

Instructional Continuity Plan

2020-2021

The Basilica School of Saint Mary Star of the Sea

Key West, FL



Purpose

The purpose of this plan is to establish guidelines that promote the safety and wellbeing of Basilica students and staff. The school's Advisory Board has created an ad-hoc committee of local medical professionals to help advise the school on best practices. While considering various measures and conditions related to the safe reopening of schools for the 2020-2021 academic year, the committee has conducted a thorough review of research and guidelines published by local, state and national health experts. Based on this review, we have assembled a list of recommendations concerning the areas of school health, facility services, school meals, sanitation and instructional delivery. These recommendations, or best practices, consider the needs of all stakeholders and are tiered according to the level of community spread. The school's risk mitigation strategy aims to reduce hazards during all key stages of the school day: from the time students and staff arrive, while occupying campus facilities and during the time between dismissal and arrival. These recommendations have been adapted for multiple scenarios and exposure levels. Our hope is that by implementing these practices we will achieve a cumulative reduction of risk, thus helping to safeguard the health of both our school and the greater Keys community.

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Daily Operations & Logistics

- I. Arrival and dismissal procedures
 - a. Preschool drop off will occur outside the classroom door between the hours of 7:20-7:40am.
 - b. Grades kindergarten through grade 8 will be dropped off between 7:40-8:00am and will walk directly to their classroom.
 - i. No assembly in the front lobby.
 - ii. Grades K-2 drop off at front entrance.
 - iii. Preschool and Grades 3-8 should use the back parking lot for drop off while weather permits.
 - iv. No parents beyond front lobby during drop off or pick up.
 - c. Preschool dismissal will occur between 2:25-2:45pm outside the preschool classroom. Preschool students remaining after 2:45pm will be dismissed from Beyond the Bell.
 - d. Dismissal for students in grades kindergarten – grade 8 will dismiss at the regular time of 2:50pm.
 - i. Students in grades kindergarten – grade 3 will dismiss from the front of the Rose Renna Activity Center.
 - ii. Students in grades 4-8 will dismiss out of the front parking lot.
 1. Students in grades 6-8 will await dismissal from their homeroom class.
 - iii. Students will be required to wear their face covering at dismissal, waiting on their designated *poly marker*.
 - e. Preschool students with older siblings should arrive and dismiss at the older sibling's time.
 - f. Upon arriving, students should have clean hands. Before entering the classroom, students should make use of one of the many hand hygiene stations around the school.
- II. Daily Health Checks
 - a. Temperature checks are required for staff upon arrival.
 - b. Parents are required to perform wellness checks on their students before departing the home. Please refer to the school's Signs & Symptoms Chart. (Exhibit A)
 - c. Students with any of the following symptoms or events **MUST** remain home.
 - i. Fever of 100.4 or greater
 1. Parents **cannot** administer fever reducing medicine and send a student to school.
 - ii. Sore throat
 - iii. Cough or shortness of breath
 - iv. Muscle and/or body aches
 - v. Severe headache

- vi. Nausea, vomiting and/or diarrhea
- vii. The student has been in close contact with anyone who has been diagnosed with COVID-19.
- viii. Student has been in close contact with anyone who has been placed on quarantine for probable contact with COVID-19.
- d. Any student exhibiting symptoms of illness will be sent home.

III. Face Coverings

- a. Face coverings will be required by all persons over the age of six.
- b. Face coverings will be required by all students, staff and visitors in congregate areas, small group settings and when social distancing is difficult or otherwise impossible.
 - i. Congregate areas include hallways. Students and staff must arrive to and depart campus with their face covering on.
 - ii. Students who transition between classes (i.e. Grades 6-8) are required to wear their face covering between each classroom exchange.
- c. Parents are responsible for supplying their student with a clean face covering before arriving to campus.
- d. Students, staff and visitors are required to keep their face covering on their person at all times.

IV. Social Distancing Measures

- a. The school will reduce the use of common spaces and congregate areas. These include but are not limited to:
 - i. Hallways
 - ii. Shared labs
 - iii. Cafeteria
 - iv. Gymnasium
 - v. Enrichment rooms
 - vi. Restrooms
- b. Non-essential furniture will be removed from all classrooms to make for greater distancing between students desks.
 - i. Student desks shall face the same direction.
 - ii. When group seating is necessary, face coverings shall be worn.
- c. The usage of certain hallways and stairwells will be restricted to designated grades.
 - i. Hallway and stairwell adjacent to Gate A will be used by classes located in rooms 201-204.
 - ii. Hallway and stairwell adjacent to Gate C will be used by middle grades located in rooms 205-211.

- iii. The center, uncovered stairwell will be used by all other visitors to the second floor.
 - d. The usage of certain restrooms will be restricted to designated grades.
 - i. The restroom adjacent to Gate A, 1st floor will be used by students occupying rooms 101-104 and 109-110.
 - ii. The restroom adjacent to Gate C, 1st floor will be used by students occupying rooms 105-108 and ESE pull out rooms.
 - iii. The restroom adjacent to Gate A, 2nd floor will be used by students occupying rooms 201-204.
 - iv. The restrooms adjacent to Gate C, 2nd floor will be used by students occupying rooms 205-211.
 - v. The restrooms in the Rose Renna Activity Center will only be used by classes occupying rooms 501-503.
 - vi. Any restroom can be used in an emergency situation.
 - e. Enrichments will meet in each class's respective classroom for students in grades PK3-grade 2.
 - i. Physical Education will be held outside as weather permits.
 - f. Under conditions where community spread is elevated, student enrichment schedules and the changing of classes during the course of the school day will be temporarily suspended.

V. Liturgy & Sacraments

- a. School Masses will be held twice weekly to accommodate for social distancing.
- b. Select classes will attend to not exceed 50% occupancy of the church's seating.
- c. Students will be seated with their respective classes, sitting in every other pew for social distancing purposes.
- d. Only parents of the "host class" will be allowed to attend the school Mass. Parents will sit separate from their students in reserved pews at the entrance of the church.
- e. Under conditions where community spread is elevated, students will not physically attend Mass in the Basilica.
 - i. Students will still be able to participate in Mass through livestream from their classroom or homeroom.

VI. Visitors & Volunteers

- a. All visitors and volunteers must check in through the administration office.
- b. Visitors and volunteers must submit to a temperature check and complete the Visitor Self-Screening Form before being admitted onto campus. (Exhibit B)
 - i. A temperature of 100.4 or higher OR a 'Yes' answer to any question on the Visitor Self-Screening Form will disqualify the individual from entering campus.
- c. All adult visitors and volunteers must wear a face covering on campus.
- d. Under conditions where community spread is elevated, all visitors and volunteers will be prohibited from entering campus unless under emergency circumstances.

VII. Positive COVID-19 Case

- a. The Basilica School has been working closely with the Department of Health – Monroe and will continue to comply with their guidance in the event of a COVID-19 positive case.
 - i. This may include the need for short-term closure of spaces within the building or the facility as a whole.
 1. We will work with the county health department to determine and execute any and all necessary cleaning and sanitization activity.
- b. The school's new procedures will help us to identify the exact spaces within the facility that will need to be closed, cleaned and disinfected.
 - i. Limiting contact between students will also aid in our ability to assist in contact tracing.
- c. The school will remain fully transparent and communicate with all of our stakeholders as directed by the Department of Health – Monroe.

Cleaning and Sanitization

- I. Planning
 - a. Maintenance and custodial staff, along with the school's administration, will develop enhanced cleaning and sanitization procedures.
 - i. In addition, custodial staff will undergo training as it relates to these new and enhanced cleaning routines.
 - b. The virus is most transmissible indoors under close, sustained contact. The installation of sneeze guards and hygiene stations will serve as additional safeguards in areas where frequent face to face interaction occurs.
 - i. Example: School offices and cafeteria service counters
 - c. Custodial staff will use EPA registered and CDC approved disinfectants.
 - d. The use of visual graphics will act as a reminder to all who enter campus of the importance of social distancing and the practice of good hygiene. Signage can also be utilized as an informal screening tool, prompting individuals through a series of questions to self-assess their current health.
 - i. School maintenance will install all signage before students return campus.
 - ii. Signage will be posted at all entrances, washrooms and congregate areas.
 1. Example: Directions on proper hand washing; avoiding touching eyes, nose and mouth; covering your cough and sneeze
 2. Example: Signage to convey walking patterns; alerting guests to areas where face coverings are required
 - e. School maintenance personnel will work with building leadership to identify appropriate waiting areas or spaces to serve as "secondary clinics" for students who become ill.
 - i. Example: Outdoor canopy with distanced seating.
- II. Frequency
 - a. Touchpoint surfaces will be cleaned routinely throughout the day.
 - i. Touchpoint surfaces include but are not limited to table/desk tops, door knobs, light switches, chairs, counter tops and toilets.
 - b. Teachers will clean their touchpoint surfaces at least three times per day.
 - c. Middle grade teachers will clean desk tops between each bell and change of class.
 - d. Teachers will clean all touchpoint surfaces before leaving for the day.
 - e. Custodial staff will clean and disinfect congregate areas and restrooms twice a day under low and moderate community spread levels.
 - i. The frequency of cleaning congregate areas and restrooms will double during times of elevated community spread.
 - f. Outdoor areas, such as exterior benches and tables, will be cleaned on a daily basis.

- g. For each classroom, teachers, maintenance and custodial staff will log their work on the Classroom Cleaning Checklist. (Exhibit C)

III. Facility Spaces

- a. Classrooms will be cleaned periodically throughout the day and after dismissal.
- b. The kitchen will be cleaned once daily.
- c. Bathrooms will be cleaned twice during the school day and once after dismissal.
- d. Congregate areas such as the school's office will be cleaned twice a day.
- e. Hallways will be cleaned nightly, on a rotating schedule.
- f. Water fountains will be cleaned three times a day and will be used for the REFILLING of water bottles only.
 - i. Students will be responsible for providing their own water bottle.
- g. The gymnasium will be cleaned as used. The gym floor will be cleaned every Friday.
- h. The frequency and depth of cleaning can be increased during periods of elevated community spread.

IV. Personal Hygiene

- a. Students and staff should arrive to school clean and healthy.
- b. Students and staff will frequent the hand hygiene stations at a minimum of three times a day.
 - i. Students must wash their hands and/or use a hand sanitizer with an alcohol content of at least 60% when:
 1. Arriving/departing school.
 2. After blowing one's nose.
 3. After covering a sneeze or cough by hand.
 4. Transitioning between classes in the middle school.
 5. Transition between classroom and enrichment rooms.
 6. Transitioning to and from recess.
 7. Before meal times.
 8. After using the restroom.
- c. Students and staff are responsible for supplying their own face covering and cleaning their face covering on a regular basis.
- d. Under conditions when the community spread is elevated, the use of face coverings might be necessary during all instructional hours.

School Meals

- I. School meals will be prepared in the school's kitchen, individually packaged and delivered to the classroom.
- II. Meals and snacks will be eaten inside the student's respective classroom or homeroom. When weather permits, students may eat outside but not while seated with other classes.
- III. School prepared meals may be discontinued under moderate to high community spread conditions.

Instructional Delivery

- I. Method of Instructional Delivery
 - a. Students will return to the classroom on August 12, 2020 for traditional face-to-face instruction. This method of instructional delivery will be maintained under low and moderate community spread conditions.
 - b. The school's Virtual Learning Plan will be implemented in the event of a school closure resulting from high community spread conditions. (Exhibit D)
 - i. The school's Virtual Learning Plan outlines policy and procedures for both synchronous and asynchronous content delivery.
 - ii. The school's Virtual Learning Plan outlines the role of our Learning Management System (LMS) including the methods used to collect and assess student work.
 - iii. The school's Virtual Learning Plan outlines the expectations and responsibilities of students, parents and staff.
 - iv. The school's Virtual Learning Plan addresses the needs of students with disabilities. It provides direction for accommodating and/or modifying curriculum and/or instruction.
- II. Attendance
 - a. The school's attendance policy, as stated in the Parent-Student Handbook, will be enforced during both face-to-face and virtual instruction settings.
 - i. Attendance will be recorded and monitored in the school's Student Information System (SIS) Gradelink.
- III. Grading
 - a. The school's grading policy, as stated in the Parent-Student Handbook, will be enforced under both face-to-face and virtual instruction settings.
 - i. In the event students engage in Virtual Learning for a length of time greater than 23 days, an alternative grading policy may be decided upon.
- IV. Technology
 - i. Students in grades 5-8 will be allowed to maintain their school issued iPad at home in the event virtual learning is mandated.
 - ii. Students who are in need of a device to complete virtual learning assignments may check out a Chromebook from the library.
 1. Parents will need to contact the school's office and complete a school Acceptable Use Policy (AUP) form.

Extracurricular Activities

- I. Beyond the Bell
 - a. As much as feasible, students will check in and remain with their respective grade throughout their stay in Beyond the Bell.
 - i. This includes their time in homework help.
 - b. Students will occupy select spaces outdoors to avoid unnecessary intermingling with students of other classes and grades.
 - c. Students will use hand sanitizer upon entering and exiting the classroom areas.

- II. Athletics
 - a. The Basilica School will follow Monroe County Schools and FHSAA protocol as it pertains to athletic competition. These rules and regulations are currently being developed.

- III. Assemblies
 - a. The school will look to reduce the need for large assemblies. When necessary, student assemblies shall be held within the Basilica or in the school gymnasium.
 - i. Social distancing and PPE will be required.

- IV. Community Events & Fundraising
 - a. The school will give great discernment for the need to host community events or fundraisers. These decisions will be heavily based on the level of community spread.
 - i. Events held indoors may require occupancy limitations and the use of PPE.

Signs & Symptoms Chart

WHEN TO STAY HOME FROM SCHOOL...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE A SORE THROAT	I HAVE A COUGH
							
Temperature of 100°F or higher.	One event of vomiting, or vomiting with rash, fever and/or weakness. Vomiting within 24 hours.	One event of watery diarrhea or diarrhea with rash, fever or weakness. Diarrhea within 24 hours.	Body rash with fever or itching. Scabies - rash and itching. Impetigo - red, oozing blisters with yellow drainage. Chickenpox - raised pink or red bumps and/or fluid filled blisters over 2-3 days.	Itchy head from live lice or eggs (nits) that are closer than ½ inch to scalp.	Redness, itching, and/or “crusty” drainage from eye(s)	Sore throat with fever or severe sore throat without fever.	If cough is lingering with a cold, or if student has trouble breathing and/or fever with cough.

I AM READY TO RETURN TO SCHOOL WHEN...

Fever free without the assistance of fever reducing medication for 24 hours (i.e. Motrin, Advil, Tylenol)	Free from vomiting for 24 hours.	Free from diarrhea for 24 hours.	Free from rash, itching and/or fever. Scabies - stay home for 24 hours after treatment begins and released from doctor to return to school. Impetigo - Call your doctor for treatment and release to return to school. Chickenpox - all bumps must be scabbed over and no new lesions have shown up within 2 days.	After appropriate treatment and all live lice have been removed. Eggs (nits) that are less than ½ inch from scalp have been removed.	Free from drainage and/or itching and redness or cleared by your health care provider or physician (if needed).	If diagnosed with strep throat or another bacterial infection, student can return to school after 24 hours on antibiotics and released by health care provider.	Cough is more under control and cough is not distracting student from school activities and fever is gone.
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Archdiocese of Miami
Office of Catholic Schools

The Basilica School of Saint Mary Star of the Sea

Visitor Self-Screening Form

Visitor Name: _____

Date: _____ Phone Number: _____

Have you shown any signs of the following symptoms in the last 14 days?

Temperature 100.4° or higher	Yes	No
Shortness of breath, difficulty breathing	Yes	No
Cough	Yes	No
Runny nose	Yes	No
Sneezing	Yes	No
Muscle pain	Yes	No
Tiredness	Yes	No
Loss of taste or smell	Yes	No

Have you been exposed to someone with a confirmed diagnosis of COVID-19 in the past 14 days?

Yes

No

Is the information you provided on this form true and correct to the best of your knowledge?

Yes

No

Classroom Cleaning Checklist

Instructions: *Initial each time the item is cleaned and disinfected*

ITEM	Monday	Tuesday	Wednesday	Thursday	Friday
Table/Desks Tops					
Door/Cabinet Handles					
Switches					
Chairs					
Electronics: Keyboards, Mice, Remotes, iPads					
Trash: Empty Waste Basket & Clean Container					
Vacuum					
Floor Mopped					
Dusting					
Toilet Seats, Faucets and Dispensers					

Virtual Learning Plan

SY 2020-2021

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Virtual Learning at The Basilica School

The Basilica School Mission Statement

It is the mission of The Basilica School to provide children of the Lower Florida Keys an affordable, quality Catholic education in a Christ-centered learning environment. This mission aims to educate the whole person- spirit, mind and body and to foster ownership of each individual's Catholic faith.

The Basilica School Vision Statement

We envision The Basilica School to be an unparalleled educational institution, rooted in Catholic teachings, values, and traditions—the foundations of our students' academic, personal, and spiritual achievement in this world and the world to come. Basilica students will live the Gospel using their God-given talents to serve His creation through witness and faith, innovation and action.

Communication Channels & Technology

Below are the forms of communication and tools you can expect to use during a “virtual learning” session:

Channel	Audience	Description
Email, Video Message or SMS/Text Message	Faculty, Students, and Parents	<p>Email will be used for all major communications and announcements including those from Monroe County and the Archdiocese of Miami (ADOM) Catholic Schools Office (CSO). Messages may be provided via video recording. The tools for this channel are:</p> <ul style="list-style-type: none"> • Gmail: the online platform used for internal and external communication to faculty and staff. • Google Hangouts/Meet: Online video and text chat platform can be used to hold one-to-one or one-to-many video conversations. It can also be used to share documents or share one screen’s contents.
Learning Management Systems (LMS)	Faculty, Students, and Parents	<p>System that enables teachers and students to interact, manage assignments, present materials and organize classes. The best suited tool for this channel is Google Classroom: Teaching and learning platform that enables online classrooms so teachers can create and share content and documents in addition to creating, grading, and commenting on assignments for grades 3 – 8.</p>
School Website	Faculty, Students and Parents	The Basilica School will maintain general information for the public.

Access to Channels from Off-Campus

All students in grades 5 through 8 will be issued school-owned iPads. In the event of a virtual learning session, Chromebooks will be issued to students upon parent request. All families are required to sign and adhere to the “Acceptable Use Policy (AUP)”.

Roles and Responsibilities during Virtual Learning

School Personnel

Team	Roles & Responsibilities
Senior Leadership	<ul style="list-style-type: none"> • Communicate and distribute TBS Virtual Learning Plan (VLP) • Establish clear channels of communication between faculty, staff, families and students in the event the VLP is effective. • Support faculty and students/families transition to a virtual learning environment. • Help teachers implement VLP and ensure high quality learning experience for all students. • Facilitate virtual meetings with all faculty and staff via Zoom or WebEx. • Regularly seek feedback from internal and external stakeholders and use results to make adjustments as necessary.
Mid-Level Leadership	<ul style="list-style-type: none"> • Support all teachers and teams in the implementation of the VLP. • Provide resources and support for teachers to ensure quality virtual learning units and lessons. • Complete observations of virtual instruction in collaboration with Senior Leadership. • Share and recommend techniques for providing feedback to students and designing new methods to assess student learning. • Support teachers in developing strategies to differentiate their lessons in collaboration with Guidance team.
Grade level teachers	<ul style="list-style-type: none"> • Monitor daily attendance login in Gradelink. • Integrate Catholic faith formation across content areas. • Schedule virtual office hours. • Collaborate with other teachers or team to exchange best practices to ensure effective virtual learning experiences. • Communicate frequently with your students and families for weekly check-ins and conferences. • Provide timely feedback to support your students' learning.
Guidance	<ul style="list-style-type: none"> • Provide guidance and support for students and teachers to aid in monitoring and supporting student well-being. • Serve as a liaison for communication with students/families in crisis. • Use virtual platforms (Google Meet/Zoom) to schedule guidance office hours for students, parents and guardians.

	<ul style="list-style-type: none"> • Coordinate student needs in collaboration with ESE staff.
ESE Personnel	<ul style="list-style-type: none"> • Collaborate with Guidance to ensure assigned students receive supplementary learning activities. • Communicate regularly with assigned students and their parents to ensure they have success with virtual learning. • Monitor the progress of students assigned to your group and provide timely feedback. • Use virtual platforms (Google Meet/Zoom) to provide virtual wellness check-ins with assigned students and their parents.
Paraprofessionals	<ul style="list-style-type: none"> • Communicate regularly with classroom teachers to identify ways you can support students and contribute to the VLP. • Monitor student learning and provide feedback to students, as requested by the teachers and teams you support. • Preschool Teachers: Be prepared to rejoin for face-to-face instruction to help reduce teacher/student ratios.

Students

Team	Roles & Responsibilities
Students	<ul style="list-style-type: none"> • Engage in daily routines in a timely manner. • Identify a comfortable, quiet space in your home where you can work effectively and successfully. • Login to Gradelink for daily attendance and Google Classroom to check for announcements and feedback from teachers. • Complete assignments with integrity while doing your best work (no plagiarism). • Meet timelines, commitments, and due dates. • Communicate regularly with your teachers if you need additional support. • Comply with TBS's Acceptable Use Policy.

Parents

Team	Roles & Responsibilities
Parents	<ul style="list-style-type: none"> • Provide support for your children as the foremost and primary educator. • Establish routines and expectations. • Define the physical space for your child's study. • Maintain positive and regular communication with your child's teacher. • Monitor student use of school-sanctioned channels of communication. • Begin the day with prayer and end each day with a check-in. • Take an active role in helping your child process their learning. • Encourage physical activity and/or exercise. • Remain mindful of your child's stress or worry. • Reach out to school personnel if you identify social-emotional withdrawal or decline in your child's morale and engagement.

Preschool (PK3, PK4 and Kindergarten)

Instructional content will be delivered LIVE Monday through Thursday. Video recordings of LIVE instruction will be posted to Gradelink for viewing at a later time. Teachers will also have weekly video conferences with parents on Fridays.

PK3 and PK4 Approximate Time Frames for Learning

Approximate Time per Day	Day of the Week	Subject Area
20 minutes (60 min maximum)	Monday and Wednesday	Emergent numeracy activities, games, challenges focused on counting, sorting, patterning
20 minutes (60 min maximum)	Tuesday and Thursday	Emergent literacy activities, games focused on language development, vocabulary, comprehension, and phonological awareness
20 minutes (60 min maximum)	Friday	Catholic faith formation and holistically focused activities and games to support cognitive, physical, and social-emotional development.
10 – 15 minutes	Friday	Parent/Teacher Check-In (9:00am-10:00am)

Kindergarten Approximate Time Frames for Learning

Approximate Time per Day	Day of the Week	Subject Area
45 minutes (90 min maximum)	Monday and Wednesday	Science, Math and Religion
45 minutes (90 min maximum)	Tuesday and Thursday	Reading/Language Arts Social Studies
10 – 15 minutes	Friday	Parent/Teacher Check-In (1:00pm-2:00pm)

Elementary School (Grades 1 – 5)

The primary tools for communication between teachers and families will be Google Classroom, Gradelink and email. Students will have both off- and on-screen learning activities. These learning tasks and activities will provide direction to families on how to facilitate and best support student learning. It is understood that students in grades 1-2 will need higher levels of support than students in grades 3-5.

Instructional content will be delivered LIVE Monday through Thursday. Video recordings of LIVE instruction will be available in Google Classroom for viewing at a later time. Teachers will have class meetings online twice a week (Monday and Wednesday). Teachers will also have weekly video conferences with parents on Fridays.

Approximate Time Frames for Learning: Grades 1-2

Approximate Time per Day	Day of the Week	Subject Area
60 minutes (90 min maximum)	Monday and Wednesday	Science, Math and Religion
60 minutes (90 min maximum)	Tuesday and Thursday	Reading/Language Arts Social Studies
10 – 15 minutes	Friday	Parent/Teacher Check-In (11:00am-12:00pm)

Approximate Time Frames for Learning: Grades 3-4

Approximate Time per Day	Day of the Week	Subject Area
60 minutes (120 min maximum)	Monday and Wednesday	Science, Math and Religion
60 minutes (120 min maximum)	Tuesday and Thursday	Reading/Language Arts Social Studies
10 – 15 minutes	Friday	Parent/Teacher Check-In (12:00pm-1:00pm)

Approximate Time Frames for Learning: Grade 5

Approximate Time per Day	Day of the Week	Subject Area
90 minutes (150 min maximum)	Monday and Wednesday	Science and Math
90 minutes (150 min maximum)	Tuesday and Thursday	Reading/Language Arts Social Studies
10 – 15 minutes	Friday	Parent/Teacher Check-In (10:00am-11:00am)

Middle School (Grades 6 – 8)

The main tools for communication between teachers and families will be Google Classroom, Gradelink and email. Students will have both off- and on-screen learning activities. These learning tasks and activities will provide direction to families on how to facilitate and best support student learning.

Approximate Time Frames for Learning: Middle School (Grades 6 – 8)

Approximate Time per Day	Day of the Week	Subject Area(s)
20 minutes per subject (120 min maximum)	Monday and Wednesday	Reading, Science, Math, Social Studies, Religion
20 minutes per subject (120 min maximum)	Tuesday and Thursday	Reading, Language Arts, and Social Studies
10 – 15 minutes	Friday	Parent/Teacher Check-In (8:00am-9:00am) (1:00pm-3:00pm)
High School Courses 50 minutes	Monday-Thursday	HOPE/Spanish I

Frequently Asked Questions – July 29, 2020

Q: Will students have their temperature checked before entering campus?

A: No. Besides the feasibility of this measure, The Department of Health- Monroe does not feel that this practice is greatly effective. Many children are asymptomatic. Unfortunately, others may arrive after receiving fever reducing medicines. Our staff will conduct periodic wellness checks throughout the day. Any student suspected of being ill will be immediately sent to the clinic. Parents are REQUIRED to monitor their student(s) for any symptoms of illness. Anyone experiencing a fever greater than 100.4F, sore throat, cough or shortness of breath, body aches, severe headache, nausea, vomiting or diarrhea should NOT attend school. Any parent who knowingly sends their student to school with an illness may be unenrolled.

Q: Will students remain 6 feet apart in the classroom?

A: While social distancing is absolutely the ideal, the feasibility of certain measures is difficult. While the CDC has provided a lot of good direction for the reopening of schools, they too recognize that their recommendations be followed “as feasible.” Most students will not remain 6 feet apart for the full duration of their day. Whether it be the logistics of the classroom, the dynamics of the learning activity or by their own social habits, it will be difficult. However, we are eliminating all non-essential classroom furniture and making room for a greater separation of desks in PK4 through grade 8. All students will face the same direction in the classroom. We are also cutting back on the use of shared spaces and avoiding the recurrent intermingling of students between different classes. As you will read further down, changes to lunch service and arrival/dismissal procedures will also help to enhance social distancing.

Q: Will parents be allowed to escort their children to the classrooms in the mornings.

A: Only parents whose student is enrolled in preschool 3 & 4 may enter campus. They will check their student in and out at the door of the classroom. In addition, parents of a student with special needs may accompany their student. ALL other parents are prohibited from entering campus. This rule will be strictly enforced.

Q: Will there be any change to the school’s schedule?

A: Yes, but only minor changes to allow for greater social distancing. Preschool students should be dropped off between the hours of 7:20-7:40am. Students in grades kindergarten through grade 8 should arrive between 7:40-8:00am. Preschool dismissal will occur between 2:25-2:45pm. Dismissal for students in grades kindergarten – grade 8 will dismiss at the regular time of 2:50pm. Preschool students with older siblings should arrive and dismiss at the older sibling’s time.

Q: Will there be changes to the drop off and dismissal procedures?

A: The biggest change is to the drop-off routine. Students will not congregate in the front lobby before going to class. Students are to go directly to their classroom during the drop-off times allotted to their respective grade. Arrival: Students in grades kindergarten – grade 2 should be dropped off at the Truman Avenue entrance. Preschool students and those in grades 3 through grade 8 should be dropped off in the back parking lot. Dismissal: Students in grades kindergarten – grade 3 will dismiss from the front of the Rose Renna Activity

Center. Students in grades 4-8 will dismiss out of the front parking lot. Students will be required to wear their face covering at dismissal, waiting on their designated *poly marker*.

Q: Will students still have enrichment activities and other extracurricular?

A: We are still working on the details regarding student enrichments, after school care, weekly Mass and athletics. For some grades, the students will remain in their classroom for the enrichment. We will attempt to schedule recess so that students are not unduly mixing with children in other grades. Lunch will be eaten inside the classroom or at an outside picnic area, depending on the grade. Lunch will be cooked, packaged and delivered to the classroom.

Q: What will happen in the event a student or staff member tests positive for COVID-19?

A: The Basilica School has been working closely with the Department of Health – Monroe and will continue to comply with their guidance in the event of a COVID-19 positive case. I don't think this is a "what if" but rather a "when" scenario. The school's new procedures will help us to identify the exact spaces within the facility that will need to be closed, cleaned and disinfected. Limiting contact between students will also aid in our ability to assist in contact tracing. The school will remain fully transparent and communicate with all of our stakeholders as directed by the DOH. During our time off, we have been investing in efforts to mitigate the spread of illness. We have installed hygiene stations throughout the campus including outdoor sinks and sanitizer pumps. We have installed UVC lighting in all of our HVAC systems. We have purchased additional desks to replace group seating in areas where this is necessary. We have designed and installed signage promoting CDC safe practices and are cleaning touchpoint surfaces every hour.

Q: If my student has to miss an extended number of days due to illness or quarantine, how will this impact attendance and grading?

A: We have not presented a perfect attendance award in five years. If you are sick, you should stay home. When necessary, return with a note from your physician. For those who must quarantine, you will be required to attend virtually. In these cases, attendance will be recorded daily. Mrs. Maureen Wales, formally 1st grade, will be the liaison between those who are learning from home and the classroom teacher. Her full-time role this first semester is to make sure that students who must remain home for an extended number of days are receiving the instruction and work necessary to keep pace with the scope and sequence being delivered in the classroom. Assignments will be graded accordingly.

Frequently Asked Questions – August 5, 2020

Students who choose to begin with the Distance Learning option – do they have to complete the academic quarter or semester before returning in person or may they return sooner?

Of the two dozen questions sent in, this question was presented by half of the respondents. It is also the easiest question to answer: If you choose to do Distance Learning, you can return at any time.

Is the A/B schedule still an option if we don't want to attend every day?

Yes. If you feel that your student would benefit from a hybrid, A/B model – this will be acceptable. If this is your preference, you will need to contact Mr. Wright directly to work out the details. We will reevaluate these options month to month. This might be the best option for those who would benefit most from in-person instruction but also desire less frequent contact.

Will there still be Beyond the Bell available?

Yes. We have reorganized the student groupings so instead of having only three groups of students, there will be nine. We have worked it out where most students in Beyond the Bell will remain with their grade level peers only, many of them continuing in their regular classroom. Middle school students will group for homework help in either the library or gym. More details to follow.

What happens if someone at the school tests positive for COVID?

The Basilica School will allow the Department of Health – Monroe to direct our response to a positive case including closings, cleaning protocols, and notifications.

Do all of my students have to attend or can one opt to stay home?

For those who have thanked us for allowing the distance learning option to save you the trouble of fighting traffic at the triangle, you're completely welcome! If conditions were to absolutely improve, and FDOE's direction changed, traditional attendance policy will be reinstated at some point. Until then, whatever your reason for using distance learning is fine. As such, if one student wants to stay home and the other attend, so be it.

Will students attend Mass?

We have added a second Mass to accomplish our liturgy schedule. Preschool through grade 2 will attend Mass on Thursday mornings and grades 3 through 8 will attend on Friday mornings. This will allow for students to sit as a class and spaced every other pew. ONLY parents of students "hosting" the Mass will be permitted to attend and they will have to sit in the last two pews in the back of the church. No parents may sit with their child's class until further notice. We are working on an option to livestream the Mass for you to join virtually.

Will students wear masks? (Updated from 7/29 – FAQ)

Yes, all persons on campus must wear a face covering in congregate areas – during arrival and dismissal are two examples. Face coverings will remain on throughout the day for students age 6 and older (Amendment No. 3 to Emergency Directive 2020-13 -- City of Key West). Students will however be afforded reasonable and periodic breaks from their face covering throughout the day. Students with a chronic medical condition that may exempt them from wearing a face covering will need to notify the school's office and provide a note from the child's physician.

Can you postpone the start to August 26th?

Further postponement will involve lengthening of the school year. Whether in person, a hybrid or fully virtual – we will begin on August 19. Right now, the options are to attend in person, participate in full-time distance learning or attend in a hybrid fashion.

If we plan to attend face-to-face, how do I sign up?

You do not need to sign up to attend face-to-face. To register for full-time distance learning, [click here](#). To participate in a hybrid, A/B manner, please contact Mr. Wright at principal@basilicaschool.com.

What will class sizes be?

Although class sizes are close to full, many rooms have a few spots available. Our goal has been to minimize class size as much as possible to allow for greater social distancing. We have removed unnecessary furniture from the rooms to provide for more space between desks. If conditions improve later in the year, we may be able to invite in some of our families on the waitlist.

What is the difference between distance learning and virtual learning?

Distance learning is different from the virtual learning mode we used last spring. Distance learning is an online learning process where the student works from home when physically separated from the classroom teacher. Curriculum is aligned with the scope and sequence of classroom-based instruction. Virtual learning is a web-based platform using digital curriculum tools, instructional materials and various forms of assessments.

How is student work assigned and how is it graded?

The primary Learning Management System (LMS) that will be used to manage assignments and present materials is Google Classroom. Assignments are completed and submitted digitally. Teachers grade and return student work digitally through Google Classroom. Assignments, projects and assessments have the same grading policy as the classroom with distance learning. Diverse grading methods are used with virtual learning assignments, assessments and projects.

How can I access Google Classroom? Do I need a separate login?

The Basilica School utilizes G Suite for Education applications (G Suite services), such as Gmail, Google Docs, Calendar, Google Classroom and other digital tools for communication and to enhance teaching and learning for teachers and students. To access Google Classroom directly, students will login to Gmail using their assigned Basilica School email address and select the Google Classroom App. The unique code to enter the Distance Learning Class, will be provided during the initial parent-conference. Students can also access Google Classroom by logging into Gradelink, open “Teacher Pages” and click the relevant link.

What is the best way to contact the teacher?

Teachers will be available during scheduled times to answer questions. Teachers and students engage in person-to-person contact via Google Meet during the scheduled time. However, Distance Learning Liaisons will contact parents daily to follow-up on student progress.

When are assignments due?

Assignments are due the same as classroom-based due dates.

Works Cited

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