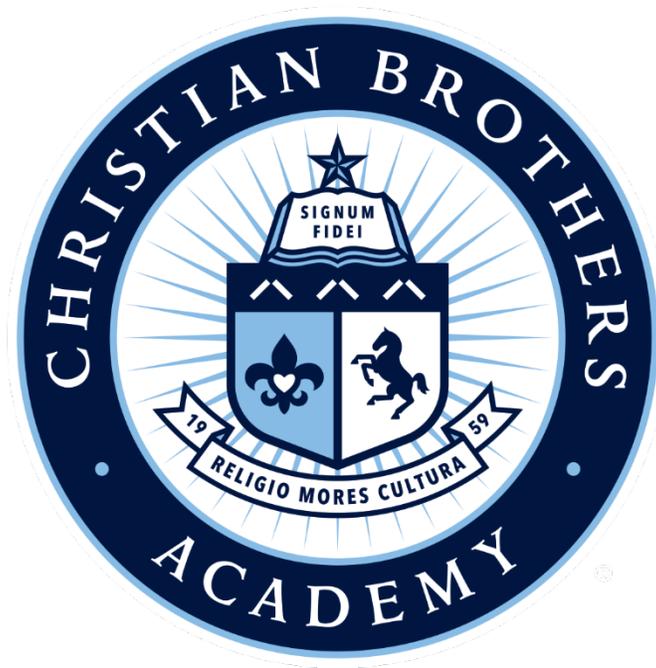


# RETURN-TO-SCHOOL PLAN

*IN RESPONSE TO COVID-19*



**Christian Brothers Academy**  
**September 2020**

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## INTRODUCTION

We have created this plan to aid in navigating the reopening of our school where staff, students, and families feel as safe as possible, under the circumstances, and to reduce the impact of COVID-19 conditions upon returning to the school. The guidelines referenced in this plan are based on health data and guidance from experts in the health field and recommendations from the Centers for Disease Control and Prevention (CDC), The American Academy of Pediatrics (AAP), World Health Organization (WHO), and the State of New Jersey Department of Education (NJDOE) *The Road Back*. Updates will be made to this plan based on information provided by the aforementioned organizations and applicable federal, state and local agencies. For more information please visit the sources listed on page 17.

## GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees the following guiding principles have been put in place:

1. STUDENT, FACULTY AND STAFF SAFETY MEASURES
2. HEALTH GUIDELINES
3. UNINTERRUPTED HOLISTIC EDUCATION OF STUDENTS (in-person and virtual)
4. SUPPORT FOR FAMILIES

## SUMMARY

- Christian Brothers Academy will be reopening to students in September 2020 in a full-day, full-capacity model for 5 days per week.
- CBA is investing in major upgrades to its HVAC systems in order to provide a safer environment
- Students and staff will be required to wear face coverings at all times
- Students and staff must submit the online health screening no later than 7:15am each day
- Students will enter/exit through assigned doors with staggered arrival times
- Hallways will be labeled to maintain movement in one direction to maintain social distance
- Lockers and Locker rooms will not be used
- Classrooms will follow American Academy of Pediatric guidelines and maintain 3 feet of social distance between student desks.
- Movable Plexiglas shields for each classroom as well as Plexiglas barriers where distance is difficult to maintain (main office, guidance office etc.)
- Lunches will take place in multiple spaces to ensure 6 feet or more between students. Students will only be permitted to remove face coverings while seated and eating lunch.
- Outdoor areas will be arranged to allow staff and students opportunity to go outside
- Extracurricular activities will continue both in-person and online.
- Guidance department will be ready to support students as always
- Online option will be offered to those students unable to attend in-person instruction.
- Parents and Guardians will have until August 20, 2020 to commit to in-person instruction
- CBA is committed to maintaining the Lasallian Catholic identity whether on campus or off

## GENERAL OVERVIEW

At Christian Brothers Academy we care deeply about our students, staff and our entire community who have been impacted by the Covid-19 virus. Christian Brothers Academy, working with the best information available, has developed this plan in order to conduct the mission of the school, while providing our students the safest and healthiest environment possible. As a Lasallian institution we are committed to educating the whole person, mind, body and spirit. We believe that in-person instruction when possible is the best option for our students' academic, social, spiritual and mental well-being. Therefore following all applicable guidelines from multiple sources, Christian Brothers Academy will open with a 5-day in-person model of instruction. If conditions warrant a move to the hybrid or remote learning model we are committed and prepared to provide the best experience possible for our students despite the challenges of remote instruction.

## LASALLIAN CATHOLIC COMMUNITY

Mindful of La Salle's call to a Human and Christian education, CBA, as Catholic and Lasallian School, is called to meet our students in this most unique place that we find them. Catholic education during a time like the Covid-19 pandemic will inspire us, out of love and compassion for those entrusted to our care, to adapt quickly to this dynamic reality, be very alert to the unique hardships our students may be facing, and to become ever-more flexible in our approach to holistic education. In doing so, we will be better able to not only meet our students where they are in this difficult time, but also be able to truly touch their hearts and become a source of the much needed support and reassurance our students require during this pandemic. At CBA we believe deeply that the Holy Spirit is guiding us as we endeavor to touch hearts and inspire minds during this pandemic. Participation in liturgy and prayer will continue to be encouraged for both traditional face-to-face, as well as remote settings. In addition service learning will remain a priority and the Brother Joseph Miggins Service Program will continue to run with support from Campus Ministry and Lasallian Youth.

As a Lasallian Community we will focus on maintaining our sense of community regardless of the learning model in effect at any given time. A key component of this is communication between the staff, students, parents and other community members. Events such as Guidance Parent Nights, Parent/Teacher Conferences and Parent Organizations will continue to be an important part of the CBA experience for parents. In addition our Guidance Department and Mental Health Professional will be available to provide support and information as needed. For our students, extracurricular activities will continue to run albeit with some adjustments where required.

## HEALTH AND SAFETY

### Health Protocol and Screening (Staff and Students)

Christian Brothers Academy will require parents of students to complete an online daily screening for submission to the school by 7:15am each day. Faculty/Staff will also be required to complete and submit the daily health screening. Screenings should be submitted by the child's parent/guardian and faculty/staff no later than 7:15am each day. Detailed instructions on accessing the screening will be provided before start of school. **Any "flags" on the health screening will be addressed immediately and parents will be contacted. Students who do not complete the screening form are not allowed to attend school; any students who arrive at school and haven't submitted the form will be sent home for the day.**

#### As of July 20, 2020 the CDC states that Covid-19 Symptoms include:

- Fever with a measured temperature greater than or equal to 100 degrees Fahrenheit
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Known close contact with a person who is lab confirmed to have COVID-19

This list may not include all possible symptoms. Updates to this list by the CDC can be found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

### Protocol for Symptomatic Staff and Students

- Students and staff who become ill at work or exhibit symptoms of Covid-19 will immediately report to the nurse's office and will be safely and respectfully isolated from others.
- Once the faculty, staff or student arrives at the isolation room, they will immediately be provided with gloves and an additional mask. This is to help protect other employees and students and prevent the spread of the potential virus.
- Individual will be evaluated, and if immediate attention is required, a call will be placed for an ambulance.
- The nurse will call the parent of ill student to arrange parent pick up.
- The nurse will instruct the ill staff member to leave work
- CBA staff will follow current State of New Jersey Communicable Disease Service guidelines for illness reporting.

- The isolation area and suspected employee's or student's work area/classroom will be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.
- CBA will ensure that there is an adequate amount of personal protective equipment (PPE) available, accessible, and provided for use.

## Contact Tracing

**When an individual tests positive for COVID-19, CBA will immediately notify local health officials, staff and families of a possible or confirmed case and follow contract tracing protocols. A CBA staff member completed Johns Hopkins Covid-19 Contact Tracing certification and Association for State and Territorial Health Officials Contract Tracing Training.**

CBA will be prepared to provide the following information when consulting the health department:

- The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact) as well as their address, phone number and e-mail.
- The date the person with COVID-19 or probable COVID-19 was last in the building
- The date the person developed symptoms.
- Types of interactions the person may have had with other persons in the building or in other locations.
- How long their interactions were with other persons in the building.
- If other persons in the class have developed any symptoms.
- Any other information to assist with the determination of next steps

**If you have been in close contact with a person confirmed to have Covid-19 you will be required to quarantine for 14 days from the last point of exposure.**

Guidance from the CDC website can be found in the appendix or at

(<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>) and

(<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>)

## Readmittance Procedures after Recovery from COVID:

Faculty/Staff and Students returning after recovering from COVID-19 must contact Maureen Szablewski at least one day prior to anticipated return. Readmittance will follow CDC protocols.

### Faculty:

- If a staff member answers yes to any of the questions on the medical screening they should contact an administrator
- If a staff member has been diagnosed with COVID19, the school and local health department must be contacted. The health department will determine the next steps.
- Faculty/Staff with a positive Covid-19 test and exhibiting symptoms cannot return to work until 10 days after symptoms first appeared, 24 hours with no fever without fever reducing medication, and symptoms have improved
- Faculty/Staff returning to work from an approved medical leave should contact Maureen Szablewski
- Return to work must adhere to CDC guidelines.

**Students:**

- Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Parents should contact Maureen Szablewski if they've answered yes to any of the questions on the medical screening.
- Students with a positive Covid-19 test and exhibiting symptoms cannot return to work until 10 days after symptoms first appeared, 24 hours with no fever without fever reducing medication, and symptoms have improved
- Students returning to school should contact Maureen Szablewski
- Return to school must adhere to CDC guidelines.
- If a student has been diagnosed with COVID19, the school and local health department must be contacted. The health department will determine the next steps.

**Personal Protective Equipment (PPE)**

In order to minimize exposure to COVID-19, PPE will be required to prevent exposures. Face coverings are an important part of staff and student protection.

Masks are required at all times for both staff and students except when seated at lunch. Masks must cover the mouth and nose, contain at least two layers of material, must fit tight around the chin and be fastened around the ears or head. Face shields alone are not considered a substitute for a mask and can only be used by students in addition to a mask (bandannas are NOT allowed). Neck gaiters are only acceptable if they contain ear holes or ear loops. Masks with valves are not permitted as they are designed to ease exhalation and decrease humidity for the wearer, they do not block transmission of COVID-19 because they allow exhaled air and droplets to escape. Masks, should not have any text or large graphics. They can be solid, patterned or have small logos. CBA administration is the final arbiter of what is acceptable.

*Please note that social distancing should still be practiced even with the use of masks.*

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

**Travel to States Identified as At-Risk**

The Governor of New Jersey has issued a 14 day quarantine for travelers entering the state from any at risk state with increasing rates of Covid-19. Any student or staff member that travels to a state identified as at-risk is not permitted in school until they have quarantined for 14 days. A current list of states that meet the criteria can be found at <https://covid19.nj.gov/faqs/nj-information/travel-information/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey>

**Visitor Restrictions**

Christian Brothers Academy will not allow normal visitation to our campuses. Only Christian Brothers Academy staff are allowed on campus during preparation for reopen.

Once school begins in September, visitors and volunteers will not be permitted to enter the school building until further notice and guidance from CDC or state government. Fewer people entering the school building allows for greater implementation of safety measures. Students being sent home early will meet their authorized adult outside of building.

**Facilities Cleaning**

The safety of our students, faculty, and staff is our first priority. Our school will be completely cleaned and disinfected each day after school, and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before September, the cleaning steps outlined below will be taken to disinfect workplace surfaces, chairs, tables, common touchpoints, 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. Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

**GENERAL DISINFECTION MEASURES**

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

CBA will provide and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):

- In each classroom

- At entrances and exits of buildings.
- Near lunchrooms and toilets.
- Students should wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing.
- Use alcohol-based hand sanitizer (at least 60% alcohol) if washing with soap and water is not possible.

The CDC recommends an alcohol-based sanitizer that is at least 60% alcohol and to rub the product over all surfaces of your hands and fingers until your hands are dry, about 20 seconds, then wash hands with soap and water as soon as possible.

### **Signage**

Signage will be placed throughout the offices and school to remind students to wear masks, maintain social distance, practice good hygiene etc.

### **Ventilation and Air Flow**

CBA has contracted its HVAC Company to

- Install Bipolar Ionization apparatus in each classroom unit ventilator, as well as in central HVAC units for larger common areas
- Upgrade to MERV 13 filters in HVAC system in all applicable areas
- Set HVAC systems to increase fresh air intake
- Run HVAC system even in temperate weather in order to facilitate continuous air circulation
- Leave Window/Doors open to promote air flow where possible

## **SOCIAL DISTANCING AND OPERATING PROCEDURES**

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice staying approximately 6 feet away from others where possible.

- Schools will allow for social distancing within the classroom to the maximum extent practicable. When not able to maintain a distance of at least six feet, CBA will require students to wear masks, and use modifications such as turning desks to face the same direction (rather than facing each other). In classrooms CBA will space desks at least three feet apart as recommended by the American Academy of Pediatrics. Students and staff will be required to wear masks at all times when not eating in designated lunch space.
- Traffic Flow –Hallways will be divided and marked for unidirectional use.
- When weather allows, windows will be opened to allow for greater air circulation. Indoor environments with recirculated air are the riskiest of environments for COVID-19 spread.

### **Communication with Families**

It is important to maintain excellent communication between CBA and CBA families. Parents, faculty, staff and students should check their email often. Other sources of information include the CBA website

([www.cbalincroftnj.org](http://www.cbalincroftnj.org)) especially the Covid-19 Hub and mid quarter progress reports. Parents can also follow CBA on social media platforms. The CBA alert system (school messenger) is another important means of communication. School personnel cannot be expected to check email on weekends and after 5pm. Parents can expect a response to emails within two school days

### **Classrooms and Common Spaces**

Signage will be in place as a reminder to follow all COVID-19 guidelines. Faculty and students will be encouraged to disinfect their workspaces throughout the day, giving special attention to commonly touched surfaces. Effective and safe cleaning products will be available in every classroom, lunch spaces etc.

#### **Classrooms:**

- There will be a 3-foot separation of desks and students based on the American Academy of Pediatrics guidelines.
- Movable Plexiglas shield for each classroom
- Cleaning supplies will be available in every classroom.
- Larger spaces may be used as classrooms and lunch spaces to allow for social distancing.
- Outdoor spaces will be available for use when feasible and seasonally appropriate.
- Hand sanitizer will be available in every classroom, in accordance with CDC guidelines.

#### **School Entrances, hallways, and common spaces:**

- Masks will be required to enter the building. Students must maintain social distance in parking lots and drop off/pick up areas
- One-way routes will be utilized in hallways to minimize contact.
- Social distancing will be maintained in hallways and common areas.
- Where possible, commingling between classes or groups of students will be limited.
- Large group gatherings will be limited.
- Lunch periods will be divided into multiple spaces to maintain social distancing
- Hand sanitizer will be available at school entrances.
- Signage posted throughout school building to provide hygiene advice and reminders
- Increased frequency of cleaning all surfaces, including walls
- Installed physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., main office, guidance offices etc.).
- Lockers will not be used this year to minimize number of students in the hallway at a given time.
- Homeroom will be eliminated this year. Announcements will be shared during first period class each day.

#### **Cafeteria/Lunch Spaces:**

- Students will be assigned to a lunch space that will have seating arranged to maintain social distancing of at least six feet apart.
- Students will be expected to maintain social distance while eating lunch.
- There will be limited or no food service so students will likely have to bring their own lunch.

- Students will be reminded to wash hands both before and after eating lunch.

### **Food and Package Delivery**

- Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered. Personal deliveries such as packages should not be delivered to the school.

### **Physical Education, Lockers and Locker Rooms**

- Always wash hands immediately after outdoor activities
- Staggered use of equipment with frequent disinfecting protocols.
- Locker rooms will be closed to mitigate risk. Students and staff are prohibited from confined spaces with limited ventilation and/or areas with large amounts of high contact surfaces
- Dress code has been modified to accommodate mask usage and allow for limited P.E. activity.

### **Restrooms**

- There will be limited shared use of restrooms. Access to restrooms will be monitored to ensure that maximum capacity is not exceeded and social distancing is maintained.
- Restrooms will be cleaned frequently throughout the day

### **Other Considerations:**

- CBA will limit use of supplies and equipment to one group of students at a time and will clean and disinfect between uses.
- Students should avoid sharing electronic devices, books, learning aids, etc. or if absolutely necessary, items will be thoroughly cleaned and disinfected between uses.
- Attempts will be made to increase circulation of outdoor air as much as possible, for example, by opening windows and doors.
- Students will be reminded to wash their hands before and after eating lunch. Hand Sanitizer stations will be provided in lunch areas.

### **Bus Drivers/Bus Protocols**

CBA will follow the protocols outlined by the local district providing busing. For CBA buses, bus drivers or custodial staff must disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes

Bus drivers will follow all staff protocols for Covid-19

## **Covid-19 Rules and Regulations for Students**

Students are expected to follow the rules listed below:

- Daily online Covid-19 health screenings, including temperature recordings, for all students will be required to be completed by parents no later than 7:15am each morning. Students whose health screening is not submitted will be sent home.
- If a student's temperature is above 100.0 degrees and or he is exhibiting other symptoms of Covid-19 he must stay home.
- Masks, covering the mouth and nose, fastened around the ears or head are required at all times except when seated at lunch.
- At all times students must maintain social distance from other students, teachers, and staff.
- Students shall only enter via assigned dedicated entrances at the times assigned.
- Juniors and seniors, if free at the beginning or the end of the day, may arrive just prior to their first class and exit campus following their last class.
- Students may wear collared polo shirts tucked into dress shorts. Boat shoes or sneakers are allowed. Sneakers should be worn on days when gym class is scheduled.
- All students are required to adhere to the CBA restroom use policy.
- No student may use a locker this school year.
- Follow the directional notifications for all hallways.
- Wash hands frequently throughout the day and use provided hand sanitizers

## **ACADEMICS AND HOME-BASED LEARNING**

There are three considerations (Traditional, Hybrid, and Remote) for returning to school, depending upon state and local health guidelines. Presently CBA is planning a return to traditional face to face classroom instruction in September. We are prepared to provide other models of instruction as needed.

Some families may not feel comfortable having their child return to school for instruction especially if their child is medically fragile. Provisions will be made to provide these students with remote instruction. CBA will provide instruction to these students via live streaming of classes.

CBA's goal is to design flexible instructional plans that work best in both traditional face-to-face and remote environments.

CBA is committed to:

- prioritizing the safety of our students, faculty, and staff when making decisions regarding the return to face-to-face classroom instruction
- maintaining the quality of a CBA education that is consistent with the established academic standards of our school
- fostering our students' social-emotional learning by providing opportunities for socialization and brotherhood both in the classroom and during unstructured time
- rooting all that we do in the values of the Gospel and the vision of St. John Baptist de la Salle

## **Grading and Attendance Policy**

### **Grading:**

To receive credit for the courses for this school year students are expected to complete all requirements for each course regardless of if on campus or distance learning. The grading policy is located in the school handbook. All academic guidelines outlined in the student handbook remain in effect. Mid quarter progress reports will be sent to parents of every student each quarter in addition to other communication from teachers regarding student progress. It can be expected that grades for quizzes and homework will be posted within one week of due date. Grades for tests and papers will be posted within two weeks. Major projects such as research papers will take longer to grade. Faculty will keep students informed as to when they can expect those assignments returned.

### **Attendance:**

An online class meeting is equal to an on campus CBA class. Attendance is mandatory. Absences will be reported to the administration the same as would occur when on campus. When a student is absent, parents should inform the school whether online or on campus.

## **Remote Learning**

In the event that the school has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

- CBA will make an effort to be a paperless campus for 2020-2021. All assignments will be posted in the Learning Management System (LMS). Assignments due the next day will be posted in the LMS by 4pm on school days. Assignments due on Monday must be posted by 4pm on Friday. All assignments will be turned in electronically whether on campus or off. Graded assignments will be returned the same way.
- Handouts, assessments and other assignments will also be provided digitally for the 2020-2021 school year.

## **Online Instruction**

In an effort to help our students navigate online instruction successfully, CBA has designated the following platforms:

The primary platform for online instruction remains the PowerSchool Learning LMS. Students will be able to access daily expectations, assignments, and assessments for all of their classes on this LMS; further, the LMS will serve as the primary (but not sole) platform for submitting online assessments and assignments, and as has always been the case, students and their parents can keep track of students grades on the LMS as well. The LMS also provides a number of additional tools for instruction, including discussion boards that allow for asynchronous instruction.

Beyond the LMS, the following platforms have been authorized for teacher use:

The authorized shared document platform is Google Docs.

The authorized video conferencing platform is Zoom. To address concerns about safety during Zoom meetings, CBA has purchased a professional license that provides increased security by limiting possible participants to the CBA domain. The Zoom platform can also be used for small group discussions, and it provides a whiteboard app that teachers can take advantage of.

Live-streaming of classes will run through the use of Swivl technology and the Zoom platform.

Teachers are also authorized to use programs such as Screencastify, Loom, EdPuzzle, FlipGrid, FlexiQuiz and others to supplement their instruction, but the use of these programs does not supplant the central position of the PowerSchool Learning LMS. All use of such programs requires clear explanations and functioning links or other means of access posted on the LMS. "

### **Online Requirements and Expectations for Students**

1. An online video class meeting is equal to a CBA class. You are held to the same expectations of personal conduct when you are in an online instruction class as when you are in a CBA classroom. Any conduct unbecoming a CBA student will be addressed by the Dean of Students and/or the Associate Principal for Academics.
2. Attendance is mandatory for scheduled online instruction classes on Monday, Tuesday, and Thursday. You must be present and on time for all classes. Students are required to appear on screen for the duration of the video class in order to verify attendance for the entire class session. Teachers will report unexcused absences to the administration.
3. Students are reminded that academic integrity is an ongoing expectation for students enrolled at the Academy. Academic integrity is defined as doing the right thing even when no one is watching.
4. Just as is the case in school, students may not engage in any other activities while attending an online class. Cell phone use, video gaming, side chats, or any other form of social media engagement is unacceptable during class and will be reported to the Dean of Students.
5. Students are never allowed to enter an online class that they are not registered for unless explicitly invited by the teacher.
6. Students are required to regularly check and read course related news and announcements throughout the week. "I didn't know this was due" is not an acceptable excuse for not doing readings, assignments, and/or assessments. Even if platforms such as Google Classroom or Schoology are used for some classes all teachers will be posting assignments and assessments on the LMS. Hence, be sure to access all work you are responsible for via the LMS. Email must be checked during each day of the week and when a response is required students must reply to any teacher/administrator email in a timely fashion.
7. Active participation is required, which as always is most clearly proven through giving complete attention to the online lesson.
8. Students should work from a space in their home that is largely distraction-free. For example, being in an area with a lot of background noise or lying in bed while you are participating in an online class is unacceptable.

9. While you are not required to adhere to the formal CBA dress code, students should be fully dressed for the day when participating in online classes in order to support the mindset of a typical school day. Dress should be appropriate and at the very least reflective of what would be acceptable on a CBA dress down day.
10. Students involved in disruptions of any kind during a video class meeting will be referred to the administration and contacted by the Dean of Students.
11. Students are not allowed to create personal backgrounds for any ZOOM session that are distracting, insensitive, or offensive.
12. Students are required to use their correct full name when entering a video class meeting in order to facilitate taking attendance.
13. At the teacher's discretion, students may be muted during a video class meeting until the teacher unmutes them to speak.
14. Students are not allowed to record any lesson without the permission of the instructor.
15. Students are expected to always remember that they are active members of the Christian Brothers Academy community. Therefore, all expectations present in the CBA student handbook still apply to all aspects of student life.

## EXTRACURRICULAR ACTIVITIES

CBA acknowledges that our athletic and extracurricular activities are a vital part of the CBA experience. It is our intention to follow state and local guidelines as well as the New Jersey State Interscholastic Athletic Association (NJSIAA) in our return to extracurricular activities upon reopening of school in September.

CBA will:

- Adhere to all applicable social distancing requirements and hygiene protocol during any extracurricular activities.
- Maximize the use of technology and online resources to continue extra-curricular activities without additional person-to-person contact when necessary.
- CBA will attempt to limit the use of school facilities to school-sponsored extracurricular activities and groups.
- Cleaning/disinfecting schedule may limit in-person gatherings outside school hours. Clubs and other CBA groups should check with Dean of Campus Life for availability.
- Clubs and activities will meet either in person (following social distancing guidelines) or online. Student leaders will be encouraged to be creative in planning club meetings and taking advantage of opportunities to host speakers virtually who may not have been able to speak at a meeting in person. Other activities may include online gaming tournaments, trivia nights etc.
- Campus Ministry will be back in full force. Daily Morning Mass will occur following social distancing guidelines. Drop in visits to Campus Ministry for prayer/reflection/conversation will still be encouraged.

- Brother Joe Miggins Service Program will continue with modifications to allow for safer service opportunities. For example instead of volunteering to tutor in person students can tutor virtually. The requirement to perform direct service will be relaxed since those opportunities will be more limited. Service Opportunities will still be offered through Campus Ministry and Lasallian Youth
- Pegasus Theater Company and the Music Program will run with modifications as needed.
- **Once the building is vacated no one may return until school reopens the next day so that cleaning can occur.**

## GUIDANCE DEPARTMENT

The Guidance Department is looking forward to working with our students and their parents in the upcoming year to ensure they have the best academic, social, and personal experience possible. We will be a strong and caring resource for our students as they go through a new and perhaps different school year. As always, we will support our young men through individual meetings, presentations and sharing our expertise about topics such as study habits, organizational skills, goal setting, and college placement. We will monitor grades and offer assistance to those students who struggle. We will work diligently to support our seniors going through an unusual college application process by keeping up with the changing environment and personalizing our guidance for each individual senior. This year our college visitation program will be conducted virtually ensuring that our students still get the opportunity to meet college representatives in a safe environment. Parents nights will still be offered but in a virtual environment. Counselors will be available to parents via telephone, email, conferences or zoom meetings. Our mental health professional will also be on hand as an additional resource as our students navigate the 2020-2021 school year. More than ever the Guidance Department understands that each student and their family will require different resources and we are here to provide what is needed for each young man. We are anticipating an exciting and beneficial school year for all of us.

## PHASES AND TIMELINES

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

Phase	Timing	Items
Planning	June-July	<ul style="list-style-type: none"> <li>Supplies, equipment</li> <li>Prepare detailed work schedule for phases</li> <li>Prepare building for reopening with thorough cleaning</li> </ul>
Phase 1	July-August	<ul style="list-style-type: none"> <li>Implement social distancing protocol and open facilities with limited access/use – summer math program</li> </ul>
Phase 2	August	<ul style="list-style-type: none"> <li>Expand use of school based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable state and local agencies - conditional acceptance and transfer classes.</li> </ul>
Phase 3	September	<ul style="list-style-type: none"> <li>Open school</li> <li>Modified full operation based on recommendations and data from CDC, AAP, NJDOH, NJDOE, New Jersey Governor, and applicable local and state agencies</li> <li>Determine what restrictions/guidelines stay in place</li> </ul>

## SOURCES:

CDC - [https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor\\_1589931942037](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589931942037)

AAP - <https://www.aap.org/en-us/Pages/Default.aspx>, [Return to School Considerations: https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/](https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/)

NJDOE - <https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

<https://sites.google.com/view/leadingwithhope/home>

PRINCIPAL PRINCIPLES, LLC, STEPHANIE MCCONNELL, - <http://www.principalprinciples.ne>

## APPENDIX

### **CDC Guidelines:**

**Quarantine** is used to keep someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

**Who needs to Quarantine:** Anyone who has been in **close contact with someone who has COVID-19**. This includes people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus.

#### **What counts as close contact?**

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

#### **Stay home and monitor your health**

- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever ( $\geq 100.0^{\circ}\text{F}$ ), cough, shortness of breath, or [other symptoms](#) of COVID-19
- If possible, stay away from others, especially people who are at [higher risk](#) for getting very sick from COVID-19

#### **When can you be around others after you had or likely had COVID-19?**

##### **I think or know I had COVID-19, and I had symptoms**

##### **You can be with others after**

- At least 10 days since symptoms first appeared **and**
- At least 24 hours with no fever without fever-reducing medication **and**
- Symptoms have improved

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

##### **I tested positive for COVID-19 but had no symptoms**

##### **If you continue to have no symptoms, you can be with others after:**

- 10 days have passed since test

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.

If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms."