

HOLY CROSS ACADEMY



Reopening Plan **2020**



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INTRODUCTION

The Holy Cross Academy Re-Opening Committee has developed the following plan for the reopening of school due to the Covid-19 shutdown, after consultation with the NYS Department of Health, the NYS Education Department, the State Office of Religious and Independent Schools, Holy Cross Academy staff members, and local school districts.

COMMUNICATIONS

Regular and frequent communication between the school, staff, parents, students and community will be an essential part of the reopening process and throughout operations. Communications to members of the school will be received through Remind text messaging, Gradelink emails, traditional mail, and phone calls when necessary. The re-opening plans and updates will be posted to the school's website, and will be shared with local news media.

Instructions and training on new COVID-19 protocols will be given to staff and students before classes resume. Information includes but is not limited to: proper hand hygiene, proper use of face coverings, social distancing, and respiratory hygiene. All students, faculty, staff, and visitors will be encouraged to adhere to Centers for Disease Control and Prevention (CDC) and the Department of Health (DOH) regarding the use of personal protective equipment (PPE), specifically acceptable face coverings.

Signage will share reminders and instructions throughout the school where needed, and lines marking social distancing areas will be placed on the floor in appropriate areas. Signage in accordance with DOH COVID-19 regarding public health protection will include the following topics:

- Stay home if sick
- Cover nose and mouth with acceptable face covering when unable to maintain social distancing of six feet.
- Properly store/discard PPE
- Adhere to distancing instructions
- Report symptoms of exposure
- Follow hand hygiene, cleaning and disinfecting guidelines
- Follow respiratory hygiene and cough etiquette

Holy Cross Academy school community members will be able to provide feedback or ask questions by calling the school number at 315-363-1669. Calls will be forwarded to the

coordinator and principal, Therese Maciag. This number will also be available at all hours to report any suspected or positive cases of COVID-19.

HEALTH & SAFETY

A. REOPENING

1. Capacity

Building capacity following social distancing of six feet will be monitored following the NYS Uniform Fire Prevention and Building Code.

2. Social Distancing

Holy Cross Academy will maintain protocols and procedures for students, faculty, and staff to ensure appropriate social distancing to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Appropriate social distancing consists of:

a) Spacing of people during regular activities

- Maintaining six feet of space in all directions between individuals during regular activities

b) Spacing of people during certain other activities:

- Maintaining a distance of twelve feet in all directions between individuals while participating in activities that require the projecting of the voice (e.g. singing), playing a wind instrument, or aerobic activity that results in heavy breathing (e.g. gym classes).

c) Spacing of Individuals in Common Areas of the School

- Grade levels will stagger the times that they are allowed into the hall between classes, to ensure that students are able to keep distant in the halls and at their lockers.

- Students will be required to maintain distancing while entering the school building. The small student body at Holy Cross Academy has always arrived at a wide variety of times due to differing schedules of school district busing and parents dropping off. If needed, multiple entrances will be used to space out the students as they enter the building. After entering the building, they will maintain distance while being screened for symptoms, and then will proceed directly to their classrooms, to make room for more students to enter the building.

- Any individuals in the common areas (entrances and hallways) will be required to keep appropriate distance as much as possible. Signage, distance markers, directional arrows, and instruction, monitoring, and reminders from staff will be used to ensure that individuals know

which directions to walk, and where to stand to maintain six feet of distance in areas where congregating may take place (such as at the entrances, cafeteria, and hallways).

d) Reconfiguration of Spaces

- Using physical barriers between individuals that do not adversely affect air flow, heating, cooling, ventilation, and that do not present a risk to health, or safety. Physical barriers used will be put in place in accordance with OSHA guidelines, and may include strip curtains, cubicle walls, plexiglass, or other impermeable dividers or partitions.

- Students will be grouped by grade level, with each grade being assigned to a particular classroom. Desks will be arranged in the classrooms to ensure that students and the teacher will be six feet apart in all directions. There are a small number of students who will need to take a class with a different grade (ie-advanced math students will take math with the next grade up). These classes will be held in rooms large enough to hold all of them with correct distancing. Any furniture or equipment that is used by different students in the same day, will be cleaned in between students.

- Lockers will be assigned to students to ensure that they can maintain social distance while using them. Adjacent lockers will not be used unless they are assigned to members of the same household.

e) Spacing at Lunch

- The cafeteria seating spaces will be rearranged to accommodate a larger group for lunch. If necessary, lunches will either be staggered, or grades will take turns eating lunch in their classrooms to enable correct social distancing while eating.

- While the weather permits, students will be allowed to eat lunch outside, and will be supervised to ensure they maintain correct social distancing.

3. PPE & Face Coverings

Holy Cross Academy will maintain protocols and procedures for students, faculty, staff, and other individuals to ensure appropriate personal protective equipment (PPE) is used to protect against the transmission of the COVID-19 virus when on school grounds.

a) Acceptable face coverings include, but are not limited to cloth-based face coverings and surgical masks that cover both the mouth and the nose. Face shields should only be worn with another face covering, as they are not considered adequate protection. However alternate face coverings, such as those that are transparent around the mouth may be used if instruction requires students to be able to see the movement of the lips and mouth.

b) Any time or place that individuals cannot maintain appropriate social distancing, individuals must wear acceptable face coverings.

c) Face coverings will be strongly recommended at all times, except for when individuals are eating, during instruction, and for short breaks, as long as appropriate social distance is

maintained at those times. However, if a special need arises, face coverings can be required even during instruction.

d) All individuals in the school building and on school grounds must be prepared to put on a face covering if another person unexpectedly cannot socially distance – for this reason, individuals must wear face coverings in the common areas of the school.

e) Students who are unable to medically tolerate a face covering, including those whose physical or mental health would be impaired by a face covering, are not subject to the required use of a face covering.

f) Holy Cross Academy will provide assistance to students who have difficulty in adapting to wearing a face covering.

g) Staff whose workplace activities require a higher degree of protection of PPE under the industry standards should use the appropriate PPE for the activity (such as N95 respirators) set forth by OSHA guidelines.

h) Holy Cross Academy will provide acceptable face coverings to the faculty and staff who directly interact with students or members of the public while at work, at no cost to the faculty or staff member. Acceptable face coverings will also be provided to any student who does not have their own face coverings, at no cost to the students. An adequate supply of face coverings and other PPE will be maintained, so that they can be provided to faculty and staff who need replacements, and for students in need.

i) Students, faculty, and staff will be allowed to bring and use their own acceptable face coverings, as long as they adhere to the minimum standards of protection for the specific activity.

j) Face coverings should be cleaned or replaced after use and must not be shared. Students and parents/legal guardians should take responsibility for maintaining their face coverings.

k) Holy Cross Academy will inform all students, faculty, staff, and visitors of the requirements to wear face coverings in common areas and situations where social distancing cannot be maintained.

l) Holy Cross Academy will provide training for all students, faculty, and staff on how to adequately put on, take off, clean (if applicable), and discard PPE, including but not limited to, appropriate face coverings. Contractors and vendors who are provided PPE by Holy Cross Academy will also be provided with this training.

4. Operational Activity

Classes, shared spaces, and activities will be adapted for the various learning phases. Cohorts will be comprised of each individual grade level. In-Person Instruction at Holy Cross Academy will decrease density in school facilities and on school grounds when possible. Schedules will be staggered and more time allowed between classes to reduce congestion. In-person attendance will be limited to only those staff whose presence is required at certain times during the day.

There will be very limited intermingling in order to limit potential exposure. Faculty may instruct more than one cohort while maintaining social distancing. Additional details can be found under School Schedules.

5. Restart Operations

Plans are in place to safely reopen facilities and grounds. Cleaning and disinfection will take place prior to reopening, building ventilation systems will be increased, and water system will be checked to determine correct level of operation. Cleaning and disinfecting, and proper ventilating details can be found under Facilities.

6. Hygiene

Holy Cross Academy will adhere to and promote hygiene, cleaning, and disinfection guidance set forth by the DOH and CDC.

a) Holy Cross Academy will train all students, faculty, and staff on proper hand and respiratory hygiene and will provide information to parents and/or legal guardians on ways to reinforce this at home. Reminders to wash and sanitize hands at the appropriate times will be given by staff to students on a regular basis.

b) Sinks with running warm water, soap, and disposable paper towels will be maintained and students will be encouraged to wash hands before eating and when hands are visibly soiled.

c) Hand sanitizing stations in addition to the sinks:

- must contain alcohol based sanitizers containing at least 60% alcohol
- will be available in all of the common areas, at the entrances to the building, in each classroom (near the door), in the cafeteria.
- hand sanitizer, being flammable, will not be kept in areas where they would pose a safety risk.
- will be monitored by staff to promote safe usage.

d) Trash receptacles will be placed around the school – in each classroom and in common areas, for the disposal of soiled items such as paper towels and PPE.

7. Cleaning & Disinfection

• Cleaning will be done for all high-touch surfaces regularly throughout the day: (such as door handles, railings, bathrooms, etc..).

• Commonly used surfaces like keyboards, desks, and remote controls should be wiped down before and after each use. Disposable wipes should be used for these if available. Hand hygiene should be emphasized after use of common items. See additional information under Facilities.

8. Before & Aftercare

Before and Aftercare is not currently a part of the Holy Cross Academy program.

9. Vulnerable Populations

Those under increased risk for infection, such as teachers over 60 years of age and students from families that include those with underlying conditions, will be offered accommodations to their school environment as needed. These may include plexi-glass barriers or other safety measures. Consultation with health care providers will enable the best method of protection, including remote learning or teaching. Any modifications made will minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible.

B. MONITORING

1. Screening

Holy Cross Academy will implement mandatory health screenings, including temperature checks, of students, faculty, staff, and where applicable, contractors, vendors, and visitors, to identify any individuals who may have COVID-19 or who may have been exposed to the COVID-19 virus.

a) All individuals will have their temperatures checked each day upon arrival. If an individual presents a temperature of greater than 100.0° F, the individual will be denied entry into the facility, sent home, or sent directly to a designated space to wait to be picked up.

b) Holy Cross Academy will use a daily screening questionnaire for faculty and staff reporting to school. This questionnaire will be used periodically for students, and in particular for parents who help their children answer the questions. In accordance with the law, records of the answers of any individual will NOT be kept. A record that the individual was screened, and whether the screening was passed or failed may be kept, but in accordance with the law, records of the individual's answers to the screening questions will NOT be saved.

c) Screening for all students, faculty, staff, visitors, contractors, and vendors, will determine whether the individual has:

- knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic tests for COVID-19 or who has or had symptoms of COVID-19
- tested positive through a diagnostic test for COVID-19 in the past 14 days
- has experienced any symptoms of COVID-19, including a temperature greater than 100.0°F in the past 14 days. Symptoms will include those listed in the CDC guidance.

- has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days

d) Students may not attend school if they have had a temperature of greater than 100.0 ° F at any time in the past 14 days, even if a fever-reducing medication caused the student to no longer have a fever.

e) Quarantine of students, faculty, or staff may be required after international travel or travel within certain states with widespread community transmission of COVID-19, pursuant to CDC and DOH guidance, and Executive Order 205.

f) Any individual who screens positive for COVID-19 exposure or symptoms, if screened at the school, must be immediately sent home with instructions to contact their health care provider for assessment and testing. Students being sent home because of a positive screen will be immediately sent to the designated area, separate from other students, and will be supervised until their parent/legal guardian or emergency contact can retrieve them from school.

g) Holy Cross Academy will provide any individuals with a positive screen with information on health care and testing resources, if applicable. Holy Cross Academy will immediately notify the state and local health department about the case if diagnostic test results are positive for COVID-19.

h) If an individual begins to experience symptoms during or outside of school hours, they are required to disclose this to Holy Cross Academy.

i) Holy Cross Academy will consult with the local health departments to determine the requirements for when individuals, particularly students, may return to school after screening positive for COVID-19 symptoms. At a minimum, there must be documentation from a health care provider evaluation, negative COVID-19 testing, and symptom resolution, or if COVID-19 positive, release from isolation.

j) Holy Cross Academy designates the principal, Teri Maciag, as the contact person responsible for reviewing screening activities. Mrs. Maciag will also be the person individuals will inform if they later experience COVID-19 related symptoms, or COVID-19 exposure, as noted on the questionnaire.

k) Personnel performing in-person screening activities, including temperature checks, will be appropriately protected from exposure to potentially infectious individuals entering the facilities. They will be provided with and use PPE, which includes at a minimum, an acceptable face covering or mask, and may also include gloves, a gown, and/or a face shield. They will be trained by individuals who are familiar with CDC, DOH, and OSHA protocols.

2. Testing Protocols

Holy Cross Academy will comply with CDC guidance and not conduct COVID-19 testing or require testing or antibody testing of students or staff members. Individuals seeking testing will be referred to the local Health Department.

3. Testing Responsibility

Individuals in need of COVID-19 testing, should first contact their physician. Questions concerning access to testing and eligibility can be found by calling the NYS Hotline at 1-888-364-3065 or by visiting the NYSDOH website at [covid19screening.health.ny.gov](https://www.covid19screening.health.ny.gov).

4. Early Warning Signs

People with COVID-19 have a wide range of symptoms- ranging from mild to severe illness, which may appear 2-14 days after exposure. These may include:

- Fever or chills
- Cough
- Shortness of breath
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Any student, faculty, staff member, or volunteer should not come to school if exhibiting signs of COVID-19.

C. CONTAINMENT

1. School Health Offices

Holy Cross Academy will implement the following protocol for caring for a student, faculty, or staff who develops symptoms of COVID-19 during the school day:

2. Isolation

a) A designated space will be set aside to separate individuals with symptoms of COVID-19 from others until they can go home or to a health care facility, depending on the severity of the illness.

- Symptomatic students waiting to be picked up need to be within the visual supervision of a staff member, who is socially distant.

- The symptomatic student will wear a face covering if medically/safely able to do so, from the onset of symptoms until being picked up.
- Staff caring for the sick individual must be provided with standard and transmission-based PPE. When caring for someone with suspected or confirmed COVID-19, the staff is to wear gloves, a gown, and a fit-tested N-95 respirator, if available (or a surgical face mask and a face shield, if not available), as well as eye protection. The CDC guidance will be referenced to ensure staff has the appropriate PPE.

3. Collection

- a) The student's parent/guardian will be called for pick up. Other students will stay out of the path of the symptomatic student until he or she has left the building.
- c) The parent/guardian will be given instructions that the student must be seen by a health care provider.

4. Cleaning & Disinfection

- a) Areas exposed to a person with suspected or confirmed COVID-19, must be cleaned and disinfected, according to the CDC guidelines on "Cleaning and Disinfecting Your Facility." In particular:
 - Areas used by the individual must be closed off (classroom, restroom, hallway, etc.)
 - It may or may not be necessary to close operations altogether, depending on whether or not the affected areas can be closed off.
 - Open outside doors and windows to increase air circulation in the area.
 - Wait 24 hours before cleaning and disinfecting, unless that is not possible, in which case wait as long as possible.
- e) Holy Cross Academy will adhere to the following protocols for asthma-related acute respiratory treatment care, using up to date care standards:
 - A fit-tested N-95 mask will be worn by staff when administering nebulizer treatments and suctioning, since these are identified by the CDC as aerosol-generating procedures.
 - Consult with school maintenance staff for environmental controls, and consult with students' healthcare providers for alternate asthma medication delivery systems.

5. Infected & Exposed Individuals

- a) State and local health departments will implement monitoring and movement restrictions of COVID-19 infected or exposed persons, including isolation or quarantine. Those persons will be allowed to return to school based on the protocols set forth by the departments of health. At a minimum, the following documentation from a health care provider will be required:
 - a negative COVID-19 diagnostic test result & symptom resolution

- if COVID-19 positive, release from isolation

b) Holy Cross Academy will ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted to such exposure via tracing, tracking, or other mechanism.

c) Faculty or staff seeking to return to work after suspected or confirmed COVID-19, or after having close or proximate contact with a person with COVID-19 will follow the protocols set forth by the DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection Exposure"

6. Contact Tracing

Upon being informed of a positive COVID-19 diagnostic test result by a student, faculty, staff, or visitors, Holy Cross Academy will notify the state and local health departments immediately. Holy Cross Academy will support local health departments in tracing all the contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality will be maintained, as required by federal and state law and regulations.

Holy Cross Academy will cooperate with state and local health department contact tracing, isolation, and quarantine efforts.

D. CLOSURE

1. Closure Triggers

In the event that an individual tests positive for COVID-19, or there has been possible exposure to the virus, the school may close onsite classes.

Holy Cross Academy will collaborate with local health department to determine the parameters, conditions or metrics that will serve as early warning signs that positive COVID cases may be increasing, and those that will determine the closing of school.

2. Operational Activity

If a COVID-19 case is discovered at school, Classes and areas where the symptomatic person had contact will need to be closed and disinfected. Determination will be made, in consultation with the local health departments, whether limited modifications of operations are sufficient or if a full closure is warranted.

FACILITIES GUIDANCE

1. General Health and Safety Assurances

When students attend in-person instruction, the capacity of occupied physical spaces will be configured and maintained in a way that provides the maximum possible protection from spreading the coronavirus. Social distancing requirements will be adhered to, and frequently touched spaces in the facility will be cleaned regularly.

Holy Cross Academy will follow the CDC Reopening Guidance for Cleaning and Disinfecting, and will determine the level of cleaning and disinfecting necessary. School wide cleaning will include classrooms, restrooms, cafeteria, library, hallways, and shared equipment, such as electronics and gym items.

Cleaning procedures will include normal routine cleaning to reduce the chance of virus on surfaces, disinfecting using US EPA approved products against COVID-19, and cleaning wipes available for staff in shared areas. Considerations regarding cleaning staff will be taken.

2. Fire Code Compliance

All areas of the facility will comply with the requirements of the 2020 NYS Uniform Fire Prevention and Building Code, and fire exits will be accessible in all rooms. Doorways with automatic operation will remain unchanged. Fire Drills and Lockdown Drills will continue as required by Education Law.

3. Ventilation

Ventilation of the building will be increased with outdoor air to the greatest extent possible. Windows and doors will be open when weather permits.

4. Means to Control Infection

To avoid areas being congested, class and dismissal schedules will be staggered.

To reduce the spread of the virus, interior doorknobs may be fixed in the open position.

Plastic separators may be used where necessary where social distance or mask requirements cannot be complied with or easily regulated.

Alcohol-based hand-rub dispensers will be provided and installed in areas of the facility in accordance with the 2020 Fire Code of NYS.

Areas subject to overcrowding may require dividers to avoid points of congregation.

5. Required Square Footage

Class size occupancy will comply with codes as follows: 20 square foot per person for a classroom, and 15 SF per person for the cafeteria.

CHILD NUTRITION

Free and Reduced Lunch applications will be made available to all families before the start of the school year. Reminders will be sent during the school year for those who would like to apply at a later date due to financial circumstances. Payment options will be made available to avoid the handling of money.

Holy Cross Academy will be provided with hot meals for students by the Oneida School District. Meals will be taken to classrooms or eaten in the cafeteria with social distancing protocols followed. Students will sanitize hands before lunch, and will not be permitted to share food. Cleaning will take place between lunch shifts. If classes are transitioned to remote learning, students will be provided lunch through their local school districts.

Those who bring lunch from home are asked to bring a cold pack in place of using the student refrigerator. Microwaves will be cleaned after each use.

Food servers will be trained on district policies, will observe social distancing, and will wear masks and gloves when serving. Only approved staff and volunteers will be allowed entry into the kitchen area. Tables, Chairs, carts, and surfaces will be cleaned following lunch.

TRANSPORTATION

Students must comply with the local schools' health practices. Siblings are encouraged to sit together while on the bus. When entering or exiting the building, students will observe social distancing. Students will be asked to sanitize their hands upon entering the school. Hand sanitizer is not permitted on the buses.

Students transported by car will observe the same procedure when entering or exiting the facility.

SOCIAL AND EMOTIONAL WELL-BEING

The Holy Cross Academy's SEL (Social Emotional Learning) advisory team composed of teachers, school building leaders, and community-based service providers are responsible for the SEL reopening program and yearly plan.

Holy Cross Academy's SEL Committee has considered the following for reopening;

- Professional development for faculty and staff on how to talk with and support students during and after the ongoing COVID-19 public health emergency, as well as provide support for developing coping and resilience skills for students, faculty, and staff.
- Adoption of the Collaborative for Academic, Social, and Emotional Learning (CASEL) Competencies. (<https://casel.org/core-competencies/>)
- Parents/Guardians of students in need of mental health, behavioral, and/or emotional support services will be given referral information and guidance.
- Create safe, supportive, engaging learning environments that nurture students' social emotional learning.
- Develop a team that will lead implementation, support, and sustain the SEL program.

SCHOOL SCHEDULES

The goal of Holy Cross Academy is to provide quality instruction to its students, whether in person, remotely, or a hybrid combination of in person and remote learning. When planning course syllabi for the year, Teachers will have a plan to meet the academic goals of their courses through any of these three methods of instruction.

Holy Cross Academy will re-open the 2020-2021 school year with an in-person schedule. Each class level will be assigned a specific classroom, and teachers will move from room to room. Teachers will be available to the students on the fifth day for one on one help, through phone or video conferencing.

If complete remote learning is required, academic classes will have scheduled, live, online meetings, and will also involve the use of online and digital resources for students to receive instruction on the other days. Teachers will remain available to provide one on one help through phone or video conferencing. Classes will continue to follow their plans as much as possible, and these plans will be adjusted as needed, to allow goals to be met through remote learning.

If it becomes necessary to reduce the number of students in the school, but not necessary to move completely to a remote learning model, a hybrid method of instruction will be used. In this case, instruction will be given in a combination of in person and remote learning. Students will attend classes two days per week. The student body will be split into two groups, so that there will be in person instruction happening four days of the week, with a fifth day for special tutoring and/or facility cleaning. The needs of the specific students will determine which grades come to school on which days. Every class will meet in person, and will also require remote instruction and homework. If the need arises for more contact or live instruction, live online classes can be scheduled to supplement the in-person classes and the independent work. Teachers will remain available, both in the school setting and through phone and video conferencing to answer questions and give one on one help to students who need it.

In either the full-remote or hybrid learning models, students will be expected to attend and participate in all aspects of remote learning, as much as they are able. Student performance will be monitored throughout the hybrid and remote learning processes, and those whose participation or performance is not sufficient will be identified. Teachers and staff will communicate with these students and parents to find solutions and help the students become more engaged in their classes. Students for whom connectivity and/or suitable technology present a barrier to successful remote learning will be identified by the staff. Holy Cross Academy will assist these students in getting the technology and access needed for remote learning as much as able. These students will also be given options of alternate methods of instruction, which may include, but are not limited to, in-person individual meetings with instructors, while following all social distancing and health and safety guidelines required by the local departments of health.

Methods for contacting teachers or other staff to provide feedback and ask questions will be communicated to students and parents/legal guardians. Parents will be given suggestions on how to monitor and support their children's progress in the different learning situations and will be encouraged to communicate their concerns and questions to the appropriate teachers and staff at the school.

ATTENDANCE FOR INSTRUCTIONAL PURPOSES

Holy Cross Academy has a mechanism in place for collecting and reporting teacher and student engagement.

1. GradeLink Student Information Service is already in use for student attendance reporting in both in-person and remote instruction.
2. Homeroom teachers record attendance at in-person class settings.
3. Teacher attendance/participation is recorded in remote instruction.
4. Teacher absences are recorded by principal when in-person classes are in place.
5. Personal phone calls are made to parents by principal when students fail to engage in remote learning and when attendance policy is violated during in-person classes.
6. Collaboration concerning attendance violations will take place among parents, students, and school and other officials when warranted. Legal action will be a last resort.

TEACHING AND LEARNING

Holy Cross Academy has always maintained and will continue to provide a welcoming environment and positive atmosphere for relating to one another and for learning. It will be a high priority to ensure that students will be supported in their individual needs and will be treated with care and equity in all forms of learning experiences.

1. The mandatory 180 days of instruction, or the equivalent, will be provided through in-class, remote, or hybrid models. The hours of instructional time will include actual teacher-led face-to-face engagement, as well as other experiences, which may be remotely accomplished, such as completing on-line assignments and tasks, responding to posts, conducting research, doing projects, participating in discussions, watching and responding to videos, in-person or virtual attendance at events, and other typical school experiences in which safety will be the utmost concern.
2. A continuity of learning plan is in place via class schedules for in-class and remote learning. These schedules include review classes, which are intended to recoup any core learning, which may not have been assimilated in the previous year due to the sudden disruption of normal school procedures.
3. NY State Learning Standards are in place. All students who achieve the learning outcomes for a course will receive academic credit as outlined in the NY State diploma requirements.
4. All teachers are qualified and competent and possess multiple years of teaching experience. They will interact regularly with students both in-person or remotely according to setting.
5. There is a clear communication plan already being used to give and receive information to and from students and families. REMIND School Communication Service and GradeLink Student Information Service, along with mail/email messages and newsletters, will continue to provide needed communication.

6. Classrooms have been re-arranged to accommodate social distancing. Students will remain in their particular classroom for the bulk of the school day and teachers will move to each of those classrooms according to the schedule. There will be limited student movement in hallways, e.g., when entering the building, obtaining lunch, going outdoors for a class, and exiting the building.
7. Because of the many changes experienced by students in the return-to- school process, as well as in classroom arrangement, teacher delivery of instruction, limited movement, and lack of interaction among the student body, teachers and staff will be alert to social and emotional needs of students. With assistance from counselors, they will identify those needs and incorporate strategies for addressing them.
8. A staff information meeting has been held, and more are being planned to apprise teachers and other employees of the changes in room layout, scheduling, and procedures they can expect upon return to in-school instruction. Teachers and staff who show signs of emotional distress or who are vulnerable because of physical conditions will be offered flexibility appropriate to addressing these issues.
9. Training and assistance will be available to families who are uncomfortable with technological platforms that may be in place in case a return to remote instruction occurs.
10. Immediate plans for reopening are for a return to campus for all students, with contingency plans in place for hybrid or fully remote instruction if necessary.

A. GRADES 7-12 – PROGRAMS AND UNITS OF STUDY

Holy Cross Academy will provide instruction to enable students to achieve grade level learning expectations. The instructional time normally needed to deliver instruction in a particular course has been considered when designing the daily and yearly schedule of classes. Students who satisfactorily complete the learning outcomes of a course will be granted the applicable credit.

1. Science classes will include 1200 minutes of lab experiences that will be hands-on or virtual when necessary.
2. Labs will be aligned to each specific course: Earth Science, Biology, Chemistry, and Physics. Lab reports will be assessed on the quality of the experience and the satisfactory completion of the lab and not the actual time spent in completing it. Teacher expectations will be communicated to students and used as a reference for having met the 1200 minutes requirements.
3. In Arts classes, the management of instructional spaces will be planned for appropriate procedures in line with social distancing and use of materials or supplies.
4. Alternative methods will be employed in case of a return to remote instruction.

5. Arts classrooms will be cleaned according to local, state, and CDC guidelines. Students will be asked to maintain personal kits of required supplies if appropriate to particular class.
6. Visuals and markings on the floor will be placed to facilitate distancing and flow of students in the classroom.
7. Hand cleaning supplies will be placed in the room.
8. Arts classes will be prepared for remote learning if a transition is required.
9. Students will be instructed to have materials on hand at home.
10. Teachers will plan ways to support students while they work from home.
11. Teachers will employ methods of enabling students to work collaboratively on group projects during remote learning.
12. Digital “field trips” or online arts experiences may be utilized.
13. In Physical Education classes, the benefits of physical activity on both physical and mental health will be stressed. In-person classes are planned for reopening, transitioning to hybrid or remote classes when necessary.
14. A distance of 12 feet between individuals will be enforced when participating in aerobic activities.
15. Focus will be on individual activities and skills, such as track and field, fitness exercises, throwing, catching, and kicking practice, archery, and golf, rather than team sports or physical contact.
16. Use of videos demonstrating activities or skills may be used for remote learning.

B. ACADEMIC INTERVENTION SERVICES

Students who are at risk of not achieving state learning standards in English Language Arts or Mathematics have received Academic Intervention Services at Holy Cross Academy through an assigned Resource teacher from the Oneida City School District.

Since the grades 3-8 assessments, on which eligible AIS students were determined, were not administered during the 2019-2020 school year, an alternative assessment will be performed by the assigned Resource teacher for the upcoming school year.

C. GRADING AND ASSESSMENTS

Holy Cross Academy has developed a general grading policy that can be applied to all courses.

1. Specific policies will be aligned to the outcomes of each course.
2. Policies will be clearly communicated to students and parents.
3. Assessment tools will be determined in light of the possibility of remote instruction.

4. Student progress will be reported to parents through the Progress Report (four times a year between Report Cards) and the Report Card (every 9 weeks of instruction). Additional reports will be given to parents as needed depending on student performance or parent request.
5. Students with learning disabilities will be graded according to NY State policy.

D. LIBRARIES

The school library plays an important role in supporting learning. However, because of the guidance concerning distancing and touching of materials, the Holy Cross library will see very limited in-person use at this time.

1. Teachers will refer students to on-line resources for research and information.
2. Computer classes will afford students opportunities for obtaining digital resources.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Attention will be given to bring back important activities that can be conducted in a safe environment with appropriate social distancing protocols. Athletics and extracurricular activities will follow all school policies and procedures contained in the school's reopening plans. Additionally, Holy Cross Academy will follow the guidelines from NYSDOH, NYSED, NYSPHSAA, and the governor regarding the start of athletics.

BILINGUAL EDUCATION AND WORLD LANGUGES

Holy Cross Academy currently has no ELL students attending. Guidelines will be followed upon enrollment to ensure the proper education of ELL students, whether remotely or onsite.