

Father Andrew White, SJ School

2020-2021

Safe Return and Reopening Plan

"Let us love not in word or speech, but with actions and in truth."
1 John 3:18



A message from the Administration

Dear Father Andrew White School family,

As we prepare to open our campus for the first day of the 2020-2021 school year on Tuesday, August 25th, the health, safety and well-being of our students, faculty, and staff is our foremost priority. This Safe Return and Reopening Plan provides specific details regarding the protocols and procedures that will be implemented to ensure daily operations are as safe and secure as possible. The plan also addresses the steps that will be taken to continue to deliver a high quality, faith-based education for all learners while maintaining real and meaningful connections with families not yet ready to join us in person.

Using the guidelines provided in the Archdiocese of Washington (ADW) Catholic Schools Reopening Plan - *Onward Together in Faith* and those from the Centers for Disease Control and Prevention (CDC), the members of the FAW Reopening Working Group developed the FAW Safe Return and Reopening Plan. The plan has been created under the direction of and in collaboration with the St. Mary's County Health Department. Regular updates will be made to the plan, when necessary, based on information provided by these organizations.

We value your partnership as the primary educators of your children, especially in this time of great challenge and uncertainty. We are committed to ensuring our students receive an excellent Catholic education and to nurturing the continued spiritual and academic growth of every member of our school family.

Sincerely in Christ,

Fr. David Beaubien

Ms. Heather Francisco

2020-2021 Academic Instructional Options



As FAW opens for the 2020-2021 academic year, the top priority is to ensure the health and safety of students, families, faculty and staff. We are mindful of the fact that due to underlying health conditions or other factors, you may not wish for your child to return to campus in person so two separate options are being offered. An option to begin the year will need to be chosen by August 7th. A form to indicate your choice will be forthcoming.

OPTION #1 - TRADITIONAL IN-PERSON LEARNING

As a family, you have determined that you are comfortable with your child returning to school for in-person learning with the following health and safety measures in place:

- daily health screenings
- increased hand hygiene
- face coverings
- physical distancing
- modified classroom spaces
- students divided into small groups and remaining with their group throughout the day

In order to have time to adjust to the new environment and with the safety of all in mind, the school calendar has been adjusted to allow for a 12:30 early dismissal on each day of the first week, August 25-28.

OPTION #2 - FULL-TIME DISTANCE LEARNING

As a family, you have determined that you are **NOT** comfortable with your child returning to school for in-person learning and would like to move forward with full-time distance learning. Choosing this option indicates your acknowledgement that parents are partners in the learning process, supporting their child in establishing productive work habits and following the schedules given by the teachers for class times and assignment deadlines.

OPTION #1 - TRADITIONAL IN-PERSON LEARNING

At-Home Screenings

Completing a temperature check on your child prior to leaving for school will help to prevent the possibility of an immediate return home. Also, please take into consideration that if another member of your family is sick, and/or your child is feeling under the weather, staying at home can prevent others from getting sick.

Bus Arrival Procedures

- Bus riders will line up outside the school's main entrance on 6 foot markers located on the ground and wait to have their temperature checked.
- Any student with a temperature of 100.4 degrees or higher will be directed to the nurse's waiting area where temperatures will be taken again and further health screenings will be conducted.
- Parents will be notified to pick the child up from school within no more than 30 minutes.
- All other bus riders with acceptable temperatures will be asked to sanitize their hands before entering the building and then take a direct path to their designated classroom, keeping their mask on and maintaining a safe distance of 6 feet away from other students.

School Day

- All spaces available (PK-8th grade classrooms, Art/Music room, Science Lab, Library and the Gym) will be designated as classroom spaces and the number of students in each space will not exceed what is allowable with strategic physical distancing practices in place.
- Under the supervision of teachers, the students will conduct twice daily cleaning of their desks and personal supplies. (There will be no shared classroom supplies.)



If a student becomes ill during the school day and, after visiting the nurse's room, is found to have a temperature of 100.4 degrees or higher, the student will wait in the sick room until picked up by a parent/guardian.



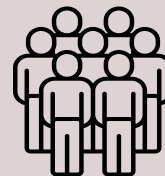
Increased and enhanced cleaning of high-traffic areas and high-touch surfaces will take place during the school day.



Students in grades 1-8 and all faculty and staff will wear face coverings and everyone will practice physical distancing.



Group sizes will be reduced and contact between groups will be strictly limited.



VISITORS AND VOLUNTEERS

In an effort to reduce the risk of exposure to our students, faculty and staff, visitors and volunteers will have limited access to the school building.

A parent, volunteer or other visitor allowed to enter the building, must do the following:

- Wear a face covering at all times
- Sanitize hands upon entry
- Conduct a temperature check using the hands-free thermometer mounted on the wall outside the office door
- Check-in through the office
- Provide responses to health screening questions

When possible, conferences between parents and teachers should be held virtually. If an in-person meeting is necessary, an appointment must be scheduled in advance. When arriving for the conference, parents must follow the described protocol.



Car Arrival Procedures

- Car riders will arrive alphabetically by last name according to a staggered drop-off schedule during three 15-minute blocks from 7:45-8:30 (More details to follow.)
- Cars will be directed to pull up to a designated entrance determined by proximity to students' assigned classrooms. (Additional details will be shared prior to the start of school.)
- The student will remain in the car with face covering on while school staff takes the student's temperature.
- Any student with a temperature of 100.4 degrees or higher will remain in the car and the driver will be asked to take the student home.
- Students with acceptable temperatures will exit the car, proceed to the entrance and sanitize their hands as they go into the building.
- Students will then follow the path laid out on the floor to travel directly to their classrooms.

Dismissal Procedures

- Dismissal will begin promptly at 2:30. Students will remain in their classrooms until dismissed via the PA system.
- Students will be called by family last name in order of parents' arrival and proceed into the hallway to the next available 6 foot floor marker to await, if applicable, their sibling(s).
- Students will go down the hall, through the gym via the walkway to the side door where staff will see students to their cars.
- Bus riders will remain in their designated classrooms until their bus number is called.
- After entering the hallway, students will maintain 6 feet of distance as they walk down the right side of the hallway and proceed to the main door to exit to their buses.
- After care students will remain in the classrooms until they are called to move to the after care location.



Late Arrivals/Early Dismissals

Parents are encouraged to make all medical and non-medical appointments outside of school hours and must notify the school via note and/or phone call when a late arrival or early dismissal is necessary.

- Students arriving after 8:30 must enter through the main doors and report to the office for the daily health screening.
- If an early dismissal is necessary, parents should remain in their vehicle when they arrive, call the school, and a staff member will escort the student to the parent.
- Students returning to school after leaving for a portion of the day will need to enter the school through the main doors to have their temperature rechecked before returning to their classroom.

Use of Face Coverings

General Information

- All faculty and staff will wear cloth face coverings in the classroom, in hallways during transitions, in common indoor areas, and while attending Mass.
- Parents/volunteers/visitors will be required to wear masks at all times when inside the school building.
- School administration will only grant exceptions to rules regarding face coverings due to documented medical conditions or developmental conditions that create a concern for student safety.
- Any designs or graphics on face coverings must be school appropriate and not create a distraction to others. Those with offensive or scary words or pictures will not be tolerated.

Students

- All students in PK-8th grade will wear a cloth face covering to and from the bus and/or car rider line.
- Students in grades 1-8 will wear a cloth face covering in the classroom, in the hallway, to and from the restroom, and while attending Mass.
- Frequent "mask breaks" will be scheduled into daily activities.
- Face coverings will not be worn while eating lunch, snack, at recess, or during PE.
- All students should bring an extra mask to school with them each day.

Parents: Please help your child become more comfortable wearing a mask, model proper mask routines, and talk about why masks are important (helping others).



Recess



- A rotating schedule will be developed to designate different areas of the playground/playing fields to be used by each class. Groups will not be permitted to mix.
- Each class will have its own equipment (balls, jump ropes, etc.) that will be cleaned daily.
- Appropriate games/play with limited contact will be encouraged.

- Restrooms will be monitored to ensure proper distancing and hand hygiene.
- Classes will be assigned to use the restroom that is in closest proximity to their classrooms.
- The number of students in the restroom at one time will equal the number of sinks.
- Restrooms will be cleaned at regular intervals during the school day.



Restrooms



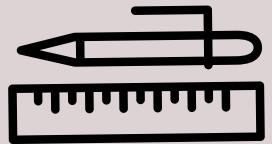
Birthday Treats

- The practice of students bringing in birthday treats to share with their classmates will be temporarily suspended.
- The policy will be reviewed and may be changed at a later time.



Frequent handwashing will be scheduled and sanitizer will be available at all building entry/exit points and in all classrooms.

Art and music teachers will travel to the PK-5 classrooms and PE will be held outdoors, weather permitting, for PK-8.



Sharing school supplies will not be permitted.

ARE YOU READY FOR SCHOOL?



PRACTICE GOOD HYGIENE BY WASHING HANDS AFTER BREAKFAST, BEFORE LEAVING FOR SCHOOL. CHECK YOUR TEMPERATURE AND SCREEN FOR SYMPTOMS BEFORE LEAVING HOME.



DRESS IN YOUR CLEAN, PRESSED UNIFORM AND WEAR IT AS A SYMBOL OF UNITY AND SCHOOL PRIDE. BE SURE TO FOLLOW ALL ASPECTS OF THE UNIFORM CODE AS DESCRIBED IN THE FAW PARENT/STUDENT HANDBOOK.



BE SURE YOU HAVE:

- Your backpack and lunchbox
- Full reusable water bottle
- School materials and books
- Other personal items

Parents will not be allowed to drop off items during the school day. We must decrease the number of individuals entering the school to reduce the risk of exposure.



CLEAN THESE ITEMS REGULARLY AND MAKE SURE ALL BELONGINGS ARE LABELED WITH NAME:

- face covering
- water bottle
- outerwear
- backpacks & lunchboxes

Health and Safety Procedures

Cleaning Protocol

- In maintaining a safe and healthy environment, both FAW and janitorial staff from B&B Maintenance will work together following CDC guidelines to clean and disinfect frequently touched surfaces (door handles, sink handles, bathroom stalls, tables, etc.) at least twice daily and/or between use as much as possible.
- Use of shared objects will be limited, when possible, or cleaned between use.
- Students will be encouraged to keep their personal items and personal work spaces (desks, chairs, Chromebooks, etc.) clean daily.
- Every evening, EPA approved cleaners will be used to ensure all high-traffic areas and high-touch surfaces are cleaned before the start of school the next day.

Social/Emotional/Physical Well-being

- Students and families will be encouraged to talk with people they trust about their concerns about COVID-19 and how they are feeling.
- FAW will encourage and promote eating healthy, exercising, getting enough sleep, and taking time to relax and unwind.
- FAW will encourage students and families to take breaks from news and stories surrounding COVID-19 when feeling overwhelmed or distressed (including social media).

Training on best practices and procedures for maintaining a safe environment will be provided to faculty, staff, volunteers and students. Parents are asked to reinforce concepts at home.

Extended Day

FAW will operate its Extended Day Program (Before and After Care) following the guidelines provided by the Maryland Department of Education Division of Early Childhood.

Before Care - 6:45am-7:30am

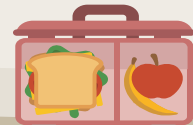
- Students will have their temperature checked upon arrival.
- Face coverings and physical distancing will be required.
- The classroom will be divided to avoid mixing of grade levels.

After Care - 3:00pm-5:30pm

- Students will be dismissed from their homeroom to the Extended Day classroom.
- Groups of students will be separated by grade level.
- Parents will come to the designated entrance to sign-out/pick up their child, ring the bell and wait for a staff member to bring the student to the door.

Lunch Information

- Lunch will be eaten in classrooms or outdoors, weather permitting, with physical distancing in place.
- Students will have the option to bring lunch from home or order a grab-and-go style lunch through the Orgs Online ordering system.
- Grab-and-go lunches will consist of hot/cold sandwich or salad options
- Students who forget to bring a lunch, but did not already purchase one for the day will be given a grab-and-go lunch.
- In order to decrease the number of individuals entering the school, **parents will not be able to drop off lunches or have food delivered to the school.**



Weekly School Mass Changes

- For the first few weeks of school, students, faculty and staff will participate in the celebration of the Holy Eucharist via livestream.
- Full-time distance learning students are also expected to attend Mass virtually.
- Due to physical distancing requirements in the church, it is not possible for all grades to attend Mass at once. When we begin to attend Mass in person, classes will be scheduled to attend a different weekday (Tuesday-Friday) Mass with each class in a designated section of the church.

ADDRESSING LEARNING NEEDS

As a result of the extended time away from campus in the spring due to the pandemic, student progress may have been affected, creating gaps in learning. In order to address this issue, all students will be assessed within the first few weeks of school in order to obtain data that will drive instruction. Students in grades 2-8 will take the Scantron Math and Reading tests, and the STAR reading test will also be utilized as a marker for assessment of learning.

Classroom teachers and the resource teacher will work together with parents to closely monitor the reentry of students with a Catholic Accommodation Plan (CAP). Plans will be reviewed and revised, as needed, to ensure the necessary supports are in place for student success.

OPTION #2 - FULL-TIME DISTANCE LEARNING

- The Full-Time Distance Learning school day will be both synchronous and asynchronous from 8:30am until 2:30pm Monday through Friday and will provide the same academic opportunities and value as the Traditional In-Person Learning option.
- Hours on early dismissal days will be 8:30am until 12:30pm.
- Students in Pre-K to 2nd grade will have a reduced online time commitment.
- The learning experience for online students will be comparable and equitable, but not equal, to that of in-person students.
- Students will be expected to participate in class discussions and complete assignments, projects and assessments.



FULL-TIME DISTANCE LEARNING EXPECTATIONS



THE AT-HOME LEARNING ENVIRONMENT SHOULD BE A QUIET AREA WITH ACCESS TO ALL MATERIALS NEEDED FOR CLASS

- Electronic distractions such as cell phones, music, television, etc. are prohibited during regular school day class time



STUDENTS MUST LOG IN ON TIME TO SCHEDULED VIRTUAL CLASSES

- Attendance will be taken; unaccounted for and unexcused absences will be recorded
- Ensure punctuality by sticking to a normal school sleep/wake-up schedule



WHILE CLASS IS IN SESSION, STUDENTS MUST USE THEIR DEVICE'S VIDEO COMPONENT AND REMAIN VISIBLE AT ALL TIMES. STUDENTS MUST ALSO USE THEIR CORRECT FIRST AND LAST NAMES. PROPER ATTIRE SHOULD BE WORN - NO PAJAMAS.



STUDENTS WILL ADHERE TO THE FATHER ANDREW WHITE SCHOOL HONOR CODE

I affirm that the work I submit is my own and that I have neither received nor given unauthorized help.

Parents will support FAW in its goal of helping students to grow in moral values by encouraging academic honesty in their children.

ADDITIONAL DISTANCE LEARNING INFORMATION

- Students in grades 5-8 who opt for distance learning will follow the same class schedule as the in-person learners and classes will be livestream via Zoom or Google Meet.
- Each student within a family will need access to a separate (not shared) device during the school day. Students also need access to internet and a printer.
- Remote learning students may need to be able to print although most assignments will be managed digitally.
- Prior to the start of the school year, students will be assigned a time to pick up textbooks and workbooks.
- Distance Learning tuition and fees are charged at the same rates as in-person instruction.



Moving Between Learning Options

Families who choose for their child to begin the 2020-2021 school year as a full-time distance learner must continue with that option for the entire first quarter. At the end of the first quarter, parents will be able to reevaluate the students' learning options and submit a request to school administration to transition to in-person learning.

Distance learning will be available, as needed, with approval of the administration.

Grading Policy

As the new academic year begins, FAW will return to the established customary grading policy for both in-person and distancing learners. Students in PK-3rd grade will be assessed using the standards based scale, while traditional letter grades, based on numerical averages, will be used for students in 4th-8th grade.

Response to COVID-19-like Illness

Father Andrew White School will follow the guidance of the CDC and Maryland Department of Health regarding exclusion, quarantine, and return to school for a person with laboratory confirmed COVID-19 or individuals with symptoms of COVID-19-like illness. According to this guidance, symptoms of COVID-19-like illness include those that meet:

1. New onset cough or shortness of breath; OR
 2. At least 2 of the following: fever of 100.4 degrees or higher, chills, shivering, muscle pain, sore throat, headache, loss of sense of taste or smell, or gastrointestinal symptoms (nausea, vomiting or diarrhea).
- If a student becomes ill during the school day, the teacher will communicate with the nurse via the internal school phone system or two-way radio indicating that the student will be sent to the sick room. The nurse will conduct a temperature check and other appropriate and necessary health screenings.
 - If during the evaluation, the nurse identifies symptoms of COVID-19-like illness, the parents will be notified and asked to pick up their child immediately. The child will be moved to the isolation area to await the arrival of the parent. Contacting the child's healthcare provider, for more thorough screening and possible testing, will be recommended.
 - Once the child has been picked up, the sick room and isolation area will be disinfected per CDC guidelines.

Response to COVID-19+

- Parents are expected to notify the school as soon as they are made aware that their child has tested positive for the virus that causes COVID-19 or that their child has been exposed to a person who is confirmed to have COVID-19.
- School administration will contact the St. Mary's County Health Department officials who will lead the process of contact tracing.
- As a result of the health department's investigation and assessment of the situation, FAW will follow their instructions for all matters regarding quarantine, exclusion, and return to school decisions for students, faculty or staff.
- When there is a confirmed case of COVID-19, communication from FAW to the school community will be transparent and proactive, while maintaining applicable privacy laws and standards.