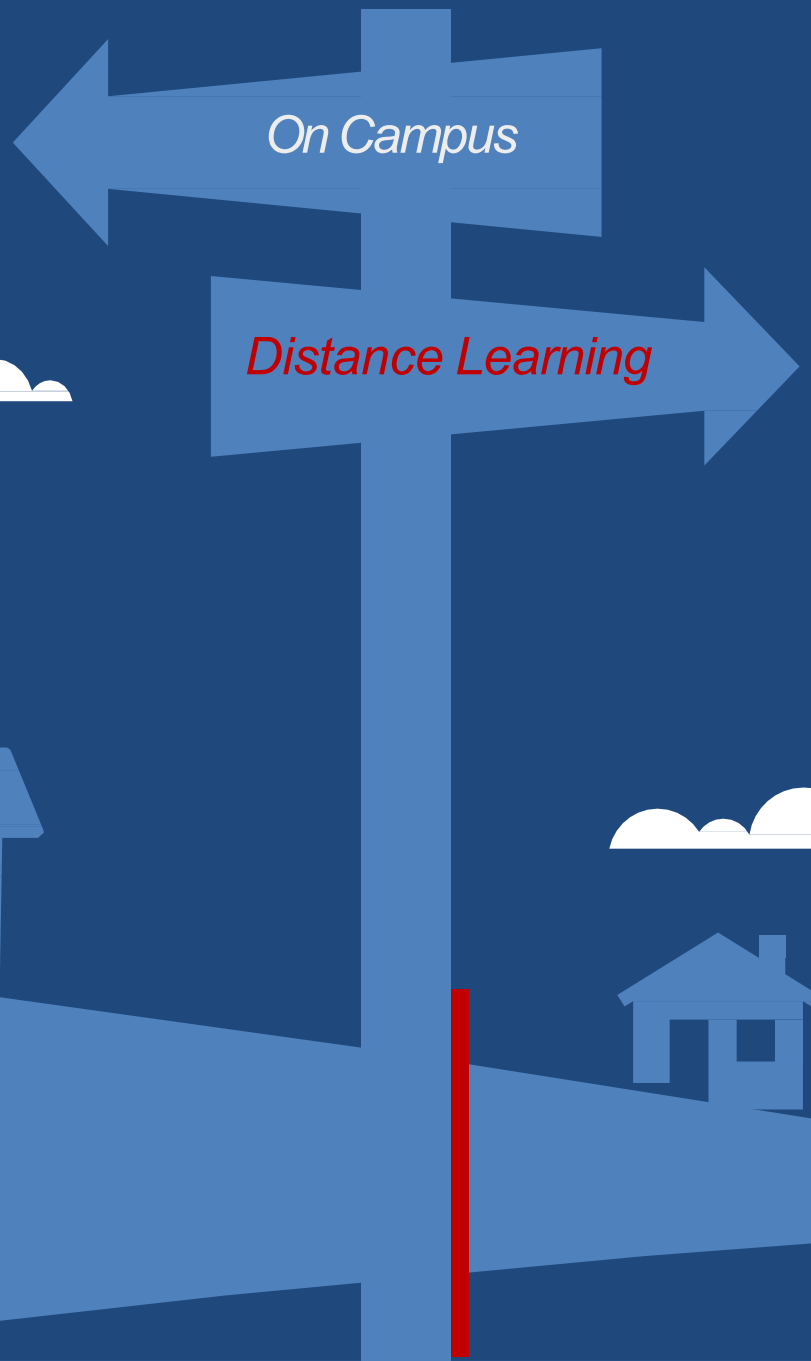


# BACK SCHOOL:

*An Overview of Our Reopening Plan*



Back-to-school planning is no small task during a typical summer and especially challenging during a global pandemic. If you're among the countless individuals feeling overwhelmed, ill-equipped, or just unsure of how to prepare for the upcoming 2020-2021 academic year, we understand there are many questions you need answered.

• Will schools open as scheduled this fall?

• Is it safe for faculty, staff and students to come back to campus yet?

• Is 100% online learning an option? Can families balance this?

• Will students have to wear masks at school?

• With social distancing measures in place, will students miss out on co-curricular activities and other important opportunities?

These are just a few of the concerns on CBHS parents' minds. While the COVID-19 pandemic is an evolving situation, no family should have to sit and wonder what school life will look like for their children. Our back-to-school guide was created to relieve the burden of the unknown and to help your family become as prepared as possible for the fall.

Christian Brothers High School has been working tirelessly to create strategies for keeping students safe while maintaining a highly relational environment. In the pages ahead, you can read about our two educational format options, what the learning environment will look like at CBHS, how campus life might change, and ways you can get acquainted with our school from the safety of your home.

We hope you'll find comfort in the fact that we have a firm plan in place that considers the health and well-being of our students, faculty and staff.

Please don't hesitate to contact us with your questions. We look forward to serving your family!

Sincerely,



Dr. Crystal LeRoy  
President



Annemarie Bacich, M.Ed.  
Principal



# Reentry Planning

## The Process

Christian Brothers High School has worked diligently to develop a reentry strategy that prepares our school to operate in the most relational environment allowed, keeping the health and safety of our community as our number one priority. Flexibility and transparency are hallmarks of our planning process. As school leaders prepare the campus to support students in the fall of 2020, we recognize that some families may not be comfortable with their student(s) returning at that time. Therefore, we have developed two reentry options for our families to navigate under our Hy-Flex model: a hybrid of on-campus and distance learning and 100% distance learning.

# CBHS Reentry Scenarios

Authority to reopen the campus **with restrictions** is granted by state and local governing authorities.

YES

No

As a family, you have determined that you are comfortable with your child(ren) returning to the physical campus.

No

## 100% DISTANCE LEARNING

Students will continue to receive educational services through a blend of synchronous (live instructions) and asynchronous (teacher-directed) remote learning to ensure that students will have a well-balanced and academically fulfilling experience.

YES

## HY-FLEX ONSITE & DISTANCE LEARNING

Students will receive educational services through a combination of onsite instruction and both synchronous and asynchronous (teacher-directed) remote learning to ensure that students will have a well-balanced and academically fulfilling experience. Students will be split into two cohorts to maintain safety and social distancing.

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Authority to reopen the campus **with no restrictions** is granted by state and local governing authorities.

YES

## ON-CAMPUS LEARNING

Students will be on campus for the 2020-2021 academic year with the understanding that specific health and safety procedures will be required. In the event that government officials close or initiate a "stay-at-home" order, students will transition to distance learning.



# Educational Options

Our campus is scheduled to open on August 18 unless state and local public health authorities mandate that schools remain closed. School leadership recognizes that some families may not be comfortable with their student(s) returning at this time and has developed two education options.

## **OPTION 1:** HyFlex ONSITE & DISTANCE LEARNING

In planning for a dynamic academic year, CBHS has prioritized a HyFlex model, a full-service model that provides the most flexibility for families if they are unsure about whether or not their student should physically attend classes due to health concerns. Education is provided in a combination of onsite and distance learning. On-campus instruction will be provided two days per week in smaller cohorts that limit faculty and students' exposure to large groups of students at one time and in one classroom.

The other three days of instruction will be taught virtually through a combination of video-recorded lessons and live-streaming.

If your student must be absent for personal illness or because you do not want him/her to be put at risk of infection for a particular time period, then he/she will have access to the same curriculum being taught to other students through a virtual platform.

The classroom teacher will make arrangements for quizzes, tests, projects, and other means of assessment. Please understand in a scenario in which a student is physically absent, he/she is still responsible for mastering the content and meeting due dates, unless they are personally ill, in which case our make-up policy would apply.

## **OPTION 2:** 100% ONLINE LEARNING

Christian Brothers High School will provide an educational option for families who have made the decision that they do not want their child to attend on-campus learning until which time it has been determined that the school is able to return to tradition, onsite instruction five days per week.

Under this option, students will receive a blend of synchronous (live virtual instruction) and asynchronous (teacher-directed) remote learning to ensure that students have a well-balanced and academically fulfilling experience.



## Athletics

We are governed by CIF, so we will align with its recommendations. Please understand that our goal is to provide as many competitive sporting opportunities as we safely can, working with our local government health authorities. The safety of our students is first and foremost.



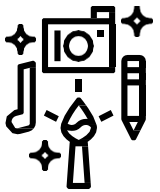
## Carpool

In accordance with state and local safety guidelines, CBHS will not distribute carpool information at this time.



## Liturgies & Prayer Services

The continued spiritual growth of CBHS students is paramount. Our students will continue to participate in liturgies and prayer services. We will likely use a combination of mediums to deliver a quality experience to all students, such as prerecorded videos and lessons and livestreaming.



## Fine Arts

We are working to provide a rewarding and enriching experience for our students in the Media, Visual and Performing Arts. Choir and Band instructors have modified courses to provide an enriching experience and ensure safe physical distancing.



## Classrooms

Class sizes will be smaller: The target is 16 students for the basic classrooms.

Larger rooms can accommodate a few more students and still maintain the six-foot distancing guidelines. Our Distance Learning Days (DLD) Team, which consists of teachers, counselors and administrators, reviewed both a five-day model and a four-day model. With the guidance of the DLD Team, if we are not in 100% Distance Learning, we will move to a five-day per week, HyFlex model. Monday is an all-virtual day with no on-campus requirements. School start and end times are as follows: Mon: 9:35 a.m. – 2:40 p.m., Tue/Thr: 8:30 a.m. – 3:00 p.m.; Wed/Fri: 9:00 a.m. – 2:15 p.m.



## Field Trips

If possible, faculty is encouraged to offer virtual field trips. We will follow all recommended guidelines to ensure virtual field trips are age appropriate and relevant to course curriculum.



## Lockers

At this time, students will not be assigned lockers simply because that would put them in close proximity to one another.



## Lunch

Our lunch provider, Epicurean, will provide students with a socially distanced, touchless lunch experience. Touchless transactions will be possible through an app that students will use to order their lunches. All hot items will be boxed on disposable dishware and cold items will be in grab-and-go packaging. For safety, microwaves will not be available to heat up or cook meals.



## Supply Pick-Up

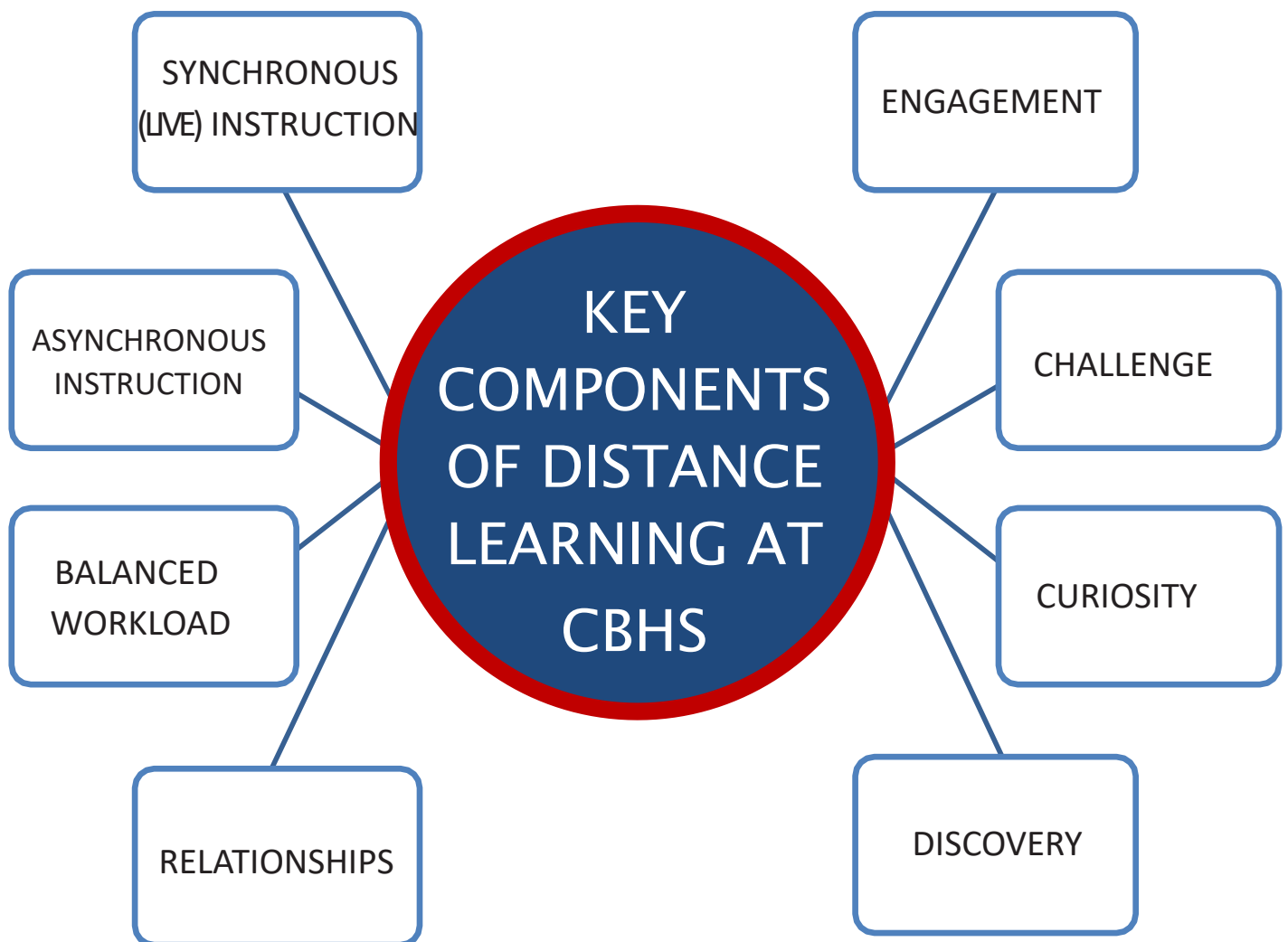
An onsite pick up of art, P.E. and science supply items will be announced prior to the start of school.

## Preparing for Interruptions

Following the recommendations from state and local health authorities and the CDC, Christian Brothers High School is preparing for possible disruptions to on-campus learning. In the event that we are forced to close campus, we will transition to 100% Distance Learning (DLD).

## MODE 2: Distance Learning

If for any reason we are not able to offer on-campus learning in any form, we will transition to distance learning. Teachers and administrators have reformulated distance learning to maximize opportunities and to ensure that we continue to prepare strong leaders with moral convictions who are equipped to succeed in college and beyond.







# Digital Platforms



PowerSchool

PowerSchool will continue to be our school's information-management system for parents and guardians, attendance and academic records.



Schoology will continue to be used for managing student classwork, homework, discussions, and assignments. All class assignments, videos, and announcements will be housed in Schoology.



Microsoft Teams

Microsoft Teams is a video conferencing platform that will be used to provide live (synchronous) virtual class meetings.

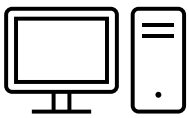


Safely Back to School is a mobile-based symptom screening tool faculty and staff will utilize daily prior to coming on campus. Through this app, faculty, staff and students will be encouraged to remain at home if exhibiting any symptoms of COVID-19. Through integration with the school's network, administration will be able to verify adherence to screening requirements on a daily basis. This app also complies with contact tracing protocols so that any person(s) who have been less than six-feet from a person known to have COVID-19 can be notified.



# Ensuring a Safe Campus

Specific decisions and plans will be finalized in the coming weeks as more information and updated public-health guidelines are issued. However, the following strategies in the following areas are in development.



Protocols for symptom screening of all students, faculty, staff and visitors before entry to campus, as well as testing requirements for individuals with known or suspected exposure.



The use of face coverings on campus is required by state and local authorities. Individuals will not be permitted on campus without a proper face covering.



Provisions to provide physical distancing in spaces such as hallways, the gym, cafeteria, and study areas. In keeping with physical distancing, we will also limit the number of students in any classroom.



Enhancement of campus sanitizing and cleaning processes. There will be hand sanitizers and approved cleaning solutions in all classrooms and common areas along with protocols regarding frequency of use by all individuals. In addition, touchless paper-towel dispensers will be available in every restroom.

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All HVAC intake vents will use high-efficiency level filtration which will be changed every quarter.

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Modification of programs and events in compliance with limits on crowd size and physical-distancing measures.

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Restrictions to campus access for visitors and parents and use of symptom screening and facecoverings.

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Restructuring of food service to enable socially distanced delivery of lunch to students. We will convert to a touchless transaction system, which students will utilize to order “grab-and-go” options. For safety, microwaves will not be available for individual use.



# Face Coverings, Symptom Screenings, and Sanitization on Campus

## **WILL DAILY SCREENINGS BE REQUIRED OF STUDENTS AND STAFF?**

Yes. Faculty, staff and students will be required to complete symptom screening daily through the 'Safely Back to School' app. Faculty, staff and students exhibiting symptoms or reported to be at-risk based on the assessment will not be permitted on campus.

## **WILL FACE COVERINGS BE REQUIRED DURING THE SCHOOL DAY?**

- Yes. Face coverings are mandatory when on campus and are crucial when unable to maintain the required physical distance.
- During the school day, although physical distancing will be possible within classrooms, face coverings are still required. When students are moving across campus, face coverings must be worn.
- Face coverings and gloves will also be worn during engineering classes and science labs.

## **WHAT TYPE OF FACE COVERINGS ARE REQUIRED?**

- Christian Brothers High School will follow the guidelines established by the CDC.
- Since face coverings are mandatory in the State of California, all individuals are able to wear their own face coverings, as long as they adhere to school guidelines regarding respectful dress.
- If a student forgets to bring a face covering, we will provide a disposable mask.

## **WHAT TYPE OF FACE COVERINGS ARE REQUIRED?**

Christian Brothers High School will follow the guidelines established by the CDC. If a student forgets to bring a face covering, the school will provide a disposable mask.

## **WHAT WILL BE THE DAILY SANITIZATION PROTOCOLS?**

Hand-sanitizing stations have been installed across campus. Students, faculty, and staff will be encouraged to wash and sanitize hands regularly. In addition, spray surface sanitizing solution will be available in each classroom.

Commonly touched surfaces such as doorknobs, countertops in the reception area, and shared spaces in all the buildings (such as restrooms) will be cleaned on a regular basis throughout the day.

Maintenance staff will be sanitizing doorknobs, floors, desks and chairs on a nightly basis.

## **WHAT MEASURES ARE BEING INSTITUTED FACILITY-WIDE?**

- We have acquired high efficiency level filtration for our AC units. These filters provide much better filtration of the air as it passes through our AC system.
- Plexiglass shields have been set up in office reception areas, Counseling, Admissions and Athletics to add another layer of protection.
- Touchless towel dispensers have been installed in all bathrooms.



# How Will Symptoms/Positive Cases Be Handled?

## **WHAT HAPPENS IF A STUDENT PRESENTS AS ‘HIGH RISK’ WHEN SYMPTOM SCREENING OR HAS A FEVER?**

Students with an elevated temperature beyond the allowable threshold of 100.4 degrees, in accordance with the CDC and local guidelines, will need to remain home until the reason for the fever can be determined. The ongoing education of those students during that waiting time can be coordinated through faculty, counseling and school administration.

## **WHAT HAPPENS IF A STUDENT DEVELOPS SYMPTOMS DURING THE SCHOOL DAY?**

If a student exhibits symptoms consistent with COVID-19 while at school, that individual will be sent to a room specifically designated for those exhibiting COVID-19 symptoms, as outlined by the CDC. We will then contact the parents to arrange transportation for their student from campus and encourage them to seek their doctor’s diagnosis regarding the source of the symptoms, as not all symptoms will be COVID-19 related. Once we know whether or not the symptoms were COVID-19 related, we will follow the appropriate action plan required for that illness if it is not COVID-19.

## **WHAT IS THE PROTOCOL IF AND WHEN WE HAVE A CONFIRMED COVID-POSITIVE CASE ON CAMPUS?**

If a CBHS student, faculty, or staff member tests positive for COVID-19, the appropriate Administrator (School Administration for students, Human Resources for faculty and staff) will notify those who have been in close contact with the individual, such as teachers, administrators, and classmates. The ‘Safely Back to School’ app allows for contact tracing while individuals are on our campus. This enables the school to identify individuals who have been within less than six feet of an individual who has a confirmed case of COVID-19. Those identified to have been in close contact will be dismissed from school. Each family involved will have the option to have their student undergo testing and/or institute a 14-day self-quarantine.

Those awaiting test results will have to continue their quarantine until the test results can be verified and will receive direction and resources to support learning at home from their teachers.

## **IF A FACULTY, STAFF OR STUDENT TESTS POSITIVE, WHEN CAN THE INDIVIDUAL RETURN TO SCHOOL?**

In order for a student to return to campus, all of the following will be required, based on the availability of testing supplies.

- No fever for 72 hours without the use of fever-reducing medications.
- Noted improvement in respiratory symptoms (cough, shortness of breath, for example)
- A Letter to Return from the physician or the Public Health Department.

If a shortage of testing supplies exists or retesting is not recommended by a physician, according to the CDC Time-Based requirements, a student must meet the following requirements before returning to campus.

- No fever for 72 hours without the use of fever-reducing medications.
- Noted improvement in respiratory symptoms (cough, shortness of breath, for example)
- At least 10 days have passed since symptoms first appeared.
- Able to provide Letter to Return from the physician or the Public Health Department.

## **FACULTY, STAFF OR STUDENT WAS EXPOSED TO COVID-19 — WHAT NEXT?**

If faculty or staff is exposed to COVID-19 on campus and/or is indicated by contact tracing, the employee will have the option of obtaining a test or instituting a 14-day self-quarantine or both. All employees have been granted the equivalent of two additional weeks of sick leave (prorated for part-time employees) to accommodate additional time off that may be needed due to COVID-19.

If a student is exposed to COVID-19 on campus and/or is indicated by contact tracing, the family will have the option of either obtaining a test or instituting a 14-day self-quarantine.

Students will quarantine until the test results can be verified.



# Faculty and Staff Well-Being

Without question, teachers are central to student success. Supporting the social and emotional well-being of teachers and staff is critical for creating a positive school climate and retaining quality educators.

Given the unexpected new demands our faculty and staff are facing, the more sensitive we can be to our employees' well-being, the better we will be able to support them now and as an ongoing priority.

Even during this new normal, we believe our employees can flourish. The framework for promoting faculty and staff well-being will begin with the following charges.

- Working with faculty and staff to establish reasonable workload expectations.
  - Quarterly [all] Community Meetings
  - Monthly Virtual Faculty Meetings
  - Monthly Virtual Department Meetings
- Establish and communicate boundaries that protect teachers' personal time.
  - Be prepared for meetings and classes
  - Utilize established student support and office hours on 3-block days
- Identify resources to provide emotional, mental, and professional support to faculty and staff.
  - Employee Assistant Program
  - Modified start times (Tue, Thr 8:30 a.m.; Wed., Fri 9:00 a.m.)
  - Virtual Faculty Meetings
  - Community Meetings
  - Department Meetings
  - Management Office Hours





# Communications

Communication is crucial to any organization, and never more so than during a crisis. Christian Brothers High School's goal is to provide timely, transparent messages and updates. We strive to connect our community in meaningful ways through a variety of initiatives and will continue to offer the support you need, whenever you need it. Our communication channels are designed to provide you with updated information as often as possible.

- **ADMINISTRATIVE COMMUNICATIONS**

We will continue delivering regular communications from the President and the Principal who serve as primary sources of information.

- **SOCIAL MEDIA**

Facebook, Instagram, YouTube, and Twitter provide insights into life at CBHS and important updates.

- **CBHS COMMUNITY APP**

We will use the SwiftK12 App to provide quick access to the Principal's weekly message, special messages, the *Falcon Family News* and all relevant parent information. We will also use its notification system to alert our community to emergency information.

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- **MANAGE FUNDRAISING INITIATIVES AND COMMUNICATIONS**

The Annual Fund has been temporarily renamed The COVID-Tuition Relief Fund, to specifically support tuition assistance and benevolence efforts. All undesignated gifts to Christian Brothers High School support the COVID-Tuition Relief Fund and provide critical support to our families and staff. We are deeply committed to providing need-based tuition assistance to families and will continue efforts to generate revenue to meet this need.

- **ENSURE CONTINUED ADMISSIONS OUTREACH**

Our Admissions Team is preparing for a virtual admissions experience. We are enhancing our digital presence to incorporate virtual tours, a

virtual open house, Facebook groups, and much more to ensure that our prospective families have access to the information they need to make the best decisions.

- **CREATE AND PROMOTE COMMUNITY-CONNECTION OPPORTUNITIES**

We will continue to ensure that our community events provide meaningful connection opportunities whether in person or virtually. We successfully launched virtual events such as the virtual auction, virtual graduation, and much more this past spring. If necessary, we will take a similar approach for events in the fall.



# Who Can I Call?

Flexibility and transparency are of utmost importance, and we want to encourage you to contact the individual best suited to help you with questions or concerns about how we are serving our community. In addition to CBHS providing continuity of learning for student(s), we offer a strong and safe community for your entire family. Please let us know how we are doing.

## STUDENT ILLNESS/ABSENCE

- Student Attendance: 916-733-3625

## EMPLOYEE ILLNESS/ABSENCE

- Department Supervisor or Supervising Assistant Principal
- Myra Makelim, Director of Human Resources  
916-733-3631

## EMPLOYEE WELLNESS

- Employee Assistance  
800-386-7055 (Available 24/7)

## STUDENT WELLNESS

- Emily McDougall, Wellness Counselor  
916-733-3688

## STUDENT GRADES

- Grade-level Counselor:
  - Class of 2024 - Mr. Diaz 916-733-3692
  - Class of 2022 - Mrs. Gormley 916-733-3613
  - Class of 2023 - Mr. Purdy 916-733-3686
  - Class of 2021 - Mr. Riley-Portal 916-733-3678
- College Counselors:
  - Ms. McClellan 916-733-3679
  - Mrs. Melarkey 916-733-3658
- Counseling Office: Mrs. Grajeda 916-733-3680
- Registrar: Mrs. Woods 916-733-3632

## SCHOOL ADMINISTRATION

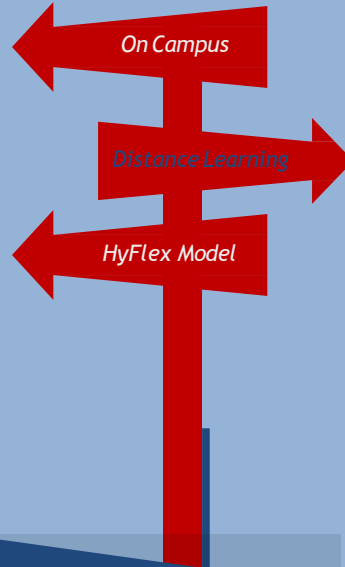
- Dr. Crystal LeRoy, President
  - 916-733-3650
- Annemarie Bacich, Principal
  - 916-733-3624
- Alfredo Acosta, Jr. Assistant Principal of Student Life & Instruction
  - 916-733-3621
- David Desmond '94, Assistant Principal of Curriculum & Instruction
  - 916-733-3620
- Cecilia Powers, Dean of Students
  - 916-733-3687

## BUSINESS OFFICE

- Cathy DeVera, Student Accounts Manager
  - 916-733-3644

## COMMUNICATIONS TEAM

- Kristen McCarthy, Director of Admissions & Communications
- Eilleen Le, Asst. Director of Communications



## Questions?

Contact us for more information:  
916-733-3600