



# RETURN TO SCHOOL PLAN

## 2020-2021 School Year



## LETTER FROM THE PRESIDENT

Dear Servite Community,

In May, the Servite Executive Leadership Team began the process of creating a Return to School Plan for Servite High School. At that time, we knew it would be a difficult task and would require a great deal of time and effort by our community. A Return to School Task Force was created with representation from faculty, staff, parents, students, and community members. Over the past three months, we have worked diligently in a collaborative process to develop a plan to work within a myriad of potential scenarios for our return to school in August. We have assessed the challenges presented with each scenario, and through thinking outside of the box, have found creative ways to take full advantage of the possibilities these challenges present.

On Friday, July 17th, California Governor Gavin Newsom announced new mandates for the reopening of schools. Based on the information shared, it appears that all schools in Orange County, including Servite, will be required to start the fall semester in a remote learning environment. Due to the hard work and creativity of our faculty and staff, we feel confident that we can offer a robust and uniquely Servite learning environment whether remote, hybrid, or in-person. For the past month, we have been meeting in committees to discuss, debate, and discern problems and possibilities in the areas of instruction, finance and operations, facilities, health and wellness, technology, and Catholic Identity, Leadership and Student Life. That's what we do at Servite. We work together to solve problems. We find a way.

As part of our preparations for starting the school year, we must acknowledge and take into consideration the dynamic nature and uncertainty of our current public health status while also maintaining the high standards for delivering the excellent education and well-rounded experience that Servite is known for. I am pleased to present this overview of our Return to School Plan created to address the educational needs of our students, the safety of faculty, staff and students, and the needs of our parents. Our Servite Charism and Catholic faith, academics, co-curricular and extracurricular activities all have a place at the table. These are all equally important to the uniqueness that makes us Servite High School.

Though the COVID-19 status continues to change, we are highly confident in our programs and our ability to adapt as the environment and regulations may frequently shift. We are prepared to offer on-campus, hybrid and full-distance learning options to our students. We are aware that family needs may shift throughout the school year and we are committed to meeting the unique needs of every Servite family as we progress through the school year.

I would like to personally thank all the members of our community, dedicated professionals, parents, and students who worked hard to create this document.

I look forward to seeing all of you back on campus as soon as possible!

God bless,

A handwritten signature in black ink, appearing to read "Randy Adams", with a stylized, flowing script.

Randy Adams

## OVERVIEW

Based on the mandate received from Governor Newsom on July 17th, it is currently our belief that the school year will begin in a full-distance learning environment (referred to as Red Status later in this document). When Orange County meets the state requirements to enable on-campus instruction, we will be prepared to pivot to our hybrid or on-campus options based on safety and health guidelines.

We continue to review and consider current guidelines from the State of California, California Department of Public Health, the Centers for Disease Control and Prevention (CDC), and the Roman Catholic Diocese of Orange. Upon our return to on-campus instruction, we will incorporate a number of preventative health measures to protect faculty and staff, students, parents, and visitors. The most significant are as follows:

- **The incorporation of a dedicated health center staffed by a fully certified RN**
- **Daily health screening of all faculty, staff, and students**
- **Reasonable physical distancing in classrooms and throughout the campus**
- **Increased education for student and staff on health and wellness through effective sanitizing, use of PPE, and appropriate social distancing**

Our facilities team has been busy working with the instructional team on assessing the space requirements to effectively conduct classes on a daily basis. We have determined that we have adequate space to safely conduct classes utilizing our current classrooms, library, theater, athletic facilities, quad area, and other outdoor spaces weather permitting. The infusion of additional technology to include appropriate classroom cameras and microphones will be a great enhancement to our ability to deliver live and recorded classes to students who may be learning remotely short or long-term. These efforts in addition to our ability to smoothly shift from one of our four instructional modes of operation when necessary will ensure a positive and productive learning environment for our students and teachers.

**We remain unwavering in our commitment to the education and formation of our students and to the health and safety of our students and staff.**

## PROVIDING A HEALTHY AND SAFE SCHOOL ENVIRONMENT

The health and safety of our students, faculty and staff are extremely important to us. In developing our back to school plans, we have relied on data-driven guidelines and the knowledge and experience of healthcare professionals to ensure the Servite campus is a healthy, safe and secure environment. We recognize that we are living in uncertain times and that situations may change rapidly. Therefore, we have prepared our plans to accommodate new data that would require adjustments. While guidance related to the prevention and treatment of COVID-19 continues to evolve, we are confident in our ability to deliver an excellent, adaptable education.

In consideration of federal, state, and local health guidelines, information from expert organizations such as the American Association of Pediatrics, and in consultation with healthcare professionals, the following protocols will be implemented to ensure the health and safety of our faculty, staff, and students.

### MODIFICATION TO DAILY SCHEDULES


Based on the fact that we are an all-boys school with approximately 750 students, we are confident that minimum adjustments to our daily schedule can provide appropriate physical distance while allowing for a robust, if modified, educational experience. Several schedule options have been prepared to allow us flexibility to adjust if necessary, including full day, hybrid, and remote learning options. Additional information can be found in the section of this document entitled “Student Experience.”

To allow for social distancing when on campus, we will have two different lunch periods, with half of the students eating lunch while the other half are in class. Students will be allowed to eat throughout the campus and will not be limited to sitting at lunch tables.

### LIMITING GATHERING AND EVENTS

One of the cornerstones of the Servite experience is the connection within our school community. While we will continue to seek creative ways to connect, worship, and grow together, at this time, we feel we must follow the recommended public safety guidelines related to large gatherings to protect and respect the various comfort levels within our close-knit community.

As a result, the following temporary adjustments will be made to larger daily, weekly, and special community gatherings to limit large group exposure:



Indoor gatherings may be limited to a maximum capacity per prevailing guidelines. School-wide Masses and some events will be held in smaller cohorts or virtually as appropriate.

## FAMILY-SCHOOL PARTNERSHIP FOR A HEALTHY COMMUNITY

To provide a safe and healthy campus environment, it is crucial that we can rely on a strong, committed partnership with our families. Our ability to keep our gates open and our students in the classroom depends on everyone's faithful implementation of social distancing protocols, consistently wearing face coverings, and collectively following new norms of behavior that keep the spread of COVID-19 as low as possible.

### **Servite High School will:**

#### › Train and educate our faculty and staff on:

- Recognition of COVID-19 symptoms
- What to do if a student exhibits symptoms
- Disinfecting work areas
- The importance of social distancing
- Promoting healthy hygiene practices
- Frequent hand-washing



#### › Provide a full-time registered nurse as Director of Health Services

#### › Provide a Student Health Center to isolate anyone who becomes sick during the school day

#### › Conduct daily temperature checks and basic health screening when students, faculty, staff, and visitors arrive on campus

#### › Limit visitors to campus to the degree possible

#### › Visitors who must come to campus will follow the health screening and safety protocols

#### › Clean and sanitize the campus regularly

#### › Regularly monitor health data and guidelines

**Parents/Guardians shall agree to the following:**

› Conduct visual health checks of your student and take his temperature before he comes to campus. Please keep your student home if he exhibits any of the following symptoms or answers “yes” to any of the following questions:

- Exhibits a fever of 100.4 or greater
- States he has been in close contact with someone who has tested positive for COVID-19
- Experiencing any COVID 19 symptoms that are not related to allergies, asthma or another underlying medical condition:
  - o Fever
  - o Cough
  - o Shortness of breath or difficulty breathing
  - o Chills
  - o Repeated shaking with chills
  - o Muscle pain
  - o Headache
  - o Sore throat
  - o New loss of taste or smell
  - o Nausea/Vomiting
  - o Diarrhea

› Any student on campus who is sick with fever and/ or COVID-19 symptoms will be isolated from others in our newly established health center, and monitored until picked up. All related students or faculty/staff members living in the same house, will also be sent home

› Follow guidelines in the 2020-2021 Parent/Student Handbook and sign the commitment signature form

Students or faculty/staff with a confirmed case of COVID-19 may return to school after they have obtained a note from their physician allowing their return, evidence of a negative COVID-19 test, or have self-quarantined for at least 14 days from the onset of symptoms and after being fever- and symptom-free for at least 72 hours.

## ENVIRONMENT

Servite facilities and maintenance staff have received additional training on cleaning and disinfecting protocols since the start of the COVID-19 crisis and training will be ongoing. Additionally, a comprehensive audit was conducted of our campus by an outside company to identify any necessary updates related to COVID-19. The audit results were extremely positive, as Servite already had several recommended protocols in place, such as touchless faucets and plentiful touchless hand sanitizing dispensers.

### **Additional actions have and will be taken including but not limited to:**

- › Conversion of one classroom to a student health center
- › Purchase of 6 movable hand sanitizing stations
- › Purchase of sanitizing spray dispensers that can quickly and efficiently sanitize large areas such as lunch tables, theater seats, library
- › Purchase and installation of additional touchless hand sanitizer dispensers for all classrooms
- › More frequent cleaning of campus and monitoring of hygiene supplies during the school day
- › Evaluation of individual classrooms and reconfiguration to increase social distance, including removal of table seating and replacement with individual desks
- › Development of policies and daily checklists for classrooms, common areas, etc. to ensure consistent and regular cleaning processes
- › Purchase of multiple forms of directional signage to ensure one-way traffic to mitigate crowding

## STUDENT EXPERIENCE

Servite is more than a school - it's a place where young men are formed into faith-filled, intellectual, confident leaders with knowledge, wisdom, and character. The following plans have been created with a focus on the whole student to enable continued formation of our young men.

## INSTRUCTION

Providing Academic Excellence recognizes the need to be flexible and responsive in light of current circumstances and outlines our plans to continue offering a rigorous, well-rounded curriculum that engages and challenges our students to reach their full potential. As previously stated, Servite is preparing for a full-capacity return on August 11, 2020. While reasonable physical distancing and safety protocols will be employed, and large student gatherings will be temporarily suspended, students will continue to benefit from our small school environment and hands-on learning experiences. This section will also offer insight into the various educational models that could be employed if the COVID-19 situation evolves to the point that further physical distancing or a government-mandated shelter-in-place once again requires a transition to full distance learning. Any of the following models could be implemented at any time at Servite's discretion.

<b>GREEN</b>	School is "normal" - no mitigation required
<b>YELLOW</b>	School is fully open with reasonable mitigation measures
<b>ORANGE</b>	School moves to a hybrid daily rotation learning model with 50% of students on campus with maximum mitigation measures while the other 50% learns from home
<b>RED</b>	School is closed and all learning is remote

### ALL DAILY CLASS SCHEDULES IN EACH STATUS INCLUDE THE OPPORTUNITY FOR STUDENTS TO:

- › Develop their faith within a Catholic community
- › Meet academic requirements
- › Participate in athletic activities (to the degree allowed)
- › Participate in leadership and extracurricular activities (to the degree allowed)
- › Maintain a brotherhood and connection to students and teachers
- › Work and learn in a structured and supportive environment

**\*\*Daily Class Schedules are created so that transition between the status levels is relatively smooth with minor adjustments to accommodate the different learning platforms.**

## STATUS GREEN

We Return Without Restrictions

- › The academic calendar for the 2020-2021 school year remains intact
- › 7-Period Day
- › Standard class sizes
- › Use current schedules (regular, block, mass, etc.) as they appear in the master calendar
- › PPE not required
- › Masses and other liturgical celebrations will be scheduled and attended as normal
- › Extra-curricular activities are held as regularly scheduled

## STATUS YELLOW

We Return to School with Reasonable Mitigation

- › The academic calendar for the 2020-2021 school year remains intact
- › 7-Period Day
- › Standard class sizes
- › The daily schedule is changed to accommodate two lunch periods to maintain greater social distancing outside the classroom and reduces break to an extended passing period
- › Additional staff may be required to address distance/remote learning needs
- › Distance learning program utilizing synchronous or asynchronous video lessons will be offered for students who cannot attend on campus classes in the short- or long-term
- › PPE required for all faculty, staff, students and visitors unless a medical exception is provided
- › Masses and other liturgical celebrations will be scheduled in small groups utilizing alternative schedules
- › Extra-curricular activities are held as permitted. Athletics will be based on CIF guidelines



## STATUS ORANGE

We Move to 50% Attendance on Campus per day with A & B Cohorts

- › The academic calendar for the 2020-2021 school year will be modified to accomodate an A/B cohort attendance schedule
- › 7-Period Day
- › The school day will run about 35 minutes longer than the Green and Yellow schedules
- › Class sizes are cut in half according to alphabet (with some exceptions based on specific classes, carpool situations, or other mitigating factors that necessitate the students being in a specific cohort)
- › When the A Cohort is on campus attending classes, the B Cohort is at home conducting structured remote learning (required academic time)
- › Distance learning program utilizing synchronous or asynchronous video lessons will be offered for students who cannot attend on campus classes in the short- or long-term
- › PPE required for faculty, staff, students and visitors unless a medical exception is provided
- › Extra-curricular activities will be limited. Athletics will be based on CIF guidelines
- › Masses and other liturgical celebrations will be held according to published guidelines

## STATUS RED

Red Status: 100% Remote Learning

- › Only essential personnel are allowed on campus
- › Teachers are teaching “live” via Zoom or Google Meet every day following a modified block schedule
- › Teachers maintain their same course load, but all instruction is done remotely
- › The academic calendar for the 2020-2021 school year will be modified. Notifications will be sent for any changes
- › Odd/even block schedules will alternate to ensure equal instructional time for all class periods
- › Formation, Campus Ministry, and Priory will be integrated into the schedule
- › Athletics and extracurricular activities will meet remotely or as permitted

## ATHLETICS

Athletics are a vital component of our students' education and formation. Servite is a member of the Trinity League, one of the most competitive high school athletic conferences in the country. Our athletic programs are governed by the CIF Southern Section for all interscholastic sports, pre-season and league competitions.

On July 20th, the CIF State office announced that all three seasons of high school sports would be moved to later in the 2020-2021 school year. The three traditional sports seasons (fall, winter, and spring) will be condensed into two seasons to include all 13 sports. The first sports contests to be played in the CIF Southern Section are scheduled to be held in December. For more information, please check the Servite website or watch for communication from your coach.



## LEADERSHIP, CAMPUS MINISTRY, AND ACTIVITIES

Servite offers a rich and varied selection of co-curricular and extra-curricular activities and we know how important these opportunities are to the student experience. We are committed to providing as many meaningful activities for students as we safely can. We are in the process of reimagining Kairos retreats and Formation Days, as well as service opportunities for our students. While large group masses and gatherings may not be possible, we will provide creative alternatives including small group opportunities and virtual experiences to maintain our connection to one another and to our community.

We will work with the leaders of extra-curricular and co-curricular activities such as speech and debate, robotics, theatre, Servite Asylum, yearbook, Priory and more to enable students to work with one another to the greatest extent possible. With an emphasis on safely meeting in-person as much as they can, these activities will provide great opportunities for students to take a break from their screens, engage with their brothers, and deepen skills by joining with like-minded peers to pursue their passions. Moderators and faculty leaders will communicate regularly as plans become clearer.



## RETURN TO SCHOOL TASK FORCE COMMITTEES

### › SCHOOL GOVERNANCE/LEADERSHIP:

**Chair:** Randy Adams

**Members:** Mike Brennan, Jack Conklin, Steffanie Early, Brendan Ronan, Andi Watanabe, and Jim Welch

**Areas of focus and responsibility:** Essential actions that will foster a shared understanding of goals, responsibilities, and accountability.

### › HEALTH AND WELLNESS:

**Chair:** Jack Conklin

**Members:** Randy Adams, Colleen Albano (parent, RN), Roxanne Barrerra, Derek Borian, P. J. Dinsay (parent, RN), Joel Hartmann, Bryan Hooper (parent), Gina Johnson, Beth Ochoa, Patrick O'Hara (alumnus/parent/CNI), and Sara Wilson

**Areas of focus and responsibility:** Essential actions to keep staff and students safe and healthy.

### › INSTRUCTION:

**Chair:** Mike Brennan

**Members:** Randy Adams, Jeff Baldo, Jaclyn Besne, Laura DiCrisi, Julie Foy (parent), Sandi Hill (parent), Olga Hofreiter, Brian Hunt, Gina Johnson, Matthew Northgrave, Brendan Powers, Hilary Recknor, Ron Schoeman, Andrew Stroud, Ben Van Dyk, Andi Watanabe, and Nancy Windisch (parent)

**Areas of focus and responsibility:** Essential actions to achieve a comprehensive understanding of students' academic and social-emotional well-being when they return and to effectively transition back to instruction in the classroom.

### › FACILITIES:

**Chair:** Steffanie Early

**Members:** Alan Clinton, Jen Emard (faculty), Mike Hennessey (parent), Greg Portis, and Kathie Ritchey, and Robby Robertson

**Areas of focus and responsibility:** Essential actions to ensure school facilities are and remain safe for students and staff.

### › SCHOOL OPERATIONS:

**Chair:** Jim Welch

**Members:** Jeff Baldo, Josh Beckman, Alan Clinton, Jack Conklin, Steffanie Early, Joe Florentine (parent), Erika Hinojosa, Rob Hoertz (alumnus/BOD), Stacey Moses, and Jon Spencer

**Areas of focus and responsibility:** Essential actions to ensure operations support a safe, comprehensive, and organized transition back to classroom instruction.



#### › TECHNOLOGY:

**Chair:** Andi Watanabe

**Members:** Peter Corley, Brian Hunt, Joey Lutfi (student), Chase Moynihan, Luke Phillips, Jo Steins (parent), and Jim Welch

**Areas of focus and responsibility:** Essential actions to ensure technology and infrastructure, assets, and guidance support and organized transition to classroom instruction.

#### › CATHOLIC IDENTITY, LEADERSHIP, & STUDENT LIFE:

**Chair:** Brendan Ronan

**Members:** Bobby Angel, Vanessa Buchanan (parent), Karlie Carlson, Jack Conklin, Cory Fajardo, Eddie Huber, Scott Kahler, Joey Lutfi (student), Frankie Marrone, Matt Marrujo, Conor Martin, and Jeanne Nellesen

**Areas of focus and responsibility:** Identifying aspects of Servite student life that will be affected by changes in the learning environment and recommending adaptations or alternatives to preserve the school's Catholic identity, leadership opportunities, and sense of community.

Servite intentionally focuses on forming your son to become  
**THE MAN GOD** called him to be.

## IN CLOSING

Servite's primary mission will always be to instill a lifetime of Desire, Dedication, Discipline and Determination (Four D's) within each student in order for the Men of Servite to "Be Christ See Christ" and thus become faith-filled leaders. We assure you that through this intentionally developed Return to School Plan, Servite High School will provide a safe environment, a structured academic program, and deliver high-level extracurricular and athletic programs. All of this will occur under the advice of health experts and guidance provided by federal, state, and local agencies. Thank you for your patience and support as we navigate the constantly changing reality and fluidity of this moment in time. Please know that the Servite faculty and staff look forward to engaging with our students for the 2020-2021 school year. May God continue to bless our Servite community.



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