

# **St. Michael Catholic School**

## **Plan for Reopening School**



**July 2020**

*Subject to change as needed throughout  
the school year – rev. 7/16/20*

Dear Parents/Guardians, Teachers and Staff of St Michael Catholic School,

In accordance with the guidelines set forth by the Diocese of Charleston CSO, CDC and DHEC, St. Michael Catholic School is planning for a full, safe, and appropriate reopening of our school on August 17, 2020. Our plan is designed to bring our students and staff back to school with all safeguards in place to protect their health and well-being with appropriate modifications to our daily operations and instructional design. This reopening plan has been approved by the Diocese of Charleston Catholic Schools Office.

You will find all of the details laid out on the following pages. Please be assured that we are prepared to continue to provide a high quality educational experience for your children.

Keeping our school open will require a shared commitment on the part of all members of our St. Michael Catholic School Community. I know that we can count on your help and support in keeping our children, the faculty and staff, and all school families healthy and safe.

## **PARENT EXPECTATIONS**

We thank you in advance for your attention to the expectations below. Working together, we will be able to keep everyone safe and well.

**Handwashing Practice** – Please take the time to teach and reinforce proper hand washing routines. Singing “Happy Birthday” twice and scrubbing palms and in between fingers is most important. Please help your children to establish hand washing routines throughout the day, after playing outside and before and after meals. Teachers will be reinforcing this at school.

**Social Distancing** – Please discuss and reinforce with your children that some behaviors at school will need to change, including hugging their friends. Air hugs and smiles are welcome! There are many ways for them to show affection to their friends that do not require touching.

**Masks** – Requirements for wearing masks according to grade levels are explained in detail in the Reopening Plan. Please do not wait until the day before school starts to introduce masks. Practice wearing them with your children.

**Supplies** – All students should come to school with a backpack for school materials and a water bottle, clearly labeled with your child’s name and grade. Outerwear and sweaters must be clearly labeled as well.

**Visiting School** – To protect our children and maintain the cleanliness of our school throughout the day, parents will no longer be able to come in or visit the school as they have in the past. If required, ALL visitors must come in to the front entrance only, and visits must be by appointment only.

**Lunches** should not be brought to school after the school day begins. Lunches from outside vendors (McDonalds, Subway, etc.) will not be allowed. Birthday treats, class snacks, and other potentially shared items may not be brought to school.

**Arrival at School** – Please be sure to bring your children to school on time. You will need to remain outside when you drop off your child/ren and leave promptly when your child enters the building.

Students who are tardy to school must be signed in at the front desk as done in the past. We plan to have bins placed outside the front doors for parents to drop off any items that are absolutely needed by the student and were forgotten at home. We ask that you please make us aware that you have dropped something off for your child and placed it in the bin.

Health and Wellness – The ultimate success of all of our hard work and planning will depend on your responsibility as a parent to keep your children home from school if they are not feeling well. If they show any symptoms of illness, they need to stay home. In addition, if you or a family member is sick or showing symptoms of illness, the children need to stay home until a diagnosis is made.

Temperature Checks – While we will be checking temperatures of all students and staff upon arrival each morning, we would also ask that parents check their children’s temperatures daily before bringing them to school. A temperature of 100°F or higher requires that the student must stay home until a normal temperature **without any medication** is recorded for 24 hours. If other symptoms of illness exist, the child’s pediatrician should be contacted to provide a note concerning return to school.

## STUDENT RESPONSIBILITIES

Practice good handwashing and personal hygiene habits. With lots of soap and warm water, hands should be washed for a minimum of 20 seconds (singing “Happy Birthday” twice). Be sure to wash your hands whenever you use the bathrooms and before and after lunch.

Use hand sanitizer often: whenever you enter or leave the classroom and after you handle any shared items.

Be honest about how you feel. If you are not feeling well, you need to stay home from school. Ask your parents to take your temperature in the morning, especially if you’re not feeling well.

Practice social distancing. Respect the personal space of others. Avoid close conversations. Avoid touching others’ hands, hugging, etc. Leave several feet (6’) between you and the person in front of you in line. Remind younger students about social distancing, too.

Please keep track of your personal belongings and do not share them with others. This includes pens, pencils, erasers, Chromebooks, textbooks, etc. Clean your Chromebook keyboard often with an alcohol wipe.

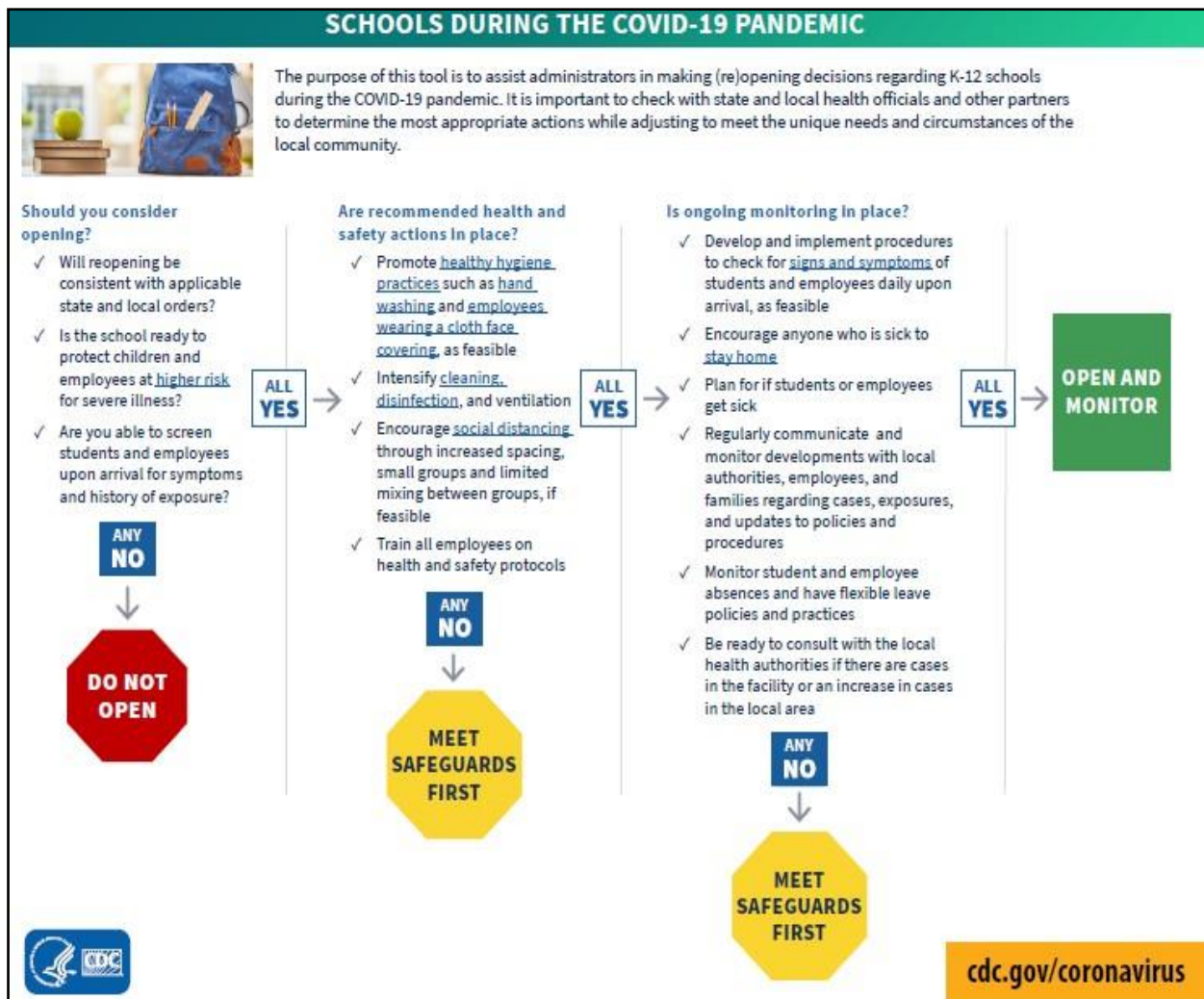
It is important that you bring a backpack and a water bottle, clearly labeled with your name and grade, to school with you each day.

Please keep your books and school materials in your backpacks or desk. We recommend that you keep cell phones home. Any cell phones brought to school must be turned off before entering the building and kept in your backpacks for the entire school day including after school care.

## Introduction

Based on the guidelines that were developed to support Catholic schools in the Diocese of Charleston to re-open for the 2020-21 school year, St. Michael Catholic School has developed the following plan for re-opening school. This plan has been developed in alignment with CDC, State, local and diocesan recommendations. The areas of focus for reopening were:

- **Pre-Opening Guidelines and Recommendations**
- **Health and Safety Guidelines and Recommendations**
- **Ongoing Monitoring**
- **Academic Guidelines and Recommendations**



## Pre-Opening Plan

1. Reopening will be consistent with applicable state and local orders.
2. St. Michael Catholic School will be ready to protect children, staff, and teachers at higher risk for severe illness. Protections will be in place for both children and adults.
3. St. Michael Catholic School will be prepared to screen students and employees upon arrival for symptoms and history of exposure.
4. Guidelines will be posted and communicated for staying home when ill.
5. Procedures will be established if someone comes to school with symptoms or develops them later in the day.

## Health and Safety Guidelines and Recommendations

1. **St. Michael Catholic School will require healthy hygiene practices such as hand washing, and employees and students to wear a cloth face covering or clear face shield as feasible.**

<b>Hand Washing and Hand Sanitizer</b>	<ul style="list-style-type: none"> <li>• Implement for students and staff training on the following:               <ul style="list-style-type: none"> <li>○ Proper hand washing, covering cough, sneezing, etc.</li> <li>○ Proper way to wear and remove a mask</li> <li>○ Social Distancing guidelines</li> </ul> </li> <li>• Hand Sanitizers in all classrooms and hand soap in all restrooms (students will have their own 2 oz. bottle of sanitizer at their desks)</li> <li>• Hand sanitizer provided at office entrance and Duffy Center entrance</li> <li>• Tissues provided for each classroom               <ul style="list-style-type: none"> <li>○ Trash cans emptied throughout the day as needed</li> <li>○ Specified times for bathroom breaks by classroom</li> </ul> </li> </ul>
<b>Supplies to support and encourage Hand Washing</b>	<ul style="list-style-type: none"> <li>• Hand soap and paper towels in all restrooms and at all sinks.</li> <li>• Tissues readily available in all classrooms, Duffy Center, and office area</li> <li>• Trash cans emptied throughout the day as needed</li> </ul>
<b>Posters/Signs</b>	<ul style="list-style-type: none"> <li>• Informational safety signage will be placed throughout the building.</li> </ul>
<b>Face Coverings</b>	<ul style="list-style-type: none"> <li>• All staff to wear a mask/face shield and students optional in classroom</li> <li>• Students will wear mask when social distancing not possible (hallways, restrooms, etc.)</li> <li>• Masks available for students or staff members who do not have one.</li> </ul>

	<ul style="list-style-type: none"> <li>● Students who do not wear a mask will not be disciplined. <ul style="list-style-type: none"> <li>○ Principal will communicate with parents the safety of wearing a mask</li> <li>○ Required documentation from healthcare provider for staff or student who cannot wear a mask for health reasons</li> <li>○ Social distancing reinforced for the student (class size at St. Michael can accommodate extended social distancing)</li> </ul> </li> <li>● Proper techniques will be shared with students through instructional activities and signage posted in classrooms for reinforcement.</li> <li>● Posted signage will be in English and Spanish</li> </ul>
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**2. St. Michael Catholic School will intensify its existing cleaning, disinfection, and ventilation procedures.**

<b>Ensure the facility is clean</b>	<ul style="list-style-type: none"> <li>● All floors stripped and thoroughly cleaned in July.</li> <li>● Cleaning Service has been secured to deep clean &amp; spray in August before students return (Teachers to set up and company comes in to clean and spray)</li> <li>● Cleaning Service will return during the winter break to deep clean &amp; spray</li> <li>● Custodian/Cleaning Service will disinfect daily after school as required by CDC.</li> <li>● Teachers will clean surfaces after each class and in between instruction as needed.</li> <li>● PreK3 and 4 manipulatives will be cleaned as required by DSS</li> <li>● Cleaning materials will be available for all teachers to use in the classrooms during the day. The materials will be kept out of reach of students.</li> </ul>
<b>Cleaning and disinfecting the building if someone is sick</b>	<ul style="list-style-type: none"> <li>● Close off the areas where student or staff members become ill during the school day. Students moved to another area of the school for the remainder of the school day and next day.</li> <li>● Custodian will disinfect the classroom or office area using appropriate cleaning materials</li> <li>● Floors will be mopped and/or vacuumed</li> <li>● Open windows to ventilate the area</li> </ul>
<b>Ensure ventilation is appropriate</b>	<ul style="list-style-type: none"> <li>● Windows will be opened to ensure proper ventilating throughout the day.</li> <li>● Air Conditioner filters will be changed at the beginning of school year and regularly.</li> </ul>

**3. St. Michael Catholic School will implement social distancing through increased spacing, small groups, and limited mixing between groups. We will require individuals to stay at least 6 feet from other people.**

<b>Classrooms</b>	<ul style="list-style-type: none"> <li>• Classrooms will be labeled to accommodate 36 square feet per person. Students facing the front of the room.</li> <li>• PreK3 and PK4 classes will be arranged to accommodate the instruction as designated by DSS. Students and staff will wear a mask/face shield or will use dividers for centers.</li> <li>• Specials teachers (art, music, etc.) will move to each class</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>• Social distancing in place – 6 feet</li> <li>• Sidewalks labeled to ensure 6 feet</li> <li>• Two-way traffic is not a problem due to the school size and scheduling (markers on floor to delineate 2-way traffic)</li> <li>• Teachers move students do not.</li> </ul>
<b>Avoid sharing materials/objects</b>	<ul style="list-style-type: none"> <li>• Students will have their own materials, textbooks, supplies, etc.</li> <li>• Students will have their own manipulatives or materials for projects.</li> <li>• Materials for younger students will be disinfected after each use.</li> </ul>
<b>Lunchroom</b>	<ul style="list-style-type: none"> <li>• Lunch will be served to students in classrooms</li> <li>• School participates in inspections for DHEC regarding food service</li> <li>• Kitchen manager will participate in additional training when required to ensure all guidelines are followed for food service as outlined by CDC and DHEC</li> <li>• To go containers will be used daily for students who purchase lunch. Bagged lunch is allowed</li> </ul>
<b>Water Fountains</b>	<p>All water fountains will be closed until further notice.</p> <ul style="list-style-type: none"> <li>• In addition to their snack and lunch drinks, students should bring water bottles each day for their personal use.</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>• No equipment for recess and no personal equipment allowed.</li> <li>• Planned activities for recess that do not entail the use of equipment (videos, etc.)</li> <li>• Scheduled recess for designated classes with no overlap</li> </ul>
<b>Special Activities</b>	<ul style="list-style-type: none"> <li>• PE, Art, Music, Technology and Spanish teachers will come to individual classrooms for lessons.</li> </ul>
<b>Arrival/Departure</b>	<ul style="list-style-type: none"> <li>• Morning Drop-off: <ul style="list-style-type: none"> <li>○ students will proceed directly to classroom immediately after temperature scan (if temperature free)</li> </ul> </li> <li>• No parents allowed in school building. Staff member(s) will meet student at the door entrance.</li> </ul>

	<ul style="list-style-type: none"> <li>• Afternoon Dismissal: <ul style="list-style-type: none"> <li>◦ student names will be called via intercom by principal to car line while parents wait in their cars. (Teachers, staff members will be there to monitor afternoon dismissal)</li> </ul> </li> <li>• Late student pick-up will be sent to aftercare in designated area (Library)</li> <li>• Parents will pick-up from the designated area (Library) and not allowed to come inside the school.</li> </ul>
<b>Bus Transportation (Elizabeth Ann Seton Reopen Plan)</b>	<ul style="list-style-type: none"> <li>• The bus will have a handheld infrared thermometer on board, and all drivers will be trained to use them.</li> <li>• All passengers and drivers will wear face masks.</li> <li>• Only <u>ONE</u> person per seat.</li> <li>• Hand sanitizer will be available on the bus for everyone's use.</li> <li>• The bus will be thoroughly disinfected immediately after each use. The bus driver will sign a check-off form indicating that all recommended cleaning procedures were completed.</li> </ul>
<b>Car Pooling</b>	<ul style="list-style-type: none"> <li>• Will communicate that carpooling is discouraged</li> <li>• Students will wait in classrooms until name called over intercom for dismissal</li> </ul>
<b>Field Trips</b>	<ul style="list-style-type: none"> <li>• Field trips for the first semester will be virtual and will be revisited in December for the second semester</li> </ul>
<b>Emergency Drills</b>	<ul style="list-style-type: none"> <li>• School will continue all emergency drills as required.</li> <li>• Face mask/shields will be worn during drills</li> <li>• Social Distancing will be practiced.</li> </ul>
<b>Liturgies</b>	<ul style="list-style-type: none"> <li>• School Mass will continue following diocesan guidelines. (Masses will be held in Duffy Center for faculty, staff and students ONLY until further notice).</li> <li>• Morning announcements will be done via Public Address by principal.</li> </ul>
<b>Parent Meetings</b>	<ul style="list-style-type: none"> <li>• Parent meetings may possibly be held within individual classroom. (subject to change)</li> <li>• Virtual meetings for large groups (PTO, etc.)</li> <li>• Schedule appointments for other class meetings as needed per individual class</li> </ul>
<b>Fundraisers</b>	<ul style="list-style-type: none"> <li>• Online Giving in January/February</li> <li>• Other fundraiser may be considered with Social Distance guidelines in mind. (Online Auction, etc.)</li> </ul>
<b>Volunteers/Visitors</b>	<ul style="list-style-type: none"> <li>• No outside visitors in the school only essential personnel (substitutes, student teachers, nurse volunteer)</li> <li>• Flyer with information sent home at the beginning of the school year and periodically during each quarter regarding no visitors.</li> <li>• Signage posted outside of office door</li> <li>• No Fair Share hours during the first semester will be revisited in December</li> </ul>



<b>Front Office/Desk</b>	<ul style="list-style-type: none"> <li>● Protective shield installed at the front desk and Administrative Assistant desk. Masks required for anyone who enters building</li> <li>● Hand Sanitizer provided at the front entrance</li> <li>● Parents are not allowed to visit classroom.</li> <li>● Only essential visitors allowed on campus during the regular school day</li> <li>● Procedures will be updated in Student/Parent Handbook and website page.</li> </ul>
<b>Extended Care</b>	<p>Extended Care Procedures will adhere to the daily operating procedure regarding:</p> <ul style="list-style-type: none"> <li>● Social Distancing</li> <li>● Use of materials</li> <li>● Snacks (provided by individual parent)</li> <li>● Parents or designated pick-up person will wear a mask, sign-out sheet at the door entrance</li> <li>● No parent or pick-up designee inside the designated area (Library)</li> <li>● Students will be taken outside for fresh air and no contact activities</li> <li>● Students will not share materials or equipment</li> <li>● Use of Library computers is prohibited</li> <li>● Students for Extended Care are taken to the designated area by their teacher. (No congregating in hallways)</li> <li>● Area used for extended care will be cleaned and sanitized by the custodian/cleaning service after the 5:30 p.m. dismissal.</li> <li>● Students who become ill in Extended Care: The procedures in place for the regular school day will be adhered to for Extended Care.</li> <li>● Extended Care are part of the regular school staff</li> </ul>
<b>Interscholastic Athletics</b>	<ul style="list-style-type: none"> <li>● Will follow secondary school guidelines applicable to elementary school</li> <li>● Will be revisited in second semester if necessary</li> </ul>
<b>Extracurricular Non-Athletic Activities</b>	<ul style="list-style-type: none"> <li>● All procedures and guidelines for the regular day is in place for any after school activities.</li> </ul>
<b>Community Service</b>	<ul style="list-style-type: none"> <li>● Community service is part of our mission.</li> <li>● No outside community activities will take place the first semester will be revisited in December</li> </ul>
<b>Religious education and other church groups using school facility</b>	<ul style="list-style-type: none"> <li>● No religious education, church or outside groups are permitted to use school buildings.</li> </ul>
<b>Groups other than diocesan/parish/Catholic schools using the school facility</b>	<ul style="list-style-type: none"> <li>● No groups outside of those directly affiliated with the Diocese of Charleston (schools, parishes, etc.) are permitted to use school building.</li> </ul>

4. St. Michael Catholic School will provide training for all employees on health and safety protocols.

<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>• Principal will communicate to staff, parents, parishioners, and/or visitors the protocol for COVID-19</li> <li>• Principal will reinforce the Privacy and Confidentiality to all staff members.</li> <li>• Guidelines for HIPPA &amp; FERPA will be printed and included in Faculty Handbook.</li> <li>• Glossary for privacy will be included in Faculty Handbook.</li> <li>• Principal will reinforce and check for adherence throughout quarter at faculty meetings. (Social Distancing guidelines will be followed)</li> </ul>
<p><b>Share Detailed Plan for Areas within the School (Staff, Parents, Students)</b></p>	<ul style="list-style-type: none"> <li>• <b>School will share the School's Protocols as followed</b> with staff, parents and students:</li> <li>• Drop-off and Pick-up procedures</li> <li>• Classroom configuration</li> <li>• Lunch and recess procedures</li> <li>• Hygiene instruction</li> <li>• Daily movements on campus</li> </ul> <p><b>Students:</b> Review and discuss the above protocols during the first week of school and add to Parent/Student Handbook. Teachers to reinforce above protocols with students as needed.</p> <p><b>Staff Members:</b> Staff orientation meetings in August. Protocols outlined in updated Faculty Handbook. Revisit and adjust as needed through daily monitoring.</p> <p><b>Parents:</b> Protocols included in the revised Parent/Student Handbook. Opening school letters to parents, class and school newsletters, and Google Classroom/Meetings throughout the quarter.</p>

**Ongoing Monitoring Guidelines and Recommendations**

1. **St. Michael Catholic School will develop and implement procedures to check for signs and symptoms of students and employees daily upon arrival, as feasible.**

<p><b>Establish procedures for checking for signs and symptoms</b></p>	<ul style="list-style-type: none"> <li>• Daily temperature check for staff and students on arrival.</li> <li>• Document and keep confidentiality.</li> <li>• Log will be maintained in the office files for staff and health files for students.</li> <li>• Develop and have readily available questions to monitor students or staff members who become ill.</li> <li>• Principal will do the questionnaire with students, parents, or designated guardian</li> </ul>
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2. **St. Michael Catholic School strongly encourages anyone who is sick to stay home.**

<b>Staying Home</b>	<ul style="list-style-type: none"> <li>● Outlined in all Handbooks, newsletters, flyers, and conferences that students who are ill are to stay at home.</li> <li>● Signage posted that outlines this compliance: outside office and throughout the school in English and Spanish.</li> <li>● The principal, teacher or secretary will continue to check-in with parents on students who are out sick. <ul style="list-style-type: none"> <li>○ Check on needed academic support</li> <li>○ Extent of the absence and if distance learning is needed as illness may not be due to COVID-19</li> </ul> </li> </ul>
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**3. St. Michael Catholic School will establish plans for students or employees who get sick at school.**

<b>Continual Screening</b>	<ul style="list-style-type: none"> <li>● Temperature checks when a student becomes ill at school.</li> <li>● Isolation in a designated area with safety gear: mask, face shield, gloves and protective gown</li> <li>● Principal will call parent or guardian for immediate pick-up and communicate symptoms.</li> <li>● Employee who becomes ill will be sent home immediately.</li> </ul>
<b>Symptoms</b>	<ul style="list-style-type: none"> <li>● Temperature of 100.4 or higher</li> <li>● New or worsening cough</li> <li>● Shortness of breath, difficulty breathing</li> <li>● Loss of taste or smell</li> <li>● Sore throat</li> <li>● Muscle aches</li> <li>● Chills</li> </ul>
<b>Isolate the person who becomes ill</b>	<ul style="list-style-type: none"> <li>● Nurse's office or designated area not in use. <ul style="list-style-type: none"> <li>○ Area will be disinfected by custodian or cleaning service after student or employee leaves</li> </ul> </li> <li>● Protective supplies purchased: masks, gloves, face shields, and gowns</li> </ul>
<b>Cleaning and disinfecting the building or facility if someone is sick</b>	<ul style="list-style-type: none"> <li>● We will clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas.</li> <li>● Once the area has been appropriately disinfected, it will be opened for use.</li> <li>● Workers without close contact with the person who is sick can return to work after disinfection.</li> <li>● We will continue routine cleaning and disinfection. This includes everyday practices normally used to maintain a healthy environment.</li> </ul>

4. St. Michael Catholic School will regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures.

<p><b>Establish process for exposure of staff or students</b></p>	<ul style="list-style-type: none"> <li>● The principal will contact the Health Department and Catholic Schools Office to inform of the situation.</li> <li>● Determine the necessary actions (isolation, etc.)</li> <li>● Develop with the guidance of Catholic Schools Office a letter to send home to parents regarding employee or students who may be affected by the exposure and the protocol for handling the situation.</li> </ul>
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5. St. Michael Catholic School will monitor student and employee absences and have flexible leave policies and practices.

<p><b>Monitor Absences</b></p>	<ul style="list-style-type: none"> <li>● The secretary will track the attendance of students and staff members.</li> <li>● Student attendance will be tracked through RenWeb.</li> <li>● Staff will be required to sign-in/out every day via temperature checks.</li> </ul>
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6. St. Michael Catholic School will be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area.

<p><b>Monitor cases in facility and local area and address if needed</b></p>	<p>When the school has <u>a case of COVID-19</u> the following procedures will take place by the Principal:</p> <ul style="list-style-type: none"> <li>● Contact the Health Department and Catholic Schools Office to inform of the situation.</li> <li>● Determine the necessary actions (isolation, etc.)</li> <li>● Develop with the guidance of CSO a letter to send home to parents regarding employee or students who may be affected by the exposure and the protocol for handling the situation.</li> </ul>
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7. St. Michael Catholic School will have in place protocol for returning to school after a positive test or related symptoms.

<p><b>Students/employees who test positive for COVID-19 OR who have a COVID-positive family member living under the same roof</b></p>	<ul style="list-style-type: none"> <li>● The student or employee must self-quarantine for 14 days.</li> <li>● They must provide a list of people they have come in close contact with within the week prior to their symptoms or test.</li> <li>● The principal, under the guidance of the Catholic Schools Office, will notify those in close contact of the positive test.</li> <li>● Close contact people should be tested or self-quarantine for 14 days.</li> <li>● For those who have tested positive, a negative re-test and a doctor's note must be provided before returning to school.</li> </ul>
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<b>Students/employees who show symptoms of illness</b>	<ul style="list-style-type: none"> <li>• Students or employees who show symptoms must self-quarantine and provide a negative test result or doctor's note before returning to school.</li> </ul>
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**Academics Guidelines and Recommendations**

**1. Class size will be limited to allow for approximately 36 square feet per person (students and teachers).**

<b>Class Size</b>	<ul style="list-style-type: none"> <li>• Classrooms will be marked to accommodate the 36 square footage per person.</li> <li>• Classrooms under the square footage will wear masks</li> <li>• School can accommodate small class sizes and can adhere to the requirements.</li> <li>• Teachers will be required to remove all non-essential furniture</li> <li>• Scheduling class does not pose a problem for our school due to class size. <ul style="list-style-type: none"> <li>○ Lunch and recess schedules for 2020-2021 will be revisited to ensure compliance for social distancing</li> </ul> </li> </ul>
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**2. In developing schedules, priority will be given to ensure the health, safety, and wellness of students and staff. This requires aligning all scheduling decisions with the latest recommendation and guidance from public health officials about best practices for preventing the spread of COVID-19.**

<b>Scheduling</b>	<ul style="list-style-type: none"> <li>• Students stay in classes and teachers will rotate</li> </ul>
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**3. Teaching methodologies such as group work, labs, centers, etc. should continue, however six-foot distancing must be maintained**

<b>Teaching Methodologies</b>	<ul style="list-style-type: none"> <li>• Students will wear mask for small group activities with the teacher.</li> <li>• Teachers will be required to prepare small group settings if needed before each class to ensure proper social distancing.</li> </ul>
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**4. Desks and other touched surfaces will be cleaned between classes.**

<b>Cleaning of desks and equipment</b>	<ul style="list-style-type: none"> <li>• Continue school practice of wiping down surface areas throughout the school day.</li> <li>• Classroom will be equipped with supplies for surface cleaning and for furniture and equipment. Hand sanitizer readily available in all classes and office areas.</li> </ul>
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**5. The sharing of materials is discouraged, but if they are shared, they will be disinfected between uses.**

<b>Sharing of Materials</b>	<ul style="list-style-type: none"><li>• Students will have their own textbooks, and materials to use in class.</li><li>• Teachers will project independent activities on the Smartboard to prevent from passing out paper copies.</li></ul>
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**6. Students must be assessed upon their return to school in Math and ELA/Reading**

<b>Student Assessments</b>	<ul style="list-style-type: none"><li>• Teachers will assess students informally and formally during the first week of school.<ul style="list-style-type: none"><li>◦ Map testing begins August 19</li></ul></li><li>• Each student will have a Success Plan outlining the skills in math and reading that need addressing to ensure mastery (RTI). Plan will be based on informal and formal assessments.</li><li>• School participates in the local school district Title One for those students who qualify.</li></ul>
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**7. St. Michael Catholic School has developed a Distance Learning Plan to be implemented in the event of the need to close school and switch to virtual learning.**

<b>Distance Learning Plan</b>	<ul style="list-style-type: none"><li>• A DLP has been established and will be sent to all families. This plan will be initiated should the need arise. Please see separate plan for more details.</li></ul>
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**8. Teachers and students will be trained in the use of Google Classroom/Meeting to deliver virtual instruction.**

<b>Distance Learning Platform</b>	<ul style="list-style-type: none"><li>• Teachers and staff will participate in a training on the use of distance learning.<ul style="list-style-type: none"><li>◦ Lesson planning</li><li>◦ Strategies for distance learning instruction</li><li>◦ Use of online resources for student academic use</li></ul></li><li>• Students will be trained on the use of using technology for distance learning.<ul style="list-style-type: none"><li>◦ Provide access to online resources and programs used for distance learning (parents and students)</li></ul></li><li>• Develop and implement social media protocol for students.<ul style="list-style-type: none"><li>◦ Communicate to parents</li></ul></li><li>• Teachers will use the data from the surveys to plan distance learning lessons/activities for students based on parent availability.</li></ul>
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**9. Schools should equip classrooms with the equipment necessary to livestream instruction daily to students that are participating from home due to illness or other reasons.**

<b>Classroom Equipment</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Teachers will record lessons for students who are ill at home.             <ul style="list-style-type: none"> <li>○ Parents or guardians will be contacted regarding Google Classroom/Meeting lessons.</li> </ul> </li> <li><input type="checkbox"/> Monitor students use of the computer at home suggested</li> <li><input type="checkbox"/> Contact teacher for support or questions as needed</li> <li><input type="checkbox"/> Submit required documents as needed</li> </ul>
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**10. No outside volunteers or guests will be allowed in the school, classrooms or hallways. Individuals providing a service authorized by school administration, are permitted to visit schools, and will follow all school health guidelines.**

<b>Visitors to Classrooms</b>	<ul style="list-style-type: none"> <li>• Title One Teacher will follow all guidelines in place for the school and students.</li> <li>• Outside service providers (if applicable) for students will follow all guidelines in place for school and students.</li> <li>• Parents will notify the school principal in writing of any outside services for their child where the provider will be coming to the school to provide the services.</li> </ul>
<b>Specialists</b>	<ul style="list-style-type: none"> <li>• Teachers for art, music, technology and Spanish will move to the scheduled classrooms.</li> </ul>

**All families and employees will be required to sign a waiver prior to coming back to school.**