



Primary Campus (SMA)

RETURN TO SCHOOL PLANS 2020-2021

These plans are in addition to the already distributed HCA COVID Guidelines. They outline our options based on the latest recommendations of the Archdiocese, St Louis County Health Department, Center for Disease Control (CDC) and local medical professionals. Our current plan is to implement Plan A.

Sunday Night by 6:00pm: Please complete the Covid 19 Questionnaire for your family

- Administration will review forms on Sunday evening
- If not complete, your child will **not** be allowed in building

If you have to give your child medication to lower a fever you MUST keep them at home. This is crucial in stopping the spread of the virus and for the safety of our children, faculty, staff and our ability to remain open.

If your child is sick, please contact the school office by 8:00am. Please let us know the reason your child is ill.

Plan A: All students return to school

The Primary school students will be with their homeroom classmates most of the day. Each grade level will be in cohort. For example, the two first grade homerooms will go to Mass, lunch, and recess together using social distancing. Students will be expected to wear masks during hallway transitions and small group activities lasting longer than 15 minutes. Social distancing will be practiced in every area. Students will wash their hands often; including upon entrance to the building, before and after lunch, after recesses and will use hand sanitizer upon entering a classroom.

- **Arrival 7:00-8:00am** - All cars should enter the school parking lot entrance on St. Michael's Lane
 - Morning Drop Off:
 - All cars should enter the school parking lot entrance on St. Michael's Lane and drop off at the health screening area in forming a circle around the outside of parking lot
 - After given the all clear, students go to main entrance with door open so students do not touch handle or push door button
 - Students will enter the building, go down the stairs, and go directly to the restroom on the first floor to wash hands. Social distancing visuals will be used to help students.
 - Students will go to the cafeteria if it is before 7:45am. We ask that the students bring a book, game, or another activity to occupy them as they wait to be sent to their classroom. We will have coloring sheets and crafts available in individual bags for the children for single use. Students will be directed to sit six feet apart at designated areas by grade level unless they are siblings.
 - At 7:45 students will be taken by their teacher upstairs to their homerooms by individual class.
 - Students coming in after 7:45 will be directed to go straight to their classrooms after washing their hands on the main floor.
 - Shuttle buses will drop students off on Sutherland by the glass doors. A staff member will meet the students

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at the sidewalk. Students will enter the building through the glass doors and go to the restroom on the ground floor to wash hands before going on to beforecare or classrooms depending on the time.

- Lunch time
 - One hour consisting of lunch, recess and Advisory. Hot lunch will be available with cafeteria personnel putting food and utensils on the trays. Lunch supervisors will pass out condiments that are not on the trays. Recesses will be staggered so only one grade will have recess at a time.
 - The 6th grade will eat in the cafeteria -exit to recess via the green door
 - The 7th grade in the MPH/ANN rooms- exit to recess via the green door
 - The 8th grade will eat in the gym - exit the recess via the green door
 - All students will enter the building through the backdoor at staggered times and using social distancing
- During the day:
 - Grade levels are cohorts. The cohorts will be separated in common areas (hallways, cafeteria, playground, restrooms, etc.). Most of the day, students will only be with their homeroom.
 - Teachers and aides will be wearing face shields so that the children can see their faces. This is crucial with our younger students who are learning how to read.
 - There will be no all campus activities at this time
 - Grade levels will take recesses together - only one grade level at a time on the playground or parking lot area designated by safety cones.
 - Morning prayer, Pledge, and announcements over PA system while all classes participate
 - New water bottle filling stations have replaced water fountains on each floor
 - Students are to bring sweat proof water bottles with their name on them to use at school
 - Lunch and lunch recess will be by grade level. There will be time in between each grade level to wipe down and disinfect tables in the cafeteria.
 - Hot lunch will be available with cafeteria personnel putting food and utensils on the trays.
 - Lunch supervisors will pass out condiments that are not on the trays.
 - Microwaves will not be used so please make sure food is not sent to school that needs to be reheated
 - Lunch supervisors will wear gloves at all times
 - Students may use their water bottles that can be refilled for lunch, bring an additional drink from home in their lunch (we encourage your children to practice opening these drinks on their own) or milk may be purchased and will be passed out by the lunch supervisor.
 - If a student brings lunch, please help to make sure he or she can open the containers and items themselves. This will help students make the best use of their time to eat and will limit the lunch supervisors' contact with multiple children and their food. (An example: Gogurts can be especially difficult for children to open and they put their mouths directly on the package to consume it).
 - Playground Equipment

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- The areas on the playground equipment the students touch will be wiped down between each grade level's use
- Hallway travel
 - Students will travel the hallways in one direction and with social distancing. If there is no other class in the hallway, the class may reverse the pattern with supervision from a teacher. Stairwells at the end of hallways will be up or down during the school day. The stairwell by office is up while the glass door stairwell is down.
- Restrooms
 - Restrooms will be designated by grade level on each floor
 - Visual social distancing cues will be on the floor outside of restroom
 - Limited number of students will be allowed in restroom at one time- 2 or 3
 - Restrooms will be wiped down multiple times daily
- Classrooms
 - Supplies will not be shared
 - Individual supply caddies, book boxes and/or chairback storage will be utilized for each student depending on classroom furniture
 - Dividers for students and teachers on tables will be used
 - Masks will be sent home daily in a bag for cleaning. Please have masks labeled with student's name.
 - Only coats, lunches, and backpacks will be in lockers
 - When entering room, teacher will dispense hand sanitizer to each student's hand
 - Multiple hand washings will be done during the day
 - Masks will not be worn in the classroom except in small group or partner work
 - Children will have weekly class library books in Ziploc for only their use
 - Daily cleaning of manipulatives, center items, Chromebooks, and surfaces
- Frequent breaks will be taken - take students for walks outside, brain breaks, extra recess, etc.
- Utilize teacher assistants and Learning Consultants to pull students throughout the day to reduce class sizes
- When PE can be held outside, the gymnasium can be used to spread students out for content classes, music, etc.
- Utilize the many open areas outside for outdoor classroom spaces.
- Keep records of where students are throughout the day. Teachers will have a clipboard and daily schedule to fill in on an hourly basis. Class seating charts will be used for tracing in each class.
- Random temperature checks may be taken in the afternoon.
- On Friday, we will follow the social distancing guidelines used for Parish Masses in the church, these all school Masses will be conducted with one grade level while other grades will watch in the homeroom virtually through YouTube.
- Health room
 - Principal's office will be the room used if a student or staff member becomes ill at school with COVID symptoms. They will be quarantined until a ride home is arranged. We are asking all parents to have a ride home within an hour.
 - Mask will be put on person with symptoms

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- Staff supervising a student that becomes ill will have masks, gloves, and PPE gown.
- The room will be disinfected
- Cleaning and disinfecting
 - All students and staff must wash their hands frequently and use hand sanitizer upon entering the classroom
 - The maintenance staff will be responsible for cleaning every restroom and common areas multiple times a day per an extensive checklist
 - Classroom surfaces will be wiped down each time a class departs a classroom
 - Chromebooks and iPads will be disinfected between students' use and students will use hand sanitizer before and after using devices.
 - New automatic hand sanitizer units are being installed throughout the building
- Visitors
 - Visitors will not be allowed in the building during the school day. If a parent must bring an item to the school or pick up students early, they will call the school office and wait in the car for a staff member to come out and meet them with the student at the main door.
 - If you are returning your child to school after an appointment parents will need to call office because students will have to be assessed before they may enter the building
- Specials classes
 - Art, music, PE, and Spanish will be offered for a shorter period of time to allow for disinfecting and cleaning between classes.
 - Music will not have wind instruments for the students to use
 - Specials will be encouraged to meet outdoors when the weather and lesson permits
 - The Cafeteria may be used for special classes
- School Counselor
 - Our School Counselor, Megan Ambrose, is returning from last year. She along with her colleagues from the St. Louis Counseling Center are preparing lessons on readjusting to school through videos and in-person discussion. Miss Ambrose will still be available to the primary building for one day a week. She will be able to work with a limited number of students and offer group classes. The counselors are also receiving professional development in identifying and dealing with trauma.
- Dismissal
 - Faculty/staff members will bring students to designated cars on a first come basis a few students at a time using social distancing.
 - Students will be taken to aftercare program one class at a time
 - Students will be taken to shuttle bus by faculty/staff member



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Plan B: Hybrid (if directed by the Archdiocese or County to reduce capacity in schools)

- Last names A - ? (to be determined as we across the Academy to keep siblings on the same schedule) in person Monday and Tuesday, eLearning Wednesday, Thursday and Friday
- Last names ? - Z in person Thursday and Friday, eLearning Monday, Tuesday, and Wednesday
- Wednesday - deep clean campus
- Wednesday - all school Mass will be live streamed
- Wednesday - a day of collaboration and planning for the teachers
 - Collaboration across teams to ensure that individual student needs are being met
 - Planning for the hybrid environment to ensure a high quality of instruction
- Specialists' schedules will be revised so that students will still receive PE, music, tech, art, and Spanish in person at least every other week.
- eLearning days will be asynchronous, with teachers checking in with students on Wednesdays. Face-to-face instruction will be on scheduled in person class days.
 - **Asynchronous learning** is a general term used to describe forms of instruction and learning that do not occur in the same place or at the same time. The term is most commonly applied to various forms of digital and online learning in which students learn from instruction—such as prerecorded video lessons or game-based learning tasks that students complete on their own—that is not being delivered in person or in real time. Yet asynchronous learning may also encompass a wide variety of instructional interactions, including email exchanges between teachers, online discussion boards, and course-management systems that organize instructional materials and correspondence, among many other possible variations.
 - **Synchronous learning:** Digital and online learning experiences that are in real time. For example, educational video conferences, interactive webinars, chat-based online discussions, and lectures that are broadcast at the same time.

Plan C: eLearning for all (if directed by the Archdiocese or County)

- All teachers will use Google Classroom. A different Google Classroom will be set up for each subject.
- All classroom teachers will be required to meet face to face through Zoom or other video conferencing tools with students on a daily basis to pray and learn together. This schedule will be made in conjunction with the other schools.
 - An effort will be made to accommodate siblings and access to internet/devices
 - Homeroom teachers will meet daily with all students and set up additional sessions with small groups and individuals
 - A balance of synchronous and asynchronous learning will allow for students to work at flexible times as well as have an established “class” time.
- Students will need access to a device. Please contact your school administrator if you need help with this. Parents will need to communicate with their student’s teacher if there is a conflict with the synchronous sessions.
- Students will be engaged in learning all grade level curriculum throughout the week. Depending on the grade level, different subjects may be covered for extended periods on different days (For example, Monday and Tuesday may take a



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deep dive into science content while Wednesday and Thursday may be social studies. Your student may have some math and reading to do daily.)

- Special class teachers will provide a weekly project/activity for the students.
- Learning consultants will conduct individual and small group lessons for students who need additional support and learning resources.
- On Wednesday, all school Mass will be live-streamed.

Additional Information

- Social distancing cues will be placed throughout the school. Tape and markings on the floors will help students keep track of 6 feet distance in the hallways, cafeteria, and other community spaces.
- Many of our HCA teachers have participated in a variety of professional development opportunities to enhance their teaching in all three educational scenarios. In early August and throughout the school year, they will collaborate to share experiences and best practices. We are committed to providing a high quality eLearning experience for our students should this scenario be necessary.
- As we move forward with the current grade level curriculum, our teachers will be assessing the students as to their readiness for the standards and teaching any prerequisite skills and content that may be lacking from the previous year. We recognize that we may need to spend a little more time with each unit of instruction to meet the needs of the students.
- Social Emotional Learning will be addressed through the Friendlyzy program. You will receive more detailed information about this, but Friendlyzy is designed to change school culture by offering vital social and emotional learning lessons to proactively address aggressive behavior, reduce stress, equip students with healthy relationship skills, and improve focus and academic performance. This will increase resiliency for success in school and in life. We feel our students will benefit from this program now more than ever. Our teachers will receive training in implementing this program.