

Immaculata-La Salle High School

Return to School Plan



Mission Statement

Immaculata-La Salle High School provides the highest quality Catholic education based on the Gospel and St. John Bosco's educational philosophy in a student-centered, active learning environment.

Vision Statement

Immaculata-La Salle High School is a home whose Salesian family spirit and academic programs enrich the lives of students toward their holistic formation as good, faithful Christians and productive, responsible citizens in a dynamic, global society.

Introduction

This plan has been created to aid in the navigation of returning to school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH). The use of best practices in education and guidance from the Department of Education (DOE), Office of Early Learning (OEL), Department of Children and Families (DCF), the National Catholic Education Association (NCEA), the Florida Catholic Conference (FCC), and ADOM were used to create this plan. Regular updates will be made to this plan based on information provided by all the organizations mentioned above, and applicable federal, state and local agencies.

This document will be updated as needed.

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Addendums

Cleaning and Sanitizing

1. **Specific Measures:** Proper cleaning of common areas and touch points is imperative to control the spread of COVID-19. ILS purchased multiple Victory electro-static sprayers to disinfect classrooms, larger indoor common spaces, chapel, weight rooms, locker rooms etc., following a set weekly/daily schedule.
 - a. **Frequency:** The cleaning company will clean all common touch points, based on CDC guidelines for disinfection, as well as Occupation and Environmental Safety Office (OESO) protocols, throughout the campus on a scheduled basis throughout the day. The cleaning company will continue to clean classrooms, laboratories, restrooms and offices on a scheduled daily basis.
 - i. **Daily cleaning requirements:** Routine sanitization and cleaning of restrooms, door knobs, common area counters, tables and chairs will be done.
 - ii. **Daily/Weekly sanitizing requirements:** At the end of each school day, the cleaning company will utilize Victory Electrostatic backpack sprayers in all classrooms to disinfect all desks and common area touchpoints. Twice a week (Wednesdays & Saturdays) ILS's campus will undergo a deep cleaning and sanitizing.
 - iii. **Documentation of cleaning and sanitizing:** Restroom cleaning logs will be placed on each restroom door. The cleaner will have to notate the date and time throughout the school day the restroom was cleaned.
 - b. **Personnel Responsibility:** Each office/department will be responsible for the cleaning of shared items and/or machines including such items as printer or copy machine, conference room table and/or chairs, and tools and equipment. Individuals should wash hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol prior to and after use of shared items. These items should be wiped down after use. Employees and students are to avoid sharing electronic devices, books, pens, art supplies, lab equipment, other learning aids, as well as items that are difficult to clean or disinfect.
 - i. **Teachers and Students:** Teachers and students will be expected to wipe down desks, seats, and workstations prior to use with sanitizing wipes or other appropriate cleaning materials that will be available in all classrooms.

- ii. **Maintenance Staff:** Maintenance staff will be provided wipes or other appropriate cleaning materials for cleaning common areas throughout the day. ILS will maintain hand sanitizer stations at building/classroom entrances and high traffic areas.
- iii. **Cleaning Crew:** At the end of each school day, the cleaning company will utilize Victory Electrostatic backpack sprayers in all classrooms to disinfect all desks and common area touchpoints. During the school day, one cleaner will be assigned at each building to routinely clean restrooms, door knobs and common touch points. The cleaner will ensure a constant stock of sanitation/cleaning products are available for students and faculty, such as hand sanitizer stations, soap dispensers, paper towels, disinfectant spray, etc.

c. **Equipment and Supplies**

- i. **Chemicals Used (EPA approved cleaners):** ILS utilizes Diversey branded products including Virex II 256, Crew NA, Stride, and Oxivir TB. ILS will utilize EPA Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2.
- ii. **Storage of chemicals:** Chemicals will be stored in janitorial closets throughout the campus. The Campus Operations department will procure supplies as needed.
- iii. **Hand sanitizer:** Hand sanitizer dispensers will be placed in each classroom and throughout hallways and common areas.
- iv. **Restrooms:** ILS has installed Kimberly Clark's Scott branded touchless dispensers in restrooms, and where possible to eliminate cross contamination.

d. **Electronics**

- i. For cleaning electronics such as, but not limited to, desktops, laptops, tablets, monitors, screens, displays, keyboards, mice, printers, multi-function copiers and office phones, it is recommended to use: an Alcohol-based wipes or sprays containing at least 70% isopropyl alcohol or Oxivir TB.
- ii. Surfaces will be allowed to dry thoroughly before use.
- iii. Sprays will not be used directly on the surfaces of electronic devices - instead spray onto a soft lint-free cloth, then use the damp cloth to wipe the surfaces
- iv. ILS will provide supplies to use to clean computers and other electronics.

2. Room Capacity

- a. **Who is responsible for determining:** ILS's Administrative Council will follow CDC and Florida Department of Health recommendations for social distancing and classroom density. All classrooms have been de-densified to allow for proper social distancing.
 - b. **Specific rooms and limits:** All classrooms have been designed to limit the amount of students to ensure adherence to social distancing. ILS is creating class sizes of no more than twelve students and has marked floors to ensure six feet of separation between desks.
3. **Signage:** Signage has been placed throughout campus encouraging good hygiene practices, social distancing, and health and safety reminders.

Daily Operations/Logistics

1. Arrival and Dismissal Procedures

- a. **Signs:** Signage indicating drop off and pick up zones will be placed on the ILS roadway. Drop off areas will include cafeteria gates 1 & 2, science lot, and gym.
- b. **Staggering drop off/pick up:**
 - Freshmen – cafeteria
 - Sophomores – Gym
 - Juniors – Bay parking lot
 - Seniors – Senior parking lot
- c. **Sanitizer stations:** Each classroom and common area will be equipped with hand sanitizer. Students should sanitize their hands upon entering any classroom and when soap and water is not available.

2. Well-defined entrance protocols

- a. **For Teachers:** In an effort to prevent and reduce potential risks of exposure to others, employees should practice self-monitoring for symptoms including temperature checks, chills, cough, shortness of breath, muscle/body aches, headache, nausea/vomiting, and/or diarrhea. If an employee exhibits these symptoms, then he/she should stay home. All teachers will park in the Bay parking lot and temperature checks will occur daily prior to entering the school building.
- b. **For Students:** In an effort to prevent and reduce potential risks of exposure to others, students should practice self-monitoring for symptoms including temperature checks, chills, cough, shortness of breath,

muscle/body aches, headache, nausea/vomiting, or diarrhea. If a student exhibits these symptoms, then he/she should stay home. Daily temperatures will be checked prior to students exiting their vehicles and/or entering the school building.

- c. **For Parents/volunteers/visitors:** The safety of our staff and students is our primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, visitors on campuses should be restricted. All guests on school campuses will be issued a screening questionnaire and have their temperature checked. Campus visitors and/or guests will be required to wear a mask. Drop in visits are not allowed at this time.
3. **Daily Health Checks:** Daily health checks include taking temperatures and completing self-screening questionnaire and will be updated as CDC recommendations evolve. ILS will continue to follow the policies and procedures directed by ADOM regarding daily health checks.
4. **Social Distancing Measures:** According to the CDC, social or physical distancing is limiting face-to-face contact with others. Social or physical distancing means keeping space between yourself and other people outside your home. Employees, students, parents, and visitors should follow local health and CDC guidelines and recommendations on social distancing and interacting with others; approximately 6 feet away from each other. Signs and/or tape has been installed to space students in hallways and classrooms.
 - a. **In the Classroom:** Each classroom floor has desks contained in taped squares to ensure social distancing of approximately 6 feet apart. All desks will face to the front of the room. Class sizes will be de-densified to accommodate fewer students and allow the necessary social distancing.
 - b. **Outside the Classroom:** Signage throughout campus will indicate direction of travel. Benches and picnic tables will have signage indicating one person per bench/table. Cafeteria tables and SLC tables will have clear acrylic partitions to accommodate social distancing. Water fountains have been covered and placed out of service. Touchless water bottle refill stations have been installed in all buildings. Plexiglass dividers on each cafeteria table dividing into four sections for eating.
 - c. **At Mass:** Assemblies and large gatherings are not recommended at this time on campus. Mass protocols are determined by the Archbishop. Social distancing is mandatory at student school masses. School masses are closed to parents, visitors, and volunteers until further notice. ILS regularly scheduled school masses will take place with live streaming to the rest of the school while one group participates in the worship space.

5. Emergency Drills (Fire, Lockdown, etc): School safety remains a critical element of school operations that remains a part of ILS's educational plans, even during highly unusual times such as COVID-19. Just as in "normal" times, before the school doors open, safety plans will be included with the many other aspects of school opening. According to Archdiocese of Miami directives, ILS is currently amending our policies to prepare for specific types of drills that conflict with health emergencies. The ILS Administration is exploring practical options for reasonably preparing students and staff for a real emergency, while not putting them at risk by violating COVID-19 best practices.

The steps ILS continues to take include:

1. ILS Administrators will work with teachers, counselors, and staff to advise them on amended safety procedures.
2. Classroom discussions about drill protocols and campus safety will take place within the first 30 days of school.
3. Administrators/Safety Team will verbally walk students, faculty and staff through what to do in the various real potential emergencies, and subsequently demonstrate appropriate techniques, identify safe space locations, etc. For example, instead of rushing to hard corners in an actual drill, Admin/teachers will discuss a lockdown and then show students the area while verbally explaining to them what they would do in a real lockdown situation. In a fire drill, teachers will walk students out of the building as Administration guides them to safe evacuation points, while maintaining safe social distancing.
4. A debrief will occur with Administration, faculty, staff, and students after any incident.
5. Parents will be notified after any drill and/or incident.
6. Drill logs will continue to be maintained.
7. Policies will be amended as we receive updated directives from ADOM.

COVID-19 Daily Screenings and Forms

1. Temperature Checks

- a. **Frequency:** All employees, students, and visitors will have their temperatures checked at least once daily while on campus. Random temperature checks will be conducted throughout the day.
- b. **Locations:** Whenever possible, employees, students, and visitors will have their temperatures checked from their vehicles. In the event in which

this cannot occur, temperatures will be checked at the entry point to campus.

- c. **Responsible personnel:** Coaches, administrators, and staff will be in charge of taking daily temperatures for students and faculty/staff.
 - d. **Response if temperature above 100.4:** Students experiencing COVID-19 symptoms will be brought to an isolation room where parents will be contacted to pick up their child immediately. Students will be supervised at all times. ILS Isolation rooms and restrooms have been identified in the Main Building.
 - e. Immaculata-La Salle High School will follow the Archdiocese of Miami COVID-19 Emergency Operations Policy that specifies procedures for COVID-19 contact or exposure.
2. **Face Mask requirements:** All employees, students, and visitors are required to wear face masks at all times while on campus. The face covering must be of an appropriate nature and not create an intimidating, hostile or offensive working or educational environment. ILS will provide face coverings for anyone who needs one.
3. **Isolation Room**
- a. **Location:** ILS has created two spaces/rooms for those individuals with health concerns: one room designated for those exhibiting symptoms of COVID-19 and a separate room designated for those with injuries and/or other health concerns (separate secondary clinic).
 - i. The **Isolation Room** will be where the current “sick room” is next to the attendance office. The room has its own contained restroom and exit, which can be blocked off from anyone entering the area.
 - ii. The **temporary “Sick Room”** designated for those with injuries and/or health concerns other than Covid-19 will be located next to the attendance office, behind the glass in the Main Office.
 - b. **Personnel assigned:** Coaches, staff, and administration will be available to take students needing to be isolated to the isolation room.
 - c. **COVID-19 Case Forms:** Immaculata-La Salle High School will follow the Archdiocese of Miami COVID-19 policies, procedures, and required forms.
 - d. **Plan/Protocol for those who test positive:** If an employee and/or student has tested positive for COVID-19, Immaculata-La Salle High School will follow the Archdiocese of Miami COVID-19 policy that specifies procedures for COVID-19 contact or exposure.
 - e. **Communication Plan**

- i. **Communication to School Community of suspected/ potential case:** The school principal will work with ADOM and the department of health to communicate any potential exposures.
- ii. **Confidentiality Issues:** ILS will work with local authorities and ADOM to ensure confidentiality is maintained. Faculty and staff will be reminded of confidentiality policies, especially as it relates to student and faculty health status to ensure that this is not inadvertently released.

Visitors and Volunteers

1. **Specific Protocols:** Visitors are limited to essential contractors or delivery personnel and all will be required to wear a mask and follow all campus health and safety protocols. Parents must schedule an appointment to meet with faculty or administrators. Drop in visits are not allowed at this time, as we are trying to limit the number of people coming onto our campus. These appointments will be held virtually or by phone. Any visitors must check in with security and report directly to the main office. All on-campus volunteer opportunities have been suspended, until further notice.
2. **Face coverings:** Every vendor or visitor must bring and wear a face covering while on campus. The face covering should be of an appropriate nature and not create an intimidating, hostile or offensive working or educational environment. Visitors, contractors and volunteers who fail to wear a face covering or are wearing a face covering which violates policy will not be allowed to access campus.

Cafeteria

1. **Daily Operations**
 - a. **Food Ordering and Delivery/Pick-up:** SAGE Dining will provide a weekly menu with options that will be available at stations setup throughout campus from which students can select their lunch.
 - i. **Responsible Personnel:** Sage Dining Services will continue to provide food service to the campus community.
 - ii. **PPE:** All SAGE Dining team members will be provided with adequate PPE, masks, etc to ensure the safe preparation and packaging of food. This includes wearing gloves and face

coverings at all times and the use of the hand sanitizer provided at each station.

b. Food Preparation

- i. **How:** Hot meals will be served in individual containers. All other foods will be packaged in various "Grab-N-Go" style containers.
- ii. **PPE:** Masks and gloves will be provided to all those at food stations.

c. Food Distribution

- i. **How:** Distribution of food will occur at the various locations around campus as specified by the school. Tables will be set up for grab and go service. Students will be given a bag containing a disposable cutlery kit. Students will maintain social distancing as directed by the school staff. Hand sanitizer will be provided at each station.

d. Eating Locations

- i. Students and teachers will eat their lunches in the cafeteria, outside, or in classrooms.

Classrooms

1. **Desk spacing:** Classrooms will be marked with tape indicating approximately 6 feet between desks. All desks will face the same direction. Desks that are not being used have been removed.
2. **Cleaning Protocols**
 - a. **Between classes:** Students are expected to wipe down their desk prior to the start of class with supplies provided in each classroom. During the school day, one cleaner will be assigned at each building to routinely clean restrooms, door knobs and common touch points. The cleaner will ensure a constant stock of sanitation/cleaning products are available for students and faculty, such as hand sanitizer stations, soap dispensers, paper towels, disinfectant spray, etc.
 - b. **After school:** After school hours the cleaning company will clean every classroom, wiping down all desks, seatbacks and any other touchpoints. The cleaning company will perform a deep cleaning on Wednesdays and after school on Fridays/Saturdays. At the end of each school day, the cleaning company will utilize Victory Electrostatic backpack sprayers in all classrooms to disinfect all desks and common area touchpoints.
3. **Switching Classes**

- a. **Traffic flow (signs/arrows):** Directional arrows have been placed throughout campus hallways and stairwells indicating the direction of travel.
- b. **Time:** Additional time has been built into the student schedule to allow social distancing and to accommodate new routes to classrooms and buildings.

Training Schedule

1. **Pre-planning: Who will provide training?** Health training will be provided by our Health STEAM Coordinator. These will include required Bloodborne Pathogens training along with best practices in all safety protocols to prevent the spread of Covid-19 as per CDC guidelines. In partnership with Mercy Hospital, the Director of the School of Nursing will provide training for our faculty.
 - a. **Maintenance Staff:** Training will be provided during teacher workdays before the start of the school year.
 - b. **Cleaning Crew:** The cleaning company will train their employees on necessary procedures.
 - c. **Faculty and Staff:** Training will be provided during teacher workdays before the start of the school year.
 - d. **Students:** Training will be provided during student class orientations that are led by various members of the Admin Council.
2. **Orientation for students about new school policies/procedures:** New school policies and procedures will be communicated to students during the orientations scheduled for each class before the beginning of the school year.
3. **PowerPoint Presentation/Method of Delivery:** Policies and procedures will be communicated in both verbal and written form. The format of the training will be designed to meet current CDC regulations or be offered virtually as needed. Signage on campus will remind students/staff to social distance and practice effective handwashing and personal hygiene.

Communications

1. **School-specific methods for communicating plan and revisions:**
 - a. Email/text message
 - b. Orientations
 - c. Handbooks

- d. School website - Designated Covid-19 page.
- e. Social media platforms

Instructional Continuity Plan (ICP)

Immaculata-La Salle's ICP is a continuation of the successful shift to virtual learning experienced by students, parents, and teachers in March as a response to COVID 19.

1. ICP Review/Update Committee

- a. **Who:** The ICP will be consistently reviewed by both the Administrative Council and Curriculum Council to ensure necessary data is being collected and analyzed in order to inform necessary updates to support all stakeholders.
- b. **Feedback Collection**
 - i. **Parents:** Parents will be surveyed regarding their preference for enrollment (fully live, blended, or fully virtual classes) prior to any new shift in scheduling. Parents will be surveyed periodically regarding their observations and satisfaction with the model of learning in which their child is participating. Parents also have access to email or phone to discuss any questions or concerns.
 - ii. **Faculty:** Faculty will be surveyed periodically to discern their experience with the mode of learning in which they are delivering instruction, as well as what further support is needed regarding educational technologies, instructional design, safety concerns, and administrative support.
 - iii. **Successes vs challenges - effective methods:** To meet the challenge of personalizing and differentiating instruction over a variety of instructional models, the Innovation team created a PD Database, where various short videos can be accessed to learn more about educational technologies and instructional design methods. The Technology department can resolve any challenges students encounter with their iPads or virtual learning technology using their Ticket System. Challenges faced will include ensuring all freshmen, transfer students, and new teachers are set up with all the technologies needed for the first day of class and supporting freshmen teachers in introducing new technologies via a virtual platform.
 - iv. **Professional Development on Distance Learning:** In addition to new safety procedures, the professional development offered at the beginning of the year for teachers will focus on how to design instruction for a virtual space. The PD database of short videos was

created over the summer to also help support teacher professional development utilizing a flipped classroom model.

2. Beginning of Year Assessment/Data Committee

- a. **Who:** The Curriculum Council, along with the teachers within their departments, will serve as the Beginning of the Year Assessment and Data Committee.
- b. **Which assessments:** Within departments, teachers will work laterally to identify learning gaps by administering incoming, grade-level assessments per subject which require students demonstrate the minimum entry level content mastery for each specific class. Departments will use this data to assess what achievement gaps have occurred within their specific departments due to emergency remote learning during COVID-19. Administration will also use this data to identify specific students who may have achievement gaps across the content areas and will need additional services and support.
- c. **Student Learning Gap Recovery Plan:** Once the data has been analyzed, the school will provide support to students who have experienced large achievement gaps which prevent them from beginning their new courses without remediation. Various educational technology platforms will be used for ease of communication between teachers and students who need personalized and differentiated instruction in order to close student-specific achievement gaps. In-depth professional development focusing on personalized and differentiated instruction to help support individual student needs will also be provided.
- d. **School Catch-Up goals:** Our goal is for all students to end the 2020-2021 school year having closed any gaps and are beyond or on target with course objectives. This will also be dependent on new shifts in goals after lateral and vertical alignment to address any achievement gaps assessed.

3. Technology

- a. **Who oversees:** Our Dean of Technology, along with the Technology Team, is responsible for all technology needs and support.
- b. **Student digital devices:** Each student is issued a 6th Generation iPad device with 128 GB of storage. Kajeet Hotspot devices are lent out to students needing Wifi in their homes.
- c. **Teacher digital devices:** Each teacher is issued two devices by the school. First is a 2018 13" Macbook Air with Retina display, and the other

an iPad Pro. If preferred, some teachers are also given an Apple Smart Keyboard and/or an Apple Pencil to use in conjunction with their iPad.

- d. **Checkout procedures and expectations:** If any technology needs occur during Distance Learning, a ticket should be filled out to request assistance/replacement of device. If a device needs to be sent, a package will be sent to the students address. If a device needs to be returned from the student to the school, a pre-paid label will be sent along with the package.
- e. **Collection of devices:** All returning students keep their devices over the summer. Incoming freshmen who did not attend summer school will come to campus to collect their devices using the same format used for summer school and following all CDC guidelines. If a device needs to be returned from the student to the school, a pre-paid label will be sent along with the package.
- f. **Parent/Student survey for internet and digital devices:** Parents and students will be surveyed to assess technology needs to participate in learning in addition to their student devices.
- g. **Hotspots/Internet accessibility:** Kajeet Hotspot devices are lent out to students needing Wifi in their homes. These hotspots are managed by ILS.
- h. **Student/Parent training:** Incoming freshmen who did not attend summer school will receive training when they collect their devices. Freshmen teachers will devote time during the first week to technology training, as well. Parents receive training either in person or via Zoom session with the Educational Technologies Coordinator.

4. Content Delivery

- a. **On-Site:** Students will attend regular on-campus instruction in the school building. Schools will be prepared to implement recommended health and safety protocols as well as implement ongoing monitoring recommended by the CDC.
- b. **Blended/Hybrid:** Students not on campus will attend the regular schedule by accessing the classroom through live streaming, allowing them to engage with the teacher. Students will participate in this educational format for the entire quarter with the opportunity to return to the school building the following quarter depending on various factors such as room capacity, class size, CDC guidelines for schools, etc.
 - i. **Synchronous/Asynchronous:** Students working from home will be able to live stream classes and work with their peers in class

through various educational technology platforms for synchronous learning. Students will also work asynchronously at times when the flipped classroom model is utilized and/or when working with peers on various assigned projects.

- ii. **Technology for synchronous learning:** The Jabra Panacast 180 Panoramic Camera 4K will be used in conjunction with Zoom to live stream classes.
 - iii. **Platforms/programs/apps:** For synchronous learning, students will use Zoom to live stream their classes, Nearpod for instructional delivery, and Showbie and Apple native apps for collaboration, discussion groups, and group work. For asynchronous learning, students will use Turnitin.com discussion boards, Nearpod self-paced lessons, Showbie for flipped classroom modalities and accessing pre-recorded lectures, as well as other educational technologies fostering collaboration (Padlet, Flipgrid, etc).
- c. **Virtual:** Available for all families in the event of a mandated school-wide closure. Students will follow the school's established protocols and plan for distance learning until further notice by the Archdiocese of Miami Office of Catholic Schools, state, and local authorities.
- i. **Synchronous/Asynchronous:** All students are required to check PlusPortal and Showbie for attendance and lesson instructions. Students will attend synchronous classes via Zoom and work together in groups via Zoom breakout sessions . Students will also work asynchronously at times when the flipped classroom model is utilized and/or when working with peers on various assigned projects.
 - ii. **Platforms/programs/apps:** For synchronous learning, students will use Zoom to attend their classes, Nearpod for instructional delivery, and Showbie and Apple native apps for collaboration, discussion groups, and group work. For asynchronous learning, students will use Turnitin.com discussion boards, Nearpod self-paced lessons, Showbie for flipped classroom modalities, as well as other educational technologies fostering collaboration (Padlet, Flipgrid, etc).

5. Curriculum Apps/Programs

- a. **Single Sign on Platform:** We will continue to use Clever linked with Microsoft Azure for single sign on if applicable.

- b. **Digital Resources:** Rediker Administrator’s Plus, Plus Portals, and Teacher Plus gradebook will continue to be used for communication regarding grades, assignments, assessments, and attendance. The EduPlanet Unit Mapper will continue to be used to update and ensure vertical and horizontal alignment goals within departments. Googledocs will be used to collect teacher’s weekly lesson plans.

6. Students with Disabilities

- a. **Implementation: Accommodations/Modifications:** Students will receive extended time and other accommodations as needed when requested and when appropriate documentation is provided.
- b. **Documentation:** Extended time and other accommodations are offered upon completion and approval of the Archdiocese of Miami Accommodation Plan.

7. Expectations/Responsibilities

a. Employees

i. Schedules

1. Two sessions will be offered to ensure smaller class size and to accommodate for less students on campus on each day. The largest class size is currently 24 with 12 students attending each day for a hybrid model.
2. A combination of in-person and online classes will be offered.
3. Consideration for students and teachers with health concerns or at high risk to remain with a virtual schedule will be made.

	Monday Day 1		Tuesday Day 2		Wednesday Day 3			Thursday Day 1		Friday Day 2	
	Session 1 Live	Session 2 Virtual	Session 1 Live	Session 2 Virtual	(Classes meet virtually & connect via Zoom)			Session 2 Live	Session 1 Virtual	Session 2 Live	Session 1 Virtual
7:45 – 9:15	A1	A2	E2	E1	7:45 - 8:30	A	7:45 – 9:15	A1	A2	E1	E2
					8:40 - 9:25	B					
9:25 - 10:55	B1	B2	F2	F1	9:35 - 10:20	C	9:25 - 10:55	B1	B2	F1	F2
					10:30 – 11:15	D					
11:05 – 1:05	LUNCH C1	C2	LUNCH G2	G1	LUNCH		11:05 – 1:05	LUNCH C1	C2	LUNCH G1	G2
					12:00 – 12:45	E					
1:15 – 2:45	D1	D2	H2	H1	12:55 – 1:40	G	1:15 – 2:45	D1	D2	H1	H2
					1:50 – 2:35	H					

4. Two sessions - Block Schedule

- a. Monday - Day 1 - 4 blocks live and 4 blocks virtual
- b. Tuesday - Day 2 - 4 blocks live and 4 blocks virtual

- c. Wednesday - All classes meet virtually for 45 minutes
- d. Thursday - Day 1 - blocks from Monday switch live and virtual instruction
- e. Friday - Day 2 - blocks from Thursday switch live and virtual instruction
 - i. Schedule meets FLDOE/Cognia teacher contact requirements.
 - ii. Schedule meets CDC guidelines for teacher/student ratios and social distancing.

ii. Evaluations

1. Formative Evaluation

- a. New teachers will be observed by their department head and either the Principal or the Dean of Faculty during the first quarter of the school year.
 - i. New teachers also work with the PECD Program Mentor throughout the school year and they are observed periodically.
- b. All returning teachers will be observed by the Principal or Dean of Faculty during the first semester.
- c. During the second semester, department heads will observe the teachers in their department.

2. Summative Evaluation

- a. During the last quarter of the year, the principal will complete a summative evaluation for each employee.
- b. All observations and evaluations will be guided with the tools available in Teacher Evaluator.

iii. Roles/Expectation

- 1. Begin each class with prayer and serve as the spiritual leader for the class.
- 2. Consider ways to focus on relationships and connections, not just content.
- 3. Be flexible and show compassion to your students and their families.
- 4. Presume the best of your students and parents.
- 5. Adopt a growth mindset.
- 6. Participate in professional developments.

7. Virtual learning:
 - a. Post information regarding virtual platforms.
 - b. Stipulate which platform will be used for virtual learning and what time the class will be held each day.
 - c. Provide a live or recorded video message for students to ensure an understanding of expectations and learning platforms.
 - d. Provide opportunities for online peer interaction (discussion boards, group assignments, etc.).
 - e. Adhere to recommended screen time for students.
 - f. Provide students the opportunity to make up work missed due to an absence through either pre-recorded or recorded lessons, resources found in educational communications platforms or through video conferencing ensuring another person is present in the virtual space.
 - g. Schedule virtual office hours.
 - h. Provide instructional resources for students and parents.
 - i. Live videoconferencing 1:1 with a student is not allowed; include two adults or two students for accountability and liability.
8. Continue to work on unit and lesson plans in advance.
9. Consult with other teachers to ensure vertical alignment, share best practices and/or successful strategies.
10. Professionalism: Adhere to policies and procedures set forth by your school and ADOM including email communication, webinars, and student learning.

iv. Instruction

1. Develop high quality lesson plans and adjust as necessary.
2. Integrate faith into lessons when applicable.
3. Teachers will post daily attendance and lesson instructions to Plus Portals and/or Showbie.
4. Teachers will use the following educational technologies when designing their instruction.
 - a. Synchronous Lessons
 - i. Zoom – Live Lessons
 - ii. Classkick
 - iii. YouTube Live
 - b. Asynchronous Lessons

- i. Pre-recorded lectures
 - ii. Screen recordings
 - iii. Explain Everything
 - iv. Voicethread
 - v. Nearpod
 - vi. Keynote
- c. Discussion boards
 - i. PlusPortal
 - ii. Turnitin.com
 - iii. Showbie
- d. Assessments
 - i. Socrative
 - ii. Mastery Connect
 - iii. Testmoz
- e. Independent work
 - i. AP Classroom
 - ii. TedEd Talks
 - iii. Khan Academy

v. Attendance/Student Absences

1. Teachers will take daily attendance in each block. Attendance will be submitted via the teacher's gradebook and imported to AdminPlus.
 - a. Students need to check-in within the first ten minutes of class.
2. The administrative assistant in the attendance office will reconcile attendance each block and follow up with any student that is missing.
 - a. If a student is absent from school or a particular block and the parent has not notified the attendance office, the school will reach out to the parent.
3. A text message reminder will be sent to teachers at attendance submission times.

vi. Grading

1. Teachers will provide consistent and regular feedback.
2. Teachers will post grades consistently and in a timely manner.

vii. Assessment

1. Formative and summative assessments in both traditional and alternative forms will be used.
2. Cross-curricular work will be designed when possible to maximize efficiency.
3. Continuous progress monitoring will occur using various educational technology platforms- Showbie discussions, Nearpod interactive assessments, etc.
4. Procedures to ensure validity of assessments will continue to be used.

viii. Access to support

1. Department Heads - Department Heads provide support to teachers in their departments as needed.
2. New Teacher Mentor - The New Teacher Mentor provides support to new teachers, meets regularly with them, and guides them through the PECD program as needed.
3. Admin Council - The ILS Admin Council led by the Principal provides support in their respective areas to all faculty members. The team works together, meets regularly and communicates to provide support as needed.
 - a. Dean of Academics, Dean of Students, Dean of Technology, Dean of Faculty, Dean of Innovation, Dean of STEAM
4. Leadership Team - The ILS Leadership team led by the Principal provides support to faculty, staff and students in their respective areas. The team works together, meets regularly and communicates to provide support as needed.
 - a. Admin Council, Athletic Director, Director of Technology & Media Relations, Financial Administrator, Campus Minister, Advancement, Director of Campus Maintenance & Rental and Director of Campus Operations.
5. Technology Team - The Technology Team works to provide support to faculty, students and parents with any technology related concerns.

6. Guidance Team- The ILS Guidance Department will continue to work with students, parents, and teachers to accommodate student learning needs.

ix. **Communication with administration, students, parents**

1. Parents and students will receive regular communication regarding scheduling, policies, and procedures, as well as any communication usually received during the school year.
2. Emails, phone calls, and text messages will be used as needed.
3. Administration, office and guidance have access to Jabber so as to be able to make phone calls through the school phone system.
4. WhatsApp chats will be used to communicate with specific to groups: Admin, Curriculum Council, Departments
5. Teachers will check in with their department head every other day and department heads check in with the Dean of Faculty every other day. Check-ins done via Zoom meetings and Showbie.

- x. **Digital etiquette:** Teachers will maintain a safe digital space for learning by fostering and modeling appropriate digital etiquette.

- xi. **Discipline Procedures:** Teachers will adhere to all policies and procedures in both the ILS Faculty Handbook and the ADOM Employee Handbook in all instructional models- live, hybrid, and virtual.

b. **Students**

- i. Dedicate appropriate time and space to learning daily.
- ii. Attend all classes in all instructional models- live, hybrid, and virtual.
- iii. Check PlusPortal and Showbie daily for attendance and lesson instructions.
- iv. Follow dress code when attending classes in all instructional models- live, hybrid, and virtual. Uniform polo will be worn Monday - Thursday. Students will be allowed to wear a school spirit shirt on Fridays.
- v. Ensure you know usernames and passwords for instructional resources.

- vi. Submit all assignments by due dates established by your teachers.
- vii. Absences are recorded by the school. If you are unable to attend, parents must notify the school to report your absence. If absent, it is the student's responsibility to make up the work missed. Please refer to the school's policy regarding excused and unexcused absences.
- viii. Do your own work.
- ix. Communicate with your teacher if you have questions or concerns.
- x. Ask for help if you need it.
- xi. Be considerate of others when participating in online discussions.
- xii. Follow the ADOM Acceptable Use Policy and be exceptional digital citizens.
- xiii. Discipline
 - 1. Cell phones turned off and out of sight.
 - 2. Students should be attending virtual classes in a location conducive to learning.
 - 3. Students are NOT permitted to share ILS Virtual codes (Zoom, Showbie etc.) with any student not in your block.
 - 4. Students must follow all directives given by teachers during every block. For example, if a teacher is requiring students show their faces during a check in, students must show their face to the teacher.
 - 5. No distracting music, or audio should be played in the background during any class meeting time.
 - 6. All students must be dressed appropriately for virtual school, following ILS guidelines above.
 - 7. Behavior considered to be distracting to class meetings and/or other students or not following the directives for virtual classroom management by their teachers, can be written up for classroom disruption or insubordination.
 - 8. Students are expected to follow all policies and procedures outlined in the Student/Parent Handbook.

c. Parents

- i. Communicate regularly with teachers, guidance counselors, and school staff.
- ii. Support your child with on-site, blended, or virtual learning.
- iii. Student accountability and responsibility: ensure students are actively engaged and learning.

- iv. Create a learning space and daily routine.
- v. Regularly check parent portal.
- vi. Participate in trainings, webinars, and/or meetings offered by the school.
- vii. Support the community and prayer life of the school.
- viii. Adhere to the school's absence policies.
- ix. Follow school policies for class assignments, homework, projects, tests and quizzes as well as academic integrity.
- x. Presume the best of the teachers and school leaders.
- xi. Be sure your child eats breakfast and other meals.
- xii. Be sure your child gets exercise daily.
- xiii. Students' health and well-being is our primary concern. Students who are not feeling well will have the option to attend their classes virtually to avoid exposure to others and spending the day in the sick room.

Extra-Curricular/Co-Curricular Activities

1. **After School Care:** N/A
2. **After School Clubs and Activities:** We will follow guidelines from the ADOM Office of Catholic Schools and FHSAA. Currently, it is recommended for schools to create virtual school clubs.
3. **Campus Ministry:** The Campus Ministry team will continue to work together with faculty and student peer leaders to provide opportunities for worship, prayer, and support to the student body.
 - a. Daily prayers and meditations sent out by the principal.
 - b. School wide Masses, retreats, and prayer opportunities will be provided.
4. **LTV:** The student produced show will be sent daily to the school community via [ILS LTV YouTube Channel](#).
5. **Royal Courier**– The Journalism class produces current articles available in our [Royal Courier](#)- Student News Site.
6. **Sports:** We will follow guidelines from the ADOM Office of Catholic Schools and FHSAA. It is currently recommended for schools to create virtual school clubs at this time.

Addendums

- ADOM Policies, Procedures and Forms
- Attendance at school and participation in school activities poses some risks including the transmission of COVID-19. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from COVID-19 or other communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and to participate in school activities and/or by coming onto the school campus and attending school activities themselves.
- In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it not feasible, unsafe, or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.