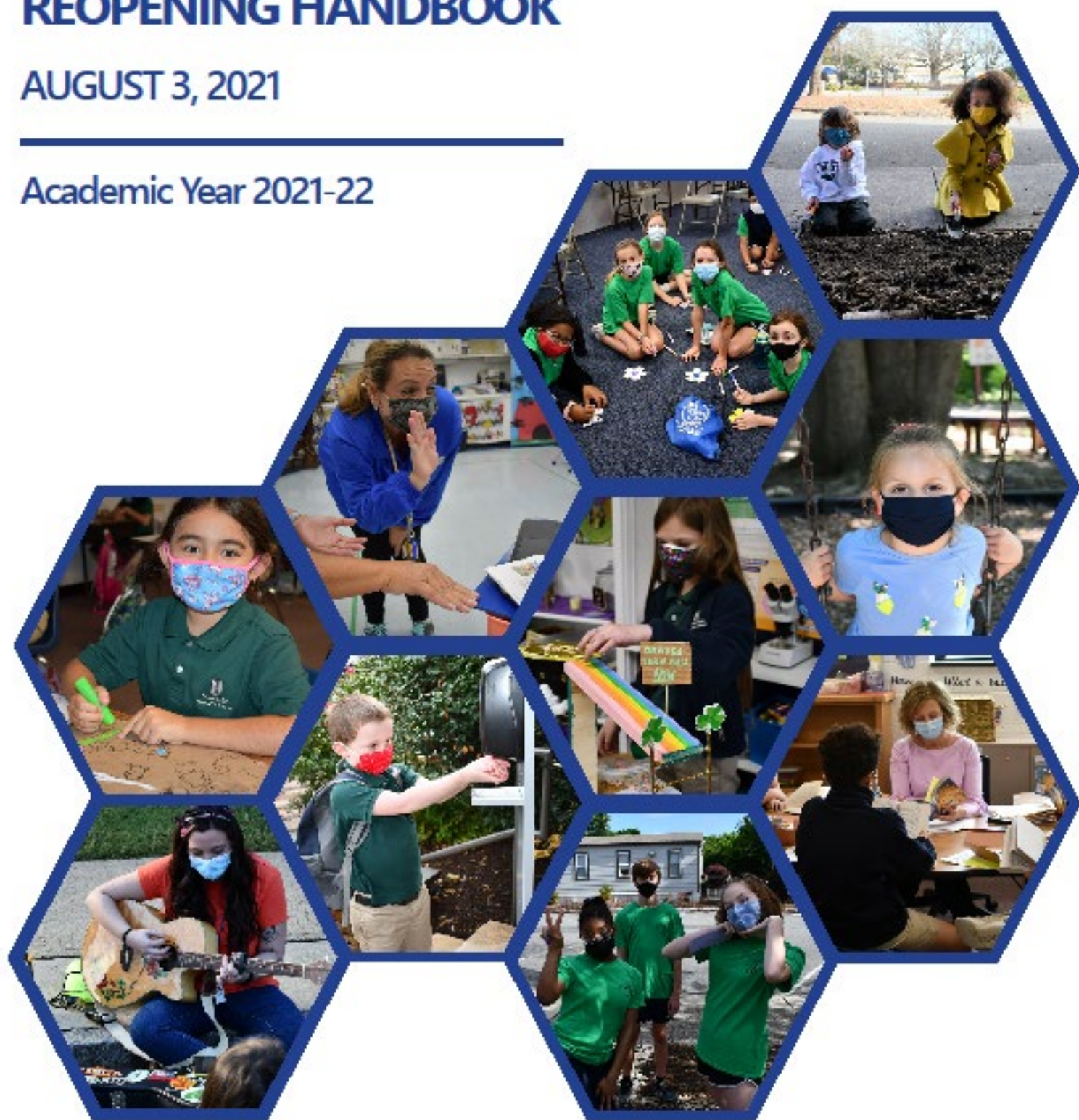

REOPENING HANDBOOK

AUGUST 3, 2021

Academic Year 2021-22



INTRODUCTION *Fall 2021*

Dear Immaculata Families,

Thank you once again for your fortitude, patience and support over the past nearly two-year period. Since the beginning of the COVID-19 pandemic and the major impacts to our community which began in March of 2020, Immaculata families, students and staff have demonstrated over and over again that we can, when we come together, persevere through immense obstacles. During this past year, our staff were heroic in providing instruction to students both in person and online, and all staff, families and students were instrumental in keeping each other safe by staying home when sick, self-quarantining, and wearing masks. It was a team effort that drove us through this past year and allowed us to keep our school healthy and strong even during this pandemic.

This coming school year, we are hopeful that the worst of the pandemic is behind us. A large portion of our middle school, parents and staff have now been vaccinated, and as vaccinations continue to be administered, the risk to our school community will continue to be reduced. However, at this time, we have been advised by our COVID Task Force that we will likely see a surge of cases in our local community this fall due to the resurgence of the COVID Delta variant. With the majority of our younger students unable to be vaccinated as of the start of the school year, we will continue to implement a number of safety measures to protect our school community. A summary of these protective measures is below and you can find more information in the “Immaculata Reopening Handbook, 21-22”.

Major Elements of the Reopening Handbook, 4-11:

- **Distancing:** distancing of 3 ft. when possible; all students in-person (with exceptions granted to families with documented medical reasons for remaining virtual).
- **Masks:** for all students and staff, on at all times inside; masks may be removed when outside
- **Mass:** K-5 will not attend until further notice. Grades 6-8 only; students will be distanced in the church and masked; parishioners will be allowed in the building but contained in one section, away from the student population. MS families with concerns (unvaccinated children, for instance) may choose to have students remain in the school building and watch the live-streamed mass.
- **FMP:** Friday Morning Prayer will be held in the Emily K Center, one grade level per week. All other grades will have FMP in the classroom.
- **Visitors:** parent volunteers, visitors, and outside student support staff will be health-screened and required to provide proof of vaccination before entry into the building.
- **No Morning Screening:** There will be no morning screening for students and staff in the morning as this is no longer advised by our governing and advising bodies.
- **Exclusionary Policy:** We will continue to maintain a strict exclusionary policy and exclude students and staff from the school building showing signs of potential COVID-19 infection. Per the NC Toolkit, students will be required to be tested or receive an alternative diagnosis before returning.
- **Subject to Change:** this plan may change due to shifting guidance at the state and/or diocesan level; we will communicate any changes to the entire school community as soon as possible.

We are confident that our school community can again weather the storm of challenges heading our way this year. We thank you again for your support, and we are looking forward to seeing our community thrive here at Immaculata this year.

Sincerely,

Dr. Dana Corcoran, Principal
 Patrick Kurz, Dean of Curriculum
 Kathy Badillo, Dean of Students

Immaculata Catholic School – Reopening in Plan A

The information below outlines Immaculata Catholic School’s plan for the 2021 - 2022 school year and provides detailed information on how we plan to safely welcome our community to campus. While it may not be a full return to a pre-COVID “normal,” we plan to honor the same beliefs, traditions, culture, and community that make ICS a special place. We believe “excellence happens on purpose,” and we want you to know that we are following the directives of the Diocese of Raleigh and Bishop Zarama, the Diocesan Office of Education, Immaculate Conception Pastor Fr. Jacek Orzechowski, guidance from our School Medical Task Force, and recommendations from the NC Department of Health and Human Services (NCDHHS).

The public health response to the COVID-19 pandemic is an ever-changing situation, so we are doing everything in our power to create a safe, welcoming environment for instruction and learning. While we are encouraged by recent developments, including availability of vaccines for some of our older students, and the low number of positive cases in NC, we continue to be committed to keeping our campus, our students, our families, and our staff safe. Our current planning is based on what we know and what we can control, while remaining flexible in order to minimize risk and continue to offer a high-quality educational experience. Since we believe that other people matter, we understand that different families will have different perspectives depending on their individual circumstances. In each plan below, we hope to offer grace and flexibility to all families, since the needs of every ICS family is important to us.

As per guidance from our Medical Task Force, NCDHHS and Diocese of Raleigh’s Office of Education, Immaculata Catholic School is moving forward with Plan A for the 2021-2022 school year.

Table of Contents

INTRODUCTION 1-3	ALL-SCHOOL PROCEDURES 13-14	PRE-K AT IMMACULATA 16
HEALTH & SAFETY 4-12	INSTRUCTIONAL PLAN 15	COVID-19 ADDENDUM 17
		RESOURCES 18

Immaculata Mission

Guided by the mission of our school and our parish, we will continue to serve our community by providing in-person learning in a safe environment. We believe that we are a family and that we live for each other. Accordingly, as we prepare our community for another year of challenges, the safety of our students, families and faculty, and staff continues to be paramount. At the same time, we recognize that we are a diverse family, with differing needs and desires. As such, we call on all families to recognize, though no model will be exactly suited to all members of the community, we serve a common goal: to form disciples of Christ and citizens of the world in a safe and loving environment here at Immaculata. With this in mind, we are confident that we will again RISE above the new challenges this year will bring.

Additional Guidance

As we consider the plans we will make and implement to deliver the highest quality educational experience for our students in times of uncertainty, we will look to the following agencies and institutions to assist us:

- Diocese of Raleigh and Catholic Schools Office
- NC Governor's Executive Orders
- CDC and ICS Covid Task Force
- Guidance and best practices promulgated by NCAIS

COVID-19 Medical Task Force

In conjunction with the Immaculata Leadership team (Principal Corcoran, and Assistant Principals Badillo and Kurz), a team of medical professionals from our Immaculata community has continuously worked with the school to advise us on safety plans during the pandemic. We are immensely grateful for the efforts of this team to prepare the school for the challenges of the past two years.

COVID-19 Medical Task Force for 2021-22 School Year

- Dr. Manal Abdelmalek, M.D.
- Dr. Sophia Califano, M.D.
- Dr. Debbie Clements, CRNA
- Dr. Laura Diefendorf, M.D.
- Dr. Mike Landry, Ph.D.
- Dr. Sudha Raman, Ph.D.
- Dr. Shalini Ramasunder, M.D.
- Christine Raymond, MPT, BSN, CEN
- Dr. William Soffera, Pharm.D.
- Dr. Mary Tyson, M.D.
- Dr. Joseph Wilson, M.D.

HEALTH AND SAFETY

In order to ensure that in-person instruction at Immaculata is as safe as possible for all members of the community, health and safety are our number one priority. We have worked closely with our medical task force and have received guidance from the State of North Carolina and the Diocese of Raleigh to plan for the 2021-2022 school year. We will adhere to the following procedures and policies in order to keep the safety of all our first priority.

Vaccination

Both our governing bodies and our Medical Task Force have strongly encouraged widespread use of vaccines to help keep our community protected. We continue to urge the community to adopt vaccinations for eligible family members as they are key to helping us resume full, normal operations. Members of our Medical Task Force will host a vaccination information session this fall to promote understanding of the safety and efficacy of vaccines.

Cloth Face Coverings

All students in PreK-Grade 8 and all teachers, staff, and adult visitors must wear face coverings when they are inside school buildings. When outdoors, face coverings may be removed. Face-coverings may be solid or multi-colored—uniform face coverings are available at Lands' End. Words, images, and messages are prohibited on face coverings. Parents are responsible for providing face masks.

Students will not wear masks while eating, experiencing physical activity, while outside at recess or outdoor P.E.

Visit the NCDHHS COVID-19 response site for more information about the face-covering guidance including information about exceptions.



We will share guidance and information with teachers, staff, students, and families on the proper use, wearing, removal, and cleaning of cloth face coverings, such as CDC's guidance on wearing and removing cloth face masks and CDC's use of cloth face coverings.

Cloth face coverings should not be placed on:

- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the face covering without assistance
- Anyone who cannot tolerate a cloth face-covering due to developmental, medical, or behavioral health needs. A doctor's note must be provided for these exemptions.

Facilities Cleaning & Sanitation Plan

Preparing for the School Year

HVAC units have been cleaned and equipped with virus-filtering filters. Carpets have been steam cleaned and the entire school building has been sanitized.

Cleaning

Our cleaning company, Bacon Elite, uses CDC-recommended practices when cleaning, sanitizing, and disinfecting school areas. EPA-N List disinfectants approved specifically for COVID (e.g. Pure Brite Germicidal Ultra Bleach) are used in accordance with manufacturers' instructions. Current EPA-regulated chemicals in use for cleaning and sanitizing include Pine-O-Cide II, Assurance, Lon Gon, and Nilium. As mandated by the State of NC, SDS (Safety Data Sheets) for every chemical used at Immaculata are in binders in all custodial closets at school. All SDS are also available digitally upon request.

Daily procedures include:

- Cleaning - routine removal of germs, dirt, and impurities
- Sanitizing - lowering the number of germs to a safe level, e.g. on surfaces used for eating
- Disinfecting - killing germs, which requires a specific amount of undisturbed dwell time (disinfecting is only done on previously cleaned surfaces to ensure maximum effectiveness)
- Nightly Cleaning - atomizers will be used to disinfect all school surfaces nightly

Restrooms

Restrooms are cleaned with the greatest frequency with a full-time custodian dedicated to cleaning and sanitizing all school bathrooms continually throughout the school day. Soap and towels are available at every sink, along with age-appropriate signage with hand-washing instructions. Disinfecting all bathroom surfaces to allow the standard 10-minute undisturbed dwell time will be done daily after school hours.

High Traffic Areas

While routine cleaning of other school areas with general cleaning agents is usually sufficient, enhanced measures to combat COVID are in place: Additional sanitizing and disinfecting of high-touch areas including doorknobs, stair rails, water fountains, and switch plates will happen continuously throughout the day. All surfaces including desks and chairs will be disinfected to allow the standard 10-minute undisturbed dwell time after school hours.

*Bacon Elite disclaims any and all expressed or implied warranties regarding its cleaning products or cleaning methods used for the prevention of disease.

Classroom Cleaning & Hygiene Procedures

Immaculata will:

- Provide adequate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer with at least 60% alcohol for safe use by staff and older children, paper towels, and tissues).
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol by staff and older children.
- Lunch surfaces will be cleaned after students eat their lunch daily, whether students are eating in their classrooms or in the lunchroom



Visitor and Support Staff

- **Volunteers, Parents and Visitors may enter the school upon showing proof of vaccination and upon passing screening and attestation questions**
- Instructional professionals (e.g. occupational and speech therapists) will be allowed to continue to work with students with safety protocols in place

All-School Safety Guidelines and Protocols

- **Recess** will be held by division and zoned by grade level
- Outside spaces will be leveraged by classes to increase outdoor time
- **Lunch** will be in homerooms, Fellowship Hall (one grade-level at a time, and distanced) or outside to prevent large gatherings (tables/desks sanitized before and after by teachers). Students will also distance during meals, by at least 3 feet

- Frequent breaks will be given for **hand washing**
- Bathroom breaks will be restricted in numbers
- Outside **lunch vendors** will continue to serve students while maintaining COVID food-safety protocols (distribution to classrooms localized to prevent gatherings)
- **Sanitation stations** with hand sanitizer dispensers provided throughout the school and in each classroom

Physical Distancing

- Students will be distanced at least 3 feet apart in classrooms when possible.

COVID-19 Cases: Suspected, Presumptive, and Confirmed

In accordance with the NC State Toolkit for reopening schools and the Diocese of Raleigh, we will use the following procedures to handle COVID-19 cases (suspected, presumptive, and confirmed) in our community, including students and staff.

Procedures for Handling COVID-19 Cases

- Symptom Screening (Self-Monitoring):
- If your child shows symptoms of any kind, we ask that he or she stay home for the benefit of the ICS community.
- Require all staff, families and volunteers perform daily self-monitoring of symptoms.
- Symptom screening checklist is found on page 11 and all individuals with COVID-19 symptoms should remain home or will be sent home from school until they meet the criteria for return chart on pages 9-10.
- Children must not take a pain-reliever at home to mask a fever, which could pose a serious harm to others in our school community. The use of a fever-reducer at home will result in severe consequences. We must look out for each other's best interests and common good.
- All decision about whether a child, teacher, and/or class(es) should stay home for a certain number of days-and when exactly they may return to campus- will be determined by school leadership in coordination with local health officials on a case-by-case basis.
- If ICS learns of a positive COVID-19 case, the entire community will be informed without violating privacy issues.

Cooperation with Health Officials

According to public health guidance, upon learning of a positive case of COVID-19 in our community, our school will provide notification to the North Carolina Department of Health and Human Services, in addition to seeking their guidance for next steps based on each situation. We will provide this notification and remain in communication with local health officials about their procedures and guidance as we care for all our students and families.

Contact Tracing

- Local health officials will carry out their own contact tracing procedures, in coordination with each school site when necessary. If a student, employee, or other person who has been in the school building tests positive for COVID-19, the following items may occur:
- Trained school staff will work together to determine who have been possible close contacts among the school community.
- The student or community member's closest contacts will be considered, such as classmates seated 3 feet apart.
- Families of students who have been in close contact with the COVID-19 positive individual may be contacted by the school in order to recommend the monitoring of symptoms. This may include a recommendation to stay home from school for a period of time.

Communication and Combating Misinformation

In the case of a member of our community testing positive for COVID-19, we will need to depend on the specifics of the situation to guide what communication is necessary with the broader school community. Privacy considerations, as well as the health and safety of the entire school community, will always be respected. Depending on the situation, we may need to inform the entire community that there has been a positive case, but we also may not. School and Parish leadership will make these decisions in consultation with local health officials.

Emotional Support and Resilience

- Our Guidance Counselor can be contacted at the following email: easonm@icdurham.org.
- In addition to working with our counselor through Catholic Charities, we will continue to collaborate with Catholic Charities to provide additional social and emotional support for our students and school families, in addition to teaching strategies for resilience, as needed.
- Based on regular communication and collaboration with our counselor and mental health expert, we strongly believe it is in students' best interests to form in-person relationships with their teachers, interact in meaningful ways with their peers, and experience the structure of school procedures and routines on campus. No matter what the school year ahead looks like, our caring faculty and licensed counselors are here to help. We love your children, we love your family, and our sense of community will be stronger than ever.

If more robust emotional support is needed, staff, students, and families are encouraged to seek that support by contacting the Hope4NC Helpline at 1-855-587-3463.

Returning to School

We will adhere to the criteria on the next page for allowing students/employees/visitors to return to school.

Testing

Both rapid antigen and PCR tests are accepted by the school when proof of such a test is required for students to return to school. However, only professionally administered tests (at-home test results are not accepted) will be accepted by the school when proof of a negative test is required.

Exclusion Category	Scenario	Criteria to return to school
Diagnosis	Person has tested positive with an antigen test but does not have symptoms of COVID-19 and is not known to be a close contact to someone diagnosed with COVID-19.	<p>If the person has a repeat PCR/molecular test performed in a laboratory within 24 – 48 hours of their positive antigen test, and that PCR/molecular test is negative: the positive antigen test can be considered a false positive and the person can immediately return to school; OR</p> <p>If the person does not have a repeat PCR/molecular test, or has one within 24 – 48 hours and it is also positive, the StrongSchoolsNC: Public Health Toolkit (K-12) Interim Guidance • Published June 8, 2020; Updated July 29, 2021 17 person can return to school 10 days after the first positive test, as long as they did not develop symptoms.</p> <p>The person is not required to have documentation of a negative test in order to return to school.</p>
Diagnosis	Person has tested positive with a PCR/molecular test but the person does not have symptoms.	Person can return to school 10 days after their positive test.
Symptom	Person has symptoms of COVID-19 and has tested positive with an antigen test or PCR/molecular test	<p>Person can return to school when</p> <ul style="list-style-type: none"> • It has been 10 days since the first day of symptoms; AND • It has been at least 24 hours since the person had a fever (without using fever reducing medicine); AND • Other symptoms of COVID-19 are improving. <p>The person is not required to have documentation of a negative test in order to return to school.</p>
Symptom	Person has symptoms of COVID-19 but has not been tested for COVID-19 nor has visited a health care provider. Therefore, the person who has symptoms is presumed positive for COVID-19 due to the presence of a clinically compatible illness in the absence of testing.	<p>Person can return to school when</p> <ul style="list-style-type: none"> • It has been 10 days since the first day of symptoms; AND • It has been at least 24 hours since the person had a fever (without using fever reducing medicine); AND • Other symptoms of COVID-19 are improving.
Symptom	<p>Person has symptoms of COVID-19 but has received a negative test for COVID-19* or has visited a health care provider and received a an alternate diagnosis that would explain the symptoms of COVID-19</p> <p>*In a person with symptoms, a negative test is defined as either (1) a negative PCR/molecular test or (2) a negative antigen test if the person has a low likelihood of SARS-CoV-2 infection (e.g., the person has no known or suspected exposure to a person with COVID-19 within the last 14 days or is fully vaccinated or has had a SARS-CoV-2 infection in the last 3 months.) See CDC antigen algorithm for interpretation of antigen tests</p>	<p>Person can return to school when:</p> <ul style="list-style-type: none"> • It has been at least 24 hours since the person had a fever (without using fever reducing medicine); AND • They have felt well for at least 24 hours. <p>Note: The health care provider is not required to detail the specifics of the alternate diagnosis.</p>

Exposure	<p>Person who is not fully vaccinated and has been in close contact with someone with a confirmed case of COVID-19. (Fully vaccinated persons and persons who have tested positive in the last 3 months and do not have any symptoms after a close contact do not need to quarantine.)</p>	<p>Person can return to school after completing up to 14 days of quarantine. The 14 days of quarantine begin after the last known close contact with the COVID-19 positive individual. Alternatively the person may complete a 10-day quarantine if the person is not presenting symptoms of COVID-19 after daily at-home monitoring, or they may complete 7 days of quarantine if they report no symptoms during daily at-home monitoring, and the individual has received results of a negative antigen or PCR/molecular test on a test taken no earlier than day 5 of quarantine.</p> <p>Follow the recommendations of your local public health department if someone at your schools should quarantine. Local public health authorities make the final decisions about how long quarantine should last in the communities they serve, based on local conditions and needs.</p> <p>If quarantine is discontinued before day 14, the individual should continue to monitor symptoms and strictly adhere to all non-pharmaceutical interventions (e.g. wear a mask, practice social distancing) through 14 days after the date of last exposure.</p> <p>Note: NCDHHS recommends that schools not require an individual who is fully vaccinated (at least 2 weeks after getting their second dose in a 2-dose series or one-dose of a single-dose series) or tested positive for COVID-19 in the past three months to quarantine if they have had no symptoms after being a close contact to someone with StrongSchoolsNC: Public Health Toolkit (K-12) Interim Guidance • Published June 8, 2020; Updated July 29, 2021 18 COVID-19, and they do not live in a congregate setting (such as a shelter).</p>
Exposure	<p>K-12 student who is not fully vaccinated but has been in close contact, within 3 to 6 feet, with someone with a confirmed case of COVID-19, in which both individuals were wearing a mask the entire time</p>	<p>NCDHHS does not recommend quarantine of students following exposures in school settings if masks were being worn appropriately and consistently by both the person with COVID-19 and the potential exposed person. This applies to exposures in classrooms, other inschool settings, and school transportation but does not apply to exposures during extracurricular or athletic activities. This option should only be utilized in settings where masks are consistently worn. This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.</p>



Symptom Screening Checklist

Anyone showing signs or symptoms of COVID-19 or who may have been exposed to COVID-19 should not be at school.

NOTE: All families and staff must perform the following symptom screening before arriving at school.

1. **Keep children (or staff/volunteers) home with any of the symptoms:**
 - Fever of 100 or above
 - New or persistent cough
 - Shortness of breath or difficulty breathing
 - New loss of taste or smell
 - Diarrhea or Nausea/vomiting
 - Sore throat
 - New onset of severe headache

2. **If your child (or staff/volunteer) must remain home due to exhibiting symptoms of COVID-19, please follow the “Return to School” chart on pages 9-10 or guidance on how to proceed in order to return to school safely.**

721 Burch Avenue
Durham, NC 27701
919-682-5847
office@icdurham.org
immaculataschool.org

Dear Parent,

We are sorry to hear your child is not feeling well and pray for a quick recovery.

In order to keep our community safe, students who exhibit symptoms of COVID-19 while at school must be sent home (even if they feel better after taking medicine, such as a cough suppressant or fever reducer). In order for your child to return to school, please refer to the "Returning to School" chart in the Reopening Handbook, 9-10 and follow the steps provided.

If testing or a doctor's note is required for your child's return, please provide documentation to the ICS Administration via Mr. Kurz at kurzp@icdurham.org and Jennifer Miller millerj@icdurham.org. Please note that both rapid antigen and PCR tests are accepted when proof of such a test is required for students to return to school. However, only professionally administered tests (at-home test results are not accepted) will be accepted.

Please also refer any questions about this process to the front office.

We greatly appreciate your compliance during this unprecedented time and hope your child is feeling well soon.

Thank you,

Immaculata
Administration

FOR ILL STUDENTS

ALL-SCHOOL PROCEDURES

Car Line, Opening, and Dismissal

Screening

Students will **NOT** be screened upon entry to the building as this is no longer recommended by the NC Toolkit or our other advisory bodies.

Car Line

Pre-K Students will continue to be dropped off in a separate carline, in the visitor/staff parking lot just outside of the PK external doors. School faculty and staff will be outside to monitor and help students into the building.

K-8 Students will be dropped off in carline outside of the main entrance as in years prior. However, this year, cars will divide into two lines in the morning just as has been the procedure in the afternoons. K-2 students are encouraged to be dropped off on the school side.

Entry

After exiting vehicles, students will proceed to school's main entrance to pass through a sanitation station outside of the front entrance. Each student will receive hand sanitizer, sanitize hands, and then proceed into the building to their assigned classroom.

Dismissal

All students will be dismissed from homerooms to car line from 2:55 -3:30 pm. To help avoid major backups onto Buchanan Blvd, refrain from arriving before 2:40pm.

Late Arrivals

Families dropping off students will walk student(s) to the front door and sign in with main office administrator. Student(s) will be given a late pass to take to homeroom.

Mass

K-5 will not attend until further notice. Grades 6-8 only; students will be distanced in the church and masked; parishioners will be allowed in the building but contained in one section, away from the student population. MS families with concerns (unvaccinated children, for instance) may choose to have students remain in the school building and watch the live-streamed mass.

Friday Morning Prayer

Friday Morning Prayer will be held in the Emily K Center, one grade level per week. All other grades will have FMP in the classroom.

Lunch & Recess

Lunch

All classes Pre-K-8th will eat in homerooms to begin the year with Fellowship Hall being utilized for lunch for one grade level at a time, with students spaced throughout the room. Students will also distance during meals, by at least 3 feet. Some classes will rotate to outdoor spaces to eat lunch when possible and appropriate.

Recess

Classes will take advantage of outdoor spaces for recess and breaks throughout the day. During the main recess time, students will be divided by division and grouped by grade-level while outside. Masks are not required outdoors. Before students return to the school building, masks will be required.

After School Care

After School Care at Immaculata will be available for students. After-care starts at 3:30 pm and ends at 5:30 pm.

Extracurricular Activities

Athletics

Middle School athletics through the Triangle Catholic Schools Athletic Conference (TCSAC) will resume following guidelines of the NCDHHS, NC High School Athletic Association, the Diocese of Raleigh's Office of Education, and the TCSAC Athletic Directors and Athletics Commissioner.

- Masks and social distancing will be used on sideline benches during practices and games.
- No shared team water sources, each player must bring their own water bottle.
- Specific rules for each sport will be shared with student-athletes and parents of each team, including whether masks will be required for sports during practice and gametime.
- [Athletics Handbook](#)

Clubs

After-school activities will be available and will follow school guidelines.

- **Band and choir will be available, and students will wear masks and instruments will be fitted with masks, provided by families.**

Field Trips

Due to health and safety concerns associated with traveling off-campus, all in-person field trips are suspended during the 2021-22 school year. Teachers and staff aim to host enriching, virtual field trips, guest, and STEM speakers throughout the school year.

INSTRUCTIONAL PLAN

Return to Traditional Schedule

- **Grouping:** Although most classes will remain in grade-level groupings throughout the day, we will not maintain rigid cohorts this year.
- Kindergarten-5th Grade
 - **Weekday Schedule:** Classes will run on the traditional, 5-day rotation with specials occurring on each day of the week. PE will occur once per week.
 - **Specials** will occur daily and in specials classrooms or spaces. PE class will occur outside or in the Emily K center, though students will remain masked if inside.
- Middle School
 - **Weekday Schedule** Classes will return to the traditional, 5-day rotation. PE will occur twice per week for each class.
 - **Electives:** Students will select electives again by semester and these electives will consist of mixed grouping from 6th-8th grades.
 - **Class Change:** Student classes will again rotate to classrooms throughout the day.

Virtual Learning Option

Some students may be required to attend classes virtually this year, although only in limited cases. All families requesting a virtual model must appeal to and be approved by administration. The following criteria merit virtual placement:

1. **Medical Documentation:** Families with higher risk may provide medical documentation requesting a virtual option for their students. Please provide this documentation to the ICS administration.
2. **Quarantine/COVID Exposure or Illness:** Students or classes in quarantine due to COVID exposure or COVID-related illness may shift to a virtual model temporarily throughout the year on a case-by-case basis.
3. **Note:** Virtual learning will only be used for numbers 1 and 2 above, not for personal reasons, including preference or vacation. In these cases, students will complete work asynchronously.

Virtual Learning Models

If students must shift online throughout the year, teachers will implement hybrid/virtual learning models that vary by age and grade-level.

- K-4:
 - **Live Time:** Teachers will schedule brief, 15-30 minute lessons with virtual students at various times throughout the day. Younger grades will schedule briefer, smaller group sessions, while older students may attend virtually in larger groups and for longer time periods.
 - **Class Work:** Teachers will send home paper copies of assignments and/or post assignments in Google Classroom.
- 5-8:
 - **Hybrid Model:** Students in grades 5-8 will attend classes through a hybrid learning model in which they attend classes synchronously with in-person students via Google Meet and using school-issued Chromebooks. Students will attend all classes in this model synchronously.

PRE-K AT IMMACULATA

Cleaning & Hygiene & Procedures

The same guidelines for K-8 listed in the Health & Safety section (page 5) apply to Pre-K.

Cloth Face Coverings

Masks for Pre-K students and staff are required.

There is growing evidence that wearing face coverings can help reduce the spread of COVID19, especially for those who are sick and may not know it. Cloth face coverings are not surgical cloth face coverings, respirators ("N-95"), or other medical personal protective equipment. Individuals should be reminded frequently not to touch the face covering and to wash their hands.

Cloth face coverings should not be placed on:

- Children under the age of 2.
- Anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.
- Anyone who cannot tolerate a cloth face-covering due to developmental, medical, or behavioral health needs.

Drop-off/Arrival Procedures

Before arrival

Parents/caregivers are to be on the alert for any symptoms of COVID-19 and to keep the child(ren) home if showing any signs of illness.

- PreK morning drop-off time will be between 7:45 am - 8:00 am. Parents will drive to PreK/Visitor lot. The Pre-K students will use separate PreK (A & B) entrances.
- Hand hygiene stations will be set up at the entrances so that students can clean their hands before they enter. Students will be carefully monitored then taken to PreK bathrooms to wash their hands.
- A designated staff person will walk children to their classroom, and at the end of the day, walk them back to their cars.

Afternoon Pick-up for Pre-K Students

PreK will be dismissed with the rest of the school and will be walked to the car when called for dismissal.

After School Care

After School Care will be available for PreK students. They will remain with their cohort, in their classrooms, until the parent/caregiver is present at school for pick-up. Students will be escorted to the parent/caregiver by a staff member.

COVID-19 ADDENDUM

Learning Environment

I acknowledge and agree that changing circumstances occasioned by the COVID-19 pandemic may necessitate changes in the School's delivery of instruction and other programming. These changes may include, but are not limited to, the substantial reduction or elimination of on-site instruction; the provision of distance/remote instruction to some or all students; the reduction, modification or elimination of athletics and other extracurricular activities; and the modification of the Academic Year calendar, including the dates, length and sequence of academic breaks. By signing this Addendum, I acknowledge and agree that:

- a) School retains the right to implement any such changes, whether prior to and/or during the Academic Year, in its sole discretion.
- b) No adjustments can be made with regard to the student attending virtual/in-person outside of the School's policies; and
- c) No adjustment will be made to the current school year's tuition charges in response to such changes.

Health and Safety Protocols

I understand and agree that if my child returns to campus, he/she will be required to comply with School's health and safety protocols as described in the School's policies, protocols, and procedures to limit the spread of COVID-19 and that failure to comply with such protocols may result in the immediate removal of my child from campus.

Risk Acknowledgement

I acknowledge and agree that School cannot guarantee a COVID-19 free environment, and that, while School will continue to follow the guidance of NC DHHS to mitigate the likelihood of transmission, there is a risk that my child may contract COVID-19 if and when my child returns to the physical campus or at any time during my child's presence on campus. By consenting to my child's presence on School campus, I acknowledge and accept the risk on behalf of my child.

RESOURCES

CDC

<https://www.cdc.gov>

Strong Schools NC Public Health Toolkit

<https://covid19.ncdhhs.gov/media/164/open>

Catholic Diocese of Raleigh

<https://dioceseofraleigh.org/catholic-schools/catholic-schools>





Immaculata
CATHOLIC SCHOOL
WHERE FAITH AND KNOWLEDGE GROW