

+J.M.J.

ST.  
MICHAEL  
SCHOOL  
RETURN TO  
SCHOOL  
PLAN

2020-2021  
(AS OF AUGUST 7, 2020)

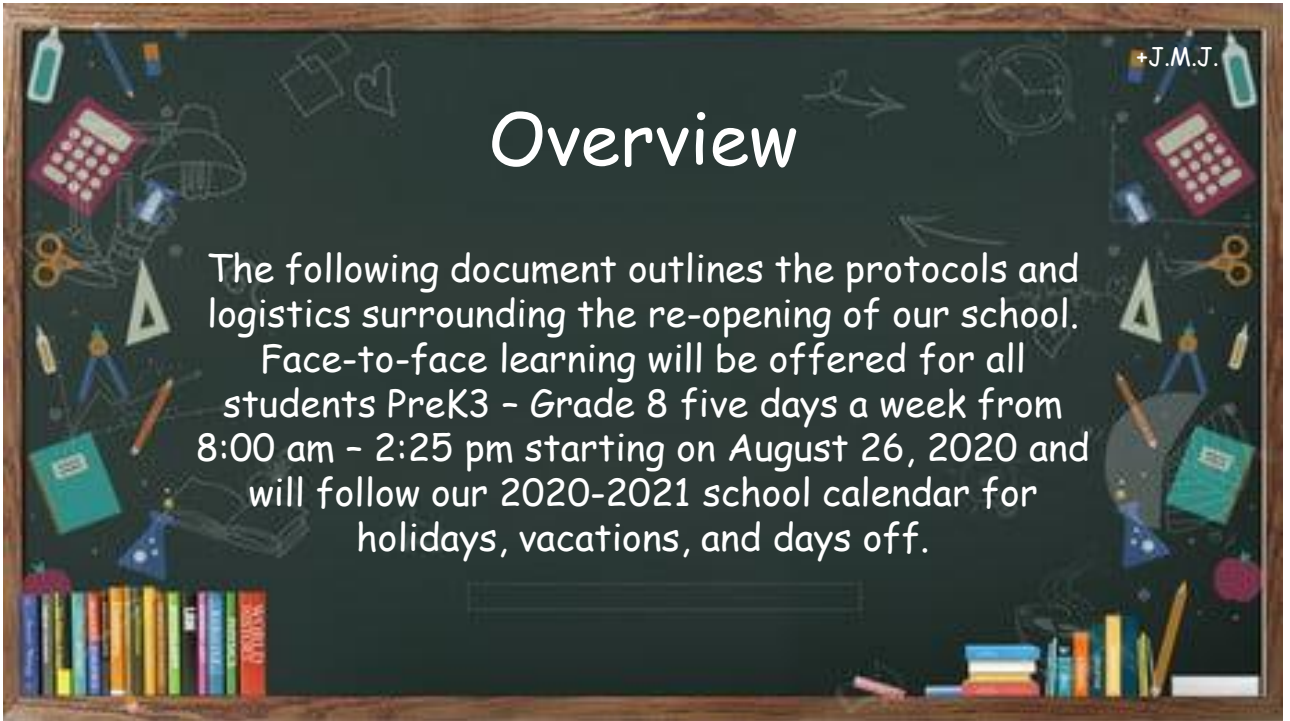
1

+J.M.J.

# Our Mission

Saint Michael, an accredited Catholic Elementary School, partners with families in the education of the mind, body, and soul of each child.

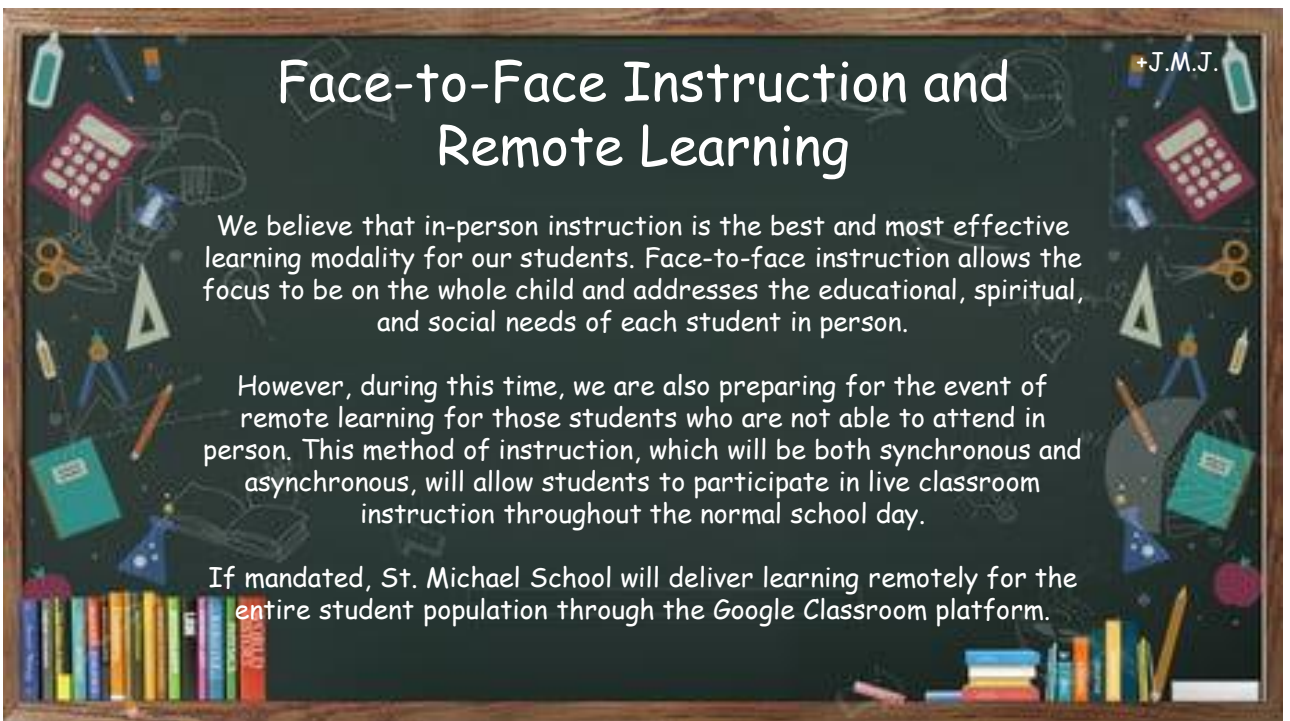
2



# Overview

The following document outlines the protocols and logistics surrounding the re-opening of our school. Face-to-face learning will be offered for all students PreK3 - Grade 8 five days a week from 8:00 am - 2:25 pm starting on August 26, 2020 and will follow our 2020-2021 school calendar for holidays, vacations, and days off.

3



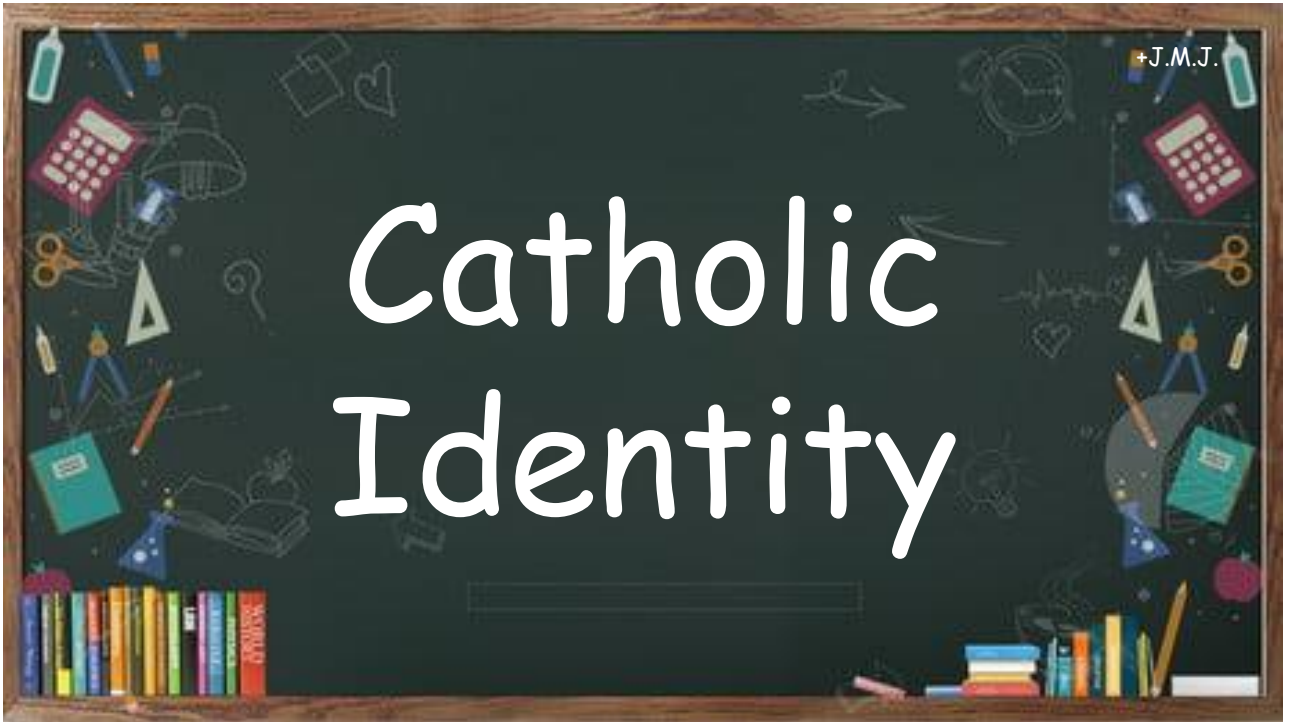
## Face-to-Face Instruction and Remote Learning

We believe that in-person instruction is the best and most effective learning modality for our students. Face-to-face instruction allows the focus to be on the whole child and addresses the educational, spiritual, and social needs of each student in person.

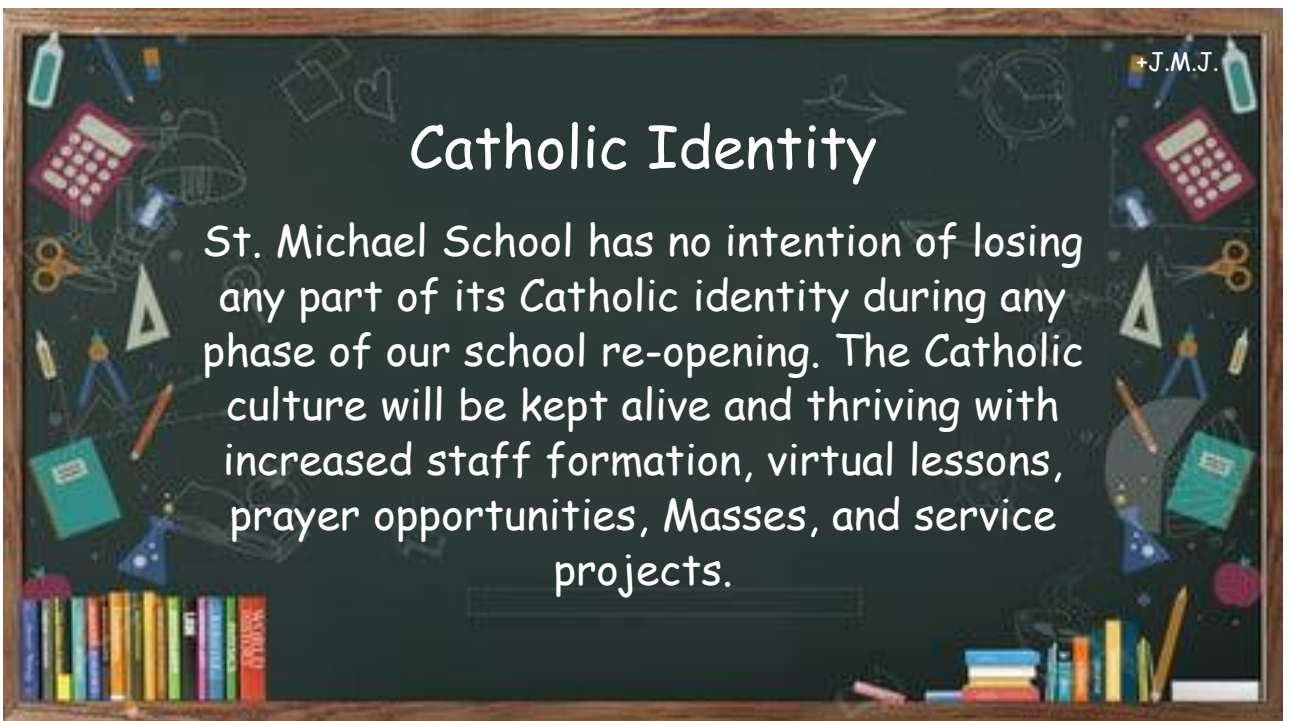
However, during this time, we are also preparing for the event of remote learning for those students who are not able to attend in person. This method of instruction, which will be both synchronous and asynchronous, will allow students to participate in live classroom instruction throughout the normal school day.

If mandated, St. Michael School will deliver learning remotely for the entire student population through the Google Classroom platform.

4



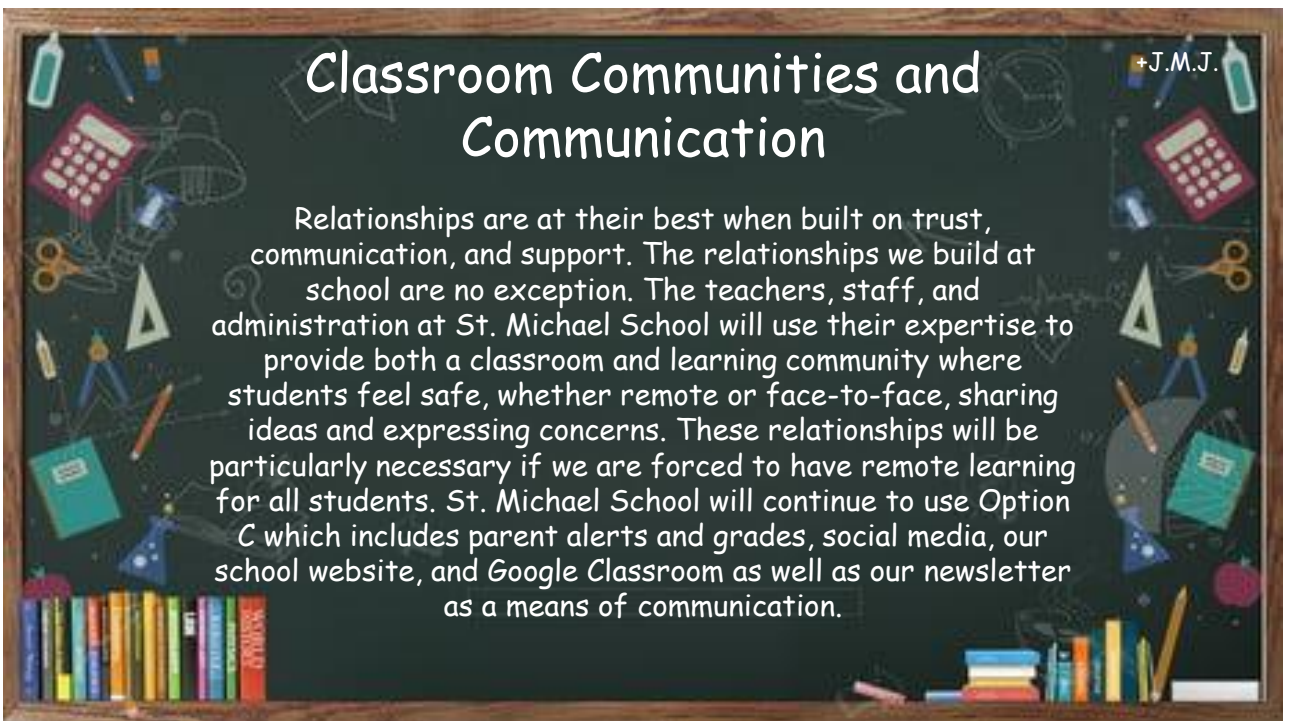
5



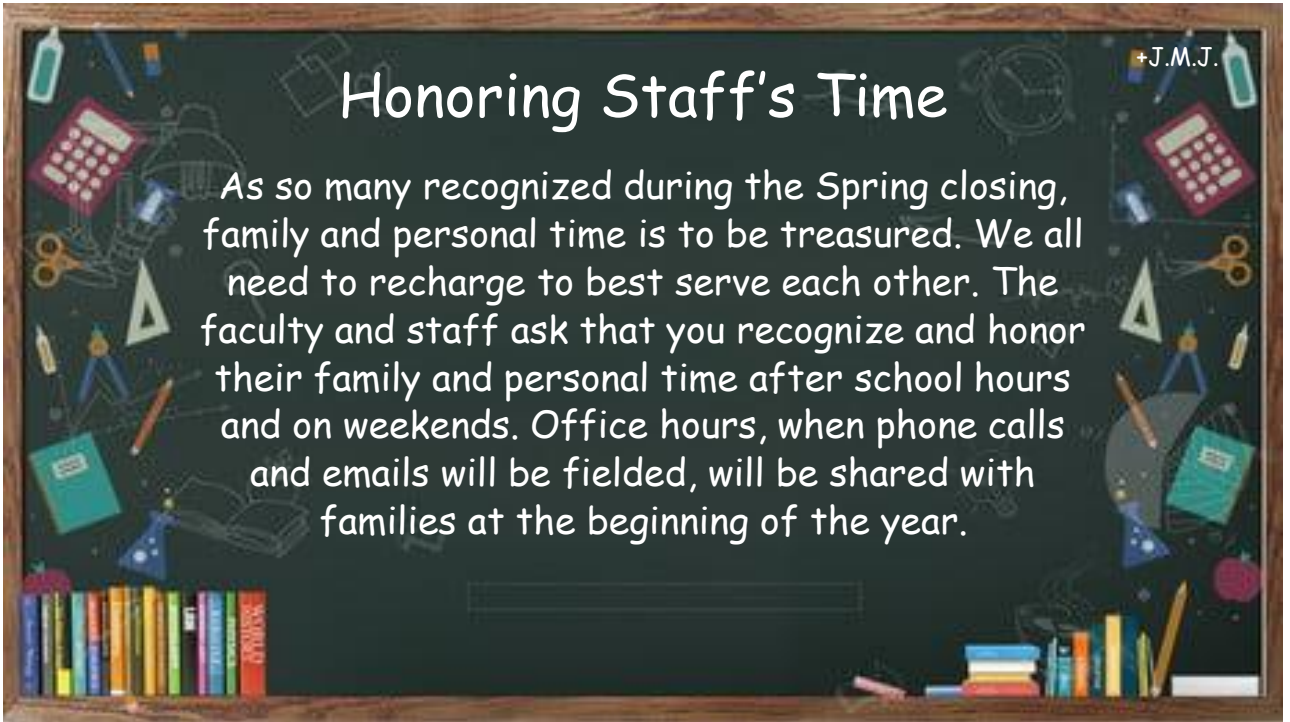
6



7



8



9



10

+J.M.J.

## Daily Health Assessment of Students and Staff

Families, please support the health and safety of the school community by completing a daily health assessment at home by taking the following actions:

- ✓ Check your child's temperature each morning. Students with a temperature of 100.4 will not be permitted in the school building. Temperatures will be taken at the side Orchard Street entrance prior to being admitted into the building.
- ✓ Confirm that your child does not display symptoms such as chills, shortness of breath, fatigue, body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.

Faculty and staff will also be required to follow the same guidelines and will have their temperature checked upon entering the building.

11

+J.M.J.

## Screening

Staff members will be at the Orchard Street entrance. As students get out of their vehicles or bus, staff members will take the student's temperature with a no-touch thermometer.

If the student has a temperature of 100.4 or greater, the parent will be asked to take the student home. (If the student is a bus rider, she/he will be taken to the isolation room and a parent will be called - see the screen on "Isolation".) If no other symptoms present, the student must be fever free for 3 days without fever reducing agents before returning to school. If other symptoms are present, families should contact their family healthcare provider.

12



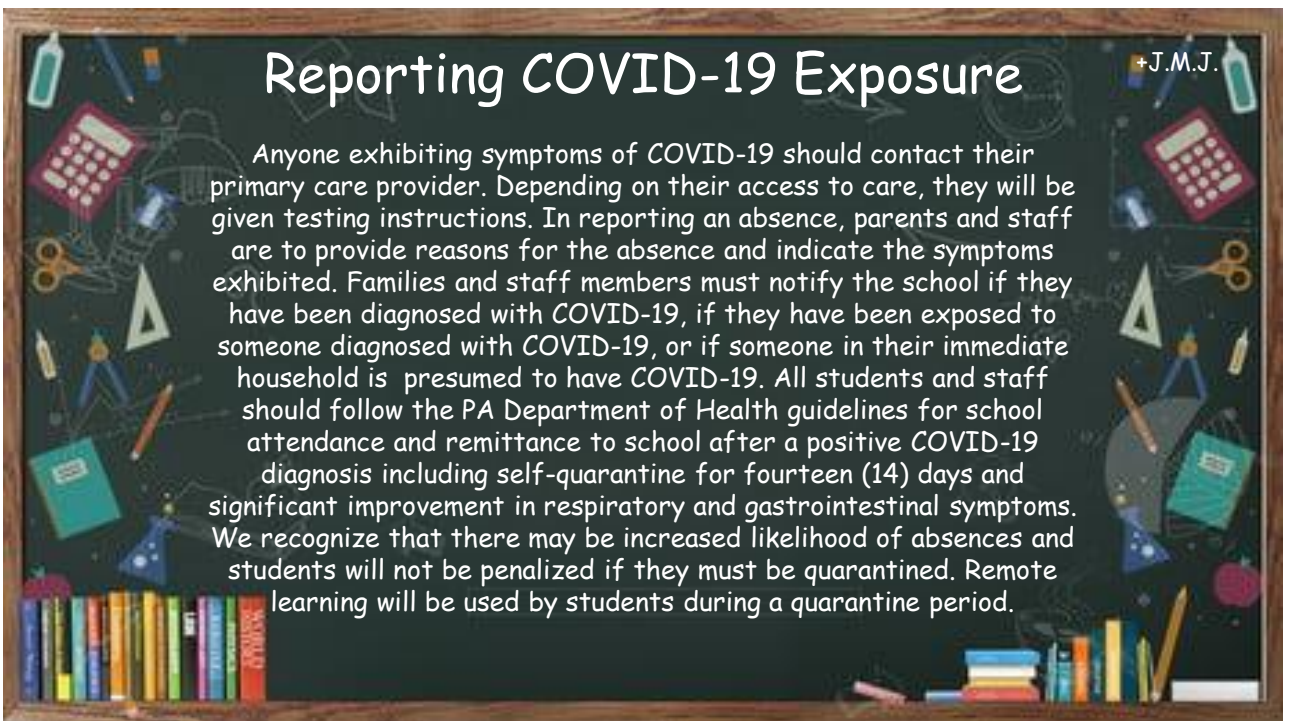
+J.M.J.

## Isolation Space and Visitors

Room 104 has been converted into an isolation room. This room will be used appropriately to isolate students if necessary. Students who are exhibiting symptoms will remain in this space with a face covering until a parent/guardian, within an hour of being notified, can pick them up from school. This space will be monitored by school personnel.

No visitors, including parents/guardians, will be permitted inside the building. To pick a child up from school, parents/guardians will buzz in at the side Orchard Street entrance and wait outside until school personnel comes to the door to release the child to their care.

13



+J.M.J.

## Reporting COVID-19 Exposure

Anyone exhibiting symptoms of COVID-19 should contact their primary care provider. Depending on their access to care, they will be given testing instructions. In reporting an absence, parents and staff are to provide reasons for the absence and indicate the symptoms exhibited. Families and staff members must notify the school if they have been diagnosed with COVID-19, if they have been exposed to someone diagnosed with COVID-19, or if someone in their immediate household is presumed to have COVID-19. All students and staff should follow the PA Department of Health guidelines for school attendance and remittance to school after a positive COVID-19 diagnosis including self-quarantine for fourteen (14) days and significant improvement in respiratory and gastrointestinal symptoms. We recognize that there may be increased likelihood of absences and students will not be penalized if they must be quarantined. Remote learning will be used by students during a quarantine period.

14

# Contact Tracing

+J.M.J.

Should an individual in the school (adult or child) be diagnosed by a physician as being positive with the COVID-19 virus, the following flow would occur according to the CDC.

**CONTACT TRACING WORKFLOW (COVID-19)**

The diagram illustrates the CDC's contact tracing workflow for COVID-19. It begins with a patient with COVID-19 being interviewed, who then identifies their contacts. These contacts are triaged for assignment and then assigned. The assigned contacts are notified and advised to self-quarantine. A case investigation workflow is initiated, starting with self-isolation and testing if available. The contact is followed up daily, and if they test positive or develop symptoms, a case investigation is necessary. The contact is then referred to support services. The workflow ends with the contact discontinuing self-quarantine after 14 days from last exposure if asymptomatic, and the contact is referred to a medical provider if necessary.

\*If contact tests positive or develops COVID-19 symptoms, case investigation is necessary.

cdc.gov/COVID19

15

# Emotional Wellness

+J.M.J.

Students will have time during Morning Meetings to “check in” at the beginning of the day as well as time at the end of the day to “check out”. During these times teachers will help students with relaxation and coping skills.

Donna Benson, our school's guidance counselor, will continue to meet with students in class and small group settings.

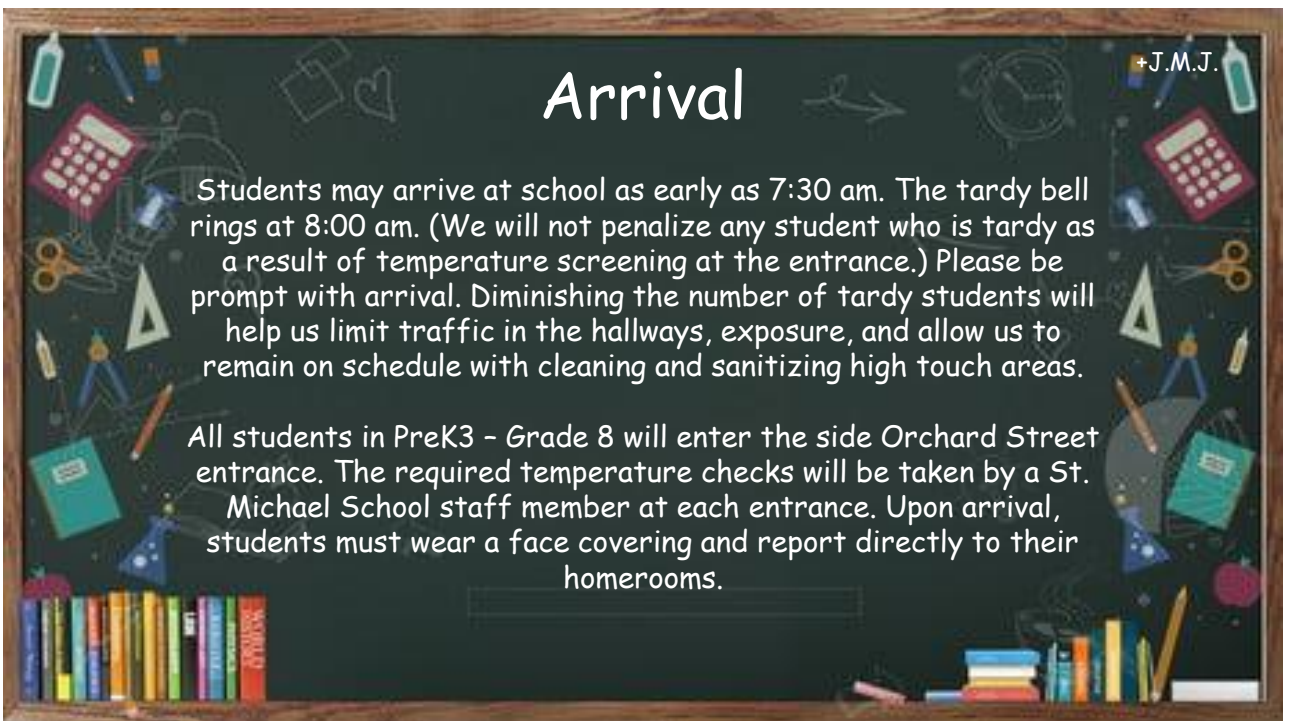
Before the start of the school year, teachers will attend trainings on common signals of distress associated with exposure to a traumatic event, such as COVID-19. Teachers will also have weekly meetings at which time they will also practice the skills taught to the students, share COVID-19-related issues, and receive information, resources, and updates on COVID-19.

16





17



18

## Arrival Traffic Pattern

+J.M.J.

Please refer to the diagram when dropping your child off at the Orchard Street entrance.

- ✓ Turn onto Gillespie Avenue
- ✓ Turn Left onto N 3<sup>rd</sup> Street
- ✓ Turn Left onto Orchard Street
- ✓ Children should exit the car on the right-hand side to safely enter the building
- ✓ Continue using Orchard Street one way until back on N High Street

19

## Access to the School

+J.M.J.

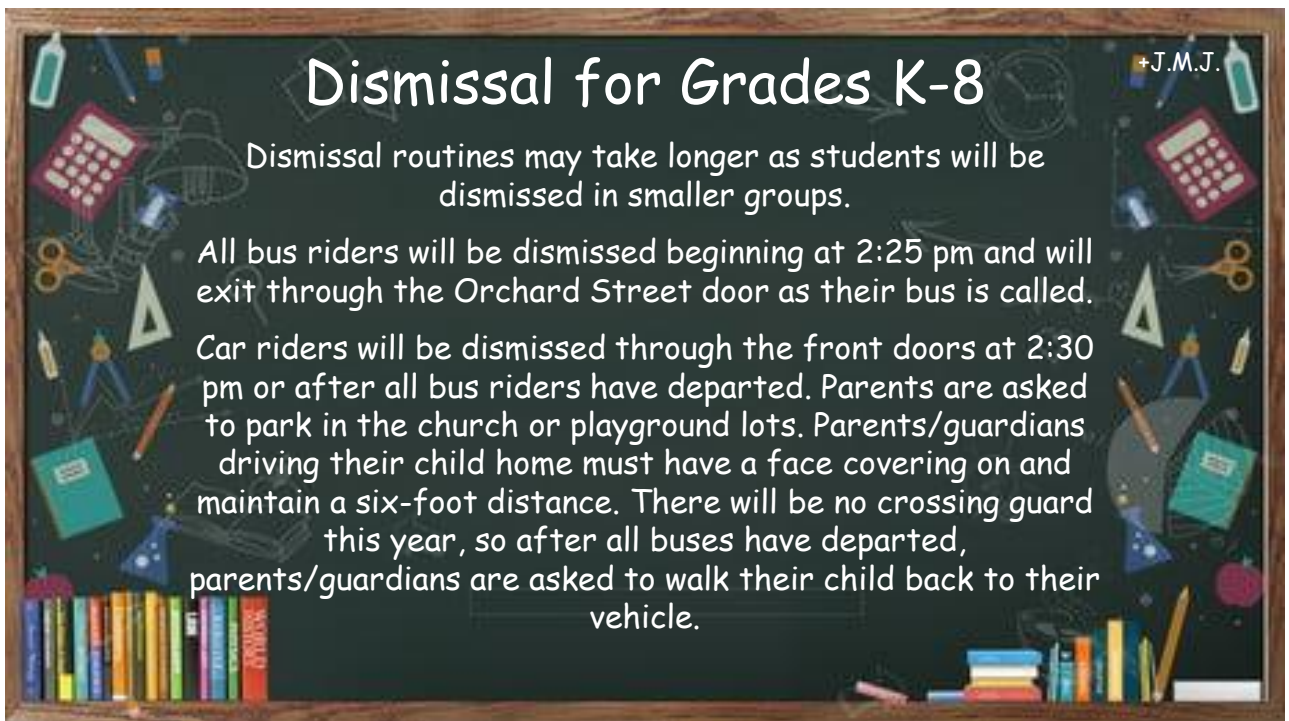
As stated above, visitors will not be permitted in the school building. Only those with essential functions (i.e. Resource Teachers, the meter reader, etc.) will be permitted access and must adhere to our distancing and face covering policies. All school transactions and business will be done outside at the Orchard Street entrance .

Movement in the hallways, including travel to and from the office will be reduced for all students. Please limit the number of items that are dropped off at the school during the school day.

20



21



22

+J.M.J.

## Dismissal for PreK-3 and -4

Because PreK requires a little more time dismissing and because the PreK4 room is used for the afterschool SAFE Program (we need time to disinfect the room between uses), students in PreK3 and 4 will be dismissed at 2:10 pm this year. Dismissal will be from the PreK3 and 4 doors respectively. Parents/guardians should use these doors and walk their child to their vehicle.

If waiting for an older sibling, families are asked to stay in their vehicles until the Grades K-8 students are ready for dismissal.


23

+J.M.J.

## Transportation →

All busing routes, schedules, and procedures come from your home school district. Once transportation from our local districts is communicated to us, we will release further details to our families. If you utilize busing for your child, your local district will provide you with their specific guidelines and their specific cleaning protocol. Students will have their temperature checked upon arrival to school, sanitize their hands upon entering the building, and report directly to their classroom.

24



+J.M.J.

# SAFE Program

Our extended care program (SAFE) will follow the same rules and guidelines as school. Distancing and disinfection protocols will be followed. Students will be assessed for symptoms of illness after school and before entering the SAFE room. Students will be required to sanitize their hands and follow social distancing guidelines. Parents picking their child up from SAFE will be required to wear a mask.

ALL students must be pre-registered and signed up for SAFE before being able to utilize this service with no exceptions. There will be a cap of 10 students.

25



+J.M.J.

# Instruction

26

+J.M.J.

# Synchronous and Asynchronous

These are words that you'll start to hear often. Our goal is to blend the two:

Synchronous Learning: Students are engaging in learning at the same time in a large group. During remote learning, this will happen through live-streamed video.

Asynchronous Learning: Students are learning the same material at different times (on their own pace) and in different locations. During remote learning, this will happen when teachers assign independent practice or projects.

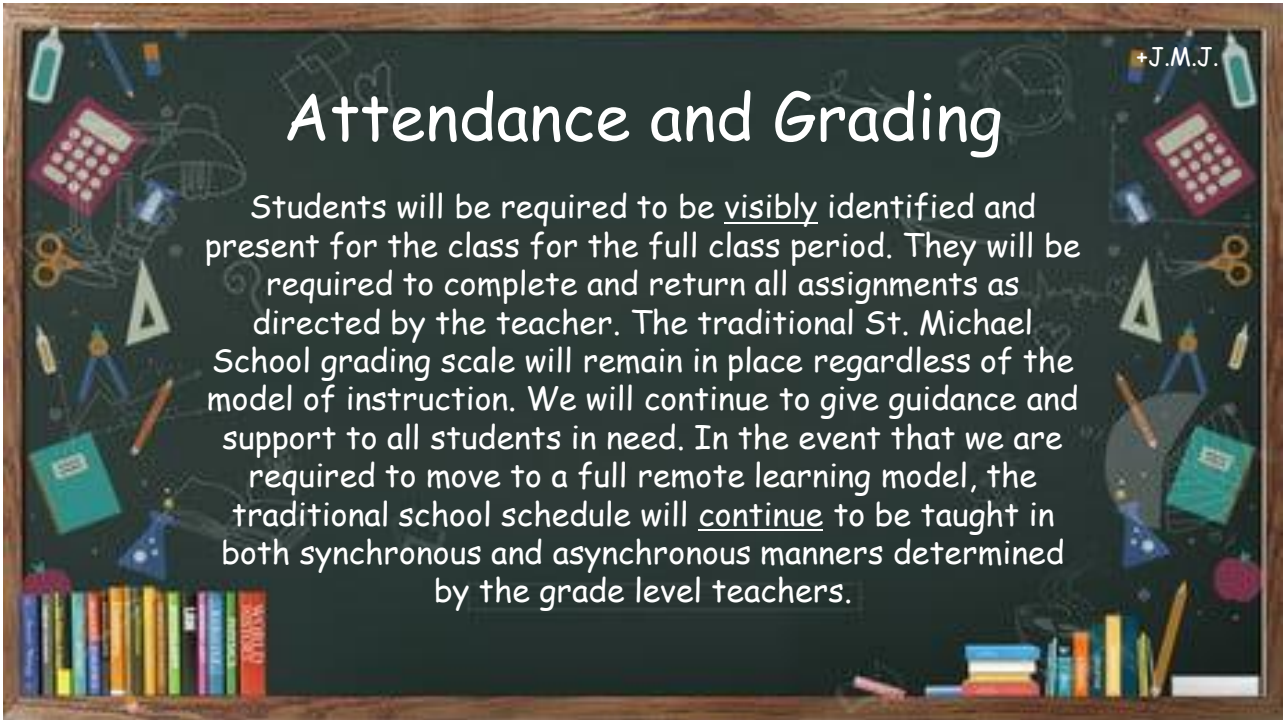
27

+J.M.J.

# Instruction

All St. Michael School students should expect to participate in the same rigorous schedule regardless of which instructional modality is being used. If remote learning becomes necessary for all school families (determined by the county and/or state officials), students will be asked to take part in synchronous and asynchronous learning where attendance will be taken. All school rules and policies will be followed. Students working remotely will be expected to dress appropriately for class and work in a quiet space. This should be a dedicated learning area with all materials in hand and devices charged and ready for the school day ahead.

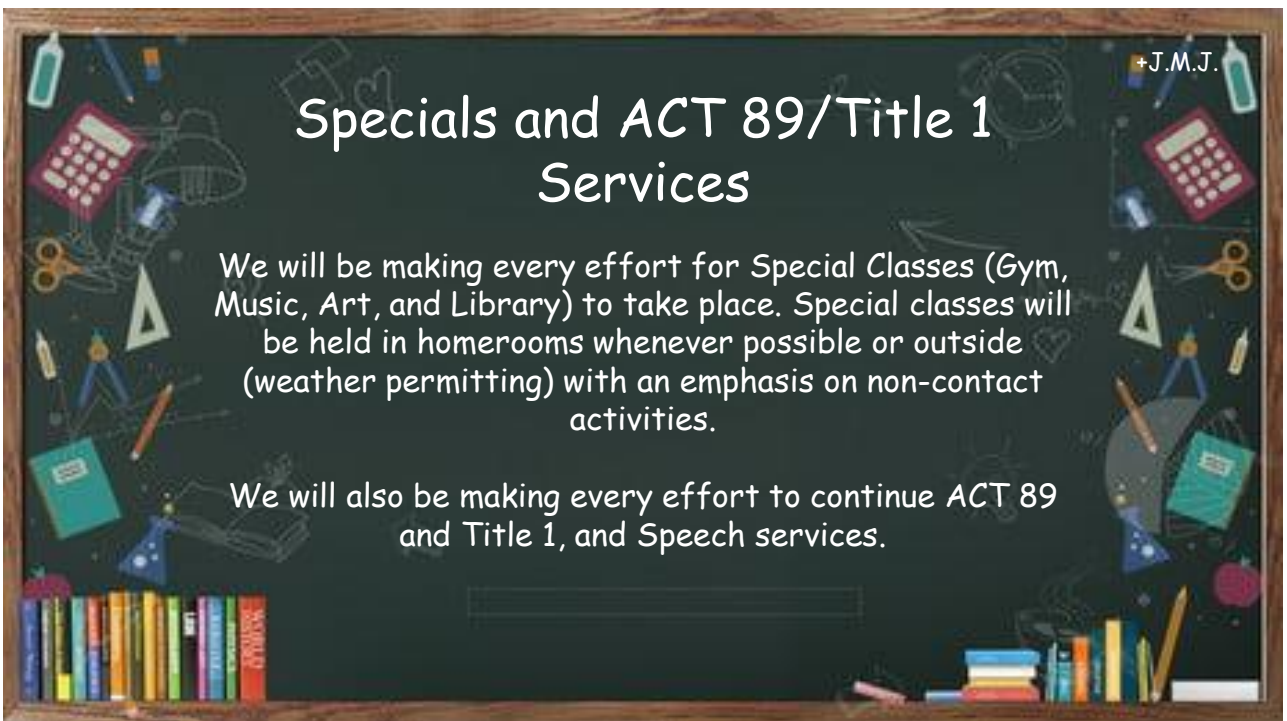
28



# Attendance and Grading

Students will be required to be visibly identified and present for the class for the full class period. They will be required to complete and return all assignments as directed by the teacher. The traditional St. Michael School grading scale will remain in place regardless of the model of instruction. We will continue to give guidance and support to all students in need. In the event that we are required to move to a full remote learning model, the traditional school schedule will continue to be taught in both synchronous and asynchronous manners determined by the grade level teachers.

29

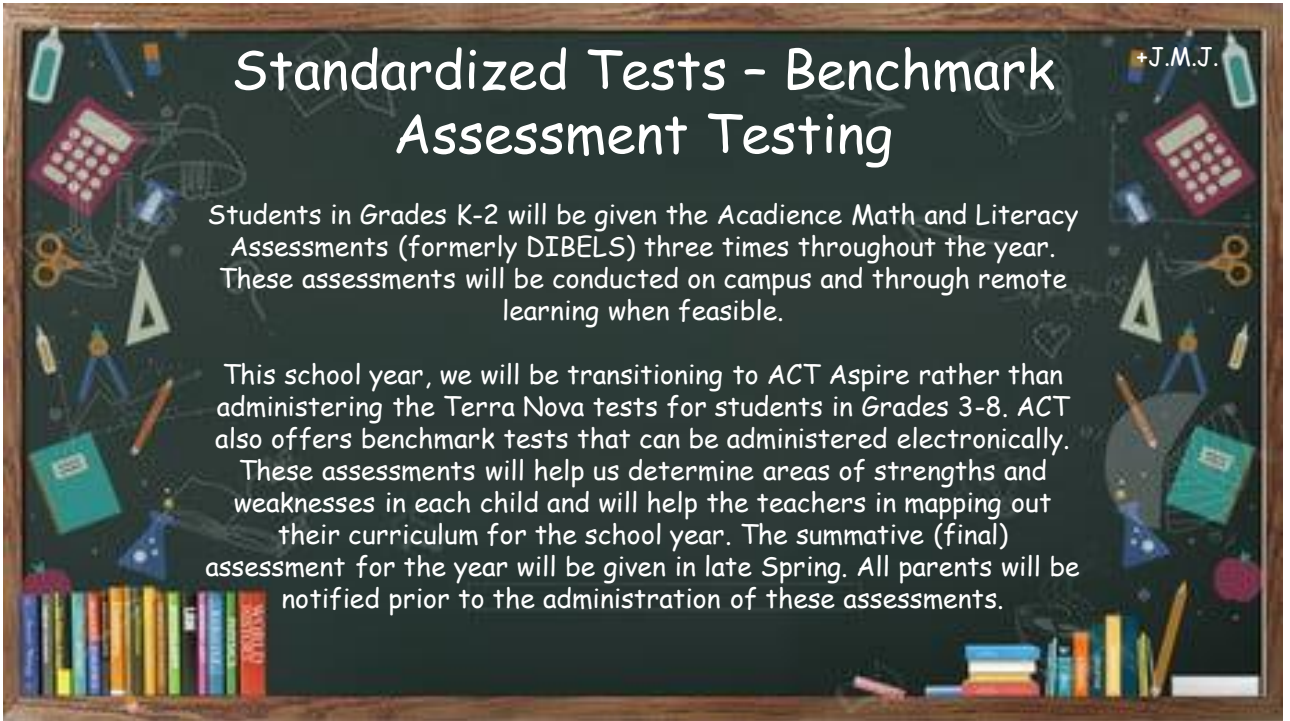


# Specials and ACT 89/Title 1 Services

We will be making every effort for Special Classes (Gym, Music, Art, and Library) to take place. Special classes will be held in homerooms whenever possible or outside (weather permitting) with an emphasis on non-contact activities.

We will also be making every effort to continue ACT 89 and Title 1, and Speech services.

30



+J.M.J.

## Standardized Tests - Benchmark Assessment Testing

Students in Grades K-2 will be given the Acadience Math and Literacy Assessments (formerly DIBELS) three times throughout the year. These assessments will be conducted on campus and through remote learning when feasible.

This school year, we will be transitioning to ACT Aspire rather than administering the Terra Nova tests for students in Grades 3-8. ACT also offers benchmark tests that can be administered electronically. These assessments will help us determine areas of strengths and weaknesses in each child and will help the teachers in mapping out their curriculum for the school year. The summative (final) assessment for the year will be given in late Spring. All parents will be notified prior to the administration of these assessments.

31

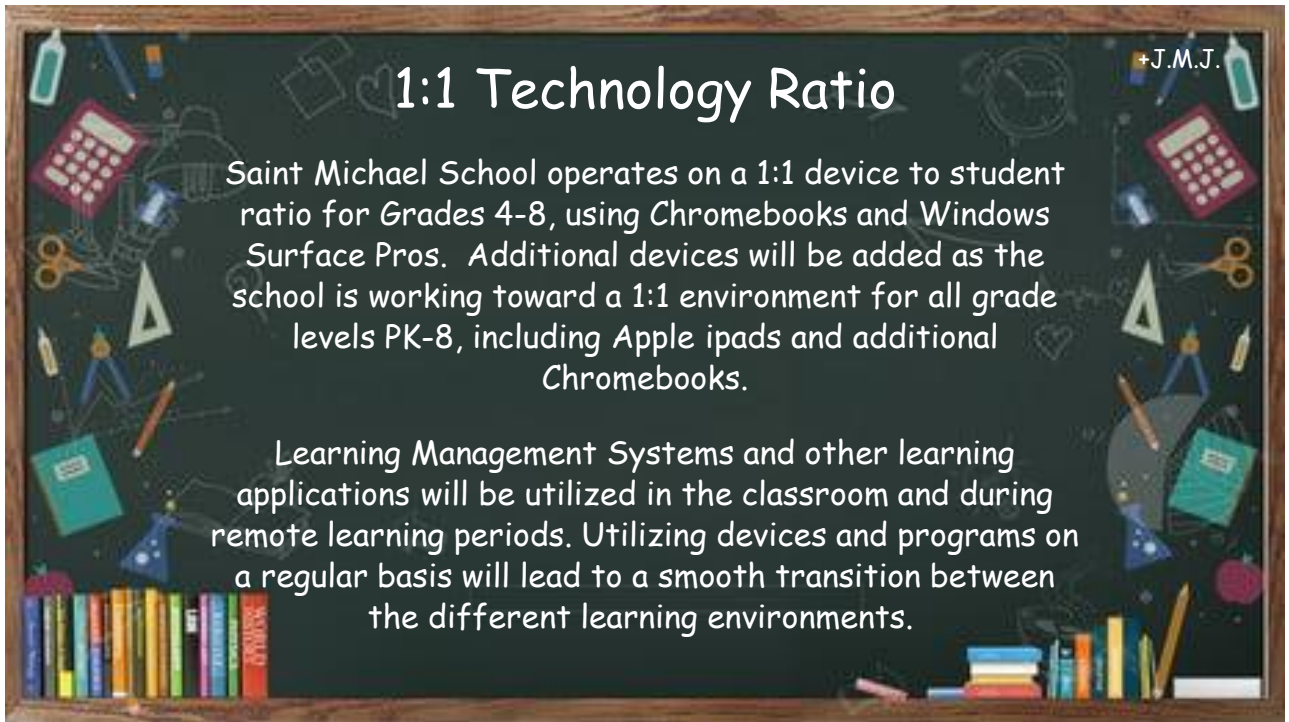


+J.M.J.

# Technology

32





**1:1 Technology Ratio** +J.M.J.

Saint Michael School operates on a 1:1 device to student ratio for Grades 4-8, using Chromebooks and Windows Surface Pros. Additional devices will be added as the school is working toward a 1:1 environment for all grade levels PK-8, including Apple ipads and additional Chromebooks.

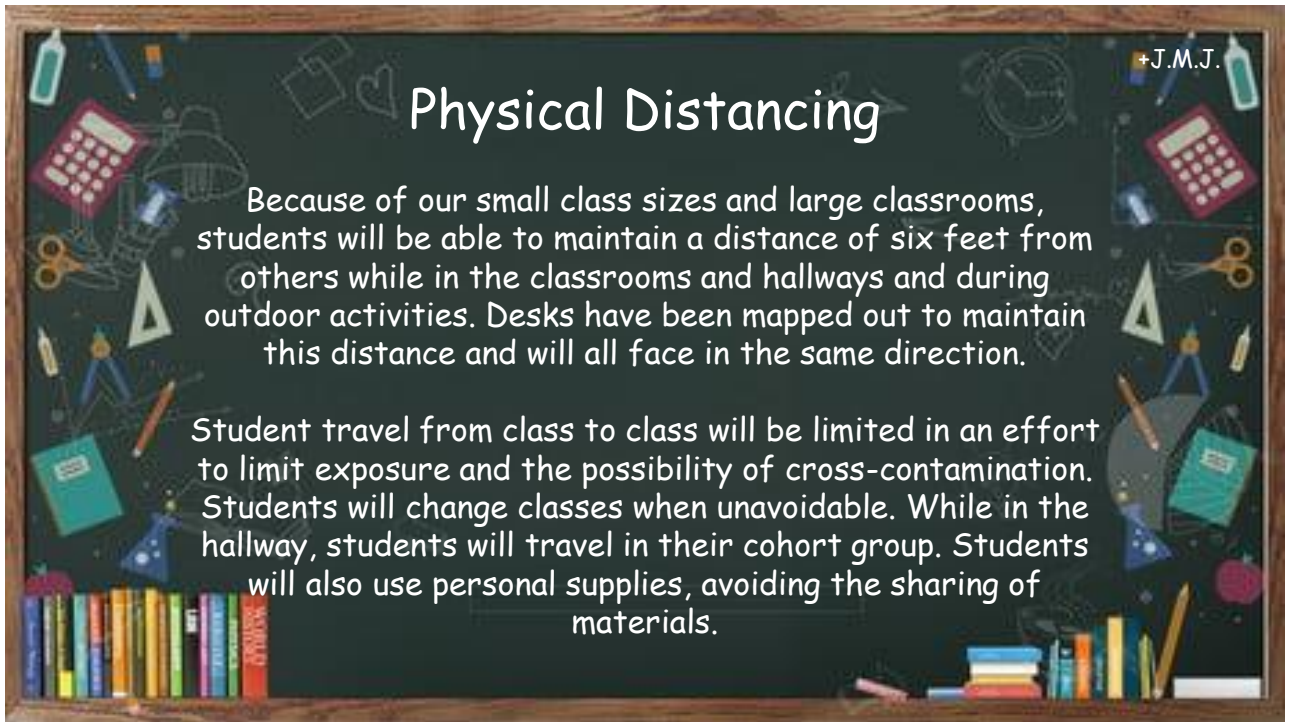
Learning Management Systems and other learning applications will be utilized in the classroom and during remote learning periods. Utilizing devices and programs on a regular basis will lead to a smooth transition between the different learning environments.

33



**Facilities  
& Learning  
Environment** +J.M.J.

34

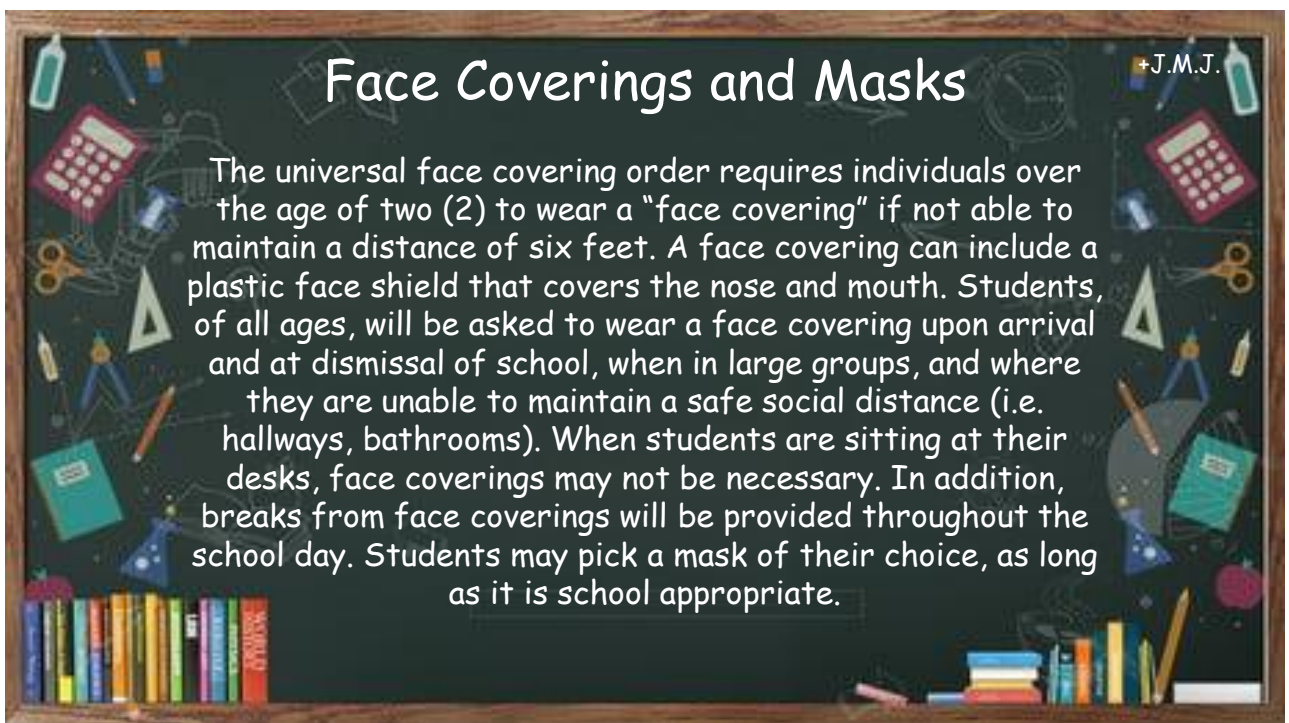


## Physical Distancing

Because of our small class sizes and large classrooms, students will be able to maintain a distance of six feet from others while in the classrooms and hallways and during outdoor activities. Desks have been mapped out to maintain this distance and will all face in the same direction.

Student travel from class to class will be limited in an effort to limit exposure and the possibility of cross-contamination. Students will change classes when unavoidable. While in the hallway, students will travel in their cohort group. Students will also use personal supplies, avoiding the sharing of materials.

35



## Face Coverings and Masks

The universal face covering order requires individuals over the age of two (2) to wear a "face covering" if not able to maintain a distance of six feet. A face covering can include a plastic face shield that covers the nose and mouth. Students, of all ages, will be asked to wear a face covering upon arrival and at dismissal of school, when in large groups, and where they are unable to maintain a safe social distance (i.e. hallways, bathrooms). When students are sitting at their desks, face coverings may not be necessary. In addition, breaks from face coverings will be provided throughout the school day. Students may pick a mask of their choice, as long as it is school appropriate.

36

## Cleaning of the Building and Facilities

High-traffic and high-touch areas and surfaces will be disinfected or sanitized throughout the day, all days that school is in session, and whenever facilities are used over the weekend. Clean Start Services will be cleaning and disinfecting all areas Monday through Friday after school. Teachers will clean and sanitize high-touch areas in the classrooms at scheduled times throughout the day.

All faculty, staff, and key stakeholders will be trained on proper disinfection and sanitation and products before the start of the school year by the school's contracted cleaning service. Staff, faculty, and key stakeholders will sign that they have been trained.

37

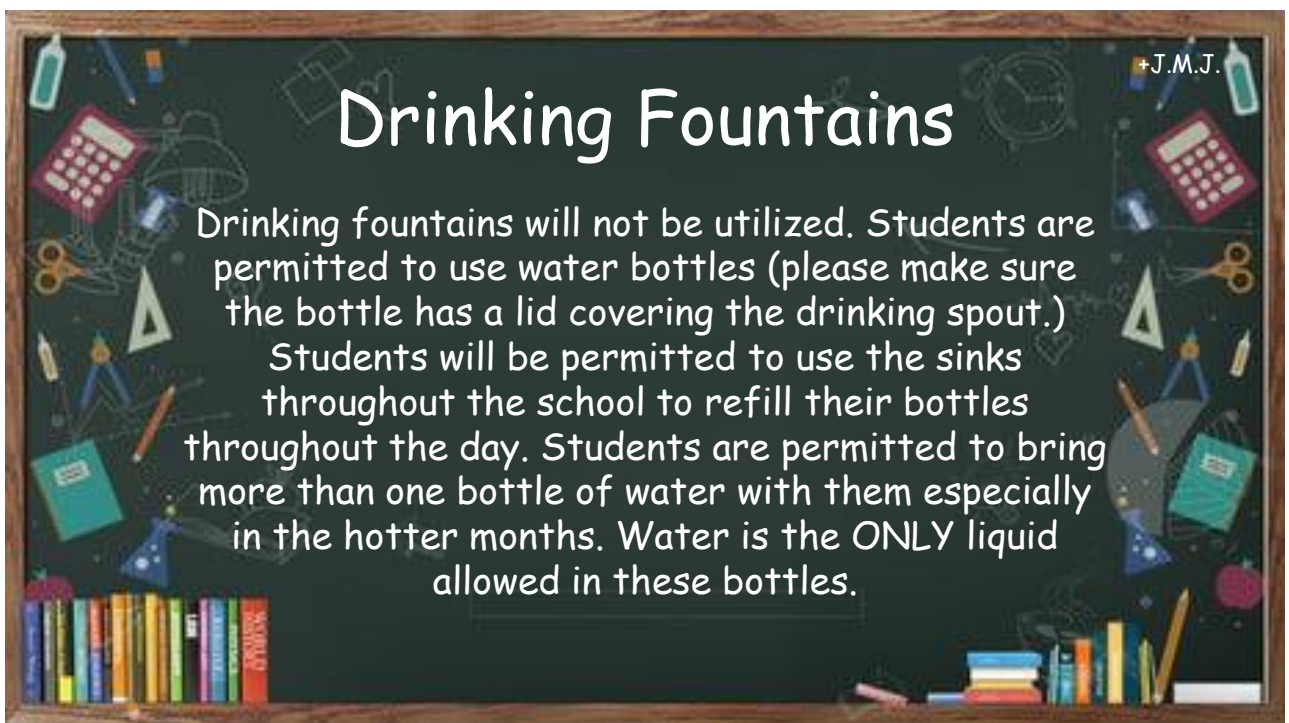
## Restrooms

Restrooms will be checked at every hour by support staff to sanitize and replenish supplies. Restroom breaks will be scheduled and staggered. (Emergencies will be permitted between breaks if necessary.) Restrooms will be cleaned and disinfected after school each day by Clean Start, our contracted cleaning company.

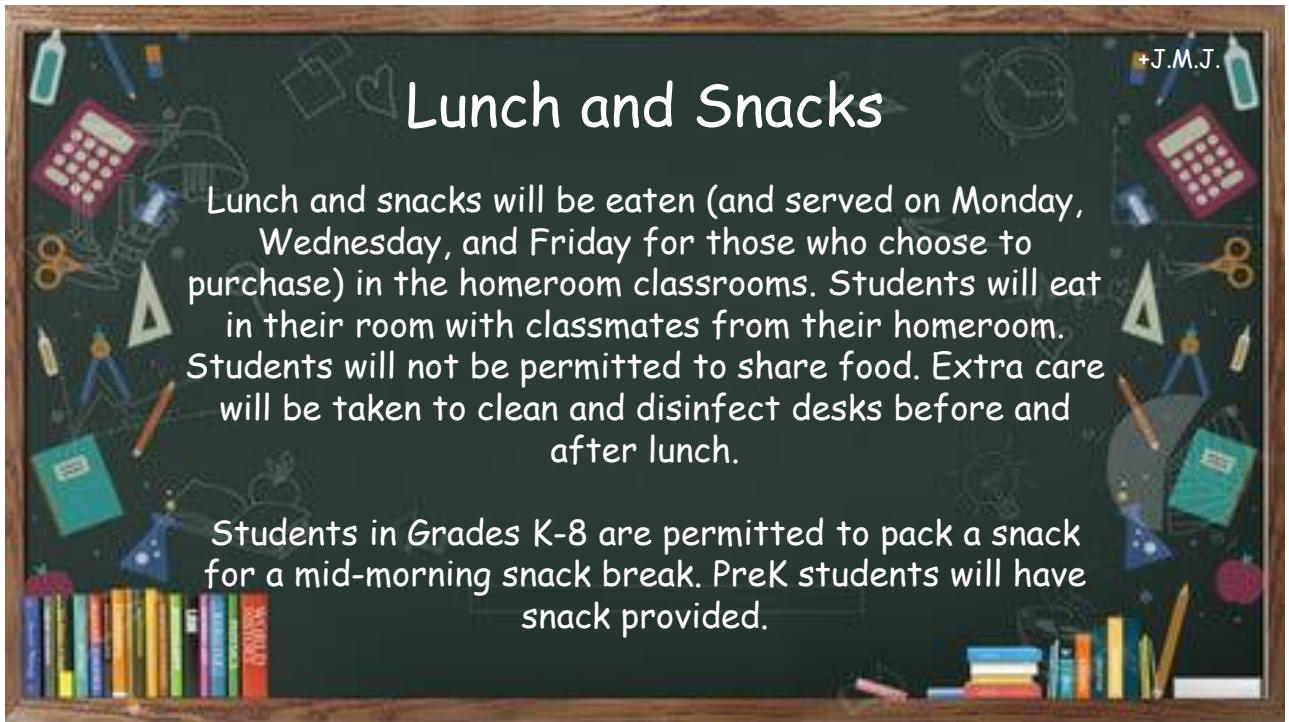
38



39



40

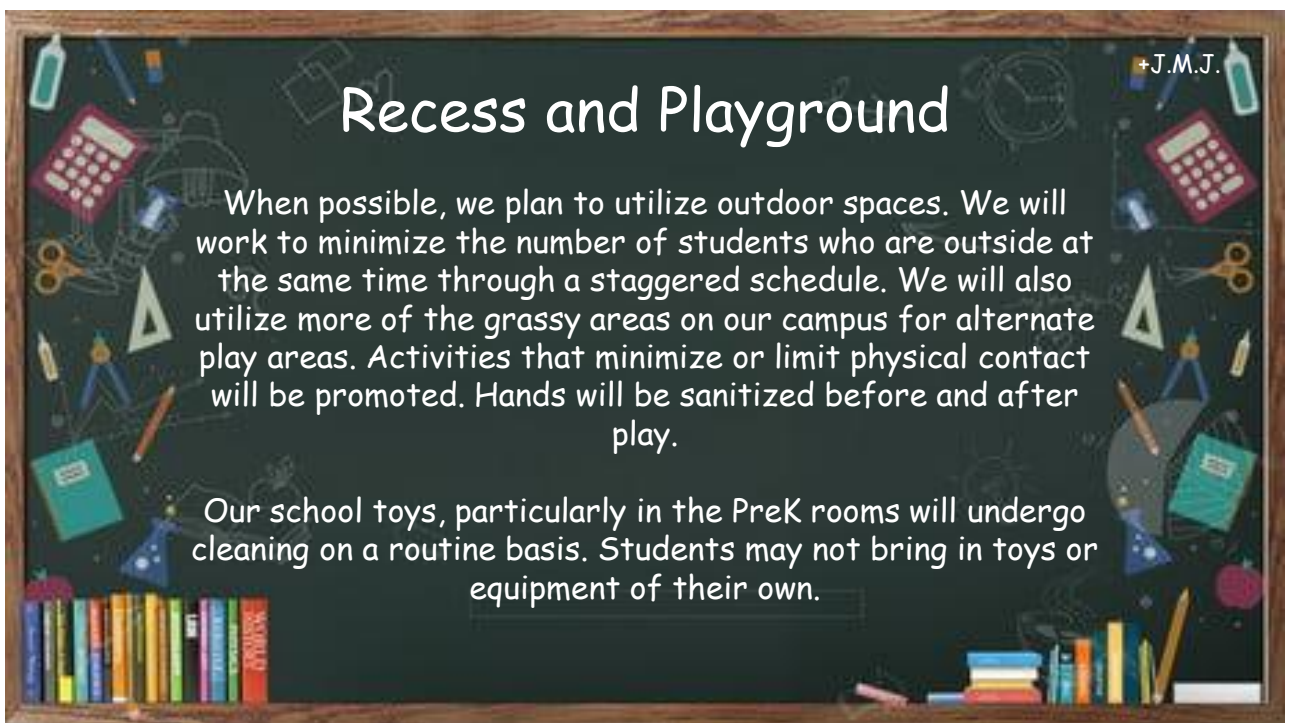


## Lunch and Snacks

Lunch and snacks will be eaten (and served on Monday, Wednesday, and Friday for those who choose to purchase) in the homeroom classrooms. Students will eat in their room with classmates from their homeroom. Students will not be permitted to share food. Extra care will be taken to clean and disinfect desks before and after lunch.

Students in Grades K-8 are permitted to pack a snack for a mid-morning snack break. PreK students will have snack provided.

41



## Recess and Playground

When possible, we plan to utilize outdoor spaces. We will work to minimize the number of students who are outside at the same time through a staggered schedule. We will also utilize more of the grassy areas on our campus for alternate play areas. Activities that minimize or limit physical contact will be promoted. Hands will be sanitized before and after play.

Our school toys, particularly in the PreK rooms will undergo cleaning on a routine basis. Students may not bring in toys or equipment of their own.

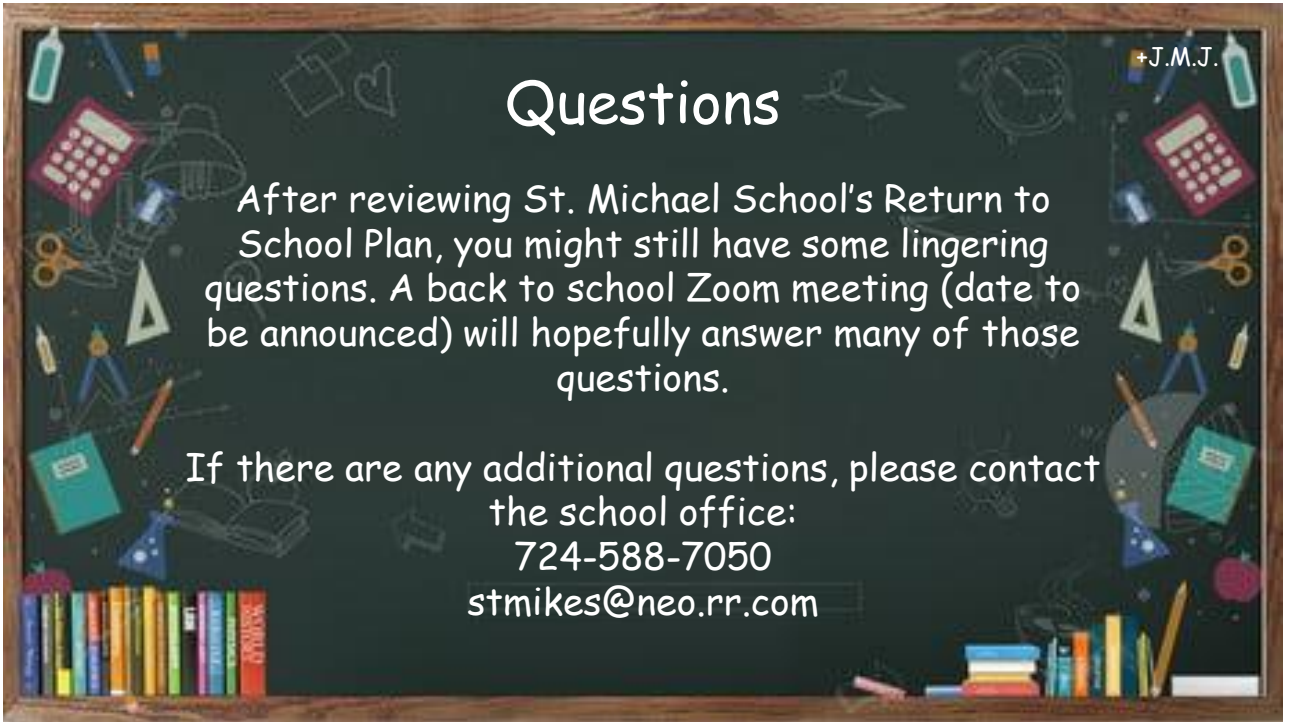
42



43



44



45



46

# Thank You!

+J.M.J.

A very special thank you to all who served on committees to create this plan!

Deacon Marty Aubel	Kate Cianci	Nancy Kremm	Sandy Ohl	Christa Sellards
Andrea Bable	Paul Cianci	*Sue Lauffer	Katie Perry	Susan Swartzbeck
Rita Balderelli	Kevin Coffey	*Deacon Frank Luciani	Mary Reimold	Shannon Thomas
*Lisa Bates	Ryan Davis	Kathy McConnell	*Mary Lynne Reimold	*Michael Varga
Tom Bayer	Erica Dorio	Lynne McCrillis	Tom Rickert	Erin Warren
Veronica Bayer	Trichelle Eddy	*Ellie McIntosh	Ginny Richardson	*Kathy Williams
Anna Boughner	Natalie Endicott	Patricia McIntosh	Janet Scott	*Michael Wingard
Nicole Chapman	Haley Germano	Lee Ann Micsky	Rebecca Scott	*Emily Zgonc
Gene Cianci	*Roy Jackson	Christine Morimando	Conor Scullin	Sheila Zuschlag

\*Committee Chairperson