



Catholic Schools Are Open: We Continue to Soar!

Upon completion, this form will be submitted to your Regional Superintendent. Please complete the form below August 26, 2021.

Email*

B249@adnyeducation.org

School Name*

St. Margaret Mary School

Basic Information**Parent communication on school information:***

SMM communicates through means of IRIS Alert and the Educate Communications Platform

Positive COVID-19 Reading Protocol:*

We are utilizing a "Guardian Angel" room (isolation rooms) for when a child is ill or showing symptoms of illness. This room is located outside of the gym across from the boys and girls bathroom. The parent of the student will be called and consistent communication will take place with the Superintendent of Schools Office and Regional Superintendent. The school and maintenance personnel will close off and restrict the areas accessed by any sick individual or any individual exhibiting symptoms. The Guardian Angel Room, or any room or area occupied by sick or symptomatic individuals, will not be reopened until cleaning and disinfection have taken place in an acceptable and prescribed manner following the CDC prescribed guidelines. The school will advise sick staff members and students not to return to school until they have met the CDC criteria to discontinue home isolation for COVID-19 and non-COVID-19 related illnesses, which includes three days with no fever, an illustration that symptoms have improved, and ten (10) days elapsed time since the symptoms first appeared. The school will follow the guidelines set forth in the Archdiocese of NY "We Continue To Soar!" plan regarding a positive case of COVID-19.

Facilities - Social Distancing Procedures**Classroom set-up:***

PreK 3&4 (combined)

15 Total

3ft

Kindergarten

23

3ft with HEPA filter

Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
15	9	13	14	19	20	9	23
3ft.	6ft.	6ft	6ft.	3ft	3ft w/HEPA.	6ft	3ft w/HEPA

Signage:*



<p>Signage will be placed both inside and outside the school building regarding social distancing, mask wearing, sanitizing etc</p>
<p>Entrance Procedure:* PreK -3 will enter through the cafeteria patio doors. 4-8th will enter through the gym patio doors. Temperature Checks and hand sanitizing will occur at the entrances.</p>
<p>Breakfast Procedure:* Students will have “grab and go” breakfast bags and proceed to their classrooms for breakfast.</p>
<p>Lunch Procedure:* Students will eat lunch in the cafeteria on a staggered schedule. PreK-3 will eat lunch from 10:45-11:15 AM. 4th-8th will eat lunch in the cafeteria from 11:15-11:45 AM.</p>
<p>Bathroom/Break Procedure:* Students will use the bathrooms on a need to go basis one at a time based on gender. Safety aides will be in place to manage social distancing and foot traffic in the halls.</p>
<p>Dismissal Procedure:* Students will be dismissed on a staggered schedule based on arrival entrances.</p>
<p>Extracurricular and After-school Activities (STAGE 2)?:* Students will remain in the same cohort for the After School Program utilizing cafeteria and gym space.</p>
<p>Break Procedure (for adults):* <i>Please consider all common areas, such as break rooms and offices.</i> Staff members will stay in designated areas of the cafeteria or have the ability to go back to their classrooms for lunch. Social distancing protocols apply at all times.</p>
Instruction
<p>Instruction-Traditional Model* The school is prepared to safely accommodate all registered students for in person traditional learning. The students will be at desks that face the teacher, separated by at least 3 feet. The teacher will be at least 6 feet from all students while instructing the class. We will utilize Google Classroom, digital subscriptions, and SmartBoards with Chromebooks for in class instruction.</p>
<p>Instruction - Contingency Model* <i>Should health or government officials require, what will your Full/Partial Remote Learning Model and Hybrid Model look like?</i> We will be prepared to offer a variety of educational models in order to meet the needs of our families and students, in the event that the traditional model is not available. All classes will continue to utilize Google Classroom and this will serve as a class portal for all students. All students, including PreK students have an official school e-mail address and they will be included in the appropriate Google Classrooms. The teachers are ready to transition to fully remote instruction, at any time in the year and there will be no interruption of educational services to</p>



any student. The school has a 1:1 ratio of devices to student should students need devices during any emergency remote learning plan.

Classroom Assignments: Short explanation of Process:*

Each grade/cohort will be assigned to their own classroom and learning space.

Grades 1 – 8:*

Explain Classroom Instruction for Grades 1-8

The classroom instruction for Grades 1-8 will follow the NYS and Archdiocese guidelines, including a variety of high level activities and interactive lessons. Lesson plans will be checked weekly to ensure that all students are being provided the opportunity to participate in the life of the class and are challenged to reach their full potential. MAP Data and other sources will be used to personalize instruction for all learners.

Grades PreK – K:*

Explain Classroom Instruction for Grades PreK-K

The classroom instruction for Pre-K and Kindergarten will follow the NYS and Archdiocese guidelines, including center based learning. Centers will be setup to limit the amount of students and material will be strategically placed in the classroom to avoid students congregating together.

Ventilation + Sanitizing/Disinfecting

Ventilation Procedures:*

All classrooms are equipped with a ventilation fan and windows will remain open. Larger populated classrooms have an additional HEPA Filter measure in place for clean air flow.

Sanitizing Procedure*

Please describe your plan for sanitizing the facilities.

1. Vendor
2. Sanitizing Procedure
3. Frequency: Daily? 2X daily? End of Day? Weekly?

Our 3 custodial members sanitize and disinfect daily. Safety aides are in place to sanitize bathrooms after use. Bathrooms and classrooms will be sanitized after meals and when students are out of the classroom at recess.

Symptomatic Students / Isolation Procedure

Briefly explain your procedures for symptomatic students and necessary isolation:*

A student exhibiting symptoms will be immediately brought to the Guardian Angel room, in the main building by the safety aide on the floor. The parents will be called and a medical note of clearance must be provided before the student can return. All areas that the student interacted with will be thoroughly sanitized and cleaned.

Safety and Security

Briefly explain your procedure for FIRE DRILLS:*



We will follow our normal fire drill procedures for students in the main building. Students must safely exit the building, wearing facial coverings and maintaining socially distancing guidelines.

Briefly explain your procedure for LOCK DOWN DRILLS:*

We will follow our normal lockdown drill procedures for students in the main building. Students must safely go to the designated space in the classroom, wearing facial coverings and maintaining socially distancing guidelines, where possible

Miscellaneous

Additional information to share:

Click or tap here to enter text.

Principal's sign-off*

Mrs. Melissa M. Moore

Regional Superintendent's sign-off:

Click or tap here to enter text.