



# REUKNIGHTED

OUR COMMUNITY PLAN FOR REOPENING  
FALL 2020

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Prepared by the Pope John Paul II High School Leadership  
in partnership with the JP II Reopening Task Force  
and the Diocese of Nashville.

July 27, 2020





# INTRODUCTION

# OUR MISSION

Our Mission has guided us through the closure and will guide us through the reopening.

## JPH Mission

**“Inspired by faith, Pope John Paul II High School prepares students to be strong in mind, body, character, and spirit for lives of learning and service, according to the Gospel.”**


Inspired by faith in God, we see our role as serving our families not just as educators but as mentors and protectors of our students’ bodies, minds, and souls. Therefore, our plan calls us to be creative, innovative, compassionate, and courageous as we begin the new school year. We have learned to be comfortable with change and the unknown and are now skilled at adapting and transitioning as new challenges and opportunities are presented.

Through our plan, we will

- Strive to protect the welfare of our students, faculty, staff, and our families at home.
- Offer options to help meet the needs of our families.
- Maintain an excellent academic program along with programs in arts and athletics.
- Provide opportunities to maintain our Catholic identity and faith formation of our community through prayer, Mass, and other spiritual experiences.
- Keep our community united and help maintain the needed social connections for our students.



## Outline of this Plan

1. History of Meeting the Demand: A timeline of our management of the pandemic
  2. Protocols for Reopening: Details for those on campus or online
  3. Virtual Learning Technology Plan
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# A HISTORY OF MEETING THE DEMAND

From the beginning of the crisis, we have continued to function as a Catholic, college-preparatory school that has served to support our students' intellectual, spiritual, and emotional needs. Our faculty and staff have proven to be compassionate and caring leaders who went above and beyond to care for their students through a crisis, and they will continue to help prepare them as we navigate a world still coming to terms with the battle against COVID-19. The following timeline reminds us of how we have functioned to build confidence and prepare to move forward as one family, uKnighited!

**February 27th:** Two weeks before the closure, our superintendent communicated with the Catholic schools to prepare for all potential outcomes because of COVID-19. Having no idea what would actually happen, we were one of the first schools in the region to begin planning in case of possible closure or delay due to the new pandemic. In fact, our school would go on to train other schools regarding online options.

**March 12th:** Our faculty and staff met to prepare for potential closure and committed to making our school work under any circumstance.

**March 13th:** We shut down and immediately spent Spring Break creating an online school.

**March 23rd:** Creation of the COVID-19 webpage. Online education begins for 583 students. Morning prayers and announcements, weekly Mass, attendance, and counseling check-ins start.

**April 2nd:** Zoom for seniors and their parents.

**April 6th:** Revised schedule and full implementation of all classes.

**April 8th:** Zoom for incoming freshman families and transfers.

**May:** Reopening Task Force begins. With administrators, teachers, and doctors, we began planning for summer programs and the next school year.

**May 6th:** Submission of First Reopening Plan to the Superintendent for the Diocese of Nashville.

**May 22nd:** Successful completion of the school year with all students passing and meeting requirements to promote to the next grade level.

**May 28th:** Summer School Reopening Plan.

**May 30th:** Successful completion of almost 200 physicals at JPPII under current protocols.

**June:** Board of Trust launched a COVID-19 Donor program that helped provide extra financial aid for our families in need that helped us maintain enrollment.

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# A HISTORY OF MEETING THE DEMAND

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**June - July:** Summer athletics program in progress using current protocols and new contact tracing and communication process.

**June:** Successful completion of iPad return and updating process for all students under current protocols. The reopening of school offices under current protocols.

**June 1st:** Successful completion of in-person summer classes under current protocols.

**June 2nd:** Diocesan Return to School Team Meeting.

**June 12th:** Graduation of the Class of 2020, in-person for all students at the Sagrado Corazon under current protocols.

**June 16th:** Receipt of Diocese of Nashville Return to School Protocols.

**June 25th:** Faculty Zoom meeting to discuss reopening protocols.

**June 29th:** 1st Draft of Reopening Plan based on experiences in June.

**July 9th:** 2nd Draft of Reopening Plan.

**July 17th:** Board of Trustees review of Reopening Plan with Reopening Task Force and with YMCA guest speaker and diocesan leadership.

**July 24th:** Plan shared with faculty and staff for final review.

**July 28th:** Final Reopening Plan distributed to all JPPII stakeholders/community.

# DETAILS FOR THOSE ON CAMPUS OR ONLINE

# PROTOCOLS FOR REOPENING

## PROCESS FOR INPUT

Input by all stakeholders has been important, and we have used it to help guide the creation, revision, and completion of all our plans. We have used zoom meetings, emails, and the COVID-19 FAQ page to help understand people's needs, worries, and hopes. Some schools chose to conduct surveys, but we found that surveys quickly became outdated because the protocols changed rapidly. Regular communication and the fact that the school offices and operations have been running all summer have helped us work on the plan in many drafts using real-time data. We have created a detailed plan which follows the CDC, AAP, and state and local health agency guidelines. We reviewed other private and public school plans, and we are adhering to the Diocese of Nashville's directions. Finally, we have a plan in place that takes the best ideas and most proven methods, scrutinized by our Reopening Task Force, that helps us fulfill our mission and serve our families.

## SCHOOL IN THE FALL - THE CHOICE IS YOURS.

As a Catholic school, we believe that parents are our partners in education and the primary educator of their children. Therefore, we have been diligent and mindful in preparing the final plan to respect the needs of the parents in our decisions. Our school has been successful because of our innovative education and the ability to create programs specific to our students' God-given talents. We want the reopening plan to give the parents that same experience of support, respect for the unique needs of families, and to make the best of a challenging situation.



# SCREENING MORNING PROCESS



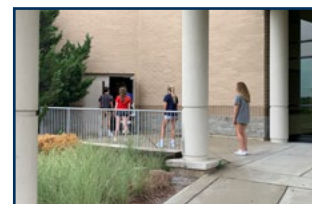
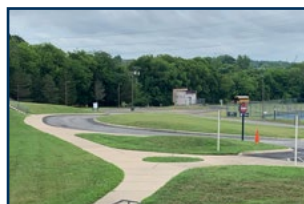
## AT HOME

- Student temperatures should be checked every morning before leaving home.
- Students with a temperature of 100.4 degrees or above must be kept home and consider testing based on symptoms.
- Any student with any cough, congestion, shortness of breath, or gastrointestinal symptoms should also stay home.
- If another member of the household is sick with COVID-19 symptoms, keep your student(s) at home until the illness is verified.
- Should a student remain home, please notify the attendance office by emailing [andrew.park@jp2hs.org](mailto:andrew.park@jp2hs.org)



## DROP-OFF

- Student drop off will remain in the circle drive by the student parking lot that overlooks the athletic fields.
- No student drop off will be allowed at the main entrance.
- If a student attempts to enter the doors located near the flagpole, the student will be told to walk around the building.
- All students, except those riding the bus, will enter through the main gym entrance near the courtyard.



## AT SCHOOL

- Student temperatures will be checked upon entering the school building every day by entering the outside door of the main gym.
- Any student with a temperature of 99.5 degrees or above will be moved to the wrestling gym for a secondary check by the nurse. If a student has a temperature over 100.4 degrees, they will not be allowed to stay at school.
- Students will not be allowed to enter the school building until 7:15 AM each morning. Students may not congregate in the parking lot but should enter the building as soon as they exit their cars. Students should make sure they allow enough time to proceed through the temperature check station and make it to class before the tardy bell.
- Students will be allowed to gather before school in designated areas, including the gyms, dining hall, and library. Masks must be worn at all times. Students will report to classrooms at 7:45 AM.



## BUS RIDERS

- In the morning, bus riders will be temperature checked prior to loading the school bus. If a parent drops student(s) at the bus stop, the parent must wait at the bus stop until the temperature check process is completed. Any student with a temperature of 100.4 degrees or above will not be allowed to load the bus.
- Upon arriving on campus, bus riders will enter the building through the Fine Arts exterior doors.

# SCREENING MORNING PROCESS



## LATE ARRIVALS

- Students who arrive at school after 8:00 AM should enter through the chapel doors and stop there for a temperature screening and a tardy slip.
- Students who arrive after 9:00 AM should enter through the visitor entrance (doors entering the school building near the flagpole/front office) and stop for a temperature screening at the Reception Desk.



## FACULTY & STAFF

- Faculty and staff temperatures should be checked every morning before leaving home.
- Faculty and staff with a temperature of 100.4 degrees or above will stay home and consider testing based on symptoms.
- Faculty and staff with any cough, congestion, shortness of breath, or gastrointestinal symptoms should also stay home.
- If another member(s) of their household is/are sick with COVID-19 symptoms, faculty and staff members should stay home until the illness is verified.
- Faculty and staff will park in the faculty lot and only enter through the rear administration office door. Faculty and staff should either wash hands or use hand sanitizer as they enter the building. Temperatures will be checked at the Reception Desk. Anyone with a temperature over 100.4 degrees will be sent home.



## PARENTS & VISITORS

- Parents/Guardians are not allowed in the school building except under extenuating circumstances. Under these circumstances, only one parent/guardian will be allowed to enter to minimize the number of persons entering at one time.
- If possible, meetings with counselors or teachers will occur over conference calls or zoom and not in person.
- All adults entering the building will stop at the Reception Desk to respond to health screening questions and temperature checks.
- Parents/Guardians must wear masks, practice physical distancing, and wash or sanitize their hands prior to entering the building.
- No visitors for lunch are allowed during the 2020-2021 school year.
- Parents/Guardians that need to drop items off for a student should plan to leave the items in the foyer area on the designated shelves.

## Symptomatic Students and Returning to School

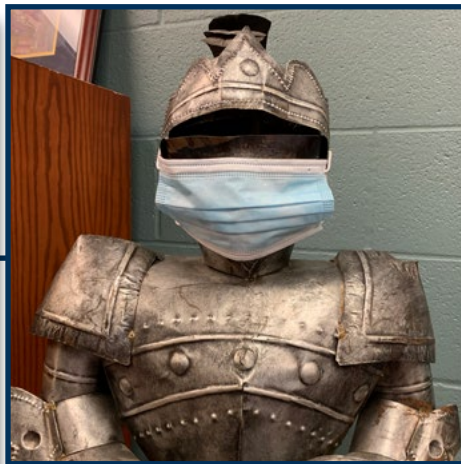
- Students that develop a fever or other symptoms during the school day will be placed in quarantine in the nurse's office, and parents will be notified.
- A parent will be expected to pick up the symptomatic child within an hour of being notified. Students may be released to another family member/guardian or may be allowed to drive home, if appropriate.
- Students sent home from school or students that exhibited symptoms prior to arriving at school should be kept home until they have completely recovered as defined by CDC guidelines.

# CLEANING PROTOCOLS

- Cleaning of campus will be increased, especially in high traffic areas.
- Frequently touched surfaces, including lights, doors, benches, bathrooms will be cleaned frequently throughout the day.
- Student desks will be cleaned each evening by the cleaning staff. Additionally, teachers have access to cleaning materials during the day.

## PERSONAL PROTECTIVE EQUIPMENT

- Face masks refer to reusable or disposable face masks or face shields. Student masks must be supplied by the family and should be of a design consistent with the student handbook policies regarding uniforms/inappropriate images. Reusable masks should be washed regularly. Face masks should cover both the nose and mouth at all times.
- Students must have a face mask on before entering the school building. Face masks will be worn at all times in hallways, restrooms, common spaces, and classrooms.
- Students should wash their hands or use hand sanitizer after changing classes. Teachers should wash their hands or use hand sanitizer every time a new group of students enters their room. Hand sanitizing stations will be located in all hallways.



# SCHEDULE

- JPII will operate on a revised schedule this year that includes four class meetings per day. A two-week schedule will be published regularly.
  - Innov8 periods will remain fixed at the end of the day and occur on Tuesdays and Thursdays.
  - Lunch will be split into two lunch periods by grade level to limit the number of students in the dining hall at one time.
  - Every other week, there will be a late start on Friday to allow for faculty meeting time.
  - JPII will still follow the published [semester/year-at-a-glance calendar](#).
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# ASSEMBLIES AND MASS

- School-wide assemblies will be conducted outdoors or information will be shared through announcements, videos, and live-streaming as appropriate.
- Mass will take place during Theology classes and a schedule will be published when school resumes.
- The Sacrament of Reconciliation will be held by appointment individually with Fr. Forsythe.
- Parents/Guardians will not be allowed to attend assemblies or Mass unless allowed by local and national published guidelines.



# CLASSROOMS AND HALLWAYS

- All desks will be facing the same direction toward the front of the classroom with as much space between them as possible. Students will not be permitted to move desks.
- Teachers will maintain adequate distance between themselves and students as much as possible. Classrooms will include a taped line to signify the space reserved for the teacher. Students should not cross the taped line unless instructed to by the teacher.
- Hallways will be divided with tape to indicate directional flow for each side. Students should try to maintain physical distancing when changing classes as much as possible.
- Stairwells will also be divided with tape to indicate directional flow for each side. Students should ascend and descend the stairs in a single file line.
- Students will not be assigned lockers. Lockers can be requested if needed through the student life office. This will allow appropriate spacing between locker assignments.
- Water fountains will not be operational except for the water bottle refill section. Students should plan to bring a personal water bottle to school everyday.



## BREAKFAST. LUNCH. SNACKS. DINING SERVICES

- Students should wash hands before and after every meal.
- Pedestal Foods will be providing breakfast, lunch and after school snacks. Students can also bring food from home.
- No cash will be accepted during lunch at the register. Students can only use their ID card to pay for any item purchased from Pedestal. Students will have a window of time before school to bring cash or checks to the dining hall to load on their account. Money can also be loaded on the [MySchoolBucks website](#).
- Breakfast and after school snacks will be served out of the concession stand in the commons area. All food will be pre-packaged in individual serving sizes using disposable containers.
- Lunch will be served in the main serving area of the cafeteria as well as the concession stand. Popular items such as pizza and hamburgers will be served from the concession stand.
- There will be no salad bar or any other self-serve items. All condiments will be in single serving packages.
- All food will be served in disposable containers with disposable utensils.
- Students will not have access to microwaves to heat meals.
- The lunch line will be single file and run from the serving area down the athletic hallway. Tape will be used to keep appropriate physical distancing.
- All cafeteria staff will use barrier protection and wear appropriate PPE and complete daily health screenings.
- Seating during lunch will be spaced to allow physical distancing. Students will be restricted to certain areas of campus for eating.

# ATHLETICS

- JPII will operate under the guidance of the Tennessee Secondary School Athletic Association (TSSAA) and will follow their guidelines for practices, schedules, and games.
- JPII will also follow public health guidance on sports with close contact.
- Physical distancing and masks will be used when appropriate. It is understood that this is difficult given the nature of athletics.
- Student-athletes will be required to wear masks and maintain physical distancing in all locker rooms and limit the time spent in those areas.
- Only three students are allowed in the training room at one time.
- No two sports should share an indoor space for practice.
- Students should wash their hands before and after every practice.
- Whenever possible, athletes should not share equipment.
- Athletes should bring their own water bottles to practice as community water will not be provided.
- Athletic equipment that is shared like balls or weight lifting equipment will be wiped down between groups.
- Athletes traveling on JPII buses to games practices etc. will be required to wear a mask.



A group of students in school uniforms are walking on a paved path in front of a school building. The building has a red roof and a sign that reads "JOHN PAUL II HIGH SCHOOL". The sky is blue with some clouds.

# AFTER SCHOOL

- Student temperatures will be checked prior to dismissal every day. Any student with a temperature above 100.4 degrees will be quarantined and parents/guardians will be notified. Students with a temperature at the end of the day will not be allowed to return to school until they have completely recovered as defined by CDC guidelines.
- If feasible, students without after school activities should be picked up at the end of the school day to limit the number of students remaining in the building.
- Students participating in after school activities, such as athletic practice, should immediately report to practice and follow all team instructions from their coach.
- Students waiting for the bus or parent pick-up, should report to the library. Students will be wearing masks and maintain appropriate physical distancing.
- Vending machines will not be operational.
- All students not participating in a school activity should be picked up by 5:45 PM.

# BUS TRANSPORTATION

- Buses will run on regular routes.
- Face masks or face shields will be required at all times while riding the bus.
- Temperature checks will occur prior to students loading the bus.
- Windows will be open when possible and as conditions allow.
- Buses will be cleaned after each route including seats and handrails.
- Assigned seats will be required on all buses to provide as much space as possible between riders.

# TESTING PROTOCOLS AND RESPONDING TO POSITIVE CASES

- Students, faculty, and staff should quarantine at home while waiting for COVID-19 test results for themselves or a member of their household.
- Parents/Guardians are expected to inform the school immediately if a student or family member tests positive for COVID-19.
  - Parents can email either Susan Snyder ([susan.snyder@jp2hs.org](mailto:susan.snyder@jp2hs.org)) or Jason Everhardt ([jason.everhardt@jp2hs.org](mailto:jason.everhardt@jp2hs.org)).
- The email notification should include the following details:
  - Date symptoms started.
  - Date tested for COVID-19.
  - Date the test came back positive.
  - List ALL of your child's symptoms.
- Students must have a doctor's note stating he or she is fine to return to school. This letter must be given to Susan Snyder before returning to school.
- In the event that a student or adult tests positive, the school will contact the local county public health department of the student's residence. The health department will contact any persons that need to quarantine at home. Students quarantined at home will still be able to participate in class remotely during the school day.
- Testing of all students is not required by the health department.
- Parents will be notified of any positive cases in the school.
- A short-term closure of one or more days may be necessary to clean and disinfect the building depending on the recommendation of the public health department.

## **Serving Medically Vulnerable Students and Teachers**

- All students and teachers will need to make the decision to attend in-person learning with close consultation from their healthcare provider.
- If reasonable accommodations can be made, JP2HS will work with each individual on a case-by-case basis and with medical authorizations or recommendations.



# VIRTUAL LEARNING TECHNOLOGY PLAN

Pope John Paul II High School is committed to supporting students when they are unable to attend during the school year. We have developed a technology plan that will allow students to continue learning during absences. While being in the classroom is optimal, we have developed strategies and purchased equipment that will allow learning to continue when students cannot be on campus.

The following tools and virtual experiences are available to all students based on a temporary basis when ill, awaiting testing results, or quarantining if the student is healthy enough to participate in class. However, families must gain approval from the Administration for a student to pursue virtual learning on an extended basis. The Counseling Department will partner with students and families to create individualized academic plans for those with extended absences and extenuating circumstances.

When teachers are meeting with students in the school building, classes where students are absent will be live-streamed. Students will also have access to Google Classroom and various learning platforms. Students participating virtually will be expected to complete coursework without modifications to grading practices. Teachers will not be able to create separate virtual learning platforms and maintain in-class lessons. Students learning virtually will not have the same access to support as students attending in person. The virtual option will allow students to maintain course progress if healthy enough to do so, but it will require more independent learning. If all students are learning virtually, teachers will be creating virtual learning platforms mirroring our practices, policies, and schedules from the spring of 2020.

**iPad:** Every student has been issued an iPad that has apps that will allow them to connect with teachers and classmates, and monitor their progress, complete assignments, and receive feedback.

- New students will attend iPad orientation during CHARGE to set up their accounts and passwords. Additional training on apps and resources will be completed through Google Classroom.
- All parents will complete remote iPad training to learn how they can support their student and monitor the use of the iPad at home.
- We will have live-streaming of the orientation available for students who are unable to attend iPad orientation. We will set-up the iPad for them, which will include making an Apple ID and setting passwords. Those will be provided to the families.

**Virtual Learning:** Should a student be virtual at any time during the year, they will be able to interact with their classes. Every classroom has been equipped with an iPad that is dedicated completely to live-streaming using Google Meets. Teachers will have air pods to provide high-quality sound and monitoring of student interactions. It will also be possible for the student to engage in conversations with groups using the Google Meet app on the student's iPad.

# APPS AND WEB PORTALS

While the list below may be modified as needs arise, these are the major apps and tools that will be used by students and teachers. There are many other apps and web platforms that are used by teachers specific to their discipline, but teachers are encouraged to use the apps above to provide consistency for the students across all of their classes.



## VERACROSS

JPII's Communication Portal - Students and parents may see posted assignments, due dates, and grades. Teachers update Veracross daily with assignments and attendance. Behavioral events are also recorded in this portal. Please remember this is where you should look for assignments and grades. While students may see grades in Google Classroom, it often doesn't include tests and assignments not assigned in Google Classroom.

## GOOGLE CLASSROOM



On Google Classroom, teachers communicate assignments, collect work, and grade and return work. Think of this in the same way as a teacher would manage work in the classroom.



## GOOGLE DOCS, SHEETS, SLIDES

Students use these Google apps to produce papers, presentations, and graphs.

## GOOGLE JAMBOARDS



Google Jamboards app is new for our students and will be used for collaboration in the same way as they would use a whiteboard.



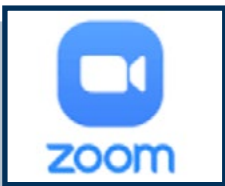
## NOTABILITY

Notability is an app that allows students to write directly on any assignment provided by the teacher and then submit it to Google Classroom. Because students write in this app often, we recommend that they purchase an Apple pencil.

## EXAMPLIFY



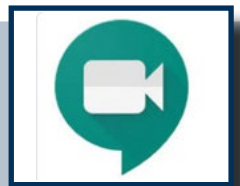
Exemplify is an online testing platform used by many JPII teachers. Students will be locked into the portal once they open a test. They may be allowed to view their test once it is graded, but parents should look for those grades in Veracross.



## ZOOM

Zoom will only be used for parent meetings and large after school gatherings.

## GOOGLE MEET



Google Meet allows for live-streaming of classes if students are absent and want to attend classes at home.

# TECHNOLOGY SUPPORT

## STUDENT TECHNOLOGY SUPPORT

**Josh Mauthe**  
josh.mauthe@jp2hs.org

Room C206  
(615) 822-2375 ex. 4056

Trouble logging in, iPad storage,  
trouble with apps or usage  
Broken iPad and AppleCare

*For questions specific to a course,  
please contact the teacher directly.*

## APPLECARE REPLACEMENT AND IT ISSUES

**Dan Singelyn**  
dan.singelyn@jp2hs.org

(615) 822-2375 ex. 6029

AppleCare payment, iPad  
replacement and IT issues

## PARENT SUPPORT AND GENERAL TECHNOLOGY QUESTIONS

**Jennifer Dye**  
jennifer.dye@jp2hs.org

(615) 822-2375 ex. 6058

Concerns about usage,  
restricting apps, family support  
or locating iPad help

