



St. Mary School

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OFFICE OF THE PRINCIPAL

August 13, 2020

Dear Parents and Guardians,

On Friday, August 7th Governor Cuomo announced that schools will reopen in September. In accordance with the CDC, NYS Departments of Health and Education, the Morning Star Initiative, Diocesan Department of Education, Perrotta Consulting Firm, and the American Academy of Pediatrics we have devised three plans of action for the 2020-2021 school year. The safety and health of the children, teachers, and staff are of the utmost importance to all of us. The faculty and staff of St. Mary School will participate in information and training sessions regarding the safety and health protocols.

The following are important guidelines and information to help answer many of the questions posed regarding our five day reopening plan.

- Students will be in cohorts (their homeroom) and remain in the same classroom for the entirety of the day.
- Students will not move to other classrooms for special area or departmentalized instruction. The only exception being 6th, 7th, and 8th grade math sections and 7th and 8th grade science sections. All special area teachers will move throughout the building to each classroom to provide instruction.
- All students must wear a mask at all times and have their temperatures taken upon arrival to school.
- All grade levels will be assigned a specific entry point into the school building to reduce congregation. They will enter and go promptly to their classroom for the remainder of the day until dismissal.
- Classroom desks will be spaced 6 feet apart from each other, all facing the same direction with barriers between each desk.
- The teachers will be at least 6 feet away from the students.
- Lunch will be eaten in the classroom. Every child must bring lunch every day; preferably in a paper bag. If a child brings a lunchbox it must be cleaned thoroughly every night before it is brought back to school the next day.
- The hot lunch program will begin if and when we receive permission from the education department. *All* students must bring a lunch until our hot lunch program gets Department of Education approval. Due to our inability to accept items dropped off by parents/guardians, no lunches may be dropped off during the school day.
- Our school is now a "PEANUT /NUT FREE SCHOOL." NO NUT PRODUCTS OF ANY KIND WILL BE ALLOWED IN THE BUILDING.
- Recess will take place for grades N-5 with their individual class, not by grade level as in years past. Homerooms will be given a specified part of the schoolyard to conduct recess for 20 minutes.
- Every child must bring his or her own supplies to be used every day. This includes pencils, pens, scissors, glue, crayons, colored pencils, markers, rulers, folders, notebooks, etc. (please refer to the supply list for your grade level, found on our school website) No supplies may be shared, if supplies are left at home they *may not* be dropped off by a parent/guardian.
- All items must be labeled and kept in some form of container or Ziplock bag. Containers are to be cleaned each night.
- Chromebooks will be assigned to each student and kept in the classrooms for student use.

- Grades 5-8 students will use lockers to store their jackets, backpacks and supplies. Everything must be brought home each day.
- All lockers, desks, chairs, and classrooms will be cleaned each night.
- School bathrooms will be cleaned throughout the school day. The number of students present in the bathrooms at any given time will be monitored and controlled.
- Students should wear their summer uniform to school until further notice. Girls- short sleeve white polo shirt, navy skort, navy socks. Boys- short sleeve white polo shirt, navy Bermuda style shorts, or navy uniform pants, navy crew socks. All uniforms must be laundered daily, additional uniform sets are available for purchase through Flynn O'Hara.

Plan B Hybrid/ Blended Learning

If we move to a hybrid/blended learning plan the following would be put in place immediately:

Students will be divided into two groups, A and B. Group A will attend school on Monday and Wednesday and every other Friday. Group B will attend school on Tuesday and Thursday and every other Friday. Every child will have to attend their classes whether in school or at home. All students must have their own device to work from home. When group A is in school, group B will be attending classes at home sitting at a table or desk, wearing their uniform, and following the schedule of the day. The teacher will have his/her web cam turned on with ear buds in to hear questions/comments from students at home. While teaching in the classroom, the children at home will be listening and interacting with the other children. When group B is in school group A will be at home following and participating in the day's schedule. Families will be placed on the same days so that all siblings will be in school or at home at the same time.

Plan C Remote Learning

If we need to move to remote learning the teachers will teach from their classrooms using the web cam and ear buds while students follow the schedule from home. All students must be sitting at a table or desk, wearing their uniform. Students will be provided with a device for remote learning *if needed*. All teachers will be responsible to ensure that their students are present, attentive and completing their assignments. Students must submit work for passing grades. Attendance will be taken throughout the day and during special classes, after lunch, and at the end of the day. Students may not eat during lessons. Teachers will be in direct communication with parents if any issues arise that are affecting their child's educational progress. Parents are expected to aid teachers in ensuring that their child and his/her device is ready for remote learning each day, live video attendance is mandatory.

If a parent chooses not to send their child to school following plan A or B, they must acknowledge in writing that they are following virtual learning at home. The student must be present every day, sitting at a desk or table, wearing their school uniform. They must follow the class schedule. If you opt for this plan it can be by trimester.

Cleaning Protocols

- All classrooms will have hand sanitizer and extra masks in the event that a student forgot their mask.
- All extra furniture will be removed from each classroom to allow for extra space and to help keep the environment sterile.
- Synexis® systems will be placed throughout the school to help provide a cleaner environment.
- Maintenance staff will be trained in disinfecting and sanitizing the building.
- Bathrooms will be cleaned 4 times a day.
- CDC regulated disinfectants will be used.
- Daily cleaning schedules and logs will be kept and maintained.

Morning Arrival for Students

Students will enter the school building through the following entrances:

- Nursery: doors to the right of the technology room
- Pre-Kindergarten: doors to the right of the playground
- Kindergarten – Grade 2: Side auditorium door by bus drop off (down the steps)
- Grades 3 and 4: auditorium ramp door by kitchen
- Grades 5 and 6- auditorium doors by breezeway
- Grades 7 and 8- back middle school stairs

Regardless of the door your student is to enter, all students should be dropped off at the usual car drop-off location in the rear parking lot and walk to their designated entry door. Parents are to remain in their cars during drop-off procedures.

*Due to our need for further information from parents regarding dismissal procedures, dismissal information will be provided by the end of the month (Aug. 2020)

Daily Health Checks

Teachers and Staff will complete a survey every morning before entering the school building. Temperatures will be checked upon entering the building. Masks must be worn at all times.

As per CDC guidelines, students are to have their temperature checked at home before leaving for school. If your child is sick or not feeling well they must stay home. Students will have their temperatures checked again before entering the school building each morning. If a child has a temperature over 100 degrees Fahrenheit they will be sent to the nurse's office immediately. In the isolation room the nurse will retake the student's temperature and check for symptoms. The nurse will decide if the student is able to stay at school or must go home. Parents will be notified regardless of this decision. All parents must fill out the CDC-mandated weekly assessment for their children.

The nurse's office is for general use. An isolation room is located across the hall for any students who have a temperature above 100 degree Fahrenheit or exhibit symptoms requiring a doctor's evaluation. If you need to pick up a sick child you must come to the front door, show picture ID, have your temperature taken, and wear a mask at all times. You will go to the isolation room, pick up your child and then leave through the front door.

If a student, teacher, or staff member enters the school after feeling ill and is then tested positive for COVID this will be reported to the Department of Health. The Department of Health will assess the situation and make the appropriate recommendations regarding cleaning, disinfection, quarantine, or closing of the classroom or school building. Closures could be as short as 2 days or as long as 14 days.

In order to ensure the safety and health of everyone in the building, no parents or visitors will be allowed in the building for any reason other than to pick up a sick child or to attend a pre-scheduled meeting with a teacher/administrator during which a mask must be worn at all times.

Morning and After Care

Morning and After Care will be available and will take place in the auditorium.

Morning Care students can be dropped off by the Auditorium ramp door between 7:00 AM and 7:30 AM. No parents will be allowed into the school building.

After care will be in the auditorium and students will be organized into cohorts. Students will stay in their cohorts and follow the same safety protocols as in their normal classroom. Temperatures will be checked before the

students report to After Care as per CDC guidelines. Parents will pick up their child(ren) from the Auditorium ramp door. When you arrive to pick up your child you must text Mrs. Hudak notifying her of your arrival (number will be given upon enrollment into the Before/After Care program). Mrs. Hudak will bring your child or children to the door. You must be wearing a mask and show your ID before Mrs. Hudak can open the door to release your children.

After Care for Nursery and Pre-Kindergarten students will be in their classrooms, pick up for these students will be at the front doors of the school. Parents must notify Mrs. Hudak via text message when they are at the front door and she will call for your student to be walked to meet you by her After Care support staff.

OTHER IMPORTANT ANNOUNCEMENTS

NURSERY, PRE-KINDERGARTEN AND KINDERGARTEN ORIENTATIONS AS WELL AS BACK TO SCHOOL NIGHT WILL BE VIRTUAL. MORE DETAILS TO FOLLOW.

Please review the following with your child to help prepare for school.

- wearing of a mask over mouth and nose
- bring an extra mask in their backpack
- social distancing from friends, keeping hands to themselves
- Do not share materials or supplies
- hand washing for 20 seconds
- keeping their hands away from their faces

A video will be created and distributed to all students to review these guidelines.

Thank you for your continued support! Please feel free to contact me with any questions or concerns.



Mrs. Laura McMahon