



# **St. Clare of Montefalco Catholic School**

**2020-2021 Return to School Plan**





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**August 14, 2020,**

**Dear St. Clare of Montefalco School Families,**


We are looking forward to an adventurous school year welcoming many returning and new families. Currently the plan is to open with In Person instruction. This instruction will use Google Classroom as its platform which will allow for the nimble transition between face to face learning and distance learning options.

This document addresses the various scenarios that may occur for our students during the 2020/2021 school year. Know that in creating this document we relied on guidelines from numerous organizations like the CDC, The Michigan Department of Education, The Wayne County Health Department, The City of Detroit Health Department and The Archdiocese of Detroit.

St. Clare of Montefalco School will follow the strictest of guidelines and protocols. We will error on the side of caution when making all decisions. Our goal is to physically protect, educate, and spiritually guide all members in our school community.

We hope you find this plan informative. May God watch over all of us and keep us safe.

**Peace and safe health wished to you,**

  
Ms. Ann K. Crowley  
Principal

  
Ms. Samantha Cooley  
Assistant Principal



# Covid-19 Symptoms

Students and staff members will not be permitted to enter the building if they are exhibiting any symptoms of Covid-19. If your child exhibits any of these symptoms, they must be kept home.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or 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

This list does not include all possible symptoms. CDC will continue to update this list as they learn more about COVID-19.

All information included in this document was taken directly from the CDC website. For more information, please [visit their website](#).

Additional information can also be found in the [Return to School Roadmap](#) provided by the Wayne County Health Department.

Notification letters for potential cases of Covid-19 in our school have been prepared. Those letters can be view [here](#) and [here](#).



# In-Person Learning

## AT HOME – BEFORE SCHOOL

Each morning, parents should assess children to ensure no symptoms are exhibited. Families may utilize the [Covid-19 Screening Tool](#) provided by the Wayne County Health Department. Fevers must be reduced for **24 hours without medication** before returning to school. If any symptoms are present, students must be kept home. By sending your children to school, St. Clare of Montefalco understands that you are declaring your children as symptom-free.

## ARRIVAL/DROP-OFF PROCEDURES

Parents will only be permitted to enter the parking lot using the entrance off Mack by the Sweeney Center. Vehicles will move along a directed path in front of the Sweeney Center, and students will exit their vehicles to the right. The entrance off Charlevoix into the circle drive will **not be open** for drop off this year, and the driveway off Mack near the church will only be used as an exit. Students will not be permitted to line up for entrance before 7:45 am.

Beginning at 7:45 am, students will line up at their designated building entrance. Lines will be spaced so students will stand 6 feet apart. Teachers will stand with their classes outside and will bring students inside beginning at 7:55 am. In inclement weather, students will go directly to their classrooms rather than waiting outside. Before entering the building, all students will have their temperature taken by a school employee. Any student with a temperature of 100.4 degrees or higher will be immediately sent to the quarantine room and parents will be notified that they need to be picked up. Any siblings of students with a fever will also be sent home. Students may access assignments through Google Classroom and duration of the absence will be determined by the school office.

- Preschool will line up and enter through the Charlevoix doors.\*
- Grades K-2 will line up and enter through the Mack doors.
- Grades 3-5 will line up and enter through the main doors.
- Grades 6-8 will line up enter through the garden doors near Charlevoix.

Students will be permitted to enter through their designated doors until 8:00 am. After 8:00, the employee taking temperatures will no longer be stationed at the various entrances. Tardy students arriving after 8:00 am will have to wait in their cars, call the office, and wait for an employee to meet the student at their designated entrance. That student's temperature will then be taken before being permitted to enter the building.



\*Parents of preschool students **must** walk their children to their entrance on Charlevoix. Student temperatures will be taken at the door. Preschool students may begin lining up at 8:15 am.

## **DISMISSAL/PICK - UP PROCEDURES**

Students will be dismissed through their designated doors; the same doors they enter for arrival. Teachers will walk with their classes to the parking lot. End-of-day announcements from Ms. Crowley will occur at 3:20 pm, and classes will begin dismissal following announcements. School office staff will monitor class dismissal to ensure social distancing between classroom cohorts as they depart from the school building.

## **FACIAL COVERINGS**

**All** students and staff will be required to wear masks **at all times** during the school day. St. Clare of Montefalco is following guidance from Governor Whitmer and the CDC which states that wearing masks is safe for children over the age of 2. Homemade masks or disposable level one/basic grade surgical masks will be accepted, provided the masks completely cover the nose and mouth.

Face shields are not permitted when worn without a mask. Face shields are permitted if worn with a mask underneath.

Families must provide students with their own masks. Students are encouraged to use a lanyard to secure their masks around their necks so they do not get lost or dropped on the floor.

Any person who is medically unable to wear a mask during the school day must have written certification from their primary care physician. Notes from urgent care visits will not suffice. Once the written certification is attained, the required paperwork for the school (available upon request) must be completed. Any person with valid medical certification and completed paperwork will be exempt from wearing a mask, though we encourage wearing a mask whenever possible.

Significant effort will be made to provide children with “mask breaks” whenever possible. Masks will not be required when eating or during outdoor activities, such as recess or class being held outside.

## **SOCIAL DISTANCING**

Social distancing measures will be implemented whenever and wherever possible.



Desks will be spaced in classrooms to allow for the most space possible between student areas. If 6 ft. of separation is not possible, other safety measure will be implemented such as clear shields between student areas.

Floor markers will be placed throughout the building to indicate 6 ft. separation. Classes will remain with their cohorts throughout the day and will not cross paths with other classes.

## **DRINKING FOUNTAINS**

Drinking fountains will be closed and unavailable for student use during the day. We request that students come to school with two reusable or disposable water bottles. Water bottles should be labeled with students' names. Students will be given one opportunity during the day to re-fill their water bottles using a touch-free water bottle station. Individual milk cartons will be provided for those students who are part of the Archdiocese lunch program.

## **LUNCH**

The cafeteria will not be used for lunch this year. Students will eat in designated outdoor areas whenever weather permits and will eat in their classrooms when outdoor eating is not possible. All students should bring a towel to keep in their classrooms that they can sit on for outdoor lunch. Whether indoors or outdoors, students will not be required to wear masks during lunch periods. Social distancing policies will remain in place during lunch periods.

Hot/boxed lunch will be provided for families who choose this option. These lunches will be brought to students' classrooms. Due to state mandates, all students qualify for free lunch through April 2021. Families interested in ordering lunch must indicate so on the provided order forms every month.

## **RECESS**

Recess will be held outdoors whenever possible. Out of an abundance of caution, students will remain with their own classes and will not be permitted to play with students from other classes. There will be a rotating schedule for classes to have recess on the playground, blacktop, and field. Playground equipment will be provided for children and will be cleaned between classes.



## **MASSES**

While COVID-19 restrictions remain in place, Father Andrew Kowalczyk will continue hosting his Children's Mass via Zoom with our students in the school. The Zoom link, day, and time will be shared with all families. Students will continue to participate in the Readings and Petitions following a Classroom Schedule. Over time, classes will begin to attend Mass in small groups. The remaining classes will view Mass from their classrooms.

## **SUPPLIES**

Students will not share supplies in the classroom. All students must have their own supplies, labeled with their names, as indicated on this year's supply list. The supply list can be found at the [school website](#) under the "School Life" page and on the "Registration Form" page.

## **SPECIAL CLASSES**

ART, MUSIC, SPANISH, MEDIA – The teachers for these classes will travel to individual classrooms. Students will **not** travel to a new classroom for these classes. Teachers will bring all supplies needed to each classroom.

LIBRARY, TECHNOLOGY – These classes will be held in individual classrooms as often as possible. There may be times when holding class in the library or computer lab is necessary. Should this need arise, the library and computer lab will be thoroughly cleaned between each class. Class sessions in these rooms will be held sporadically to give time for adequate cleaning.

PE – This class will be held outside as often as possible. When outdoor instruction is not possible, class will be held in either the classroom or the gym. Equipment used during PE will be cleaned thoroughly between classes.

## **GOOGLE CLASSROOM**

All classrooms, grades K – 8, will utilize Google Classroom this year. Assignments and announcements will be posted regularly, and most assignments will be submitted through Google Classroom.

Utilizing Google Classroom will enable students and teachers to have more streamlined communication. Students will be able to see announcements from teachers, assigned





work, important dates, and missing work all in one place. Parents may have access to their child's Google Classroom as well.

All students will have their own Google email address through the school, which will also serve as their login information for all Google apps. Students will be provided with their login information at the beginning of the school year. Students are not permitted to share their passwords with other students. Any students who share passwords and login credentials may face disciplinary consequences.

## TECHNOLOGY PROGRAMS

Teachers and students will use IXL, RAZ Kids, and myON to supplement their classroom instruction and provide individualized practice. IXL and myON are available for grades K-8, and RAZ Kids is available for grades K-5. Teachers may use other various programs in addition to the school-wide programs.

Students will receive their login information for all programs at the beginning of the school year.

## STUDENT/STAFF ILLNESS AT SCHOOL

Any student who begins presenting symptoms while at school will be transferred to the quarantine room (room 6 on the first floor) and will wait with a designated staff member for pickup.

Symptomatic students and staff will not be permitted to return to school until they have tested negative for Covid-19 or they have completely recovered according to [CDC guidelines](#).

Students and staff who present with a fever will **not** be permitted to return to school the next day. Fevers must be gone without the use of medication for at least 24 hours before returning to school.

The school will follow local public health guidelines and recommendations from the Archdiocese of Detroit if there are any reported cases of Covid-19 in our school community. Families will be notified of any positive Covid-19 tests in the school and/or their child's classroom. Due to privacy rights, individual students or staff members will **not** be identified when disclosing any positive test results. The [Wayne County Health Department's Guidelines](#) will be followed for the many different scenarios that may present themselves in our school community.



If someone in our school community tests positive for Covid-19, we will report such findings to and work with the Wayne County Health Department, as well as the Archdiocese of Detroit. Contact tracing will be implemented.

# School Cleaning/Safety Measures

## **BUILDING ADMITTANCE**

Only students and school staff will be permitted to enter the school building until further notice. Parents will not be permitted to enter the building for any reason, unless there is an emergency which requires the need of a parent or guardian in the building. In the event a parent/guardian is granted admittance to the building, they will complete and sign a symptom-check sheet and a temperature check.

## **STAFF**

All school staff members, including parish staff members who need to enter the school building, will complete daily symptom-check sheets and temperature checks. Should a teacher exhibit symptoms of Covid-19, that teacher will not return to school until they test negative for Covid-19 or have completely recovered according to CDC guidelines. All school staff members will wear a mask at all times except when eating. Any staff members who are unable to wear a mask due to medical exemption must have written certification from their doctor and proper paperwork filed in the office.

Teachers will have up-to-date lesson plans available that could be immediately implemented if the need arises for distance learning or a substitute teacher.

## **SOCIAL DISTANCING**

Social distancing measures will be implemented whenever and wherever possible.

Desks will be spaced in classrooms to allow for the most space possible between student areas. If 6 ft. of separation is not possible, other safety measure will be implemented such as clear shields between student areas.

Floor markers will be placed throughout the building to indicate 6 ft. separation. Classes will remain with their cohorts throughout the day and will not cross paths with other classes.



## **CLEANING/SANITIZING**

Teachers will be responsible for sanitizing any shared supplies during the school day. Shared supplies will be rarely used, but when necessary, will be cleaned between student use.

Hand sanitizer and disinfectant wipes will be available in all classrooms at all times. Teachers will be responsible for cleaning frequently used or shared spaces in the classroom. Students may wipe down their own desks and supplies but will not be responsible for cleaning any shared spaces or materials.

Maintenance staff will clean classrooms daily after school. All surfaces will be disinfected and sanitized.

Trinity Facilities Solutions will perform electrostatic disinfection on all surfaces in the main school building and the first-floor area of the Sweeney Center twice per month, approximately every 15 days. This will take place in the evening, during or right after when the custodial crew is on site. The day of week it will occur may fluctuate but it will always occur outside of normal operating hours, e.g. in the evening or over the weekend.

Bathrooms will be cleaned daily during lunch time by school staff. Classrooms will have scheduled bathroom times to ensure students remain in contact with their classroom cohorts only.

Teachers will review proper handwashing techniques with students and will provide frequent opportunities for students to wash their hands and/or use hand sanitizer.



# Distance Learning Implementation

## PROGRAM SUMMARY

St. Clare of Montefalco teachers and students will be prepared to shift to distance learning with no interruptions to instruction. Teacher lesson plans will be readily available to implement virtually, and students will be familiar with the procedures and policies they will follow during distance learning. Distance Learning will be used during the following times.

1. **Friday Distance Learning Day** – Students will participate in lessons through use of Google Classroom every Friday. Teachers will instruct in synchronous and asynchronous format. Teachers will be in classrooms implementing the Distance Learning Program and will communicate with students only through the Google Classroom Platform. Virtual Fridays will no longer be held beginning January 11, 2021.
2. **Inclement Weather Days** – Should the school building need to close due to inclement weather, and the school uses all its allocated days off for inclement weather, all classrooms will participate in Distance Learning. St. Clare of Montefalco will not lose any instructional days due to inclement weather.
3. **COVID-19 Quarantine for 14 days** – Students will go directly into Distance Learning at home. Teachers will instruct virtually during the quarantine period.
4. **Teacher Absence and no substitute available:** Students will utilize Distance Learning at home. Daily Plan will be sent to students to follow. The school is exploring providing a space for students to come to school if multiple teachers are under quarantine but available to instruct virtually.



## **SCHEDULE**

Ms. Crowley will welcome everyone with prayer and announcements via Zoom or livestream at 8:05 am. The link will be provided to families and available on the school website. All students are expected to attend announcements every day.

Following announcements, students will follow their classroom's in-person schedule. Teachers will provide their own classroom schedules. During these scheduled times, classes may be synchronous, asynchronous, or a combination of both. Students are expected to be available for synchronous learning during the entire scheduled time.

Lunch/recess/silent reading will take place between 11:35 am and 12:50 pm. This time is asynchronous and can be considered a break, though students are expected to read for a minimum of 20 minutes during this time. Students in grades 3-8 will still be expected to complete Accelerated Reader tests. Specific AR expectations will be shared by classroom teachers.

Following lunch, students will resume participation with their in-person classroom schedules. Classes will take place until 3:15 and students are expected to be available for synchronous learning at all times during this time period, though some lessons may be provided asynchronously.

## **GOOGLE CLASSROOM**

The school's use of Google Classroom will provide a seamless transition from in-person learning to distance learning. Teachers and students will be familiar with the platform as it will be the means of instruction every Friday. Google Classroom will continue to be used for announcements, assignments, and communication.

## **DEVICES/INTERNET CONNECTION**

Students must have access to their own device with internet connection for the entire school day.

All students in grades 3-8 will receive their own Chromebook. These Chromebooks will be loaned to students for the duration of the school year. During in-person learning, Chromebooks will be brought to school every day, fully charged, and will be brought home every night. Families will sign releases stating responsibility for any costs related to damage of the Chromebooks due to personal responsibility (dropping the Chromebook, breaking parts off the Chromebook, etc.).

Students in grades K-2 will receive an iPad or an older-model Chromebook. These devices will be available for home use during distance learning but must be returned to the school



upon the return to in-person learning. During in-person learning, each student in grades K-2 will have access to their own devices during the school day. Students will not take their devices home unless there is a need for distance learning.

## **SYNCHRONOUS/ASYNCHRONOUS LEARNING**

During Distance Learning, students will participate in synchronous and asynchronous learning. Students will meet multiple times a day with their teachers in virtual synchronous instruction. The specific time dedicated to synchronous and asynchronous learning may vary between teachers and subjects. Teachers will provide synchronous learning through Zoom when instructing the whole class or small groups. Teachers will turn off Zoom during non-instructional times, such as independent work time.

## **SPECIAL CLASSES**

Special classes may be held synchronously, asynchronously, or a combination of both. Schedules for special classes will be provided by the homeroom teachers.

## **STUDENT EXPECTATIONS**

Students are expected to wear school uniforms during all synchronous video calls. Students should not be eating, watching TV, listening to music, or playing games during synchronous video lessons.

Attendance will be taken by teachers in the morning by noting those students who attend morning prayer/announcements. Students who are not present for morning announcements but are present for calls/check-ins later in the day will be marked as tardy. Students who do not communicate with teachers at all during the day will be marked as absent.

Students are expected to submit work and assignments in a timely fashion. Teachers will communicate due dates and assignment submission expectations for their classrooms. As stated earlier, Google Classroom will be utilized as a way for students to keep track of assignments they have submitted. Students in grades 3-8 will be provided with planners, and it is expected that all students use these planners.



## **DISTANCE LEARNING OPTION**

At the beginning of first quarter, families were given an option for 100% remote learning with the understanding that school administration may rescind the offer after reviewing the program's implementation. Families must re-assess their commitment to Distance Learning after every quarter. Families choosing this option are responsible for carrying out instruction for their children. Teachers will not provide synchronous instruction or pre-recorded instructional videos for students participating in Distance Learning. Teachers will provide weekly lesson plans and materials via Google Classroom or for pickup at the school, and they will grade submitted work accordingly.

Students participating in Distance Learning must report to the school building to complete their Star Math and Reading tests. These assessments are required for every St. Clare of Montefalco student and the assessments may not be administered remotely. In-person attendance for Star tests is a requirement for all Distance Learning students.

Students participating in Distance Learning are expected to complete all assignments indicated in teacher lesson plans. Attendance will be taken daily and will be indicated by the completion of daily assignments.

Progress notes will be provided for all students midway through the quarters, including distance learners. If students are not meeting grade-level expectations, St. Clare of Montefalco may require that student to return to in-person learning or attend a school which provides daily teacher instruction with the distant learner.

The offer for a Distance Learning program is subject to change depending on local, state, and national conditions and guidelines. St. Clare of Montefalco will re-assess their Distance Learning program after every quarter.

The Distance Learning program is no longer offered for third and fourth quarter.