

Regina Coeli Academy
in collaboration with the Regina Academies

*August 21st, 2020 Version; will be updated as necessary.

I. Regina Academies
Guidelines for Safely Reopening our Schools.

The Regina Academies are classical schools in which students learn through a dialogue between the teacher and students. As *Catholic* classical schools, we especially honor the Logos – the Word Made Flesh. Through a relationship with him, we come to know the glory of the Father and to grow in grace and truth. In fact, the Incarnation is the model and foundation of our curriculum. It is not only WHY we teach and WHAT we teach – it is HOW we teach. Catholic classical schools teach as Jesus taught: by word and example, person to person and heart to heart. We trust that by following his example, our students will grow in wisdom and virtue to become the distinct individuals God created them to be. While safety is our first concern, **the integrity of our model of classical education is a crucial consideration.**

Our Catholic community is the heart of the Regina Academies and the last several months of being separated from that community have been painful for our teachers and students. We look forward to welcoming everyone back into our schools in the fall. Technology has been an essential, but poor substitute for the personal interaction that is HOW we teach in our schools.

Guiding Principles: Concern for Children's Safety

As much as we look forward to having everyone back in school, **our first concern is safety.** The initial modeling of the spread of the Coronavirus has never reached the level initially projected, but the tragic loss of life has devastated many families. Prudence dictates a reasonable degree of caution in reopening our schools.

While the Covid-19 pandemic remains a threat, the question has always been whether schools are able to open safely for in-person instruction. The research about children and COVID-19 is consistently changing, with mixed reports from places where schools have already opened. The CDC and other entities, including the American Academy of Pediatrics, while continuously changing their recommendations, have maintained that schools should open for in-person instruction when proper safety protocol is followed. As long as we work together as a community to be safe, our school will be open for in classroom instruction

As a Catholic community, our concern for everyone's safety is more than physical. Our concern for children is that they feel safe and secure physically, emotionally, and spiritually in their homes *and* in school. **Children have the least to gain from lockdowns and the most to lose.** They should not be expected to live in fear, and the best way for them to not be fearful and remain positive is to rejoin their peers and re-establish routines.

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We encourage families, if at all possible, to have their children tested to see if they might have already had Covid-19. It is increasingly obvious that the Coronavirus was present in our society at least a month before any confirmed case. Many children exhibit very light, or no symptoms, and knowing that your child has already had Covid-19, and is therefore immune to further infection, will reduce any anxiety parents may have in returning your children to school.

Maintaining Healthy Environments

Each Regina Academy will implement strategies to maintain healthy environments.

- **Cleaning and Disinfection**
 - Staff will routinely clean and disinfect touched surfaces throughout the day including playground equipment, door handles, sink handles and any shared object.
 - School cleaning products will be stored safely away from children.
 - Classrooms will be deep cleaned if any student in the class is confirmed to have Covid-19.
- **Sharing Objects**
 - Children should come to school with the materials they need for their own personal use. Teachers will provide supply lists. Please make sure all supplies are in containers and clearly marked. The sharing of supplies is discouraged.
 - Any communal supplies or equipment will be cleaned between each student's use.
 - Water fountains will not be available. Students should bring a water bottle with them to school that is labeled for their own use. Bottles may be filled during the day.
 - The Head of School, in coordination with the early childhood teachers, will determine the best way to manage sharing of objects in Montessori or other classrooms.
- **Desks and Tables**
 - Desks will be placed as far apart as possible and seating at tables also arranged to ensure minimal contact.
 - Barriers will not be placed between students in classrooms. We are committed to ensuring the safety of children but wish to avoid instilling in them any sense that they or their peers are a threat to each other's safety.
- **Communal Spaces**
 - Any use of communal spaces such as the church, cafeterias, and playgrounds will be staggered and the spaces will be cleaned after use.
 - Restrooms will be thoroughly cleaned at the end of each day.
- **Food Service**
 - Lunch will be managed on a school-by-school basis depending upon the space and staffing available. The availability of school lunches will be determined on a school-by-school basis.
- **Morning Forum**
 - Heads of School will determine the best and safest way to conduct Morning Forum in their schools.

Maintaining Healthy Operations

The primary concern of every Regina Academy is the safety of students and staff. To that end, the following general guidelines will be in place at each school.

- High-risk Students and Faculty
 - Virtual learning opportunities will be provided as requested to students who may be immune compromised, or who have another medical condition that places them at a greater risk should they become sick with Covid-19.
 - Individual privacy will be respected at all times and no medical information will ever be shared.
- Flexibility in Attendance
 - Schools will be flexible in enforcing policies regarding absence. Parents are encouraged to keep children at home without penalty if there is any question of illness.
 - There will be no awards for perfect attendance until further notice.
- Visitors to School
 - For the time being, no nonessential visitors will be admitted into the school. Parents will be admitted into the school lobby only as needed to conduct school business. If a phone call will suffice in lieu of a visit to school, please make the call. Visitors will always be asked to wear masks while on the premises.
- Small Groups (Cohorts)
 - The school will make every effort to keep students together in small groups, e.g., their individual class, to limit exposure to others.
- Communications
 - Each school will implement a parent communication system to notify parents of any significant event affecting the school.
- Staff Training
 - Each school will train staff on proper safety during the beginning of the year in-service meetings.
 - Faculty will be updated regularly regarding protocols and the heads of school, or their delegate, will ensure that safety protocols are being enforced in the school.

II. Regina Coeli Academy Introduction & Best Practices

This document will provide information regarding the plan to return to in-person learning for the 2020-2021 school year. The principles listed below will allow us to remain open while using virtual learning for those that have been identified with COVID-19 or in situations in which a parent feels learning from home is beneficial.

Partnership – Our Academy thrives as a community because of the partnership between the school and parents. At this time, an even greater partnership is needed. It is our goal to open up this school year and to remain open. This cannot be possible unless the school and the parents agree on the importance of monitoring a child's health on a daily basis. **Most importantly, this means that parents need to keep their children home who are experiencing symptoms such as: fever, 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.** When symptoms persist, the child should be seen by a doctor and medically cleared to return to school. With parental cooperation, we will be able to keep the schools open and safe.

Cohorting – Cohorting is recommended by many health organizations. Although our school will be using many precautionary measures, cohorting will be a major part of the plan. Using this model, we will keep groups of children together for the entire day. They will attend lunch, recess and classes as a cohort. Cohorting allows for much easier contact tracing. If a case of COVID-19 were to surface, smaller groups of students would need to be quarantined at home.

Physical Distancing - Physical distancing is also a fundamental practice in all of our procedures of operations. Keeping distance from others lessens the chances of catching COVID-19. Travel in the hallway, lunch periods, and classroom instruction have all been planned to maximize physical distance according to CDC and State guidelines.

Strategic Use of Masks and Face Shields*

According to an August 17 revision of the face covering orders for schools from the PA Department of Health and the PA Department of Education, all students over 2 years old are now required to wear a face covering at school.¹ 10-minute breaks are permitted throughout the day and coverings are not required if eating or drinking, or if they would be unsafe.

**This could change by Government Order or as directed should an outbreak of COVID-19 occur in the area or school. Any change to this would be communicated to parents as soon as possible.*

Cleaning - The school will increase the cleaning of common areas and highly used features such as doorknobs, handrails, and counters throughout the day. The building will also be cleaned thoroughly each night and disinfected using an ionizer and approved solution. Students are encouraged to bring water bottles to school; water filling stations will be used to refill bottles (students may not drink directly from the fountains).

¹ Answers to FAQs: Universal Face Coverings Order,
<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx>

Monitoring Health - Every day, teachers will visually monitor the health of their students throughout the day and remind students about healthy habits and signs of illness. Please make sure that your emergency contact information is current and that your emergency contacts are comfortable picking up your sick child ***and can do so in 45 minutes or less***. Our staff's safety also is extremely important to us; therefore, all staff members will be required to monitor their own health for symptoms.

Modified Attendance - Children will be marked as present if they attend class in person or virtually. Students who attend school virtually are expected to attend all required virtual classes in order to be marked present (as outlined by the teacher). When children cannot or do not participate in the required virtual lessons, they will be marked absent. If a student is too sick to participate virtually, the parent should call the attendance line to report the illness and the student will be marked absent. Parents of sick children can request homework if desired; the homework will be sent to the office by 3:00 PM for pickup.

Envisioning the School Day from a Student's Perspective

***Any Changes to these procedures will be communicated as soon as possible**

Arrival

Arrival will begin at 7:40 AM and should be completed by 7:55 AM. Students will wear masks as they exit busses or cars and make their way to the main entrance; Montessori students will make their way to the Montessori building. All students will be instructed to sanitize their hands as they enter the building upon teacher instruction.

The following are procedures for arrival:

- **Bus Riders**
 - Bus riders will enter through the main doors upon arrival and proceed directly to their classrooms.
 - Most districts have stated students will sit with siblings where possible and with 2 max to a seat.
 - Masks will be required on busses.
- **Car Riders**
 - Car riders in 1st – 8th Grade will enter through the main doors and go directly to their classrooms.
 - Montessori Students walk up the sidewalk to a teacher, who will help them inside upon arrival.

Mass

- Regina Coeli Academy considers attendance at Mass integral to our school Day.
- The students will attend Mass twice a week.
- We are coordinating more of the details with the parish, which will be communicated soon.

Hallways

- Students will not be in the hallway often, but when they are, they will need to wear masks, follow distancing protocols, and sanitize hands when leaving and entering their destination.
- There will be signage on the walls to reinforce healthy behavior.

The Classroom

- Montessori
 - Students will remain with their cohorts at all times including lunch and recess.
 - We are preparing an extra space (both outdoors and in the main building) so that we can allow for physical distancing.
 - Rooms will continue to be cleaned daily.
 - Items in the classroom will be cleaned daily.
 - In an effort to follow health recommendations, we will remind students to wash their hands, and we will provide hand sanitizer for each classroom.
 - Student Work, Spacing, and Interaction:
 - Students will work independently, at tables, on the carpet, and in small groups. We will do our best to meet social distancing recommendations. We understand that social learning and skills are exceptionally important for this age group, and due to their age, we cannot guarantee that they will always be spaced 6 feet apart.
 - Students will have their own mat for Montessori work.
 - When Montessori materials are needed, planning will take place to limit the sharing of materials, and to disinfect between use.
- Grades 1- 8
 - Specials will rotate into each cohort's classroom with some exceptions.
 - The classrooms will continue to be cleaned daily.
 - Students will have their own supplies as sharing items will not be allowed.
 - In an effort to follow health recommendations, we will remind students to wash their hands, and we will provide hand sanitizer for each classroom. Students are also required to bring a small bottle of hand sanitizer for individual use.
 - Student Work, Spacing, and Interaction:
 - Students will work from their desks, which will be spaced in rows 6 feet apart following CDC and Montgomery County Health Department guidelines.
 - We will work to ensure that socialization occurs between students but understand it may be less than in typical years.
 - Group discussion and interaction will continue to be part of instruction.
 - We are encouraging teachers to bring their students outside as much as possible.
 - Students in grades 1 - 4 will remain with their homeroom at all times including lunch and recess. This does not mean that students will remain *in their homerooms* all times.
 - Students in grades 5 - 8 will remain with their homeroom at all times with a few exceptions.
 - Teachers will rotate to student homerooms to decrease student traffic/interaction in the hallway.
- Specials (Grades 1- 8)
 - Art and Music classes will be held in the homerooms at most grade levels to begin the year. We will investigate moving the students to the specials' classrooms in the future as long as safety standards can be met.
 - We are determining whether the middle school might use the specials classroom for both Art and Science.

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- Honors Math in 7th and 8th Grades might have to use a classroom that is different than their homeroom.
 - The cleaning protocols will be followed for these classrooms both before and after students use them.
- Other notes regarding Specials:
 - Singing and the use of recorder in music class will be arranged with safety in mind.
 - Some art supplies have been added to the supply lists in order to eliminate the sharing of materials.
 - Gym class will be held outside whenever possible, and students will be engaged in activities that allow for social distancing.
 - Library books will be made available and will be disinfected and stored before they are returned to circulation.

Lunch/Recess

- To begin the year, students will eat with their cohort either outside or in their classrooms. Any changes will be communicated to parents.
 - When eating lunch outdoors, students should have an exercise mat with them so they can maintain the physical distancing.
- All students will have recess outside whenever possible with their cohort.
- Students will wash or sanitize their hands before and after recess.
- Students will be reminded to maintain social distancing. Every effort will be made to maintain social distancing for our students, but we cannot guarantee that students will maintain a separation of 6 feet separation at all times.
- As long as students maintain 6 feet of distancing, they do not have to wear masks outside.
- Playground equipment will be wiped down in accordance with recommended health guidelines.

Dismissal

Students will wear masks to leave the building. All students will be instructed to sanitize their hands as they exit the building.

- Bus
 - Students will be called from their homeroom for the bus.
 - Most districts have stated that students will sit on the bus with siblings and then by grade level with a maximum of 2 per seat.
 - Masks will be required on busses.
- Car Riders
 - Non-bus students will be picked up via car line. Specific details will be communicated to parents in the future.
- Montessori Half-Day Dismissal
 - Students will be dismissed from the Montessori building.
- After-School Care
 - After-School Care will be in the library and will operate until 6:00 PM.
 - Dismissal will take place through the main doors.

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- In order to plan, we are asking families to commit to a weekly schedule and communicate any schedule changes to the Aftercare director

Other

- After-School Activities
 - All after-school activities in the building are on hold.
 - We hope that after-school activities can resume sooner rather than later; in the meantime, we will work toward creating virtual clubs, if there is a desire for them.
- Assemblies
 - At this time, there will be no large gatherings or assemblies. School events on the calendar will remain on the calendar and will be addressed as each one arises.
- Special activities
 - These activities are on hold for now or we are working on alternatives that can be safely held at school. We hope to schedule many of the special activities for later in the school year.
 - Please do not send edible birthday treats as we cannot allow students to share food.
- Extracurricular Activities
 - All extracurricular activities held onsite are on hold.
 - No Parish or school events will take place in the school at the current time.
- Field Trips
 - No field trips are scheduled until further notice.
- Open House/Back-to-School Night
 - **A virtual Open House and Back-to-School Night will be held.**
- Parent-Teacher Conferences
 - Conferences will be held on at the end of the first trimester in December and will more than likely be virtual.
- Restrooms
 - Students will be able to use the restrooms as needed and appropriate to age level, but students will need to adhere to distancing guidelines.
- Volunteers
 - Volunteers and visitors to the school will be limited until further notice.

Envisioning the School from a Parent's Perspective

Daily Morning Health Check

- Each morning, you will be required to check for COVID-19 related health issues.
- If your child is experiencing signs of illness, please notify the main office and keep your child at home.

Bringing in a Student Late

- In order to maintain distancing, one family at a time will be permitted in the foyer.
- Parents will buzz the front office door and state the name of the student who is entering late. The student will enter the building and head to the classroom.
 - If needed, students will be escorted to their classroom by a front office staff member.

Picking Up a Student Early

- Please continue to send in notes to help us plan and document early dismissals.
 - Students will wait inside the school for their parent to arrive at the designated time of pick-up.
- In order to maintain distancing, one family at a time will be permitted in the foyer.
- Parents will buzz the front office and will be permitted to enter the foyer.
 - If there are other parents waiting, the parent may be asked to wait outside after checking out his/her student.
- All early dismissals will need to take place prior to 2:30 PM due to school dismissal.

Picking Up a Sick Student from St. Raphael's Room

- St. Raphael's Room is a dedicated space in our building for sick students.
- The main office will call home and communicate any issues with the parent.
- Follow the above procedure (picking up a student early).
- If a student has any symptoms of COVID-19, he/she will be kept away from other students in the St. Raphael Room area until parents arrive.
- The staff member will bring the child to the front foyer for pick up.
- Please make sure the office has the correct emergency contact information, and please confirm that your emergency contacts are comfortable picking up your sick child and ***can do so within 30 minutes***.

Student is Sent Home due to a Fever at School

- Follow the above procedure.
- Students must remain at home for 3 days instead of 24 hours.
 - Students may participate in virtual learning while at home if they are not too sick to participate.
- Siblings of a student with a fever will be checked for a fever.
 - If they have a fever, they will also be sent home.
 - If they do not have a fever, they may stay in the school.

What happens when there is a positive case of COVID-19?

- If there is a positive case of COVID-19 in our school community, we will work with the Montgomery County Health Department and follow their recommendations for quarantine. They will only mobilize if there is a positive test result, not if there are symptoms. While awaiting results, the school will decide who should quarantine out of caution. This could be the entire cohort, but it is more likely to be anyone who was within 6 feet of the ill person for 15 minutes or more. These students and/or staff will participate in class from home and virtual learning for some or all students in this cohort will begin. Note that sibling students in a family with a family member testing positive, may have a longer quarantine time than people exposed but not living with an active case of Covid-19.² Generally, the quarantine time is 10 days for infected persons after onset and 14 days for exposed individuals.
- A document will be sent out before school with different scenarios concerning both quarantining and isolation.
- Please refer to the PA Depart of Education, Symptomatic Student or Staff³ and Recommendations for Pre-K-12 Schools⁴ with links in the footnotes below.

What items should I be purchasing for school at this point?

- Masks - Cotton masks are recommended.
 - Students should have two clean masks with them at all times.
 - Masks should be solid colored or have a subtle pattern. Characters, sports logo, political statements and pop symbols should be avoided.
 - Certain masks may be approved for use by our Montessori students.
- Individual hand sanitizer for each student.
- Please purchase anti-bacterial wipes if you can find them!
- Review school supply lists for other items and supplies.

The school will supply all students and staff members with clear face shields:

- The school will supply each student with a face shield free of charge.
- Face shields will be kept at school and cleaned each evening.

PLEASE NOTE:

A Virtual Classroom Video/Audio Recording Acknowledgement Form will be sent out shortly. One form per child must be submitted to the office.

A Student Release, Waiver of Liability and Indemnity Form will be sent out as well, which must be submitted to the office before September 1st.

² <https://www.youtube.com/watch?v=nWAqSsJMBI4&feature=youtu.be>

³ Covid-19 Symptomatic K-12 Student or Staff Process Flow, <https://www.education.pa.gov/Documents/K-12/Safe%20Schools/COVID/GuidanceDocuments/COVID-19%20Symptomatic%20K-12%20Student%20or%20Staff%20Process%20Flow.pdf>

⁴ Recommendations for Pre-K-12 Schools Following Identification of a Case(s) of Covid-19, <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/SchoolClosureRecommendations.aspx>

Virtual Learning

Teachers will provide Virtual Learning to students at home by live streaming instruction from the classroom. Prior to the start of the year, we will offer a pick-up day for materials and offer training for students and parents on how to properly use Microsoft Teams.

- Any students choosing to participate from home in any of the below models will be expected to wear his/her school uniform and work from a desk or table. Students will be expected to have their cameras on at all times and their microphones muted unless they are talking.
 - It is understood that students may need to take occasional breaks, and teachers will work with students to accommodate these short breaks.
- Microsoft Teams will be accessible and be used by students in grades 1-8.
- Zoom will be used as our telecommunication platform for virtual learning. Students will be able to:
 - Participate in direct Instruction and take notes.
- Schedules will be provided for all learners.
- Students in grades 5-8 will be expected to participate in every academic class. They should not need parent support at all after becoming acquainted with the virtual learning model.
- Students in grades 3 - 4 will be expected to participate in ELA, Math, History, and Religion. Occasionally, there will be Science lessons. They may need a little support from parents at the beginning.
- Students in grades 1-2 will be expected to participate in ELA, Math, and Religion. Occasionally, there will be Science and History lessons. Students will need support from the parents each morning to get set up for the day.
- Students in Montessori may participate in circles.
 - Packets may also be provided and will be available for pick up in the office.
- Students do NOT need to be logged on during recess, lunch, and one-on-one instruction of students in the class
- Since the teachers will be live, it will be up to the parent to decide if their child will stay logged on while the teacher gives one-on-one instruction to students in classroom.
- Teachers will send out either daily or weekly seat work to virtual students
- There will be no one-on-one Zoom with virtual students after 3:00 PM, except if tutoring the virtual student. The cost of this will be \$25 per half-hour.
- If parents have questions, they may email the teacher(s) between the hours of 7:00 AM and 3:00 PM. The teacher will respond within 24 hours.
- Student work must be turned in by 3:00 PM the day it is due (NOT the day it is assigned).
- Student work should be scanned and sent to the teacher via email:
Grades 1-4 – Student work should be sent in ONE file only
Grades 5-8 –
 - Work should be sent to teacher who teaches that class (NOT the homeroom teacher)
 - Student work should be sent in ONE file per subject (i.e. all math in one file, all English in one file)
- Students' work must meet the same standards and expectations as if they were in class (i.e. neatness, handwriting, proper heading).

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- Heading should be in the top left-hand corner to the right of the red line (NOT in the margin)

Sample:

First and Last Name	John Doe
Subject	Math
Assignment	Lesson 23
Date	September 29, 2020

- Tests should be administered under adult supervision, but WITHOUT parent assistance. Parents may read directions, but NOT explain.
- Oral testing of memory work (i.e. poetry, Baltimore Catechism, etc.) should be filmed by an adult and the student's full body should be visible in the film. Videos that are not in this format will NOT receive full credit.

Parent Guidelines for Virtual Learning

- Parents should let the student take ownership to the maximum extent possible.
- Parents will need to attend a training to learn more about Microsoft Teams and Zoom. This will help them troubleshoot potential problems.
- Parents should not be on the screen and should not participate in the class at any time.
- No teacher lessons should be recorded or shared with anyone other than the student in the class.
- Body language, humor, and stories may come across differently at home via cyberlearning than they do in a classroom full of students.
- We believe we have put a great plan in place and have a dedicated team to implement the above plans. We understand that despite the hundreds of hours spent planning and the many resources put into place, Virtual Learning will not be perfect. We will make some mistakes, but we will grow and learn from them.
- Please do not hesitate to contact the teachers or headmaster with questions or concerns.