutes 2 times per week for both ELA and Math.

Video classes for 3<sup>rd</sup> – 4<sup>th</sup> Grades ELA/Math 2 times Per week Science/Social Studies 1x per week.

All teachers will be available from 7:30am-3:10pm four days a week when all students are off campus. One day a week office hours will be 11:00am -7:00pm. Parents should understand during this time a teacher may be hosting a video class or working with other students. Emails will be answered within 48 hours per diocesan guidelines.

### Expectations for Lesson Plans & Posting Weekly Content

Please provide how and when lesson plans will be turned into the principal or department chair and when weekly content should be posted for students and parents to access.

Teachers will submit all lesson plans through FACTS. They are due by Monday morning by 7:00am.

Teachers will post their assignments in Google Classroom and/or Seesaw each Monday morning by 7:00am.

## Hybrid Planning Guide

If the school is forced to limit its capacity for students, faculty, and staff, please provide what type of schedule you will follow and how you will determine who will come each day.

At this time our building can accommodate all students in a regular setting Monday through Friday. Parents did have the option to select traditional learning or distance learning.

In the event we have to move to a hybrid model we have two sections of each grade. Section "A" will attend two days per week and Section "B" will attend two different days per week. We will leave one day a week for home study for all students. The three days that students are away from campus they will be responsible for checking in through Google Classroom and completing posted assignments in Google Classroom and/or Seesaw.

### **Splitting students through traditional learning and distance learning:**

Students in a traditional setting will follow the guides set forth in this document. They will begin class on Friday, August 7. We will have numerous Meet the Teacher and Back to School Night videos for parents and students. Students will have a time the first week of August to drop off supplies.

Students in a distance learning setting will have orientation and meet the teacher on Thursday, August 6. Students and parents will receive a schedule for video conferences with their teachers. They will receive class guides from all of their teachers. Students will be assigned a buddy within their class to work with virtually for social interaction as well as homework help if a partner is available. Their actual classes will begin the following week.

# Class Guide

Teacher Name:

Grade:

Subject:

Learning Platform:

## FAQ's About Our Class:

Where will assignments be posted?

When will assignments be posted?

How will students turn assignments in?

When can students expect feedback?

When will we video conference (Zoom)?

When will office hours happen?

What should I do if I have a question?

Please name the files that you submit as: (Ex. Last Name\_Period\_Date\_Assign#.PDF)

## Other Apps or Resources:

App or Resource	How do I get to it?	What's my username?	What's my password?