

# Catholic Schools Onward

Guidelines for St. Mary Magdalen School 2021-2022 School Year

## Introduction:

This document provides information regarding the plan to OPEN St. Mary Magdalen School for the 2021-2022 school year. Based on the guidelines developed by the Archdiocesan Task Force CSO, the SMM C-19 Committee has worked to adapt these guidelines to be specific to our school. Below are the <a href="key foundational premises">key foundational premises</a> that the plan is built upon to focus on the safety and wellbeing of all of our students, teachers, staff, volunteers and visitors.

- Partnership ~ Catholic elementary schools are inherently a partnership between the parent and the school. It is essential that parents agree to the importance and practice of monitoring your child's health on a daily basis.
- Social Distancing ~ Instruction and travel into/out of the building, in hallways, in the cafeteria and classrooms been designed to promote social distancing of 3 feet or greater.
- Strategic use of Masks ~ Masks will be mandatory on the bus, traveling into/ out of the building and in the hallways, and throughout the day in the classroom. Frequent "Mask Breaks" will be put into place every 30-50 minutes depending on the age of the children.
  - All teachers, staff, visitors and volunteers will be required to wear a mask while in the building.
  - \* Mask do not need to be worn when students are outside for recess, unless the parent wishes to have their children do so.

# Key foundational premises continued:

- Cleaning ~ The school will increase the cleaning of common areas and highly-used fixtures such as door knobs, handrailing, restrooms, desk and chairs. All are encouraged to bring their own water bottles to school. Water fountains are retro-fitted to refill the water bottles.
- Monitoring Health ~ Teachers will be vigilant about the health conditions of the students before them. Staff will self-monitor themselves daily.
- Attendance We are strongly encouraging parents to monitor health closely and keep their children HOME if they are sick or show symptoms.
- Virtual Learning will only be provided out of necessity not convenience.
  - ❖ If you child is out sick the goal is to get well and return to school healthy.
  - ❖ All missed work will need to be made up upon return to school.
  - ❖ In the event that we are mandated to close down classrooms or the entire school, directives will be sent out regarding possible Virtual Instruction.

#### Medical and Health Resources



#### World Health Organization

https://who.int/news-room/q-q-detail/q-a-school-and-covid-19

### **American Academy of Pediatrics**

https://services.aap.org/en/pages/2019-novel-coronavirus-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-inschools

#### **Centers for Disease Control**

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/reopening-schools.html

### **CHOP of Philadelphia Policy Lab**

https://policylab.chop.edu/reports-and-tools-review-evidence-and-considerations-school-reopenings

St. Mary Magdalen School has adapted these guidelines from the Archdiocese of Philadelphia, Catholic Schools ONWARD document, who in turn developed these guidelines and recommendations based on the advice of the Health and Wellness Agencies in the USA. The local school districts receive their guidance from the PA Department of Education and we received our guidance from the Archdiocese. The local schools (SMM) were then charged with the responsibility of adapting and implementing the specific parameters within each school. Above are several Health organization sites that were referenced.

## **Decision Making / Planning Protocol**

PA Department of Education



**Local Public School Districts** 



Individual Schools in the Rose Tree School District

Archdiocese of Philadelphia



Catholic School Onward
TASK FORCE COMMITTEE



St. Mary Magdalen School

# **Catholic Identity**



As a "Passionately Catholic" School, every attempt will be made to be grounded in and focused on the faith formation and practices that make us unique.

- Morning Prayer, the Pledge of Allegiance and School Code will be led over the Public Address system with visuals on the SMART board. (We cannot gather as a large group in the gym as we had in the past due to social distancing at this time but we will reevaluate as we move through the year.)
- Grace before and after meals will continue.
- > Teachers will continue to begin each class with a prayer.
- > Grades K-8 will attend, First Friday and Holy Day masses in church; with mask on at all times. They will not be with Prayer partners yet.
- A prayer table will be set up in each room.
- > Attendance at daily masses will be by Religion Class and will be in the main church with masks and social distancing in place.
- > Students will have prayer partners and stewardship projects will resume when appropriate.
- > Day will end with a prayer.

## Health and Wellness Protocol

It is our goal to open this school year and remain open. This cannot be possible unless the school and the parents agree to the importance of monitoring your child's health daily.

Most importantly, this means that children who are experiencing symptoms---such as fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea---parents need to keep their child home until medically cleared to return to school.

If a student or staff member has a suspected case of Covid-19 or is demonstrating symptoms:

- □ Student or staff member will immediately be separated from others in the school.
- Parent/guardian will be called to pick the child up. Individuals that are sick must go home or to a healthcare facility depending on how severe their symptoms are, and follow the CDC guidelines for caring for oneself and others who are sick.
- ☐ The school nurse will call the PA Health Department for further guidance.
- ☐ The PA Health Department will determine who will need to be quarantined.

#### **DEFINED QUARANTINE PROCEDURES**

Those that are required to follow quarantine procedures will need to quarantine for a mimimum of five (5) days. After five days, the child can:

- ❖ Get a COVID test and, if NEGATIVE, can return after seven (7) days
- ❖ Not get a COVID test and return after (10) days as long as none of the symptoms are present.
- Not participate in any out of school sports, social activities or events until your quarantine period is over.

# Health and Wellness Protocol (continued)

lf a student, staff member	, or volunteer has a	confirmed case of	<u>COVID-19</u> :
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- ☐ Local health officials will be notified (PA Department of Health) (We are no longer under Chester County)
- Student, staff member, or volunteer will be out of school until the healthcare official can determine the next step.
- After speaking with the health department and discussing the situation related to the exposure, we will implement the plan directives from the health department on who all needs to be quarantined through contact tracing.
- ☐ Communication will be sent to staff and families that there was a confirmed case, without using names or identifying information.
- The school nurse will communicate with the dismissed individuals/families and monitor to see if any other cases were identified. Once that information has been gathered, a decision will be made to either extend or end the quarantine.
- ☐ The student, staff or volunteer can return based on the guidance from the health department.

## Mental/Emotional/Whole Health

It is an educational philosophy, that through a holistic approach of mind, body and spirit, we provide the necessary mental, emotional and whole health support along with interventions as needed for students to have a safe and effective transition to a new school year, as well as provide additional support as needed.

- > SMM is very fortunate to have its own school nurse (M-Th) and a School District nurse for a half-day (F).
- > The DCIU also provides support services that are a necessary part of the child's whole health.



- > School Counselor
- Reading Support
- > Speech Therapy
- OT/PT (Early Intervention)
- School Psychologist
- > It will be most critical that the partnership of parents and teachers be focused on the mental/emotional/and whole health of the children, so communication will be key.
- > We can also provide resources for out-of-school agencies that might be needed.

# **Entering the SMM School Building**











- Staff will monitor entry (safety)
- Students and staff MUST wear masks into the building
- Hand sanitizer available at each door
- > Follow social distancing guidelines
- Students will go directly to HOMEROOMS
- > Students will follow school-wide morning procedures
- Students will keep masks on throughout the day with frequent "Mask Breaks"

- See diagram attached to Hawk Herald for specific details
- All parents, volunteers and vendors will be required to wear a mask while in the building.

According to the school districts that transport our children on buses, the students are required to wear MASKS, two (2) students to a seat, families sit together.

Doors will open at 7:40am for car riders. First bell rings at 7:55am.

# Moving Through the SMM School Building

















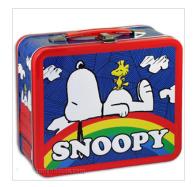


### Socially distancing

- Single file
- > 3ft. apart
- Left and right side of hallways
- One-way stairways
- Masks must be worn
- Quiet throughout the building (classroom doors will be open for ventilation)

#### Cafeteria

- Only one grade will be scheduled for eating in the cafeteria. Grades not scheduled for the cafeteria will eat lunch in the classroom (rotating schedule).
- The YAY lunch program will begin on September 27th. All food items are individually boxed with napkins and utensils.
- If your child is bringing their lunch, please send utensils (no knives) and at least 2 napkins.



# Classroom Set-up at SMM





- Student desks will be arranged with 3ft. distancing from center of one desk to the center of the next desk all facing the same way.
- Individual student desks for grades K-8.
- PreK will have tables but distanced appropriately (3 to a table).
- Students should have personalized materials and supplies at their desks.
- All soft cover workbooks <u>MUST</u> be covered with contact paper for easy cleaning.
- Every classroom will still have a prayer table.
- Each student K-8 will be provided a personal iPad/Android tablet or Chromebook for use throughout the day (cleaned daily and kept in school).





## Lunch in Cafeteria and Classrooms

➤ With social distancing, only one grade will be eating in the cafeteria from each cluster; the other classes will eat in their classrooms with their teachers. Cafeteria will be cleaned after each period.

- > We will do a rotating daily schedule so each grade will be in the cafeteria every three days.
- > Students will wash their hands before lunch and after recess times.
- > Please have a small bottle of sanitizer in their lunchbox.
- > Students will be distanced on one side of the table so there is no one across from them.
- ➤ If a child forgets their lunch, you will be called. Late lunches will be placed on the table in the vestibule just inside the main door.
- > Students need to bring napkins/paper towels and utensils each day.
- > Milk may be ordered for the year. It will be delivered to your child.



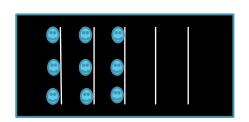
## Recess

#### Morning Recess

- ▶ All children in grades K-4 will go outside, weather permitting.
- Children will be required to wear masks walking in the building and going outside, they may remove their masks while they are outside.
- ▶ Their masks MUST be attached to a lanyard for easy access to it when needed.
- ► The school will provide the first lanyard.
- Masks must be put back on when reentering the building.

#### Lunch Recess

- All students will go out for lunch recess, weather permitting. Each grade will have its own designated area of the blacktop.
- ▶ Play equipment will be provided by the school. No equipment may be brought from home.
- Students will not need to wear masks while at recess unless specified by their parents.
- Students will use hand-sanitizer station positioned at the doorways upon entering the building.
- ▶ Students will be assigned socially distant places to line-up in the recess yard.
- ▶ Playground can be used for grades K-3 if there is enough supervision. PreK will also have access.





# Early Childhood/PreK

Our primary goal is to provide an environment that is socially, emotionally and physically safe for all in our PreK classrooms and the school.

- ❖ We are stressing the partnership between the home and the school requesting that you monitor your child(ren)'s health and well-being before coming to school.
- ❖ The same procedures will be in place as outlined in this document regarding the school monitoring and what will happen if your child becomes sick.
  Reference Slides 7 & 8 ~ Health and Wellness Protocol
- Our teachers will be wearing mask (sheilds optional) and we are asking that the PreK students wear their masks into the building; they will wear them throughout the day with frequent "Masks Breaks". The school will provide tear-away lanyards to hold their mask.
- Safe distancing with young children can be very difficult; therefore the students will be kept in their homeroom throughout the day.
- The student tables will only have 3 children seated at them, facing the front of the room. (normally 4)
- A more concentrated and frequent routine of cleaning/sanitizing the rooms, tables, toys, materials and bathrooms will be put into place.



### **Academic Excellence**

St. Mary Magdalen School takes much pride in its academic excellence as acknowledged through our students' accomplishments in Terra Nova Scores, our teachers' recognition as an Archdiocese School of Instructional Excellence and our Blue Ribbon. Our goal is to continue that focus and work towards making up and filling in any gaps that may have happened during our time out of school.

### Assessments

During the first two weeks of school, our teachers will conduct formative assessments to determine what skills and knowledge were attained and retained during the last school year.

These tests is NOT graded; they will be utilized to gather data and direct instruction

### Instruction

The data and the planning will guide the instruction. Differentiating instruction will be utilized to assure that all students are acquiring the skills and knowledge of the content expected for their current grade level.



# C.A.R.E.S. ~ Afterschool Program

> Social Distancing will be observed as much as possible.



- > Students will be taken out to the recess yard, weather permitting.
- Pick-up of your children will NOW be at the <u>back of the school building by the gym</u>
   There is a doorbell type indicator at the door
- > Teachers will bring your child(ren) to the door for pick-up.
- > Parents are responsible for **their children's snack** and **beverage** (water bottles).
- > Health monitoring, hand washing and sanitizing will be done on a regular basis.
- ➤ If your children are showing symptoms as identified in the Health and Wellness section of this PLAN, you will be called to come get your child(ren) immediately.



## **Afterschool Activities**

#### Enrichment

Programs are set to be offered late in the Fall and Spring pending on the status of the Health and Safety Protocols.

### ► CYO

- ▶ As of this document all CYO sports are happening for the Fall Season.
- SMM will follow the Archdiocesan CYO Guidelines as they are provided.
- ▶ If a child is quarantined from the school, they may NOT participate in CYO during that time period.

## Acknowledgements

Thank you in advance for your understanding, patience and cooperation. We were able to successfully keep our school open during the 2020-2021 school year. Let us work toward making it happen again.

The goal and purpose of these guidelines is to ensure the safety, and health of all members of the school community---our children, teachers, staff, administration, our priest and parents.

Ms. Denise Winterberger, Principal Mrs. Tara Bonsall, RN, School Nurse

Mrs. Jennifer Roehrig, Vice-Principal

Mrs. Dorothy Brown, DRE