



RETURN TO SCHOOL PLAN

August 14, 2020

ST MARY OF THE ANNUNCIATION SCHOOL

Scholarship | Service | Self-discipline
in an atmosphere of community and belonging.

Moving forward into this new school year carefully, safely and successfully as we learn together, guided by God's grace.



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ST MARY'S RETURN TO SCHOOL PLANNING TEAM

Formed in early June 2020, the team has met consistently throughout the summer to review guidelines, monitor recommendations, and develop models based on multiple scenarios. Our Return to School Plan has been developed based on the priority of health and safety for our community.

Our Planning Team

Ryanne Colella, Third Grade
Genevieve Fiorente, Director of Admissions
MaryEllen Karin, Physical Education
Kelly Letvinchuk, Preschool 3
Geo Moya, Maintenance Director
Daniel Saulnier, Technology Specialist
Mary Torelli, School Nurse
Nancy Usalis, Middle School ELA & Religion
Sharon Burrill, Principal



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SAFETY FIRST

Essential Practices

- **Keep Students Home When Sick:** Students **MUST** stay home if they have symptoms, feel sick or have a fever.
- **Masks:** All students in grades 2 through 8 will be required to wear a mask during the school day; exceptions will be at lunch and designated breaks. Students in PreK, K & 1 are strongly encouraged to wear masks.
- **Handwashing and Hand Sanitizer:** Students will wash their hands frequently and use the hand sanitizer available in all entrances and classrooms.
- **Social Distancing:** We are utilizing 6' social distancing throughout the school.
- **Communication:** Continue discussing and emphasizing good personal hygiene with your child.



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SAFETY FIRST

Community Protocols

- **Health Screening Form:** This must be completed and submitted on the first day of orientation; the form will be located on our website.
- Update School Nurse **immediately** with any health changes, particularly in regard to symptoms.
- The School Nurse will work closely with the local department of public health. Contact tracing will be done by the local department of public health in accordance with CDC regulations. Communication protocols will be implemented.
- **FAQ's:** To learn more, visit our FACTS Parent Portal page for an informative COVID-19 document..



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SAFETY FIRST

School Day

- **Classrooms:** Classrooms have been de-densified and de-cluttered to maximize social distancing; only the essential tools for teaching and learning remain.
- **Assigned Seats:** Students will have specifically assigned seats in class; every effort will be made to have students interact only with peers in same grade level.
- **Transitions:** Arrival, travel in corridors/staircases and Dismissal will involve one-way single-file lines and staggered entry/exit policies.
- **Lunch:** Lunch will be eaten in the classrooms with 6' social distancing. The Cafeteria will not be used this fall.



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SAFETY FIRST

Instructional Space

- All classes have been located to allow a minimum of at least 6' social distancing for students and staff during instruction.
- Students in Grades 4-8 will be assigned to one of two (grade specific) adjacent classrooms.
- Instruction for students in Grades 4-8 will be rotated regularly between the two classrooms and an additional staff member will be present in the second room for supervision and assistance.
- Using webcams, Smartboards and Chromebooks, instruction will be conducted in one room while being broadcast into the other room.



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PHASED RETURN TO ST. MARY'S

Philosophy

- Our goal is clear and simple: To bring everyone back together at school – **SAFELY.**
- Ensuring the health, safety and wellbeing of students, families, faculty and staff is our priority, and everything we do is with this reality in mind.
- We will phase back to school over a four week period to make certain we can welcome all of our students at school in a manner that is safe for everyone in our St. Mary's community.



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PHASED RETURN TO ST. MARY'S

Schedule

- **Week 1: Orientation Day**
September 14 - September 17
One Half Day session at school
- **Week 2: Half Day Sessions**
September 21 - September 25
Five Half Day sessions
Alternating at school and online
- **Week 3: Full Day Sessions**
September 28 - October 2
Five Full Day sessions
Alternating at school and online
- **Week 4: All At School**
October 5
All at school schedule begins



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PHASED RETURN TO ST. MARY'S

Week 1 Orientation: One Half Day Session

Grouped by Learning Communities, the goal of Orientation is to welcome students back, introduce and reconnect students, practice safety protocols and classroom procedures, and help students be confident to start the year.

- **Monday, September 14**
Elementary: Grades 2, 3, 4 & 5
- **Tuesday, September 15**
Preschool: Preschool 3 and Preschool 4
Primary: Kindergarten and Grade 1
- **Wednesday, September 16**
Middle School – Socrates 6,7,8 (students to be assigned)
- **Thursday, September 17**
Middle School – Plato 6,7,8 (students to be assigned)



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PHASED RETURN TO ST. MARY'S

Week 2 – Five Early Release Day Sessions

Monday, September 21 - Friday, September 25

It is clear that we all want to be at school as soon as possible; it is also clear that, amidst the COVID-19 pandemic, returning to school in some kind of gradual, measured way is wise, necessary, practical and prudent.

- Grade 2 - 8 students will attend class at school and online on alternating days this week.
- Pre-K, Kindergarten, and Grade 1 students will attend classes at school this week.
- Alternating Day schedule is being finalized and will be distributed.
- Please see Arrival and Early Release Dismissal times (by grade) on Condensed Calendar on the website.



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PHASED RETURN TO ST. MARY'S

Week 3 – Five Full Day Sessions

Monday, September 28 - Friday, October 2

This schedule provides our team an opportunity to refine the details and logistics of in-class and virtual learning, then safely implement lunch and recess in small groups.

- Grade 2 - 8 students will attend class at school and online on alternating days this week.
- Pre-K, Kindergarten, and Grade 1 students will attend classes at school this week.
- Alternating Day schedule is being finalized and will be distributed.
- Please see Arrival and Dismissal times (by grade) on Condensed Calendar on the website.



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PHASED RETURN TO ST. MARY'S

Week 4 – All At School

Begins October 5

- We plan to have all students at school beginning October 5th; we will be sharing updates on logistics and protocols as this date approaches, knowing that procedures, etc. may have to be adjusted based on what we learned.
- The **All At School** phase is predicated on a variety of **critical** factors supporting its implementation – from guidelines of the Commonwealth to the recommendations of the CDC, from the spread of the Coronavirus to the status of our own community.
- We remind everyone that **this plan is responsive, adaptable, flexible and subject to change.**



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SCHOOL OPERATIONS

Arrival and Departure

- For Arrival, Recess & Dismissal, students will enter/exit the School by Grade Level through the following entrances:

Preschool 3 and 4: Auditorium Doors 8B & 8A

Kindergarten: Door 2 at Rear of Library

Grades 1 & 2: Main Front Door

Grades 3, 4, & 5: Door 3 from playground

Middle School: Door 4 from playground

- Students will proceed directly to classrooms each morning. There will be no Morning Recess. Dismissal will be by grade levels at the end of the day to ensure safe social distancing at departure.
- **Recess:** Students will have Recess either prior to or following Lunch in classrooms.
- Additional details regarding Dropoff, Recess & Pick up Procedures will be shared in the coming weeks.



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SCHOOL OPERATIONS

Limited Access

- St. Mary's is limiting guests and visitors strictly to essential services; access to the building is only for students, faculty, staff and essential services.
- All travel restrictions and quarantines mandated by the Commonwealth of Massachusetts apply to St. Mary's School.
- If you have recently vacationed or traveled out of state, please consult the MA State website:

<https://www.mass.gov/info/covid-19-travel-order>



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SCHOOL OPERATIONS

Essential Changes

- **Water:** Per the Board of Health, the water bubblers/fountains are disconnected; students will bring their own water bottles.
- **Nurse's Office:** The Nurse's Office is relocated to the main floor to monitor and respond to the health needs of our students. A 'medical waiting room' is located downstairs.
- **Bathrooms:** Bathrooms are dedicated by specific grades; every other stall/urinal will be disabled to maintain social distance; students may not gather in bathrooms. Access to the bathrooms will be monitored and limited.
- **Doors:** Interior doors will be propped open and Classroom Closet doors have been removed to reduce touch points.
- **Lockers:** Students will not be assigned lockers or have access to lockers during the school day.



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SCHOOL OPERATIONS

Cleaning and Disinfecting

- St. Mary's and Bishop Fenwick have hired a new cleaning company, Brenner Facility Services, that provides superior quality and service.
- Each night, as in the past, the classrooms, bathrooms, corridors, stairwells, offices and main spaces will be cleaned – this includes everything from removing trash to wiping surfaces.
- The entire school will be regularly disinfected via electrostatic treatment; additional details regarding specific products will be available on our website.
- Brenner's CompuClean system will measure and evaluate the cleanliness of all spaces; a 'report card' will be shared with our community.



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SCHOOL OPERATIONS

Ventilation and Air Quality

- There is a school-wide air-handling ventilation/circulation system for drawing inside air out of the building and for bringing at least 10 % fresh air into the building. Tested in April, 2020, additional testing is scheduled for late August, 2020.
- We are exploring the use of fans in classrooms to draw inside air out of the building in warmer temperatures. These fans will also add cooler, fresh air into the classrooms as the weather changes. Current guidelines recommend only fans that can fit securely in windows be used.
- We are working with our HVAC firm to evaluate all systems and make improvements where they are necessary, impactful, and cost-effective; this includes changing filters, testing air quality, cleaning duct work, and updating our yearly maintenance program.



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ACTIVE LEARNING

School Calendar

- The Condensed School Calendar may be found on the website.
- You will note that Early Release Days on the first Wednesday of each month begin in January due to our gradual start to the school year.
- We will continue to have **Casual for A Cause Days** each month that will be announced at the start of school.
- The Detailed Calendar, accessed via the FACTS Portal, will be updated prior to the start of school.



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ACTIVE LEARNING

Hybrid/Alternating Day

- Should we need to transition later in the year to a Hybrid/Alternate Day model, our potential plan is for students to attend a combination of in school and online classes.
- Every effort will be made to coordinate siblings to be at school and online on the same days (both at St. Mary's and Bishop Fenwick) for the Alternate Day model. All students participating remotely will be able to participate in the class via Zoom and other technologies.



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ACTIVE LEARNING

Online Learning

- Should St. Mary's be required to transition exclusively to remote/virtual learning, a schedule of Zoom classes will be provided for all classes.
- **Primary Online Platform**
Preschool 4 - Grade 2: SeeSaw
Grades 3-8: Google Classroom
- Faculty will incorporate additional educational resources into the curriculum and assignments utilized on these platforms.
- **Online Etiquette:** Updated guidelines and protocols are included in our **Parent/Student Handbook**. The 2020-2021 handbook will be available before school begins.



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ACTIVE LEARNING

Students Requesting Online Option

- St. Mary's recognizes that for a variety of personal and/or family factors, including a young person being in a high-risk group, some students may need to learn remotely even when we are back at school; we support these students.
- Because in-person is the preferred and planned delivery of instruction, a formal request for virtual learning is necessary. Request protocol will be forthcoming.



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BEYOND THE CLASSROOM

Before/After School Care, Extra-Curricular Activities and Sports

- As we begin the school year during this Pandemic, our priority remains the safe and successful education of our students.
- At this time, St. Mary's will not be providing Before or After School Care, or any Extra-Curricular Activities and Athletics.
- As the year progresses, we will review the conditions and guidelines within our Commonwealth and community to determine what may be possible in future months.



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MOVING FORWARD

Communication: Essential Updates

- **Weekly Constant Contact Emails:** Provide updates to families regarding schedules, events and other important news from and for our St. Mary's Community.
- **St. Mary's Facebook Page:** A supplemental information source which will be regularly updated during the school year.
- **Voicemail:** Used only for emergencies and critical updates sent via OneCall Now system; be sure to wait for message; goes only to the phone number we have on file in FACTS.



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ST MARY'S OF THE ANNUNCIATION SCHOOL

Gratitude and Grace

Thank you for your understanding, support, patience, and partnership. As we make our way, we must remember that this plan is responsive, adaptable, flexible and subject to change.

We pray that our community moves forward into this new school year carefully, safely and successfully as we learn together, guided by God's grace.