

A Working Plan for Safely Reopening School in September 2020

History and Mission

Since 1832, Transfiguration School has provided academic excellence to successive waves of immigrants and their children. Today, the school remains a shining example of a dynamic community vested in the education of its youth. With an enrollment of students in PreK3 - 8th Grade across three campuses, Transfiguration School is one of the most outstanding Catholic schools in New York City.

At Transfiguration, we believe in nurturing the student in all aspects of learning, inspiring them to explore new opportunities and use their talents, so that they can take all they learn in and out of the classroom and grow into intellectually, socially and emotionally responsible young adults.

Resources Informing this Plan

- *The Family Survey 2020 (sent to families on July 9th) and additional family feedback collected.*
- *Correspondence with Teachers and our Summer Institute experience and implementation plan.*
- *Archdiocese of NY Catholic Schools Reopening: Moving Forward Together plan.*
- *New York State Reopening Guidance for Religious and Independent Schools (published by NYSED July 27th, 2020)*
- *Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency (published by NYSDOH July 13th, 2020)*
- *NYSDOH, Reopening New York City: Checklist for Child Care Program Guidelines*
- *Collective voices of Catholic School Leadership and Ongoing Conferences.*
- *Course Training on Contact Tracing and Covid 19 offered through Johns Hopkins University.*

Plan Introduction

The Transfiguration School Reopening Plan prioritizes the health and safety of our school community, its students and employees. The information herein is based on the best information available as of the date this version was published. The plan has room for flexible options as changing conditions dictate. Our aim is to reopen school in September with our students, faculty, and staff on campus. While it is important to note that no reopening plan can eliminate all COVID-19 risk, we are confident that our plan reflects the requirements of standards set forth by the CDC and representatives issuing guidance and requirements for schools to safely reopen. To prepare a safe learning and working environment, Transfiguration has prepared and implemented the following practices and procedures in accordance with the New York State, Archdiocese and CDC Guidelines. This has required careful planning and preparation with fully engaged leadership and staff working since the last day of school in June to properly prepare for the circumstances ahead. Following all practices and policies, we look forward to welcoming our students back in September.

This version was created on August 18, 2020. As new information is released, this document will be updated.

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CALENDAR - Important Dates

- *July 30 - Parent Informational Session (completed)*
- *August 6 - Q&A for Parents and Caregivers (completed)*
- *August 14 - Deadline for Instructional Method Preference to be Issued, Last Day of Summer Institute (completed)*
- *August 18 - Meeting with teachers individually (completed)*
- *August 19 - Distribute complete reopening plan*
- *August 24 - Technology Training for Students Grades 3-8, 2:00-3:30pm (details to be sent separately)*
- *August 25 - Parent & Caregiver Town Hall, 5PM (details to be sent separately)*
- *September 7 - Labor Day, No School*
- *September 8 - Conference Day, No School*
- *September 9 - FIRST DAY OF SCHOOL*
- *September 11 - Conference Day, No School*
- *October 12 - Columbus Day, No School*
- *November 11 - Veterans Day, No School*

Future information we plan to include:

Faculty and Staff Training Dates

Additional Parent Town Hall Events

Virtual Back to School Event

High School Meeting

Reopening Goals and Guiding Principles

In addition to guidance from National, State, and Local Health and Government Officials, the following Guiding Principles have informed this plan:

- *Acknowledging Diverse Family and Employee Needs*
- *Provide Accessible Health & Safety Resources and Measures*
- *Deliver High-Quality Instruction with Positive and Healthy Student Engagement*
- *Keep Informed on News and Verified Resources of Education on the Topic of Covid-19*
- *Remain Adaptive, Flexible, and Innovative*
- *Offer Transparent and Frequent but Thoughtful Communication*
- *Stay True and Connected to Our Faith and Values*

Areas not covered in this plan to address in the coming days and weeks:

- *Teacher assignments for students*
- *Specific class schedules*
- *Technology Training*
- *Additional student engagement virtual sessions*

Instructional Models & Stages

All Catholic Schools received feedback from the Archdiocese this week in response to our school plan proposal. We have been asked to make some modifications and these edits are reflected below in our final plan.

Teachers will be in person in the school building delivering the instructional method(s) offered for their class. Students connecting virtually will be live streaming the classroom experience in real time with resources available through Google Classroom. All models may not be offered in your child(ren)'s grade.

In Person Full Time - Instruction offered 5 days per week in the classroom.

Hybrid - Instruction offered 2 days a week in person, with alternating Fridays and 2 days virtual instruction. In some cases there will be two (2) or one (1) hybrid cohort per grade based on demand. Cohorts will be named with letters.

Virtual Full Time - Instruction offered 5 days per week in your home through Zoom and Google Classroom.

| STAGE I First weeks of school | STAGE II Timing TBD | STAGE III Timing TBD | STAGE IV Timing TBD |
|---|--|--|--|
| School reopens with specific models listed above to respond to the health and safety needs. | Morning Drop Off and After School can be reintroduced as well as school volunteers Title 1 and use of cafeteria. | Mandated services such as SETTS Speech and Title Services can be reintroduced. | Resumption of extracurricular programs and activities. |

When possible, all three models will be offered for each grade but this is determined by the instructional methods chosen by parents, teacher availability, space and density requirements and enrollment.

Please see the next page for the models offered per grade level at this time.

Instructional Models by Grade:

| Grade | Classroom 1 | Classroom 2 |
|---|-----------------------|-----------------------|
| PreK3 | In Person and Virtual | In Person and Virtual |
| PreK4 (<i>3rd Class may be added</i>) | In Person and Virtual | In Person and Virtual |
| Kindergarten | In Person | Hybrid and Virtual |
| 1st | In Person and Virtual | Hybrid and Virtual |
| 2nd | In Person and Virtual | N/A |
| 3rd | In Person and Virtual | In Person and Virtual |
| 4th | In Person and Virtual | Hybrid and Virtual |
| 5th | In Person and Virtual | Hybrid and Virtual |
| 6th | In Person | Hybrid and Virtual |
| 7th | Hybrid and Virtual | Hybrid and Virtual |
| 8th | Hybrid and Virtual | Hybrid and Virtual |

Please note that if you signed up for an instructional method that is not available for your grade(s) we will reach out to confirm your choice of method in the remaining models offered. It is our ultimate goal to have all students return to school full time in person as soon as it is deemed safe to do so.

Monitoring and School Community Responsibility

YOU are Transfiguration and Transfiguration is YOU. To be as successful as possible with the reopening plans for our building, it will require the participation and commitment from all families and employees to put health and safety first in your personal and professional life. Everyone MUST adhere to the Health and Safety protocols and must do so at ALL times. We are all responsible for staying informed and alert to changing conditions and protocols. Those who do not follow the Health and Safety protocols will not be permitted on campus. We ask that you stay informed and remain vigilant seeking official information through verified sources. We are asking all community members to do the following:

- Read this document and all school correspondence carefully.
- Comply with all requirements issued by the school.
- Respect our trained staff when issued directions about school policies.
- Speak responsibly and clearly about these changing circumstances with your child to provide them with support and guidance.
- Monitor emerging COVID-19 related information at the National, State and Local levels and adhere to the protocols and requirements they set forth in your daily life.

This school year will be different than any other year. It is about moving forward towards a new normal to create the best experience for our students and school community as possible. We ask that you support one another and support the school through this difficult time. Transfiguration has adapted and evolved over our 188 years and we will continue to do so during this transition through the pandemic.

Safety and Health Policies

These policies are an addendum to our School Safety Plan in response to the Covid-19 pandemic. We will issue our general school safety plan separately for your review.

With adherence to the New York City Department of Health (NYC DOH) and Center for Disease Control (CDC) requirements for operating on-site child care and school services, Transfiguration has designed a thorough plan responding to the preventative safety and health needs of our community: students, parents, teachers and staff.

Below are the guidelines we will be administering beyond our already high level standards of health and safety policies while also maintaining our responsibilities to provide a safe and nurturing environment for the students in our care. We will continue to share details as policies are amended and will communicate those out to families and employees.

Student Arrival & Dismissal

Designated Drop Off Window

- In an effort to reduce crowds and lines, each grade will have specific designated time windows and location for drop-off and pick-up. We ask families to adhere to their windows as strictly as possible but understand there may be circumstances that require flexibility.
- The specific length and number of timeframes and numbers of drop offs per timeframe will vary based on the number of students and configuration of the designated area.

Personal Belongings

- We ask that students bring minimal personal items to school limited to:
 - Lunch and snack (if not participating in school food), water bottle, a change of clothes (PreK and K), extra masks, school items necessary for the school day.
- All other equipment and supplies will be provided and disinfected regularly.
- All students will be issued a supply caddy for his or her desk exclusively for individual student use.

Parents (including Grandparents/Guardians/Caretakers): Expectations

- Parents will not be allowed inside of the building(s).
- We will do our best during drop off and pick up on rainy days to add tents and other methods of cover. However, please bring an umbrella if you can as we cannot allow non-employees inside the school buildings.
- We ask families to designate one person to consistently drop off and pick up their student, when possible, to reduce the number of unique individuals on school premises.
- Minimize the time you take saying goodbye to allow for the continual flow of traffic. As soon as your student is supervised by his or her teacher or staff member, we respectfully ask that you leave the school premises as soon as possible. For our younger students, we will have incentive items to help the transition.
- Maintain physical distance with other parents/guardians and students.
- Wear a face covering when approaching the school campus and on school property.

Health Screenings

Students

- You will be asked to fill out a health screening form at drop off **each morning** to confirm the absence of [Covid-19 symptoms as described by the CDC](#). You must not leave your child until you have completed the screening process. This screening process will be conducted at drop off in person between parent and staff to document your confirmation of a series of questions that help ensure the health status of each person entering the building. It will be a documented record kept on file. This process is temporary until we determine it is safe to suspend this part of the process.
- Based on NYS DOH mandate – we will ask that you complete the same health screening questions and temperature check that we ask of your child. This is to assure that your child has not come in contact with anyone experiencing symptoms.
- Each morning we will be taking your child’s temperature with infrared, touch free thermometers, as part of their health screening, before they enter the building.
 - Students with a temperature recorded at or above 100.0 degrees fahrenheit will **not** be admitted to school and will be encouraged to consult with their health professional. We will only take two total temperature

checks; one initial check and if the temperature reads at or above 100.0 degrees, we can offer another check to confirm the initial reading.

- We will not be able to take parent and caretaker temperatures. Please do not make this request.
- All employees will be following the same screening process daily.

Cleaning and Daily Classroom Maintenance

- Disinfecting wipes will be used to disinfect student lunch bag handles and backpack/student bag handle areas.
- All teachers, assistants and aides will be provided with gloves, masks, and CDC approved cleaning wipes for daily disinfecting of classroom surfaces.
- We will reassign existing staff or hire new staff to perform the routine cleaning duties and other responsibilities added to our school operations specifically for COVID19 related work.
- Students should pack reusable water bottles that can self-seal and will be kept inside backpacks to limit cross contamination or accidental use by another student
- At school, we are building-in multiple times daily and weekly cleaning routines to ensure all spaces are kept clean, especially spaces multiple groups may pass through or utilize throughout the day.
 - For example, cleaning the auditorium space, cafeteria, stairwells, or main entrance to school, and the highly used spaces within them, will be completed after each group's use.
- Frequently Touched Surfaces - In the same fashion as larger spaces, frequently touched objects or surfaces will also be cleaned routinely throughout the day and week.
 - Handrails, door knobs, push bars will all be cleaned as frequently as after each transition in the day's schedule.
 - To reduce the number of individuals touching water fountains, we will encourage staff to be the ones to activate the fountain with gloves when helping to refill water bottles and only through our water bottle dispenser outputs and not the mouth guard piece.

Student Health

Handwashing

- Students will be asked to wash their hands immediately upon arrival and at designated times throughout the day.

- Students will be reminded at the beginning of each day about “showing not sharing” and “not touching friends” to keep our own germs on our own bodies.
- Teachers and staff will be properly trained about how to speak with children and remind them about important social distancing rules and no-touch rules in a gentle manner. Please know, especially with the younger children this may not always be possible and it will be handled gently but with lessons to help guide their choices.
- When to Wash or Disinfect Hands
 - Immediately upon entering the building
 - Before eating food (e.g., when entering the cafeteria)
 - After touching frequently touched surfaces (railings, doorknobs, counters, etc.)
 - After using the restroom
 - After using common items, such as sports equipment, doorknobs and handrails, craft supplies, etc.
 - After coughing, sneezing, or blowing their nose

Bathroom Use

- Students will be able to use the bathroom as needed but with a restriction for the number of students that can visit the bathroom at any one time.

Personal Protection Equipment (PPE) Requirements

- Employees will be required to wear face coverings over their nose and mouth throughout the day.
- We are requiring all students to arrive in masks and wear them throughout the day.
- PPE items, such as gloves will be worn by staff during cleaning and disinfecting as well as during the morning screening process.
- Face shields alone cannot be worn but they can be added with a mask or face covering.
- Please have your child wear a mask appropriate to his or her face size for optimum protection. It is important that no matter the age of your child, parents and caregivers should review the proper way to wear a mask.
- Neck gators and valve masks are NOT ALLOWED.
- Additional guidelines for face covering and other PPE requirements may be added for specific activities throughout school.

Social Distancing

- We will be implementing several measures to aid in maintaining physical distancing when possible such as: staggered check-in and pick-up times, reducing class sizes, limiting cross-group interaction, monitoring transitions within the building, enhanced cleaning, universal masking, and more.
- Social distancing measures such as utilizing floor spots and creating “zones” for certain activities will be in place using colorful tape and official and consistent signage.
- We understand that not all activities or spaces lend themselves to social distancing measures. In these cases, we will be ensuring that those involved in the activity are all within the same stable group and there is no cross-group interaction.
- The CDC and New York State all recommend keeping smaller groups of students together and keeping them stable throughout the week.
- Until this guidance changes, we will not be having school-wide meetings or culminating theme activities for the whole school. We will be able to replicate those types of events on a smaller scale with individual groups. This is, again, to reduce the amount of cross-group interaction.

Traffic Flow in Hallways/Stairwells:

Arrows designating traffic flow will be placed throughout the school. Handrails, doorknobs and hightouch surfaces will be disinfected regularly. Students in Grades 4-8 will not be permitted to use lockers in Stage I and II.

Visitors

- This school year we are taking measures to reduce the number of visitors in the school buildings. This includes screening and check-in outside of the building and reducing the number of school partners interacting with students.
- Parents and caregivers are considered Visitors and will not be permitted to come on school premises.

Activities & Transitioning

Indoor

- When possible, classroom-based activities will be held for specific classes and in spaces where social distancing measures can be applied.
- Face coverings for students will be required if adequate 6ft physical distancing cannot be maintained though we are currently set up to maintain the 6ft distancing throughout the entirety of the day.

Gym/Open Space

- The same policies apply to gym or open room layouts as apply to classroom activities.
- Gym will be all low impact activity so as not to cause sweating or expectorating of the breath.
- Movement and stretching will be scheduled for all classes throughout the day.

Cafeteria / Lunch Procedure

- At first, all students will eat in their own classroom. Extra masks can be packed if you'd like your child to change masks after lunch.
- When we move into Stage II, social distancing will be practiced during lunch hours by reducing the number of students in the cafeteria at the same time. In certain cases, this may mean utilizing spaces other than the cafeteria for groups to eat, such as the auditorium or classrooms.

Outdoor

- Outdoors is the preferred space for activities such as recess but we know how important it is to refrain from using public access spaces such as parks.
- We will be using our own school premises for outdoor activities and will design no-touch activities such as stretching and individual stay-in-place activities such as jumping jacks to ensure the students get fresh air and movement activities.
- When using outdoor space students will continue to wear face coverings.
- When possible, classes may be conducted outdoors when temperatures and weather conditions allow.
- Tents or shaded areas will be provided as cover from the sun for the students.

Supplies and Equipment Management

- Each class will have certain supplies and equipment designated for use solely by that class. This may be a set of basketballs for drills, cones to utilize in many games, or a set of building blocks for downtime as examples. These group sets will be cleaned daily.
- Shared Equipment - Certain types of equipment or supplies may need to be shared. These items will be cleaned after each use by a group.

Deliveries

- A special location has been established for contractors and outside vendors to make deliveries in order to wipe down the container delivered to minimize potential transmission.

Logging and Tracking

- To ensure consistent cleanings, logs will be kept for all communal and frequently used spaces.
- Cleaning Team
 - We are working closely with our certified cleaning company to identify and execute daily and weekly cleaning routines and apply the same screening for their employees. These employees will be required to wear face coverings at all times.

Travel: School-Sponsored

ALL field trips, including day and overnight trips are cancelled until further notice.

Fire & Safety (Lockdown) Drills

We will continue to conduct fire & safety drills and will have designated doorways and campus locations for each class that follow physical distancing guidelines between classes.

Personal Accountability

Anyone traveling is required to follow quarantine protocols as outlined by the CDC and NY Travel Advisories, and to submit test results prior to starting/returning to school. Please consider the timing of your travel plans (particularly to

locations requiring self-quarantine for 14-days as directed by the State) in relation to the start of school. Important note: These restrictions apply to everyone in the household of enrolled students. Therefore, if the student has not travelled but has been exposed to a traveler coming from a quarantine-required location, it applies.

- Employees and students should stay home if they do not feel well.
- Employees and students should stay home if they were within six feet of a person with COVID-19 for a prolonged period of time.
- We strongly recommend that parents take your child(ren)'s temperature every day before the child comes to school. If the temperature is 100.0 degrees Fahrenheit or greater, the child should stay home and see a doctor. This will ensure that students who likely would be excluded upon arrival will self-monitor and remain home.

Emergency Plans and Response

- If you or your child has traveled to a hot spot within the United States or abroad, as designated by New York State, your child must quarantine for 14 days as per NYS regulations.
- Parents or Caregivers are asked to disclose any travel or diagnoses of Covid19 as a protection measure to respond to any health and safety measures needed to reduce the transmission within our school walls.
- A designated "isolation" room called our Guardian Angel room has been established at each campus in case a student or staff member displays COVID-19 related signs or symptoms.
- In the event that a positive case of Covid19 is reported amongst our students/faculty, all measures outlined by the state will be followed. If determined necessary by school officials in consultation with local health agencies, we will move to 100% virtual instruction. This virtual instruction would remain in place with the campus(es) closed until it is deemed safe to proceed with reopening the building and resuming previous operations.

Policy & Procedure For A Sick Child or Employee

- To ensure safety and best practice, have designated a “Guardian Angel” room (isolation room) where students and employees with COVID-19 symptoms are to be placed while they await pick-up or safe exit from the building. Each “Guardian Angel” room, when in use, must be occupied by a school staff member wearing full PPE.
- Employees and students will be monitored throughout the day for signs of illness. Symptoms potentially include the following:

| | |
|---|--------------------------|
| Fever of 100.0 degrees Fahrenheit or higher | Congestion/runny nose |
| Cough | Nausea/vomiting/diarrhea |
| Stuffy Nose | Muscle/body aches |
| Chills | Fatigue |
| Shortness of breath/difficulty breathing | Sore throat |
| Loss of taste or smell | Headache |

- Students or employees exhibiting the symptoms above must be sent home according to the protocol established below and according to the best judgment and discretion of the designated individual in charge of monitoring symptoms.
- Students must be immediately moved to the Guardian Angel Room, (isolation room), where they must wear a face covering until they are picked up, as soon as possible, by an authorized person. The parent or guardian must be notified, and safe pick-up must be arranged.
- Employees will be discreetly asked to leave the building immediately and to report their symptoms to a medical professional.
- We will close off and restrict the areas accessed by any sick individual or any individual exhibiting symptoms.

- The Guardian Angel Room, or any room or area occupied by sick or symptomatic individuals, must not be reopened or utilized until cleaning and disinfection have taken place in an acceptable and prescribed manner following the CDC prescribed guidelines.
- Sick employees and students are not to return to school until they have met the CDC criteria to discontinue home isolation for COVID-19 and non-COVID-19 related illnesses, which includes three days with no fever, an illustration that symptoms have improved, and ten (10) days elapsed since the symptoms first appeared.
- All quarantine orders issued by the federal, state, and local government directives must be followed by students, faculty, and staff.

Procedures for Confirmed Case of Covid-19

- School leaders will notify the regional superintendent with relevant details, in writing, so that he or she may notify the Office of the Superintendent of Schools who will create the appropriate public health notifications for the local government agency and provide guidance on next steps.
- School leaders will then distribute this notification to school employees and families affected once approved by their regional superintendents. This is to ensure the most accurate information is provided to the school community with responsible actions defined.
- School leaders will coordinate with the authorized cleaning company to perform the disinfection procedures and timelines according to CDC guidance.
- School leaders will then be provided with the approved e-mail communication to distribute to school communities from the Office of the Superintendent of Schools. No identifying information is to be used in any communications regarding the individual who may be symptomatic.
- School leaders will follow all health department directives on school closures, because of COVID-19, and on facilities, which are provided by the Health and Safety Task Force of the Office of the Superintendent of Schools.
- Individuals who are COVID-19 positive may only return after providing a note of medical clearance and two negative COVID-19 test results after they are without fever for three days. In keeping with HIPAA law, at no time should the identity of the individual, who is COVID-19 positive, be revealed.

Teaching and Learning

Connecting with students and delivering meaningful and synchronous instruction is a top priority in planning for the reopening of school in September. Our plan allows for a fluid transition between in-person and virtual instruction and to adapt quickly to support students who may be out of school while quarantining and/or recovering from illness. All learning environments have been set-up to allow for social distancing and reduced density. Specific details on each student's daily schedule will be shared later in August with our emailed Welcome Letters.

Academic Schedule

Overall class scheduling - As noted above, all classes will consist of in-person and virtual learners. No matter the mode of instruction, ALL students will be following the daily schedule for that particular class just as they would in past years. Students and teachers will follow a regular school day schedule with all the regular subjects from 8:30-3:00. For example, if a 5th grade student has ELA from 8:30-9:30, all students in that class will have that subject and then at 9:30 will move on to the next subject.

Student movement - PreK-3rd grade remain self contained classrooms, where the students will be in the same room for the entirety of the day. Additionally, all special subject teachers will go to the students' homeroom to teach their subject, meaning that the students will not move from room to room. For example, Art at the lower campus is usually taught in its own room on the second floor, but this year, the art teacher will go to each room to teach. For students in grades 4-8, where classes are increasingly departmentalized as the students get older, all classes will be self-contained, meaning the students in each cohort will remain in their homerooms for the entirety of the day, with the subject teachers moving from room to room, not the students (which would normally be the case). For example, a 7th grade homeroom cohort who has 4 different teachers will remain in their homeroom all day, following a regular school schedule, with their subject teachers coming to them.

Special Subject classes - All Special subject class teachers will go to the students' classroom to teach. Students will not be traveling from room to room.

Students who receive Special Education Services - The school is working on a plan with our service providers to be able to deliver services students are entitled to as prescribed in their Individualized Education Plan (IEP). We will be in touch with those families in the coming weeks.

| Period and Time | PreK3 and PreK4 | Lower Campus (K-3rd) | Upper Campus (4th-8th) |
|---------------------|--|--|--|
| Arrival | 8:15-8:30AM Arrive at the stairwell for entry and follow the signage and marking for social distancing and check-in during drop off. | 8:00-8:20AM Refer to your welcome letter (when sent) to learn where your child's designated drop off location will be. | 8:00-8:20AM Refer to your welcome letter (when sent) to learn where your child's designated drop off location will be. |
| Start of Day | Day begins at 8:30 | Day begins at 8:30 | Day begins at 8:30 |
| Pick Up | 2:45-3:30PM | 2:45-3:00PM | 2:45-3:00PM |

Student Attendance

Students will be considered present for class if on their "in-school" days they are physically present and if on their "virtual" days they are visible to the teacher via Zoom for the instructional periods. Our Family Handbook will have all other attendance policies and how to report a student as absent.

Student Responsibilities: Technology

- All parents will be issued a technology agreement to sign in the coming weeks.
- When students are connecting virtually, student conduct should mirror what is acceptable in a physical classroom.
- The teacher will provide scheduling details for the classroom including a lateness policy. As a general rule, students may be admitted into a classroom only within **15 minutes** from when the class starts. The room will be “locked” and students may not join after this time and they will be considered absent. When not on time, they will be considered tardy.

- Students must use their first and last name for their profile (no nicknames, joke names or inappropriate content permitted)
- Students should not have any logos, images or gifs attached to their Zoom profile.
- Virtual backgrounds may be permitted based on the approval of the teacher. They should not be disruptive or distracting to the classroom environment.
- The chat feature should be used for questions posed to the teacher and not for chatting between students. This feature may be disabled at the teacher's discretion.
- Students will be muted when the teacher is instructing. You may be asked to use the raise hand feature during the class or the teacher may call on the student just as if they are in the physical classroom setting.
- Students may not be on a cell phone or other device while using a device for Zoom unless it is a second device to complete school work specifically.
- Please ensure your child is in an appropriate environment when on the Zoom call such as a desk, chair or couch. Bathrooms are not considered an appropriate environment.
- Students **must have the video feature on** for the teacher to engage with the student in direct instruction and to ensure the student is behaving accordingly. It is only appropriate to turn the video off if the child must step away for a reasonable need such as a restroom break but just as in the classroom, a student should alert the teacher of their need so the teacher can follow the student's classroom activity.
- Parents should not engage with the teacher during the live classroom settings. It is important for the students only to interact with the teacher during these live interactions as this mirrors the physical classroom experience. If a student is struggling with a technology issue or is having difficulty understanding the lesson, they must alert the teacher for attention and response as if in a real classroom setting. We appreciate your cooperation. If we feel as though there is disruption of this kind, we will have to remove the student from the classroom.
- The teacher has the right to remove the student from the classroom if any inappropriate or disrespectful behavior is happening and there will be follow up disciplinary measures taken in these events. Disciplinary action may also be taken if the student does not follow any of the aforementioned policies.
- When using live video it is important to understand proper etiquette for your privacy.
- Please pay careful attention when your video or audio is "on" as this indicates that all in the "zoom-room" can see and hear your activities.

- Students must be dressed in school uniform.
- For instructional Zoom classes, students may not be eating or drinking (except water as needed)

Please refer to the Technology agreement and overall discipline policy in the family handbook for further information.

Social Emotional Health

We will prioritize the social emotional health and well-being of our students and staff. In particular, we will work together to care for individual stressors of returning to the classroom during a pandemic through classroom work, student check-ins and additional services to staff members in need.

The social emotional health of the children will be prioritized through relationship building and class formation in the first week of school, and will continue throughout the school year via additional programs for age appropriate groups.

Faith and Values

School leadership will continue to work with the Pastor of Transfiguration Church, Fr. Joseph Ruan to schedule regular masses and times for confession. The Pastor and School Leadership will use all guidelines set forth by local, state and archdiocesan entities to ensure that proper social distancing is maintained and the church is filled to the capacity allowed at the time (i.e. 33%, 50% etc.) Additionally, School Leadership, as it does every year, will work with Director of Religious Education for Transfiguration School to continue to prepare students who are ready to receive the sacraments of Communion, Reconciliation and Confirmation. Finally, each and every day in the classroom and in all of our actions, we will continue to promote the values of faith, love and charity with our students and start each day with prayer.



Communications

We have many methods of communication that we tailor specifically to our school community. We make every effort to curate information in a thoughtful way to focus on necessary and succinct information. We rely on you to read messages from your child(ren)'s school carefully to keep informed.

eBlasts: eBlasts (mass email communications via MailChimp) will be our primary method of issuing communication. Please make sure your email address is up to date and if you are not receiving messages check your spam folder. All messages are issued from info@transfigurationschoolnyc.org Email us with any changes to your email address preferences.

Transfiguration Times: Please continue to read the Transfiguration Times, our weekly e-newsletter, which is emailed to all families Saturday morning in preparation for the following week.

Our Website: We will provide information through our website for easy access and it will allow us to keep content current using the same webpage. Please monitor regularly.

Town Hall and Parent Forums (via Zoom): In most cases, we will use Zoom Meetings or Webinars for large gatherings and to provide updates and opportunities to address your questions.

IRIS Alerts: This system is used for emergencies and will send you an announcement via eBlast, Phone, and Text. Please be sure your contact information is up to date.

Social Media: Please follow us on Facebook: /Transfigschool and Instagram: @transfigurationschoolnyc.

Archdiocese Communications: Occasionally, the Archdiocese will send direct communication to our families and we may learn about this information at the same time as you do. We will aim to provide you with any clarification or information as a follow up to those messages.

Family and Student Resources

1. PM Pediatrics Hosted Webinar on Getting into the Back to School mindset
 - a. <https://vimeo.com/447671363>
2. Free Course for Parents and Employees on Covid19
 - a. <https://www.coursera.org/learn/covid-19-contact-tracing/lecture/ZAtvk/contact-tracing-for-covid-19-prevention>
3. Creating a Childcare Collective or Family Pod
 - a. What is this? This concept, in our case, is about creating a horizontal relationship between families to respond to the childcare need when schools have modified operations to respond to circumstances of a pandemic.
 - b. [SEE template here](#) for parent and caregiver use when working with your class to set up a Pod. Make a copy of this if you'd like to edit or use.
 - c. Visit <https://redsprouts.wordpress.com/resources-print-outs/> to find a toolkit for childcare collectives that can be used as a helpful resource.
4. Technology Resources - We will host trainings on using Google Classroom
 - a. Students in 3rd-8th Grade will be invited and encouraged to attend technology educational events.
 - b. If you have Netflix, view the *Social Media* episode of [BrainChild](#)
 - c. Speak with your child about the importance of using technology responsibly.