

Logistics and Planning

- Creating well defined entrance protocols for students, teachers, and visitors
- Developing a plan for social distancing outside of the classroom in highly populated areas like hallway/locker areas, restrooms, locker rooms, cafeteria, library, etc. This includes a plan for Mass and extra-curricular activities.

Diocesan School Guidelines

Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.

LP 1 - Arrival Procedures - Schools will establish clear protocols for students entering the building and how to proceed to classrooms. One of the goals of our health and safety protocols is to limit exposure between designated groups of students as much as possible. Schools will need multiple entrances.

- Green Phase:**
- All students must wear a mask when entering the building.
 - Middle School students will enter the building through door #6
 - District transportation offices will need to be notified and agree to the change of drop off locations for this year
 - Elementary School students will enter the building through door # 7
 - Students will practice social distancing while moving to assigned classrooms.

- Yellow Phase:**
- Same guidelines as the Green Phase will be followed

Lead Individual: Mrs. Mary Jo Pronio

Materials:

Resources/Support: Health and Safety Plan posted on St. Margaret Mary School website

Professional Development: Faculty Meetings: July 23,2020 and Faculty In-Service Meeting August 18, 2020

LP 2 - Dismissal Procedures - Schools will need multiple exits and protocols that may include staggered schedules.

- Green Phase:**
- Bus riders: All students will remain in their cohorts to wait for their bus to be called.
 - Teachers will monitor social distancing in the hallways as cohorts are dismissed for buses.
 - Car riders: parents will practice social distancing while waiting for students outside door #6
 - Parents may not enter the building to pick up students

	<p>Yellow Phase:</p> <ul style="list-style-type: none"> • Same guidelines as the Green Phase will be followed <p>Lead Individual: Mrs. Mary Jo Pronio</p> <p>Materials:</p> <p>Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website</p> <p>Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020</p>
<p><i>LP 3 - Extended Day</i> - Schools will take entrance/exit protocols, cohorts, and travel into account, as well, when shaping approaches to before-school and after-school care.</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> • Students will remain with their cohort until dismissal is complete • Students will report to the cafeteria practicing social distancing • Students will sit in assigned areas according to their grade levels. • Students will sit three to a table <p>Yellow Phase:</p> <ul style="list-style-type: none"> • Same guidelines as the Green Phase will be followed <p>Lead Individual: Mrs. Mary Jo Pronio</p> <p>Materials:</p> <p>Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website</p> <p>Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020</p>
<p><i>LP 4 - Cohorts</i> - Schools will create cohorts among students in order to minimize the number of people each student encounters in school, to the extent feasible. This allows schools to minimize spread of the virus and to know, to the extent feasible, which students and staff a group of students came in contact with.</p> <p>Each school will define the term cohort.</p> <p>In elementary schools, that cohort may be a student's homeroom, or, in middle school, the students with whom students have their classes and</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> • St. Margaret Mary School will assign cohorts among students in order to minimize the number of people each student encounters in school to the extent feasible. • Students in grades K-5 cohorts will be their homerooms. • Students in grades 6-8 cohorts will be divided into accelerated and academic math and language arts. All other classes will remain as homeroom cohort • A binder of all students attending BSTEP (Before Care) and ASTEP (After Care) daily and weekly will be kept and submitted to the school office weekly.

<p>activities. In high schools, the cohort will consist of the students with whom students have their classes and activities.</p> <p>All schools will keep running lists by student name of all students and staff with whom that particular student comes in contact through all aspects of the school day, including activities and extracurriculars; before and after care, if applicable; and transportation.</p>	<ul style="list-style-type: none"> • Homeroom assignments, student schedules and bus assignments will be maintained in the school office. <p>Yellow Phase:</p> <ul style="list-style-type: none"> • Same guidelines as the Green Phase will be followed <p>Lead Individual: Mrs. Mary Jo Pronio Materials: Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020</p>
<p><i>LP 5 - Signage and Travel in the Building</i> - There will be clear signage about who is to proceed in what direction in the school hallways and building. One-way hallways are the ideal, to the extent feasible. Schools will also have signage that encourages proper hygiene and social distancing.</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> • Students will stay to the right of the hallway when walking to class • Elementary teachers will monitor social distancing when moving through the hallway • Special class teachers will move to classrooms. • Floor decals will indicate where to walk for social distancing and to help maintain six feet of distance between students • CDC Signage in bathrooms will remind students how to properly wash hands and encourage proper hygiene. • CDC Signage will also remind students to use hand sanitizer upon entering classrooms for good hygiene <p>Yellow Phase:</p> <ul style="list-style-type: none"> • Same guidelines as the Green Phase will be followed <p>Lead Individual: Mrs. Mary Jo Pronio Materials: Floor decals, CDC bathroom and hallway signage for proper hand washing and good hygiene Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020</p>
<p><i>LP 6 - Recess, Athletics</i> - The opportunity for physical activity and fun</p>	<p>Green Phase:</p>

at recess is an integral part of the elementary school day. Each school will develop a plan and schedule for the use of recess facilities, outdoors whenever possible, that maintains appropriate approaches to cleaning and social distancing and keeps students in cohorts to the extent feasible.

The school plan could include: keeping recess limited by cohort; offering a bag or bin of labelled equipment to be used for that cohort; clear direction on the use of the playground; and asking students to choose an activity at recess and stick with it for that period of time.

Note: Schools should carefully consider how they allow use of playground-type equipment. When students have face masks or lanyards, there is the possibility of serious student injury if the mask inhibits vision while climbing or when strings get caught in playground equipment. Make sure that students are six feet apart if using playground equipment so that face coverings are not required for that period of time.

All research shows that physical activity improves the ability to learn. Schools will set schedules that increase the amount of recess or break time typically given to students, as they are less likely to be moving throughout the school day in 2020-2021.

Schools will comply with the guidelines of the PIAA for their athletics teams and programs. High schools, in particular, will be aware that it is incredibly important for us to be clear, consistent, communicative, thorough and innovative in how we address health and safety practices in our sports programs.

LP 7 - Lunch, Water Fountains - Schools will create schedules that keep students in cohorts at lunch times and will follow social distancing guidelines, to the extent feasible, during the lunch period as well. Protocols for lunch will include efforts to minimize among students shared spaces and shared equipment or serving utensils and an emphasis on clearing protocols. In elementary schools, cafeterias should not be used for mealtime unless truly necessary. Elementary schools should explore use of classrooms and outdoor space first.

- Recess times will be staggered according to cohorts
- Each cohort will have their own equipment
- No-touch activities will be encouraged and monitored by teachers on duty
- A schedule will be determined before the start of school
- To limit trips to the nurse, there will be a first aid bag for each cohort with supplies for non-emergencies
- Additional recess breaks will be added to the afternoon schedule
- Students will have a ten minute mask break each time during recess and class outside breaks.
- Our Athletic Association will comply with Diocesan guidelines.

Yellow Phase:

- Same guidelines as the Green Phase will be followed

Lead Individual: Mrs. Mary Jo Pronio

Materials: First Aid supplies, separate cohort equipment

Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website

Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020

Green Phase:

- Bagged lunch will be offered in place of hot lunch until COVID restrictions are lifted.
- Students will eat lunch their classrooms
- Students who purchase lunch will have their lunch delivered to their classroom.
- Water fountains will be shut off
- Students will carry their own non-disposable water bottle.
- Water Coolers will be located in each hallway for students to

Issues such as the number of students in the school, the school facility itself and staffing levels will come into play for this decision. In high schools, cafeteria settings may be used, but with strict protocols that address social distancing and cleaning. In instances when the cafeteria is used, cafeteria staff will use barrier protection PPE; cleaning will occur between student lunch shifts; and lunch shifts will be staggered with social distancing in practice during the shift.

As was true last spring, students may not use water fountains as they spread germs easily. Refillable water bottle stations are an excellent alternative.

refill non-disposable water bottles.

- Teachers will use outdoor areas as weather permits for class and or lunch.
- Tents will be used for shade in outdoor areas.

Yellow Phase:

- Same guidelines as the Green Phase will be followed

Lead Individual: Mrs. Mary Jo Pronio

Materials:

Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website

Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020

LP 8 - Visitors - Part of the success of our social distancing methods depends on having a controlled environment in the school, to the extent feasible. Therefore, how we handle visitors is very important.

Visitors include volunteers and school parents.

As visitors typically enter the school through the office area, the school is encouraged to implement physical barriers (such as plexiglass), to the extent feasible, between school staff and others in the office area.

School staff will take the temperature of visitors and visitors will self report on potential Covid symptoms (see Appendix A) upon entering the school, and they will wear face coverings for their entire visit. (See LP 12 “designated individual.”) Schools are to be very specific with handling visitors, and they must be strictly limited regarding where they operate and their contact with others. Schools will keep clear documentation on visitors. An electronic system for logging in and out is strongly encouraged. All “safe environment” child protection rules will apply at all times.

Schools have the right to restrict visitors in whatever way is needed to safeguard the health of all involved.

Green Phase:

- Parents and Guardians will only be permitted to enter the waiting area by the office
- They will log in or log out their child on the book at the office window.
- They will wait in the designated waiting area by the office window
- Signage will remind visitors to maintain social distancing
- Visitors will not have access to the classrooms in order to maintain a safe environment for students and faculty.
- Classroom aides and substitute teachers will have their temperature taken by the school staff.
- School tours will be held after school hours
- A virtual tour of St. Margaret Mary School will be posted on the school website.

Yellow Phase:

- Same guidelines as the Green Phase will be followed

Lead Individual: Mrs. Mary Jo Pronio

Materials: Signage for visitors to maintain social distance

Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website

<p>If the county in which the school is located is in the <u>green</u> phase, visitors are allowed but only for truly necessary purposes.</p> <p>If the county in which the school is located is in the <u>yellow</u> phase, or if there is a confirmed case or presumed positive case of coronavirus ongoing among students or staff, visitors will not be allowed.</p> <p>Visitors necessary to maintain the operations of the school (e.g., plumber, electrician, Diocesan staff, accreditation team) or to safeguard the health and safety of the school community (e.g., nurse) will be allowed whenever necessary, but contact with staff and students will be limited as much as possible, and sanitation will occur once the outside agent has finished the visit to the school.</p> <p>Note on admissions: Certainly there will be requests for tours, shadow days, etc. in our schools when school starts. Schools are advised not to conduct school tours or shadow days once school has started. While new students are vital to our schools, every visitor brings extra risk. Schools are encouraged to conduct virtual meetings with prospective parents, and to include potential teachers and parent ambassadors in the conversations. If it is necessary to conduct a tour, that should take place after school hours.</p>	<p>Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020</p>
<p><i>LP 9 - Trial Run</i> - Each school must take the time to do a trial run of their plan and record when/how this is conducted. Also, schools should come up with several “day in the life of” scenarios and schedules for stakeholders to anticipate the school experience: e.g., a “day in the life of” a teacher, an eighth grader, a school parent. This is helpful for internal planning and helpful to the stakeholder as well.</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> • Trial run was conducted during Teacher In-Service week of August 17, 2020 • Student trial run was conducted during first week of school, August 24, 2020
<p>Logistics and Planning</p> <ul style="list-style-type: none"> • Developing routines for daily health checks 	
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>
<p><i>LP 10 - Faculty and Staff</i> - All staff will take their temperatures each</p>	<p>Green Phase:</p>

<p>school day at home and will monitor themselves for symptoms associated with coronavirus illness (see Appendix A and CDC for latest information on relevant symptoms). Staff will check in through a locally-established system to report that s/he has done so. Any staff member with a temperature of 100.4 degrees F or greater (38 degrees C) or above or a coronavirus symptom (see Appendix A) will not report to school. Staff must complete the check-in process <u>before</u> arriving at school.</p> <p>The current science indicates that stricken adults may be more likely to pass the coronavirus among themselves. Therefore, the school must take steps to be sure that staff socially distance among themselves, that any common areas or typically-used common items (such as coffee pots) are not used, and that staff-to-staff meetings happen virtually, if feasible.</p>	<ul style="list-style-type: none"> • All faculty and staff will document that they have taken their temperature at home and that it is not above 100.4°F before 7:30 a.m. each morning • All documentation for faculty and staff temperatures will be noted on a Google Doc • Faculty and staff will not gather in the Faculty Room for eating lunch. • Faculty meetings will be held virtually. • Inservice meetings will be held in the gymnasium with staff socially distanced throughout the area. <p>Yellow Phase:</p> <ul style="list-style-type: none"> • Same guidelines as the Green Phase will be followed <p>Lead Individual: Mrs. Mary Jo Pronio Materials: Google doc for logging temperature Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website Professional Development: Faculty Meetings: July 23,</p>
<p><i>LP 11 - Parent/Guardian and Student</i> - Parents or guardians of each student will take the student's temperature each morning before the student departs home for school and will assess for symptoms as well (see above). Parents or guardians will check in through a locally-established system. Any student with a fever of 100.4 degrees F or greater (38 degrees C) or a coronavirus symptom (see Appendix A) will not report to school.</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> • Parents will be responsible for documenting their child's temperature through the parent portal in Rediker each morning by 8:00 a.m. <p>Yellow Phase:</p> <ul style="list-style-type: none"> • Same guidelines as the Green Phase will be followed <p>Lead Individual: Mrs. Mary Jo Pronio Materials: Rediker parent portal for logging daily temperature Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020</p>
<p><i>LP 12 - Designated Individual</i> - The principal or principal's designee will verify that each staff member has checked in through the school's process before the school day has begun, to the extent feasible. A</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> • The office staff will verify that all faculty and staff members have checked-in each morning.

designated staff member will verify that each student has been checked in, similarly. Any child who was not checked in from home must report to the appropriate person once at school to be checked. The school will provide to the designated individual PPE to be used when checking temperatures. The PPE includes, at a minimum, face shield, face mask and gloves.

Schools will designate appropriate individuals who will be able to evaluate the health of students during the school day. To the extent possible, that individual should be a school nurse.

These designated staff members must do four things: a) Go through appropriate professional development on how to do these evaluations. The Diocese will provide options and parameters for this PD (see note below). b) Adhere strictly to CDC protocols for these evaluations and c) Use appropriate PPE for these evaluations and d) Closely guard the dignity and privacy of the student being evaluated

Training for the “designated individual”: The designated individual should take these precautions when doing a health evaluation: wear face mask and face shield and gloves (all three required); an N95 mask is preferable. Health evaluations should be done in a ventilated space, ideally with some kind of plastic barrier between the individual and the student. Minimize the time of exposure for the individual doing the evaluation. Touchless thermometers should be used.*This list of precautions comes from Steve High, of High Environmental Health and Safety Consulting, who conducted our CDC cleaning training.

The “designated individual” must watch the following video for training: <https://www.youtube.com/watch?v=7hK3p9ThkBE>

Parents should be informed any time the child’s health has been evaluated for temperature and/or Covid symptoms and should be apprised of the results as well.

LP 13 - Other Methods of Verification and Symptoms - Schools may choose other methods of verifying health in addition to the approach above. Those approaches include but are not limited to: Doing

- The office staff will verify that all parents have reported their child’s temperature.
- Those students who have not been verified will be evaluated by the nurse.
- Parents will be informed of the evaluation.
- All faculty and staff will wear face shields and/or masks when entering the building and when teaching.
- STMM will follow the recommendations and guidelines of the CDC for face masks: <https://www.fda.gov/medical-devices/personal-protective-equipment-infection-control/n95-respirators-surgical-masks-and-face-masks#s1>
- Mrs. Andrews will evaluate student health during the school day.
- Each teacher will have a non-touch thermometer in their classroom to take student temperatures.
- Mrs. Susan Andrews, St. Margaret Mary School nurse, will conduct necessary health evaluations in the assigned containment room.

Yellow Phase:

- Same guidelines as the Green Phase will be followed

Lead Individual: Mrs. Mary Jo Pronio

Materials: Rediker program for verification

Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website

Professional Development:

- Diocese will provide Professional Development
- School nurse, principal and a staff member will attend professional development provided by the diocese

Green Phase:

- STMM school nurse will follow these procedures
- Students will not be permitted to return to school until fever free

<p>temperature checks and verbal symptom screening (see Appendix A) for each student every day, or taking a representative sample of student temperatures during the school day. This information must be safeguarded (HIPAA).</p> <p>Any student with a fever of 100.4 degrees F or greater (38 degrees C) or a coronavirus symptom (see Appendix A) will be quarantined in a dignified manner in a designated room in the school building. Parents will be called to pick the child up immediately. The student will not be allowed back at school until a “fever-free” period of 48 hours has elapsed AND when the student has been cleared by a physician’s note. A parent who keeps a child home because of fever and/or coronavirus symptoms (see Appendix A) will follow the same protocols.</p>	<p>without medication for 3 days (72 hours) AND the child has been cleared by a physician’s note.</p> <ul style="list-style-type: none"> • A room has been designated as a quarantine room for any student showing coronavirus symptoms. <p>Yellow Phase:</p> <ul style="list-style-type: none"> • Same guidelines as the Green Phase will be followed <p>Lead Individual: Mrs. Mary Jo Pronio Materials: Rediker portal for documentation Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website Professional Development: School nurse, principal and a staff member will attend professional development provided by the Diocese</p>
<p><i>LP 14 - Attendance</i> - Student attendance at school is clearly critical. As we did last spring, we will need to define attendance in a non-traditional way for 2020-21, as it is likely that some students will learn through distance learning and others in person, and those ratios will change based on quarantine requirements. Schools will work closely with families on all matters of attendance and will extend grace and partnership whenever possible. Schools will discontinue “perfect attendance” awards, as they may encourage attendance at school when ill. Schools will maintain a clearly-communicated system for reporting absences and will be certain to check any messages, etc., frequently, in case we learn that a student has Covid symptoms or the like.</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> • Perfect attendance awards will be discontinued • Parents are required to call the school office by 9 a.m. to verify absence • After 9 a.m. the office staff will contact the parents who have not called in • Office staff will log absentees in Rediker <p>Yellow Phase:</p> <ul style="list-style-type: none"> • Same guidelines as the Green Phase will be followed <p>Lead Individual: Mrs. Mary Jo Pronio Materials: Rediker - student information system Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website</p>
<p>Logistics and Planning</p> <ul style="list-style-type: none"> • Developing protocols for social distancing in the classroom. • Developing scheduling options to facilitate reduced capacity at school. • Developing any necessary protocols for wearing face masks including creating plans for students with sensory issues. 	
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their</p>

	position, materials, resources, and/or supports needed, and professional development needed.
<p><i>LP 15 - Structure of Classes/Cohorts -</i></p> <p>Schools will create cohorts among students in order to minimize the number of people each student encounters in school, to the extent feasible. This allows schools to minimize spread of the virus and to know, to the extent feasible, which students and staff a group of students came in contact with.</p> <p>Each school will define the term cohort.</p> <p>In elementary schools, that cohort may be a student’s homeroom, or, in middle school, the students with whom students have their classes and activities. In high schools, the cohort will consist of the students with whom students have their classes and activities.</p> <p>All schools will keep running lists by student name of all students and staff with whom that particular student comes in contact through all aspects of the school day, including activities and extracurriculars; before and after care, if applicable; and transportation.</p> <p>Schools will make every reasonable effort to limit the number of students and staff with whom each student comes in contact, to the extent feasible, while also offering a full academic program. With younger students (pk-5), classes should remain as self contained as possible. Instead of students switching classes, teachers should come to them.</p> <p>Middle school students may need to switch classes in order to use more advanced materials or facilities or to take advantage of higher-level classes, but schools will balance those needs with the needs to minimize the contact group. Switching should be kept to a minimum and teachers, whenever possible, should come to the students. Scheduling options such as block scheduling can help here, so that students have four classes per day instead of eight (as one example).</p> <p>High schools keep complex academic schedules and, in order to</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> ● Cohorts are defined by their individual homeroom assignment ● The elementary school students will remain separate from the middle school students ● Multiple entrances will be used to avoid encounters with other students ● Middle School students will enter the building through door # 6. ● Elementary school students will enter the building through door #7. ● Cohorts will remain in their classroom for all classes except for computer and gym classes. ● Teachers will move to each classroom. ● The teacher will sanitize the desks after leaving for computer, gym, recess or outside mask break. ● Teachers must ensure that the hallways are clear for dismissal ● Students will walk on the right side of the hallway following the decals and arrow. ● Teachers must remain in the hallway until the next ● Outdoor spaces will be utilized as much as possible, weather permitting. <p>Yellow Phase:</p> <ul style="list-style-type: none"> ● Same guidelines as the Green Phase will be followed <p>Lead Individual: Mrs. Mary Jo Pronio Materials: Disinfecting wipes for sanitizing desks Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020</p>

prepare students for college, they will need to continue to offer a full academic schedule while making efforts to minimize the contact that each student has whenever possible.

Schools will make adjustments to bell schedules so as to minimize each student's exposure to others. To the extent feasible, middle and high schools should group students by grade and use the natural physical set up of the campus to create physical separation among groups -- wings of the school, school buildings, floors within the school, etc. In each Health and Safety Plan, each school will give detailed information on how these cohorts are to be established and maintained. Online learning can help to minimize movement in the halls and exposure and will be an asset in the cohort approach -- see the section on Curriculum and Instruction.

Schools will ensure, to the extent feasible, that social distancing protocols are maintained in hallways, at lockers, and at other "common" times. Schools will implement a bell schedule and student travel schedule to accommodate social distancing efforts.

Schools should make sure to use the entire school campus, inside and outside, in order to maximize the usage of space for social distancing and to keep offering the best possible academic program and activities.

LP 16 - Face Masks/Shields - Note: In any situation in which a face mask is indicated, a face shield may be used as an alternative. The PA DOH mandatory face covering requirement (with original date of July 1, 2020) allows for this. Note that neck gaiters are also acceptable. Face coverings must fit properly and must cover the nose and mouth. Schools are encouraged to have consistent policies on what is allowed on a face covering and are encouraged to prohibit writing of any kind. Political statements, statements contrary to the Catholic faith and any offensive statements are prohibited on face coverings.

Note: Some students may not be able to wear face coverings for various reasons. If a student has a school-written support plan that should indicate exemption from the mask; or brings a current IEP

Green Phase:

- Face shields and/or masks will be used by faculty and staff at all times
- Face shields and/or masks will be used by students at all times unless six feet of social distancing can be maintained
- All face masks worn at school must adhere to the following guidelines.
- The mask must fit each child appropriately, covering both the nose and the mouth.
- Any solid colored and/or patterned mask is acceptable. A mask featuring characters (i.e. Mickey Mouse, Paw Patrol, etc.) is acceptable. Please steer away from any mask featuring writing/words and/or logo(s) unless it is a STMM School logo.
- Masks cannot feature political-related content (words and/or

established at a public school to our school that indicates the same; or has previously-written medical directives on file that indicate the same, then that will suffice for documentation for the waiver. Any other requests for exemption from the face covering requirement must come in writing from a healthcare professional. Schools are asked to encourage a face shield, at a minimum, for every child.

Schools will set up classrooms to maximize classroom space; filing cabinets and other non-instructional items should be relocated from the room. Schools will arrange student seating so that they face the same direction and are at a safe distance apart (see below).

We intend to welcome all students to return to school in person in August 2020. The school will make every effort, to the extent feasible, to adhere to federal and state social distance guidelines and the CDC standards during the entire school day. The students will always be seated at a minimum of three feet apart, the WHO standard, if a six-foot distance is not feasible. Distance between students is to be measured “shoulder to shoulder;” that is, from the shoulder of one student to the shoulder of the next.

Schools will understand that face covering breaks, like recess, are necessary and helpful to the learning environment. These breaks should, ideally, occur in an environment outside the classroom - outside, or in a gym, for example. The following is a recommendation from a clinical psychologist in our area: “[The ideal is to have students at six feet apart and to give them five minutes w/o face coverings every thirty minutes.](#)”

Schools are required to create a face covering break plan and to include it in the updated version of the school’s Health and Safety Plan.

Face shields may be more practical and helpful for students and for teachers rather than face masks.

images), profanity (words and/or images), or any message and/or image deemed inappropriate or distracting. All masks must reflect Catholic values.

- If STMM school administration deems a mask inappropriate, extra masks will be available at each school for the student to wear if he or she is asked to change his or her mask.
- During outside recess, students will have a 10 minute mask break
- Teachers will take students outside for a mask break each day, weather permitting.
- In inclement weather, there will be times for social distancing in the gymnasium.
- Cohorts will have recess with their own cohorts.
- Desks will be placed a minimum of three feet apart, all facing the same direction. If possible based upon the number of students in the classroom, desks will be placed farther apart.
- All extra furniture will be removed from the classroom to allow for more space for social distancing.
- St. Margaret Mary School does not encourage the wearing of gaiters. Until the CDC has completed their research on the effectiveness of gaiters, we prefer that students wear masks and/or face shields to school.
- Extra masks will be available for students who do not have a mask or their mask breaks during the day.
- Teachers will have a supply of extra masks in their classroom for their students.
- Families are asked to be sure their child has an extra mask at school at all times in case it needs to be replaced.
- Consistent with CDC recommendations, cloth face coverings must be washed after each school day.
- Paper masks must be replaced daily.

Yellow Phase:

- Same guidelines as the Green Phase will be followed

Lead Individual: Mrs. Mary Jo Pronio

Materials: Face shields and masks

Resources/Support: Health and Safety Plan posted on the St.

<p>Schools should inform parents that parents will be expected to provide face coverings. Schools will provide face coverings at school, as well, in the expectation that students will lose or forget face coverings. Schools are encouraged to provide “mask dispensing stations” in common areas though care must be taken to keep them sanitary. Students will bring face masks home, and parents will be responsible for cleaning the masks, if they are reusable, before students return the following school day. Disposable masks should be disposed of each day, and students should return to school the following day with a new mask. These same guidelines will apply to school staff. Face shields must be cleaned daily.</p> <p>Schools will provide masks for their staff to wear as needed during the school day. Again, face shields would seem preferable for teachers.</p>	<p>Margaret Mary School website Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020</p>
<p><i>LP 17 - Classroom Environment and Spacing</i> - Schools will set up classrooms to maximize classroom space; filing cabinets and other non-instructional items should be relocated from the room. Schools will arrange student seating so that they face the same direction and are at a safe distance apart.</p> <p>Schools will make every effort to ventilate their classes as well as they can, as there is evidence that improved ventilation lessens the communication of Covid 19. Ventilation can come from various sources, including: opened windows; classroom doors locked but propped open; ceiling fans. Floor fans and personal fans are not allowed.</p> <p>Likewise, schools will use outdoor space for learning opportunities as much as possible. These are critical initiatives. Development offices may fill a need here: This is a great chance to enhance the school campus by getting outdoor furniture, tables with umbrellas, etc.</p> <p>It is possible for students to engage in group work during school but in particular, controlled circumstances. Doing small group work outside is ideal. For small group work in the classroom -- defined as a maximum of four individuals, including the teacher, facing one another and</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> ● Desks will be placed at a minimum of three feet apart, or farther if possible. ● All desks will face the same direction ● Extra furniture (tables, books shelves) will be removed to allow for more space for proper desk spacing. ● Classroom doors and windows will be open as much as possible. ● Windows will be open when not using the air conditioner. ● Ceiling fans will be utilized at all times. ● Outdoor areas (courtyard, parking lot, space behind modulars) will be used as much as possible for outdoor learning ● Group work may be done in outside areas. <p>Yellow Phase:</p> <ul style="list-style-type: none"> ● Same guidelines as the Green Phase will be followed <p>Lead Individual: Mrs. Mary Jo Pronio Materials: Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website</p>

<p>engaged in teaching and learning activities -- the group may face one another and collaborate for a limited period of time, if: a) they all wear face coverings AND b) they are at least six feet apart. If students are in a science lab or similar situation requiring the use of shared equipment, students will wear face masks AND disposable protective gloves. All shared equipment must be disinfected after each class.</p> <p>The school should explore the idea of a work station (to include sneeze guards) in classrooms.</p>	<p>Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020</p>
<p>Logistics and Planning</p> <ul style="list-style-type: none"> • Creating a plan to handle confidentiality issues • Reviewing and updating the Emergency Contact Plan 	
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>
<p><i>LP 18 - Coronavirus Parent Information</i> - Each school will provide parents with a set of notices to sign before the school year starts. These notices are to be separate from handbook signature forms, etc., so that they get the needed attention. The Office of Catholic Schools will provide templates; schools are to use these templates. All parents are required to sign these notices and acknowledgements before the first day of school.</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> • Parents will receive the notices provided by the Diocese • Notices will be sent through Rediker and parent portals. • An Addendum has been added to the Parent/Student Handbook with coronavirus information and forms. <p>Yellow Phase:</p> <ul style="list-style-type: none"> • Same guidelines as the Green Phase will be followed <p>Lead Individual: Mrs. Mary Jo Pronio Materials: Coronavirus Parent Information notices Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020</p>
<p><i>LP 19 - Coronavirus Confidentiality and Communication</i> - Schools will use a communication template to inform all school staff and all school parents promptly whenever a school staff member or a student of that</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> • Confidentiality is of the utmost importance • STMM will maintain coronavirus confidentiality when

school is diagnosed with Covid 19. Schools will then directly contact parents of those students who are potential exposures. Schools will do everything possible to maintain the confidentiality of the sick person. Likewise, schools will inform parents when a staff member or student contracts other communicable diseases, such as chicken pox, influenza, etc. All communication templates need to be HIPAA compliant, and the school's health officer (nurse, principal or principal's designee) will assure compliance and will see that the information is stored according to HIPAA regulations. The Diocese will provide a template for communication with HIPAA compliance. (This template was emailed to principals on August 22, 2020.)

- communicating with parents and staff.
- STMM will use the templates provided by the Diocese for communication

Yellow Phase:

- Same guidelines as the Green Phase will be followed

Lead Individual: Mrs. Mary Jo Pronio

Materials: Diocesan Coronavirus Confidentiality Forms

Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website

Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020

LP 21 - Communication and Quarantine - Schools will use a communication template that is HIPAA compliant to inform staff and parents promptly whenever a community member (staff member, student or immediate family member of same) is diagnosed with coronavirus or with a presumed positive.

If one student in a cohort is diagnosed with Covid 19 or has a presumptive positive test, that student and his/her family will quarantine. The same applies for staff. Students or staff who are symptomatic will quarantine until they have fully recovered based on CDC guidelines and until they have fulfilled the quarantine. The school will consult with the Secretary for Education and the board of health on such matters.

School principals were emailed a Google doc on quarantine and possible school closure, titled "DOH quarantine and school closing info for Covid 19," on September 2, 2020.

The school will maintain a low threshold for risk due to Covid illness in the school community in making determinations on short- and long-term school closures. The use of the cohort system will increase the likelihood that we can keep more students healthy and present in the school building.

Green Phase:

- Parents will be required to update their emergency information through Rediker by September 30.
- All emergency contact information will be printed and available in the office.
- Parents will be reminded that any changes to their emergency information must be made within 24 hours and will be added to the Parent/Student Handbook.

Yellow Phase:

- Same guidelines as the Green Phase will be followed

Lead Individual: Mrs. Mary Jo Pronio

Materials: Emergency Contact Plan

Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website

Professional Development: Faculty Meetings: July

The school, in collaboration with the board of health, will make every effort to provide a full list of those people an ill student or staff member has come in contact with, and promptly inform members of the school community, while respecting the privacy and dignity of all ill individuals. The school will stay in close contact with the LEA and any pertinent transportation agencies so that they may have the proper information about student illness.

When informed of a positive Covid 19 test, or presumed positive test, among students or staff, the school will: isolate the affected individual(s) (if at school); inform the parents of the affected student(s) and have the child(ren) picked up immediately (if at school); inform the Office of Catholic Schools and the board of health; inform all school staff and parents that there is a case in the school **and that those directly affected will get notification of exposure**; create a complete contact list for the affected individual; and prepare to take the necessary steps for cleaning and quarantine.

While we typically follow our public school district in deciding to close our Catholic schools in times of inclement weather, in this situation, we will make an independent decision. As an example, if the City of Lancaster closed two of their schools for health concerns, we will make an independent decision on the status of our schools in consultation with the board of health.

All schools, school staff and school community members will abide by the requirements of the State of Pennsylvania on travel restrictions and quarantine. Anyone entering PA from the states listed in the order “will need to quarantine for 14 days.” See: <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

Schools will not be able to take field trips until further notice and permission from the Secretary for Education.

Green Phase:

- STMM will use the HIPAA compliant communication template from the Diocese To ensure all mandates are followed.
- STMM will not schedule field trips for the 2020-2021 school year.
- When a student or employee member develops any symptoms of illness consistent with COVID-19 (e.g., new onset or worsening cough OR shortness of breath OR at least two of the following symptoms: fever of 100.4°F, chills, muscle ache, headache, sore throat, loss of taste or smell) in school, the following protocol will be used:
 - The person will be isolated in room 200 while they wait to be picked up or until they are able to leave the facility on their own.
 - The staff that is monitoring the student or employee with symptoms will practice social distancing when possible.
 - The space used for isolation will be closed after the ill person leaves and will be reopened after proper cleaning and disinfecting.
 - Any areas where the person is known to have been and items they have touched (e.g., individual desks, recently used toys, shared equipment) will be cleaned and disinfected.
 - The person cleaning will wear gloves when cleaning, and wash hands after removing gloves.
 - Parents will be asked to keep their child home if they have the common cold, cough, digestive issues, allergies with a runny nose or any flu-like symptoms for the safety of students and staff.
 - Students and staff will be required to quarantine for 10-14 days if they have visited any of the states on the PA website noted by the governor.
 - Students and staff will be required to quarantine for 10-14 days if they have been exposed to someone who may have Covid 19 or is waiting for the results of a Covid 19 test.
 - All students, their families and staff will be notified through contact tracing of a person they may have been exposed to.

	<p>Yellow Phase:</p> <ul style="list-style-type: none"> • Same guidelines as the Green Phase will be followed <p>Lead Individual: Mrs. Mary Jo Pronio Materials: Diocesan communication template Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2021</p>
<p>Logistics and Planning</p> <ul style="list-style-type: none"> • Procuring the necessary supplies for hygiene like hand sanitizer, wipes with bleach, etc. • Creating a plan for deep-cleaning of facilities and high touch areas daily, between alternate schedules, in the case of positive cases, etc. 	
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>
<p><i>LP 22 - Responsibilities and Protocols</i> - We are in an exceptional time in our schools. Students have lost learning time and are very much out of the routine of in-person instruction. Catholic schools are known for their orderly environments, and we want to send all stakeholders the message that our health and safety protocols must be taken seriously and we expect full compliance. Intentional violations of these protocols are serious violations.</p> <p>On the other hand, we need to understand that most violations of protocol will be unintentional and there will be a learning curve. We want to educate, take different approaches in educating our students, practice routines and incentivize compliance. Rewarding good behavior and cooperation goes a lot farther than disciplining students in these unusual circumstances. Schools are <u>not</u> to impose typical disciplinary consequences for student violations of health and safety protocols unless they are intentionally committed.</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> • STMM will ensure all mandates are followed by communicating with all stakeholders the message that our health and safety protocols must be taken seriously. • We will not impose typical disciplinary consequences for student violations of health and safety protocols unless they are intentionally committed. <p>Yellow Phase:</p> <ul style="list-style-type: none"> • Same guidelines as the Green Phase will be followed <p>Lead Individual: Mrs. Mary Jo Pronio Materials: STMM School Discipline policy Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website</p>

	<p>Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020</p>
<p><i>LP 23 - Hygiene Practices</i> - Students will wash hands with soap or utilize hand sanitizer a minimum of four times per day and as needed: when entering school; before snack and lunch; after snack and lunch; before exiting school for the day. Naturally, when students use the restroom or blow their noses, etc., they will wash their hands as well. Before and after using recess or PE equipment, students will wash hands.</p> <p>Schools will provide hand sanitizer stations, particularly for students in middle and high school. These stations should be touchless, ideally, so that the act of sanitizing does not become an act of spreading germs. Likewise, soap dispensers should be touchless.</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> ● Touchless hand sanitizers will be available for students upon entering and exiting the school. ● Hand sanitizer will be available before snack and after recess ● Hand sanitizer will be available before lunch ● STMM nurse will instruct all students on proper washing of hands ● Hand sanitizer will also be available outside the bathrooms. ● Touchless soap dispensers will be installed in all bathrooms ● Students will stand outside the bathroom while waiting on designated decal for social distancing. ● Posters and signage will be placed around the school and in bathrooms to encourage proper hand washing and hygiene. ● Increase student hand washing ● Teachers create classroom protocols for frequent hand washing ● Lunch and recess schedules allow for frequent hand washing ● Each cohort will have their own PE equipment bag and will take it to gym class with them. ● Any other equipment needed for gym class will be sanitized by the gym teacher after each class and rotated. ● Students will use the hand sanitizing stations to clean their hands if soap and water are not available. <p>Yellow Phase:</p> <ul style="list-style-type: none"> ● Same guidelines as the Green Phase will be followed <p>Lead Individual: Mrs. Mary Jo Pronio Materials: Floor decals for social distancing, posters and signage for proper hand washing and hygiene, touchless hand sanitizer stations Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020</p>

LP 24 - Cleaning Plan and Schedule - Each school will produce a detailed cleaning plan and schedule for all common spaces, surface areas, bathrooms, and high use areas. The cleaning plan and schedule will include a system for reporting that the plan has been followed on a daily basis.

All principals and a staff member whom they designate for the cleaning of the facility will attend a mandatory training on the CDC cleaning guidelines, with the facilitation of the Diocese.

Schools will almost certainly share their facility with parish programs and perhaps, in the past, with outside entities. Parish religious education programs will often be held in schools. It will be critical that parish and school staff work closely to be sure that there is a clear understanding on how the facility will be shared and cleaned. The school's cleaning plan will include how the facility will be cleaned when parish programs use the school facility. It is recommended that the school not allow outside entities access to the facility at this time.

Green Phase:

- STMM cleaning team will ensure that all bathrooms are supplied at the end of each day
- High touch areas will be sanitized after all students have arrived at school.
- Classrooms and bathrooms will be cleaned daily
- Classrooms and bathrooms will be sanitized with a disinfecting mist at the end of each day.
- Hallways, and locker areas will be sanitized with disinfecting mist at the end of each day.
- Parish religious instruction will be virtual this year. No classrooms will be used by the parish.
- Students will remain in their homeroom cohorts and can be facilitated by having different teachers rotate into the classroom to teach different subjects.

Yellow Phase:

- Same guidelines as the Green Phase will be followed

Lead Individual: Mrs. Mary Jo Pronio

Materials: Hand sanitizer for classrooms, sanitizing schedule posted in office, adjusted bell schedule

Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website

Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020

Logistics and Planning

- Surveying stakeholders to evaluate programming and support and make adjustments.

Diocesan School Guidelines

Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.

LP 25 - Survey - Each school will do a survey of staff and parents at approximately the six-week mark of the school year. The results of

Green Phase:

- STMM will send Diocesan surveys to faculty, staff and parents

those surveys will be shared promptly with the Office of Catholic Schools so that we can be aware of needs across the diocese. The Office of Catholic Schools will provide common themes for use in the surveys. (Common themes were provided in an email on September 23, 2020.)

- after the first two weeks of school and after six weeks of school.
- Survey will be sent using Google forms.
- Results will be shared with the Office of Catholic Schools.

Yellow Phase:

- Same guidelines as the Green Phase will be followed

Lead Individual: Mrs. Mary Jo Pronio

Materials: Surveys from Office of Catholic Schools

Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website

Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020

Creating and Maintaining Community

- Maintaining daily rituals (daily announcements, prayer, etc.)
- Creating community and connecting with students in new school configurations
- Facilitating community and connection with faculty and staff
- Developing authentic ways for parents to connect with the school community in a virtual world
- Structuring social opportunities for students and families

Diocesan School Guidelines

Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.

CMC 1 - Community and Culture - Creating Catholic community and meaningful relationships is at the core of what we do and who we are. In the current environment, schools run the risk of being “sterile,” or “cold,” instead of warm and authentic. This risk comes from the stress and constant change and challenges each of us in Catholic education faces both at home and at school these days, and from the fact that, even when we re-open in person, we could allow our schools to feel like hospitals if we do not create an intentional culture. Nature abhors a vacuum and, if we do not create the culture intentionally, it is created for us. Each school needs to make an intentional effort to create this

Green Phase:

- STMM posted our Reopening Plans on our school website for parents to review.
- STMM will provide opportunities for parents to give feedback for each draft through a survey.
- We will continue frequent communication to keep families updated on changes for reopening.
- STMM will use social media outlets to spread our school joy and recognize our students and families.
- We will use social media outlets to recognize student

positive community and these healthy relationships and to establish and maintain a culture of joy.

Culture of joy

A culture of joy should be a distinguishing characteristic in our Catholic schools. We have the gift of faith and the knowledge that God knows and loves us as His children. Schools should take every possible opportunity to celebrate, recognize and enjoy our communities, our people, our accomplishments, and the gift of a Catholic education. This intentionally-formed culture of joy will be a welcome antidote to the culture of fear that exists in our country and world right now during this time of pandemic.

accomplishments.

- We will use our social media outlets to share news of our updates and school announcements.

Yellow Phase:

- Same guidelines as the Green Phase will be followed

Lead Individual: Mrs. Mary Jo Pronio

Materials: Surveys from Office of Catholic Schools

Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website, emails, social media outlets

- **Professional Development:** Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020 regularly scheduled events.

CMC 2 - Communication - The order of preference and effectiveness for communication and relationship building is: in-person; through the phone or Zoom; and then through email communication and surface mail. Relationships are not made or maintained through email.

Each school will make a detailed communication plan that indicates what will be communicated to stakeholders, and how, and when - regarding the start of school and the opening weeks of school in particular. Each school will do a survey of staff and parents in the first two weeks of school and then in week six of school, at a minimum (see above).

Green Phase:

- Teachers will schedule a Zoom meet and greet with each family before during the week of August 10.
- All regularly scheduled in-person events (Ice Cream Social, Kindergarten and New Family orientation) will be held virtually.
- Diocesan Letter, communicated June 23, 2020 via phone call and email.
- School information on tentative reopening plans communicated July 17, 2020 via phone call and email.
- Mentor families will be assigned to new families from PTO membership.
- First draft of Back to School plan sent to teachers for review on July 23, 2020.

Yellow Phase:

Same guidelines for the Green Phase will be followed.

Lead Individual: Mrs. Mary Jo Pronio

Materials: Cohort lists, surveys, emails, phone calls

Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website, emails, social media outlets

Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020 regularly scheduled events.

CMC 3 - Online Communications - Each school is to have a portion of the homepage of the school website designated for information on the Health and Safety Plan. Each school will maintain an up-to-date, informative and helpful website that includes the health and safety plan for the school and that acts as a hub for all the information on school opening and procedures and expectations for the new school year. It is to be clearly visible and regularly updated.

Green Phase:

- STMM website included Coronavirus information and was updated during the remote learning period.
- New Health and Safety Plan will be posted on the STMM website.

Yellow Phase:

- Same guidelines for the Green Phase will be followed.

Lead Individual: Mrs. Mary Jo Pronio

Materials: Cohort lists, surveys, emails, phone calls

Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website

Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020 regularly scheduled events.

CMC 4 - Parent Connections - Our parents are craving connectedness, now more so than ever. Each school should make strong efforts to connect parents to one another, and not just through the common PTA approach. Consider approaches such as: new parent welcome events in person while following social distancing; regular Zoom parent meetings, perhaps per grade level; and offering parent events online, such as parent education events with experts on children's psychological or social/emotional health and how you are addressing it.

It is critical to stress to parents, now more than ever, the importance of the Church's principle of subsidiarity: take a problem to its source, and problems are best solved at the lowest level. If there is difficulty with a teacher, the parent is to take the problem to the teacher, first -- then the principal. If there are concerns on health and safety protocols or other concerns that need to be addressed, parents must be told and encouraged to speak with school officials and not to post concerns on social media first or speak negatively in the parent community. This is the time for togetherness, solidarity and community; gossip and negativity and toxic social media posts drag us down, tear us apart, and divert our focus from what is most important.

Green Phase:

- STMM will continue to communicate with families throughout the school year.
- STMM will encourage faculty to maintain good communication lines with families throughout the school year through cohort newsletters, emails and phone calls.
- STMM faculty and staff will offer updates through newsletters, emails and phone calls.
- STMM staff will help families with tutorials for Google Classroom.
- STMM Parent/Student Handbook states the protocol for parents to follow if there is a difficulty with a teacher.
- STMM Parent/Student Handbook states that any disparaging posting on social media will not be tolerated.
- STMM school works to develop an environment as a family atmosphere.
- By following the protocol communication lines remain open and result in a positive outcome.

Yellow Phase:

Same guidelines for the Green Phase will be followed.

	<p>Lead Individual: Mrs. Mary Jo Pronio Materials: Zoom meetings, teacher newsletters, , emails, phone calls Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020</p>
<p>Creating and Maintaining Community</p> <ul style="list-style-type: none"> ● Onboarding students to orient to the new realities of the classroom and school ● Developing a differentiated on-boarding plan for students that are new to the school ● Adjusting recruiting and marketing practices to attract new families and maintain contact with those newly enrolled. 	
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>
<p><i>CMC 5 - Testing of Procedures and Facilities</i> - Schools have more latitude when in the green phase. To the extent feasible, bring in small groups to meet, to go through onboarding, etc. While this takes more time, it is incredibly important. This builds community and allows us to do some “beta testing” to learn how our procedures and our facilities will work in this new situation.</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> ● STMM will conduct a test to evaluate the ability to livestream classroom instruction between classrooms. ● STMM technology team helped to evaluate if there is a need for more bandwidth during the trial run during the week of August 17. ● Teachers completed trial during the week of August 17. <p>Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Mrs. Mary Jo Pronio Materials: Technology (classroom computers, ipads, tablets, computer lab desktops) Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website. Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020</p>

CMC 6 - Reaching families - We will need a summer long effort to reach and retain the families that we have. They will need to be informed, reassured, heard and supported. At the same time, we need to remember that our efforts to retain our families for the following years will begin on the very first day of school. We are still in a “word of mouth” world and parents who see a culture of joy and of partnership with them will in turn help to recruit new families, if you make intentional efforts to that end. A strong social media presence that documents your care and love for our students and that culture of joy and celebration will go a long way towards a school’s overall operational health.

Creating and Maintaining Community

- Creating ways to mitigate stress responses in students, teachers, and families
- Enhancing approaches to support social emotional learning

Diocesan School Guidelines

Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.

CMC 7 - Catholic Identity and Social Emotional Health - Within the health and safety plan required of each school, each school will make a specific plan to address the social and emotional needs of staff and students in the school. Schools are strongly encouraged to include Catholic prayer practices such as the Rosary as not only prayer but also as ways for students to find some quiet, peaceful time. This is the time to help students develop a positive, growth mindset. Programs such as Responsive Classroom can help, and students need time to express their feelings and thoughts at school in a helpful and structured way.

Green Phase:

- STMM school faculty will be trained in August on the STAR Renaissance Assessment program.
- STAR Renaissance Assessment program will be administered three times per year online.
- Students will have their initial STAR Renaissance assessment during the first or second week of school.
- Teachers may assess students more often for progress monitoring.
- Professional development for teachers to be trained on the STAR Renaissance Assessment program will be provided by the Diocese in August.
- Teachers will allow for test/quiz retakes for mastery of skills during online learning.
- Teachers may assess the need for flexibility for due dates while teaching remotely.

Yellow Phase:

	<p>Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Mrs. Mary Jo Pronio Materials: Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website. Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020.</p>
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<p><i>CMC 8 - Safety, Health, and Wellness Team</i> - As part of the health and safety plan, each school will have a safety, health, and wellness team that provides support for students and staff and resources as well. This team should include the school nurse, if one is on staff, or a point person for physical wellness; priests and counselors; and others as needed. To the extent possible, each school should consider finding counselors and nurses or doctors from the parish communities to help in whatever way they can in the school, as the needs will likely outstrip the means to serve them.</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> ● STMM school faculty will follow the curriculum guidelines provided by the Diocese. ● STMM school will develop “superstandards” for each grade level in accordance with the Diocesan guidelines. ● STMM school faculty will collaborate with the cohort's previous teacher on the curriculum that was and was not covered during the 2019-2020 school year. <p>Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Mrs. Mary Jo Pronio Materials: Diocesan curriculum Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website. Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020..</p>
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<p>Curriculum and Instruction</p> <ul style="list-style-type: none"> ● Ensuring all instructional experiences include modeling, guided instruction, collaborative work, and independent work rather than over-reliance on independent work during remote learning. This requires strategic use of synchronous and asynchronous lessons. ● Varying the way content is delivered to students and the way students can demonstrate their understanding ● Engaging students through setting a purpose for the work and providing choice in the process and product of the work. ● Ensuring all learning is respectful. Students are not given busy work to fill time or provide an item to grade. Videos and apps are age-appropriate. ● Creating year-long plans to facilitate more meaningful, interdisciplinary units that can be delivered face to face or remotely

- Utilizing frequent and varied formative assessment methods in both face-to-face and remote learning.
- Meeting in small groups or one-on-one as needed for connection, instruction, and assessment.
- Reviewing and implementing best practices in synchronous and asynchronous instruction to meet student needs and engagement.

Diocesan School Guidelines

Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.

CI 1 - Quality of Education - One of the most critical issues in the success of our schools is, and remains, the quality assurance that comes from our principals. Especially in these times of pandemic, principals must insist on high quality teaching and learning, even as all our stakeholders continue to make adjustments. This will take a prayerful, insistent and yet collaborative approach from the principal. The principal must be able to verify the quality of the teaching and learning through methods such as requiring lesson plans and providing feedback on them; doing frequent walk-through observations including participating in Zoom meetings or “simultaneous teaching;” surveys of stakeholders; and student assessment data.

Green Phase:

- Teachers will continue to prepare lesson plans on a weekly basis for the principal to review.
- STMM school pr principal will review teacher lesson plans and sign planner to indicate they have been reviewed.
- Principal will use plan book signing as one walk-through per week for teachers.
- Lesson plans will also be required and reviewed during online learning.
- Principal will monitor Zoom classes.
- Principal will monitor Google classrooms during online instruction.
- Parent surveys will be sent during week two and week six after the start of the school year.
- Student progress monitor for reading and math will be done with STAR Renaissance Assessment program.
- Elementary and Middle School meetings will be held to discuss progress on each level.

Yellow Phase:

Same guidelines for the Green Phase will be followed.

Lead Individual: Mrs. Mary Jo Pronio

Materials: Diocesan surveys, Teacher lesson plans, STAR Renaissance Assessment program

Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website.

Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020.

CI 2 - Distance Learning and Blended Instruction - Principals must see to it that teachers are preparing lessons in both in-person mode and distance learning mode as we approach the start of school year 2020-21. We will need to be able to toggle back and forth, potentially.

In order to teach through distance learning, it is an expectation that all teachers use a LMS (learning management system) to have a centralized “hub” for their teaching. Google Classroom is a LMS already available in our schools and it is free. Other well-known LMS platforms include Canvas and Schoology.

Each teacher in our schools needs to embrace blended instruction -- that is, instruction that incorporates the best of in-person, traditional instruction with the best of educational technology. The lessons of the spring of 2020 must be applied to the present. Whether the teacher is teaching an elective, elementary school or high school, blended instruction is the expectation.

As part of the cohort approach, all schools will strongly consider how they can use online learning in order to maintain the cohort and to minimize student and teacher movement through the building. Online learning simply means that students and teachers are connected via the internet. As an example: a teacher may be in one room of the school building but connect to students online in another room at school. This may meet the goals of less movement and minimizing student contact with others, and this could be good for all involved.

Each school must be ready and willing to use distance learning to embrace those students who will be enrolled but will learn from home in the school year 2020-21. The preferred approach in our schools will be what Timothy Uhl calls “simultaneous teaching,” in which certain students are learning from home, and certain students are learning in the classroom. The idea is to use a web camera or similar technology to “broadcast” the classroom so that those at home are as connected as possible to the teacher and the in-person instruction. The teacher will need a thoughtful approach that allows for the integration of these two groups. Since we value community and relationships as Catholic schools, “simultaneous teaching” is an approach we need to embrace.

Green Phase:

- STMM school faculty is preparing over the summer for both online and in-person instruction.
- STMM school faculty is preparing mini-lessons to be prepared for online instruction.
- STMM school will offer an online option if a family is unforgettable sending their child to school in person.
- STMM faculty will receive professional development on Google Classroom
- Teachers will instruct students on Google Classroom during the first two weeks of school using school devices
- Homework assignments will be posted on Google Classroom to familiarize students with the platform.
- Google Classroom instruction will be offered to parents virtually.
- Apple TV will be used to livestream lessons to other classrooms if needed.
- STMM school will follow with a family survey to assess online learning platforms.

Yellow Phase:

Same guidelines for the Green Phase will be followed.

Lead Individual: Mrs. Mary Jo Pronio

Materials: Ipads, tablets, desktops, family surveys

Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website.

Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020.

CI 3 - Interdisciplinary Work and Engaged Learning - One of the lessons learned from distance learning is that lessons that are integrated across disciplines are more engaging and more impactful on students. Interdisciplinary lessons are more efficient in use of time and lend themselves to enduring understanding. Principals will be sure that teachers are integrating the Catholic faith into lessons and that teachers are teaching from a Catholic, Christian worldview.

Engagement is a critical goal. When students are engaged in their learning, they are motivated to do the work, develop an interest in it, and see the meaning in it. The learning speaks to them and draws them in.

CI 4 - Specials and Electives - As we need to be mindful of learning lost during the quarantine, and as we will need to be mindful of daily schedules and their connection to health and safety, it is likely that schools will need to give less time per week to specials and elective courses. Again, it is ideal that specials classes are integrated into core classes; and that integration is a good way to make sure students get the proper time on the specials content.

Classes such as band and choir present unique challenges because they may be connected to a higher possibility of Covid spread. A cautious approach must be taken to them. The Diocese will seek to provide specific guidance in these areas as we get closer to the start of school. (Note: Principals received recommendations on safely conducting music programs through a Google doc emailed to them on August 3, 2020.) In classes such as art, communal items must be cleaned before they are used by another student. It is best for each student to have his/her own supplies.

Green Phase:

- STMM school always incorporates our Catholic faith across the curriculum.
- STMM teachers will review class assignments to make sure they are more engaging to enhance understanding.

Yellow Phase:

Same guidelines for the Green Phase will be followed.

Lead Individual: Mrs. Mary Jo Pronio

Materials: Religion resources, Ipads, tablets, desktops

Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website.

Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020.

Green Phase:

- STMM cohort teachers will collaborate with special subject teachers to do teaching and learning across the curriculum.
- Band and choir will be on hold until further guidance is received from the Diocese.
- Instrument lessons will be conducted individually and not in small groups.
- All students will have their own personal supply boxes that can be disinfected and sanitized.
- Any shared supplies (e.g. scissors) will be sanitized by the teacher after each use.
- All cohorts will have their own set of outdoor play equipment to be used only with that cohort.

Yellow Phase:

Same guidelines for the Green Phase will be followed.

Lead Individual: Mrs. Mary Jo Pronio

Materials: Diocesan Curriculum Guidelines,

Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website

Professional Development: Faculty Meetings: July 23, 2020 and

	Faculty In-Service Meeting, August 18, 2020
<p><i>CI 5 - Substitutes</i> - When staffing, consider that it will be far better to use teachers in the school building as substitute teachers when needed. Teachers' aides, specials teachers, elective teachers, part time teachers all may be good candidates for substitute teaching and for instances when we need to divide up a class due to social distancing. We enhance consistency and quality when we use this approach and we minimize the number of people who interact with students - a consideration for health and safety.</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> ● STMM special teachers will be the first to be used as substitutes. ● STMM staff will also be used as substitute teachers. <p>Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Mrs. Mary Jo Pronio Materials: Cohort lists, surveys, emails, phone calls Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website. Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020.</p>
<p>Curriculum and Instruction</p> <ul style="list-style-type: none"> ● Coordinating assignments, deadlines, projects and assessments among teachers to ensure a manageable workload. ● Utilizing authentic assessments rather than an over-reliance on tests. ● Evaluating grading practices to ensure grades reflect progress on standards rather than dispositions such as responsibility or work ethic. ● Making adjustments to school-based services plans for students with disabilities to account for accommodations and modifications needed in a remote learning environment. ● Ensuring meaningful support is provided for English Learners and their families including that teachers, students, and parents are adept at utilizing translation tools. ● Creating an "early warning system" to identify and intervene with students who may be exhibiting academic and/or behavioral concerns. ● Develop a plan for benchmark screening and intervention delivery during face-to-face and remote learning. 	
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>
<p><i>CI 6 - Intervention</i> - Studies from NWEA indicate that students are likely to return to school having learned about 70% of the required ELA standards and 50% of the required math standards.</p> <p>NWEA published the following in April 2020:</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> ● STMM school faculty have collaborated with previous teachers to share curriculum that was covered and where to pick-up for the new year. ● STMM school learning support program will continue to be

“Preliminary COVID slide estimates suggest students will return in fall 2020 with roughly 70% of the learning gains in reading relative to a typical school year. However, in mathematics, students are likely to show much smaller learning gains, returning with less than 50% of the learning gains and in some grades, nearly a full year behind what we would observe in normal conditions.”

(from:
https://www.nwea.org/content/uploads/2020/05/Collaborative-Brief_Covid19-Slide-APR20.pdf)

Academic intervention will be very important in our students’ success this fall. Schools will establish an assertive program and schedule of academic support while maintaining social distancing, to the extent feasible.

CI 7 - Testing and Grading - All elementary schools will begin STAR testing from Renaissance this fall. STAR tests can be used to establish academic proficiency in early literacy, reading and math. STAR tests can be used reliably once a month in order to chart progress (each of the three tests takes about twenty minutes) and all students will take the tests in three Diocesan testing windows each year. The STAR tests are excellent tools to be used in intervention and academic support. If needed, STAR tests can be taken from home under parental supervision.

As was true last spring, our approach to grading student work needs to be seen through the lens of our times. Learning material is more important than having learned that material for a particular Monday or Tuesday. Schools are to take a generous approach that allows for re-do’s of assignments and graded exercises whenever possible. Mastery teaching is an excellent approach for these times, and an excellent approach in general. Since some graded exercises will likely be taken at home or online, create exercises that emphasize original thinking, problem solving, and application of work. In addition to preventing cheating, those exercises require critical thinking as well.

available for students with IEP’s and learning plans.

- CAIU staff will continue to offer remedial reading and math to those students who qualify.

Yellow Phase:

Same guidelines for the Green Phase will be followed.

Lead Individual: Mrs. Mary Jo Pronio

Materials: Cohort lists, surveys, emails, phone calls

Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website.

Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020.

Green Phase:

- STMM school faculty will be trained in August on the STAR Renaissance Assessment program.
- STAR Renaissance Assessment program will be administered three times per year online.
- Students will have their initial STAR Renaissance assessment during the first or second week of school.
- Teachers may assess students more often for progress monitoring.
- Professional development for teacher to be trained on STAR Renaissance Assessment program will be provided by the Diocese in August.
- Teachers will allow for test/quiz retakes for mastery of skills during online learning.
- Teachers may assess the need for flexibility for due dates while teaching remotely.

Yellow Phase:

Same guidelines for the Green Phase will be followed.

Lead Individual: Mrs. Mary Jo Pronio

Materials:

	<p>Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website.</p> <p>Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020.</p>
<p>Curriculum and Instruction</p> <ul style="list-style-type: none"> • Avoiding new initiatives and protecting professional learning time for teachers to develop flexible learning plans for next year. • Adjusting curricular and supply orders to reflex the most useful tools for both face-to-face and distance learning. 	
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>
<p><i>CI 8 - Academic Standards</i> - Understanding that instructional time is at a premium, each elementary school will make a plan to teach the most critical <u>overarching academic standards</u> (“superstandards”) in each grade level. Each elementary school will consult with the other elementary schools in the deanery in making this decision. Teachers will start to teach in the fall of 2020 from the standards established for that grade level and, when necessary, will go back to the previous year’s standards to fill in gaps.</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> • STMM school faculty will follow the curriculum guidelines provided by the Diocese. • STMM school will develop “superstandards” for each grade level in accordance with the Diocesan guidelines. • STMM school faculty will collaborate with the cohort’s previous teacher on the curriculum that was and was not covered during the 2019-2020 school year. <p>Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Mrs. Mary Jo Pronio Materials: Diocesan curriculum Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website. Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020..</p>
<p>Maintaining our Catholic Identity in Virtual Spaces</p> <ul style="list-style-type: none"> • Providing opportunities for school-wide Eucharistic celebrations and other prayer services, involving students in the planning. 	

- Invite parents and families to join in virtual prayer and faith life activities.
- Creating explicit service activities that can be completed in a virtual community.
- Continue to integrate Catholic worldview and gospel values with content lessons.
- Created a plan for both Pastor and Principal to be present and visible.

Diocesan School Guidelines

Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.

MCI 1 - Spiritual Focus - As people of hope, as “resurrection people,” we must seize this moment in our Catholic schools and let our identity as Catholic institutions shine through.

Our goal is still to help children get to Heaven. They will grow in a life of virtue and holiness if we do all we can to create an atmosphere in which they can do so. A simple yet beautiful goal for our school staff: Be Christ to others. If they are Christ to others, they will see students striving to emulate them.

Schools are encouraged to use this year to embrace our Mother Mary and to discover their own charisms as Catholic institutions.

Green Phase:

- STMM 2020-2021 school theme is “BEE-Lieve”.
- The school theme is based on our Catholic faith and will enable us to incorporate character virtues
- The school theme will encompass the whole child using growth mindset to help build character and confidence.
- Bible Verses will be used to connect the theme and growth mindset to encourage and motivate our students through God’s word.

Yellow Phase:

Same guidelines for the Green Phase will be followed.

Lead Individual: Mrs. Mary Jo Pronio

Materials:

Resources/Support: Health and Safety Plan posted on the St Margaret Mary School website.

Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020.

MCI 2 - Mass - We must make attendance at Mass a priority. If the Eucharist is the “source and summit” of Christian life, we must make every effort to see that Mass is offered at least as often to each student as it was before the pandemic. While this is a challenge, and will require logistics and strong collaboration with pastors, it is a non-negotiable. Everything else must fit into the schedule that allows

Green Phase:

- Weekly Masses will be live-streamed from St. Margaret Mary Church.
- During the month of October, we will ask families to participate in a virtual Rosary as we did during the month of May.
- Throughout the school year, we will have morning, prayer, the

for Mass. In this time of creative approaches, apply the same creativity to Mass. Perhaps we blend the approach, so that we have an “all school” Mass though Zoom one week, and we have students attend Mass in person in cohorts the following week. Having Mass outdoors would be a wonderful opportunity.

Each school will determine a way to attend Mass that takes into account available space, population, and appropriate social distancing. Schools will follow all current Diocesan guidance regarding norms for attendance at Mass during the Covid 19 pandemic established by the Diocesan Office of Divine Worship. Expectations for social distancing at Mass includes six feet of spacing between people. In consultation with the pastor, schools will make a plan for Mass attendance that includes the goals of keeping students in cohorts and in restricting any student interaction with people beyond the school community.

- angelus at noon and prayer at the end of the school day.
- Students are encouraged to pray for their family and those in need and for our faith community.
 - During the school year we will continue to have our Thanksgiving Prayer Service, stations of the cross during Lent, and May Crowning in May.
 - When permissible to have Mass at school, Mass will be held for a few classes at a time on a rotating basis following social distancing requirements and diocesan guidelines..
 - Since Mass is held in the gymnasium, the bleachers and bathrooms will need to be cleaned each time. Mass is held

Yellow Phase:

Same guidelines for the Green Phase will be followed.

Lead Individual: Mrs. Mary Jo Pronio

Materials:

Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website.

Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020.

MCI 3 - Sacraments - Schools should be cognizant that some students who were supposed to receive sacraments in the spring -- reconciliation, first communion and confirmation -- may not have received them. This is part of the loss from the spring. Clearly those students must be welcomed into the preparation for this coming year. This situation, combined with the uncertainty for the 2020-21 school year, requires planning and clear communication on dates and how students should receive these sacraments. While students must, first of all, be well prepared to receive, we must also allow for some scheduling flexibility and clear communication on that scheduling as well.

Green Phase:

- STMM school prepared all students to receive either First Communion or Confirmation during the school year.
- All students were able to receive the sacraments during the summer of 2020.
- In the future we will be cognizant of being flexible for receiving the sacraments .
- St. Margaret Mary School will follow Diocesan protocol for spacing between people and crowd numbers..

Yellow Phase:

Same guidelines for the Green Phase will be followed.

Lead Individual: Mrs. Mary Jo Pronio

Materials:

	<p>Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website.</p> <p>Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020. .</p>
<p><i>MCI 4 - Allowing Students to Serve</i> - In most cases, we would have allowed students to have a role in Masses and prayer services and in serving at them as well. Schools will allow students to participate in Mass and in prayer services to the greatest extent possible. When students are actively involved, they both understand our faith better and are more inspired and engaged at the same time.</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> ● Masses will be livestreamed from St. Margaret Mary Church until deemed plausible for us to continue to have Mass at school. ● Students will participate in the livestreamed Mass in their classroom. ● School Masses will be split with grade levels when permitted to continue at school. <p>Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Mrs. Mary Jo Pronio</p> <p>Materials:</p> <p>Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website.</p> <p>Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020.</p>
<p><i>MCI 5 - Parental Involvement</i> - Likewise, parents need to be involved in the faith life of our schools. Take full advantage of this new set of circumstances in our world and allow parents to plan prayer events such as: a virtual parent rosary said for the intentions of our students and teachers. (We can make sure to ask students and teachers regularly for their intentions and to model intercessory prayer.) Peer to peer example, and peer to peer leadership, are powerful, and can motivate parents to participate in the school’s prayer life. Parents, too, are yearning for thoughts on how to raise good Christian children in today’s society. As busy as we will be, consider soliciting parent leadership to start a virtual “raising great kids” program that could involve guest speakers, book studies, etc., and address topics such as</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> ● Families will be able to participate in weekly Mass through the parish website, Facebook and Youtube if held at the Church. ● Prayer services and rosaries will be livestreamed or recorded for families to pray together. <p>Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Mrs. Mary Jo Pronio</p> <p>Materials:</p> <p>Resources/Support: Health and Safety Plan posted on the St.</p>

<p>friendships, chastity, technology, dating, and more. When the school is a hub for the whole family, it will be more successful in its mission.</p>	<p>Margaret Mary School website. Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020.</p>
<p><i>MCI 6 - Virtual Service Activities</i> - Students learn by doing, and many children have learned the Christian faith by having authentic chances to put faith into service. While there will be fewer chances to perform acts of service in person during these times of pandemic, insist on continuing the ethos or service in our Catholic schools. Think differently in how it's done: Children can write notes of appreciation to parents, and parents to children. In the toxic social media world we inhabit, students can take time to write a word of praise, to lift someone up, to encourage someone. Tie these words and actions to virtues studied in school.</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> ● STMM school students will continue their outreach to senior citizens with prayers and cards. ● Continuing to encourage acts of kindness as part of their faith formation students will show how they put their faith into service. ● When possible, STMM students will participate in Student Council service projects for Interfaith Shelter, sending messages to our Veterans, and donating to Caitlin Smiles. <p>Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Mrs. Mary Jo Pronio Materials: Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website. Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020..</p>
<p><i>MCI 7 - Presence</i> - The pastor and principal set the tone for their schools. The school community looks to them for inspiration and guidance, and they are both a key part of the overall health of the community. They will both need to be present, prayerful and engaged with the school community. Pastors and principals need to have both a physical and a virtual presence in the school community. Pastors and principals are encouraged to stay strong with a message of Christian prayer and service and of a life in Christ, and to vary the ways they are present in the school community: hand-written notes, drop-ins to classes, leading retreats, being part of virtual gatherings, and more.</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> ● Father Leo and Mrs. Pronio along with faculty volunteers will participate in virtual morning prayer and announcements for the students. ● Father Leo will be invited to participate in Zoom calls and online Zoom classes. <p>Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Mrs. Mary Jo Pronio Materials: Resources/Support: Health and Safety Plan posted on the St.</p>

	<p>Margaret Mary School website. Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020.</p>
<p>Technology</p> <ul style="list-style-type: none"> ● Creating an at-home learning schedule that incorporates best practice in both synchronous and asynchronous learning. ● Coordinating consistent apps and platforms across grade levels. ● Developing learning plans that offer rigorous learning for those without predictable access to online learning. ● Identifying ways for school-owned devices to download new technologies (once they have left school). ● Ensuring school safety policies exist including training of digital citizenship for all device users, use of student passwords, protection provided by a school firewall, etc. ● Surveying school population to determine what equity and access to technology exists. ● Providing a pick-up line with social distancing for families to pick up devices. 	
<p>Diocesan School Guidelines</p>	<p>Local School Plan - Please include differences in action steps under yellow and green phases, lead individual(s) responsible and their position, materials, resources, and/or supports needed, and professional development needed.</p>
<p><i>T 1- Accessibility</i> - Schools will have wrestled with many issues in educational technology over the course of the spring of 2020.</p> <p>Schools will ensure that they have proper bandwidth to support the use of devices, the ongoing efforts in blended learning, and the introduction of “simultaneous teaching,” including webcams or the like. Consideration for elementary schools will also include technical requirements for Renaissance STAR testing.</p> <p>Schools will make a plan to ensure that their students, to the extent feasible, have access to educational technology and wireless internet at home, with the understanding that blended learning is an expectation and that a return to quarantine is likely at some point during 2020-21.</p> <p>Schools will ensure that all parents and guardians have access to students’ grades, assignments and school work.</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> ● Additional bandwidth may be required from the Diocese ● STMM school faculty will have devices available for their personal use during online teaching and learning. ● STMM families will have Google Classroom videos available for them to view to help with learning to navigate the platform. ● STMM school will have some devices available for student use if not available in their home. ● STMM families will be able to use their Parent Portal to check student grades on Rediker. ● Families will receive a survey to assess their ability to access the internet and the availability of devices for student use in the home. <p>Yellow Phase: Same guidelines for the Green Phase will be followed.</p>

	<p>Lead Individual: Mrs. Mary Jo Pronio Materials: Rediker, Google Classroom training videos Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website. Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020. .</p>
<p><i>T 2 - Health, Paper, Technology</i> - Teachers, to the extent feasible, should avoid using traditional paper assignments, tests, etc., that they collect. This approach involves a higher risk for transmission of germs. Paperless assignments and the use of a LMS to organize them are strongly preferred. When papers are collected, schools should allow 24 hours to pass before a staff member handles the papers without gloves. Anyone handling the papers in the school environment before 24 hours elapsed should use proper gloves as PPE. Likewise, library books and similar materials should not be handled for 24 hours without gloves once the materials are used. Staff are asked to bring a minimum number of items from home to school and vice versa to avoid potential contamination.</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> ● STMM faculty will use work with their cohorts to teach them to navigate Google Classroom during the first weeks of school. ● STMM faculty will schedule use of tablets for student use to practice using Google Classroom. ● STMM faculty will post all assignments on Google Classroom ● For paper assignments, STMM faculty will quarantine paperwork and library books for 24-48 hours before handling without gloves. ● STMM library volunteers will allow returned books to sit for 48 hours or more before re-shelving.
<p><i>T 3 - Digital Citizenship</i> - Schools will teach students explicitly how to be good, Catholic digital citizens online. They will use appropriate standards and markers from NCEA and ISTE to achieve this goal.</p>	<p>Green Phase:</p> <ul style="list-style-type: none"> ● STMM technology will continue to teach Common Sense Media to all grades Pre-K - 8. ● STMM technology will continue to use the Digital Citizenship curriculum for all grades. <p>Yellow Phase: Same guidelines for the Green Phase will be followed.</p> <p>Lead Individual: Mrs. Mary Jo Pronio Materials: Common Sense Media Curriculum, Digital Citizenship Curriculum Resources/Support: Health and Safety Plan posted on the St. Margaret Mary School website. Professional Development: Faculty Meetings: July 23, 2020 and Faculty In-Service Meeting, August 18, 2020..</p>

Appendix A: Example School Symptom Screening Tool - PDE Guidance for Reopening Schools

Employee or Student Name:

Assigned Cohort:

Temperature:

Has the student/employee taken any medication to treat or reduce a fever? If so, when?

Is the student/employee experiencing any of the following?....

Group A 1 or more symptoms	Group B 2 or more symptoms
<ul style="list-style-type: none"> ● Fever (100.4 or higher) ● Cough ● Shortness of breath ● Difficulty breathing ● New olfactory disorder ● New taste disorder 	<ul style="list-style-type: none"> ● Chills ● Rigors ● Myalgia ● Headache ● Sore throat ● Nausea or vomiting ● Diarrhea ● Fatigue ● Congestion or runny nose

Stay home or go home if a student/employee has: one or more symptoms in group A, two or more symptoms in group B, or has taken fever reducing medication.

Appendix B - Resources

The following are resources that may be helpful to schools in these conversations:

- CDC coronavirus symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- CDC strongly advocates for schools to reopen, July 2020: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/reopening-schools.html>
- American academy of pediatrics guidance June 2020: <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- PDE on face covering mandate in schools: <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx>
- Guidance on k-12 athletics from PDE: <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolSportsGuidance/HealthSafetyPlanningGuide/Pages/default.aspx>
- CDC guidance on when to quarantine and exposure to Covid: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html
- State guidance on when to quarantine and when to close school: <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/SchoolClosureRecommendations.aspx>
- Catholic Mutual suggests a particular temperature scanner that schools could lease. <https://www.safecheckusa.com/sales-and-leasing/>
- PDE June 3 preliminary guidance: <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/Pages/default.aspx>
- PDE research with REL: <https://ies.ed.gov/ncee/edlabs/regions/midatlantic/pdf/ReopeningPASchools.pdf>
- What was learned on transmission from child care centers that stayed open: https://www.npr.org/2020/06/24/882316641/what-parents-can-learn-from-child-care-centers-that-stayed-open-during-lockdowns?utm_term=nprnews&utm_source=facebook.com&utm_campaign=npr&utm_medium=social
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