



**REOPENING PLAN**  
**PHASE II: 2020-2021**

**Hybrid Instruction Grades K-5**



**St. Mary**  
of the  
**Assumption**  
Regional Catholic School  
TRADITION OF EXCELLENCE  
EST. 1925

April 12, 2021



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## Summary

Catholic schools in the Archdiocese of Washington and across the nation have experienced many successes in the first three quarters of this year while navigating the challenges of COVID-19. Over 90% of Catholic schools have successfully brought students back to campus while maintaining social distancing, mask requirements, and other measures recommended by the Center for Disease Control (CDC) in accordance with local mandates. St. Mary of the Assumption has managed over 50 students on campus since the beginning of September without one instance of a student or faculty member testing positive for COVID-19. This achievement can be fully attributed to the cooperation and understanding of our pastor, administration, teachers, families, and students. Our community has pulled together in remarkable ways this year to ensure the academic success and physical and mental health of all of our students in the world of virtual learning.

However, virtual learning was a necessity for the safety of our community during a threat to public health like never before seen in our lifetime. This method of learning was never meant to be a permanent change to the St. Mary of the Assumption curriculum. We have been closely following guidance from the CDC and American Academy of Pediatrics (AAP), as well as other experts in the field, and constantly revising our practices and procedures as more information regarding the COVID-19 virus is released. Through surveys and other communication with our school community and in close consultation with the Archdiocese of Washington Catholic Schools Office, the St. Mary of the Assumption School Advisory Board, and Fr. LaHood, we have made the decision to take the next step in the reopening process. Beginning April 12, 2021, we will begin Phase II of our reopening plan. This will allow a small group of students in Kindergarten through 5th grade to return to their classroom for live instruction two days a week.



## Summary



Pre-Kindergarten will remain in the current model in which families have a choice between in-person instruction and virtual learning. Middle school students will begin to return to campus in Phase III which will begin on May 3, 2021. A document detailing Phase III will be released no later than April 23, 2021.



**PLEASE NOTE:** This plan is a flexible document and subject to change as more information becomes available regarding the COVID-19 virus. Any changes will be shared with the community.





## Phase II/III Schedule

MARCH 22 <sup>nd</sup>	Phase II Plan released to families
MARCH 24 <sup>th</sup>	Phase II Question and Answer Session with administration via Zoom 7:00PM
MARCH 28 <sup>th</sup>	Deadline for K-5 families to indicate their interest in returning to campus during Phase II
MAR. 29 <sup>th</sup> - MAR. 31 <sup>st</sup>	Asynchronous Days of Learning to allow for professional development and preparation of building for student return
APRIL. 1 <sup>st</sup> - APRIL 11 <sup>th</sup>	Spring Break (No classes, campus closed)
APRIL 12 <sup>th</sup>	Phase II begins
APRIL 23 <sup>rd</sup>	Phase III Plan released to families
APRIL 28 <sup>th</sup>	Deadline for 6-8 families to indicate their interest in returning to campus during Phase III
MAY 3 <sup>rd</sup>	Phase III begins





## Phase II Details

### Requesting In School Learning and Availability

This plan will be released to parents and the school community on March 22, 2021. There will be a question and answer session for parents on March 24, 2021 at 7 p.m. Using the information presented in this document and the Q&A session, parents are encouraged to prayerfully consider whether their family is ready to move to on campus learning at this time. Families that opt to come on campus for Phase II will be expected to be on campus on time every Tuesday and Thursday. If a student begins missing days on campus and opting to learn remotely or consistently arriving tardy, they may be asked to return to full remote learning and their space will be given to the next family on the list. The precautionary measures in place require planning and cooperation from all parties involved, and those that opt to learn on campus must abide by the procedures outlined in this document in order for those procedures to function smoothly.

There are limited spaces available in each grade for on campus learning. These spaces will be filled on a first come, first serve basis. If the number of students requesting to be on campus exceeds the number of spaces available, a waiting list will be created. Families with multiple children may be offered a spot for one grade but placed on the waiting list for another, depending on availability. As spaces become available, they will be offered to families on the waiting list. Waiting list priority will be determined by the order in which on campus learning requests were received.



## Phase II Details



### Academics

St. Mary of the Assumption School is committed to providing an excellent academic program to all students during this phased reopening, whether they are at home or on campus. We will continue to use the same Zoom links for all classes and organize assigned work in SeeSaw (K-3) and Google Classroom (4-8). By providing live instruction for students two days a week, we are assisting teachers to effectively balance the demands of instructing through two modes, virtual and in person.

On Tuesdays and Thursdays, the teachers will provide instruction to students in the classroom while ensuring students at home can see and hear them throughout the lesson. They will be checking in with students at home, but may not be able to respond to questions immediately. This will be balanced out on Mondays and Fridays when they can turn their primary focus to students remaining virtual. This balancing of student needs is an extension of what occurs naturally in the classroom during normal instruction. SMA teachers have shown over many years the ability to successfully navigate greatly varying needs among their students. The integration of on campus learning may change the format and flow for our virtual learners, but it will not change the level of care and commitment to each student that our teachers demonstrate every day.

### Supplies

While the majority of instruction on Tuesdays and Thursdays will be delivered through in-person interactions, social distancing limits the opportunities for students to participate in leveled reading groups and other small group instruction that is the cornerstone of SMA pedagogy. Therefore, in-school students should each bring a device so virtual delivery of instruction can be provided when necessary. If a family is in need of a portal device, they should contact the main office. At this time, school-issued devices are limited and requests will be fulfilled on a first-come, first-serve basis. If any family previously borrowed a device from the school and has since bought one of their own, or no longer needs it for any other reason, we would greatly appreciate the return of the school-issued device so we will have more available for those that need it.



# Phase II Details



A bi-weekly supply pick-up will continue to take place on Thursday evenings and Friday morning for families that remain fully virtual. Supplies will be issued to students in the building while they are in class every other Thursday. Middle school siblings' supplies will also be sent home with on campus students.

## Schedule

In order to provide a smooth transition for our students, each grade's class schedule will remain the same with one exception. In order to facilitate thorough cleaning between on campus days, the asynchronous day will now be moved from Friday to Wednesday of each week. The weekly schedule will be as follows:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
On Campus Students	Zoom Classes at Home	Live Classes on Campus	Asynchronous Work	Live Classes on Campus	Zoom Classes at Home
Virtual Students	Zoom Classes at Home	Zoom Classes at Home	Asynchronous Work	Zoom Classes at Home	Zoom Classes at Home

Wednesday's schedule will be moved to Friday. So, if a student previous had Spanish at 8:30 a.m. each Wednesday, they will now have Spanish at 8:30 a.m. each Friday.





# Mass



St. Mary of the Assumption will stream a live virtual Mass every Wednesday at 10 a.m. via Youtube Live.





## Uniform



Students will be expected to wear the school uniform shirts while participating in virtual learning and full uniform when physically in the school building. To allow for flexibility in this unprecedented time, students may choose to wear any version of the uniform and be in compliance. This includes summer uniform and PE uniform.

However, on campus students must be in full uniform, no matter which uniform they choose to wear. There can be no mixing and matching of the uniforms. For example, if a student chooses to wear the polo shirt and navy blue slacks, they must have a belt, solid black, white, or navy blue socks, and solid black dress shoes.

The requirement for boy hair length has been temporarily waived due to the potential risk of exposure at hair salons. Students may also opt to wear monochromatic protective hair coverings with no markings or prints in an approved hair accessory color (ex. plain black headscarf). No other hats or head coverings may be worn while in school.

All hair accessories must be uniform colors. Jewelry and makeup requirements remain in place.





## Communication

The students will continue to begin each day viewing the morning announcements. These morning announcements will be shared via Youtube Live at 8:15 and will include the day's announcements, prayer, and the Pledge of Allegiance.

Teachers will respond to all emails received before 3:00pm the same day. Emails received after 3:00pm will be answered the following school day. Every Wednesday will be an asynchronous day of learning for students. Teachers are available during this time to take phone calls or participate in scheduled Zoom conferences with parents.

The Monday Morning Memo will be released each week by the principal. Mrs. Lewis will continue to hold a virtual morning coffee chat at 8:30 a.m. on the 2nd Friday of the month.

The COVID-19 pandemic creates a dynamic environment and quick changes to the school's operating status may be required to ensure the safety of our community. St. Mary of the Assumption will use our AP Notify alert system to push out information regarding school closures and other changes to our operations.





## In-School Safety Policies & Procedures

### Cleaning and Sanitizing Procedures

St. Mary of the Assumption School is dedicated to the safety of all students and staff. While the risk of COVID-19 exposure cannot be completely eliminated, strict cleaning and other preventative measures, such as facial coverings and social distancing, will be strictly enforced to reduce the risk to the greatest extent possible.

SMA will utilize an electrostatic disinfecting machine to thoroughly sanitize occupied rooms and restrooms twice daily. Occupied rooms and restrooms will be sanitized at mid-day recess and at the end of the day. The rooms will be allowed to sit for 10 minutes, as indicated in the manufacturer guidelines, prior to being used again. All surfaces will be wiped down at the end of each school day.

Each cleaning and sanitizing will be recorded on a chart with the date, time, and location and signed off by the staff member responsible for the cleaning. The chemicals used will also be recorded on the log. Only CDC approved chemicals will be used.

Math manipulatives and other similar supplies will be issued to students in individual bags as needed. Once returned, these supplies will be sanitized prior to reissue. Any shared Pre-K toys will be cleaned at least three times daily. Toys that are mouthed or exposed to other bodily fluids will be immediately removed to a designated bin and sanitized prior to being placed back into the classroom for use.

Students will not be permitted to use sanitizing wipes. Staff members using cleaning supplies will wear gloves to limit contact with potentially harmful chemicals.

The ventilation system at St. Mary of the Assumption School was inspected in July 2020 and found to be in compliance with CDC ventilation guidelines. Windows will be open whenever weather permits to increase air circulation.



# In-School Safety Policies & Procedures



## Signage

Signs will be posted at each entrance of the school informing staff and students that masks must be worn prior to entering the building. They will also indicate that only students and staff may enter the building at this time and provide the school office number for questions.

Signs will be posted at each sink detailing proper handwashing procedures. There will also be notices throughout the school reminding students and staff of social distancing guidelines (6 feet). One way hallways will be used whenever possible, but the unique layout of our building does not make this possible at all times.

## Exposure Protocol and Isolation Room

The small math room will be an isolation room for any suspected COVID-19 cases. Any student or staff member exhibiting signs of the coronavirus will be isolated to this area. The attending staff member will use full PPE at all times.

For the safety of the students and staff, the following symptoms will require immediate parent pick-up and students are to remain home until the symptoms subside:

- Fever of 100.4 or higher
- Chills or shaking chills
- Muscle aches
- Sore throat
- Headache
- Nausea or vomiting
- Diarrhea
- Fatigue
- Congestion or runny nose.



# In-School Safety Policies & Procedures



The following symptoms will be treated as potential COVID-19 cases and will require immediate parent pick-up and a 10 day quarantine. The Archdiocese of Washington Catholic Schools Office will be immediately contacted to determine next steps, including community notification and potential campus closure.

- Cough
- Shortness of breath
- Difficulty breathing
- New loss of taste or smell
- Any two of the symptoms listed above

## Face Coverings

Students in grades Pre-K-8 are required to wear face coverings at all times while in the facility. Face shields may be worn in combination with the mask, if desired, but do not replace the mask requirement.



### Mask Procedures:

- Masks must fit snugly to cover the nose bridge, mouth and chin
- Wash hands before putting on mask and when removing mask
- Only touch mask by its straps
- Avoid touching the mask while it is being worn
- Change mask if it becomes wet

Students will be permitted to remove their facial coverings while out at recess (maintaining at least six feet of social distancing) and while eating meals. Masks will be wrapped in a clean paper towel and placed in a plastic resealable bag when not in use.

Students should bring at least three total masks, including the one they are wearing, to school each day in the event they are dirtied or damaged. Reusable masks should be washed nightly. Face shields, if worn, should also be cleaned nightly.



# In-School Student Procedures



## Arrival and Dismissal

Families will arrive at school in personal vehicles beginning at 7:45am. Families will enter through the set of gates immediately in front of the entrance from 202. Families of students in K-8 will loop around the parking lot until their passenger side doors are adjacent to the building. Students in grade 1-5 will enter directly through their classroom doors. Students in Kindergarten and middle school will enter through the main back doors. Staff members will conduct a temperature check as students leave the vehicles.

Symptom screening will take place verbally each morning. If you answer yes to any of the following questions, your family will be asked to learn from home for the day.

### Has your child recently had:

- Temperature 100.4 degrees Fahrenheit or higher?
- Sore throat?
- Uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)?
- Diarrhea, vomiting, or abdominal pain?
- Severe headache?

### Has your family:

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19?
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to SARS-CoV-2?

If students do not exhibit a temperature and do not meet any of the risk factors from the questions above, they will exit the vehicle and enter through the designated doors.

Dismissal will be at 2:30 p.m. and will follow the same traffic pattern. Students will remain at their desks until their parent pulls in and then and will be dismissed one by one through the exterior door of the room.

Students and parents must wear face masks during drop-off and pick-up.



# In-School Policies and Procedures



## Recess

Students will be given at least 60 minutes of outdoor recreation each day when weather permits. Students will not be required to wear masks outdoors (see [Face Coverings](#)). Students must remain 6 feet apart at all times, regardless of mask use.

## Meals

Students will eat lunch in their designated room. Hands will be washed immediately before and after eating. All students must bring their own lunch. St. Mary of the Assumption will not provide hot lunch or beverages this year. Students should also bring a snack to be eaten at mid-morning.

Masks will be properly stored while eating (see [Face Coverings](#)) and will be put back on immediately after eating.

Students may bring refillable water bottles and can use the no-touch water bottle filling feature on the school fountains. The bottom part of the drinking fountains will be blocked off for sanitary reasons.

## Switching Classes and Specials

All students will remain in their rooms for the entire day with the exception of recess. Mrs. Clark and Mrs. Zichelli will move to the students' classroom for math and language arts respectively instead of the students moving rooms. Music will be taught virtually to eliminate the mixing of classes and the short amount of time built into the schedule to transition technology between classes. P.E. will be taught in person as students can safely distance themselves in the large gym. Spanish will be taught in person in the 4th and 5th grade classrooms.

## Student Belongings

All students will be provided with a crate to store all of their belongings at their desks. Coat racks and communal shelves will not be used for personal belongings.



# In-School Policies and Procedures



## Restrooms

Restroom use will be staggered to allow for social distancing. Restrooms will be sanitized at least twice daily during breaks. Every other sink and urinal will be blocked off to ensure social distancing while using the restroom. Students in grades K-2 will use the restroom located in the downstairs hallway. Students in grades 3-5 will use the restrooms located by the FLC gym.

## Extracurricular Activities

Extracurricular activities, with the exception of band and NJHS, have been cancelled until further notice. Band will be available through virtual small group lessons and NJHS will meet virtually once a week.

## Extended Care

Aftercare is open on a space available basis for families that need care for additional hours beyond the regular school day. This is open to families that have been offered placement in the physical school building. After care will go until 6pm. Snack will not be provided. Students in after care should bring a snack and beverage.

## Disciplinary

Students that violate social distancing and safety guidelines while in school may be asked to leave school and participate in at-home virtual learning until the problem can be resolved. It is important for the safety of all that students in the building follow the guidance outlined in this document. Parents are encouraged to talk about and practice mask wearing, hand washing, and social distancing prior to the return to school.



# In-School Policies and Procedures



## Essential Visitor/Parent Visits

To limit persons in and out of the building, parents will not be permitted in the school building. Should a parent need to hold a conference with a teacher, phone or video conferencing will be utilized.

Deliveries and mail will be left in the vestibule in a designated spot. Signs will be posted and staff will use the intercom system to speak with delivery personnel.

Should an essential visitor need to conduct business on school grounds (ex. repairs and inspections), they will enter through the main front doors and undergo the screening process described above. A visitor's log will be kept with the time, date, and duration of their visit.

