

Returning to School

2020-2021 Plan



URSULINE

A C A D E M Y

Effective Aug. 1, 2020

Ursuline Academy

Return to School Plan

Overview

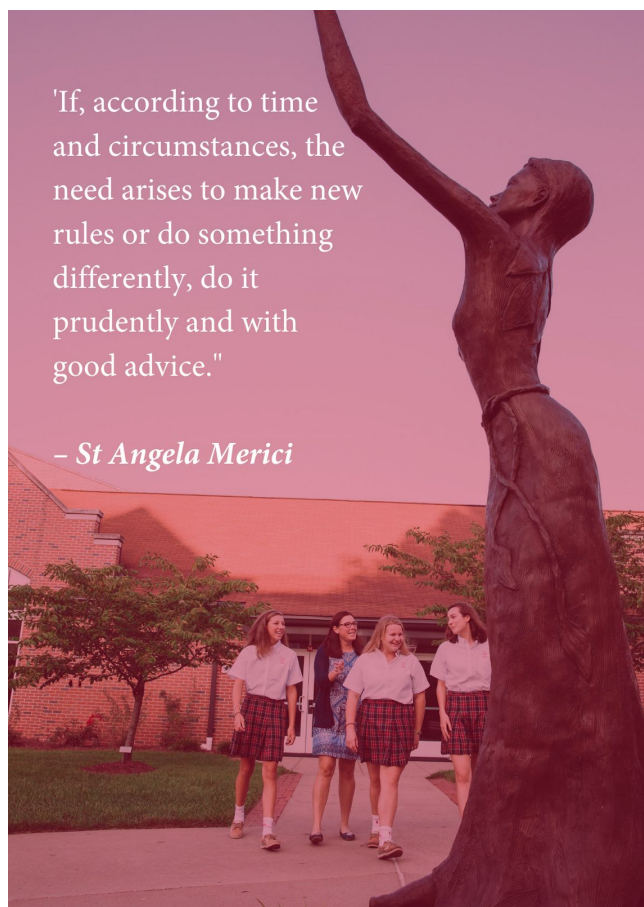
These times absolutely call on each of us to be our best selves. Our top priority is to provide for the utmost health and safety of all co-workers and students while we continue continuing to keep our mission at the center of everything we do. It is in the spirit and tradition of St. Angela and Ursuline Academy to rely on the strength of our community to successfully embrace and respond to change. Today we are called to the challenge to take responsibility and keep our community safe.

In anticipation of our return to campus, the Ursuline Academy administration and co-workers collaborated with other area schools as well as medical professionals to determine the best practices for health and safety protocols for our operations, aligned with current guidelines from the Center for Disease Control and the St. Louis County Health Department. Our planning is in the context of what we know now, and we anticipate changes. Much is still unknown, and all is subject to the evolving pandemic spread of COVID-19.

Please know that our most essential partnership is with you. Our reopening plan can only be successful with a commitment from our students and families to support and follow these guidelines. We know you will encourage your daughters to act responsibly, to take care of one another, and to do the right thing. We need and value your feedback. Let us know how we can support you.

Please understand that the information contained in this guide may change at any time, depending on the course of the virus and guidance from state and local officials.

**An update to the Synchronous Schedule has been made as of 7/31/2020*



Fall 2020 Academics & Schedule



Choices

Understanding that our families face a variety of unique situations and concerns regarding the start of school, we will offer a choice of two different educational models for at least the first semester of the school year, a Hybrid Model that includes both in-person and distance learning or a Full Distance Learning Model. ***Please note that due to facility planning and resources, those who choose the full distance learning model are committing to that model for the duration of the first semester.*** Those who choose the hybrid model may switch to the full distance model at any time for the remainder of the semester. These models and the overall plan will be reevaluated for the second semester.

For those students choosing the full distance learning model, **the deadline for making the selection is Wednesday, August 5th.** Please visit <https://www.ursulinesl.org/covid19/> to complete the form.

Hybrid Model

Though we would rather bring back all of our students at one time, both safety and educational considerations make a hybrid model, in which half of our students are on campus at any one time, the more reasonable option.

Our students will be split into two cohorts by grade level and will remain with their cohort throughout the first semester. We will have a freshman/sophomore cohort and a junior/senior cohort.

- During a typical week, the FR/SO Cohort will attend in-person classes on Monday and Tuesday and synchronous, distance learning classes on Thursday and Friday.
- The JR/SR Cohort will attend synchronous, distance learning classes on Monday and Tuesday and in-person classes on Thursday and Friday.
- On Wednesdays, both cohorts will participate in asynchronous distance learning.

Hybrid Model - Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<i>In-Person Learning</i>	FR/SO Cohort	FR/SO Cohort		JR/SR Cohort	JR/SR Cohort
<i>Synchronous Distance Learning</i>	JR/SR Cohort	JR/SR Cohort		FR/SO Cohort	FR/SO Cohort
<i>Asynchronous Distance Learning</i>			FR/SO and JR/SR Cohorts		

*Synchronous Learning - Students learn at the same time in a virtual class with their teacher and peers. Communication happens in real time.

*Asynchronous Learning - Students learn at different times on their own schedule within the parameters set by individual teachers. Communication with the teacher and other students in class is not live.

Full Distance Learning Model

Those choosing the full distance learning model will be placed in the same cohorts as those participating in the hybrid model for synchronous learning, a freshman/sophomore cohort and a junior/senior cohort

- Students participating in the full distance learning model will engage in both synchronous and asynchronous learning throughout the semester.
- FR/SO Cohort
 - Those students in the FR/SO Cohort will engage in asynchronous distance learning on Monday and Tuesday. They will engage in synchronous learning during the rest of the week. On Wednesday they will meet synchronously with each of their teachers and on Thursday and Friday they will meet their classes synchronously along with their classmates who have chosen the hybrid model.
- JR/SR Cohort
 - Those in the JR/SR Cohort will engage in synchronous distance learning on Monday, Tuesday and Wednesday and in asynchronous distance learning on Thursday and Friday.
- Students participating in the full distance learning model will have access to course information through Google Classroom and will have the full support of teachers, counselors and learning consultants in a virtual setting.
- They will also have the opportunity to participate virtually in clubs, organizations and other co-curricular activities that take place during the school day. If they are a part of an athletic team, theater production or some other activity that takes place outside of the school day, they are welcome to come onto campus for those activities.

Full Distance Learning Model - Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Synchronous Distance Learning</i>	JR/SR Cohort	JR/SR Cohort	<i>FR/SO and JR/SR Cohorts</i>	<i>FR/SO Cohort</i>	<i>FR/SO Cohort</i>
<i>Asynchronous Distance Learning</i>	<i>FR/SO Cohort</i>	<i>FR/SO Cohort</i>		JR/SR Cohort	JR/SR Cohort

*Synchronous Learning - Students learn at the same time in a virtual class with their teacher and peers. Communication happens in real time.

*Asynchronous Learning - Students learn at different times on their own schedule within the parameters set by individual teachers. Communication with the teacher and other students in class is not live.

Daily Schedules

The following schedules have not been finalized; however, other than minor time changes, they should provide a good representation of what typical days will look like.

In-Person Schedule

	Monday -A Day-	Tuesday -B Day-	Wed.	Thursday -A Day-	Friday -B Day-
8:00-9:15	Period 1	Period 5		Period 1	Period 5
9:25-9:55	Club Meetings Co-Curriculars	Advisement/ House Period		Club Meetings Co-Curriculars	Advisement/ House Period
10:05-11:20	Period 2	Period 6		Period 2	Period 6
11:25-12:10	Lunch	Lunch		Lunch	Lunch
12:20-1:35	Period 3	Period 7		Period 3	Period 7
1:45-3:00	Period 4	Period 8		Period 4	Period 8

Synchronous Schedule

	Monday -A Day-	Tuesday -B Day-	Wed.	Thursday -A Day-	Friday -B Day-
8:15-9:15	Period 1	Period 5		Period 1	Period 5
9:25-9:55	Club Meetings Co-Curriculars	Advisement/ House Period		Club Meetings Co-Curriculars	Advisement/ House Period
10:05-11:05	Period 2	Period 6		Period 2	Period 6
12:20-1:20	Period 3	Period 7		Period 3	Period 7
1:45-2:45	Period 4	Period 8		Period 4	Period 8

Bear Day Synchronous for Full Time Distance Model

	Wednesday -Bear Day-
8:00-8:30	Period 1
8:45-9:15	Period 2
9:45-10:15	Period 3
10:30-11:00	Period 4
11:15-11:45	Period 5
12:45-1:15	Period 6
1:30-2:00	Period 7
2:15-2:45	Period 8

Back to School Calendar

In order to provide time for communication with each class about modifications to in-person learning, we will stagger the start of our in-person classes and incorporate class meetings (with proper social distancing) into the first days of the semester.

August

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
9	10	11	12	13 Freshmen School Pictures Gym	14	15
				Viaggio Days/ Freshmen Orientation		
16	17	18	19	20	21 9am - Sophomores Class Meeting and School Pictures Gym	22
				In-Person Classes for Freshmen only (Hybrid Model)		
23	24 9am - Juniors Class Meeting and School Pictures Gym	25 9am - Seniors Class Meeting and School Pictures Gym	26 Synchronous Distance Learning Begins	27	28	29
	In-Person Classes for FR/SO Cohort (Hybrid Model)			In-Person Classes for JR/SR Cohort (Hybrid Model)		

August 13-14	Viaggio Days/Freshmen Orientation
August 13	Freshmen School Pictures
August 20-21	In-Person Classes for Freshmen Only (Hybrid Model)
August 21	Sophomore Class Meeting/School Pictures, 9AM
August 24-25	In-Person Classes for FR/SO Cohort (Hybrid Model)
August 24	Junior Class Meeting/School Pictures, 9AM
August 25	Senior Class Meeting/School Pictures, 9AM
August 26	Synchronous Distance Learning Begins
August 27-28	In-Person Classes for JR/SR Cohort (Hybrid Model)

Academic, Social & Emotional Well-being

Students participating in both the hybrid and full distance learning models as well as their parents will have access to counselors, learning consultants and teachers either in person or virtually during the school day and outside of class time.

- Counseling programs addressing transition into high school, standardized testing and college placement will take place with some modifications.
- Learning Plans for students with diagnosed learning differences will be created and used for students in both learning models as well.
- Counselors will meet with each class and provide a self assessment for students that will enable them to reflect on their concerns and needs as well as supply them with ideas for self-care.
- Extra support will be offered by the Counseling Department to students who choose the distance learning model to ensure their sense of belonging to the UA community.
- Both students and parents will be provided tools to manage stress during the pandemic.

Student Life

Clubs & Organizations

Understanding that a student's participation in co-curricular activities can be just as important to her formation and education as her work in the classroom, UA will provide opportunities for participation in clubs, organizations, athletics and the arts to students who have chosen either the hybrid or distance learning models.

- Club meetings, advisement, house meetings, etc will take place during the co-curricular time in each schedule.
- All students will choose to be a member of at least one club based on her interests. Students will be socially distant or meet virtually.
- Through the new House System students will be grouped into houses and advisements. Big Sis/Little Sis pairings will be in advisements. A fun and nurturing community spirit will be the focus of this new structure.
- Organization meetings, athletics, theater, etc. will take place before and after school.

Campus Ministry

We are also committed to providing spiritual formation in the form of liturgy, retreats and service throughout the year.

- Liturgies will be offered for our students and co-workers in a socially-distanced and/or virtual manner to allow for participation both on and off-campus.
- Retreats are being planned to take place with accommodations for needed distancing.
- Serviam will continue to be an important part of the faith formation for each student. Many service opportunities are being transitioned to virtual opportunities. Required hours have also been adjusted. <https://www.ursulineatl.org/covid19/>

Athletics

Decisions regarding athletics will be made in compliance within guidelines and procedures outlined by MSHSAA and the St. Louis County Department of Health. MSHSAA guidelines and procedures.

Campus Guidelines

Arrival & Dismissal

Designated procedures will be communicated at a later date for arrival and drop-off to ensure social distancing requirements are met.

Social Distancing

Ursuline will adhere to social distancing guidelines as established by the CDC and local health authorities. Social distance of at least 6ft between people remains a primary preventative measure for reducing the spread of COVID-19 and is the standard at Ursuline Academy. It is recognized that this cannot be accomplished at all times and that distancing of at least 3 feet has been shown to provide adequate protection.



- To ensure appropriate physical distancing, we have reconfigured desks and table arrangements in classrooms. Social distancing will be enforced in all campus spaces including the cafeteria, gym, O'Hara Hall, etc.
- Signage will be posted throughout campus as a reminder to adhere to social distancing and safety protocols.
- Directional signage and one-way traffic will be indicated where possible to minimize density in hallways.
- Students will be assigned seats in each of their classes to allow for social distancing and, if necessary, to assist with tracing.

Masks

Students and co-workers are required to wear a mask or cloth covering both nose and mouth while inside and outside the building.

- Masks must be worn while walking in hallways and public spaces.
- Masks containing words or logos are not permitted. Masks with the Ursuline Academy logo are permitted and will be available for purchase through the Bear Den online.
- Students or co-workers who do not bring their own mask will be provided a disposable mask. After the first one, the cost is \$1.

Hygiene & Cleaning

Students and co-workers will be trained and reminded to follow appropriate hygiene practices, including frequent hand washing, hand sanitizing, refraining from touching one's face, refraining from sharing food, drink or any kind of equipment/supplies.

Enhanced cleaning and sanitizing procedures that follow CDC and St. Louis County guidelines will take place throughout the day as well as additional deep cleaning of all buildings and surfaces each night.

Lunch

Lunch will be provided for every student through our all-inclusive lunch plan. All food offerings will be made from scratch and individually packaged. Pedestal Foods, our food service provider, is committed to following all guidelines recommended by the CDC, the health department and National Restaurant Association for safe food preparation and service. For the 20/21 year only, the lunch plan has been reduced in price to coordinate with the hybrid schedule. The price per student will be \$350 for the entire school year.

Water Fountains, Bathrooms, Lockers & Supplies

- Student lockers will not be in use. Students will use backpacks to assist with their belongings.
- Social distancing will be maintained around water fountains, which are to be used ONLY for filling water bottles.

- Restroom breaks will be scheduled to minimize the visits between classes. Hand blowers in restrooms will not be used.
- Recommended supplies for students include three washable face coverings, three disposable face coverings in a sealed bag, travel size refillable hand sanitizer and refillable water bottle.

Parents & Visitors

Our goal is to significantly limit the number of visitors and parents on campus.

- All visitors and parents may only enter the building with prior administrative approval.
- Authorized visitors will be required to complete the screening process, including having their temperature checked.
- All visitors must wear a mask at all times while on campus.

Health, Wellness & Safety

Screening

All students and co-workers will complete a self-screening form each day before arriving on campus. If the student or co-workers answers “yes” to any questions on the form, they should not come to campus. Parents are expected to make the school aware as soon as possible via phone call.

Students and staff must avoid campus if they exhibit any of the following symptoms:

- A fever of 100° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Congestion or runny nose
- Sore throat
- New loss of taste or smell

Sick at Home

If for any reason students, faculty, and staff are not feeling well, we ask them to stay home. The symptoms of COVID-19 often mirror those of a common cold. Students and staff members must stay home even for what seems to be something minor.

- Students and co-workers will be allowed to return to campus when they satisfy the recommendations of the CDC or have been approved to return in writing by their healthcare provider.
- Students who stay home sick will participate in remote learning, provided their symptoms are not severe enough to impede learning. If a student is too ill to participate in remote learning, a parent or guardian must call the main office to report the student absent.

Sick on Campus

A *student exhibiting* one or more symptoms associated with COVID-19 will be isolated in the Athletics Conference Room until a family member comes to take her home.

A *co-worker* who begins to exhibit symptoms indicated on the screening during the school day will go home immediately.

- The student or co-worker may return to campus when they are able to satisfy the recommendations of the CDC.

Exposure to COVID-19

If a student or employee has recently had close contact with a person with COVID-19 symptoms or diagnosed with COVID-19, he or she will be required to self-quarantine for 14 calendar days.

- A student who is required to self quarantine will be contacted by the Counseling Department to make arrangements for course work as appropriate.
- If a student or employee is not in school due to COVID-19 symptoms or has had a positive COVID-19 test, any household members that attend school will be asked to leave campus until their status can be confirmed and a possible need for quarantine may be determined.
- The student or co-workers employee may return to campus when they are able to satisfy the recommendations of the CDC.
- Recommendations from CDC for community related exposure
<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

COVID-19 Case Identified

If an individual within a school building tests positive for COVID-19, Ursuline Academy will follow procedures outlined by the St. Louis County Department of Health, including identifying anyone with whom the individual was in contact within a 6-foot space for at least 15 minutes. Any of the following scenarios will be possible.

- Ursuline Academy will contact the local health department immediately. Unless extenuating circumstances exist, the school building will be closed for a minimum of 2-5 days as Ursuline works with the local health department to assess factors such as the likelihood of exposure to co-workers and students in the building, the number of cases in the community and other factors that will determine when the building should reopen.
- Ursuline will contact parents/students and co-workers to notify them that a person who tested positive for COVID-19 was in the building and encourage cooperation with Ursuline and the St. Louis County Department of Health to trace contacts with the individual. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the health department.
- If specific contacts can not be identified, everyone who was in the room or area will be quarantined. Ursuline Academy will keep classroom and visitor logs to assist with contact tracing and minimize when possible the number of students required to be quarantined.
- While the school building is closed, students will be informed regarding a change to distance learning. Any planned activities or extracurriculars will be canceled or rescheduled, regardless of whether the activity was to take place in the building or another location. Parents/students and employees will be encouraged to stay at home until more information is provided by Ursuline or the health department.
- As soon as Ursuline becomes aware of a student or employee that may have COVID-19, the maintenance staff will be informed so that all desks, lockers and workspaces of the person are thoroughly disinfected. If the school is not open when notification occurs, the custodial staff will wait 24 hours or as long as possible prior to disinfecting and instead will block off the area so that others do not have contact. However, if that is not possible or school is in session, the cleaning will occur immediately.

School Closure

A number of circumstances could lead to school closure:

- Mandate by a governing body.
- Based on expert opinion or recommendation, we feel that it is in the community's best interest.
- If it is confirmed that a person diagnosed with COVID-19 has been in the building, it may be determined that the building be closed for 2-5 days to allow for cleaning and disinfection.
- If over 5% of the student body tests positive, 4% test positive over two days or 3% test positive three days in a row, the school will close for 10 days.