

# **St. Michael's School**

## **Reopening Plan**

### **In Response to COVID-19**



**August 14, 2020**

# Table of Contents

<b>Mission Statement</b>	Page 3
<b>Overview</b>	Page 3
<b>Coordination with State, County, and Diocesan Agencies</b>	Page 3
<b>Waiver Application</b>	Page 4
<b>Criterion 1: Website</b>	Page 4
<b>Criterion 2: Learning Models</b>	Page 4
<b>Criterion 3: Physical Distancing Policies</b>	Page 5
Signage	Page 5
Classroom Layouts	Page 5
Restrooms	Page 5
Teacher and Staff Safety	Page 6
Visitors and Volunteers	Page 6
<b>Criterion 4: Stable Cohorts</b>	Page 6
Recess Procedures	Page 6
Food Service and Lunch Schedule	Page 6
Assemblies and Mass	Page 7
Extended School Services (ESS)	Page 7
<b>Criterion 5: Facial Coverings and Other Essential Protective Gear</b>	Page 7
<b>Criterion 6: Cleaning and Disinfection</b>	Page 8
Schoolwide Cleaning and Disinfection	Page 8
Ventilation	Page 8
<b>Criterion 7: Entrance, Egress, and Movement Within School</b>	Page 8
Drop-Off Procedures for Students	Page 8
Staff Procedures	Page 8
Parent/Volunteer Procedures	Page 9
Pick-Up Procedures	Page 9
School Hours and Daily Schedule	Page 9
<b>Criterion 8: Health Screenings for Students and Staff</b>	Page 9
Daily Temperature and Symptom Screening	Page 9
Procedures for Isolating Students with Symptoms	Page 10
Procedures for When a Staff Member or Student Becomes Sick	Page 10
Procedures for Suspected or Positive COVID-19 Case	Page 10
<b>Criterion 9: Healthy Hygiene Practices</b>	Page 11
Hygienic Practices	Page 11
Drinking Water	Page 11
Touchless Faucet, Soap Dispensers, and Hand Sanitizer Stations	Page 12
Handwashing Stations	Page 12
Shared Materials	Page 12
<b>Criterion 10: Identification and Tracing of Contacts</b>	Page 12

<b>Criterion 11: Staff Training and Family Education</b>	Page 12
<b>Criterion 12: Testing of Students and Staff</b>	Page 13
<b>Criterion 13: Triggers for Switching to Distance Learning</b>	Page 13
<b>Criterion 14: Communication Plans</b>	Page 13
<b>Instructional Practices</b>	Page 14
Review of Prior Year Skills	Page 14
Educational Technology	Page 14
Blended Learning	Page 15
Distance Learning Model of Instruction	Page 15
Co-Curricular Classes	Page 15

## Mission Statement

*With Jesus Christ as our model, St. Michael's School guides students to grow in Faith, Knowledge, and Character, and prepares them to become active leaders in the Church and community.*

## Overview

St. Michael's School is aware that the COVID-19 pandemic is likely to affect our daily school routines for the foreseeable future. Our Task Force, comprised of SMS parents and staff, has worked tirelessly in formulating plans to mitigate risks and resume onsite learning when we have obtained approval and when it is safe to do so. The Task Force will continue regular meetings throughout this pandemic as we adapt to new guidelines as they present themselves. We rely on the Holy Spirit to guide us in our planning for the near and long-term future.

### Task Force Team

#### School Staff Representatives

Fr. Mel Monreal	Pastor, St. Michael's Parish; Superintendent, St. Michael's School
Mrs. Kathleen Mock	Principal
Mrs. Terry Gase	Vice Principal
Mrs. Malia Campbell	Business Manager; Human Resources
Mr. Michael Cazares	Director of Communications; IT Support
Mrs. Lisa Matens	Director of Admissions; School Health Coordinator
Mrs. June Poling	South Campus Teacher Representative; Science Curriculum Chair
Mrs. Amy Sellner	North Campus Teacher Representative; Second Grade Teacher
Mrs. Barbara Terry	Technology Teacher

#### Parent Representatives

Dr. Maryann Ally	Physician, UCSD
Dr. Mazer Ally	Physician, United Gastroenterologists
Mrs. Erica Huebner	Director of Admissions, Academy of Our Lady of Peace
Dr. Christy Lam	Pediatric Dentist, Pediatric Dentistry & Orthodontic Specialists
Dr. Albert Lin	Oral Surgeon, Boulder Oral & Maxillofacial Surgery
Mrs. Michelle Lyons	Parent Ambassador
Mr. Mike Lyons	Director of Software Development, Viasat Inc.
Mr. Matt Mahoney, Esq.	Partner at Witham, Mahoney & Abbott, LLP
Mrs. Sarah Mahoney	Spanish Teacher, Cathedral Catholic High School

Mrs. Natalie Mikhail	Registered Nurse, Palomar Medical Center, Escondido
Mrs. Alicyn Taylor	Accountant, Standard Drywall, Inc.
Mr. Chad Williams	IT Production Manager, Sony Computer Entertainment of America
Mrs. Tiffany Yandell	Director of Operations and Technology, The Charter School of SD

## Coordination with State, County, and Diocesan Agencies

The agencies responsible for providing guidelines, recommendations, and mandates for schools are the Center for Disease Control (CDC), California Department of Public Health (CDPH), County of San Diego Health and Human Services Agency (HHSA), San Diego County Office of Education (SDCOE), California Department of Education (CDE), and the Diocese of San Diego.

We will continue to coordinate with and review the guidance from the above local health officials and agencies, the Diocese, and other stakeholders to ensure that SMS operations reflect current recommendations to mitigate health impacts and prioritize the safety of students, staff, and visitors during the COVID-19 state of emergency. We will also continue to look to the above entities and the Diocese for guidance on whether future school closures may be necessary.

## Waiver Application

The San Diego County Elementary School Waiver Application identifies 14 Criteria to be addressed:

### Criterion 1: Website

A copy of the St. Michael's School reopening plan is posted on the main page of the school website located at [www.smspokay.org](http://www.smspokay.org). The reopening plan can also be found on the Diocesan website located at [www.sdatholic.org](http://www.sdatholic.org).

### Criterion 2: Learning Models

#### I: Distance Learning Model of Instruction

- a. Beginning on **Monday, August 31, 2020**, all students in Kindergarten through Grade 8 will begin in this model. Distance Learning Day Camps (multiple groups of 12) will be offered prior to the start of school for teachers to distribute material/books and explain the DL process. Day Camps will begin on Thursday, August 20, and continue through Thursday, August 27. Students will be assigned either a morning (9:00 – 11:30 AM) session or an afternoon (12:30 – 3:00 PM) session. By beginning in a Distance Learning setting, students and parents will understand the routines and procedures should an individual, class, or the entire school need to return to this model.
- b. A Distance Learning option will be provided to students and families who do not feel comfortable returning to in-person instruction. This option is available regardless of a student's health condition.
- c. Individual students, homerooms, or the entire school may have to return to a Distance Learning Model of Instruction in the event of a positive COVID-19 case(s).

## II: Traditional Model of Instruction for Kindergarten through Grade 6

- a. St. Michael's School is applying for a waiver which will permit us to provide in-person instruction for students in Kindergarten through Grade 6. Safety measures for in-person instruction include: maximizing space between students; clear acrylic shields on desks, tables, and counters; facial coverings required for all staff, and students in Grades 3-8; face shields or facial coverings required for students in Grades K-2; increased attention to personal hygiene (hand washing, hand sanitizer, cough in elbow); increased disinfecting and cleaning; cohorts remain in homeroom with teachers rotating; and optimizing outdoor spaces for learning.
- b. Should our waiver be approved, in-person classes will commence on **Tuesday, September 8, 2020.**

## III: Traditional Model of Instruction from Kindergarten through Grade 8/Return to Normal Operations.

- a. Once the county remains off of the state watch-list for 14 days, all students in Kindergarten through Grade 8 may participate in in-person instruction with the above safety measures enforced.
- b. Once there is a vaccine for the COVID-19 virus, and the health threat has subsided, we will be able to return to normal pre-pandemic operations.

## Criterion 3: Physical Distancing Policies

### Signage

Signage throughout the campus reminds students and staff to maintain physical distance (6 ft. if possible), avoid shaking hands or hugging, wear facial coverings, wash hands, and cover coughs and sneezes. *Crusader Circles* will be affixed on the ground indicating proper spacing. Signs will be posted throughout the campus and in restrooms to remind students to practice physical distancing and teachers will reinforce this practice through repeated instruction.

Teachers and staff will ensure that students maintain an increased spacing in lines as they move through outdoor hallways. Colored tape on the concrete floor will mark the direction students are to move. When possible, classroom doors will be labeled as an entrance or an exit.

### Classroom Layouts

Desks will be arranged to maximize physical distancing between students and a clear, acrylic shield will be mounted on each desk for further mitigation of airborne germs. Clear, acrylic shields will also be placed in classrooms with tables or counters instead of desks. This clear shield will allow students and staff to see and communicate with each other, can be written on with a dry erase marker, and can be used to display completed work.

Teacher and other staff desks will be spaced 6 ft. from student desks and will have a clear, acrylic shield mounted.

### Restrooms

Student restroom capacity on South Campus is limited to 10 students each. Student restroom capacity on North Campus is limited to 5 students each. Students must wait on a *Crusader Circle*

outside the restroom if capacity is reached. The entrance door to the restrooms will be propped open to prevent students from passing germs on the door handle and to increase ventilation. Stickers have been posted on restroom mirrors to remind students to wash their hands.

All North and South Campus restrooms and classrooms have been upgraded with touchless faucets.

### Teacher and Staff Safety

All staff members have been instructed to practice physical distancing to reduce transmission between adults.

Staff meetings, professional development training and education, and staff activities will primarily be conducted virtually, or with physical distancing measures in place when in-person is necessary.

The use of staff rooms will be minimized and staff members will be discouraged from congregating.

### Visitors and Volunteers

All adults entering campus must wear a facial covering over the nose and mouth, undergo temperature screening, and follow physical distancing practices. To reduce the number of adults on campus, we will suspend our volunteer requirements in the classroom until it is safe to resume. However, volunteers will still be needed for a variety of opportunities, such as lunch supervision, classroom technology coaches (for parents), room parents, and advancement/fundraising. A complete list of volunteer opportunities will be made available during our virtual Back-to-School Night sessions.

## Criterion 4: Stable Cohorts

Students will remain with their homeroom cohort throughout the entire day. These cohorts will be maintained in classrooms, recess, and at lunch. Students will not change classrooms; rather, subject-level teachers will rotate into each homeroom cohort.

Classroom cohorts will participate in outdoor education as much as feasible throughout the day.

### Recess Procedures

Recess times will be staggered on both campuses to reduce the numbers of students congregating. Homeroom cohorts will be assigned a recess location on a rotating basis. Students will wash their hands or use hand sanitizer prior to and after recess. Large open spaces such as our athletic fields will be utilized for recess.

North Campus homerooms will be provided with a class set of balls and recess equipment. This equipment may not be shared between homerooms, and will be disinfected at the end of the day.

### Food Service and Lunch Schedule

Ki's School Lunches will continue providing scheduled food service by offering boxed lunches for students who place an order by 8:00 AM on the day prior. Persons handling or serving food will wear gloves in addition to facial coverings. Lunch times will be staggered on both campuses to reduce the numbers of students congregating. Homerooms will be assigned a designated lunch area, and these areas will rotate each week. During inclement weather, we will utilize the gym or

the classrooms for lunch. Students will wash their hands or use hand sanitizer prior to and after lunch.

If a child forgets his/her lunch, parents may drop lunches off in a designated area outside each office. Please make sure to label lunches with student names and homerooms.

### Assemblies and Mass

Morning Assembly will take place in the classroom at 8:05 AM. Representatives from Student Council and Mercy Corps will lead Morning Assembly which will be live-streamed into each classroom.

The Weekly School Mass will be moved to Fridays at 9:00 AM. Initially, we will gather for Mass by homeroom cohorts on the South Campus field. Fridays are designated as Crusader Dress Days. Students may wear their Crusader Dress for "Mass on the Grass." When Mass is again permitted in church, homeroom cohorts will be scheduled to attend Mass on a rotating basis. Students who attend in church will be required to wear Mass attire. Mass will be live-streamed for all others into each classroom. Eucharistic ministers will provide communion for students in the classroom.

### Extended School Services (ESS)

Students attending ESS will be grouped into small, stable cohorts to minimize the spread of germs. It is necessary that parents provide additional food/snacks for their child to consume in ESS. The school will no longer be able to provide food.

## Criterion 5: Facial Coverings and Other Essential Protective Gear

All students in Grades 3-8, staff, and anyone entering campus are required to wear a facial covering over the nose and mouth. Students in Pre-Kindergarten through Grade 2 are required to wear either a facial covering over the nose and mouth OR a face shield. Facial coverings may be removed when eating, or outdoors when physical distancing can be maintained. When a facial covering is temporarily removed, it will be placed in a bag marked with the student's name and grade until it needs to be put on again. The school will provide students and staff with two cloth coverings and two disposable coverings (in the event a student forgets to bring theirs or it gets soiled). Students may elect to wear their own facial covering. There are no restrictions as to color or design; however, facial coverings may not include inappropriate images or content. Industry Guidance recommends washing cloth facial coverings after each use (every day). Teachers will also be provided with face shields for added protection.

Staff will be trained before the start of the school year on their requirement to wear a facial covering. All students will be reminded to wear their facial covering, avoid touching their facial covering, and to wash their hands frequently. Further, staff will remind students throughout the day on proper usage.

Students may be exempt from wearing a facial covering if they fall within the CDPH guidelines.

St. Michael's School will exclude individuals from campus (unless they are exempt from wearing a facial covering under CDPH guidelines) for non-compliance. Individuals will be given the option of Distance Learning.

Disposable gloves will be available for staff members who are aiding ill students. Gloves are found in the Isolation Rooms on each campus.

## Criterion 6: Cleaning and Disinfection

### Schoolwide Cleaning and Disinfection

Employees are required to disinfect their workspace multiple times throughout the day, paying special attention to commonly touched surfaces. Cleaning products are accessible throughout the workplace. Staff will also clean and disinfect shared supplies between student uses as well as frequently touched surfaces and objects in the classroom.

St. Michael's School has contracted with *Maintex* for janitorial supplies. *Maintex* cleaning solutions (Turbo Kill) have been approved by the United States Environmental Protection Agency (EPA) for use against SARS-COV-2 (COVID-19) and will be used safely. Throughout the day, our maintenance personnel will be wiping down high-use contact points, including, but not limited to door handles, light switches, and lunch tables. Restrooms will be cleaned once during the day (mid-day). In the evening, the maintenance personnel will thoroughly wipe down classroom desks, chairs, and counters, and the restrooms will be cleaned again.

A *Maintex* fogger will be used daily to disinfect lunch tables and playground equipment.

On Friday afternoons, maintenance personnel will conduct electrostatic spraying of all rooms and playground equipment using a *Clorox-360* machine. During cold and flu season, the frequency of electrostatic spraying will be increased.

### Ventilation

Teachers will keep classroom windows open as often as possible, weather permitting, and teachers will utilize outside space as often as possible throughout the day for instruction.

The installation of air cleaners, misters, and HVAC filter replacements is currently being evaluated for efficacy and affordability.

## Criterion 7: Entrance, Egress, and Movement within the School

### Drop-Off Procedures for Students

St. Michael's School will have three entry and exit points for students. On North Campus, cars dropping off students in the morning will enter the parking lot through the south gate and form a queue for temperature checks. Cars will exit campus at the north gate once their child/ren have been cleared to enter their classroom.

On South Campus, cars dropping off students in the morning will form a queue at Zone 1 (last names A-L) or Zone 2 (last names M-Z) and form a queue for temperature checks. Cars will exit campus at the south gate by the Holy Family Center once their child/ren have been cleared to enter their classroom.

After students have completed temperature and symptom screening, they should report directly to their homeroom cohort.

### Staff Procedures

Staff must go to the respective office each morning for a temperature check before going to the classroom.

## Parent/Volunteer Procedures

Parents must enter campus at either office for a temperature check. Parents are asked to call the school office if a child is arriving to school late. Parents must bring the child to the respective office to sign their child in to school. Parents who are picking a child up early are asked to call the school office. Students will be called from their classroom once the parent arrives on campus.

Parent volunteer opportunities will be limited to minimize the spread of germs, and will be reserved for outdoor tasks such as lunch duty.

## Pick-Up Procedures

At the end of the day, students will remain in their homeroom cohort until they are called out to their pick-up location. Parents will be given a name placard to affix to their car window. On South Campus, we will broadcast cars in queue through an FM channel. On North Campus, cars will form five lines on the blacktop. We will load and dismiss one line at a time.

Students participating in ESS or After-School clubs (once we are permitted to offer them) will remain in their classrooms until the advisors/teachers retrieve them.

## School Hours and Daily Schedule

Morning Extended School Services (ESS) will be available on South Campus in the Art Room from 6:30 – 7:45 AM. Reservations must be made with the ESS Director in advance. The room is limited to 25 students.

Students not attending Morning ESS may arrive on campus (North or South) beginning at 7:30 AM. School hours will be 8:00 AM – 2:30 PM for Grades K-3, and 8:00 AM – 2:45 PM for Grades 4-8 Monday through Thursday. Friday will be a minimum day; school will dismiss at 12:00 PM on both campuses to allow for teachers to meet with Distance Learners, for faculty meetings, and for enhanced cleaning.

Students in grades 4-8 will follow a block schedule, with three academic classes per day, and one co-curricular class per day. Students in grades K-3 will follow a traditional schedule with most subjects presented every day, as well as one co-curricular class per day.

ESS will be available after school until 6:30 PM. ESS will utilize outdoor areas and the gym.

## Criterion 8: Health Screenings for Students and Staff

### Daily Temperature and Symptom Screening

Parents are asked to take their child/ren's temperature at home before coming to school. Temperatures must be lower than 100 degrees Fahrenheit without the use of fever-reducing medication. Students with a temperature higher than 100 degrees Fahrenheit must remain at home. Staff members will administer temperature checks using an infrared touchless thermometer when students arrive on campus prior to exiting their vehicle. Students/parents will also be asked three screening questions:

- Has your child/children exhibited symptoms in the last 48 hours?
  - Fever (100 degrees Fahrenheit or higher)
  - Cough
  - Shortness of breath or difficulty breathing

- Chills
  - Repeated shaking with chills
  - Fatigue
  - Muscle pain
  - Headache
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
  - New loss of taste or smell
- Has your child/ren been exposed to someone with symptoms in the last 48 hours?
  - Has anyone in your household tested positive for COVID-19 in the last 48 hours?

Students with a marginal reading (between 100-101 degrees Fahrenheit) will be asked to remain in their vehicle and re-checked after 15 minutes. If a temperature is still present, they will be sent home.

Teachers will conduct visual screening checks throughout the day observing students who may be demonstrating COVID-19 symptoms.

All staff will complete a temperature and symptom screening before coming to school and answer the above three screening questions. Staff temperature checks will be conducted again when they arrive on campus. Staff members with a temperature higher than 100 degrees Fahrenheit will be sent home. Any adults coming on campus will complete a temperature and symptom screening as well.

### Procedures for Isolating Students with Symptoms

Both campuses have a designated room that will be utilized as a holding area for sick students. On South Campus, the isolation room is located just behind the front office. On North Campus, the isolation room is across the hall from the front office (previously copier room).

### Procedure for When a Staff Member or Student Becomes Sick\*

A student exhibiting COVID-19 symptoms will be taken to the isolation room until symptoms improve **OR** he/she can be transported home or to a healthcare facility.

The individual will be monitored for 15 minutes. If he/she shows signs of improvement, he/she may return to class. If he/she does not show signs of improvement, parents will be notified. Parents are asked to pick up their children as quickly as possible, preferably within 30 minutes. Parents should consult their health care provider for further directions.

Isolation rooms will be thoroughly cleaned, disinfected, and ventilated after each use.

Staff members exhibiting COVID-19 symptoms will be sent home immediately.

\*Guidelines taken from: *California School Nurses Organization COVID-19 Health Services Recovery Plan Resource Guide in Educational Settings*

### Procedure for Suspected or Positive COVID-19 Case\*

If a student or staff member believes he/she **may have been exposed to COVID-19**, he/she must:

- Contact health care provider
- Practice physical distancing
- Self-check for COVID-19 symptoms
- If symptoms appear, get tested for COVID-19

If a student or staff member **has been exposed or has been in close contact** (within 6 feet with no facial covering for 15 minutes or greater) **with someone who has tested positive or is being tested for COVID-19**, he/she must:

- Self-quarantine for 14 days from last exposure to COVID-19 contact
- Consider COVID-19 testing
- Contact health care provider
- Self-check symptoms of COVID-19
- If COVID-19 positive, may return to school/work when cleared by Public Health

If a student or staff member **is COVID-19 positive**, he/she must:

- Self-isolate at home
- May return to school/work when a health care provider affirms that
  - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications **AND**
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath) **AND**
  - At least 10 days have passed since COVID-19 symptoms first appeared

\*Guidelines taken from: *California School Nurses Organization COVID-19 Health Services Recovery Plan Resource Guide in Educational Settings*

## Criterion 9: Healthy Hygiene Practices

### Hygienic Practices

Teachers will demonstrate and reinforce the following hygienic practices with students. These practices should be conducted at home as well:

- Thoroughly wash hands with soap and water for 20 seconds several times throughout the day
- Avoid touching nose, mouth, and eyes with hands
- Do not share food, drinks, or personal care items
- Cover coughs and sneezes with a bent arm or tissue; wash hands or use hand sanitizer afterwards
- Dispose of used tissues immediately into a trash receptacle and wash hands or use hand sanitizer

Students will be required to wash their hands before and after recess and lunchtime and anytime they use the restroom.

### Drinking Water

The use of drinking faucets in the classrooms and outside will be suspended. Every student must bring a labeled, reusable water bottle(s) to school with them each day. In addition, the school will have plastic water bottles available.

## Touchless Faucets, Soap Dispensers, and Hand Sanitizer Stations

Touchless faucets and soap dispensers have been installed in all classrooms, as well as in the restrooms on both campuses. Touchless hand sanitizer dispensers have been placed in every classroom and the office lobbies. We are using Purell hand sanitizer, which is ethyl alcohol-based. Children under age 9 will use hand sanitizer under adult supervision.

## Handwashing Stations

Four portable handwashing stations will be added to the campus to encourage frequent handwashing and to minimize congestion in the restrooms.

## Shared Materials

To the extent possible, students will not share materials. Each student will need their own personal supplies and their own technology device. Any shared materials will be cleaned and disinfected throughout the day.

## Criterion 10: Identification and Tracing of Contacts

The school principal and vice principal will be the COVID-19 Team and will be responsible for responding to COVID-19 concerns. Staff will be trained and instructed to contact them should an issue arise. The COVID-19 Team will:

- Work closely with personnel to track students and staff who have COVID-19 related symptoms or who test positive for COVID-10
- Monitor staff absenteeism and ensure trained back-up staff where available
- Receive training on Contact Tracing and perform the Contact Tracing for each case. *(Contact Tracing, a core disease control measure used by local and state health department personnel, is a key strategy for preventing further spread of infectious diseases, including COVID-19. Contact Tracing is part of the process of supporting affected individuals and warning contacts of exposure in order to stop chains of transmission.)*
- Investigate whether any work-related factors could have contributed to the infections(s).
- Respond to any staff or parent concerns related to COVID-19
- Monitor the screening and testing of staff
- Notify local health officials
- Notify parents via school email as soon as possible if communication is warranted

## Criterion 11: Staff Training and Family Education

At the beginning of the school year, and at weekly staff meetings, staff will be trained on the Reopening Plan and Safety Protocols and be provided with educational materials and tools for implementing the protocols in their classrooms and with their students.

All school families have received a copy of the Reopening Plan, as well as COVID-19 Resource Materials. These documents have also been placed on our school management system site (FACTS SIS) under Resource Documents. Periodic virtual Q and A sessions will be offered for school families regarding the Plan and Materials.

## Criterion 12: Testing of Students and Staff

There is not a program in place to allow for systematic testing at this time. Students and staff with symptoms of COVID-19 will be encouraged to get a test through their health care provider or community testing site. Asymptomatic students and staff will be encouraged to receive regular COVID-19 tests once local testing capacity allows.

## Criterion 13: Triggers for Switching to Distance Learning

St. Michael's School intends to work with County of San Diego public health officials to determine triggers for switching to distance learning and will be following the recommended measures outlined in the COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year.

The California Department of Public Health Guidance on School Closures is as follows:

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/students/staff are cases within a 14-day period, depending on the size and physical layout of the school. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data. Schools may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

## Criterion 14: Communication Plans

St. Michael's School, in partnership with parents, who are the primary educators of their children, understands the necessity of establishing and maintaining a regular dialogue with parents regarding the education and safety of their children. Therefore, we will make every effort to:

1. Provide clear, concise, and regular communication between school/teacher and parents
2. Establish regular opportunities for discourse between school/teacher and parents to foster partnership
3. Utilize a variety of tools to promote communication:
  - School Website
  - FACTS SIS (RenWeb)
  - School Reach (Emergency Notification System)
  - SMS School Mobile App
  - Text Messages
  - Email
  - Messenger
  - Note from the Principal
  - Class Newsletters
  - Teacher/Parent Q & A Zoom meetings

St. Michael's School will email all families and staff should an urgent update be warranted (such as potential exposure or school closure). The school will also post all necessary information on

our school's website. Information communicated to school families, staff, public health officials, and the community will maintain confidentiality as required by FERPA, HIPAA, and state law related to privacy of education records.

## Instructional Practices

### Review of Prior Year Skills

Teachers have completed a thorough review of end-of-year mastery of grade/subject level standards and have identified which (if any) standards were not covered or mastered. Teachers will discuss any loss of learning at step-up meetings prior to the start of the school year. Teachers will administer formative assessments during the first weeks of school to verify any gaps, and teachers will spend as much time as necessary teaching or reviewing these skills.

### Educational Technology

Technology will be utilized in both a Traditional (in-person) and Distance Learning approach to education. We will strategically leverage technology tools to ensure that our students are receiving the highest quality of instruction possible, and to make sure that we are adaptable and flexible to whatever the future might bring.

We will use *Google Classroom* as our Learning Management System (LMS) in grades 3-8 for distribution of educational material and submission of assessments. We will use *SeeSaw* as our LMS in grades K-2. We will proactively teach students and families how to use each system.

St. Michael's School will also access a suite of technology programs that align with our goals. Applications being considered are *Padlet*, *Nearpod*, *Screencastify*, *Explain Everything*, *Flipgrid*, *IXL Math*, *Literably*, and *Epic*.

Technology will be integrated into the curriculum in a strategic and meaningful way every day. Curricular goals include the development of Critical Thinking, Collaboration, Communication, and Creativity skills. Building these skills through the use of technology will help students engage in learning to achieve these goals in ways that textbooks alone cannot provide. Additionally, growing in computer literacy is essential for 21<sup>st</sup> century learners.

Students will also be given the opportunity to demonstrate mastery of standards through a variety of formative and summative assessments utilizing technology, and parents will have better access to student progress through the grade-level LMS and tech applications.

Further, the use of technology allows for the distribution of material and collection of student work that relies less on the passing of paper, which is important in reducing the transmission of germs, when we return to in-person learning.

Industry Guidance recommends that, to prevent the spread of COVID-19, technology devices should not be shared. Because St. Michael's School does not have enough devices for every student, we will need parents of students in some grades to Bring Your Own Device (BYOD). Once we return to in-person learning, St. Michael's School will provide students in Kindergarten and grade 1 with an iPad and/or Chromebook for use in school. The school will provide students in grades 6 and 8 with a desktop or Macbook computer. Students in all other grades (2, 3, 4, 5, 7) will be required to bring their own device to school every day. SMS has a limited number of extra devices available for loan. All students will need to bring a set of headphones to school as well.

## Blended Learning

Technology will permit us to implement a Blended Learning approach to education, consisting of explicit instruction, project-based learning, and online learning. Students will be better able to adjust their learning to their own pace allowing teachers more time for individualized student support. Teachers can differentiate instruction by accessing a variety of online resources for remediation or extension. Using video, audio, and collaborative online learning tools, teachers will implement creative methods to teach their students in an engaging way.

Student choice is also an important factor in Blended Learning, and part of the learning process will allow for project-based learning and independent study based on personal goals and interests.

## Distance Learning Model of Instruction

Students whose parents select a Distance Learning Model of Instruction will be able to join classes through *Zoom/Swivl* technology. Students who are learning at home will be expected to follow the homeroom schedule and join instruction live. Students who are home sick will also be able to stay current with lessons and assignments as they feel well enough. Students will be expected to complete and submit assignments on a schedule, and assessments will be administered in person or proctored online.

If an individual student, a class, or the entire school is in a Distance Learning Model of Instruction, attendance will be taken for each class. Students are required to join *Zoom* classes and be prepared to learn as if in school. Parents are asked to ensure that a quiet work station is provided, students are expected to wear their school uniform during school hours, and when students are joining *Zoom* lessons, they are to have their video turned on and their audio turned off. Additional etiquette guidelines will be provided by the homeroom teachers. It is essential that all students have access to a device for Distance Learning as well as adequate WiFi connectivity.

**Distance Learning will be greatly enhanced from the emergency Distance Learning that was implemented in the spring.**

## Co-Curricular Classes

All students will participate in physical education classes throughout the week. Students in grades 4-8 will have PE classes twice each week, and students in Kindergarten – grade 3 will have PE classes three times each week. These classes will focus on health and fitness. Contact activities will be avoided and physical distancing will be practiced.

Students will have Art (K-8), Spanish (4-8), Technology (K-6), and/or Library (K-4) classes each week in their homeroom or outside.

Yearbook, for grades 7 and 8, will be offered online during Distance Learning. When students in Grades 7 and 8 are permitted to return to campus, we may be able to offer Yearbook as an after-school club.

At this time, we will not provide music instruction from a specialized teacher. Singing and playing of instruments are not permitted because of the increased risk of germ spread. Classroom teachers will play music throughout the day, specifically liturgical songs. We will resume music education in the future.

**This document is subject to change. Edits will be on-going, pursuant to developments and directions from Diocesan, County, and State agencies.**