



## Addendum to the Safe Return to School Plan

July 15, 2020

This document serves as an addendum to St. Francis Catholic High School's [Safe Return to School Plan](#) included in the June 26, 2020 Principal's Newsletter.

As we continue refining our plans for the reopening of campus in August, we know that we will not be able to accommodate all of our students on campus together at any one time but we do not anticipate being in a 100 percent instructor-led distance learning mode either. We will utilize a "Synchronous Hybrid Learning Model" to accommodate the needs of our nearly 1,100 students in our limited 20-acre physical environment. This document contains additional information about the 2020-21 school year. An additional supplement will follow that will include more information about campus ministry, athletics, arts and other co-curricular activities.

Our goal is to continue to support the whole student – academically, spiritually, and emotionally– and ensure the continuity of learning no matter what environment the student is assigned on a given day. Because we want Synchronous Hybrid Learning to be as meaningful as possible, we will regularly reevaluate our program based on feedback from students, teachers and parents.

### **Distance Learning and in-person learning will continue to include:**

- Unrivaled academics
- Personalized student support
- Faith-Formation
- Service
- Meaningful co-curricular experiences

### **Family Choice**

We understand that some students will need to remain at home throughout this pandemic, or that families may choose to keep their daughter(s) at home. Due to the synchronous hybrid learning model, all classes will be setup to support such needs. If you know your daughter will, or anticipate that she might, be spending a significant portion of her time at home, please contact the Dean of Students, Cynthia Cost, at [ccost@stfrancis.org](mailto:ccost@stfrancis.org).

# The St. Francis “Synchronous Hybrid Learning Model”

## Overview:

- ▶ All students will be broken out into one of two groups: Red Group or Gold Group
  - Siblings will be in the same group.
  - Groups will be finalized by the first week of August.
- ▶ Each group will meet on campus for two consecutive school days, followed by two Distance Learning days. When the Red Group is on campus, the Gold Group will be accessing class content via our distance learning program, and vice versa. This will help maintain no more than 50 percent of students on campus on any given day.
  - Synchronous learning will be taking place each class block so that whether students are physically in the classroom or participating via distance learning that day, they are all seeing, hearing and learning the same information at the same time each day.
  - Teachers will use interactive video conferencing to ensure that students at home and students in the classroom are seeing the same information synchronously.
- ▶ We will use a block schedule of 70-minute blocks with no more than four blocks per day.
  - Schedule 1: A-D Blocks
  - Schedule 2: E-H Blocks
- ▶ Students will rotate between a Schedule 1 and Schedule 2 day throughout the week on a continuous rolling basis. See example below:

<b>Day</b>	<b>On Campus</b>	<b>Distance Learning</b>	<b>Schedule</b>
<b>Mo</b>	<b>Red</b>	<b>Gold</b>	<b>Schedule 1 (A - D Blocks)</b>
<b>Tu</b>	<b>Red</b>	<b>Gold</b>	<b>Schedule 2 (E - H Blocks)</b>
<b>We</b>	<b>Gold</b>	<b>Red</b>	<b>Schedule 1 (A - D Blocks)</b>
<b>Th</b>	<b>Gold</b>	<b>Red</b>	<b>Schedule 2 (E - H Blocks)</b>
<b>Fr</b>	<b>Red</b>	<b>Gold</b>	<b>Schedule 1 (A - D Blocks)</b>
<b>Mo</b>	<b>Red</b>	<b>Gold</b>	<b>Schedule 2 (E - H Blocks)</b>
<b>Tu</b>	<b>Gold</b>	<b>Red</b>	<b>Schedule 1 (A - D Blocks)</b>
<b>We</b>	<b>Gold</b>	<b>Red</b>	<b>Schedule 2 (E - H Blocks)</b>
<b>Th</b>	<b>Red</b>	<b>Gold</b>	<b>Schedule 1 (A - D Blocks)</b>
<b>Fr</b>	<b>Red</b>	<b>Gold</b>	<b>Schedule 2 (E - H Blocks)</b>

## Lunch Breaks

- ▶ The “C” and “G” blocks will incorporate a student lunch break when on campus. These blocks will be split (e.g., C1/C2 or G1/G2) to minimize the number of students gathering at any given time.
  - Determination of which classes fall into which lunch block will be based on physical campus zones to minimize disruption during the passing period from class to lunch, or vice versa.
- ▶ Students may bring their own lunch or purchase a grab and go pre-packaged item
- ▶ from Epicurean (lunch accounts will need to be set up and funded). Epicurean will use disposable food service items only.
- ▶ Lunches will be supervised and students will eat in designated areas on campus.
- ▶ Students should wash hands before and after any meal.
- ▶ Physical distancing rules will apply.

## First Week of School

The new Synchronous Hybrid Learning Model will require flexibility and learning for everyone as we navigate between an on-campus and a distance learning experience. To help prepare all students for this new adaptive learning environment, the first week of school (August 10-14, 2020) will bring each grade level onto campus for one day (two for freshmen) to acclimate students to new procedures, expectations, and provide racial literacy training, all while incorporating some fun and bonding events that make SFHS a wonderful community.

Date	Day	On Campus
10- Aug	Mo	Freshmen Welcome
11- Aug	Tu	Freshmen Class Orientation
12-Aug	We	Sophomore Class Orientation
13-Aug	Th	Junior Class Orientation
14-Aug	Fr	Senior Class Orientation

# Fall Schedule

Red Cohort On Campus/Gold Cohort Remote Learning

Gold Cohort On Campus/Red Cohort Remote Learning

Week	Date	Monday	Tuesday	Wednesday	Thursday	Friday
1	August 10-14 First Week of School	Freshmen & Transfer Welcome	Mandatory Freshmen Orientation	Mandatory Sophomore Orientation	Mandatory Junior Orientation	Mandatory Senior Orientation
2	August 17-21	A-B-C-D	E-F-G-H	A-B-C-D	E-F-G-H	A-B-C-D
3	August 24-28	E-F-G-H	A-B-C-D	E-F-G-H	A-B-C-D	E-F-G-H
4	Aug. 31-Sep. 4	A-B-C-D	E-F-G-H	A-B-C-D	E-F-G-H	A-B-C-D
5	September 7-11	Labor Day No School	E-F-G-H	A-B-C-D	E-F-G-H	A-B-C-D
6	September 14-18	E-F-G-H	A-B-C-D	E-F-G-H	A-B-C-D	E-F-G-H
7	September 21-25	A-B-C-D	E-F-G-H	A-B-C-D	E-F-G-H	No School
8	Sep. 28-Oct. 2	A-B-C-D	E-F-G-H	A-B-C-D	E-F-G-H	A-B-C-D
9	October 5- 9	E-F-G-H	St. Francis Day	A-B-C-D	E-F-G-H	A-B-C-D
10	October 12-16	E-F-G-H	A-B-C-D	National Testing Day	E-F-G-H	A-B-C-D
11	October 19- 23	E-F-G-H	A-B-C-D	E-F-G-H	A-B-C-D	E-F-G-H
12	October 26- 30	A-B-C-D	E-F-G-H	A-B-C-D	E-F-G-H	A-B-C-D
13	November 2-6	E-F-G-H	A-B-C-D	E-F-G-H	A-B-C-D	E-F-G-H
14	November 9-13	A-B-C-D	E-F-G-H	Veterans Day No School	A-B-C-D	E-F-G-H
15	November 16-20	A-B-C-D	E-F-G-H	A-B-C-D	E-F-G-H	A-B-C-D
16	November 23-27	E-F-G-H	A-B-C-D	No School	Thanksgiving	No School
17	Nov. 30-Dec. 4	E-F-G-H	A-B-C-D	E-F-G-H	A-B-C-D	E-F-G-H
18	December 7-11	A-B-C-D	E-F-G-H	A-B-C-D	E-F-G-H	Virtual All Block Review Day
19	December 14-17	A-B Finals	C-D Finals	E-F Finals	G-H Finals	No School

## **Student Support**

As we shift to becoming a Hybrid learning community, we remain committed to the promotion of each student's well-being and will continue to offer all of the support services our students would receive while on campus.

- ▶ All teachers will host regular office hours and are available for one-on-one meetings.
- ▶ Wellness Counselors will continue to connect with their students on a regular basis in person or remotely in order to support student learning and socio-emotional well-being.
- ▶ Guidance Counselors are assigned by grade level and will continue to connect with all of their students on a regular basis.
- ▶ College counselors will continue to meet with Juniors and Seniors to provide information and guidance on the college decision and application process.
- ▶ Students can be matched with a peer who has successfully completed coursework in the subject area and receive one-on-one support.
- ▶ Students with documented learning differences are offered a Formal Education Plan (FEP) which provides appropriate in-class interventions based on the unique learning styles of each student. Students with diagnosed behavioral or medical challenges are also fully supported via a Medical Support Plan (MSP).

## **On-Campus Facilities & Cleaning**

All classrooms have been reviewed for modifications to meet the six-foot physical distancing requirement.

- ▶ All classrooms will be equipped with disinfecting supplies.
- ▶ Enhanced cleaning procedures will be in place throughout campus. High-touch, high-traffic areas will be cleaned throughout the day.
- ▶ On-campus class sizes have been reduced by half.
- ▶ Desks and seating are spaced six feet apart; all desks will face in the same direction.
  - Students will be provided sanitized wipes and gloves to wipe their desk before each class. Protocols for disposal of these items will be posted.
- ▶ Designated area for teachers in the classroom will be clearly marked off
- ▶ All faculty, staff and students will wear face coverings or face shields at all times on campus, except when eating lunch.
- ▶ There will be no sharing of items like electronic devices, textbooks, learning aids, art materials, etc.
- ▶ Community spaces like the CLC, Chapel, Computer Lab, etc: These spaces will be supervised and students and teachers must adhere to the maximum group size limits, six-foot physical distancing and face covering requirements.
- ▶ All water systems and water features (e.g., sinks, drinking fountain, decorative fountain) will be cleaned and sanitized daily.
  - Touchless portable sinks will be installed to offer additional protection.
  - Students must bring their own water bottles to minimize touching and use.

## **Lockers**

- All lockers will be closed and locked for the 2020-21 school year.
- Teachers will advise students of the need to have a physical book on campus for any given class; otherwise, all books should remain at the students' home.

## **Positive Cases of COVID-19 on Campus**

One of the most common questions we receive is what will happen in the event of someone who has been on campus testing positive for COVID-19. For now, know that we will be able to determine those who have come in close contact with someone on campus who has been diagnosed, and, in accordance with county health guidelines, will contact all of those who may have been exposed.

- Those who are sick will be required to remain home (faculty, staff and students). We will have a designated space on campus to isolate anyone who becomes sick during the school day until she can be picked up.
  - Parents will be required to immediately respond or send a designated person for transport of their student home or to a healthcare facility depending on the severity of the symptoms.
- In accordance with state regulations, school administrators will notify local health officials, staff, and families immediately of any case of COVID-19, although names of individuals and students will not be disseminated to other families.
  - Families will be notified of any positive cases in the classroom and encouraged to observe their daughter for symptoms at home.
- Any staff, faculty or student who has tested positive may not return to campus until they have met the CDC's criteria to discontinue home isolation.
- Because we know that a number of students will stay home throughout the year, we will be extremely well-equipped for sick students (if they are able) still to attend class remotely so they do not fall behind.

## **Diversity, Equity and Inclusion**

St. Francis has been very engaged in conversations with students, alumnae and parents this summer to hear about their experiences at or with St. Francis. We continue to listen to all voices, especially our students of color.

With input from all of our stakeholders, we are finalizing a plan which we will begin implementing titled, Racial Reconciliation: Healing Our Community. The plan will focus on diversity, inclusion, equity and reconciliation at St. Francis. It is framed in our Catholic values which are steeped in the human dignity that is the bedrock of the social teaching of our church. We know that the lives we touch - students, families and alumnae - should be meaningfully enhanced by our actions.

Just like our patron saint, it is our mission to be an instrument of God's peace in ways that are consonant with St. Francis Catholic High School.

## **Masses, Assemblies and other Large Group Gatherings**

- ▶ We will pursue virtual group events versus large gatherings or meetings. These will include Masses and Liturgies, Assemblies, spirit events, special performances, and school-wide parent meetings.
- ▶ We will limit in-person group size to the current County Health mandates.

## **Retreats and Small Group Gatherings**

- ▶ We are still refining the retreat offerings for fall 2020.
- ▶ Small group gatherings (such as retreats) may be permitted on a limited basis. These gatherings will follow physical distancing guidelines.
- ▶ Group size limitations will be based upon the current Sacramento County Health Department mandates.

## **Visitors to Campus**

- ▶ Non-essential visitors, volunteers, and activities involving external groups (including vendors) will be extremely limited.
- ▶ Visitor check-in will be required. Requirements will be posted online and on exterior doors prior to entrance to the campus.
  - All visitors to our school offices must have a scheduled appointment.
  - All visitors to our school offices must wear a mask.
  - All visitors should use the hand sanitizer provided when they enter a school office area.
  - All visitors to our school offices must remain in the front office areas unless authorized by the principal.
- ▶ All visitors must practice physical distancing.
- ▶ All in-person meetings must allow participants to socially distance themselves at least six feet from another person or persons.
- ▶ All visitors should complete a self-check before entering a school building. Visitors with a fever greater than 100.4, congestion, dry cough, breathing difficulties, sore throat, and/or chills should NOT enter our school buildings or offices.