Holy Cross High School
26-20 Francis Lewis Boulevard
Flushing, NY 11358

School Wellness Plan 2021
(Updated 8/30/2021)

Introduction

Our road to re-open has been made possible by the tireless efforts of our faculty and staff. This plan addresses the following: logistics & planning, creating & maintaining community, curriculum & instruction, maintaining Catholic identity, and technology support. We will adhere to NYSDOH and NYCDOH guidelines, and in the absence of such, we will follow CDC guidelines so as to provide the safest possible learning environment. The information that follows is based on what we know at the time of publication and is subject to change.

Domain 1 - Logistics & Planning

Domain 1 encompasses the basic operational aspects of the school (Included in this domain are safety procedures, arrival/dismissal, procedures for online learning should a member of the community be quarantined).

Our school has given consideration to the following:
- Developing a communications plan for students, parents or legal guardians of students, staff, and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with information.
    - Our school website serves as the primary location for all school announcements and news
    - A "Wellness" page on our website is updated to keep all stakeholders informed of all actions that we take with respect to Covid-19 and beyond
    - We will report new diagnoses of COVID-19 to the local health department as soon as we are informed.
    - We will notify teachers, staff, and families of students who were close contacts as soon as possible after we are notified that someone in the school has tested positive
    - **Exception:** In the K–12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time. Additional guidance for wearing masks is available from the CDC. This exception does not apply to teachers, staff, or other adults in the indoor classroom setting. Furthermore, vaccinated individuals and individuals who have had laboratory confirmed COVID-19 within the last 90 days, who have been in close contact with an infected individual do not have to quarantine if they do not experience any symptoms of COVID-19. However, fully vaccinated people should get tested 3-5 days after their exposure, even if they do not have symptoms, and wear a mask indoors in public for 14 days following exposure or until their test result is negative, or ten days have passed since a positive test result. Students who do not consistently wear well-fitting masks and staff who are unvaccinated and exposed to COVID-19 will be directed to quarantine for 10 calendar days. Those who test negative on Day 5 of their quarantine may return to school on Day 7.
    - The Distance Learning page will remain as it was our primary source of communication with all stakeholders since the move to remote learning in 2020

- - All faculty, students, and parents have a school gmail account that they may use to communicate
    - We employ a facebook page to celebrate key events of the school community
  - Developing any necessary protocols for wearing face masks including creating plans for students with sensory issues
    - All faculty, staff, students, and visitors will be required to wear a face mask while in the building and signage to this effect is posted throughout the building. Universal Masking, regardless of vaccination status, will be in effect until further notice.
    - Faculty, staff, and students will be allowed to remove masks in the cafeteria or lounge while eating
  - Training students on how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.
    - Videos will be played during homeroom for the first two weeks of school. These videos will focus on hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.
  - Creating well defined entrance protocols for students, teachers, and visitors, and developing routines for daily health checks
    - Entrance
      - Freshmen and sophomores will enter at the 170th street school entrance
      - Juniors and Seniors will enter thru the courtyard via 169th Street
    - Wellness protocols
      - Families are encouraged to be mindful of indications their children may exhibit symptoms of COVID-19 and to seek testing when such symptoms are present
      - All are advised to stay home if if sick
      - All are advised to report COVID exposure to school nurse and attendance office; access to digital classroom will be provided upon receipt of doctor's note, proof of Positive Covid-19 test, or mandated quarantine.
    - Scheduling
      - Faculty may begin to enter (6 AM)
      - Students may begin to enter (7:30 AM)
      - Homeroom (8:00 AM)
        - Students may enter their homeroom classroom. Homeroom procedures will begin at 8:05 AM.
      - First period begins (8:15 AM)
    - Safety Protocols

- - - NYSDOH, NYCDOH, and CDC guidance will be posted, shared with stakeholders, and adhered to throughout the school day.
    - Masks will be required.
    - Hand sanitizer locations/ type
      - In each classroom
      - In office, and entrance to each stairwell
      - At the entrance to the cafeteria
      - 62% alcohol
  - Ventilation
    - Two way exhaust fans and/ or air conditioners have been installed in all classrooms and common areas
  - Entry procedures
    - Designated entrances and procedures
      - Teachers: Enter through the courtyard or 170th Street for a temperature check via contactless passive detection temperature sensing camera system
      - Students: Two entrances will be used to provide increased social distancing. Both entrances will be equipped to provide a temperature check via contactless passive detection temperature sensing camera system
        - Freshmen/Sophomores enter through the courtyard from 169th street
        - Juniors/Seniors enter through entrance on 170th Street
      - Visitors
        - By appointment only; with temperature check via contactless passive detection temperature sensing camera system and affirmation of no COVID-19 exposure; at Security Desk
      - Hand sanitizer station to sanitize before entrance to building
- Developing protocols for social distancing in the classroom
  - We will follow the CDC recommendation to maintain at least 3 feet of social distancing between students. When it is not possible to maintain 3 feet in a given school, we employ multiple other prevention strategies to ensure the safety of the community.
  - Plexiglass partitions installed in areas of face to face contact without the ability to practice social distancing
  - Schedule built accordingly

- Developing a plan for social distancing outside of the classroom in highly populated areas such as hallway/locker areas, restrooms, locker rooms, lunchroom/cafeteria, the library, etc. This includes a plan for Mass and extra-curricular activities.
  - Flow of traffic
    - Designated up/ down stairwells
    - Staggered dismissal
  - Lockers
    - All material students would need will be loaded onto chromebooks to decrease the need for student lockers
  - Doors- all classroom doors will be left open so as to minimize touching of the release bar and to promote proper ventilation
  - Crash doors (fire safety doors)- will be left open so as to minimize touching of the release bar
  - Bathrooms - use of Smartpass technology to limit occupancy to a maximum of 3 at a time
  - Locker rooms - Capacity limits will be enforced
  - Lunchroom/cafeteria
    - Students will be seated at tables and will all face the front of the cafeteria
    - Students will be instructed to wash or sanitize their hands prior to eating
    - No food will be permitted to be consumed outside of the cafeteria
    - Tables will be cleaned and disinfected between each lunch period
    - The purchasing of meals will be staggered and monitored by school staff
    - Auditorium will be utilized in the event more space is need to ensure proper social distancing
  - Library - Use by appointment only which would be scheduled via digital form
  - Elevator- Capacity limit of 2 for duration of COVID-19
  - Mass- multiple services or virtual if unable to accommodate all without proper social distancing
  - Emergency drills- will continue to be conducted as required by law. Social distancing requirements will be followed.
  - Extracurriculars will be held in person if the space can accommodate; multiple meetings may need to be held to accommodate numbers; virtual meetings are encouraged if and when possible.
  - Transportation
    - MTA has established protocols mandated by NYC
    - Nassau school districts will establish protocols for student transportation to Holy Cross.
    - The HCHS private bus company, Safecoach, has been instructed to:

- ● Train all operators on the proper use of personal protective equipment and the signs and symptoms of COVID 19
  - ● enforce social distancing on the buses
  - ● require all present on the bus to wear a mask
  - ● perform a self-health assessment for symptoms of COVID 19 and to notify their employer and seek medical attention
  - ● All buses must be cleaned/disinfected once a day. High contact spots must be wiped down after the am and pm
  - ○ Physical Education classes
    - ■ Will take place once a cycle. We follow a 6-day cycle.
    - ■ All classes will take place in the gym where social distancing is possible
  - ○ Dismissal
    - ■ Via designated exits
      - ● Designated exits are determined by exit used during fire drill as posted in the last period classroom
      - ● Staggered dismissal
        - ○ Juniors and Seniors 2:27 PM
        - ○ Freshmen and sophomores 2:29PM
- ● Creating a plan to handle attendance and chronic absenteeism
  - ○ All attendance will be taken in PowerSchool®. In the the event of a quarantine, students working from home would be marked "online present" (OP) in PowerSchool® as long as they completed their assignments for the day while students in the classroom will be marked "present" (P). Students that are working from home, but do not submit work will be marked as Online Absent (OA).
    - ■ In cases of chronic absenteeism
    - ■ After 5 days of absence in a semester, our school attendance officer will first reach out to the family to convey concern and encourage attendance
    - ■ If a student is absent ten (10) days in a single semester, a mandatory meeting with the student and parents will be arranged, at which time conditions for continued enrollment at Holy Cross High School will be discussed.
    - ■ A student who is absent for more than twenty days (20) total in a school year may be denied credit for those courses taken in that school year.
    - ■ If all efforts to reduce chronic absenteeism fail, the family will be reported to CPS for educational neglect
- ● Creating a plan to handle confidentiality issues
  - ○ Addressed in faculty handbook
  - ○ HIPAA handout page for faculty and staff

- ○ All faculty and staff will be reminded not to discuss the personal information of anyone in our community unless necessary to the delivery of instruction and it is done so in a private space
- Procuring the necessary supplies for hygiene like hand sanitizer, wipes with bleach, etc.
  - ○ Masks for faculty and staff, cloth face coverings for students, boxes of large and medium nitrile gloves, hand sanitizer, no-touch forehead thermometers and digital thermometers with temporal forehead function, sanitizing wipes, face shields, gloves, gowns, and fit-tested N-95 respirator for Medical Office, automatic paper towel dispensers for the science labs
- Creating a plan for deep-cleaning of facilities and high touch areas daily, between alternate schedules, in the case of evidence of positive cases, etc.
  - ○ Daily disinfecting of high touch areas such as door knobs, elevator panel, etc.
  - ○ Use of Viking Pure Sanitizing solution daily
  - ○ Weekly deep clean according to CDC guidelines
  - ○ Supply of sanitizing wipes available in each classroom for more frequent cleaning of high touch areas
  - ○ Shut down water fountains for the foreseeable future
- Reviewing and updating the Emergency Contact Plan
  - ○ AP will notify NYCDOH of case and follow protocol; Principal will address stakeholders
  - ○ Supplying Medical Office
    - ■ Disposable gowns, disposable surgical masks, face shields, disposable nitrile gloves, N95 masks, face shields, gloves
- Periodically surveying stakeholders to evaluate programming and support and make adjustments via Google form from the Office of Campus Life

<u>Domain 2</u> - Creating and Maintaining Community

Encompasses the nature of the school as a community, and all events and activities related to developing, encouraging, and maintaining a strong bond among all stakeholders. This domain addresses the social/emotional aspect of school.

Our school has given consideration to the following:
- Creating community and connecting with students in new school configurations
  - Every effort will be made to host the following:
    - Freshman Field Day - students will be grouped in cohorts according to homeroom and be assigned a specific meeting place in the building.Social distancing protocols will be observed.
    - Schoolwide Mass
    - Walkathon Orientation rolling presentations throughout the day, by grade level in auditorium
      - Presentations will focus on digital fundraising and prizes
      - Actual Walkathon would take place in Spring
    - Senior Yearbook photos throughout day; 20 appointments every half hour
    - Spirit Week Virtual challenges and submissions that are then highlighted via HCTV and the school community
  - Facilitating community and connection with faculty and staff
  - Faculty/Staff Welcome Back Day (9/01)
    - Outside and socially distanced
  - PSAT/ Faculty/ Staff PD
    - Hosted in location that provides adequate ventilation and allows for social distancing provide for social distancing
- Onboarding students to orient to the new realities of the classroom and school
  - Book Day pre-packaged grab-and-go bags individualized for each student
  - First Day of School Opening ceremonies
    - In person, socially distanced
- Developing a differentiated on-boarding plan for students that are new to the school (transfer students, freshmen, etc.)
  - Freshman Orientation
    - In person, socially distanced
  - Freshman Chromebook Days - by appointment; pre-packaged grab-and-go bags individualized (workbooks & gym purchases) for each student
  - Transfer students: Orientation and Chromebook pickup by appointment

- Developing authentic ways for parents to connect with the school community - The following events will take place in-person with proper social distancing and universal mask requirements
  - Back to School Night
    - Senior Night
    - Virtual Town Halls for parents hosted quarterly
  - Monthly parent newsletter provided via the Holy Cross website
  - Monthly parent surveys conducted by the Office of Campus Life
- Maintaining daily rituals (i.e. daily announcements, morning prayer, etc.)
  - Daily announcements will be made via the PA system and repeated on HCTV and the Distance Learning Page
  - Morning Prayer will take place via the PA system and the Distance Learning Page
- Structuring social opportunities for students and families
  - The following activities will take place in person with capacity limits to provide for social distancing. If needed, multiple events/ performances will take place
    - Club Fair
    - Pep Rally
    - Christmas Concert - students perform live; parents watch virtually
  - Run clubs, but cap attendance to ensure for proper social distancing
- Creating ways to mitigate stress responses in students, teachers, and families
  - Guidance appointments
    - All appointments will be in person, with the exception of when a student is quarantined
  - Mindfulness Club
    - All sessions will be in person, with the exception of when a student is quarantined
  - Daily affirmations via HCTV and website
- Enhancing approaches to support social emotional learning
  - Continue Everfi and Common Sense Media Extended Homerooms for Character Development
  - Social Emotional Learning training for staff
  - Social Emotional Learning activities
  - Adjusting recruiting and marketing practices to attract new families and maintain contact with those newly enrolled.
  - Virtual Tours are offered
  - Zoom meetings with potential students and their families are offered

Domain 3 - Curriculum & Instruction

Teaching and learning are the prominent functions of school. Entails the teaching and learning aspects of the re-entry response.

Our school has given consideration to the following:
- Creating year-long plans to facilitate more meaningful, interdisciplinary units that can be delivered face to face or remotely if necessary.
  - Curriculum maps are developed that can accommodate face to face, hybrid and distance learning models
  - In the event that a student is quarantined, the student will be given access to live instruction via a Google Meet link or a recording of the lessons, as well as all necessary materials, including assignments, will be provided through Google ClassroomEnsuring all instructional experiences include modeling, guided instruction, collaborative work, and independent work rather than over-reliance on independent work during remote learning. This requires strategic use of synchronous and asynchronous lessons.
  - The curriculum must still be covered.
    - All lessons are structured to target discrete learning objectives and must include:
      - An introductory activity (such as a Do Now) to introduce a new concept or engage related prior knowledge.
      - A passive learning portion in which teachers discuss/model new concepts.
      - An active learning portion where students apply these concepts in a scaffolded activity.
      - An assessment to gauge student success in reaching the learning objective.
- Varying the way content is delivered to students (reading, lecture/mini lesson, videos, visual tools, modeling) and the way students can demonstrate their understanding (writing, speaking, visual products, modeling/building).
  - Teachers will use a multitude of methods to deliver content and assess student learning
    - May include, but is not limited to, Google Slides, Ted Ed, Edpuzzle, Google Meet, Google Forms, etc.
  - Students will use a variety of methods to demonstrate understanding
    - May include, but is not limited to, Flipgrid, Google Slides, etc.
- Engaging students through setting a purpose for the work and providing choice in the process and product of the work

- ○ As all lessons will include an objective meant to focus students
- ○ Projects and on-going learning initiatives will offer students a variety of activities or formats to choose from
- Ensuring all learning is respectful.
  - ○ Observation protocols are in place to ensure lessons are effective and appropriate
  - ○ SEL training provided to staff will help to ensure that equity and respect are at the core of what occurs in the classroom
- Students are given meaningful assignments to engage them in learning
  - ○ All work is aligned to curriculum and standards
    - ■ NYS Learning Standards are adhered to
  - ○ Observations will ensure standards are being met
- Videos and apps are age-appropriate.
  - ○ The Technology Taskforce has put together a portfolio of digital resources for teachers to use
- Utilizing frequent and varied formative assessment methods in both face-to-face and remote learning.
  - ○ As all lessons will include an assessment, this criteria is satisfied
  - ○ Summative assessments will take place at least once every 7 cycle days
    - ■ Assessments may be tests, quizzes, or projects
- Meeting in small groups or one-on-one as needed for connection, instruction, and assessment. Coordinating assignments, deadlines, projects and assessments among teachers to ensure a manageable workload.
  - ○ Department Meetings
  - ○ Academic Board
  - ○ Academic calendars with blackout days restricting student participation in extracurricular activities during midterms and finals
  - ○ Academic calendar may be utilized across grade levels to better plan assessment times
- Utilizing authentic assessments rather than an over-reliance on tests.
  - ○ Group work and project based learning will be encouraged
  - ○ In the event that a student is quarantined, this may be accomplished in the distance learning model by employing the use of Zoom or Google breakout rooms, Google Slides to encourage collaboration, and Flipgrid to accommodate student presentation. This is but a small example of what can be done and is in no way an exhaustive list of possibilities
- Evaluating grading practices to ensure grades reflect progress on standards rather than dispositions such as responsibility or work ethic.
  - ○ Department wide grading policies

- ○ Department Chairperson will evaluate grading policies through department meetings and gradebook observations
- Reviewing and implementing best practices in synchronous and asynchronous instruction to meet student needs and engagement.
  - ○ Staff have been surveyed
  - ○ Best practices have been shared
  - ○ Professional Development on flipped classrooms, project-based learning, and culturally responsive teaching is planned
- Addressing students' academic, career and social emotional development through a comprehensive School Counseling & Support Services program.
  - ○ Direct Student Services
    i.Individual Student Advisement and Planning
    ii.Responsive Services
  - Indirect Student Services
    i.Referrals
    ii.Consultation
    iii.Collaboration
  - Scheduled Quarterly Mental Health Wellness Checks for all students by grade level using Google forms.
  - Delivery of services
    - ○ All services will take place in person unless otherwise noted
    - ○ In the event a student is quarantined
      - ■ <u>Synchronous Technology Platforms</u>
        - One-to-One Counseling
        - Small Group Counseling
        - Social Emotional Learning
        - Empathy Circles
        - Guidance Sessions on Selected Topics including College Readiness and College Search and Selection
      - ■ <u>Asynchronous Technology Platforms</u>
        - Email
        - Shared Information
        - Recorded Presentations
        - Articles
        - HCHS Website
        - Guidance Blog
        - Wellness Wednesday - Weekly focus on Wellness both physical and emotional

- - Positive Pulse - HCHS website resource to assist students' with managing stress.
    - College Tours- new college/university featured weekly
- Making adjustments to school-based services plans for students with disabilities to account for accommodations and modifications needed in the event that a student is quarantined.
  - Four-way connection between the student, parent, general-education teacher and special-education providers is established.
    - With concise, direct and consistent communication between the four, the content is able to be taught to the student in ways that are differentiated and reinforced.
  - It is important for the general and special education teachers to be in direct communication so as to prevent the miscommunication of lesson objectives and criteria for assessment.
  - Communication is established between the parent and the special education provider to ensure that all aspects of the student's accommodations and modifications are provided no matter the environment, whether it is face-to face or remote.
    - All student services that take place remotely will take place through the Google® Meet link of student's assigned Google® Classroom
  - Lastly, the student and special education provider must be able to have a routine in which they can meet in person or virtually, where lessons and assessment pieces are discussed and a plan for success takes place.
    - The special education provider is able to better check for understanding and make modifications to the content as needed.
- Ensuring meaningful support is provided for English Learners and their families including that the teachers, students, and parents are adept at utilizing translation tools.
  - A translation tool is embedded in the school website to be used to translate all outgoing communication via the website
  - Google Translate is available in conjunction with G Suite for Education
  - Ongoing PD and technical assistance is made available to our teachers by the IT department.
  - Students that are new to our school complete training in the use of Google® Classroom and all related applications.
- Creating an "early warning system" to identify and intervene with students who may be exhibiting academic and/or behavioral concerns.

- 3 missed assignments results in student/parent contact by the teacher via email (email is addressed to parent and student is copied on the email). Upon the next missed assignment, the teacher will call the parent. Once that phone call has been made to the parent, a guidance referral is issued for the student, and the teacher will notify the Director of Guidance and the AP of Academics via email. The AP of Academics will determine if Academic Intervention Services are recommended.
        - Progress Reports are sent to all parents at mid-quarter
            - Academic Intervention Services are mandated for all major subjects in which a students receives a failing grade
        - Behavioral concerns are mitigated by the Student Code of Conduct
            - The Code of Conduct is published in the Student Parent Handbook
            - Infractions of the Code of Conduct, as well as consequences, are outlined in the Student Parent Handbook
            - Written documentation for violations of the Code of Conduct are given to the student at the time of the incident. Weekly emails and PowerSchool Reports® outlining incidents are generated and sent to the parent's school gmail account on behalf of the Office of the Assistant Principal for Campus Life.
- Developing a plan for benchmark screening and intervention delivery.
    - A failing grade in any subject results in required participation in Academic Intervention services offered by the school during the following marking period
- Establishing a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction
    - Students may contact teachers through the Google Classroom or their school gmail account
    - Parents may contact teachers through the school gmail mail account
    - Announcements will be posted via the Google Classroom and/ or the school website
- Adjusting curricular and supply orders to reflect the most useful tools for both face to face and distance learning.
    - Online learning platforms are set
    - Appropriate apps per subject area have been established
    - Teachers are encouraged to develop online workbooks or slides accessible to all students

Domain 4 - Maintaining Catholic Identity

Encompasses the idea that our School must continue to be authentically Catholic and serve (Included in this domain are opportunities for faith formation, practice, values).

Our school has given consideration to the following:

- Providing opportunities for school-wide Eucharistic celebrations and other prayer services, involving students in the planning. Every effort will be made to host all liturgies and services in person, while providing a way for the extended community to view from afar.
  - Masses and Prayer Services
    - These functions would not change necessarily, except to say that they will be student driven with regard to reading selections, music, etc. given liturgical correctness, of course. Social distancing measures will be taken. If there are capacity restraints, streaming will be provided to classrooms.
    - We will invite parents and families to join in virtual prayer and faith life activities when we are unable to accomodate the numbers in person. All services would be livestreamed and/or recorded so as to accommodate parent participation
  - Sacrament of Reconciliation:
    - If permitted by the State and Church guidelines, confessions will be heard in a safe environment whereby the priest and the penitent, maintaining social distance standards, will speak one on one. Absolution will be granted in usual fashion.
  - Principal and Campus Ministers will participate in all religious services and ceremonies
    - Campus Ministers will continue to be utilized to support the objective of making known our Catholic identity.
    - Campus Minister's will continue to plan/take part in our student driven liturgies and prayer services; acting in leadership roles to ensure each plan is carried out and is liturgically correct in its presentation.
  - Service Learning
    - *Mission:* Following the example of Blessed Basil Moreau, from the inception of the Congregation of the Holy Cross, we have an obligation to help those in need. As a school community, Holy Cross strives to provide this assistance to the less fortunate. This mission is imperative in our world today.
    - *Objectives:* Service Learning allows students to become more aware of the world around them. This world has been drastically altered due to the COVID-19 Pandemic, and the way in which we help our fellow man must

also change. Although Service Learning will look different in the upcoming academic year, the goal of service remains unchanged. Our students will continue to grow and develop into culturally and socially aware individuals through their actions of helping others, both within and outside of our school community.

- _Service Learning Initiatives_: Listed below are three ways in which Holy Cross High School students have completed their Service Learning commitment in the past. These categories include specific service learning opportunities.
  - **_School Community:_** _Students assisting other students, faculty and staff has been a major way in which Holy Cross students serve their community. Highlighted below are a list of current ways students serve the school community. The majority of these opportunities appear feasible under social distancing guidelines, while others may need to be revamped with the utilization of technology._
  - _School Wide Initiatives_
    - Freshmen Experience
    - Schoolwide Masses (Campus Ministry Club)
    - Food Drive
    - Christmas Classic & Christmas Time Events
    - Black History Month
    - Breast Cancer Awareness Drive
    - Water Well Project
    - Autism Awareness Month
    - Dress Down Days (To Benefit the Less Fortunate)
  - _Peer Tutoring/Mentorships_
    - NHS Peer Tutoring
    - Freshman Mentor Program
  - _Student Lead and Driven Initiatives_
  - _Admissions_
    - Open House
    - Knight for a Day
  - **_Community Outreach:_** _Holy Cross has shown its commitment to serving those in need by the various community partnerships that have been formed over the years. Ways in which Holy Cross High School can continue to contribute to the local community during the upcoming academic year are listed below._
    - _Letters to the Eldery (Ozanam Hall Nursing Home)_
      - Volunteer Coordinator has approved the process for students to send letters to the elderly community,

who are in strong need of communication with today's youth.
- *Virtual Service for Veterans (St. Albans Veterans Hospital)*
  - Ongoing discussions with the head of volunteer coordination in regards to virtual opportunities for interactions with veterans.
  - Comfort kits can still be delivered to the Hospital in September.
- *Elementary School Outreach*
  - Using virtual resources, providing students with the opportunity to engage with and support the learning of younger students during the challenging time of distance learning could enhance the service experience of our students.
- *2021-2022 Food Drive (St. John's Bread and Life)*
  - Proper sanitation guidelines must be adhered to.
  - Volunteers handling canned goods must use gloves, wear masks, and follow safety procedures.
- *Day of Service 2021-2022 (TBD)*

<u>Domain 5</u>- Technology Support

Encompasses not only infrastructure issues but the use of technology as a tool for instruction (Included in this domain are hardware and software considerations, wifi, instructional aides, and student safety online).

Our school has given consideration to the following:
- Coordinating consistent apps and platforms across grade levels.
  - The following applications and procedures have been mined and vetted by our technology team, and are approved for use
    - MoteⓇ - a teacher-student communication app that lets you record 60 second long comments in google docs and classroom
    - GoogleⓇ Jamboard - an app that lets a user write on the screen (touchscreen is best). This is best for math & science.
    - GoogleⓇ Meet Attendance - lets a user record google meet attendance on a csv type file.
    - Split Tabs - this app lets a user divide the tabs on the laptop.
    - There is a Tile View app, but google is developing their own version of this.
    - Tab Mute apps are useful, but GoogleⓇ is working on better features for muting participants.
    - All teachers should be using the GoogleⓇClassroom Meet for better security.
    - TedEdⓇ
    - EdpuzzleⓇ
    - ScreencastifyⓇ for recording lessons on screen, can be used to conjunction with Jamboard (subscription required)
    - KahootⓇ is useful as both a live version and a "challenge version" that the kids can complete at their own pace and on their own timeline
    - School wide consistency in the methodology used to organize class materials in GoogleⓇ Classroom will reduce student confusion and increase student's ability to access and review previous lessons and resources. All teachers must use the "Classwork" tab to post assignments and materials. All posts must be linked to a "Topic" named after the related Curriculum Unit. These assignments/resources will automatically appear in the "Stream".
- Developing learning plans that offer rigorous learning for those without predictable access to online learning should a student be quarantined
  - Our students are provided with school issued devices to complement any scenario

- ○ Access to wifi in the building is guaranteed
- ○ Students that do not have reliable access to WiFi at home will be referred to the Office of Academics for hard copies of all pertinent lesson plans and activities until the situation can be corrected
- ○ Identifying ways for school-owned devices to download new technologies (once they have left school).
- ○ Our google system is administered via user accounts, not by devices. That is, students can access all bookmarks, extensions and apps by logging into their school gmail account on any device.
- ○ Approval for downloads needs to be granted by the IT director.
- Ensuring school safety policies exist including training of digital citizenship for all device users, use of student passwords, protection provided by a school firewall, etc.
  - ○ Student Technology Use and Behavioral Policy issued via the Student/ Parent Handbook
  - ○ Everfi® Digital Citizenship modules for 9th and 10th grades
  - ○ Common Sense Media® and Neptune Navigate® modules for 11th and 12th grades
  - ○ G-Suite passwords
  - ○ Chromebook WiFi - students are given individualized WiFi passwords for access to WiFi in the building
  - ○ School firewall is maintained by the IT Department
- Establishing a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about technology and/or their school issued devices
  - ○ The IT department has posted an FAQ regarding school technology to the school website
  - ○ Chromebook repair forms are available digitally through the school website
  - ○ Students and parents may contact the IT department via the school gmail account with specific questions
- Surveying school population to determine that equity in access to technology exists.
  - ○ All students are provided a school issued Chromebook
  - ○ The IT Department will survey students quarterly to ensure equity in access to technology
- Providing a pick-up line with social distancing for families to pick up devices.
  - ○ Chromebook pickup is scheduled by appointment to ensure that all device pickups meet the CDC, NYS, and NYC guidelines on social distancing
  - ○ Repair forms and loaner forms are available digitally
  - ○ Online form is available to schedule appointment times