



**ST ANDREW  
CATHOLIC SCHOOL**  
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# **St. Andrew Catholic School**

## Reopening Plan 2021-2022

*Be joyful in hope, patient in affliction, and faithful in prayer.  
• Romans 12:12 •*

**WHERE EVERY CHILD IS KNOWN AND LOVED**

# St. Andrew Catholic School Reopening Plan

## TABLE OF CONTENTS

<b>Statement from the Principal</b>	pg. 4	<u>Faculty and Staff</u>	pg. 6	<u>Faculty and Staff</u>	pg. 8
<u>Pre-Opening Guidelines and Considerations</u>	pg. 4	<u>Students</u>	pg. 6	<u>Recording(s)</u>	pg. 8
<b>Facilities and Daily Operation</b>	pg. 4	<u>Arrival Time</u>	pg. 6	<u>Main Office Staff</u>	pg. 8
<u>Facilities and Building Considerations</u>	pg. 4	<u>Temperature Rules</u>	pg. 6	<u>Maintenance Staff</u>	pg. 8
<u>Signage</u>	pg. 4	<u>100°F or Above</u>	pg. 6	<u>Nurse's Office/COVID-19 Station</u>	pg. 8
<u>Communal Areas</u>	pg. 4	<u>Temperature During the Day</u>	pg. 6	<u>Nurse's Office</u>	pg. 8
<u>Social Distancing</u>	pg. 4	<u>Hand Sanitizer</u>	pg. 6	<u>Nurse/Nurse Volunteer/Staff Member</u>	pg. 8
<u>Water Fountains</u>	pg. 5	<u>Denying Entry</u>	pg. 6	<u>COVID-19 Station</u>	pg. 8
<u>Hallways</u>	pg. 5	<u>Dismissal</u>	pg. 6	<b>Academics and Instruction</b>	pg. 9
<u>Lockers/Cubbies</u>	pg. 5	<u>Carline</u>	pg. 6	<u>Academics</u>	pg. 9
<u>Tardies</u>	pg. 5	<u>Staff</u>	pg. 6	<u>MAP® Testing</u>	pg. 9
<u>Cafeteria</u>	pg. 5	<u>Aftercare</u>	pg. 7	<u>Scheduling</u>	pg. 9
<u>Lunch</u>	pg. 5	<u>Play</u>	pg. 7	<u>Class Size</u>	pg. 9
<u>Outdoor Picnics</u>	pg. 5	<u>Inclement Weather Days</u>	pg. 7	<u>Enrollment</u>	pg. 9
<u>Classrooms</u>	pg. 5	<u>Athletics</u>	pg. 7	<u>Instruction</u>	pg. 9
<u>Furniture</u>	pg. 5	<b>Health and Safety</b>	pg. 7	<u>BRAVE at Home Program</u>	pg. 9
<u>Items from Home</u>	pg. 5	<u>If Sick, Stay Home Policy</u>	pg. 7	<u>Distance Learning Plan</u>	pg. 9
<u>Playground</u>	pg. 5	<u>Staff</u>	pg. 7	<u>Teaching Methodologies</u>	pg. 9
<u>Recess</u>	pg. 5	<u>Monitoring and Continued Screening</u>	pg. 7	<u>Google Classroom</u>	pg. 9
<u>Indoor Recess</u>	pg. 5	<u>Random Temperature Checks</u>	pg. 7	<u>Absent Student/Make-Up Work</u>	pg. 9
<u>Equipment</u>	pg. 5	<u>Isolation</u>	pg. 7	<u>Absences</u>	pg. 9
<u>Physical Education</u>	pg. 5	<u>Sanitization</u>	pg. 7	<u>Zoom or Other Video Conferencing Software</u>	pg. 9
<u>Faculty Workroom</u>	pg. 5	<u>Communications</u>	pg. 7	<u>Grading Practices</u>	pg. 10
<u>Faculty Lounge</u>	pg. 5	<u>Logs and Records</u>	pg. 8	<u>Google Classroom and FACTS</u>	pg. 10
<u>Main Office</u>	pg. 6	<u>Clean Facilities</u>	pg. 8	<u>Online Software</u>	pg. 10
<u>Staff Meetings</u>	pg. 6	<u>Hand Washing</u>	pg. 8	<b>Student Resource Services</b>	pg. 10
<u>Arrival and Dismissal</u>	pg. 6	<u>Restrooms</u>	pg. 8	<u>Tutoring Sessions</u>	pg. 10
<u>Temperature Check/Health Screening</u>	pg. 6	<u>Student and Staff Care Plans</u>	pg. 8	<u>Learning Differences/Special Needs</u>	pg. 10
		<u>Face Masks and PPE</u>	pg. 8	<u>Tutoring Room(s)</u>	pg. 10
<u>Arrival</u>	pg. 6	<u>Students</u>	pg. 8	<u>Pull Out/Push In Assistance (Title I)</u>	pg. 10

# St. Andrew Catholic School Reopening Plan

## TABLE OF CONTENTS

Individuals Providing Services	pg. 10	Choir	pg. 12	Class Parties	pg. 13
Classroom Volunteers	pg. 10	Spiritual and Religious Events	pg. 12	Christmas Program	pg. 13
<b><u>Learning Environment(s)</u></b>	pg. 10	Sacraments	pg. 12	General Group Gatherings	pg. 14
Desks/Chairs	pg. 10	<b><u>Prayers and Announcements</u></b>	pg. 12	Taste of the Town/Gala and Auction	pg. 14
Cleaning Supplies	pg. 10	Morning Prayers and Announcements	pg. 12	<b><u>Field Trips and Extra-Curricular Activities</u></b>	pg. 14
Social Distancing	pg. 10	Closing Prayers and Announcements	pg. 12	Field Trips and Experiences	pg. 14
Carpets	pg. 11	<b><u>Prayer/Church Buddies and Service Projects</u></b>	pg. 12	School Sponsored Clubs and Activities	pg. 14
Sharing Materials	pg. 11	Prayer Buddies	pg. 12	<b><u>Transportation</u></b>	pg. 14
Paper(s)	pg. 11	Service Projects	pg. 12	Carpooling	pg. 14
Supply Bins/Centers Bins	pg. 11	Special Collections for Help4Kids	pg. 12	Denied Entry	pg. 14
Library Books	pg. 11	<b><u>Athletics</u></b>	pg. 13	<b><u>Communications</u></b>	pg. 14
Classroom Rules	pg. 11	<i>Sports Programs</i>	pg. 13	Designated Official	pg. 14
Student Assessments	pg. 11	Fall Sports	pg. 13	COVID-19 Plans and Reopening Guidelines	pg. 14
Data Points	pg. 11	Winter Sports	pg. 13	St. Andrew Community	pg. 14
<b><u>Professional Development</u></b>	pg. 11	Spring Sports	pg. 13	St. Andrew Faculty and Staff	pg. 14
Diocesan Professional Development	pg. 11	<i>Gym and Spectators</i>	pg. 13	Students	pg. 14
Professional Development	pg. 11	Gym	pg. 13	Concerns or Questions	pg. 14
Health/Safety Training	pg. 11	Spectators	pg. 13	<b><u>Emergency Procedures</u></b>	pg. 15
<b><u>Specials Classes</u></b>	pg. 11	Concession Stand	pg. 13	Emergency Drills	pg. 15
Related Arts/Special Areas	pg. 11	Cleaning	pg. 13	<b><u>Diocesan Departments and Government Agencies</u></b>	pg. 15
<b><u>Restroom/Restroom Breaks</u></b>	pg. 12	<i>Tournaments and Away Games</i>	pg. 13	Freedom of Expression and Bill of Rights	pg. 15
Classroom Restrooms	pg. 12	Diocese of Charleston and Local Tournaments	pg. 13	Catholic Schools Office (CSO)	pg. 15
Restroom Breaks	pg. 12	Away Games	pg. 13	Other Offices in the Chancery	pg. 15
Faculty and Staff Restrooms	pg. 12	Rides/Transportation	pg. 13	DHEC	pg. 15
<b><u>Mass and Church Attendance</u></b>	pg. 12	<b><u>Group Gatherings and Building Usage</u></b>	pg. 13	Horry County School District (HCS)	pg. 15
Catholic Faith	pg. 12	<i>Group Gatherings for St. Andrew</i>	pg. 13	CARES Act and Title Funding	pg. 15
Mass	pg. 12	Meet & Greet	pg. 13		

## STATEMENT FROM THE PRINCIPAL

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The following guidelines were developed to support St. Andrew Catholic School to reopen for the 2021-2022 school year. These guidelines were established in alignment with CDC, State, and Local recommendations for opening schools. A broad stakeholder group helped to develop these guidelines and solicited feedback from teachers, parents, principals, doctors, nurses, and pastors.

As a faith community committed to our mission, we will respond to the fluid nature of this public health emergency with recommendations that reflect science, consultation with experts, and consistency with Catholic social teachings. Our top priority is the safe return of our students to their classrooms.

You, as parents, will set the tone for the year. We ask that you read these plans, and then cheerfully discuss with your child how to joyfully cross the threshold into a new school year. It is our goal to open our school with full intention that being in school, in-person, provides the best learning experience for our youth. We will do so as safely as possible in full cooperation with our community.

### PRE-OPENING GUIDELINES AND CONSIDERATIONS:

1. Reopening must be consistent with applicable state and local orders.
2. The school must be ready to protect children, staff, and teachers at higher risk for severe illness. Protections must be in place for both children and adults.

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### FACILITIES AND DAILY OPERATIONS

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#### **Facilities and Building Considerations:**

##### **SIGNAGE**

Exterior and interior signage communicating how to stop the spread, describing symptoms of COVID-19, and good hygiene will be posted in the school and Community Life Center (CLC).

##### **COMMUNAL AREAS**

Students, staff, and visitors may not gather in communal areas in the school or Community Life Center (i.e. lobby, restrooms), unless safely distanced at three feet apart or masked.

##### **SOCIAL DISTANCING**

Three feet of social distancing is in effect until further notice and markings on the floor may be implemented to help provide a visual for students, staff, and visitors.

## **WATER FOUNTAINS**

Water fountains will be closed to all students, staff, and visitors until further notice. Students are to bring water bottles from home that can be refilled at the refill station. Students may purchase a water bottle for \$1.00 from the front office if needed.

## **HALLWAYS**

Hallway traffic will be limited to the right side of the hallway, and social distanced as best possible. Markings and direction arrows on the floor may be used to help provide direction and proper spacing.

## **LOCKERS / CUBBIES**

Students may not gather at lockers or cubbies. Individual students will be sent one at a time or students whose lockers or cubbies are at least three feet apart will be permitted to attend to their locker or cubby.

## **TARDIES**

Please refer to the Parent/Student Handbook for the tardy policy.

## **CAFETERIA**

The cafeteria will open. Students will be socially distanced while eating. One hot meal will be offered every day.

## **LUNCH**

All students will eat in the cafeteria in their assigned space and/or outside (weather permitting) until further notice. Students may bring lunch from home or pre-order from the lunch menu offered at the school.

## **OUTDOOR PICNICS**

Teachers may take classes to designated outdoor spaces for snacks and lunch periods.

## **CLASSROOMS**

Each teacher/staff member will design a classroom learning environment that increases the space between desks/tables/chairs/students by three feet and implement classroom rules that adhere to this guideline.

## **FURNITURE**

St. Andrew will remove any classroom furniture beyond what is needed to accommodate the maximum number of students assigned to a class/classroom.

## **ITEMS FROM HOME**

As few items from home as possible should be brought to school on a daily basis. Students should only really need his/her book bag (and school-issued electronic device, if available), lunchbox, and jacket, if necessary. Those items should be clearly labeled and cleaned at home regularly.

## **PLAYGROUND**

Kindergarten through Grade 2 will continue to use the “small” playground area. All other students will play on the blacktop. Teachers and staff will be responsible for ensuring students are socially distancing themselves and cleaning the equipment after use.

## **RECESS**

Recess times are staggered in order to limit the number of students who are in the playground area.

## **INDOOR RECESS**

On inclement weather days, students will remain inside. Socially distanced activities may be used, using the gym may not always be an option, especially if there are a number of classes that have recess at the same time.

## **EQUIPMENT**

All equipment used during recess or Physical Education should be cleaned after each use and stored properly.

## **PHYSICAL EDUCATION**

Physical Education will still be a part of the weekly routine and schedule at St. Andrew. The gym, playground, and blacktop will be used, and the protocols stated within this document will be followed.

## **FACULTY WORKROOM**

Staff members are responsible for wiping down the equipment used when finished.

## **FACULTY LOUNGE**

Staff must social distance in the faculty lounge. Food/drinks may be stored in the refrigerator.

## **MAIN OFFICE**

The main office will be limited to one person at a time. Staff members are responsible for wiping down the equipment used when finished. Visitors must call the office and office personnel will come to the car to meet the person's need. No outside visitors are allowed in the building.

## **STAFF MEETINGS**

Staff Meetings will take place in areas where social distancing can be adhered to. Rooms such as the Fine Arts Room, Cafeteria, CLC, and Gym should be used for larger faculty and/or staff meetings.

## **Arrival and Dismissal:**

### **TEMPERATURE CHECK / HEALTH SCREENING**

All faculty, staff, and students will have a health screening prior to entrance to St. Andrew Catholic School. A general health screening will be conducted for all persons about to enter the school building or CLC. Possible questions will include: Are you feeling ill? Have you been in close contact with a person who has a confirmed case of COVID-19? If yes, what are your symptoms? Shortness of breath or difficulty breathing? Fatigue? Body aches? Headache? New loss of taste or smell? Sore throat? Congestion or runny nose? Nausea, vomiting or diarrhea? Is anyone in your home ill? Anyone who answers yes to the above questions, will be redirected to the school nurse prior to entry into the buildings. If a student fails the pre-check the parent will be notified for immediate pick-up. Temperature checks are at the discretion of the nurse.

## **Arrival:**

### **FACULTY AND STAFF**

Faculty and staff will have their health screening questionnaire prior to 7:30 AM by the school nurse or appointed representative. Staff members are to report to the front lobby before school begins.

### **STUDENTS**

Students will have their health screening taken as they enter the building. Students must enter through the front doors only. Students are asked to use the hand-sanitizer outside each classroom door before entering.

### **ARRIVAL TIME**

St. Andrew Catholic School will open its doors at 7:30 AM.

### **TEMPERATURE RULES**

No one will be admitted into the building with a temperature of 100.4°F or above.

### **100.4°F OR ABOVE**

Students and staff with a temperature of 100.4°F or above will be sent home for the day. Students and staff may not return to school until cleared by the school nurse. Families are encouraged to communicate with the school nurse as a partnership for health and for tracking measures.

### **TEMPERATURE DURING THE DAY**

If a student or staff member has a temperature of 100.4°F or above during the day, the same rule applies as above. Temperatures will be taken by the school nurse, teacher, or appointed representative.

### **HAND SANITIZER**

Hand Sanitizer will be available for students, staff, and visitors as they enter the school building or elsewhere throughout the campus.

### **DENYING ENTRY**

St. Andrew Catholic School reserves the right to deny entry to staff, students, and/or visitors at any time, but especially to those who have any contagious disease, including COVID-19, or are liable to transmit it after exposure.

## **Dismissal:**

### **CARLINE**

St. Andrew Catholic School will begin carline at 2:45 PM and anticipate it ending at approximately 3:00 PM. Students will be called from their classroom via walkie-talkie. Parents are not allowed to walk into the building to sign students out during carline. If a student must dismiss early, the parent will call the front office and the student will be escorted to the car. There will be no special accommodations for after-school personal activities.

### **STAFF**

All staff will be utilized to assist in the dismissal process and will be assigned a location at the beginning of the school year by the school administration.

## **AFTERCARE**

All students will remain in their assigned space/classroom until carline is completed. Once carline has finished, Aftercare students will report to the Cafeteria. Attendance will take place and a pre-packaged snack will be provided.

## **PLAY**

The same recess rules will apply in Aftercare.

## **INCLEMENT WEATHER DAYS**

On days when the weather is not conducive to outside play, the indoor recess rules will apply.

## **ATHLETICS**

All students will remain in their assigned classroom until carline is completed. Once carline has finished, students registered for an after-school sport will be called to the front to be taken to the designated practice area. *Athletics may be suspended until conditions are deemed safe.*

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# **HEALTH AND SAFETY**

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## **IF SICK, STAY HOME POLICY**

St. Andrew Catholic School will communicate often and regularly that if a student or someone in the family has been sick or is currently sick, the student must stay home. Students can login virtually if the school nurse has deemed a quarantine situation is necessary or a doctor's note is provided indicating the student will be absent for more than three days.

## **STAFF**

If a staff member is sick, he/she must stay home and may not return to school until a negative COVID test is received, 24 hours without fever, or the set quarantine has been adhered to and the staff member is cleared to return. Staff members receive 10 days paid leave according to the benefits package offered by St. Andrew Catholic School. Staff is encouraged to save these days for emergency sickness.

Employees who have symptoms of COVID-19 when they arrive at work or become sick during the day will be separated immediately from others and sent home. Employees who develop symptoms of COVID-19 outside of work should notify the principal/nurse and stay home. Sick employees are encouraged to contact their medical provider and should initiate isolation at home until they have met the criteria to discontinue home isolation. The school nurse reserves the right to send any employee home due to illness based on his/her clinical assessment.

## **MONITORING AND CONTINUED SCREENING**

All staff must monitor and continue to screen students throughout the school day and at all after-school activities/events. Teachers and staff must be prepared to take the temperature of a student and watch for symptoms. If a student presents themselves as potentially having COVID-19, the teacher must immediately contact the nurse and front office. The nurse will isolate the student in the nursing office and will notify the parent to pick up the student within 30 minutes. For all other injuries or non-related COVID-19 issues, students may come to the nurse's office if it cannot be treated within the classroom environment.

When a confirmed case of COVID-19 has entered the school, in coordination with local health officials, a short-term closure (2-5 days) may be necessary. A short-term dismissal will allow time for cleaning and disinfecting the school thoroughly, the local health officials to gain a better understanding of the COVID-19 situation impacting the school, and the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

## **RANDOM TEMPERATURE CHECKS**

St. Andrew Catholic School reserves the right to randomly check the temperature of any student or staff member throughout the school day.

## **ISOLATION**

Students and/or staff members who are suspected of having COVID-19 symptoms will be moved into the infirmary.

## **SANITIZATION**

The room or learning space where the suspected ill student/staff member is located will be sanitized and cleaned immediately. Windows will be opened to increase air circulation in that space, if possible. Other areas of the building (such as bathroom, common areas, etc.) where the suspected ill student/staff member visited will be cleaned. The student/staff in the affected area will be moved to another location.

## **COMMUNICATIONS**

See the *Communications and Emergency Procedures* section of this document.

## **LOGS AND RECORDS**

Logs and records will be kept, especially if a student/staff member tests positive for COVID-19. St. Andrew will communicate with appropriate stakeholders, DHEC, and parents and students in close contact.

## **CLEAN FACILITIES**

To protect the health and safety of students and staff to the best of its abilities, St. Andrew will provide cleaning products and follow updated guidelines from government agencies on disinfecting, sanitizing, and cleaning the school facilities.

## **HAND WASHING**

Students and staff will be encouraged to wash their hands with soap and water throughout the day. Time will be allotted in the schedule for proper hand washing, and the nurse will provide instruction. If soap and water are not readily available, hand sanitizers with at least 60% alcohol should be used.

## **RESTROOMS**

Teachers and staff will be expected to review restroom procedures with students at the beginning of the year. Students must clean up after themselves in the restroom, as best as possible, and wash their hands with soap and water. Maintenance will monitor the bathroom cleanliness throughout the school day and will disinfect periodically throughout the day.

## **STUDENT AND STAFF CARE PLANS**

Student health plans are updated on the Health Assessment Form, and it is the responsibility of staff to review those plans regularly. Staff members who have underlying health conditions should confide in the school's principal and/or nurse to voice their concerns, so that they may be addressed accordingly and following recommendations from the Human Resources Department of the Diocese of Charleston.

## **Face Masks and Personal Protection Equipment (PPE):**

### **STUDENTS**

Students are not expected to wear a face mask while in the building as long as they remain distanced by three feet. It is strongly encouraged that students wear masks anytime they are doing group work and social distancing cannot be maintained. There may be times during the school year when masks may be required, such as during large group gatherings or when there is an elevated spread of Covid-19 in the school or local community. This will be at the discretion of the principal in consultation with the pastor, advisory councils and Catholic Schools Office. All Students must have masks readily available. If parents want their children to wear masks throughout the day, teachers are required to ensure student compliance.

### **FACULTY AND STAFF**

All staff not vaccinated are encouraged to wear a mask. There may be times during the school year when masks may be required, such as during large group gatherings or when there is an elevated spread of Covid-19 in the school or community. All staff must have a face mask readily available.

### **RECORDING(S)**

Teachers should not wear a face mask when recording themselves for an online class, but instead should either be socially distanced from the nearest student(s).

### **MAIN OFFICE STAFF**

No one should be permitted into the main office unless they are there for a specific reason (i.e. meeting with the principal or teacher, needing specific assistance). Visitors to the building should be masked during school hours.

### **MAINTENANCE STAFF**

Members of the maintenance team should wear a mask when cleaning/sanitizing the building. All maintenance staff not vaccinated are encouraged to wear a mask. There may be times during the school year when masks may be required, such as during large group gatherings or when there is an elevated spread of Covid-19 in the school or community. All staff must have a face mask readily available.

## **Nurse's Office / COVID-19 Station:**

### **NURSE'S OFFICE**

The current nurse's office shall remain and be designated a space where students or staff who do NOT display symptoms of COVID-19 can continue to visit. No nebulizer treatments will be administered until further notice.

### **NURSE / NURSE VOLUNTEER / STAFF MEMBER**

The person attending to a sick student or staff member must wear a face mask. The room will be cleaned after each person departs by the person attending to the sick student or staff member.

## **COVID-19 STATION**

St. Andrew Catholic School will isolate students or staff who are displaying symptoms of COVID-19 in the nurse's clinic and will not



allow any other student to be admitted. The student displaying COVID-19 symptoms will be evaluated, picked-up, and then the room will be sanitized.

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## ACADEMICS AND INSTRUCTION

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### ACADEMICS

St. Andrew Catholic School will continue to provide a well-rounded academic program for all students.

### MAP® TESTING

The Diocese of Charleston will continue to MAP® Test for the fall, winter, and spring. This information, especially in the fall, will help to determine individual student progress.

### SCHEDULING

To the greatest extent possible, St. Andrew will minimize student transitions during the day. Doing so may, and most likely will, require significant alterations to the traditional schedule and model. All staff will support these alterations and will collaborate with the school administration for needed changes and flexibility.

### CLASS SIZE

Each available learning space in the main school building, Community Life Center, and church will be measured to ascertain its square footage and then be divided by nine, as currently recommended by the Center for Disease Control (CDC). This will help to determine the class size in that space, including teacher(s), classroom assistants, and other support staff.

### ENROLLMENT

Based on current data, it is the belief that all students can be physically welcomed back onto campus for the start of the academic year.

### INSTRUCTION

Teachers will continue to create lesson and unit plans that target diocesan/state/school identified standards. Teachers will modify lesson plans as appropriate and based on students' needs. Small group instruction will continue to be encouraged, with appropriate precautionary measures in place, especially for reading and math. Whole group instruction in the high-interest and related arts classes will be suitable. High-interest classes are Social Studies, Religion, and Science.

### BRAVE AT HOME PROGRAM

***The BRAVE at HOME Program will not be offered for the 2021-2022 school year.***

### DISTANCE LEARNING PLAN

St. Andrew Catholic School developed a Distance Learning Plan based on a template given to the school by the Diocese of Charleston. That plan will be initiated should St. Andrew be forced to close for any reason including, but not limited to, COVID-19 or other infectious diseases, weather (hurricane, tropical storm, snow/ice, etc.), and/or at the bishop's or pastor's discretion.

### TEACHING METHODOLOGIES

Classroom methods, such as group work and labs, may continue, but social distancing practices must be in place. Students may be asked or required to wear masks in group activities and will use individual supplies. Every precaution should be taken by the teacher/staff member prior to starting group activities to ensure that classroom rules and social distancing practices will be followed.

### GOOGLE CLASSROOM

It is expected that all teachers will continue to utilize Google Classroom (or other online platform permitted by the school administration). These online platforms will permit teachers/staff to post classwork and homework on a regular basis.

### ABSENT STUDENT / MAKE-UP WORK

By utilizing Google Classroom or other online platforms, there will not be a significant lag in students having to make up work because they are out for an extended period of time due to illness. Classes will be live-streamed for students who must be out for extended periods of time.

### ABSENCES

Because of this possibility, and based on the current Diocese of Charleston guideline on virtual learning attendance, a child who learns from home for any period of time will be considered PRESENT should they complete the work assigned to them during that time frame. A child who does not complete any of the work will be marked ABSENT for the day, but the work will still be expected unless the teacher has granted it to be excused.

### ZOOM OR OTHER VIDEO CONFERENCING SOFTWARE

Online video conferencing software such as Zoom, should be used to conference with parents or when meeting with students who are learning from home, should the school be forced to close for any reason. By conferencing with parents in this manner, it will limit the number of visits a parent has to make to the school building.

## **GRADING PRACTICES**

The current grading practices and policies as outlined in the Parent/Student Handbook and Faculty/Staff Handbook of St. Andrew Catholic School will be adhered to. Only in the event of closing school will the administration require teachers to modify their grading practices.

## **GOOGLE CLASSROOM AND FACTS**

St. Andrew has linked Google Classroom and FACTS for teacher convenience.

## **ONLINE SOFTWARE**

St. Andrew continues to purchase and utilize various online software programs to support student learning. Currently, St. Andrew uses ALEKS Math, STAR/Accelerated Reader, Scholastic, and other publishers to enhance the learning experience for students. It is anticipated these will continue. They will also help with homework and classwork. Links will be placed on teacher's Google Classrooms to the programs they utilize. Other programs will continue to be explored.

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## **STUDENT RESOURCE SERVICES**

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### **TUTORING SESSIONS**

Teachers will be highly encouraged to select at least one day a week where they will meet with students, especially those who are struggling, individually or in a small group. Teachers will invite the student(s), along with parental permission, to stay with them from 3:00 PM to 3:30 PM on that day to work on core concepts in which the student is lacking. Appropriate Safe Haven, safe environment, and classroom protocols based on COVID-19 will be used.

### **LEARNING DIFFERENCES / SPECIAL NEEDS**

Students with IEPs, 504 Academic Assistance Plans (AAPs), and/or other accommodations/modifications will have their plans/goals reviewed prior to the start of the 2021-2022 school year. Based on these plans and goals, a schedule for services will be created by the Resource Coordinator. St. Andrew will work closely with the local therapy groups, school district, speech therapists, and academic specialists to administer the plan and monitor the goals. Therapists, support staff from the school district, and academic specialists must adhere to St. Andrew's COVID-19 protocols as well as the Safe Haven and safe environment protocols. The Resource Coordinator will be responsible for informing the visiting therapists, support staff, and academic specialists of the revised policies and procedures.

### **TUTORING ROOM(S)**

After each use, the areas in which students are receiving services will need to be cleaned. Therapists, support staff, and academic coaches should be informed of where to find disinfectant products and how to help St. Andrew clean the space they are using.

### **PULL OUT / PUSH IN ASSISTANCE (TITLE I)**

Students who are pulled out or pushed in a classroom may need to wear a face mask when moving from space to space. All support staff must adhere to protocols for working with individual students or small groups.

### **INDIVIDUALS PROVIDING SERVICES**

Individuals who are providing a service to students (student screening, title services, individual student help, small group help, therapy, academic tutoring, counseling, etc.) and are authorized by the school administration are permitted into the school and classroom, but must follow all St. Andrew protocols, including temperature and health screenings, and adhere to the safe environment protocols.

### **CLASSROOM VOLUNTEERS**

Volunteers will be limited in the classrooms during the academic year.

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## **LEARNING ENVIRONMENT(S)**

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### **DESKS / CHAIRS**

Desks and chairs must be cleaned between classes (if exchanging) by staff and teachers. Maintenance will only be contacted for major concerns or issues.

### **CLEANING SUPPLIES**

Cleaning supplies/disinfectants will be properly labeled, kept in a safe place, and stored in each classroom/room of the school. Teachers must use gloves as the product dictates.

### **SOCIAL DISTANCING**

Desks/chairs must be set up to allow for appropriate social distancing. The teacher should not allow students to move freely about the classroom. Permission must be sought every and any time a student needs to move. A teacher should avoid a student or students coming

up to his/her desk during independent or group work. A seating chart must be provided to the nurse from each teacher. If changes are made, an updated seating chart must be submitted to the nurse.

### **CARPETS**

Carpet time may be utilized by the classroom teacher, but social distancing rules apply based on the size of the carpet. Students must report to the same spot every time, all the time.

### **SHARING MATERIALS**

St. Andrew strongly prohibits shared materials that cannot be properly sanitized or cleaned after each use. Students will be responsible for their own materials throughout the day.

### **PAPER(S)**

Teachers will avoid passing out and collecting papers whenever possible. Tuesday Folders and the information within will continue to be sent home. Graded papers are to be signed by a parent and returned to school.

### **SUPPLY BINS / CENTERS BINS**

It is suggested classes that utilize commonly used centers or bins must create individual bins for individual students. Any common bins will be removed from the classroom (i.e. pencil jars, paper bins, stuffed animal bins, etc.).

### **LIBRARY BOOKS**

Library books will continue to be checked out and returned to the library in a timely manner.

### **CLASSROOM RULES**

Each classroom and learning space must have designated classroom rules that follow the guidelines as outlined in this document as well as the BRAVE language, Parent/Student Handbook, and Faculty/Staff Handbook. Students must be reminded of these rules on a consistent and regular basis.

### **STUDENT ASSESSMENTS**

Students will receive summative and formative assessments. Performance-based assessments will also be utilized (STREAM). Depending on device availability, assessments can be placed on Google Classroom for students to complete rather than on paper.

### **DATA POINTS**

Software and online programs will continue to be used as ways to retrieve information about a student and his/her learning and learning goals.

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## **PROFESSIONAL DEVELOPMENT**

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### **DIOCESAN PROFESSIONAL DEVELOPMENT**

Catechetical and professional trainings will be offered virtually throughout the academic year.

### **PROFESSIONAL DEVELOPMENT**

Currently, all professional development for the 2021-2022 school year is tentative. St. Andrew will continue to support teachers and staff in the areas of STREAM and distance/virtual learning (new technologies and programs). Other professional development will focus on accommodations and differentiating instruction for students with special needs. Some training will take place in-person with social distancing protocols in place while others may take place virtually.

### **HEALTH / SAFETY TRAINING**

There will be a review of this document and the guidelines associated with reopening St. Andrew for staff in August. If available, St. Andrew will work with the local police departments, fire departments, health officials, etc. to provide additional support.

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## **SPECIALS CLASSES**

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### **RELATED ARTS / SPECIAL AREAS**

St. Andrew will schedule some specials teachers to travel from classroom to classroom.

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## RESTROOM / RESTROOM BREAKS

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### CLASSROOM RESTROOMS

Available classroom restrooms should be monitored by the classroom teacher and/or classroom assistant. They should be cleaned, as best as possible, throughout the day without disrupting the pace of the classroom. Maintenance shall only be called for major concerns or issues in the classroom or school restrooms.

### RESTROOM BREAKS

To lessen the possibility of a number of students using the available restrooms, St. Andrew will look to implement restroom breaks as a part of the schedule for each class that does not have an individual bathroom so that this is a planned portion of the day.

### FACULTY AND STAFF RESTROOMS

Staff should wipe down the areas that they touched before leaving the facility.

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## MASS AND CHURCH ATTENDANCE

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### CATHOLIC FAITH

Catholic Identity is paramount to the mission of St. Andrew Catholic School.

### MASS

St. Andrew Catholic School will follow the protocols of the Diocese of Charleston and St. Andrew Catholic Church for Masses. Students will social distance.

### CHOIR

Choir will resume.

### SPIRITUAL AND RELIGIOUS EVENTS

Spiritual and religious events, class retreats, etc., will be evaluated with discretion. Opportunities for virtual attendance to these events will be considered.

### SACRAMENTS

The Sacraments administered to school students will follow the guidelines and protocols of St. Andrew Catholic Church

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## PRAYERS AND ANNOUNCEMENTS

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### MORNING PRAYERS AND ANNOUNCEMENTS

The principal will pre-record announcements and send the link to homeroom teachers to view with their students in the classroom at 7:55 AM every morning.

### CLOSING PRAYERS AND ANNOUNCEMENTS

Closing prayers will begin at 2:40 PM each day (11:25 AM on early dismissal days) over the school's intercom system.

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## PRAYER / CHURCH BUDDIES AND SERVICE PROJECTS

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### PRAYER BUDDIES

Teachers of Kindergarten, grades 8, 1, and 7 should devise a way for Prayer/Church Buddies to continue in a safe way that adheres to the social distancing guidelines.

### SERVICE PROJECTS

St. Andrew may participate in community service projects as conditions allow. Social distancing and other protocols put in place will be followed.

### SPECIAL COLLECTIONS FOR HELP4KIDS

Special collections for Help4Kids will continue.

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## ATHLETICS

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### **Sports Programs:**

#### **FALL SPORTS**

St. Andrew plans to offer girls Volleyball in the fall if conditions warrant safe play.

#### **WINTER SPORTS**

St. Andrew plans to offer boys' and girls' Basketball in the winter if conditions warrant safe play.

#### **SPRING SPORTS**

St. Andrew plans to offer Golf and Soccer in the spring if conditions warrant safe play.

### **Gym and Spectators:**

#### **GYM**

The Community Life Center has the gym available on some afternoons and evenings for athletics to take place. However, the constant shifting of programs and church activities, as well as the need to clean/sanitize the space after use, may create scheduling conflicts and the gym may not be as available as it once was.

#### **SPECTATORS**

When possible, St. Andrew will welcome spectators to athletic events and will ask that they follow social distancing and face masks guidelines, if necessary. Catholic Mutual and/or the SCISA Phase guidelines will address spectators. Please see also *Group Gatherings and Building Usage* in this document.

#### **CONCESSION STAND**

When athletic events begin full competition, the Athletic Director will review if a concession stand will be warranted and permissible. If a concession stand opens, it must follow available guidelines.

#### **CLEANING**

The Athletic Director and/or coaches are responsible for the gym and all athletic equipment/athletic offices and storage spaces. All items used must be properly stored and cleaned/sanitized. Maintenance must be notified if there is a major issue or concern in the gym.

### **Tournaments and Away Games:**

#### **DIOCESE OF CHARLESTON AND LOCAL TOURNAMENTS**

Tournaments will be vetted, if they are available to the St. Andrew athletic department.

#### **AWAY GAMES**

The Athletic Director will verify all away game locations to ensure the school has followed CDC protocols before St. Andrew arrives. If the school has any protocols for St. Andrew fans and student athletes, the Athletic Director will also ensure they are shared with the St. Andrew community prior to arrival on that campus.

#### **RIDES / TRANSPORTATION**

Students and families will be responsible for their own rides to and from away games. Carpooling to away games will be discouraged.

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## GROUP GATHERINGS AND BUILDING USAGE

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### **Group gatherings for St. Andrew (First Semester - through to January 2022):**

#### **MEET AND GREET**

Plans will be determined later in the summer.

#### **CLASS PARTIES**

Halloween and Christmas parties will be reviewed and discussed at a later date.

#### **CHRISTMAS PROGRAM**

The Christmas Program will be scheduled, but will be evaluated at a later date.

## **GENERAL GROUP GATHERINGS**

All group gatherings and special activities will be reviewed.

## **TASTE OF THE TOWN / GALA AND AUCTION**

Taste of the Town for 2021 is officially scheduled for November 2, 2021. Proper protocols will be put in place. The Gala will also follow proper protocols.

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## **FIELD TRIPS AND EXTRA-CURRICULAR ACTIVITIES**

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### **FIELD TRIPS AND EXPERIENCES**

All field trips and field experiences will be evaluated throughout the school year.

### **SCHOOL SPONSORED CLUBS AND ACTIVITIES**

These groups may meet during or immediately after school, only at the school, if appropriate social distancing protocols are followed and in place. Religious Education classes will adhere to the sanitizing and cleaning guidelines within this document.

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## **TRANSPORTATION**

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### **CARPPOOLING**

Carpooling is left to the discretion of parents.

### **DENIED ENTRY**

If families choose to carpool to school, they will understand that if a student who does not pass the screening is brought to school, he/she will remain the responsibility of the carpooling family. **STUDENTS MUST ARRIVE THROUGH CARLINE.** No walk-ups are allowed.

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## **COMMUNICATIONS**

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### **DESIGNATED OFFICIAL**

The principal or school nurse will handle all communications regarding COVID-19. No other staff member is permitted to speak to/email/text/call other staff members or community members without explicit permission due to health privacy laws and holding confidentiality.

### **COVID-19 PLANS AND REOPENING GUIDELINES**

Stakeholders such as the pastor, St. Andrew Advisory Board, and Parish Council will be advised of the plans and reopening guidelines that are to be put into place.

### **ST. ANDREW COMMUNITY**

All community members will be informed of the guidelines that pertain to student safety, academics and learning, faith life, and programs.

### **ST. ANDREW FACULTY AND STAFF**

Staff will receive support and training on these guidelines and those that are recommended or required to be followed (i.e., CDC, Diocese of Charleston, St. Andrew Catholic Church, etc.).

### **STUDENTS**

It is the duty of the teacher/classroom assistant/staff member to teach and reinforce health and safety procedures to all students starting on the first day of school. The nurse will work in collaboration with the teachers.

### **CONCERNS OR QUESTIONS**

Any concerns or questions that arise from the staff or community regarding St. Andrew's policies and protocols within its plan for reopening, or once reopened, must be communicated with the school principal. Staff who violate this process are subject to discipline and/or termination.

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## EMERGENCY PROCEDURES

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### EMERGENCY DRILLS

All emergency drills will take place as required and will follow social distancing guidelines as best as possible, understanding limitations and available space.

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## DIOCESAN DEPARTMENTS AND GOVERNMENT AGENCIES

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### FREEDOM OF EXPRESSION AND BILL OF RIGHTS

Freedom of Speech/Expression and other rights under the Bill of Rights do not apply to St. Andrew Catholic School. St. Andrew is a private institution. Staff or students who refuse to follow the policies, procedures, and guidelines for reopening and maintaining a safe and healthy environment will no longer be welcome at St. Andrew.

### CATHOLIC SCHOOLS OFFICE (CSO)

St. Andrew will communicate regularly with the CSO and anticipate it will do the same for all Catholic schools in the state of South Carolina, especially about any new updates or changes in procedures or processes for Catholic schools. As soon as those changes are reviewed, they will be communicated out to the school staff and/or community.

### OTHER OFFICES IN THE CHANCERY

St. Andrew Catholic School will communicate with Catholic Mutual, Human Resources, the Finance Department, the Communications Office, and Bishop's Office, among others, if COVID-19 has presented an issue or a challenge to the St. Andrew community.

### DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROLS (DHEC)

St. Andrew follows procedures and recommendations from DHEC, including updates on school shot records (immunizations) and anticipates an annual inspection of the records in the fall.

### HORRY COUNTY SCHOOL DISTRICT (HCS)

Though St. Andrew has no obligation to HCS, because the school receives title funds and our students are tested by HCS staff, it is imperative the school and those staff members communicate regularly with each other, especially if there is a health concern.

### CARES ACT AND TITLE FUNDING

St. Andrew qualifies and will continue to use funds from the CARES Act and HCS Title Funding to support St. Andrew programs and professional development. There are specific rules and policies in place for how these funds are to be used, so if there are any questions from staff, they must be brought to the principal immediately.

