



## **St. Ambrose School Reopening 2020-2021 School Year Plan**

The completion of this reopening plan is aligned with the Archdiocese of Washington Reopening Guidelines and CDC Guidelines. The families and staff were surveyed before the formation of this plan. The School Advisory Board was consulted before the completion of this plan. In order to provide quality Catholic education and the safety of all members of our school community the following plan was developed.

### **\*\*Important Note\*\***

If, at any time, Maryland State or Prince George's County officials deem it necessary to increase community restrictions or return to a "shelter at home" status, all students will return to distance learning.

### **Academics**

#### **1st Quarter (August 25 - October 30):**

- Pre-Kindergarten through 1st Grade will be offered Blended Learning options. *Families will have to make a commitment to one option: either in-person or distance learning for the entire 1st Quarter block.*
- 2nd Grade through 8th Grade students will be participating in distance learning.

Pre-Kindergarten students will be in the building Mondays and Tuesdays.

Kindergarten students will be in the building Thursdays and Fridays.

1st Grade students will be in the building on Tuesdays and Thursdays.

Teachers of all grades will be working in their classrooms every day of the week. They will be teaching on Mondays, Tuesdays, Thursdays, and Fridays. On Wednesdays of each week, students will be working on assignments independently at home, while teachers will participate in Professional Development, Staff meetings, and virtual Parent/Teacher conferences. Thorough sanitizing of the building will also occur on Wednesdays, in addition to daily sanitizing of the classrooms and common areas and surfaces.

## **2nd Quarter (November 2 - January 22):**

- Pre-Kindergarten through 5th Grade will be offered Blended Learning Options. *Families will have to make a commitment to one option: either in-person or distance learning for the entire 2nd Quarter block.*

Pre-Kindergarten through 1st Grade students will be in the building Mondays, Tuesdays, Thursdays and Fridays.

2nd Grade and 3rd Grade students will be in the building Mondays and Tuesdays.

4th Grade and 5th Grade students will be in the building on Thursdays and Fridays.

Teachers of all grades will be working in their classrooms every day of the week. They will be teaching on Mondays, Tuesdays, Thursdays, and Fridays. On Wednesdays of each week, students will be working on assignments independently at home, while teachers will participate in Professional Development, Staff meetings, and virtual Parent/Teacher conferences. Thorough sanitizing of the building will also occur on Wednesdays, in addition to daily sanitizing of the classrooms and common areas and surfaces.

- 6th Grade through 8th Grade students will be participating in distance learning.

## **3rd & 4th Quarters (January 25 - June 11):**

- All Grades will be offered Blended Learning Options. *Families will have to make a commitment to one option: either in-person or distance learning for the entire 3rd & 4th Quarter block.*

Details for the days of the week for each grade will be determined at a later date.

### *Learning Management Systems*

Google Classroom will be used for posting assignments. Google Meet will be used for virtual learning, parent-teacher conferences and staff meetings.

### *Online Safety*

The technology teacher will be reviewing technology safety with the students. Administration will be discussing the Code of Conduct with parents at the beginning of the school year during virtual meetings. Teachers will be educated based on the ADW and school expectations of how to communicate with parents and students.

### *Device and Internet Connection*

The technology teacher has a contract ready for families who need a device for distance learning. The replacement price is listed on the contract for missing or damaged school property.

### *Pre-service Training for teachers*

Teachers will be provided with expectations and approved resources to use during distance learning.

### *Course Assessments*

Teachers will create online assessments using Google Forms. Students will not be timed when completing the assessments assigned to them.

### *Attendance and/or Monitor Engagement*

Teachers will record attendance in all in-person and live classes, monitor participation and completion of assignments.

### *Learning Accommodations and CAP Plans*

The SAT team will continue to meet during blended learning to ensure all students are receiving academic assistance. The students who have a CAP plan will receive help with the required amount of time listed in their CAP plan.

### *Scantron*

Families who prefer to send their students in the building for Scantron will be assigned a time slot. Students will take the test in the gym on Chromebooks on cool days or in the technology lab on desktops on warm days. Technology, tables and chairs will be disinfected in between testing slots.

Families who prefer to keep their students at home will share their screen with a staff member to monitor their progress and adherence of the honor code.

### *Communicating Reopening Plan to Teachers*

Teachers have been surveyed. Once the plan is finalized and approved by the Archdiocese, the teachers will be emailed first about the plan. A follow-up Zoom meeting will be scheduled to discuss the plan with the teachers.

### *Communicating Reopening Plan to Families*

The principal will provide a video message to the school community to explain the plan for re-opening. The video will be followed up with a detailed letter that will be emailed to all families.

## Catholic Identity

### *Mass*

Mass is broadcasted every Wednesday via Zoom.

### *Wednesday Reflections*

Wednesday Reflections are sent out by Mrs. Baker every Wednesday at 10:45 a.m.

### *Classroom Prayer*

Teachers pray with their homerooms daily.

### *Confraternity of Christian Doctrine (CCD) Classes*

Virtual classes will take place until further notice.

## Program Operations and Facility Usage

### Program & Operations

#### *Parent-Student Handbook*

Students and parents will be given a Google Classroom/Google Meet Code of Conduct. This section will be added to the school handbook. The school handbook will be sent out via email as a PDF and put on the school website.

#### *Morning Drop-off/Dismissal Procedures*

The students will enter into the building through the gym doors between 7:45 a.m. - 8:15 a.m. Students will be late at 8:00 a.m. There will be a sign to indicate when students are tardy. The usual time slot is 7:45 a.m. - 8:00 a.m. The extra 15 minutes will give the staff time to check temperatures, for students to sanitize hands upon entry and limit the amount of people entering through the school office, which is a smaller entrance.

Students will exit through the gym doors. The students will leave with freshly washed or sanitized hands.

**Any individual dropping off or picking up a student(s) MUST wear a mask for their safety and the safety of the surrounding individuals.**

#### *Face Coverings*

Face Coverings will be required at all times in the building, except when eating. Students must wear a clean **appropriate** face mask each day. Parents will be asked to also send a clean back-up mask in a zip-lock bag each day. When students go outside and participate in P.E., they will be putting their masks in envelopes to prevent breathing restrictions during physical activity.

### *Blended Learning Uniform Policy*

The uniform policy when students enter the building has not changed. All students participating in blended learning must be in full uniform every day, that includes shoes, hair accessories and no nail polish. Students must have a sweater every day. Please see pages 10 & 11 of the Student-Parent Handbook for the uniform policy.

### *Distance learning Uniform Policy*

Starting 2nd quarter, all students are required to wear a St. Ambrose uniform top when attending virtual classes. To specify, polo shirts, collared shirts with tie, gym shirts or collared shirts for young ladies are required.

### *Essential Visitors*

Parents will not enter the building unless they are picking up the students for a doctor's appointment by 2:30 p.m. If parents have to make a payment, they will be instructed to go to the parish rectory and see the school/church bookkeeper.

If parents are dropping off lunches, they will be asked to call the main office when they have dropped it off in the lunch basket outside the entrance doors.

If parents have questions or concerns, it is encouraged to call the school office or email the appropriate staff members to receive answers. Any individuals entering the building will receive a temperature check. We want our parents to be informed but we want our staff and students in the building to be safe.

### *Human Resources*

H/R will be notified of any faculty requests or concerns.

### *Schedule for staff & students*

Teachers will be encouraged to utilize the church hall for instruction upon approval from the pastor. Teachers will be encouraged to have more instructional time outside. Teachers will be asked to schedule bathroom breaks for the students. If students have to use the restroom between the breaks, the teacher's assistants will be asked to escort the student to the bathroom. Student and staff bathrooms will be sanitized throughout the day to maintain cleanliness of the common area.

### *Extended School Program (ESP)*

ESP (Before-care & After-Care) will not be offered during the 2nd quarter.

## Facility Usage

### *Evaluation of Classrooms*

The classrooms have been evaluated to determine size, enrollment and layout for social distancing.

The removal of furniture has been considered to create sufficient classroom space for students and teachers. Possible furniture that will be removed will be file cabinets, tables, rugs and chairs that encourage community seating.

### *Other areas of instruction*

The church hall, gym and outside space have been considered for additional space for instruction.

### *Health Screening*

The health screening space will be at the gym entrance where there is plenty of sidewalk for creating a line, if needed. Students will be screened in a designated area in the parking lot with their parents present to ensure the appropriate temperature to enter the building.

### *Isolation Room*

With a limited number of students in the building, the Music Classroom (Room 113) will be used as an isolation room. The isolation room will have PPE for the staff member that will be monitoring the students with the increased temperature.

### *Signage/Markers*

Markers to the floor/walls will be added for the flow of traffic and designated standing spaces in places. The hallways and stairways are one way only.

Visuals will be posted in the hallways, student & faculty restrooms, gym, offices, classrooms, and all other classrooms.

### *Additional Spaces*

The cafeteria will not be used for lunch during the 2nd quarter. Students will eat in classrooms. The gym will be used for physical education but the equipment will be limited. The students will have to check out sanitized books by the librarian, on the cart, in front of the library entrance once a week. Returned books will be sanitized and sit for a minimum of four days before they are checked out again.

## **Health & Safety**

### *General Health & Awareness*

Parents will be required to initial and submit the ADW Covid-19 Acknowledgement form before students will be permitted to attend school in the building.

All staff will be required to initial and submit the ADW Covid-19 Acknowledgement form before being permitted to work in the school building.

Hand sanitizer, washing hands, social distancing policy, limited visitors in the building, proper signage and daily signage will be in the school building at all times.

### *Severe Illness*

Staff will be supplied with a face shield and gloves, if needed. The families of students who are at higher risk will have the option to participate in distance learning. Those students will be required to complete work.

### *Daily Screening*

Student daily screening will be conducted upon arrival at the gym entrance 7:45 a.m. - 8:15 a.m. Employee daily screening will be conducted upon arrival at the main entrance by the office.

### *Suspected case of COVID-19*

If any member of the school community has a temperature higher than 100.4 degrees he/she will be asked to leave. Students with temperatures will be placed in the isolation room (Room 113), if their parents have left, until they are notified. Teachers will be asked to leave the building if their temperature is higher than 100.4 degrees. One of the teacher's assistants will cover the class for the day.

Teachers will be asked to prepare 2 weeks worth of substitute plans so a substitute teacher will be prepared to instruct students.

Families are encouraged to communicate high temperatures and/or contraction of COVID-19. If students or family members test positive for COVID-19, the students will move to virtual learning for 2 weeks.

### *Health & Hygiene*

Health and hygiene will be conformed with the sanitation station at the school entrance and gym entrance. Signage will be placed in the school to encourage health and hygiene. There will be a bulletin board at the school entrance with child appropriate information related to COVID-19.

### *Cleaning & Disinfecting*

The school common areas (stairways, playground equipment and bathrooms) and classrooms will be sprayed with child-safe disinfectant spray at the end of each day by the facility manager.

#### *Recess/Play*

Toys and community play equipment will be limited to the students. Recess/play will include running games outside that meet social distancing guidelines.

Parents will be asked to provide students' play equipment for P.E. and/or recess. Play equipment must be labeled. Play equipment can include jump ropes, dolls (clothes must be on the doll at all times), sidewalk chalk, bubbles, play-doh, balls, action figures (without violent attachments), and toy cars. Students will not be permitted to share these toys. Play equipment **does not** include board games, card games, toy guns, slime, water guns, tablets, phones or electronics of any kind.

#### *Lunch/Snack & Access to water fountains*

Families will be required to provide their children lunches and morning snacks. Lunches will be eaten in the classrooms. The students will be encouraged to bring reusable bottles. The mouthpieces of the water fountains will be covered and not used by any school community member.

### **Marketing & Communications**

1. Communication with internal and external stakeholders.
  - a. APNotify
  - b. YouTube Channel with Afternoon Announcements (Private if students' names are used in the video)
  - c. Thursday Folder Information sent to families
  - d. Promote events on Cheverly Exchange
  - e. Promote events to St. Joseph's Catholic Church
  - f. Celebrate school successes on social media
2. Reopening plan is adapted to public facing materials and platforms.
  - a. School Website
  - b. Social media
  - c. APNotify
  - d. YouTube Videos (Private)
3. Manage communications with families to obtain feedback to maintain enrollment.
  - a. Coffee with the Principal
  - b. Quarterly Parent, Student (4-8) and Staff Surveys



4. Promote a safe and healthy environment on campus by displaying appropriate signs and placards.
  - a. Signs at all entrances, in the hallways, staircases, bathrooms, classrooms, main office and other common areas
  - b. Sanitation Stations at gym entrance and main office entrance

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