



TCA School Handbook Appendix

2020-2021

This school handbook appendix has been developed to help Trinity Catholic Academy families understand how our schools will operate for the foreseeable future following the COVID-19 pandemic and public health guidelines currently in place as a response to the pandemic. There may be additional public health orders (such as reverting back to stay-at-home response phase) or additional guidance from the Archdiocese of Boston Catholic Schools Office. Communication from Trinity Catholic Academy will be provided to parents in a timely manner.

TCA REOPENING GOALS

At Trinity Catholic Academy, we are focused on three major areas in our reopening planning:

1. The health and safety of our school communities.
2. The ability to live our mission and deliver educational excellence to our students, and
3. A sustainable reopening and long term sustainability of our schools

UPDATED STUDENT HEALTH POLICY

Throughout the summer of 2020, TCA shared drafts of reopening plans that put forth the goal of a **safe** return of as many students as possible to in-person learning. The most recent draft is posted on the school's website.

Agreement to abide by the terms Trinity Catholic Academy's Health Policy is a condition of enrollment at our school.

Families can help stop the spread of COVID-19 by checking their children for symptoms each day and keeping children home from school if they show or report even the slightest symptoms listed here:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

By signing and returning the TCA Student Information Form, parents agree they have checked their children for symptoms each morning before school.

Families choosing a fully remote learning option for their children should also form a daily routine of checking for symptoms.

TCA is in communication with Brockton's Department of Health and will follow protocols for responding to specific COVID-19 scenarios this fall. In addition, TCA will continue to update families as additional protocols are released by the Massachusetts Department of Public Health and the Center for Disease Control (CDC).

The following link provides Massachusetts Protocols for Responding to COVID-19 Scenarios as of July 17, 2020. [Coronavirus/COVID-19: Guidance/On the Desktop Messages](#)

RETURN TO LEARN

Understanding the variety of needs and concerns of students, families, teachers and staff, as well as the potential for changing health circumstances, TCA is required to prepare a reopening plan that includes three learning models: in-person learning with new safety guidelines, a hybrid of in-person and remote learning, and a comprehensive fully-remote learning model.

Attendance

Schools must take daily attendance whether a student is in person or remote. Schools are also required to differentiate between students attending school in-person or remotely.

Parents/caregivers are responsible for ensuring their child(ren) attend school every day, whether in-person or remotely. Parents are expected to report student absences in accordance with the same current school procedures that existed before the pandemic. Schools will continue to investigate extended absences and make and document reasonable efforts to contact the student and determine the reason for nonattendance.

Digital Learning Platforms

All grade levels at TCA have some form of online platform to support full delivery of remote instruction. TCA will work closely with students and families to implement online platforms and promote safe and effective use throughout the school year.

By signing the Student Information Form that acknowledges having read and reviewed the Parent and Student Handbook, parents are also acknowledging that their student(s) will participate in remote instruction in accordance with the guidelines put forth by Trinity Catholic Academy.

Remote Learning Student Requirements

1. Students will attend remote learning classes dressed in school uniform. Wearing pajamas to remote classes is strictly prohibited.
2. Students should be prepared to attend remote classes to learn and fully participate. This includes video and audio on, face fully visual on camera,

seated at a table or desk, in an area free of background noise, with no eating during instructional time.

3. Students are prohibited from sharing passwords and other digital information with non-members of the school community.

Remote Learning Family Requirements

1. Parents are encouraged to ensure that their students are attending and fully participating in remote learning. This includes that families will ensure that students have properly functioning devices for remote learning as required by the individual school.
2. Any type of recording of remote sessions by students, parents and caregivers is prohibited at all times in order to appropriately protect the privacy of students and teachers.
3. The home environment should not in any way disrupt the learning environment of all students in attendance. For example, other family members, television, pets and other electronic devices should not disrupt the learning environment..
4. Although schools will not record all remote learning or other sessions, the schools reserve the right to do so for security purposes and parents agree that they may do so.
5. Especially for younger children, a parent or caregiver should be nearby during all remote learning and have the ability to monitor such sessions.
6. One on one remote instruction should take place with a second adult present, but if an additional adult cannot be present then the session may be recorded for security purposes.

Grading

Trinity Catholic Academy will continue to assess and grade student work regardless of the model of instruction. Please refer to your individual classroom guidelines for grading procedures.

SUSTAINABILITY OF TRINITY CATHOLIC ACADEMY

Tuition

Because of the mission-driven and meaningful education program we will strive to provide each and every day whether it be in-person, hybrid or remote, **our schools will continue to charge and collect full tuition.**

If a family has been adversely affected financially for any reason, they are encouraged to contact TCA's business office. TCA will make every effort to address the tuition challenges.

ACKNOWLEDGMENT

By signing the TCA Student Information Form, I acknowledge that I have read and understand the guidelines set forth in this school handbook appendix and agree to abide by them.