



Our Lady's School
Reopen Plan for In-Person Instruction
20-21 School Year

Please note that these policies and procedures are based on guidance from the San Diego County Office of Education, the California Department of Public Health, the Center for Disease Control, the San Diego County Public Health Order, and the Diocese of San Diego as of June 30, 2020. All policies will be updated as new information is gathered. This document will continue to be updated as conditions change.

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Section One: Referenced Documents

This section contains the documents used as guidance and the policies and procedures required from the California Public Health Order regarding best and safest practices to combat the spread of COVID-19. The guidance has been used to dictate the policies and procedures we will institute at OUR LADY'S SCHOOL as we reopen to ensure we are following best and safest practices.

Under each heading, you will find a hyperlink to the document. These documents and guidelines are subject to change as we learn and receive more information about the current state of the pandemic.

1. [San Diego County Office of Education Reopen Plan](#)
2. [California Department of Public Health COVID-19 Industry Guidance: Schools and School-Based Programs](#) (published June 5, 2020 / effective June 12, 2020)
3. [Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)
4. [Center for Disease Control Guidelines for Reopening Schools](#)
5. [San Diego County Public Health Order](#) (effective June 19, 2020)
6. [Diocese of San Diego Office for Schools- School Re-Engagement](#)
7. American Academy of Pediatrics [COVID-19 Planning Considerations: Guidance for School Re-entry](#) (Last Updated: 6/25/2020)

Section Two: General Health and Safety Guidelines

This section contains the general health and safety policies that OUR LADY'S SCHOOL will be implementing beginning on the first day of in-person school, until further notice. All policies have been made in accordance with the documents referenced in Section One and are in the best interest of the students, faculty, staff and our families.

1. Screening for symptoms at home

We strongly encourage all parents to screen their children at home for signs for symptoms or illness **PRIOR** to coming to school. This will reduce the amount of times you will be asked to keep your child at home. The guidelines around symptoms and illnesses are much stricter at this time. To screen your child prior to school arrival, please assess the following:

- Does your child have?
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell

If your child has any of these symptoms **OR** has been in direct contact with someone who has tested positive for COVID-19, please keep them at home.

If you plan on keeping your child at home due to illness, you are obligated to call and inform the school of his/her symptoms and if he/she has been seen by a doctor. If he/she has been seen by a doctor, you are obligated to inform the school of the diagnosis.

2. School Drop-off and Screening procedures

If your child is healthy and ready to come to school, please note the following procedures to ensure the safety and health of all students, faculty and staff:

School drop off will occur between 7:00 am and 8 am.

- From 7:00- 7:30 there will be outside supervision at both campuses. Teachers will be in their classrooms to supervise students before the school day starts from 7:30-8am.
- **Screening.** While still in the car, your child's temperature will be checked and recorded in a confidential binder. Your child will be screened for signs, symptoms and contact of COVID-19 by your answers to the questionnaire. Student **MUST REMAIN** in the car until he/she has been cleared. All occupants in the car must wear a face covering. If the child exhibits any of the signs, symptoms or has had contact with COVID-19, you will be required to take him/her home. The regulations around sick children are in the sections below.
- No-Touch Thermometer will be used to check your child's temperature.
- **South Campus (Fr. Brown Campus).** By Car: Drop off in the Student Drop off zone on Beardsley Ave. A school aide will approach your car. No parking.
- **North Campus.** Drop-off line forms on G Street and drive into the parking lot. No parking. Please use the red-roped, Drive Thru.
 - While you are waiting to be screened please maintain 6 feet distance from other families, (DO NOT get out of your car) to ensure the safety and health of everyone.
- After a student has been cleared healthy for school, they will walk directly to their designated hand washing station or restroom. Once they have properly washed their hands, they will walk directly to their classroom to begin their school day. Their first period teacher will be waiting in their classroom for the students starting at 7:30. Class will start promptly at 8:00. Any student arriving after 8:00 will be marked tardy.
- If a student does not pass the health screening, the parent must take them home and keep the school informed of symptoms. See below on the policy of students returning to campus after an illness. Refusal to comply with the sick policy will result in a meeting with administration and potentially result in consequences up to and including expulsion from the school.

Sick student guidelines

The following are the guidelines for health screening children either at school arrival or if they fall ill during the day:

- Fever (100.4 or higher)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Contact with any person who has tested positive for COVID-19

If a child exhibits any of these symptoms at the arrival screening or during the school day, a parent **MUST** pick him/her up and take them home as soon as possible.

If a child has an identified condition that will result in a positive screening (i.e. allergies, eczema, migraines, asthma, etc.), the school may use their discretion, with a note from the child's doctor, in allowing the student to enter campus.

For a student to return to campus, they must not return until:

- They have met CDC criteria, including
 - 3 days with no fever
 - Symptoms have improved **AND**
 - 10 days since symptoms first appeared
- They have tested negative 14 days after exposure to someone who tested positive for COVID-19
- Proof of a negative COVID test

If a student shows a pattern of any of these symptoms throughout the school day, the school is obligated to remove the student from the classroom. They will be required to stay in the designated isolation area with a face covering until a parent picks them up to go home.

Please refer to the Instruction and Learning section for policies and procedures around the opportunity to participate in distance learning classes for children who must remain home but are well enough to do school work.

3. Sick staff guideline

Teachers and staff will be held to the same health guidelines stated above in the student section. Below are the following procedures in place for staff:

- Teachers are encouraged to self-screen at home prior to coming to school using the regulations stated above.
- Upon arrival at school, teachers will submit to a health screening and temperature check, which will be recorded in a confidential binder. They will be screened using the questionnaire to assess signs, symptoms and contact with COVID-19. If their temperature is above 100.4 degrees or they identify signs, symptoms or contact with COVID-19, they will be sent home immediately.
- If teachers and staff are deemed healthy after the screening, they will wash their hands before entering the classrooms.
- If throughout the day, a teacher or staff member develops a fever or any symptoms, they will be sent home immediately.
- If a substitute teacher is required, the substitute teacher will also be screened following our policies and procedures designated for teachers and staff.
- Teachers and staff will be allowed to return to campus if they meet the guidelines listed above in the sick student section.

Please refer to the Instruction and Learning section for policies and procedures around the opportunity to live stream classes for teachers who must remain home but are well enough to teach.

4. Contact Tracing

The school community will be notified if we are made aware of any positive COVID-19 cases on campus, while still maintaining confidentiality. Please read more regarding positive cases on campus in the Cleaning and Sanitation Procedures section.

If the school is made aware of a positive COVID-19 case, we will document and track incidents of possible exposure and notify health officials, while still maintaining confidentiality.

5. Travel Guidelines

If a child, teacher or staff member travels outside the country (including trips to Tijuana or other parts of Mexico), they are required to inform the Principal.

If a child, teacher or staff member travels to another country with widespread community transmission, they will be required to remain in isolation at home for 14 days after their return home before coming back to school.

If a child, teacher or staff member travels on a cruise ship or river boat, they must use the following regulations:

Self-monitor for symptoms

- Check temperature twice a day
- Watch for fever, cough, shortness of breath, and other symptoms of COVID-19
- Avoid contact with [people at higher risk for severe illness](#)
- Follow [CDC guidance](#) if symptoms develop

If a child, teacher or staff member travels to another state with widespread community transmission, they must use the following regulations:

- [Practice social distancing](#)
- Be alert for symptoms
 - Watch for fever, cough, shortness of breath, and [other symptoms](#) of COVID-19
 - Take temperature if symptoms develop
- Follow [CDC guidance](#) if symptoms develop

OUR LADY'S SCHOOL would appreciate open communication around travel and potential exposure to keep everyone safe during this time. After travel, everyone is expected to continue using the daily temperature checks and screenings to ensure everyone's health and safety.

6. Face coverings policy for teachers, parents and students

All teachers, staff and students will be required to wear either a cloth face covering the entire time they are on campus, except when eating.

All students will be required to wear cloth face coverings during their arrival and dismissal from school. They will also be required to wear them when moving throughout hallways, to the bathroom and to and from recess and lunch and while they are in the classroom. All students should have at least one extra mask in their backpack every day.

Students are required to wear their mask at all times except when they are eating or drinking. All classroom desks have been arranged in a way to ensure all students are at least 6 feet apart and there will be plastic shields installed on every desk.

Students do not have to wear face coverings while they are eating or drinking. These will be the only times a face covering may be removed.

Students will be required to wear their face coverings while they play at recess and lunch.

High intensity activities will not be allowed during recess and lunch due to the face coverings.

Wearing face coverings during this time allows for slightly more flexibility in their ability to play more closely with their classmates while still practicing safety measures.

For more information regarding Recess and Lunch Procedures, please read the **Physical Distancing on Campus Section**.

Students must bring their own clean, masks from home, and those must be school appropriate. Students should be wearing one face mask and have an extra mask in their backpack. The school will have disposable face masks available if a child forgets to bring theirs. After each day of use, your child's cloth face covering should be washed thoroughly before reuse.

Dismissal procedure

At the end of each school day, all students will remain in their classroom under the supervision of their last period teacher. Dismissal times will be extended.

- 3:00-3:30pm, Monday-Friday
- 12:35-1pm. Minimum Days

A staff member will be outside at the same entrance the school used for arrival.

Once a parent arrives to pick up their child, they will need to say their child's name and Grade to the staff member. The staff member will use their walkie-talkie app to alert that teacher. All students will wash their hands before leaving campus.

If you are using the car drop off line, please remember patience as there will be more wait time for children to leave their classrooms and walk across campus safely. Please also make sure all parents or those picking up the students use a face covering and stay in their cars.

As mentioned above, the students will be required to wear their face covering during the dismissal process.

The daycare program will happen in the playgrounds outside. Any students not picked up at dismissal will be signed in for daycare. Pick up from daycare will happen in the same manner as school dismissal. Parents will remain in the car. The daycare supervisor will dismiss the students from the playground.

7. Visitor policy

At this time, only school personnel and pre-approved essential visitors will be allowed to come onto campus. This means we cannot have parents or volunteers helping in the classrooms.

If you do not have an appointment, **PLEASE** call before coming to the school so we can take health and safety precautions. Appointments with teachers and staff are strongly encouraged so that we can ensure safety of everyone.

If you come to campus, you will be required to wear a face covering and meetings will be held maintaining a 6 foot distance between parties. All visitors will be screened by having their temperature checked to identify signs, symptoms or contact with COVID-19. If at all possible, meetings will be held outdoors.

8. School closure guidelines

OUR LADY'S SCHOOL will follow diocesan and public health orders and guidelines regarding the temporary closure of campus.

When a student, teacher or staff member tests positive for COVID-19 and has exposed others at school, the following steps will be implemented:

- In consultation with the local public health department, it will be decided whether a school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- Given standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate.
- Additional close contacts at school outside of a classroom should also self-isolate.
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- The community will be notified if such an occurrence happens.
- If a school closure happens, all members of the community should maintain social distancing and avoid gatherings.
- If a school closure happens, depending on the timing, we will move to a distance learning structure. More information around distance learning can be found in the [Instruction and Learning Section](#).

9. School communication

The school community can expect to receive school wide communication from the Principal weekly through email. The Principal will communicate more regularly if needed.

Communication between home and school is vital during this time.

In an attempt to reduce the amount of transmission and exposure, our school will reduce the amount of paper we distribute.

Therefore, we are requiring parents to utilize the school website for all of the necessary resources.

OUR LADY'S SCHOOL will ensure all forms and documents are made available to parents through either email or Class DoJo.

We strongly urge all parents to notify the school office should their email address or phone number change.

If you require any printed materials, please ask the office staff and they will do their best to accommodate.

Section Three: Catholic Identity

Our Catholic identity is the cornerstone of our school. While we must comply with health and safety regulations, we can be creative in how we bring our faith to life among our school community. This section details modifications and opportunities for our school to maintain an active faith life.

1. Mass Policy

Due to the current closure of indoor religious services, the classes will rotate attending Mass. A more specific schedule will be provided once the availability of the pastor is known.

Until further notice, Catholic Mass and other religious services will only be celebrated outdoors.

To ensure the safety of everyone, the following Diocesan guidelines will be followed:

- Face coverings will be worn by all who attend Mass
- Students will sit with their class but maintain social distancing throughout the outdoor seating
- During this time, we will suspend the Choir and student participation of altar serving
- There is no physical touching during the Sign of Peace or singing during Mass
- All who intend to receive communion will do so at the end of Mass and then exit to walk back to class with their teacher
- Parents are welcome to join us for Mass as long as they wear a face covering and sit social distanced and behind the students.
- All parents attending Mass must write down their name and phone number in an attempt to assist us in the event of contact tracing.

Prayer in classrooms will begin each school day. Before meals, the students will still be able to pray together as a class, as well as at the end of the school day.

Students will continue to have dedicated class time for Religion, which will continue to allow them to explore and deepen their faith, as well as reflect on their relationship with God.

2. Engagement of families with faith

We know that family and faith go hand in hand and we are determined to be creative in how we integrate our faith community at OUR LADY'S SCHOOL. As stated above, we will be able to welcome parents to join us for Mass, as long as proper guidelines are followed.

Section Four: Physical Distancing On Campus

This section is intended to provide insight into the physical school layout, which will meet, or exceed public health guidelines for school, and promote a place where productive learning and play can exist.

1. Classroom setup

Each grade level will be assigned a specific classroom, where all of their instruction will occur (except PE). If the students have different teachers for different grade levels, the students will remain in their base classroom while the teachers rotate. The students will **not** be left unsupervised.

Adhering to local and state guidance, all students will be 6 feet apart from one another to ensure social distancing. Teachers will utilize a variety of technology and other resources to deliver instruction and promote collaboration within the classroom community. Teachers will maintain appropriate distance from students for their safety but will attend to the students' social, emotional and academic needs first.

2. Student Schedules

Students' schedules have been specifically designed to limit the amount of contact they have with students in other grades while on campus to reduce the risk of transmission. Students' schedules are designed in a cohort based model (or social bubble). For example, 5th Grade students will spend the day with their classmates (in the classroom, outside at recess, and at lunch). Dismissal will be monitored to encourage social distancing. This involves staggered recess and lunch times at designated locations.

3. Recess/ Lunch policy

The schedule is as follows:

TK--9am Snack-students eat at desk/ 9:10-9:25am Students will play outside. Teacher takes a 15 minute break while students are supervised in play area.

K & 1-- 10am Snack- students eat at desk/ 10:10-10:25am students dismissed to playground and will play in assigned areas for their class. Teachers take 15 minute break while students supervised on playground.

2 & 3-- 10:15am Snack- students eat at desk/ 10:25-10:40am students dismissed to playground and will play in assigned areas for their class. Teachers take 15 minute break while students supervised on playground.

6, 7 & 8--10am Snack- students eat at desk/ 10:10-10:25am students dismissed to playground and will play in assigned areas for their class. Teachers take 15 minute break while students supervised on playground.

4 & 5-- 10:15am Snack- students eat at desk/ 10:25-10:40am students dismissed to playground and will play in assigned areas for their class. Teachers take 15 minute break while students supervised on playground.

Lunch Schedule--

TK 11-11:15am Students eat in classroom / 11:15-11:45am Students play in designated area. Teacher has 30 min lunch break.

K & 1 11:30-11:45am Students eat in classroom / 11:45-12:15pm Students play in designated area. Teacher has 30 min lunch break.

2 & 3 12-12:15pm Students eat in classroom / 12:15-12:45pm Students play in designated area. Teacher has 30 min lunch break.

6, 7 & 8 12-12:15pm Students eat in classroom / 12:15-12:45pm Students play in designated area. Teacher has 30 min lunch break.

4 & 5 12:30-12:45pm Students eat in classroom / 12:45-1:15pm Students play in designated area. Teacher has 30 min lunch break.

Prior to coming to lunch and recess, students will visit their designated handwashing station or restroom to wash their hands. Face coverings will be worn at all times. The students will be supervised by a teacher or an aide throughout the duration of recess and lunch.

Eating Policies:

- Once students are done eating, they will receive hand sanitizer from their supervising teacher or aide. Students will have to wait the duration of their eating time before engaging in play.
- Desks will be sanitized after recess and lunch.

Playing Policies:

- OUR LADY'S SCHOOL recognizes that play is a huge part of the school experience. We also understand it is nearly impossible to have students play 6 feet apart. Under current guidelines and to allow slightly more freedom to students at play time, face coverings must be worn unless the students can ensure a 6 foot distance from one another.
- High intensity activities will be prohibited during play time, as it is not safe to do with a face covering.
- Students will still not be allowed to touch other students.
- Each grade level will have a designated bin of appropriate play equipment, which will not be shared with other grade levels.
- Students can ask permission to use a piece of equipment to play with, however, they have to

- use that equipment for the duration of play time and cannot share with another student.
- After play time is over, the equipment will be sanitized.

4. P E Policy

PE will be taught to students once a week by grade level.

PE classes are no longer combined. Similar to the Play Section above, each grade level will have a designated bin of equipment they can also utilize for PE, although not every class will require equipment. Equipment will be sanitized after each class' use.

Face coverings will be worn at all times. Depending on the planned activity and the ability to socially distance, face coverings might be required for PE. We want students to play safely and enjoy themselves, but we must obey health and safety guidelines.

5. Supply policy

Due to health concerns regarding students sharing supplies, each student will be required to bring and use their own supplies during the school day. Backpacks will be left outside the classroom on the installed backpack hooks and each student's desk has a storage place to house the items they need during the day. Each student will be required to bring their own supply case (of their choosing) to ensure that their supplies can be kept in a safe and condensed place. Please label all of your student's supplies so they do not get lost or mixed up.

If, for whatever reason, a student needs to borrow supplies from the school or teacher, it will be sanitized before and after student use.

6. Technology policy

OUR LADY'S SCHOOL currently is a one-to-one device school. We have enough devices for each student to use during the school day. Once the Technology Use Agreement is signed by the student and parent/guardian, the student will be assigned a device to use each day. The teacher will provide the device to the student and the teacher will sanitize it at the end of the day before placing it back at the charging station or laptop cart.

Students will not be allowed to bring a device from home.

If the school must return to distance learning, the school will offer a loaned device program, provided that the family signs the Special Technology Use waiver.

7. Assembly/Gathering policy

Under the current guidelines, we will not be permitted to hold whole school physical gatherings at this time.

Morning assembly will occur in the classroom. Other school wide gatherings will be done virtually unless we are able to divide the school up into small groups and still maintain social distancing.

Field trips will not occur until it is safer to do so.

We will continue to monitor the situation and will be happy to transition our events, assemblies and gatherings to in-person but only when it's safe. Otherwise, we can assume they will be held virtually, postponed or cancelled.

Section Five: Cleaning and Sanitization Procedures

This section indicates the different commitments each group will make towards ensuring the campus and those on campus are safe and healthy.

1. School cleaning and sanitization procedures

At the end of each school day, each space used by either teachers, students or staff, will be sanitized thoroughly so that when people arrive the next morning, the campus is safe and healthy. All products used to sanitize will be FDA-approved as effective and safe in terms of exposure.

After play equipment is used by individual students, it will be thoroughly sanitized by a teacher or custodian before reuse.

Hand sanitizer will be available for use all day.

If there is exposure on campus to a positive case of COVID-19, the locations of extreme exposure will be closed off for at least 24 hours so that the school can thoroughly disinfect the area.

2. Teacher cleaning and Professional Service sanitizing procedures

Each teacher will have disinfectant wipes available to them in each classroom if the situation arises where something either needs to be cleaned or sanitized. This also includes outdoor space.

At the end of the school day, a professional cleaning service will sanitize the school, with special attention to high-touch surfaces (i.e. supplies, technology, door handles, sinks, etc.).

3. Student cleaning procedures

Students will be responsible for cleaning their own hands before they enter school in the morning, before recess, before they eat, after lunch and at the end of the day.

During the day, the students may be asked to assist in the cleaning of surfaces or supplies. The teacher will spray the cleaning solution and the student will use a paper towel to wipe it down.

Section Six: Instruction and Learning

This section details the instruction and learning expectations based on a socially distanced model. Since the resurgence of COVID-19 brings the potential of more school closures, OUR LADY'S SCHOOL aims to be proactive in creating a system that is smooth and easily transferred to a distance learning model.

OUR LADY'S SCHOOL also recognizes the extreme importance of additional social emotional learning opportunities for students as they transition back to school after many months apart.

- **Digital Learning Platform**

OUR LADY'S SCHOOL will continue to use the Google ecosystem as its operating system. Each student receives a google username and password which allows them access to Google Suite for Education. Such features include Classroom, Meets, Docs, Sheets, etc. Email is available for Grades 3 through 8.

From the start of the school year, each grade will already have class resources, materials and access through a digital platform. For grades TK-3, the main platform will be SeeSaw. For grades 4-8, the main platform will be Google Classroom. Since the school is attempting to become paperless, classroom resources, text and materials will be available on the digital platform, which can be accessed both at home and at school.

The advantage to having most classroom materials available on a digital platform all year are many, but there are two main reasons for members of the OUR LADY'S SCHOOL community.

- 1.) In the event of another mandated school closure, the transition to distance learning is much easier and seamless for the students.
- 2.) Since the guidelines regarding sick students are much stricter than before, this allows students much easier access to their classes if they are home but well enough to engage in their school work.

Both are explained in more detail in the section below.

- **Distance Learning Platform**

There are two reasons why a student would need to access class materials through distance learning: if the school is forced to close due to COVID-19 or the student is mandated to remain at home while they are ill, have travelled internationally or have been exposed to COVID-19. Each scenario is described below.

- **School Closure**

- In the event that the Governor orders schools to close due to COVID-19, we will transition again back to distance learning, where the students access their class materials remotely and experience both synchronous and asynchronous learning with their teachers.
- **Synchronous learning** means all students log onto Google Meets or Zoom platform

with their teacher who conducts a live lesson.

- **Asynchronous learning** means teachers will pre-record lessons and make them available to students to watch any time throughout the day.
- The school will provide a weekly schedule to families, informing them of the expected classes each day. Teachers will also email parents of their expectations for learning. The Principal will communicate school-wide once a week to keep families informed.
- Students will access their class materials through their digital learning platform and turn in assignments remotely.

Grading Policy

- For any given standard, if a student has not shown sufficient evidence of learning, they will receive a grade of “**NE**” meaning **No Evidence**.
- If students do not attend synchronous classes or submit any assessments, the school will continue to communicate with the family until improvement is shown.

● **Mandated student isolation/sickness**

- See the guidelines in the Sick student policies section regarding mandated student isolation or sickness.
- If a student is at home but is well enough to attend class, they will inform their teachers. Teachers will take attendance every day and this may factor into the student’s grade.
- The student at home will log onto the shared platform at the appropriate class time on their schedule. If attending class remotely, the student should be dressed in their OUR LADY’S SCHOOL uniform.
- Most work that the class is working on in-person will be available to the student through their digital learning platform, so that they do not miss out on learning opportunities.
- Since the teacher will have an in-person class, the student should expect to ask their teacher questions via email, Hangouts or another communication app. The student must have patience since the teacher might need time to respond to questions from several other students.

Grading Policy

While OUR LADY’S SCHOOL’s grading policy is not expected to change as a result of the school’s physical re-opening, there will be different things taken into consideration based on what we’ve learned in our distance learning experience.

- Students who turn in assessments or work late will be penalized in terms of their score unless they can present a valid reason, whether it is standards or achievement based. Any skills, such as time management, collaboration, communication, etc. are assessed in the report card.
- The standard or achievement grade consists of the student’s demonstration of learning. Also, as a reminder, not everything a student does is graded. The non-graded work, whether it is done at home or at school, is often where the learning occurs and where vital feedback is given.

- As indicated in the Distance Learning Platform section, the only major change in terms of grading policy moving forward will be that whenever there is a standard that lacks evidence due to insufficient work from the student, it will be recorded as “NE” meaning Not Evaluated.

● **Instructional Considerations**

With the limitations provided to ensure every student, teacher and staff member’s safety, we know that school will look and feel different. We are happy to adjust our plan as restrictions change, but what will remain is that students will feel safe, loved and cared for on campus. We also hope to continue to foster their love of learning.

While under these new restrictions, students cannot move throughout the room like before, teachers will be intentional by still planning ways for students to collaborate from their seat, whether verbally or virtually. Group projects and discussions are still possible and will occur.

Much of the learning process is hands-on. Typically, those hands-on resources are shared among the class. Teachers are prepared to modify those activities so that students can still experience learning through exploration and inquiry, but the sharing of supplies and materials cannot happen. This is where parallel exploration will come into play, where students each have their own set of materials and can experience learning together and individually.

Students’ return to school will be exciting, but we also anticipate some underlying stress and anxiety. We are still in a pandemic and we know that each family has dealt with this differently and experienced it in different ways.

We want students to WANT to come to school and when they are home, have time to relax, decompress and spend time with their loved ones. Though there will be work for students to complete at home we want to prioritize family connection amidst a stressful time.

● **Social Emotional Learning**

OUR LADY’S SCHOOL wants to prioritize the social emotional learning of our students. As stated, the return of physical school stirs many emotions, and we want students to feel safe when they set foot on our campus. We recognize that the new rules and regulations seem intimidating.

While we know academic instruction is important, we also know (and research confirms) that students cannot learn in an environment where they don’t feel safe or supported. As we transition back to physical school, we want to establish our safe environment first, so that learning can occur. Teachers, through the help of our wonderful USD counselors, are spending time crafting specific ways to address the students’ social emotional needs every single day.

We will also rely on the continued support of Mrs. Judy Ziment, School Counselor, to work one-on-one with students, and in small and whole class settings.

● Equity

OUR LADY'S SCHOOL is a place that will always promote equity, and our practices must demonstrate that. Below are a few ways we plan to address equity at our school.

- Technology
 - Each student will be assigned a device at school to ensure that all students have equal access to the materials they need.
 - If we must revert back to distance learning, we will continue to loan out devices to those in need.
- Curriculum
 - Each teacher is required to submit a Curriculum Equity Audit to the Principal for approval.
 - There must be a demonstration of equity among race, sex, culture and ability.
- Student Support Group
 - OUR LADY'S SCHOOL welcomes students with Individualized Education Plans (IEPs) or learning challenges, as long as it is in the best interest of the child, teachers and family.
 - We will be instituting a Student Support Group- one for the Father Brown Campus and one for North Campus, that will meet once a month.
 - The group will review, document and assess the effectiveness of accommodations for all students in need. If an accommodation is unsuccessful, the group will revise the plan.
 - This group will also conduct meetings with parents and students to discuss growth, progress, and/or setbacks.
 - Our hope is that this group will provide more support to our students in need and allow the school to increase our communication between teachers, parents and students so that all needs are being met.

**Our Lady’s School, San Diego
Reopening Plan ‘20-‘21
Acknowledgment Statement**

By signing this document, I, _____, acknowledge that I have read the OUR LADY’S SCHOOL Re-Open Plan 2020-2021 in its entirety. I also acknowledge that this plan is subject to change based on updated and/or revised information regarding the safety and health of the students, teachers and staff. I acknowledge that I will be notified of any changes to this document, as they will be highlighted in yellow.

I also acknowledge that I understand if I have any questions or concerns regarding this document, I will ask them respectfully to Fr. Michael Lee, S.J., the principal. I also acknowledge that I understand that OUR LADY’S SCHOOL will continue to follow local, state and national health orders regarding COVID-19. This means that there might be a policy I do not like or agree with, but I understand it is required based on the local, state and national guidance for re-opening schools.

I also acknowledge that by signing this document and returning the Acknowledgement Statement to the school, I am ready to have my child return to campus, as long as it continues to be safe and all of these policies stated above are in effect. I acknowledge that I will comply with all of the policies pertaining to parents, particularly in the guidelines around the health of my child.

Parent Name (printed)

Parent Signature

Date

Name(s) of students

Parent Name (printed)

Parent Signature

Date

Name(s) of student