



# REOPENING PLAN

## 2020-2021



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



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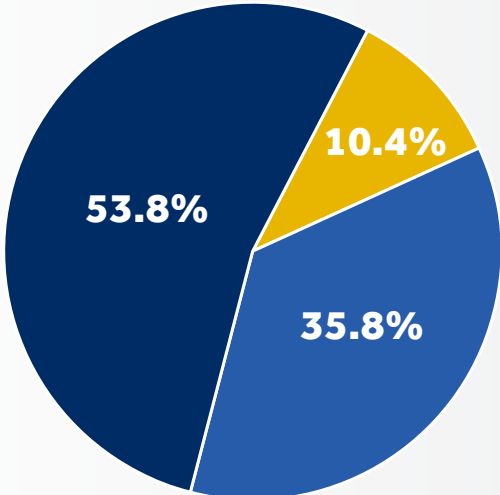
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# Summary

St. Mary of the Assumption recognizes the delicate balance this next school year brings for all schools. It is of vital importance that students, staff, and all other members of the community are safe from the potentially fatal and highly contagious COVID-19 virus. However, it is also crucial for students, especially those in the elementary grades, to return to the emotional, social, and academic benefits of in-person learning as soon as possible. The current situation of increasing coronavirus cases in Prince George’s County and the results of our parent survey (see chart below) have led to the decision for St. Mary of the Assumption to begin the 2020-2021 school year with virtual academics for grades K-8. It is our belief that a well-executed virtual learning curriculum can negate many of the academic losses that can be created by a campus closure.



## At this time, the option I would most prefer for my child is:

- Virtual, at-home learning
- Blended learning
- In person learning

Parent Survey Result from July 16, 2020  
(108 responses out of 123 families)

# Summary



Knowing that we have many military and first responder parents, as well as those with other jobs that do not allow employees to work remotely, a limited number of students will be permitted to begin the school year in the building full time. These students will also receive fully virtual instruction on a personal device, but they will be physically in the building and supervised by support staff. Students in grades K-8 will be placed into two mixed-age groups of 15 (maximum) which will be located in the gym and cafeteria. This structure provides many benefits:

**1**

Teachers can begin the year focused on excellent academics in the virtual classroom, instead of dividing their efforts to teach both in-person and virtually, which are and should be structured fundamentally differently.

**2**

There will be a very unlikely possibility of any cross-contamination between student groups, reducing the chances of COVID-19 exposure.

- a. Siblings will be in the same group
- b. Groups will be located on opposite ends of the building with separate bathrooms, entrances/exits, and outdoor recess locations
- c. Supervising adults will only be in the same physical space as one group of children to avoid any cross-exposure

**3**

Students can receive technical and academic support from experienced paraeducators and specials teachers when parents are unable to provide this assistance at home due to job obligations

**4**

SMA administration can analyze the success of policies and procedures in the context of small, manageable groups prior to allowing additional in-person students



## Summary



The AAP recommends that “School policies must be flexible and nimble in responding to new information, and administrators must be willing to refine approaches when specific policies are not working.” It is our goal to bring all students into the building as soon as it is safely possible. By beginning with a small group of children and expanding gradually, while re-evaluating procedures each step of the way, St. Mary of the Assumption can be confident in a safe, methodical, and efficient return to the traditional school setting.

The Pre-K program falls under the umbrella of childcare and has been permitted to open fully (with precautions) since the move to Phase 2 in early June. Therefore, it has been decided that students enrolled in our Pre-K program will have the option of at-home virtual or full in-person learning. Our Pre-K will host up to two groups of 10 children in separate rooms during the reopening of schools.



**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.





## Beginning of School Schedule

<b>AUGUST</b> <b>17<sup>th</sup></b>	<b>Scantron Testing Window Begins</b>
<b>AUGUST</b> <b>25-28<sup>th</sup></b>	<b>Meet the Teacher Week</b> (see <a href="#">Communication</a> )
<b>AUGUST</b> <b>26<sup>th</sup></b>	<b>Virtual 8th Grade Parents Night</b> 6:30PM
<b>AUG. 31<sup>th</sup></b> - <b>SEPT. 4<sup>th</sup></b>	<b>First Week of Virtual Classes</b>
<b>SEPTEMBER</b> <b>8<sup>th</sup></b>	<b>Small Groups of Students Begin in School Building</b>





# Reopening Plan K-8

## Academics

St. Mary of the Assumption School is committed to providing an excellent academic program for all enrolled students. At the beginning of the year, all students will learn virtually through synchronous classes conducted through Zoom and asynchronous academic work through SeeSaw (K-3) and Google Classroom (4-8). Students in grades 4-8 will also be provided with a school-issued email address. All emails sent or received from these email accounts are accessible to administrative staff and should be used for school-related matters only.

## Supplies

Students have the option of using their own device or borrowing a device from the school. Due to multiple grade levels running concurrent classes, each student will need their own device. The school has many devices, including iPads, Chromebooks, HP Streams, and Galaxy tablets, to issue to students that need them for no additional cost. These families will sign a usage and care agreement prior to issue.

SMA families can also borrow a school desk and chair if needed to set up an academic work space for students at home. All textbooks, workbooks, notebooks, writing utensils, and other school supplies will be provided by the school. A bi-weekly supply pick-up will take place to allow families to pick-up replacements materials as well as supplies for projects and other special activities. These pick-ups will be held no-contact “carline style” where a masked staff member will bring individually packaged supplies directly to the car.



# Reopening Plan K-8



## Attendance, Expectations, and Grades

Students are expected to fully participate in all live academic sessions and complete assigned work in a timely manner. Attendance will be taken at each live class session.

When attending classes, students should:

- Be on time for class
- Set their display name to be their first and last name. Teachers will not admit unknown or generic names into class (Ex. Galaxy10)
- Sit-up while in class – no lying down
- Make sure their face is visible and immediately recognizable.
- Have their camera on at all times during class unless the teacher asks or gives them permission to turn it off. Students may be marked absent if they are not visible to their teacher
- Have their cell phones away during class time, preferably in another room
- Refrain from using virtual backgrounds
- Mute their microphone unless speaking
- Be in uniform (see [Uniform](#))

Teachers will assist in reminding students of these expectations. Students who consistently violate these rules will have their screen and microphone muted and will be unable to participate in discussion or ask questions for the remainder of the session. If this occurs for more than three total class sessions, a virtual meeting will be scheduled between Mrs. Lewis, the student, and his/her parents to determine the way forward for the remainder of virtual learning.

Students will be graded on their normal grading scale. Grades 4 through 8 will be graded with letter grades (A-F) for academic subjects and (E-U) for specials. Grades PK through 3rd will be graded using standards-based grading.

Work is expected to be completed in a timely manner and points will be deducted for late work as outlined in each teacher's syllabus.





# Reopening Plan K-8



## **Students with Accommodations**

Mrs. Dunn will be in contact with families of students with Catholic Accommodation Plans or Individualized Catholic Education Plans to ensure their accommodations are being implemented in the virtual setting to the fullest extent possible. Families of students without a CAP or ICEP but feel their child needs additional support are encouraged to reach out the Mrs. Dunn at [mdunn@stmaryum.org](mailto:mdunn@stmaryum.org). One-on-one tutoring, organization skill support, and other assistance is available for students that may benefit from services.

## **Scantron Testing**

All students in Grades K-8 will take a modified, shortened Scantron assessment prior to the beginning of the school year. This test will take a total of one hour for both reading and math. Families will sign up for testing windows, which will begin on August 17th. An adult must accompany the student for this beginning of the year Scantron test. Each family will be in their own room without any other persons besides the assigned staff proctor. Students may bring their own device and headphones or borrow a school device and be issued new headphones.

Students will be permitted to use the bathroom down the hall if necessary, but due to the short duration of the test, families are encouraged to have their children use the bathroom prior to coming to school for the testing window. Bathrooms will be cleaned in between student uses. Students, staff, and parents must keep masks on at all times while in the building for Scantron.



# Reopening Plan K-8



## Schedule

In an effort to balance the potentially negative effects of extended screen time with the time required for content mastery, each class's schedule was created to provide opportunities for direct, live instruction (synchronous) as well as independent pencil and paper, hands-on, or virtual work (asynchronous). Additionally, we recognize the importance of a positive relationship between teachers and students and the need for additional support when virtual learning. During the scheduled independent work time, teachers will be meeting with students one-on-one and in small groups to provide tailored support and enrichment. Every Friday will be a day of asynchronous learning. This means that, while there will be no live classes, students will still be responsible for assigned independent work. On this day, teachers will be available to have parent conferences, tutor students that need additional assistance, participate in professional development, plan for the following week, and grade. The following schedules are general outlines of what parents and students can expect at each grade level and are subject to change. A finalized schedule will be sent out prior to the first week of school.

## Pre-K

Due to the nature of virtual learning with very small children, Pre-K lessons will be conducted in small group sessions throughout the day. Students should expect an hour total of synchronous learning and a variety of hands-on projects and enrichment work. Students will be provided with "project packets" that contain all the materials they will need, including, glue, scissors, construction paper, and other art supplies.



# Reopening Plan K-8



## Kindergarten & Grade 1

8:30AM	Morning Meeting
9:00AM	Math Block (whole group and small group via Zoom, independent work while other groups meet)
10:00AM	Snack/Break
10:30AM	Reading Block (same format as Math Block)
11:00AM	Lunch
12:30PM	Science/Social Studies (Zoom and independent work)
1:00PM	Specials
1:20PM	Raz-Kids/AR/IXL/SeeSaw (Breaks as needed)
2:00PM	Religion (Zoom and independent work)

## Grade 2 & Grade 3

8:30AM	Morning Meeting
9:00AM	Math Block (whole group and small group via Zoom, independent work while other groups meet)
10:00AM	Snack/Break
10:30AM	Reading Block (same format as Math Block)
11:00AM	Lunch
12:30PM	Science/Social Studies (Zoom and/or independent work)
1:00PM	Raz-Kids/AR/IXL/SeeSaw/Spelling City (Breaks as needed)
1:40PM	Specials
2:00PM	Religion (Zoom and independent work)



# Reopening Plan K-8



## Grade 4 & Grade 5

8:30AM	Reading(4th)/ Math (5th) Block (whole group and small group via Zoom, independent work while other groups meet)
9:30AM	Specials
10:00AM	Snack/Break
10:30AM	Math (4th) Reading (5th) Block (same format as prior block)
11:30AM	Lunch
12:30PM	Science/Social Studies
1:15PM	Independent Enrichment (IXL, AR, DEAR; breaks as needed)
2:00PM	Religion

## Middle School

8:30AM	Class A Whole Group (Zoom)
8:30AM	Class A Small Groups (Zoom)/Independent Work
9:00AM	Class B Whole Group (Zoom)
9:30AM	Snack/Break
10:00AM	Specials
10:30PM	Class C Whole Group (Zoom)
11:00PM	Class C Small Groups (Zoom)/Independent Work
11:30PM	Lunch
12:30PM	Class D Whole Group (Zoom)
1:00PM	Class D Small Groups (Zoom)/Independent Work
1:30PM	Class E Whole Group (Zoom)
2:00PM	Class E Small Groups (Zoom)/Independent Work





# Catholic Identity



## Prayer

Students will have multiple opportunities daily to engage in prayer as a community. Every day, the morning announcements will begin with prayer. Each live class session will also begin with prayer. Religion classes will provide opportunities for students to learn and grow in their Catholic faith.



## Mass

St. Mary of the Assumption will stream a live virtual Mass every Friday at 10am via Youtube Live. Once the rules and procedures are established and familiar with the students in school (within the first few weeks) students will physically attend Mass in their small groups of 15 on a rotating basis. Students in school that are not able to attend on a certain week will also watch the livestream.



## Service

Opportunities for advocacy and service will be shared with the community on at least a monthly basis. Though the ability to physically go to a location and providing services to the community at large is limited, there are multiple opportunities for at-home service that can help the students grow in their ability to follow Christ in his servitude to others. Some examples include creating cards for seniors in the nursing home and making rosaries.





## 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.

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 (ex. plain black headscarf). Hats with brims and other headgear that could potentially obscure a student's face are not permitted.

All hair accessories must still be in uniform colors (black, navy, white, green, red, yellow). Jewelry and makeup requirements remain unchanged.





# Communication

As we begin a new year of virtual learning, it is very important for students to create connections with their teachers. In order to facilitate these relationships, the first week of school (August 25th-28th) will be set aside scheduled one-on-one meetings between teachers and their students and families. This meeting will replace Back to School Night in that teachers will share their syllabi and class expectations. This will also be a time for students to share their interests and fears and hopes for the upcoming school year. Please look for an email within the next few weeks with details about scheduling these meetings. Virtual classes will begin the week of August 31st.

The students will 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. Students are invited to participate in these videos by sharing videos and audio clips of themselves saying the prayers or Pledge.

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 Friday 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 also hold a virtual morning coffee chats every Friday with each grade level on a rotating basis.

1st Friday of the month: Pre-K - 1st	3rd Friday of the month: 4th & 5th
2nd Friday of the month: 2nd & 3rd	4th Friday of the month: 6th - 8th

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 Policies and Procedures

St. Mary of the Assumption School will open to a small group of students on September 8th, 2020. These students will be expected to adhere to the guidance below for the safety of our community.

### **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.





# In-School Policies and Procedures



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.

## **PPE Purchase and Use**

St. Mary of the Assumption will purchase disposable face masks for all staff members. Disposable gowns and gloves will be available for anyone participating in cleaning and sanitizing procedures. A full protective suit will be purchased for Mrs. Campbell when interacting with potential COVID-19 exposures in the isolation room.

## **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).

## **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.



## In-School Policies and Procedures



For the safety of the students and staff, the following symptoms will be treated as potential COVID-19 cases and will require immediate parent pick-up unless a note from a medical professional is provided:

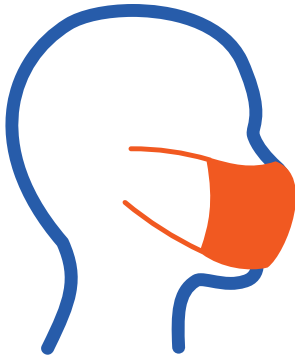
- Temperature 100.4 degrees Fahrenheit or higher
- Sore throat
- Uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- Severe headache

The Archdiocese of Washington Catholic Schools Office will be immediately contacted to determine next steps, including community notification and potential campus closure.

When cleaning areas used by a person with suspected COVID-19, staff will complete the following steps, as recommended by the CDC:

- Wait 24 hours before entering the area(s) to be cleaned. This may result in a temporary campus closure.
- Wear the provided disposable gloves and gown during all steps of the cleaning process.
- Open outside doors and windows to increase air circulation in the area.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms,
- common areas, focusing especially on high-touch surfaces.
- Clean visibly dirty surfaces with soap and water prior to disinfection.
- Disinfect surfaces using electrostatic sprayer.
- Allow surfaces to remain wet for 10 minutes.
- Removed PPE carefully to avoid contamination of the wearer and the surrounding area.





## Face Coverings

Students in grades PK-8 are required to wear face coverings at all times while in the facility.

### 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 reclosable 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.



# In-School Policies and Procedures



## In-School Student Procedures

### Arrival and Dismissal

Families will arrive to school in personal vehicles beginning at 7:45am. Families will drive to the designated entrance door and a staff member will greet them.

- Students in the gym will enter through the gym lobby.
- Students in the cafeteria will enter through the main front doors.
- Students in Pre-K will enter through the Pre-K front doors.

Parents will be required to take each child's temperature using a thermometer brought from home prior to the student exiting the vehicle. After each temperature is taken, the parent should show the thermometer to the attending staff member. Parents will also verbally answer the following questions below for each child:

#### 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 the answer is yes to any of the above questions, or if a child exhibits a temperature of more than 100.4 degrees Fahrenheit, no member of the family may enter the school building until 24 hours after the symptoms subside or a note from a healthcare professional stating



# In-School Policies and Procedures



the student may safely return to school is provided. If exposed to an infected individual, families may not enter the building until the CDC recommended 10 day quarantine period is complete.

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 door. As the students enter, temperatures will be taken for a second time at the door by a staff member using a school issued no-contact forehead thermometer.

During dismissal, students will remain at their desks and will be dismissed one by one through the exterior door of the room once their parent pulls up.

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

## **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 in the cafeteria will use the back parking lot. Students in the gym will use the side parking lot. Pre-K students will use the Pre-K playground, which will be cleaned between uses by the two groups.

## **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. Parents who prepaid for milk, juice, water, and pizza will be refunded with a credit towards their next tuition payment. Students may 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.



# In-School Policies and Procedures



## Restrooms

Each group of students will have a designated set of boy/girl restrooms. Students in the cafeteria will use the restrooms located by the front doors. Students in the gym will use the restrooms by the gym. Students in the Pre-K will use the restroom located in their respective classrooms. Restrooms will be sanitized at least twice daily.

## Extracurricular Activities

Extracurricular activities have been cancelled until further notice. This includes all sports and clubs. Band will be available through virtual small group lessons.

## Extended Care

Extended care is available 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. Before care will begin at 6:30am and after care will go until 6pm. Students will be cared for in their designated areas (Pre-K room, cafeteria, and gym) to prevent the mixing of groups. Breakfast and snack will not be provided. Students should eat breakfast prior to coming to school. 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 everyone 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 start of 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 at the beginning of the year. Should a parent need to hold a conference with a teacher, phone or video conferencing should 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.





## Tuition

St. Mary of the Assumption is dedicated to providing an excellent school experience for students so they can learn and grow academically, spiritually, socially, and emotionally, no matter what format this learning takes. To keep this experience accessible to our community, St. Mary



of the Assumption pledges to maintain cost-based tuition each year and secure additional funding to keep Catholic education affordable. Last year, the differential between the total cost of education per student and the average tuition per student was approximately \$1,500. We usually make up the difference with fundraising, extended care, cafeteria sales, donations, rental income, Archdiocesan assistance, MSDE grants, and parish subsidies. Though we have lost many of these sources of income due to the current global environment, we will continue to honor the tuition published last November for the 2020-2021 school year. Should your family require additional financial assistance, please reach out to the school to see what options are available.

