



# Middle School Campus

## RETURN TO SCHOOL PLANS 2020-2021

Holy Cross Academy will be following the St. Louis County and the Archdiocese of St. Louis protocols to the best of our ability. These guidelines may change at any time; therefore there are three plans for the 2020-2021 school year. These plans are also fluid should the need arise.

Sunday Night by 6:00pm: Please complete the Covid 19 Questionnaire for your family

- Administration will review forms on Sunday evening
- If not complete, your child will **not** be allowed in building

**If you have to give your child medication to lower fever you MUST keep them at home. This is crucial in stopping the spread of the virus and for the safety of our children, faculty, staff and our ability to remain open.**

If your child is sick, please contact the school office by 8:00am. Please let us know the reason your child is ill.

**NOTE: Many of our HCA teachers have participated in a variety of professional development opportunities to enhance their teaching in all three educational scenarios. In early August and throughout the school year, they will collaborate to share their experiences and best practices. We are committed to providing a high quality elearning experience for our students should this scenario be necessary.**

### Plan A: All students return to school

The middle school students will be divided into cohorts, a group of students working together, by grade levels; which means all students in each grade level may be in classes together. There will be some different groupings within each grade level throughout the day. All students will be required to wear masks at all times during the day and practice social distancing in every area. Students will need to wash their hands often; including upon entrance to the building and use hand sanitizer.

- **Arrival 7:00-7:30** - All cars should enter off Glendale, pull up to the front door and continue to the backlot.
  - 7th grade students will be dropped off at the side door next to the gym. Students should proceed into the MPH/ANN rooms to use hand sanitizer or wash their hands in the concession stand.
  - 8th grade students will be dropped off around the side and enter the school through the courtyard (during inclement weather, they can be dropped off by the side gym door using social distancing with the 7th grade). The eighth grade students will need to use hand sanitizer or wash their hands in the lobby bathrooms and proceed to the gym
  - 6th grade students will be dropped off in the back, just pass the courtyard entrance and enter the school through the back door, (the same door that will be used for dismissal).. The students should proceed to the cafeteria where they will use hand sanitizer or wash their hands in the cafeteria bathrooms.
  - Homerooms will meet in the designated areas, take attendance and say the Morning Offering.
- Lunch time
  - One hour consisting of lunch, recess and Advisory. Hot lunch will be available with cafeteria personnel putting food



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and utensils on the trays. Lunch supervisors will pass out condiments that are not on the trays. Recesses will be staggered so only one grade will have recess at a time.

- The 6th grade will eat in the cafeteria -exit to recess via the green door
- The 7th grade in the MPH/ANN rooms- exit to recess via the green door
- The 8th grade will eat in the gym - exit the recess via the green door
- All students will enter the building through the backdoor at staggered times and using social distancing

- Dismissal

- 6th grade will exit first through the 6th grade hallway and out the backdoor.
- 8th grade will exit second and exit out the green door upstairs.
- 7th grade will exit third, leaving through the backdoor

Students taking the shuttle to another campus should go down the backstairs and proceed to the school office. From there they will wash their hands in the lobby bathrooms and get on the shuttle.

- Hallway travel

- Students will travel the hallways in a one-way pattern and with social distancing. If there is no other class in the hallways, the class may reverse the pattern with supervision from a teacher.
- The one-way pattern will be to go from the school office, left down the sixth grade hallway, up the backlot steps and down the seventh grade hallway turning right at the green door. The pattern will continue down the hallways to the eighth grade rooms and down the back steps to the gym. From there the pattern will go down the hall by the meeting rooms and back to the school office.

- Masks

- All masks should cover both the nose and the mouth of the person
- Masks may not represent any political views, or logos that are not HCA or sports related.
- Solid materials, patterns, are permissible.

- Lockers

- The students will each have their own locker spread out with 3 lockers in between them. The classes will go to their lockers at different times. Lockers will not be by homeroom sections, but each class's lockers will be spread out among several halls to accommodate social distancing.
- Students will be encouraged to limit their supplies and keep them in their backpacks.

- Health Room

- The Dean of Students office will be the health room for the 2020-21 school year.
- If a student or staff member becomes ill at school that person will be quarantined in the health room until a ride home



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can be arranged. We are asking all parents to have a ride home within an hour.

- Staff supervising the health room will have masks, gloves, and PPE gown
  - The room will be disinfected between all members
  - Students or staff members will follow the quarantine guidelines according to the CDC.
- Cleaning and Disinfecting
    - All students and staff must wash their hands frequently and use hand sanitizer upon entering a classroom.
    - The maintenance staff will be responsible for cleaning every bathroom and common area at least once a day (there is an extensive checklist)
    - When one grade level of students leave a classroom, the students will wipe down the desks and chairs before leaving the classroom
    - Students need to wipe their Chromebooks off before leaving school and at home before returning to school
  - School Counselor
    - Our School Counselor, Whitney Griggs, is returning from last year. She along with her colleagues from the St. Louis Counseling Center are preparing lessons on readjusting to school through videos and in-person discussion. Mrs. Griggs will still be available to the middle school for one day a week. She will be able to work with a limited number of students and offer group classes. The counselors are also receiving professional development in identifying and dealing with trauma.
  - Visitors
    - Visitors will not be allowed in the building during the school day. If a parent must bring an item to the school or pick up students early, they will call the school office and wait in the car for a staff member to come and meet them with the student at the main door in the front parking lot.
  - Covid Guidelines
    - The health and safety of students and staff is of the utmost importance. Therefore it will be imperative that all students follow the guidelines set up for the middle school campus. Students not adhering to the guidelines will be separated from the other students and parents called.
  - Chromebooks
    - The technology office will be available to students who have an issue with their Chromebooks. All rules and regulations will apply with considerations made for the Chromebook camera. The administration will make the decision for what is or not blocked from the students. Middle school Chromebooks will continue to have all the safety measures for the students both at home and at school.

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- Faith Formation - Social Emotional Development
  - Students will attend Mass with social distancing or view Mass online each week. We will continue with Prayer Services, Stations of the Cross, the Sacrament of Reconciliation, service projects, and Confirmation. The middle school will continue with special Faith Formation Days. These days are an all campus event revolving around a virtue or appropriate topic. Samples from the past have been respect, Kindness, Stewardship and Humility.
  - The middle school faculty, along with the primary and intermediate faculties, will participate in the professional development for the Friendly program helping teachers understand how to help students with social emotional development. The program is designed to proactively address aggressive behavior, reduce stress, equip students with healthy relationship skills, and improve focus and academic performance.
- Classes - Core class times will be extended
  - The day will consist of 6 core classes and at least one shorter period for study halls and elective offerings (greatly reduced at this point). Specials classes will be offered at a reduced rate and students may need to miss one core class a week to attend them.
- Sixth grade (2 groups)
  - Periods 1-3: students attend social studies, science, and literature as one group.
  - Periods 4-6: students attend religion, language arts as one group. Students attend math in a smaller group.
- Seventh Grade (2 groups)
  - Periods 1-2: students will attend math and literature, math is a smaller group
  - Periods 3, 4, 5: students will attend religion, social studies and science
  - Period 6: students will attend language arts in a third group
- Eight Grade (2 groups)
  - Periods 1-2: students will attend religion and social studies as a group
  - Periods 3-6: students will attend math, literature, science and language arts. Math groups will be smaller.

The proposed plan is for ½ of the class, which will be approximately 12-13 students, will be in the classroom with the teacher and the other half will be in their assigned gathering rooms. There is room to have at least, if not 6 feet between desks. With further discussion from the teachers, the students will either change places for the second half of the class, but more likely on an every other day basis. The students in the assigned meeting rooms will often be able to watch the lesson on their Chromebooks. The teachers are using different forms of technology to offer some of their classes live or on tape. Zoom can be used for the students to observe a class or discussion and for socialization.

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- Specials classes
  - Art, music, P. E. and Spanish will be offered in some form
  - I will be meeting with the 5 specials teachers to determine the optimum way to offer art, music, P. E. and Spanish to our students. With the advantage of a dedicated classroom for art, music and Spanish we will be able to offer class and possibly several electives. The gym will be used for the 8th grade class so P. E. will use the playground and the field at the Webster Recreation Center when possible.
- Extracurricular activities
  - The Clavius Robotics team will be meeting after school and the Jamboree will be in the spring. Each student will have his/her own robot or share with one student from the grade level.
  - Academic competitions will most likely be postponed for the first semester.
- Electives
  - Following a few weeks of Orientation, we will be offering a few elective classes for the students. Most of them will be STREAM based on the number of students and supplies.
  - We will be offering Study Skills for Navigating Middle School for the 6th grade.
  - Art and music should be able to offer a few electives, however, no wind instruments and choir at this time.

#### **Plan B: Hybrid Model (This model will take collaboration of the entire Academy)**

- Students from Holy Cross Academy will be divided by families, method to be determined later, to ensure that families are consistent with attendance.
- Possible schedules could include; one half of the students attend every other day by class groupings within their cohorts.
- One example could be school is open Monday, Tuesday, Thursday, Friday with cleaning and disinfecting on Wednesdays.

#### **Plan C: Distance Learning, no students will be on campus**

- All classes will be set up through Google Classroom.
- Teachers will have Office Hours from 8:30-9:30 and 1:30-2:30.
- Teachers will be using several education tools such as YouTube, Loom, Screen-Castify and Edpuzzle for teaching an actual lesson. Zoom will be used for teaching small groups and social emotional development. Teachers will be embedding the majority of their videos into Google Classroom, making them easy for students and parents to access.
- Students will be moving forward in their grade level curriculum and teachers will assess the students as to their readiness for the standards and teaching any prerequisite skills and content that may be lacking from the previous year.
- The Principal, Dean of Students, Learning Consultants and School Counselor will all be available to help students and parents with any concerns or questions.