



REOPENING PLAN

1ST QUARTER, 2020-2021

**Updated COVID-19 protocols for the
2020-21 school year may supersede
these policies*

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United in Faith, Hope, and Love.

"So faith, hope, and love remain, these three, but the greater of these is love." 1Cor 13:13

#LearnBelieveServeAchieve

Dear St. Monica Families,

Our school theme for the year, ***United in faith, hope, and love*** is most appropriate for this time of uncertainty. Many prayers continue for each of you during these challenging times. We care deeply for the health, safety and wellbeing of your children and each of you. It is our hope that through this COVID-19 challenge, we will grow and thrive in the heart and love of Jesus as one community united in faith, hope and love, with the greatest virtue guiding us...LOVE.

The St. Monica Catholic School reopening plan is a result of many hours of discussion, research, and reflection. To begin, we implemented a reopening task force in late May, 2020 to develop this reopening school plan. The task force includes our pastor, school/parish administration, school nurse, maintenance team, and teacher representation. The task force meets weekly and in the event of new guidelines from the CDC, State of Texas, Dallas County, and the Diocese of Dallas. Additionally, parent survey information aided in the development of our plan. Through our discussions and eventual decisions/plans, never far from our hearts was the model of Christ's love for children.

In early July the task force decided that our plan would begin with Fall Quarter 1, as the Covid-19 health situation in Dallas and throughout Texas is ever-changing. The CDC guidelines for the reduction in cases and in those who have lost their lives to this illness must be met for us to adjust our plan. We will closely monitor and adjust continually, based on the CDC, State of Texas, Dallas County, and most importantly, the guidelines we receive from our Diocese of Dallas. The Diocese of Dallas continues to seek guidance from qualified health officials. Their decisions are based on health data that supports our plan to reopen in person. Every effort has been made to make St. Monica's plan detailed, yet flexible which will allow us to adjust quickly and safely.

We thank you for your continued patience and faith in our task force as we all work together to care for the health and well-being of St. Monica students, staff, and families.

United in Faith, Hope, and Love,

Mrs. Trudell
President

Mrs. Shields
Principal

Mrs. Jordan
Director of Preschool

SMS CATHOLIC IDENTITY- COMMUNITY ENGAGEMENT

It has never been more important than now in this COVID-19 challenge that our faith shine brightly. Liturgy, prayer, and community gatherings remain essential to the heart of St. Monica Catholic School. Our student, staff, and parent community thrive in our faith through prayer opportunities and liturgical services.

MASS OPPORTUNITIES

On-campus learning:

Father Guadagnoli and Father Mark have offered to do daily Mass for our students in grades K-8, 8am Monday through Friday when we are on campus. DK students will join Masses in October, as they have always done in the past, and PK4 students will join in January 2021.

Grade levels will be divided and social distancing will be honored. Parishioners will attend Mass in one section of the church social distancing from our students, who will be in another section of our beautiful church. No **all** school Masses will be scheduled in the first quarter.

The following is a tentative schedule for Mass attendance by grade levels:

- K-1: Monday mornings at 8:00am (149 students + 8 teachers)
- 2-3: Tuesday mornings at 8:00am (138 students + 7 teachers)
- 4-5: Wednesday mornings 8:00 am (132 students + 7 teachers)
- 6th and two 7th grade homerooms: Thursday mornings at 8:00 am (115 students + ~6 teachers)
- Two 7th grade homerooms and 8th grade: Friday mornings at 8:00 am (128 students + 6 teachers)

SMS CATHOLIC IDENTITY- COMMUNITY ENGAGEMENT

Masses during E-learning:

In the event the entire school is in virtual learning, schedules will be adjusted throughout the week for all students to participate in a Mass that will be streamed from the church. This will be included in each week's schedule for all students.

PRAYER

On-campus learning:

- Morning prayer and the flag will continue as normal with some adjustments to honor the new arrival and dismissal procedures.
- Classroom prayer time will be enhanced throughout the school day.

Off-campus learning:

- Students will be expected to join the morning prayer and pledge from home, via google meet.

E-Learning:

- In the event the entire school is in virtual learning, streaming of prayer, Masses, pledge, and other Catholic liturgical events will take place.

MEET THE TEACHER

Depending on the status of the pandemic this event might be virtual. Please stay tuned for email updates on times.

- In case of virtual Meet the Teacher events, school supplies will be picked up on the first day of school.

PTO FALL EVENTS

Back to School Picnic:

- PTO is exploring the Back to School Picnic on a Friday that would allow for extended time, safe social distancing, and adjustment to health and safety guidelines.

SMS CATHOLIC IDENTITY- COMMUNITY ENGAGEMENT

Autumnfest:

- As large gatherings are prohibited and are likely to be prohibited through the fall. Autumnfest is moved to the spring.

Christmas Market:

- A decision has not been made on our Christmas Market event. All aspects of this event will need to be reviewed to ensure adequate social distancing with the large crowds. CDC/County of Dallas guidelines will be monitored as this event is reviewed.

PTO Meetings:

- Each month PTO will continue their scheduled meetings. Every effort will be made to do these on campus with social distancing and/or virtually.

DADS' CLUB FALL EVENTS

Spaghetti Dinner:

- Dads' Club traditional Spaghetti dinner is planned for September 25, 2020. CDC and County guidelines at that time will determine if the dinner is drive-through only or a combination of drive-through/enjoy at St. Monica.

GRADE-LEVEL GATHERINGS

- All grade-level gatherings are cancelled until further notice. Guidelines from the CDC and Dallas County would need to provide for larger gatherings for these to take place. More information to come as guidelines are adjusted during the first quarter.

SMS 2020-2021 SCHOOL CALENDAR

In accordance with Diocese of Dallas guidelines published July 21, 2020, St. Monica Catholic School will reopen on Wednesday, September 2 with in-person instruction with the option for off-campus learning. The schedule for the first two weeks is as follows:

- Wednesday, Sept. 2 Early Dismissal
- Thursday, Sept. 3 Early Dismissal
- Friday, Sept 4 Early Dismissal
- Monday, Sept. 7 Labor Day school holiday
- Tuesday, Sept. 8 Early Dismissal
- Wednesday, Sept. 9 Early Dismissal
- Thursday, Sept. 10 Full Day
- Friday, Sept. 11 Early Dismissal
- Monday, Sept. 14 school moves to regular full-day instruction

For your planning purposes, the tentative end date for St. Monica school will be Wednesday, June 9, 2021. Our yearly calendar is currently in the final stages of revision to meet the required educational days of 180. This calendar will be published to all families in early August



COVID-19 SAFETY MEASURES

CLEANING

- Additional cleaning staff will be hired to provide thorough cleaning and disinfecting.
- Cleaning staff will be properly trained/educated on cleaning standards and expectations.
- Cleaning/disinfecting/sanitizing products used are EPA approved.
- Classrooms will be disinfected every evening: all surfaces, including desks, tables, chairs, countertops cabinets, floors, shelves, and all washable/sprayable surfaces.
- Student desks will be disinfected before and after lunch as well.
- Bathrooms will be thoroughly cleaned and disinfected multiple times a day.
- Touch-point areas will be sanitized throughout the day multiple times. These include doorknobs, door handles, light switches, and other frequently touched surfaces.
- With the new HVAC system installed in the B, C and D wings this summer, we will be able to provide efficient ventilation in classrooms.
- Common areas: the use of these areas will be very limited. Hallways, playgrounds, teachers' lounges, administration offices, including all spaces in the family center will be thoroughly cleaned and disinfected every evening.
- Cleaning products will be readily available for cleaning staff in common areas.
- The cleaning up of hazardous material will be performed instantaneously, the hazardous material will be properly covered until thorough disinfection can be performed.
- Sanitizing wipes will be available in every classroom.

COVID-19 SAFETY MEASURES

HANDWASHING AND HAND SANITIZING

- No-touch hand sanitizing stations are installed across campus in common areas.
- Hand sanitizers will be available in every classroom.
- Students will be trained on proper handwashing and hand sanitizing protocols.
- Students/faculty/staff and visitors will be asked to wash or sanitize their hands upon entering campus.
- Students will wash hands or sanitize their hands on arrival, before and after eating, restroom, blowing nose, coughing, sneezing, touching common objects, before and after recess.
- PK-2 students will engage in supervised handwashing multiple times a day.

FACE COVERINGS

- Face coverings (masks) will be required for all students, including preschool, as well as for faculty, staff, and visitors. Students will bring their own face coverings (non-medical grade or cloth face masks). Face masks with SMS logos will be available for purchase through the Spirit Store. Gaiter-style face coverings are not recommended. Masks with ventilation valves are not permitted.
- The use of face shields will be allowed if/when deemed as a safe alternative by the CDC. If permitted, St. Monica will provide one face shield to each student.
- Every student will be required to have an extra face mask kept in a Ziploc-type baggie.
- Students will be educated on the proper way of wearing and removing their face masks.
- Masks will be kept on in restrooms even when no other students are present. Students will keep masks on during recess when social distancing 6 feet apart is not feasible.
- Students may remove masks during PE classes if the class is outside and social distancing with 6 feet apart is maintained.
- Preschool children will remove face masks for nap time.
- As per Diocesan guidelines, any individual, who is unable or unwilling to wear a mask throughout the day will be moved to off-campus learning. In the event that face shields are approved as an alternative to face masks, it will be acceptable to wear them instead of face masks.
- Extra masks will be available in the nurse's office.

COVID-19 SAFETY MEASURES

CLASSROOM SPACE

Preschool:

- In order to maximize space between the desks, teachers will clear all excess furniture from the classrooms.
- The number of students and the large size of the classrooms will allow for social distancing.
- Students will be wearing masks at all times when inside.
- Pre-K classes are self-contained. Students remain in their homeroom throughout the day with the same teacher.
- Classrooms are equipped with bathrooms and/or an additional sink which will make frequent handwashing possible.
- Pre-K students use their own playground located by the football field, approximately 100 yards away from K-4 playground.
- Each student will have his/her own supplies - supplies will not be shared among students.
- Classroom manipulatives necessary for early childhood education will be disinfected between uses.
- Classroom material that cannot be disinfected will be limited for use by one student only.
- PE will be held outside whenever possible, observing social distancing rules. Only activities that do not require physical contact will be permitted.

Grades K-3:

- In order to maximize space between the desks, teachers will clear all excess furniture from the classrooms.
- Tables/desks will be placed 6 feet apart wherever feasible, facing forward.
- The number of students and the large size of the classrooms will allow for social distancing.
- Interior doors will be propped open to decrease touching of handles.
- Students will be wearing masks at all times when inside.
- Homerooms are self-contained. Students remain in their homeroom throughout the day with the same teacher.

COVID-19 SAFETY MEASURES

- Specials teachers (Music, Art, Library, STEM, Spanish) will be rotating to homerooms. Music classes will be held outside or will be limited to activities other than singing (percussion instruments, handbells, xylophones, instruction in music history). Musical instruments will be thoroughly disinfected between uses. Recorders or other wind instruments will not be used.
- Each student will have his/her own supplies - supplies will not be shared among students.
- Classroom material that cannot be disinfected will be limited for use by one student only.
- PE will be held outside whenever possible, observing social distancing rules. Only activities that do not require physical contact will be permitted.

Grades 4-5:

- Homerooms are normally not self-contained, however, to avoid hallway traffic and to keep students in one classroom throughout the day, teachers will rotate to homerooms instead of students moving from classroom to classroom.
- In order to maximize space between the desks, teachers will clear all excess furniture from the classrooms.
- Desks will be placed 6 feet apart whenever feasible, facing forward. The number of students and the large size of the classrooms will allow for social distancing.
- Classroom doors will be propped open at all times to decrease the touching of handles.
- Students will be wearing masks at all times when inside.
- Specials teachers (Music, Art, STEM, Library, Spanish) will be rotating to homerooms. Music classes will be held outside or will be limited to activities other than singing (percussion instruments, handbells, xylophones, instruction in music history). Musical instruments will be thoroughly disinfected between uses. Recorders and other wind instruments will not be used.
- Each student will have his/her own supplies - supplies will not be shared among students.
- Classroom material that cannot be disinfected will be limited for use by one student only.
- PE will be held outside whenever possible, observing social distancing rules. Only activities that do not require physical contact will be permitted.

COVID-19 SAFETY MEASURES

Middle School:

- Middle school schedules have been modified to be able to keep groups of students together during the day without mixing with other groups of students. Communication regarding schedules will be sent to middle school families before the start of the school year.
- Teachers will be rotating to homerooms, students will remain in the same classroom throughout the day, including specials.
- Elective subject's schedules have been modified to be able to avoid mixing various groups of students. Communication regarding electives will be sent to middle school families before the start of the school year.
- In order to maximize space between the desks, teachers will clear all excess furniture from the classrooms.
- Desks will be placed 6 feet apart where feasible, facing forward.
- Each student will have his/her own supplies - supplies will not be shared among students.
- Students will be wearing masks at all times.
- Classroom material that cannot be disinfected will be limited for use by one student only.
- PE will be held outside whenever possible, observing social distancing rules. Only activities that do not require physical contact will be permitted.

Small Group Pull-out Classes:

June Cooper SMART Center (Formerly June Cooper Learning Center)

While we make every effort to keep groups of students separated, small group pull-out classes will lend themselves to some minimal student mixing. In these situations, extra precautionary measures will be put in place.

- All students will be escorted by intervention or G/T Teacher to and from the SMART Center to ensure social distancing for students.
- Hand-sanitizer will be available to students visiting the SMART Center.
- All students will wear face masks at all times.
- Surfaces will be thoroughly cleaned between groups.
- Plexiglass dividers will be placed on tables to separate students in the class.
- There will be no more than four students per group.

COVID-19 SAFETY MEASURES

- For small group testing, students will take tests in individual study carrels.
- Surfaces will be cleaned between students taking tests.
- Doors will be propped open at all times to decrease touching of handles.

SCREENING

Screening - Faculty & Staff:

- Faculty and staff, including parish personnel, will self-screen and check daily for elevated temperature and other COVID-19 symptoms before coming to school.
- The online self-screening report form will be provided to staff members which will be submitted by each staff member every morning before coming to campus.

Faculty and Staff will self-screen for the following COVID-19 symptoms:

- Temperature
 - Cough
 - Shortness of breath/difficulty breathing
 - Fatigue
 - Muscle and Body aches
 - Headache
 - Sore throat
 - Congestion / runny nose
 - Nausea, vomiting
 - Diarrhea
 - New loss of taste or smell
- Faculty and Staff members with a temperature measured without fever-reducing medications at or above 100°F and/or with other COVID-19 symptoms will not be allowed on campus.
 - Staff members experiencing COVID-19 symptoms, who either tested **positive** or were **not** tested, will not be allowed on campus and must stay at home until all of the following re-entry conditions are met:
 1. At least 72 hours symptom-free (cough, shortness of breath, etc..)
 2. At least 72 hours fever-free (without fever-reducing medications)**AND**
 3. At least 10 days passed since the symptoms first appeared

COVID-19 SAFETY MEASURES

- Please consult with your physician prior to returning to school if you had a moderate to severe illness or are immune compromised.
- Faculty and Staff members experiencing COVID-19 symptoms but who were tested with an FDA approved testing strategy and tested negative, will not be allowed on campus and must stay at home until all of the following re-entry conditions are met:
 1. At least 72 hours symptom-free (cough, shortness of breath, etc..)
 2. At least 72 hours fever-free (without fever-reducing medications)

Screening - Students:

- Parents will be given an oral survey of COVID-19 symptoms for each child at the time students' temperature is taken in carpool drop-off. A "YES" answer to any of these questions will indicate a possible COVID-19 symptom, therefore, the child will not be allowed on campus.
- Temperature check: Designated staff members will take temperatures for students. Temperatures will be taken every morning before exiting from the car, with no-touch thermometers.
- Designated staff will be trained by a health care professional on taking temperatures with a no-touch thermometer. Students with a temperature at or above 100° F will be immediately sent home. Because of limited isolation space, students who become ill during the day must be picked up from the nurse's office within 45 minutes of contacting parents or guardians.
- Online self-screening report form will be provided to families and will be submitted by the parents weekly for each child attending St. Monica.
- Students with a temperature measured without fever-reducing medications at or above 100°F and/or with other COVID-19 symptoms will not be allowed on campus.
- Students experiencing COVID-19 symptoms who either 1) tested **positive** or were **not** tested, will not be allowed on campus and must stay at home until all of the following re-entry conditions are met:
 1. At least 72 hours symptom-free (cough, shortness of breath, etc..)
 2. At least 72 hours fever-free (without fever-reducing medications)**AND**
 3. At least 10 days passed since the symptoms first appeared

COVID-19 SAFETY MEASURES

- Please consult with your physician prior to returning to school if you had a moderate to severe illness or are immune compromised.
- Students experiencing COVID-19 symptoms but who were tested with an FDA approved testing strategy and tested negative, will not be allowed on campus and must stay home until all of the following conditions are met:
 1. At least 72 hours symptom-free (cough, shortness of breath, etc..)
 2. At least 72 hours fever-free (without fever-reducing medications).

Screening - Essential Visitors:

- Only essential visitors will be allowed on campus. No exceptions. (Examples of an essential visitor: copy machine repair person, speech pathologist, delivery people, etc..)
- Visitors will be screened for temperature and fill out a COVID-10 symptom-check questionnaire.
- Visitors with a temperature at or above 100° F will be denied entry.
- Visitors who replied "Yes" to any questions included in the COVID-19 symptom check form will be denied entry.

RESPONSE TO A POSITIVE COVID-19 CASE

- A person who is lab-confirmed to have COVID-19 must stay at home and will not be allowed on campus. Students, faculty, and staff members who tested positive for COVID-19 will be strongly encouraged but not required to be tested before coming back to campus.
- The case will be reported to the Catholic Schools Office of the Diocese of Dallas and to the Acute Communicable Disease Division of DCHHS (Dallas County Health and Human Services).
- Consistent with school notification requirements for other communicable diseases and consistent with legal confidentiality requirements, the school will notify the community if a lab-confirmed COVID-19 case occurs on campus.
- Close contacts will be identified with directives to isolate at home and monitor the illness. Re-entry procedures and timelines will be required to be followed.

RESPONSE TO A POSITIVE COVID-19 CASE

- If diagnosed with COVID-19, the individual will remain off campus until all of the following criteria are met:
 - * At least 72 hours passed since recovery
 - * Resolution of fever without use fever reducing medication
 - * The individual is symptom-free **AND**
 - * At least 10 days have passed since symptoms first appeared **OR**
 - * Resolution of fever without use of fever reducing medication
 - * Significant improvement of respiratory symptoms **AND**
 - * Negative results from at least two consecutive PCR tests collected > 24 hours apart
- Any student, faculty, or staff member who is living with an individual experiencing COVID-19 symptoms will self-quarantine for 14 days and monitor for illness.
- Any student, faculty or staff member who had close contact with a person who tested positive for COVID-19 will self-quarantine for 14 days. The first day of the two-week self-quarantine period starts on the day when the last close contact occurred.

Definition of close contact (per latest diocesan directives): A person directly exposed to infection secretions (eg., being coughed or sneezed at) **while not** wearing a mask, or a person, who was within 6 feet of the infected individual for a cumulative period of 15 minutes or longer, **while not** wearing a mask.

Nurse's Office:

- School nurse: Mrs. Patricia Rodriguez, full time registered nurse.
- A K- 8 student exhibiting COVID-19 symptoms will be sent to the school nurse. The school nurse will immediately isolate the student and contact the parents to pick up the child.
- A preschooler exhibiting COVID-19 symptoms will be sent to the preschool office where they will be individually quarantined and monitored. Parents will be called to pick up their child immediately.
- A COVID-19 isolation area will be set up in the back section of the nurse's office to isolate students showing COVID-19 symptoms. Parents/guardians will be immediately notified.
- The isolation area will be cordoned off with a hospital-type washable privacy screen on casters.

RESPONSE TO A POSITIVE COVID-19 CASE

- A full time “floater” employee will be trained to supervise the isolated student in the isolation area in case the nurse must attend to other students. PPE (Personal Protective Equipment) for the nurse or any other individuals providing assistance in the nurse’s office will consist of the following: face mask, eye protection, gloves, gown.

School Closing Procedures (awaiting final diocesan policy):

- In case of a lab-confirmed positive COVID-19 case, the school will move people the individual had close contact with to off-campus learning / working for a fourteen-day period to quarantine at home. Any testing for COVID-19 should be delayed until five days after the initial exposure or with the onset of symptoms. After the fourteen-day period, all individuals will be allowed back to campus provided that they do not display any COVID-19 symptoms.
- If it is not possible to determine definitely who the individual has been in close contact with, the school will presume that maximum exposure has taken place and move anyone, who could have been in close contact to off-campus learning for fourteen days. After the fourteen-day period, the individuals will be allowed back to campus provided that they do not display any COVID-19 symptoms.

The goal will be to limit the disruption to on-campus learning to the greatest extent possible while erring on the side of being overly cautious.



ACADEMICS

TECHNOLOGY UPDATES

In order to provide a better quality virtual campus learning experience, as well as to enhance on-campus utilization of educational technology, we made the following technology upgrades:

NEW! 1:1 electronic devices for students in grades 3rd-8th

To ensure that our students are able to smoothly transition between in-person and virtual learning, we are purchasing electronic devices for students in 3rd through 8th grades. Students in grades 6-8 will be issued a personal Chromebook, which will replace iPads in these grade levels. Students in grades 3-5 will be issued a personal iPad. Students will receive training in the proper use of Chromebooks and iPads.

Other technology enhancements:

- Stronger WiFi capabilities implemented on campus to ensure seamless connectivity for technology use for both on-campus and off-campus learning.
- Purchase of Laptops: 55 Dell Laptops have been purchased for teachers and education administrators. Laptops will replace classroom teacher desktops. All laptops are equipped with cameras.
- Teachers will have all the necessary programs to support on-site education and e-learning. Laptops will be purchased for administration staff for the 2021-22 school year.
- To unify our teaching and learning platforms, we have transferred to G Suite for Education. Its web-based tools can be accessed anytime, anywhere from any device, with a one password login for students. It will not only streamline our students' e-learning experiences, but it will be a valuable collaboration tool during in-person instruction as well. Its live video conferencing feature will provide a safe option for our teachers to deliver synchronous instruction during e-learning time periods, as well as for off-campus students to join their on-campus classmates in real-time and be active participants. Faculty and staff are being trained over the summer. Students will be trained before school begins via a virtual orientation (see below) and also during the first weeks of school.

ACADEMICS

TRAINING - DIGITAL DEVICE ORIENTATION PROGRAM (DDOP)

Device pick-up

Students in 3rd-8th grades will pick up their personal devices on a designated date. We will send grade-level information regarding the time and place of device pick-up.

- Prior to the device pick up, an introductory video will be sent to all students in 3rd-8th grades with basic information about device pick up, student/parent expectations, and policies.
- In order to be allowed to pick up their device, students must fill out and submit the updated version of the Acceptable Use Policy.
- Upon device pick up, students and parents will be given printed instructions for accessing the Digital Device Orientation Program. PK-2, 3-5, and 6-8 students will all have grade-level specific programs and will complete the lessons at home.

Digital Device Orientation Program

Our Digital Learning Team has been hard at work creating a virtual **Digital Device Orientation Program (DDOP)** for your students. The program was designed to be completed independently by students with hopefully minimal assistance from parents. An email will be sent to all families in August with a link to a short, introductory video for parents and students to watch together. Upon completion of the introductory video, students will navigate to their grade-specific self paced training program. All students are expected to complete the DDOP by Wednesday, August 30th in order to be ready for the first day of school on September 2nd. A help desk email has been created for anyone requiring additional assistance. If at any time you have any questions about the program, please feel free to reach out to digitallearningteam@stmonicaschool.org. Someone will get back to you as soon as possible.

ACADEMICS

CURRICULUM

- We will continue to utilize the Curriculum issued by the Diocese of Dallas Catholic Schools Office.
- Keeping in mind the negative impact of last school year's 4th quarter E-Learning on student learning combined with the "summer slide" students generally experience over the summer, teachers will make sure to assess students to determine mastery level in core subject areas. The extent of reteaching and review of material will be determined by students' mastery level.

ATTENDANCE

As per the Catholic Schools Office Diocese of Dallas Handbook of Policies and Procedures, each student will attend a minimum of 90% of the attendance days of a given school year in order to be promoted to the next grade level. This requirement will remain in force during the 2020-2021 school year. Attendance will be required of all students, whether on-campus or off-campus.

LEARNING OPTIONS

When schools in the Diocese of Dallas are allowed to open in-person, families in grades K-8 will be given two options: on-campus learning or off-campus virtual learning. Please see below the explanations of both options. We will be asking you that for the 1st quarter only you commit to either on-campus or off-campus learning by August 12th. We will send a form on August 10th to fill out and submit by August 12th.

We believe that live streaming and interactive virtual participation is extremely difficult for **preschoolers**. When in-person learning is possible and the Diocese of Dallas is allowing us to be on campus, we would like our preschoolers to attend school in-person. If the entire school is closed again for a shelter-in-place mandate, the e-learning platform, Seesaw, will be implemented and has been a successful academic experience for our youngest learners.

LEARNING OPTIONS

SCENARIO A. - IN-PERSON SCHOOL IS ALLOWED BY THE DIOCESE OF DALLAS

OPTION 1. - ON-CAMPUS LEARNING

Morning Arrival - Staggered

Younger siblings will arrive at the time designated for the older sibling's grade level. All students will directly go to their homerooms.

- **Preschool**

Drop-off: Family Center East Entrance

Arrival: 7:25-7:55 am

- **K-2 grades**

Drop-off: Walnut Hill In parking lot, three entrance points will be clearly marked.

Arrival: 7:15-7:35 am

- **3-5 grades**

Drop-off: Walnut Hill In parking lot, three entrance points will be clearly marked.

Arrival: 7:35 – 7:55 am

- **Middle School**

Drop-off: By the football field

Arrival: 7:35-7:55 am

Recess

- Students will be taken outside for recesses multiple times a day.
- Recess will be conducted by homeroom to maintain social distancing.
- Main school playground equipment will be available for students in K-3rd grades.
- 4-8th grades will utilize the football field for outdoor recess.
- Preschool will continue to use the playground by the Family Center.

Lunch, snacks, water bottles

- Students will eat lunch in their classrooms.
- GWCTD (caterer) will provide and deliver individually boxed cold lunches daily. Students will need to have an account to be able to order lunch. All orders will have to be made online. Boxed lunches will be delivered to the classrooms. Students must bring a labeled water bottle to school each day, which may be refilled at the no-touch water bottle filling stations.

LEARNING OPTIONS

Lunch, snacks, water bottles

- Students will eat lunch in their classrooms.
- GWCTD (caterer) will provide and deliver individually boxed cold lunches daily. Students will need to have an account to be able to order lunch. All orders will have to be made online. Boxed lunches will be delivered to the classrooms.
- Students must bring a labeled water bottle to school each day, which may be refilled at the no-touch water bottle filling stations.
- Students may bring a healthy snack to school each day. Snack is highly recommended for students in PK-5th grades.

Support for Social-Emotional Learning

There has never been a time when social and emotional support was more needed. Our students have been missing out on social interactions with their peers since the beginning of the spring break. As Catholic ministers, our Pastor, priests, our President, and our school leadership are always available to our children and to our families. We are especially blessed to have our school counselor, Mrs. Kirgis available in school for all students. Mrs. Jordan and Mrs. Shields will also be happy to see the students in their grade levels any time for emotional support.

Afternoon Dismissal

Preschool students will dismiss from the East door of the Family Center. K - 8 students will be dismissed directly from their classrooms. This new dismissal procedure will also eliminate the need for inclement weather dismissal procedures. Staggered dismissal times will be communicated before the start of the school year.

OPTION 2. - OFF-CAMPUS VIRTUAL LEARNING (K-8)

As an option to on-campus learning, our students in K-8th grades will be able to attend school from home during the first quarter. While we understand that school is meant to be in-person and on-campus, given the current pandemic situation, some of our families may not feel comfortable sending their children to school.

LEARNING OPTIONS

Platform

GSuite for Education upgraded version (Enterprise) was purchased to improve the quality of education at St. Monica - both in the classroom and remotely. Teachers are receiving training throughout the summer. Students will have the opportunity to familiarize themselves with the platform either virtually or in person. With GSuite our students and teachers will be able to collaborate whether in-person or virtually.

- PK-2 grades: We will continue utilizing Seesaw
- 3-8 grades: Google Classroom. Moodle will not be used in the future.

Requirements for Home

- Students must have an electronic device at home at their disposal, other than a smartphone. We can help if you are in need of a device, please contact Amy Melle amelle@stmoniaschool.org.
- Students must have internet access at home.
- Students must have a quiet home study space to be able to do off-campus virtual learning on a daily basis.
- In order to maintain academic rigor, students must be able to study and follow live instruction from home.

Attendance

- Daily virtual attendance will be required.
- Students will check-in at 8:00 am from their home devices and remain online until the teacher releases them.
- In-person and e-learning attendance requirements will be the same for all students.
- A student who is sick will not be required to check-in for attendance purposes, and the absence will need to be reported to the school office.

Assignments and Assessments

- Students who opt for e-learning will be responsible to submit assignments in a timely manner. Not being present in class in-person will not be accepted as an excuse for late assignments.
- Quizzes and tests will be taken in a similar manner on the same day when on-campus students are testing.

LEARNING OPTIONS

- Grading standards will not be lowered for e-learning students. It is the student's responsibility to ask for help and clarification when needed.
- E-learning students must be prepared to take tests and quizzes electronically.

Specials

- Off-campus students will continue to have specials on their schedule. Everyone will be required to submit projects and assignments in a timely manner.
- All specials subjects will be graded to provide uniformity among on-campus students and e-learners.
- Participation in the live, interactive Spanish language classes will be crucial in order to be able to follow the curriculum.
- Off-campus learners will be exempt from receiving a grade in PE, however, frequent engagement in outdoor activities and non-contact sports are highly encouraged as part of a healthy daily routine.

Academic Support

- We will continue to provide dyslexia therapy for students who are identified and would be receiving daily support on campus. Mrs. Luna and Ms. Warnick will be contacting you to set up a virtual schedule.
- Mrs. Smith will continue to provide small group or one-on-one academic support for students who need it.

Off-campus Learning Schedule

- Students will receive an e-learning schedule for the quarter. Keeping to this schedule on a daily basis will provide structure and alleviate the stress of late-night studying.
- Off-campus learners will be held to the same standards as on-campus learners.

LEARNING OPTIONS

Support for Social-Emotional Learning for Off-Campus Students

There has never been a time when social and emotional support was more needed. Our students have been missing out on social interactions with their peers since the beginning of the spring break. As Catholic ministers, our Pastor, priests, our President, and our school leadership are always available to our children and to our families. We are especially blessed to have our school counselor, Mrs. Kirgis available for students via zoom or google meet virtual sessions. Mrs. Jordan and Mrs. Shields will also be happy to virtually meet with students in their grade levels at any time for emotional support.

SCENARIO B. - E-LEARNING FOR ALL STUDENTS

In case schools are shut down again and we have to quickly transfer to e-learning for all students, we are prepared. Our recent technology upgrades, the purchase of GSuite, the deployment of Google Classroom tools, our 4th quarter experiences and your survey feedback prepares us to take St. Monica e-learning to the next level. E-learning schedules will be sent to all grade levels and will be available on the school website. Live interactive, as well as pre-recorded lessons, will be available to students.

Goals:

- To maintain continuity of learning in a digital environment.
- To maintain the requirements of the Texas Catholic Conference Bishops Education Department (TCCBED) and the Texas Education Agency (TEA).

Communication Safety

In order to protect students, faculty, and staff, the following Safe Environment Policies are in place:

- Parents must have access to all communication that students are receiving.
- Any new website, video conferencing tool, etc., that is used must be appropriately vetted by teachers and administrators for students' privacy and safety.
- If using a video chat platform (Google Meet), the platform must be used for group calls only and be set to record calls which are then saved to an account to which at least two Safe Environment cleared adults have access.

LEARNING OPTIONS

- If a one-on-one conferencing is necessary with a student, the parent must be present in the conversation. In extraordinary circumstances, the Safe Environment Policy permits the use of email, text messages, or other electronic communication with a minor only if a second safe environment cleared adult is included in the communication. (Safe Environment Program, Section 4.21).

Student Expectations

- All students are expected to participate in E-Learning activities and lessons, including teacher instruction, self-guided learning, and assessments.
- Students are encouraged to ask teachers for help and clarification when needed. All students will demonstrate participation by satisfactorily completing daily E-Learning assignments. Students will commit to learning durations outlined in the E-Learning schedules.
- Students will check in daily for attendance purposes.
- Students will demonstrate digital citizenship as well as exercise academic integrity according to our VBRD virtues of temperance, prudence, honesty, and fortitude.

Parent Expectations

- Parents will encourage a healthy learning environment to aid in successful learning for their child.
- Parents must have access to all communication that students are receiving. Parents will monitor student engagement, learning, and online activity.
- Parents will encourage students to contact the teacher when questions arise.
- Parents will monitor and help their child to check in daily unless the child is sick and an absence is reported by the parent.

Teacher Expectations

- Teachers will communicate with students and parents primarily through the school's E-Learning portal: Seesaw for PK through 2nd grades, Google Classroom for 3rd through 8th grades. If an individual email must be sent to a student for any reason, teachers will use parent emails for that purpose.

LEARNING OPTIONS

- Teachers will focus on the new Diocesan curriculum standards and create a scope and sequence for each subject.
- Teachers will continue to post weekly lesson plans to include learning goals/objectives from the new standards, methods to deliver new information (live sessions/video/reading material, etc...) and assignments.
- Teachers will post daily lessons, assignments, resources, such as links to other websites/videos on Seesaw by 8:00 am Monday through Friday. Students will submit assignments by 9:00 pm daily, or as specified by the teacher.
- PK-2nd grade teachers will monitor daily attendance through Seesaw. They will post an announcement by 8:00 am daily, students will “like” the announcement in Seesaw by 9:00 pm. Teachers will enter daily attendance in FACTS.
- 3rd - 8th grade teachers will monitor daily attendance through Google Classroom. Teachers will post an assignment by 8:00 am daily, for their homeroom. Students will log in to their homeroom through Google Classroom and complete the assignment posted by 9:00 pm. Teachers will enter daily attendance in FACTS.
- Teachers will be available via email and Seesaw/Google Classroom during regular working hours.
- Teachers will be monitoring student progress via assignment submissions and live conferences.
- Teachers will utilize alternative forms of assessment and give choices to students.
- Spanish teachers will hold live classes and post pre-recorded lessons and assignments on Seesaw/Google Classroom. Students will receive a grade in Spanish.
- Music and Art teachers will hold live classes and post pre-recorded lessons and assignments on Seesaw/Google Classroom. Students will receive a grade in Music as well as in Art.
- PE teachers will post weekly “Brain Break” exercises and physical activities via Seesaw/Google Classroom. Students will have the option to engage in the recommended exercises. PE will be exempt from grading during E-Learning.
- Dyslexia Therapists will continue with their small groups of students, utilizing digital teaching and post assignments via Seesaw or Google Classroom, depending on the student’s grade level.

LEARNING OPTIONS

- Reading support teachers will continue with her small groups of students, utilizing digital teaching and post assignments via Seesaw or Google Classroom.

E-Learning Schedule

The schedule will be available at a later time.

AFTER-SCHOOL CARE

Available for on-campus students only!

- Available for grades PK-8
- Location for PK: Family Center, Ms. Nunn's and Ms. Foster's room
- Location for K: B5, B6
- Location for 1st grade: B11, B12
- Location for 2nd grade: C18, C24
- Location for 3rd grade: C13, C19
- Location for 4th grade: C16, C21
- Location for 5-8th grades: Cafeteria - Given the size of the cafeteria Social distancing 6 feet apart will be feasible.

The purpose of relocating our K-4th students from the after school care classrooms in the family center to the B and C wing classrooms is to keep the same groups of students together with minimal mixing of various classroom and grade levels.

Detailed pick-up procedures will be communicated by email before the start of the school year.

After School Program usage will be charged on an hourly basis at a reduced rate of \$6 per hour. All students will be charged only for the hours used, rather than a set monthly fee. We will not pre-bill any hours, but will cut off the billing cycle on the last day of the month and post bills to your FACTS account with a due date of the 15th of the following month. The first bill will be due on September 15. Please note that this is a temporary change for the 20/21 school year and pricing structures will be re-evaluated for following school years.

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

Athletics

All DPL activities are cancelled for the fall.

Extra-curricular Activities

All extra-curricular activities are cancelled for the fall.

