



DIOCESE *OF* VENICE — IN FLORIDA —

Department of Education

BISHOP VEROT CATHOLIC HIGH SCHOOL

RETURN TO SCHOOL PLAN



Mission Statement

Bishop Verot Catholic High School builds relationships centered on faith, learning, and leadership devoted to educating the whole person, utilizing innovative technologies, empowering students through collaborative experiences, and cultivating a spirit of service while grounded in our relationship with Jesus Christ.

Introduction

Dear Bishop Verot Families,

As we continue to navigate through the Covid-19 pandemic and the its impact on our community, we understand there are many questions about the 2020-2021 school year and what the start of school and daily operations will look like. This document in its current format, as well as future revisions, is meant to share with families and staff the steps Bishop Verot is taking to ensure the health and safety of all students and staff members.

It is my sincere hope that these changes in the daily operations of the school will be temporary and that restrictions across the State of Florida, Lee County, and Bishop Verot will be eased sooner than later and we will return to the daily operations we are all accustomed to. Until that time, however, it is imperative that everyone who comes on campus adheres to the guidelines outlined in the Return to School Plan. As a school we take the burden of providing a safe learning environment very seriously and will do everything within our power to bring students back on campus while protecting them and their families to the very best of our ability. As always, our partnership with families is extremely important to us and we need your help ensuring students understand and adhere to the expectations. It is also imperative that families maintain an open line of communication with us as we reopen and share any health concerns regarding their children as soon as possible so we can respond appropriately.

In creating Return to School Plans, the Diocese and individual schools, understand each environment is unique. The needs in a high school are different than those in a K-8 school environment, but please know we are taking every measure possible to create a plan that is safe for our unique environment. This plan reflects the specific needs for Bishop Verot, including the layout of our campus, the size of our student body, our lunchroom facilities, hallway movement, class transitions, restroom capacity, etc. The ultimate goal is to promote the safety of all members of the school community and to assist all stakeholders in understanding the importance of the plan. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control (CDC), the Department of Health (DOCH) and the World Health Organization (WHO). The Diocese of Venice continues to look at best practices in education while listening to recommendations being made by the Department of Education (DOE), the National Catholic Education Association (NCEA), and the Florida Catholic Conference School Executive Committee (FCCSEC) and Accreditation Committee (FCCA).

Please review this plan, as well as the Diocese of Venice plan, and reach out if you have any questions. We will be establishing a section on our website (www.bvhs.org) for Frequently Asked Questions in order to provide families with updates and clarifications as needed.

I appreciate your support of Bishop Verot and your patience as we navigate through this unprecedented time. We remain dedicated to our commitment to provide your children with a quality Catholic education in a safe and loving environment.

God Bless,

Suzie O'Grady

Interim Principal

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I. Summary

Bishop Verot Catholic High School, in consultation with the Diocese of Venice Department of Education, and based on new information from federal, state and political and health leaders, developed a detailed, yet flexible, Return to School Plan that allows the school to adjust its strategy if the situation in the community changes in regard to the COVID-19 pandemic.

The physical, emotional, social, and spiritual health of every student is at the forefront of decisions being made to safely reopen Bishop Verot.

II. Phases and Timeline

Information and direction about the phases and timeline will be sent to all employees, students, and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	May	<ul style="list-style-type: none">• Supplies, equipment• Prepare detailed work schedule for phases• Prepare building and transportation for reopening with thorough cleaning• School individual reports
Phase 1	June	<ul style="list-style-type: none">• Implement social distancing protocol and open facilities with limited access/use
Phase 2	July	<ul style="list-style-type: none">• Expand use of school based on recommendations and data from CDC, DOE, DOH, OEL, Florida Governor, and applicable state and local agencies
Phase 3	August	<ul style="list-style-type: none">• Open schools• Expand full operation based on recommendations and data from CDC, DOE, DOH, Florida Governor, and applicable local and state agencies• Determine what restrictions/guidelines stay in place

III. In Person vs. Distance Learning

Learning Options for 2020-2021: Families will have two options for instruction for the 2020-2021 School Year beginning on **Monday, August 17, 2020**.

A. In Person Option

1. Those students who are comfortable returning to campus can join their teachers and classmates in school following a Monday through Friday schedule.
- 2 Others may opt to continue with a Distance Learning Plan utilizing live-streaming at home.
 - a. Students opting for a virtual option will participate with the class via livestream for the entirety of the academic school day, following their class schedule as if they were on campus.
 - b. Families will be allowed to choose whether or not their student will participate virtually or on campus for clubs and sports when selecting their learning option.
 - c. Tuition will be the same for the Distance Learning and In Person option.

B. Distance Learning Option

What will the Distance Learning Option look like? Please note: In the event of an extended school closure, or individual student absence due to quarantine, the following will apply:

1. Students will be expected to follow their regular class schedule and attend the live stream of each class as it occurs via Zoom. Classes will be conducted in a block schedule format alternating between Black Day (even classes beginning at 9:08 am) and Gold Day (odd classes beginning at 7:30 am). Attendance will be taken each period by their teacher. The last class will dismiss at 2:30 pm. An updated Bell Schedule will be posted on the school website before the first day of classes on August 17, 2020.
2. Students will need to use two devices for distance learning. One device will be used to listen to teacher instruction and the other to take appropriate notes and complete required work.
3. Students will be required to complete classwork, homework assignments, and projects on time just as their on-campus classmates and submit these electronically.
4. Assessments will be handled by each teacher individually and may require distance learning students to take tests or quizzes prior to the start of school on Black Days (late starts) or during virtual Office Hours after school.

5. Students are responsible for contacting their teacher via email if they need additional help or guidance. Teachers will respond to emails within 24 hours during the work week.
6. Classroom technology has been upgraded to ensure students can participate from home as needed.
7. Families who decide to opt for the Distance Learning option may transition back to in person learning at the end of the quarter or at the end of the semester.
8. Students who opt for in person learning are expected to be on campus and abide by attendance policies as outlined in the Student Handbook. Students may not go back and forth from in person to distance learning within the course of a quarter. The only exception to this would be if a student is required to quarantine at home for a period of time.
9. Faculty, student and parent questionnaires were utilized to determine opportunities for growth and Faculty Professional Development has been based on stakeholder feedback on Distance Learning in the Spring of 2020.

C. Learning Commitment Form

Parents will be asked to respond to a questionnaire asking parents to commit to either an in person learning distance learning plan. This questionnaire must be completed by **Thursday, July 30, 2020**. This questionnaire will help us as we finalize our plans for the start of school by letting us know which students will be on campus and which students will be at home. Families who commit to distance learning will also be asked to sign a Distance Learning Opt In Form.

IV. Safety of Students, Staff and Visitors

A. Class Size, Furniture Placement/Spacing and Social Distancing

1. Master Schedule adjustments have been made as appropriate to allow for smaller class sizes. In cases where smaller class sizes are not possible due to personnel restrictions, classes have been relocated to larger classroom spaces on campus.
2. Teachers and staff have removed all excess furniture in classrooms in order to create more floor space to maximize distance between students.
3. Although class sizes vary throughout the day, distance between desks will be maximized and classes will be moved as needed as number of students in class dictates.
4. A Distance Learning Program has been developed to allow students to continue learning at home.

B. Hallway Movement/Transitions

1. Students, Faculty, and Staff will follow directional signage to and from classrooms. Staff and Administration will monitor the number of students and make sure students are not congregating.
2. Transition times have been lengthened to allow students to be dismissed from class in waves. Student will follow directional signage around campus when moving from class to class and maintain social distancing guidelines while in the halls.

C. Personal Protective Equipment (PPE)

1. Face Coverings (mask or gaiter) are required to be worn by all persons (students, employees, visitors, volunteers, etc.) over the age of 2 years old while on school property.
2. Face coverings are an important part of student and employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. A face covering should safely cover the mouth and nose at all times* while on school property.

*There may be instances where a student is allowed to safely unmask under the direct supervision of school faculty (for example: outside physical education with social distancing of greater than 6 feet. Other considerations include but are not limited to the performing arts.)

3. Families should purchase at least two masks/gaiters, and masks/gaiters should be washed by parents after every school day. It is recommended that students with fabric face coverings have at least 5 to rotate daily for cleaning of the PPE at home. It is recommended for students to have at least two additional spare face coverings in his/her backpack in case of a face covering becoming contaminated or soiled.
4. If parents are utilizing disposable masks, masks should be discarded after every school day. Parents should send students with extra disposable masks in case they are damaged during the day.
5. Face coverings cannot contain messages or images that would distract from the educational environment of the school. While masks with school logos are encouraged (these will be available for sale in the Main Office in the coming weeks), students may also wear masks with the following:
 - a. Sports team logos/mascots
 - b. Collegiate logos/mascots
 - c. Solid colors or prints (floral, stripes, plaid, etc.)
6. Masks may not contain written messages, political pictures/messages or any other message/pattern that is deemed offensive or inappropriate for school. The Dean of Students will have final say on appropriateness of masks in question.

7. Masks may be removed in special circumstances. These include:
- a. When eating or drinking.
 - b. When engaged in outside activities or instruction.
 - i. When removing masks, students and employees must remain socially distant by at least six feet.
 - ii. When removed, masks should be stored in an individual bag that is labeled with the individual's name. Individuals should wash or sanitize hands before putting their masks back on.
 - iii. All students and employees must receive training on proper mask-wearing.

D. Visitor Restrictions

Bishop Verot will not allow normal visitation to our campus until further notice. All guests on our campus will check-in at the main office and will be escorted with a face mask around the campus. Face coverings will be provided for guests who do not bring their own.

E. Trips

All class or club field trips are cancelled for at least the first quarter of the 2020-2021 school year.

F. Screening and Protocols

To prevent the spread of COVID-19 and reduce the potential risk of exposure, Bishop Verot will require employees and students to complete a daily screening in order to enter campus. This screening will include temperature checks and a set of questions related to COVID-19 symptoms as determined by the CDC. Parental assistance in monitoring their children for the following is appreciated:

COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

G. Daily Operations/Logistics

Arrival and Dismissal Procedures: Members of the administrative team will be assigned to each entrance in the morning to check temperatures. Students who are being dropped off through the parent drop off line in the morning will remain in the car and have their temperatures checked before exiting. Parents are encouraged to begin dropping off students early to avoid long lines for temperature checks.

1. During arrival, students will enter through the front entrance, Science entrance or Beattie Square entrance where they undergo 4 individual “checks” each day:

a. Temperature Checks: A temperature check of each student must occur . Any student with a temperature over 100.4 degrees Fahrenheit must be sent home.

b. Hand Washing or Sanitizer Check: Students should either wash hands or receive hand sanitizer (from an adult or a stationary dispenser). Staff should ensure that such hand cleaning occurs .

c. Face Covering Check: A check of each student to ensure that masks are present and properly worn.

d. Symptom Check: Students should be asked the following questions every day: "Do you feel sick in any way? Do you have a cough or fever?" Any student who answers ‘ yes ’ to either question will be sent home

*All screening information will be kept confidential by the school

2. During dismissal, staff members (Administration, Development, Student Services, Athletics and Student Life) will be assigned posts around campus and in the parking lots to assist with ushering students out of the halls and into their cars to leave campus and avoid congregating in large numbers.

H. Health Protocols for Students

1. If a student becomes ill at school or if another person is exhibiting symptoms of COVID-19 at school, he or she will be asked to leave school.

2. If a student has symptoms of COVID-19, he/she may return to campus if he/she meets one of the following criteria:

a. A negative COVID-19 test result and a doctor’s note to return to school

b. At least 14 calendar days have passed since symptoms first occurred, or they were in close contact with a suspected infected person.

c. If a student tested positive, the student cannot return until the student has tested negative for COVID-19 within the 14 days of quarantine.

3. Any case of a student testing positive for COVID-19 must be reported to the Diocese of Venice Department of Education.

I. Student Travel

1. Families are discouraged from unnecessary travel out of town.
2. Students must remain home for 14 days after traveling to another country, or to states experiencing significant COVID-19 outbreaks (as determined by the CDC).
3. Students should inform the school immediately if they display COVID-19 symptoms during the two-week period.
4. International students must remain at home for at least 14 days following travel to their country of origin. Students will be allowed to complete work virtually while at home.
5. Students should inform their school immediately if they display COVID-19 symptoms.

J. Social-Emotional Wellbeing of Students

School counselors will develop resources for parents and teachers to access. Students are encouraged to reach out to a school counselor, teacher, or other trusted adult if they feel anxious or stressed due to the current circumstances related to COVID-19, or with any other concerns. The counselors will work with students individually or in small groups to address any well-being needs.

V. Facility Safety

The safety of our employees and students is our first priority. Upon reopening, our schools will have been completely cleaned and disinfected, and we will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

1. General Disinfecting Measures

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	Frequently throughout the day
Buses	Bus seats, handles/ railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

2. Training

A. Pre-return to school training for administrators: Presented to ensure understanding and preparedness to align with this document. Principals will design local protocols and procedures in accordance with this document.

B. First day return to school training for faculty and staff: Meeting to review local protocols and procedures; meeting area must adhere to social distancing protocols or present via digital platform such as Zoom. Staff will be trained in sanitation and hygiene instruction.

C. First day return to school training for students: Teachers will provide initial instruction in social distancing and health practices to their students on the first day. As necessary, they will review the protocols with their students.

D. Cleaning Crew Protocols: Comprehensive cleaning training will be provided for all custodial staff and 3rd party cleaning company on proper disinfection methods and procedures.

3. Restroom Usage During the School Day

Bishop Verot has established maximum capacity for the facility that allows for social distancing for shared restrooms; the number of occupants should not exceed the number of sinks. Maximum capacity signs will be placed on all restroom doors.

4. Locker Rooms

Upon the reopening of locker rooms, persons will stay 3 to 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing, or appears to be sick. No showers are permitted.

5. Lunch and Cafeteria

- A. Bishop Verot will be adjusting the daily school schedule to create more lunch periods to minimize the number of students in the cafeteria and outdoor seating areas at any given time.
- B. Signage has been placed in the cafeteria area to restrict entry and exit to certain doors and provide reminders of the need to social distance.
- C. Staff will be assigned to the cafeteria and outdoor seating areas to limit the number of students in line and in seated areas.
- D. Outdoor seating will be maximized to increase options for social distancing.
- E. Unnecessary contact with others, such as handshakes, should be eliminated.
- F. Students and staff should avoid touching surfaces touched by others to the extent feasible. Tables, trays, and other common items should be disinfected between each lunch period.

6. Mass, Assemblies, Large Gathering Arrangements

- A. Bishop Verot will follow school mass protocols established by the Diocese of Venice. Such areas will be regularly sanitized and disinfected as appropriate.
- B. All large parent meetings, including BV 101, Back-to-School Night, Athletic and Guidance Meetings, will be done virtually until further notice.

C. Updates to these arrangements will be communicated to the principals and directors. When assemblies and large gatherings become feasible, school staff will ensure that rooms are regularly sanitized and disinfected.

VI. Extra-Curricular Activities

1. Athletics

A. Bishop Verot is following the guidance of the FHSAA for high school sports regarding practices, events and competitions.

B. The school's policies will be amended to match FHSAA guidelines as they change, and athletic programs may be interrupted due to local and state guidelines.

C. The current start date for Fall Sports practice has been delayed until August 24, 2020.

2. Clubs/Gatherings

A. While Bishop Verot believes extra-curricular activities are an important part of the high school experience, clubs and gatherings will be held virtually for the first quarter of the 2020 school year.

B. Club moderators may request special permission to meet in person from the Assistant Principal for Student Affairs.

C. All extra-curricular activities must follow the school health and safety requirements set forth in this document and include social distancing, PPE and limiting the number of individuals in attendance.