

Dear St. Mary families and community:

Below you will find a detailed list of “Back to Campus” protocols and other information intended to help you and your student/s prepare for school this fall. This document, and the included links and attachments, will help you navigate the new systems put in place for safety and social distancing and manage the many changes we have made to continue to provide our stellar Catholic education to all our students--whether working in-person or working remotely. I hope you find it helpful, useful, and it answers any questions you may have.

Don't hesitate to contact the school if you have questions or concerns that we didn't cover here.

Thank you.

St. Mary Catholic School Back to Campus Protocols and Information

As you already know, St. Mary Catholic School plans to begin the 2020-2021 school year with a phased-in model where we welcome Pre-K3 & 4, TK (Transitional Kindergarten), and grades K-2 on campus for in-person instruction to begin the year, and then phase in other classes later in the year in accordance with the DOH Decision Tree (see attached document for reference). Students on campus will receive in-person instruction for each class. Grades 3-8 will begin the school year by learning digitally during the week--engaging synchronously from home using live-streaming hardware and video conferencing software.

St. Mary is committed to offering “*Huskies on Campus*” days where students in all grades, including grades 3-8, will have opportunities to come on campus in small groups for short periods of time for student activities, retreats, tutoring, counseling, teacher office hours, and other possibilities. The first of these “*Huskies on Campus*” opportunities will take place during our “soft start” week during the week of September 8-11 (see attached “soft start schedule below). During this time, students will be invited on campus in small groups (no more than 15 students) to meet with teachers, learn about new protocols, access our network, check out Chromebooks if necessary, learn about grades, familiarize themselves with Google Classroom and real-time learning, complete assessments and MAP testing, and go over other expectations as well as drop-off or pick-up school supplies, textbooks, etc. Furthermore, this “soft start” week will allow us to practice arrival and dismissal protocols and screenings prior to our official school start on September 14th.

FAMILY CHOICE

We understand that some students will need to remain at home throughout the pandemic, or that families may choose to keep their students at home. **A fully digital learning (online) option is available for any student who cannot come to school, regardless of the reason.** Each student will live-stream classes from home with fellow classmates who are present in the school building. We will continue to offer enhanced support for our digital learners to support their success.

Parents will need to fill out a short Google Form survey with instructions to sign up for an in-person or digital learning option here: <https://forms.gle/Gb2yMfR37k9vH4FV7>

Please indicate whether your student/s plan to attend school in-person or remotely by September 2nd, 2020. Once school begins, students may change to in-person instruction from the digital learning option by contacting the school administration. A 14-day grace period will be mandatory between moving from digital learning to in-person instruction.

SYNCHRONOUS LEARNING

Synchronous Learning refers to groups of students engaging simultaneously in the same learning event. This involves live streaming of instruction, so all students within a class/es can engage in the same instruction at the same time regardless of being present in the classroom or at home.

Synchronous Learning Philosophy: St. Mary is employing Synchronous Learning to enhance the academic experience and meet the challenges of social distancing. Our goal is to increase academic rigor, communication, and collaboration and beyond by giving students direct instruction regardless of their location. We know this form of education will help students with greater access to teachers and classmates while increasing their organization and time-management skills.

Expectations for at-home students in Synchronous Learning:

STUDENTS WILL:

- Follow the school's bell schedule at home.
- Sign into each class period via live stream links at the start of each in-building class period. Attendance will be taken.
- Present themselves as if they are physically present in the classroom, including wearing school uniforms, and obeying classroom rules.
- Have their mics muted during the class period, unless directed otherwise.

TECHNOLOGY TO SUPPORT INSTRUCTION

To provide a better experience for our students, parents, and teachers, the school adopted Google Classroom as its preferred platform for educational use..

ORGANIZATION: Students will receive clear weekly schedules no later than 7:00am on Mondays each week via Google Classroom. All assignments, links, and course information will be disseminated through Google Classroom exclusively. All assignments and projects will be submitted through Google Classroom upon completion (with some exceptions based on grade level and teacher discretion).

PARENT ACCESS: Parents will have access to courses in Google Classroom and Sycamore to support their students by seeing upcoming events and grades.

GRADING: Once assignments, projects, and tests are graded, grades will be integrated from Google Classroom to Sycamore to reduce the lag time between assessments being graded and Sycamore being updated. The grading system is the same grading system St. Mary utilized prior to the pandemic. Students will be held accountable for all missing and late work.

ASSESSMENT: Assessments will be administered throughout the school year even for remote learners. Teachers will have additional assessment options to support online assessment and deter academic dishonesty.

TRAINING: Students and parents will receive technology training in the coming weeks leading up to school to ensure that everyone is comfortable with the Google Classroom platform. Also, St. Mary will also offer technology support daily in the form of a Tech Help Desk to answer questions and assist families with problems related to technology. **Online Parent Training/Informational Nights will be offered on Tuesday, September 8th and Wednesday, September 9th from 6-7 pm via Google Meet.**

DAY-TO-DAY SCHEDULE

Each class schedule will be built to accommodate students on campus each day for in-person instruction and those students working from home. At-home students will join each class virtually through our live-stream, real-time platform via links to a specific class daily. Synchronous learning will take place Monday-Friday at set times (at the discretion of each teacher) between 8:15 and 2:45 daily. Students will be given assignments and projects to complete after direct instruction/daily lessons are completed. Faculty will have time to plan, communicate with students, grade assessments, and interact with students either individually or in small groups via Google Meet at different times during the school day as well. Students will have class time daily after direct instruction is complete to work on classwork/homework independently; the intent is to avoid requiring students to be in front of screens all day long.

BELL SCHEDULES

Each teacher will post their daily Bell Schedule to Google Classroom by Friday, September 4th. Also, schedules will be communicated to each of the students during the soft start week.

The new middle school bell schedule and philosophy is attached below.

ARRIVAL/DISMISSAL

St. Mary School has created a staggered arrival window and dismissal window to reduce congestion, expedite daily health screenings, and keeps students and families safe. The groupings and staggered start/end times are listed below:

Students will all be assigned to one of the following groups according to the first letter of their last name. A student entrance/departure map is attached below.

St. Mary Group: A-J

Husky Group: K-Z

Making the split alphabetically ensures that siblings will be in the same group and accommodates the necessary safety protocols for arrival, dismissal and for *Huskies on Campus* in-person engagements. This split may be adjusted further once we welcome more students on campus in our phased approach. If you have an exceptional circumstance for which a change in the cohort is necessary, please contact Chelsea Weiler, cweiler@stmarysspokane.org, to request an accommodation form. We will only be able to grant limited requests in order to maintain our campus safety guidelines.

Morning Start Window: 7:45-8:15 am

7:45-8:00 am--St. Mary Group (Last names beginning with A-J)

8:00-8:15 am--Husky Group (Last names beginning with K-Z)

Afternoon Dismissal Window: 2:45-3:15 pm

2:45-3:00 pm--St. Mary Group (Last names beginning with A-J)

3:00-3:15 pm--Husky Group (Last names beginning with K-Z)

ATTENDANCE

All students' attendance will be taken for each period regardless if they are in-person or online. It is expected that your student be in person, on their assigned day, or logged into class digitally on time. If a student needs to be excused from learning either in person or online, a parent/guardian needs to call or email the Attendance Office by 9:00 AM. It is important for the

school to know who is in each class for appropriate contact tracing and to allow for follow up with students who may need additional support from a school counselor or other school resources. Consistent attendance is an important consideration in determining grades.

LUNCH

The window for lunch and recess for all classes this year is between 11:30-12:30 daily. This same hour long break will be provided for all students working remotely too. We will not be offering lunch service or milk this year. Students will be responsible for bringing their own lunch each day, and they will eat in their designated classroom with their cohort. St. Mary will still offer (discreetly) brown bag lunches to families and students in financial crises. Please contact the school if you need assistance. Students may bring a snack and are encouraged to bring their own water bottle each day.

RECESS

Along with a lunch recess built in between 11:30 and 12:30 daily, students will access the playground at different times throughout the day and will be limited to designated play space/s in their classroom cohorts only. St. Mary is committed to offering more frequent “micro-recesses” daily to allow students more active time for movement and exercise considering the new limitations on moving during the school day.

UNIFORMS

All students are required to wear school uniforms whether they attend school on campus or work remotely.

COVID-19 SCHOOL SUPPLY LISTS

Along with the school supply lists already shared with families and students, St. Mary is requiring the following items in light of the COVID pandemic:

1. A 12x12 student milk crate to store personal items (backpack, lunch, clothing, etc.).
2. Families are required to provide their own mask/s for their child/ren. The school has backups if necessary. Masks should be washed after use each day.

Our regular school supply list is available on the school website under: Student Life - Uniforms and Supplies. Here is the direct link:

<https://d2y1pz2y630308.cloudfront.net/23083/documents/2020/6/2020-21%20School%20Supplies%20List.pdf>

MASS

Mass will be offered on Tuesdays at 8:30 beginning on Tuesday, September 15th. Those students on campus may attend in person when they are ready. Grades 3-8 are expected to attend mass via the live stream link on Tuesdays. Once more students are phased back on site, we will offer masses on both Tuesday and Thursday weekly at 8:30, so all of our students may attend in person. For the time-being, only students and teachers may attend children's masses in person. At this time, families and other mass attendees will not be able to attend mass in-person with the students on children's mass days.

EDUCARE

St. Mary Catholic School will only be able to provide Educare services to our Pre-Kindergarten families and K-2 families and students at this time. There is no morning Educare option for the 20-21 school year.

HUSKIES ON CAMPUS OPPORTUNITIES FOR STUDENTS

Spiritual formation

- Retreats
- Masses
- Service and volunteer opportunities

Emotional support and social engagement

- Leadership opportunities
- Activities
- Club meetings
- Counseling (coming soon!)

Academic support

- Teacher office hours
- Academic support
- Tutoring
- Testing and assessment

OPPORTUNITIES FOR FACULTY SUPPORT

- Professional development specific to digital learning and our remote learning model will be offered throughout the year.
- Faculty and academic department meetings
- Office hours for working with students

PROVIDING A SAFE ENVIRONMENT

CLEANING

Safety is our top priority. We will utilize a combination of CDC/OSHA-approved products to clean desks, common tables, countertops, doorknobs and handles, hands-on learning items, bathroom fixtures, phones, and customer service areas every day. At scheduled times each day, work stations (desk/table, chair, computer) will be disinfected. Restrooms will be cleaned and disinfected regularly throughout the day by the custodial staff. Students, faculty, and staff must thoroughly wash hands after each restroom use. We also will have hand sanitizer stations located in each classroom, office, and meeting space. Handwashing stations have been added in high-traffic areas. Furthermore, our custodial staff has doubled in size and hours worked to enhance our cleaning protocols daily.

MASKS

Washington State has issued a mandatory mask order as of July 24. It is our expectation that students and faculty/staff will bring a clean face mask daily to school and be required to wear it properly for the duration of the day. Students and staff will also be required to wear them when outdoors on school campus. Face shields will not be allowed in place of a mask. St. Mary will adhere to a strict policy for wearing masks for all students in grades K-8. We strongly recommend mask usage in Pre-Kindergarten classes too, but it is not mandatory. With the exception of the Pre-K cohorts, any student who does not/cannot adhere to the policy will be asked immediately to leave campus and participate in digital learning.

HAND WASHING

In addition to all of the sinks we have around campus and encouraging regular hand washing, we will provide hand sanitizer in each classroom, office and meeting space.

CLASSROOMS & SOCIAL DISTANCING

We have measured all classrooms and will arrange desks in a way that ensures proper social distancing between all students and the teacher. Students will be spread out as much as possible during the school day to ensure proper social distancing.

VISITORS

We are restricting non-essential visitors. Visitors who must come to campus will follow the health screening and safety protocols required of all students, faculty, and staff. Visitors can meet with staff and administration periodically by appointment only. **Until further notice, parents and guardians will not be able to accompany students into the school.**

VOLUNTEERS

Volunteerism is a vital component of the St. Mary Catholic School mission. To the extent that we are able to welcome volunteers safely on campus, the Advancement Office will coordinate volunteer opportunities for families throughout the year. While we still desperately need volunteers to support our programs and events, the 20 hour requirement has been lifted for the 20-21 school year.

PHYSICAL BARRIERS

Plexiglass barriers are being installed in areas where social distancing is not possible, such as the main school office, finance office, church office, and other areas as needed.

SIGNAGE

We have purchased vinyl signage to use throughout the campus to remind our community about wearing masks, social distancing, washing hands, and other safety precautions.

SCREENING

Each day, all students will be temperature checked and families will be required to attest that they have reviewed the COVID-19 symptom checklist and their child/ren have no symptoms. If a student's temperature is at or above 100.4 degrees or if any answer is "YES" to the questions on the checklist, they will be asked to stay home.

WELLNESS CHECK

Faculty and staff will periodically conduct student wellness checks throughout the day. If a student appears to be ill, their temperature will be taken, if above 100.4, they will be isolated and their parents will be contacted to pick them up.

HYGIENE

Students are asked to bring their own water bottles and school supplies each day and shall not share items with other students. Hand sanitizing stations will be available in all classrooms.

IF SOMEONE WHO HAS BEEN ON CAMPUS TESTS POSITIVE FOR COVID-19

In accordance with the Spokane Regional Health District, people who may have been exposed will be contacted. We will follow the directives of the SRHD regarding mandatory quarantines and possible school closure. Students or employees suspected of having COVID-19 (may have been exposed, have symptoms or are awaiting test results)

- You are not allowed on campus if you have tested positive for COVID-19 or have symptoms of COVID-19 and have not completed a 14 day quarantine.
 - If you are waiting for test results, you must remain home until you receive the results of the test.
 - You are not allowed on campus if you have come into contact with someone who has tested positive for COVID-19 until you have tested negative or completed a 14 day quarantine.
 - STUDENTS are to stay home if you are sick for any reason. A parent/guardian must call or email the Attendance Office by 9:00 AM to excuse your absence if you are unable to work digitally.
 - EMPLOYEES are to stay home if they are sick for any reason.
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We will begin the 2020-21 school year in an unprecedented way—including new health protocols, physical distancing, and a commitment to thrive and deliver education to the whole child in a creative, joy-filled manner. Our students are depending on us and you to lead this year with hope, vibrancy and a commitment to a future that will hold countless possibilities. We ask that you join us in demonstrating to our children that although school may look different next year, the spirit of St. Mary and Jesus will remain our constants.

I take great comfort in the strength and creativity of our school and the stability of our family partnerships during this tumultuous time. It truly takes a team effort to keep our community strong. I ask for your support and prayers for St. Mary Catholic School as we continue the ministry of providing excellent Catholic education to our students--in mind, body, and spirit.

In Christ,

Ben Walker