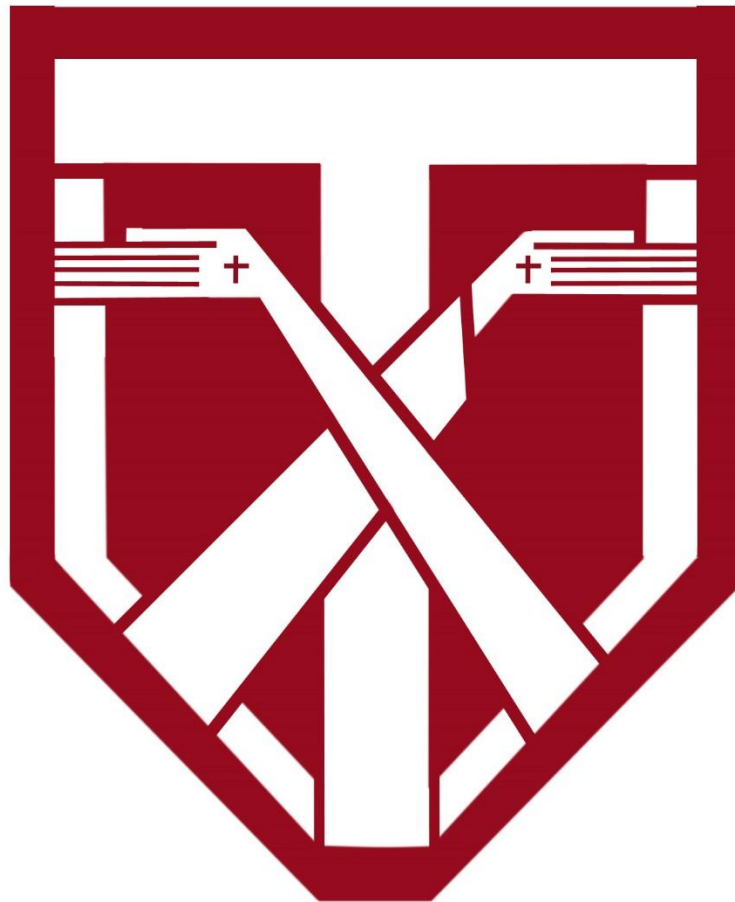


# 2020-2021 SCHOOL YEAR PLAN

ST. MARGARET REGIONAL SCHOOL



## 2020-2021 PLANNING TASK FORCE

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Thank you to the members of the SMRS Task Force for consulting and helping to develop select sections of this reopening plan. Their expertise and commitment to Catholic education is commendable.

## SOURCES

The information in this plan comes from the hard work of the 2020-2021 planning task force, which used multiple sources to guide its planning. These include policy and directives from the Diocese of Camden Office of Catholic Schools, which are grounded in the following:

- General guidelines and *Considerations for Schools* from the Centers for Disease Control
- *The Road Back: Restart and Recovery Plan for Education*, (NJ Department of Education)
- *Considerations for school-related public health measures in the context of COVID-19* (World Health Organization)
- Feedback and input from Catholic school principals, teachers, and parents via the June 2020 parent survey and June 2020 teacher survey

St. Margaret Regional School also referenced these documents directly in the preparation of this plan.

In addition to these references, the Diocese of Camden Office of Catholic Schools engaged its standing Strategic Action Team, multiple task forces, and public health officials in developing its guidance. Many members of St. Margaret School community also shared perspectives relevant to developing this plan.

## INTRODUCTION

Catholic schools provide an environment in which we consistently model Gospel values and Church teachings and traditions in the image of Jesus Christ. All students experience an academically challenging curriculum that helps them to grow closer to God by learning about themselves and His world, while preparing them to succeed at every level. At St. Margaret Regional School, our mission is:

*Inspired by the lives of Saint Francis of Assisi and Saint Margaret Mary Alacoque, Saint Margaret Regional School provides a challenging curriculum complemented by engaging activities and competitive athletic programs that nurture a child's spiritual, intellectual and physical development. A Catholic environment enriched by prayer and the tradition of the Franciscan Missionary Sisters of the Infant Jesus, the school creates a foundation for children in pre-school through eighth grade to realize their potential as a child of God.*

We believe that this mission is best carried out when students, faculty, and staff can be together, in person, as a Catholic community. This belief was reinforced by the majority of parents from our community, who expressed a desire for their children to be back in school to experience the benefits of Catholic education. We therefore set a goal of opening our school for the 2020-2021 school year so that all students have the opportunity to attend school in person every day, if they are able to do so safely. Current guidelines and data on the status of COVID-19 in our community indicate that, with proper precautions, we will be able to meet that goal. We also recognize that some families have members with special circumstances and are therefore not yet ready to return to school in person. We will have a remote learning option available for those families.

We have created this plan to aid in navigating the return to onsite learning at our school so that employees, students, and families feel safe and to reduce the potential impact that COVID-19 may have on our community. **It is expected that as the COVID-19 pandemic continues, new guidance may mean that aspects of this plan will need to be updated or changed.** Therefore, regular updates will be made to this plan based on information provided by local public health officials, CDC, WHO, and applicable federal, state and local agencies. We will inform all members of the school community of changes as soon as they occur.

## GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees and students, the following principles are the foundation that guide our planning:

- 1) Protect the health and safety of St. Margaret Regional School students, faculty, staff, and families.
- 2) Sustain the Catholic faith communities that distinguish our schools and drive their success.
- 3) Maximize student learning through best practices in classroom and, if necessary, remote learning instruction and assessment.
- 4) Maintain flexibility to respond to changing guidance from state, public health, and medical leaders in response to the progression of COVID-19 in our community.

In addition to these principles, our school is a Catholic community. As such, we are used to depending on one another. The school leadership is taking on many actions and activities to promote the safety of our community. In order for this plan to be effective, it is important that each parent, teacher, student, and member of the school community take seriously our responsibilities to one another. All individuals will be asked to take actions that protect their health and that protect the health of others. The plan will have the best opportunity for success when we all work together – when we all respond to Jesus’s commandment to love our neighbor as we love ourselves.

## **PART I: PROMOTING HEALTH AND SAFETY**

The health of students and all members of the school community is the top priority that ensures all other aspects of the Catholic school program can be delivered. The expectations provided below are intended to help all members of the St. Margaret Regional School community to do their part to keep themselves and each other safe and healthy.

### **SCHOOL SCHEDULE**

The school day schedule will remain the same. However, student drop off will now begin at 7:30 AM until 7:55 AM to facilitate temperature check of each student before they enter the building. Dismissal time will remain at 2:45 PM.

### **SCREENING**

Identifying students, faculty, and staff who may be sick is a critical component of keeping the entire school community healthy. Identification begins before students arrive at school and continues with vigilance throughout the school day. Screening and response to symptoms require faithful citizenship and partnership between parents and the school, with all school community members doing their part to identify potential sickness of any kind and respond respectfully, swiftly, and confidentially.

### **Screening at Home**

All parents will be expected to screen their children at home for symptoms of COVID-19 and to take their temperature to ensure that they do not have a fever over 100.4° F. If children have a fever or exhibit symptoms that are not explained by other conditions, then they should stay at home. COVID-19 symptoms include:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

Parents will also be expected to keep their children home from school if they have had close contact with a person who is lab confirmed to have COVID-19. If this occurs, parents should notify the school immediately. Close contact is considered to be:

- Within 6 feet of someone who has COVID-19 for 10 minutes or more
- Provided care at home to, or visited, someone who is sick with COVID-19
- Direct physical contact with the person (touched, hugged, or kissed them)
- Shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

### **Arrival Screening at School**

All students, employees, volunteers, visitors, and employees of organizations that serve the school (e.g., food service, educational service providers) will be screened for symptoms, including a temperature check, upon arrival at school.

Arrival procedures for the 2020-2021 school year will be:

**Car drop-off:** Cars enter the parking lot at the first entrance and form 2 drop-off lines. Parents should remain in their vehicles. Parents and students should wear masks. Students' temperatures will be taken with a touchless thermometer while in the car. If the student's temperature is 100.4 or higher the student must be taken home. Students with normal temperatures will be admitted to the school using the designated entrance for their grade. Students entering the school must wear masks.

Grades K,1 and 2 ----- enter by the front main entrance

Grades 3, 4, and 7 ----- enter using the back door near the playground

Grades 6A, 8A and B ---- enter using the gym door closest to the stage

Grades 5 and 6B ---- enter using the gym door closest to the main entrance

### **Arriving by Bus**

Buses will drop students off at the curb on Third Street. Students will have assigned seats and must wear masks during the bus ride to school. As they leave the bus temperatures will be taken. Students whose temperatures are 100.4 degrees or above will be escorted to the nurse's office for further assessment. Students whose temperature is normal will walk to their designated entrance.

### **Arrival of Walkers**

Walkers should enter school grounds safely. They will enter through the main doors and have their temperature check before proceeding to their classrooms.

### **Visitors to the School**

Visitors will be significantly limited during the school day. Visitors will be limited to individuals with official business at the school (e.g., contractors, service, sales) and a limited number of volunteers specifically assigned to help the school carry out critical operations. All visitors to the school will be required to provide their name and contact information and will be required to wear a cloth mask and maintain social distance (see below) while on the premises at all times.

### **Departure: End of Day**

#### **Bus Riders**

As each bus is called assigned teachers will escort bus students through the main doors of the school to the buses lined up at the curb on Third Street. Students must wear their masks walking in a single file line and keep a six feet social distance from one another. Student will enter the bus and sit in their assigned seats.

#### **Car Riders**

Students who are car riders will be escorted out the back door of the school nearest the playground. The classes will be metered as they exit allowing them to keep a safe distance from one another as they leave the building. Students must wear their masks and remember to keep a six feet social distance from one another.

#### **Walkers**

Student who walk home will exit by the main doors of the school. They must wear their masks as they exit and leave the school grounds safely.

## **PERSONAL PROTECTIVE EQUIPMENT**

In keeping with our duty to protect one another, multiple forms of personal protective equipment (PPE) will be used. Some forms of PPE, such as cloth masks, contribute to health by protecting others from any sickness that the wearer has, even if they do not know they have it. Other forms of PPE, such as face shields and sneeze guards, add protection for individuals from others by blocking the respiratory droplets that carry germs. **It is important that all members of the school community work together to do their part because all forms of PPE are more effective when every member of the community uses them at the same time.**

### **Face Coverings**

All students, grades PreK through 12, will be required to have a cloth mask with them at school every day. Students will be required to wear the mask at any time they are closer than 6 feet from others. This includes while entering and exiting the building, moving between rooms in the school (e.g., between the classroom and the restroom), and moving about within a classroom.

All students Preschool 3 to 8<sup>th</sup> Grade will be required to wear a mask all day, including while in class. Students will be able to remove their masks at the following times:

- While eating in their classrooms
- While they are outside and 6 feet apart
- While in the classroom, when they are at their desks behind sneeze guards and when the windows are open.

Each family will be responsible for providing appropriately sized masks for their children. Each student should have an extra mask with them at school at all times. Masks should be solid in color, no words, no logos, or prints. Gator face are also allow following the same guidelines as above.

All faculty, administration, staff, and other adults in the school building during the day will be required to wear a cloth face mask. Teachers may remove their masks in the classroom for teaching purposes if they are a minimum of 6 feet away from all students and are wearing a face shield.

### **Sneeze Guards**

Each desk will have a three-sided, transparent guard, called a sneeze guard. The sneeze guards will be used as an added layer of protection for all students and faculty.

### **Barriers**

Transparent barriers will be used in the main offices as an additional layer of protection for all members of the school community when they are in those locations.

## **SOCIAL DISTANCING**

Social distance is usually described as maintaining a 6 foot distance from all other individuals. This distance is generally understood to be sufficient to ensure that any large droplets that are exhaled and may contain the coronavirus do not reach other people. The minimum accepted social distance is one meter (approximately 3 feet), as described by the World Health Organization.

Maintaining social distance may be challenging for students of all ages, particularly when they have not seen each other or when they have found themselves in social environments outside of school in which social distancing has been relaxed. It may also be difficult when larger classes are gathered. The guidance we are following from the CDC and the NJ Department of Education allow students to be closer than 6 feet apart if other protections are in place, such as masks and sneeze guards.

**Social distancing and PPE work together to ensure the safety of students, teachers, administrators, staff, and the entire school community.** Therefore, it is critical that all school personnel and parents remain vigilant in reminding students of their responsibility to each other to maintain a social distance in case they are carrying the virus and may be able to unknowingly transmit it to others, even if they do not have symptoms.

### **Social Distancing in Classrooms**

We have taken every measure possible to ensure the maximum distance between students in each classroom. These measures include spacing student desks, removing most furniture from classrooms, moving larger classes to a larger space including the gym and the Ministry Center.

Student desks will be spaced 4 feet in most cases but not less than 3 ½ feet. Our approach is to combine social distancing of students in the classroom with the use of face coverings and sneeze guards to provide a holistic approach to avoiding respiratory droplets that may carry sickness reaching another child, teacher, or staff member.

### **Social Distancing in Other Areas of the School**

In addition to social distancing measures in classrooms, we are implementing the following procedures and protocols to promote social distancing:

- Physical Education/Gym Class will be held outside. Students will participate in activities that maximize distance. Masks do not need to be worn during this class.
- The number of students who can enter the restroom at any time will be limited to ensure 6 foot distance between students. The maximum number of students allowed in a restroom will be posted on the door. Students will use assigned restrooms to limit the total number of individuals using any one restroom.
- In areas where students might wait in line (e.g., main office, restroom, entrances, doorways), clear markings will be placed on the ground to identify a 6-foot distance between individuals.
- Student movement through the school will be kept to a minimum throughout the day.
- Clear marking will be located on the floors in the hallways to assist in distancing. Hallways will be monitored throughout the day to ensure students and staff comply with social distancing protocols.

## **PERSONAL HYGIENE**

In addition to PPE and social distancing, each member of the school community will be expected to take responsibility for his or her personal hygiene, including responsibility for personal belongings and space. Teachers will provide instruction and allocate time in the classroom to ensure that students understand and can take these responsibilities seriously.

### **Hand Washing and Hand Sanitizing**

Keeping hands clean is one of the most important defenses against the spread of all sickness, including COVID-19. The virus may survive for a period of time on surfaces that students touch throughout the day. For this reason, it is critical that students, teachers, and staff wash or sanitize their hands regularly.



- Each class will have a regular schedule, at least once per hour and before and after all meals or snacks, for students and teachers to wash their hands for at least 20 seconds or to use hand sanitizer with at least 60% alcohol to sanitize their hands.
- Hand sanitization stations will be set up in the following locations:
  - In each classroom
  - At all entrances and exits to the school building
  - At the entrance to the school office
  - At the entrance to or in the nurse's office
  - At the entrance to or in the faculty lounge
  - Multiple hand sanitization stations will be set up outside each lavatory.
- Each student should have a personal bottle of hand sanitizer and a personal container of sanitizing wipes for use in his or her personal space.
- Teachers will reinforce hand washing and the importance of students avoiding touching their faces and masks, particularly with those in the primary grades.

### **Personal Space and Belongings**

Personal responsibility is an important skill for students to develop and exercise as a defense against the spread of COVID-19. Students have a responsibility to each other that they demonstrate through hand washing, social distancing, and the use of PPE. Taking responsibility for their own belongings and contributing to cleaning their workspaces are additional ways that students can be accountable to each other for maintaining the community's health.

- All students will need to have their own set of school supplies.
- Each student's belongings will be separated from others' and in individually labeled containers, cubbies, or areas. Students are encouraged to keep their belongings in their backpack, bin or case as per the teacher's instruction and grade level.
- Where supplies must be shared, such as science lab equipment, computers, or math manipulatives, only one group of students will use those supplies at a time, and they will be cleaned and disinfected between use.
- Lockers will not be used at this time since the Middle School will be in the gym and Parish Ministry Center.
- When students use spaces that may be used by others, they will wipe down the space with a disinfecting wipe after they use it.

Students in 5<sup>th</sup> grade and Middle School will not be switching classrooms as they have in the past for different subjects. Instead, teachers will switch classrooms. This is being done to limit the number of students who use specific desks and classrooms.

### **Backpacks, Clothing, and other Belongings**

We are asking all students to limit the number of items they transport between home and school. Students may bring a backpack and lunch box to school. We recommend that students remove shoes immediately upon returning home and that all school clothing be washed promptly after students return home.

## **FOOD SERVICE AND RECESS**

Food service, including lunch and snacks, and recess are important parts of the school day. They will be particularly important this year as opportunities for students to socialize and exercise during the school day.

### **Lunch and Snacks**

Lunch and snack will be in the classrooms. Teacher will ensure students will wash and/or sanitize their hands before and after they eat. Their masks may be removed while eating, but students must stay in their seats, eating over their desk behind their sneeze guards.

### **Recess**

- The recess schedule will be modified at this time in order to allow students space to run around and socialize while maintaining social distancing when they are outside. Assigned areas for each class will be designated on the playground so that the class-cohorts will remain together to diminish possible expose to other students. Students will have recess in their classrooms if weather is bad.
- Students are not required to wear masks for outdoor recess. They may wear them if they feel more comfortable doing so. Masks must be worn if students are between 3-6 feet of one another.
- We will limit the use of playground and sports equipment. If students use playground equipment, they will be encouraged to stay 6 feet apart. All playground and sports equipment will be disinfected after each use by a class.
- Students will wash or sanitize their hands after recess.

## **BEFORE CARE AND AFTER CARE**

We will continue to offer before care and after care. We ask that only those families who need these services use them at this time. Students in before care and after care will be grouped with family members or members of their homeroom class to reduce the number of interactions across groups of students.

## **HEALTHY FACILITIES**

An important part of maintaining the health of the school community is ensuring that the school grounds and systems support the health of students and employees. St. Margaret Regional School has developed enhanced practices to increase our attention to the cleanliness of the school grounds, facilities, and environment.

### **Enhanced Cleaning and Disinfection**

We have developed protocols to ensure that all areas used by students or staff are thoroughly cleaned and disinfected every day.

*Classrooms* will be cleaned and disinfected at the end of each day. This includes:

- All desks, tables, and chairs
- Any barriers present in the room (e.g., sneeze guards)
- Bookshelves, windows, and blackboards/whiteboards
- Carpets (vacuum) or floors (mop)
- Frequently touched objects, (pencil sharpeners, coat hooks, door handles, light switches)

Classroom space that is used by multiple groups of students and commonly used objects (e.g., doorknobs, pencil sharpeners) and student seating (chairs, desks, tables) will be disinfected after every class. All **Advanced Math** classes will use the same classroom. Sr. Pepita will sanitize desks and chairs between classes.

In general, rooms that have been disinfected will not be used for any purpose until the next school day. Some rooms may be used for After Care. When they are, cleaning will occur before and after the program. (All Religious Education classes will be held remotely until January.)

**Bathrooms** will be cleaned and disinfected twice daily, including at the end of the day.

In addition, frequently used objects in common spaces, offices, and other rooms throughout the school will be disinfected multiple times per day.

A mister/atomizer will be used to spray a mist of disinfectant over common areas and classrooms, including student desks and sneeze guards, Monday through Thursday and a full wipe down on Fridays.

Frequently used objects in kitchens and food service preparation areas will be disinfected multiple times per day. The entire kitchen and food service preparation area will be cleaned and disinfected at the end of the day and should not be entered or used for any purpose until the next school day.

### **Ventilation**

Ventilation of our spaces is an important component of keeping members of the school community healthy. We will keep windows open to the maximum extent possible, ensure that air circulated in the building is either sanitized or includes a fresh air component, and ensure that all filters are replaced and equipment serviced with components that meet the manufacturer's recommendations.

## **PART II: MANAGING POTENTIAL SICKNESS**

St. Margaret Regional School is taking precautions to limit the transmission of sickness, especially COVID-19, including the use of personal protective equipment, social distancing, and enhanced personal hygiene and facilities cleaning protocols, as described in the rest of this guide. However, we recognize that some students and/or staff may still show symptoms of COVID-19, or students, employees, or their family members might be exposed to or test positive for COVID-19. Our response follows guidelines established by the CDC and followed by the Gloucester County Department of Public Health.

## RESPONSE TO COVID-19 SYMPTOMS

### Students and Employees who Show Symptoms of COVID-19

Any adult or student who shows symptoms of COVID-19 upon arrival at school or at any time while they are in the school building will enter a protocol to protect them and other members of the school community that will result in their leaving the school building as soon as practicable.

- Students, employees, and any other adults in the school will enter an isolation area if they show symptoms of COVID-19.
- All students, employees, personnel, and others in the isolation area will wear a mask and gloves and maintain a 6 foot distance from each other as practicably as possible.
- A parent, guardian, or authorized adult will be called to pick up any student who shows symptoms of COVID-19.
- Students will be isolated safely and respectfully, with continued supervision and care and respect for their privacy, until an authorized adult can pick them up. The isolation area will be thoroughly disinfected after it is used by symptomatic students.
- If symptoms appear after the school day has begun, the teacher and students will wash their hands thoroughly and immediately, the classroom or workspace of the student or employee will be thoroughly cleaned and disinfected, and the class will meet in an alternate location for the rest of the day.
- The Gloucester County Public Health Officer will be notified that an individual with symptoms that are potentially due to COVID-19 has been sent home. This contact will be made confidentially to protect the individual.
- The County Public Health Officer will advise the school about whether or not any additional steps, such as asking other students to self-quarantine, need to be taken. It is important to understand that such decisions will be made on a case-by-case basis, depending on the circumstances. Not every case of an individual with symptoms that are potentially due to COVID-19 will lead to self-quarantine for other individuals, a class, or the school.
- Parents will be contacted with basic information about any symptomatic individuals if the school is advised to do so by the public health officer. All information will protect the privacy of the individual(s) involved.
- Students and staff who show symptoms that could be attributed to COVID-19 will be advised to seek the advice of a physician about whether isolation is necessary.

### Isolation due to Symptoms COVID-19:

Students or staff may be advised to isolate by a physician or a public health official because their symptoms are new and cannot be explained by another condition. Isolation refers to staying home and away from others because of symptoms that may be due to COVID-19. An individual who is advised to isolate will be permitted to return to school in any of the following circumstances:

- If the student has a COVID-19 test, and the test is negative, then the student may return to school after they are fever free without fever reducing medication for 72 hours and other symptoms disappear.

- If the student has a COVID-19 test, and the test is positive, then the student may return to school after following the guidance of their local public health department. This will generally be after 3 days with no fever without the use of fever-reducing medications AND respiratory symptoms have improved AND 10 days have passed since symptoms first appeared.
- If the student does not have a COVID-19 test and is determined to have a sickness other than COVID-19 by a physician, then the student may return to school with a written clearance from a physician.

Any employee or student who is absent due to symptoms that could be attributed to COVID-19 for 3 days or more, including those sent home from school, must have a physician's clearance to return to the school and must be fever free for 72 hours before returning to school.

## **POTENTIAL AND CONFIRMED EXPOSURE TO COVID-19**

### **Students and Employees who have had Close Contact with Someone with COVID-19**

Any member of the school community who has had close contact with someone who has tested positive for COVID-19 must alert the school. We will immediately notify the Gloucester County Public Health Officer, while maintaining confidentiality. This includes employees of the school, students, volunteers, and family members of students. Close contact is considered to be:

- Within 6 feet of someone who has COVID-19 for 10 minutes or more
- Provided care at home to, or visited, someone who is sick with COVID-19
- Direct physical contact with the person (touched, hugged, or kissed them)
- Shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Students or staff may be advised to self-quarantine by a physician or a public health official because they have had close contact with someone who has COVID-19. Self-quarantine refers to staying home and away from others because you might develop symptoms of COVID-19 or might have asymptomatic but contagious COVID-19. It is important to understand that such recommendations to self-quarantine will be made by a public health official or a physician on a case-by-case basis, depending on the circumstances.

### **Self-Quarantine**

Students who are advised to self-quarantine by a physician or a public health official are expected to stay in the home for 14 days. The 14-day count will generally begin on the day of potential exposure to COVID-19, as advised by a public health official, even if the individual does not begin self-quarantine immediately. Students who do not show symptoms during this period will be expected to participate in school remotely.

- If the self-quarantine is due to a contact with someone you will not encounter again, then you may return to school 14 days after the contact, or with a negative COVID-19 test.
- If the self-quarantine is due to a positive COVID-19 test for anyone who lives in the household, then the quarantine likely will be longer.

- If you can avoid contact with the person (for example, they are isolated in their bedroom), then the length of the self-quarantine will be calculated as 14 days from the date that person began isolation.
- If you cannot avoid contact with the person, then the length of the self-quarantine will be 14 days from the end of that person's isolation.
- In all cases, an individual who is advised to self-quarantine will only be permitted to return to school when cleared by a doctor to do so.

### **Students and Employees who have Tested Positive for COVID-19**

Any member of the school community who tests positive for COVID-19 must alert the school. We will immediately notify the Gloucester County Public Health Officer, while maintaining confidentiality. This includes employees of the school, students, volunteers, and family members of students.

- All parents and employees will be notified, maintaining confidentiality, sharing information advised by the Public Health Officer.
- The individual's classroom will be closed off and not used until after cleaning and disinfecting. All common areas will be immediately cleaned and disinfected.
- Upon the recommendation of the Public Health Officer, some students, a class, multiple classes, or the school may be asked to self-quarantine and monitor symptoms as a precautionary measure. If this occurs, the school will implement remote learning for teachers and students affected.

Individuals who have tested positive for COVID-19 may be readmitted under the following conditions:

- At least 10 days since symptoms first appeared
- At least 24 hours with no fever without fever-reducing medication
- Symptoms have improved
- Cleared by a physician to return to school

## **PART III: SUSTAINING ACADEMIC EXCELLENCE**

Academic excellence is a hallmark of Catholic schools. We are implementing some changes to our instruction for the 2020-2021 school year based on what we learned during the 2019-2020 school year. The intent of the changes is to maximize student learning, regardless of the context. Our expectation is that most students will be in classrooms, onsite for the 2020-2021 school year. However, students who are advised to isolate due to COVID-19 symptoms or self-quarantine due to COVID-19 exposure will learn remotely for short durations, and some might learn remotely for longer periods. It is also possible that the progression of COVID-19 in our community and/or in the state may require us to transition to remote learning temporarily as we did last year. The instructional plan leverages technology so that instruction and learning are as fluid and transferrable as possible between onsite, in-classroom and remote learning.

## **EDUCATIONAL TECHNOLOGY**

Continued strategic use of technology will allow teachers to personalize learning and also provide instruction that is fluid across onsite/in classroom learning and at home.

### **Hardware**

Students will be able to use school iPads or Laptops. Units will be wiped and sanitized between users. Potentially, Middle School Students could be asked to bring their own device, excluding phones at the teacher's discretion. Guidelines will be communicated and both parents and students will be asked to read and sign a user agreement.

### **Software**

The use of instructional software will aid teachers in understanding student progress and learning, personalizing learning, and organizing assignments for students.

- All students in K-8 will use Google Classroom during the school day.
- Google Classroom will be used to organize instruction during the day for students in school and learning at home.
- All students in K-8 will use First in Math and Freckle ELA program for grades K-8 as a regular part of their in-school learning experience, remote learners and for homework.
- Login information for all student accounts will be shared with students and parents to ensure access.

## **CURRICULUM, ASSESSMENT, AND INSTRUCTION**

Some changes will be made to the instructional program to ensure that all students show appropriate growth from the previous year.

- St. Margaret Regional School will continue to follow the curriculum for the Diocese of Camden. Some changes to the curriculum are being implemented to ensure that any changes in students' learning due to remote learning in the 2019-2020 school year are addressed.
- A special emphasis will be placed on reinforcing student academic skills from the previous school year during the month of September. In order to allow more class time for Math and ELA, across all grade levels, time allotment for co-curricular classes, such as PE, Music, Art, etc., will be reduced by 10 minutes.
- Co-Curricular subjects (Spanish, Library, Art, Music and Technology will take place in the classrooms once a week. Teachers will rotate according to their given schedule. Physical Education will take place outside, weather permitting. On inclement weather days, student will have a Health and Nutrition lesson.
- All students, grades K-8, will participate in the Star Assessments in Reading and Math three times a year to help teachers identify their growth and customize their learning.
- All teachers will use the educational technology infrastructure to incorporate blended learning into their classrooms. Blended learning incorporates technology into instruction to assist teachers with personalizing instruction for all students. Blended learning in the classroom can also help prepare students for learning at home, if necessary.

## REMOTE LEARNING

We anticipate that there may be a need for remote learning during the 2020-2021 school year. More students may be absent for sickness, and likely for longer duration, than usual. Some students will be asked to self-quarantine, meaning a minimum of 2 weeks absence. Other students may need to learn remotely for longer periods, even the whole year, due to health concerns. **Therefore, we will support remote learning every day for students who are in need of it so that students learning at home have a learning experience as close to the classroom experience as possible.**

- Students learning from home for either illness or long-term are invited to join the Morning Prayer and Pledge of Allegiance as it streams live on Facebook.
- In addition to the live remote teaching, teachers will be available for one on one student support via Google Meets or Zoom during designated times to be determined by each teacher.

### Daily Remote Learning for Temporarily Absent Students

The intent is for instruction to be as similar as possible, and as simultaneous as possible, for students' in-seat and learning remotely.

- Each classroom is set up with videoconferencing capabilities so that students can be “live” in the classroom through Google Classroom with Google Meet or Zoom. Students will be able to login to join the class on a regular schedule.
- Students who are learning remotely and in the classroom will both have access to lesson materials using Google Classroom.
- Teachers will schedule their classes consistently every day so that students who may be learning remotely will be able to follow the schedule to participate in class. Class schedules will be provided at the onset of the school year.
- Schedules, assignments, time for remote students to be “live” in the classroom, and approaches will vary according to the age and grade level of the students.

Temporary remote learning is intended to serve students who are out for health reasons (such as COVID-19-related isolation or quarantine) for longer than they would be in a typical year. Students may not choose to remain at home and learn remotely on any given day for reasons other than illness.

### Full-Time Remote Learning Option

Students with physical or mental health concerns related to COVID-19, or who have a member of the household with physical or mental health concerns related to COVID-19, may choose a full-time remote learning option.

The decision to exercise the full-time remote learning option will be made collaboratively with the principal on an academic Marking Period by Marking Period basis. There will be special considerations for ensuring that students in this status experience a robust curriculum and engage with the teacher.



The full-time remote learning option is intended to serve students with circumstances that merit it. Students may not choose to remain home and learn remotely on any given day for reasons other than illness.

### **Mandated Remote Learning**

It is possible that during the 2020-2021 school year, St. Margaret Regional School will be advised by public health officials to close temporarily due to the presence of COVID-19 cases so that members of the school community can self-quarantine. It is also possible that St. Margaret Regional School will be ordered to close temporarily due to the progression of COVID-19 in the region or state, as it was during the 2019-2020 school year.

In the event that the school is advised or ordered to enter remote learning status, teachers and classes will adhere to the following guidelines:

- We will continue the use of Google Classroom for all grade levels, First in Math for all grade levels and Freckle ELA for all grade levels, established for in-class and remote learning. Using it in school regularly should make access to and completion of assignments at home easier.
- The schedule for the remote learning school day will continue as seamlessly as possible from the schedule for in-classroom learning, with live teaching and learning scheduled every day.
- Teachers will use specific guidance from the Office of Catholic Schools for the type and duration of live instruction, established in response to parent feedback and in light of best practices for remote learning for students of varying ages.
- The same comportment expected of students while in school will be expected during remote learning. This includes the expectation that the students are dressed in their uniform polo shirt, groomed and seated at a desk or table, as free from distractions as possible.
- We are committed to making remote learning as close to the classroom experience as possible to ensure that teaching and learning are continuous and student's progress as expected regardless of the learning environment.

### **ATTENDANCE**

The attendance policy will be adapted for the 2020-2021 school year to accommodate students who may be learning remotely. When in-classroom learning is occurring, attendance will be marked as: Present, if in school; Remote, if learning remotely (present for live teaching and turning in assignments within class time expectations), or Absent, if home and too ill to participate.

If the school building is closed for all students due to advice from a public health official or an order, then attendance categories will be Remote or Absent. It is expected in this scenario that students learning remotely will attend all live instruction and submit all assignments on the deadlines expected. Any family who would like special consideration for an alternate deadline due to supervision or child care challenges must ask for such consideration in writing. Students

who are sick or who do not attend classes and do not submit assignments will be marked as Absent.

## **CONCLUSION**

Although the above is the initial plan of St. Margaret Regional School, as this fluid situation develops, some modification and update may need to be conveyed to our school families. Thank you for your patience and understanding as we all work toward the spiritual, academic and health related growth of our students.