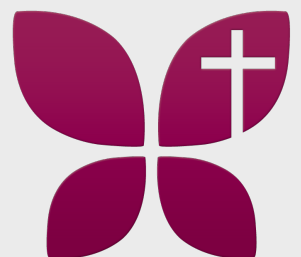




Saint Mary Magdalene Catholic School

Plan to Reopen for the 2020-21 School Year

625 Magdala Place, Apex, North Carolina 27502
Phone: 919-657-4800



Introduction

Dear Saint Mary Magdalene Catholic School Families,

Each year students prepare to return to school in August to see friends and teachers. With COVID-19 being part of our society, returning to school presents more of a challenge than ever before. Along with these challenges, there are many opportunities for our school to grow and respond accordingly, providing our students with the quality, CATHOLIC education you have come to expect each day at Saint Mary Magdalene Catholic School.

I am pleased today to share you with our “Reopening Saint Mary Magdalene Catholic School: Our Plan for the 2020-21 School Year.” I would like to thank the countless volunteers who gave up their time over the summer months to come together to work on this plan. At the center of this design were the following objectives:

- Ensuring the safety and health of our students, faculty, and families
- Providing our students a quality, Catholic education
- Continuing the tradition of community that families expect
- Adhering to our mission to proclaim the gospel by our dedication to quality instruction while fostering our commitment to the needs of others.

When evaluating the options presented to us, our teams used not only best teaching practices and instructional strategies, but also the health guidelines set forth by the CDC, State of North Carolina, Diocese of Raleigh, the North Carolina Department of Health and Human Services (NCDHHS), and American Academy of Pediatrics. I am confident in the plans we have developed as a school to provide a reasonably safe environment for our students, families, and teachers to return to school in August 2020.

Our goal is to have all Monarchs on our campus on August 20, 2020. I look forward to seeing our students as we begin the 2020-21 school year at Saint Mary Magdalene Catholic School!

God Bless.

John Mihalyo, Principal



What are the key assumptions in the creation of this plan?

- Our area, state, nation, and world are all dealing with this pandemic. As a school, we should be prepared for this to continue in planning our school year.
- The emphasis on health matters, such as frequent hand washing and enhanced daily cleaning, which will impact our daily routine.
- The potential for coronavirus outbreaks are possible during the 2020-21 school year, which could result in short-term, place-specific orders to engage in distance learning from outside the school building.

The areas/questions we will strive to address in this plan include:

- The necessary adjustments to the academic and daily schedules for maximum flexibility between normal, blended learning, and distance learning
- The recommended adjustments for our physical environment, for social distancing, and other recommended health protocols
- The programs, policies, and procedures for safe operations
- The necessary resources to make work efficient and effective in this environment
- A model that will allow students to immediately shift to distance learning in the event of a health crisis on our campus

Saint Mary Magdalene Catholic School would like to thank the following members who graciously gave countless hours of their time in the development of this plan.

Task Force Members:

Mr. John Mihalyo, Principal
Mrs. Christa Iozzo, Assistant Principal
Mrs. Kate Lawson, Dean of Students
Mrs. Barb Senn, Preschool Director
Mrs. Megan Mastrogiovanni, Specials Programs Manager
Mrs. Wendy Walsh, School Nurse
Mrs. Amy Smith, Classroom Teacher
Mrs. Susan Leising, Classroom Teacher/Parent
Mrs. Tracy Carbone, Resource Teacher
Mr. Thomas Milmoie, Director of Athletics
Mrs. Suzanne Will, Parish
Mrs. Heather Blake, Cafeteria
Mr. Jim Galkowski, Parishioner (Advisory Member)
Fr. Chris Koehn, Parish Administrator
Fr. Donald Staib, Pastor Emeritus



Task Force Subcommittees:

Academic Excellence

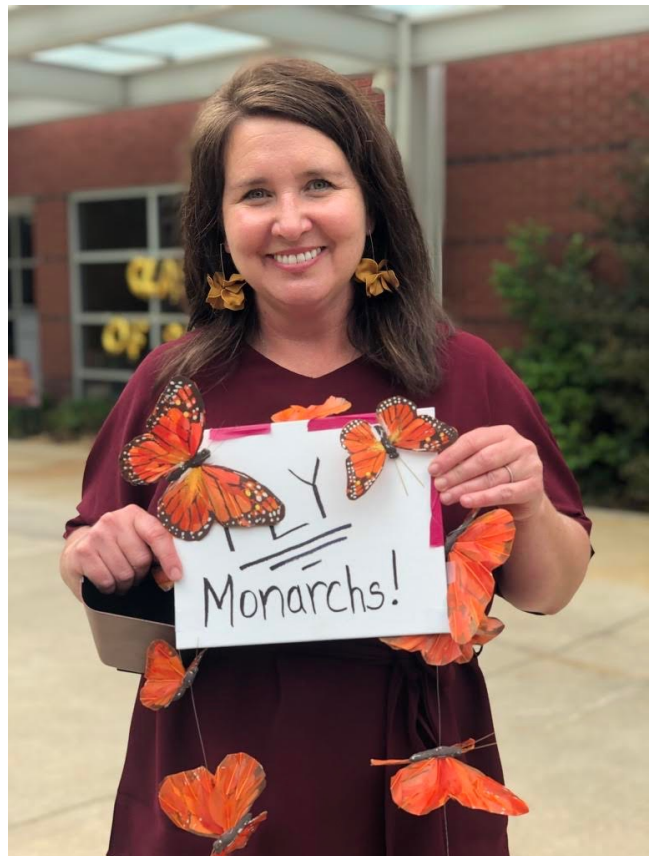
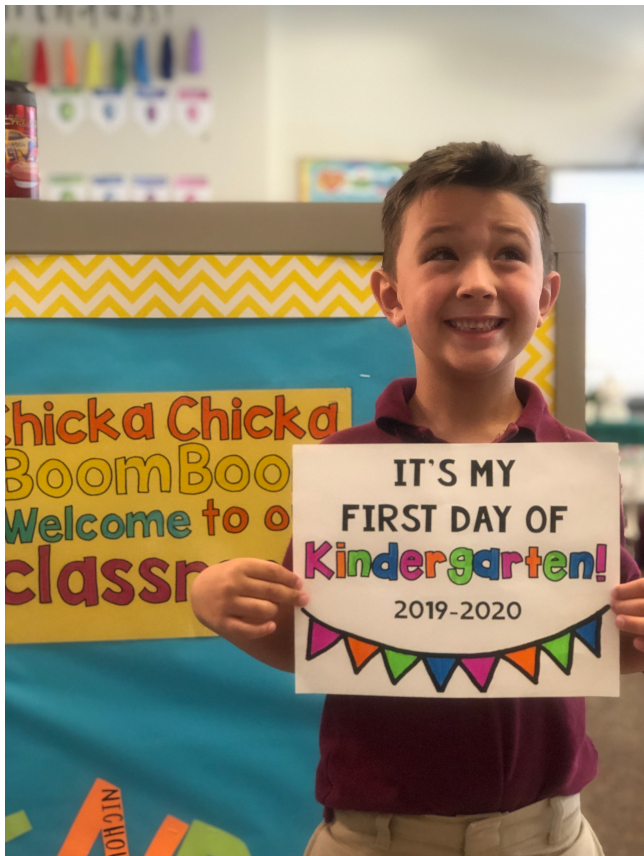
Mrs. Kate Lawson/Mrs. Amy Smith (Co-Chairs)
Mrs. Tracy Carbone, Resource
Mrs. Bonnie Agnew, Classroom Teacher
Mrs. Susan Leising, Classroom Teacher
Mrs. Jenny Anglum, Classroom Teacher
Mrs. Kathleen Loeschorn, Technology
Mrs. Angela Malfeo, School Advisory Committee Member
Mr. Michael Gagnon, Parent

Health and Safety

Mrs. Wendy Walsh (Chair)
Mr. Anthony Reese, Facilities
Mr. Jonathan Lawson, Parent
Mrs. Nikki Curliss, Guidance Counselor
Mrs. Laura Aiken, Parent/School Advisory Council Member
Mr. Jim Galkowski, Parish (Advisory)

Community Engagement and Extracurricular

Mrs. Megan Mastrogiovanni (Chair)
Mr. Thomas Milmoe, Director of Athletics
Mrs. Heather Blake, Cafeteria
Mrs. Suzanne Will, Parish



Health and Safety

When our students and faculty return to school in August, we will focus on the following guidelines to keep our campus reasonably safe and healthy for our community:

Prevention of the Virus on Our Campus

- Education about the virus and how to stay healthy
- Program adjustments to maximize individual and community wellness
- Physical and social adjustments to minimize risk of exposure

Detection of the Virus on Our Campus and in Our Community

- Monitoring our state and local information to understand the risk to our community
- Ensuring anyone coming to campus is of low risk for spreading illness
- Tracking individual cases and trending illnesses within our community

Response to Any Cases of COVID-19 in Our School

- Communication with the Diocese of Raleigh, health officials, and our Saint Mary Magdalene Catholic School community
- Adjusting schedules and protocols accordingly
- Implementing the proper cleaning procedures and protocols

Saint Mary Magdalene Catholic School is committed to providing a safe and nurturing environment for our families and employees. We are committed to working within guidelines set forth by state and local health officials and collaborating with staff, parents, students, and physicians to minimize risk of exposure and/or spread of COVID-19. The health and safety of our students, staff, and community are a top priority and we urge any student, staff member, or visitor who is not feeling well to stay home.

Saint Mary Magdalene Catholic School will not allow any person to enter our buildings who has tested positive for COVID-19 within the past 14 days, has recently had close contact with a person with COVID-19, or is experiencing any of the following symptoms:

| | |
|---|-------------------------------|
| Fever or chills (Fever 100.4 or greater) | Cough |
| Shortness of breath or difficulty breathing | Fatigue |
| New loss of taste or smell | Muscle or body aches |
| Congestion or runny nose | Sore throat |
| Headache | Nausea, vomiting, or diarrhea |

To minimize the risk of exposure, we will begin the school year by limiting access to our campus buildings to students, teachers, and essential personnel. We will not allow parent volunteers as the school year begins, but we can hope to do so as the year progresses.

Temperature Checks

Before entering the school building all staff and students will have their temperature taken. Employees or students, who have confirmed to have a temperature of 100.4°F or above will not be allowed to enter the building. In order to allow time for daily temperature checks and screening, morning carpool will be modified.

Screening Questionnaire

Every person will be required to complete a screening questionnaire before entering school buildings. Employees and students answering *yes* to any screening questions will not be allowed to enter the building.

Physical Distancing

Staff, students, and visitors will be advised to maintain physical distancing by standing at least six feet away from other people while standing in lines or moving around the school. Each classroom has been adjusted for increased spacing, keeping six feet of distance between students with all desks facing in one direction. Signage will be in place throughout the school building to remind staff and students to remain six feet apart. Staff will monitor the hallways to enforce physical distancing and movement. Where possible, students will remain in the same classes or groups throughout the day, limiting interactions that are not deemed essential. When possible, teachers will transition between classrooms instead of students. The school will comply with local or state mandated occupancy limits.

Face Coverings

Face coverings must be worn by K-8 students, all teachers, staff, and visitors inside school buildings and any common areas under Plan A. While in the classrooms, face masks are strongly recommended, but not required. Children should be able to wear, remove, and handle masks following CDC guidance throughout the day. Staff will give frequent reminders to students to not touch the face coverings and to wash their hands. Under Plan B, all students, faculty, and visitors must wear a face mask at all times while inside the building.

General Hygiene

Please review best practices for the prevention of the spread of germs with your child. Frequent hand washing for at least 20 seconds is one of the most essential health and hygiene habits you can teach your child. Germs can travel far and wide with coughing and sneezing. Teach your child to cough or sneeze into the crook of their elbow or into a tissue. Students will have additional opportunities to utilize hand sanitizer and wash their hands throughout the day. Please reference the videos at the end of this document for additional tutorials.

Hand Sanitizer

Hand sanitizer dispensers are placed at/inside the: school entrances, school office, health room, and all classrooms.

School Building Signage

There will be health and hygiene reminders throughout the school. The main entrance of school and the activity building will have COVID-19 information posted to read before entering with signs reminding everyone to wear masks and maintain social distancing while on campus. Hand hygiene posters are in all restrooms and near all sinks in the classrooms, kitchen, and health room. Markings are on the pavement outside the school entrance and on the floors in the hallways to remind everyone to keep six feet social distance.

Cleaning

Classrooms, desks, chairs, and other high-touch areas will be cleaned throughout the day.

Staff and Student Health Concerns

Our faculty will be given clear instructions on how to respond to symptoms of COVID-19. We will be ready to provide support to our staff, students and families. Staff and students, are required to stay home if they do not feel well, if they or a household member have tested positive for COVID-19 within the past 14 days, or if they have been exposed to a person with confirmed COVID-19.

Case Notification

According to public health guidance, upon learning of a positive case of COVID-19 in our community, the school must provide notification to the Wake County Public Health Department as well as the North Carolina Department of Education. We will provide this notification and expect to remain in communication with these officials about their procedures and guidance as we care for our students and families. In learning of a positive COVID-19 case we will inform the entire community without violating privacy issues. We will send a second communication to students and their families who were in the same class of the person who tested positive.

Academic Excellence



Saint Mary Magdalene Catholic School Plan Summaries

| Plan A | Plan B | Plan C |
|---|---|---|
| <p>Under Saint Mary Magdalene's Plan A, families will have two options for their child. First, students may return for on campus instruction with enhanced social distancing and safety protocols implemented. Masks are recommended for students in the classroom setting, but are required in the common areas of the school. The second option is for students to participate in a complete distance learning option per semester. This will include expanded resources.</p> | <p>Under Saint Mary Magdalene's Plan B, we will continue the options provided under Plan A, with enhanced safety protocols including the mandating of masks in the classrooms and common areas.</p> | <p>In the event a classroom has a COVID-19 case or the governor or Diocese of Raleigh mandate us to move to Plan C, all students would be required to move to a full distance learning option for a period of time. No students would be permitted on campus during Plan C.</p> |

Plan A

We are happy to welcome our students back to campus who choose to take part in on-campus learning, as well as those students who choose to participate in distance learning this year! This year will look different from any other year for our students, teachers, and parents.

As part of our Plan A, families will have the option of choosing an on-campus instruction with enhanced social distancing of six feet between students. We also have the option of a full distance learning as part of this plan. Parents will be able to choose which option they would prefer by semester (August to December).

To allow you to prepare your son/daughter for the upcoming year, please see the information below detailing our in-person instruction taking place on our campus:

What will the classroom look like this year?

While the school year will look different in many aspects, the quality, Catholic education you have come to expect from our school will remain. Our teachers and administrators are excited to welcome our students back to school on August 20, 2020.

The CDC and North Carolina Department of Public Health have made recommendations on social distancing for all schools to reopen for the 2020-21 school year. All efforts will be made to reasonably keep students socially distanced (six-feet apart) during the school day.

Saint Mary Magdalene Catholic School will make a number of adaptations to provide an environment where students and educators are able and encouraged to maintain appropriate physical distance from one another throughout the course of the school day. It should be noted that we cannot guarantee that six feet of distance from others will always be able to be maintained within our building. By relying on current medical guidelines and taking into consideration the advice of our health and safety task force subcommittee, coupled with physical distancing, wearing cloth face coverings, and maintaining regular hygiene and cleaning protocols, we can mitigate the risk for our community. This is the case even if students are sometimes closer together than six-feet.

We will take a number of steps for physical distancing of students, faculty, and staff which include:

- Classroom spacing and arrangement of desks for maximum distance
- Assigned seating in the classroom
- Increased proctoring of common areas to remind students of distancing guidelines
- Staggering any hallway time, so the entire school is not passing through halls and using restrooms at the same time
- Designating one-way stairways and hallways when necessary
- Adapting group work assignments to provide more physical distance among groups of students than usual in the classroom
- Adapting activities and locations for courses such as PE, visual arts, and performing arts, to maximize distance and avoid activities which have shown greater risk of virus transmission (e.g. contact sports, choral activities in close proximity)
- Increased use of outdoor campus space for various classes and activities as weather allows
- Reducing and eliminating shared classroom materials whenever possible

In the event a classroom exceeds the maximum number of students, an additional learning space may be used, such as the dining hall or gym. Teachers would rotate with teaching assistants to deliver instruction. For students in a reoriented learning space, all instruction will be provided by a licensed and certified teacher.

All classrooms will be equipped with the ability to view lessons through Google Classroom each day. This will be done to benefit students in the following ways:

- Students who are sick or needing to be out of school can more easily make-up work or see what they missed at the convenience of viewing lessons placed in the Google Classroom for their class.
- Students needing to review the lesson taught in the classroom can view the lesson a second time.
- In the event the school would need to go to distance learning for a classroom, grade-level, or as a school, instruction would continue as normal with all students taking part in the distance learning classroom option on Google Classroom immediately. In the event of a COVID-19 case within our school, guidance would be provided to Saint Mary Magdalene Catholic School from the Wake County Department of Health and Diocese of Raleigh.

Face Coverings

Face coverings must be worn by K-8 students, all teachers, staff, and visitors inside school building common areas under Plan A. While in the classrooms, face masks are strongly recommended, but not required, pursuant to CDC guidance. Children should be able to wear, remove, and handle masks following CDC guidance throughout the day. Staff will give frequent reminders to students to not touch the face coverings and to wash their hands.

It is required that each person have three (3) face coverings. Students and staff should have a second mask at all times in case the mask they are wearing becomes soiled. A ziplock or paper bag should be kept in their backpacks to place the soiled mask/s to take home at the end of the day. Masks should be laundered after daily use. Masks should be labeled with student names. Masks should not contain inappropriate messages, pictures, or political messages.

Cloth face coverings should not be placed on:

- Anyone who has trouble breathing or is unconscious.
- Anyone who is incapacitated or otherwise unable to remove the face covering without assistance.
- Anyone who cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs.

It is recommended parents work with students to get them acclimated to wearing face masks during the day.

Full Distance Learning Option for 2020-21

Students who choose to remain out of the school building can still be an active member of the classroom community via full-time distance learning. In this option, students will remain in the same class and will have the same teachers as their on-campus classmates, but they will receive their lessons through different modalities. Each day, remote-learners can expect to have the same lessons as those on campus, but in a pre-recorded format, which will be posted to their Google Classrooms. Additionally, there will be occasions (determined by teachers and posted ahead of time) when virtual learners will have to attend their class in real time, using an online platform. This option is designed for students who may be immunocompromised or at a higher risk for COVID-19, students whose parents' jobs put them at a higher risk, students who may live with older relatives, or students who just feel more comfortable working in their homes during this time. Students are asked to commit to this distance learning option by semester to allow the school to make the appropriate accommodations and adjustments to larger learning spaces if needed.

Saint Mary Magdalene Catholic School understands that many families prefer a full distance learning option for a variety of personal reasons. We are happy to offer this option to all grade levels by semester (August to December).

Students who choose to enroll in the full distance learning option will receive the following benefits:

- Small group and one on one instruction during the day based upon teacher lesson plans
- Mass live-stream each week from your home
- Google Classroom uploads of lessons for each subject
- Ability to join portions of the class for things, such as morning meeting and subject introductions
- A set schedule of classes for each grade and day so students know when each class will be held. Remote-learning students will follow the on-campus schedule of each day. Students are responsible for all assigned work given by the classroom teacher(s). There is no flex day in this option.
- Virtual social time after lunch
- Ability to collaborate with and be part of group work
- Tool kits prepared with materials for parents to pick up ahead of time for upcoming lessons

A sample schedule for Students in Grades K-4 can be found below:

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------|--|--|--|--|--|
| 7:40-8:30 | Unpack/Student Screening/ Wash Hands/Morning Work | Unpack/Student Screening/ Wash Hands/Morning Work | Unpack/Student Screening/ Wash Hands/Morning Work | Unpack/Student Screening/ Wash Hands/Morning Work | Unpack/Student Screening/ Wash Hands/Morning Work |
| 8:30-9:00 | Morning Meeting* | Morning Meeting* | Morning Meeting* | Morning Meeting* | Morning Meeting* |
| 9:15-9:50 | Reading* | Reading* | Reading* | Mass: Live Stream | Reading* |
| 9:50-9:55 | Stretch/Mask Break/Hand Washing | Stretch/Mask Break/Hand Washing | Stretch/Mask Break/Hand Washing | Stretch/Mask Break/Hand Washing | Stretch/Mask Break/Hand Washing |
| 9:55-10:55 | Math* | Math* | Math* | Math* | Math* |
| 10:55-11:45 | Specials via Google Classroom* | Specials via Google Classroom* | Specials via Google Classroom* | Specials via Google Classroom* | Specials via Google Classroom* |
| 11:50-12:25 | Religion* | Religion* | Religion* | Religion* | Religion* |
| 12:35-1:00 | Lunch/Hand Wash/Mask Break | Lunch/Hand Wash/Mask Break | Lunch/Hand Wash/Mask Break | Lunch/Hand Wash/Mask Break | Lunch/Hand Wash/Mask Break |
| 1:00-1:30 | Recess | Recess | Recess | Recess | Recess |
| 1:40-2:15 | Social Studies* | Science* | Social Studies* | Science* | Social Studies OR Science* |
| 2:15-2:30 | Pack Up/Stretch/Wash Hands/ Mask Break | Pack Up/Stretch/Wash Hands/ Mask Break | Pack Up/Stretch/Wash Hands/ Mask Break | Pack Up/Stretch/Wash Hands/ Mask Break | Pack Up/Stretch/Wash Hands/ Mask Break |
| 2:30-3:15 | D.E.A.R./Homework/Teacher Help/Dismissal | D.E.A.R./Homework/Teacher Help/Dismissal | D.E.A.R./Homework/Teacher Help/Dismissal | D.E.A.R./Homework/Teacher Help/Dismissal | D.E.A.R./Homework/Teacher Help/Dismissal |

* Students who elect the full distance learning option will join the morning meeting at the start of each day, participate in small group meetings and instruction in various subjects as scheduled by the teacher, and work in groups with classmates using Google Classroom. They are not expected to be in front of their device for the full school day. Additionally, teachers will have office hours by appointment. Remote-learners have the flexibility to do core subjects at their own convenience, but before the posted due date. Lessons will be pre-recorded and posted to Google Classroom. Students who do not choose full distance learning will also have access to the pre-recorded lessons.

A sample schedule for student in grades 5-8 can be found below:

In order to reduce the movement in the building as much as possible for our faculty and students, students in grades 5-8 will operate under a block-schedule model. This means students will have four classes per day, for a longer period of time. Under this schedule, students in grades 5-8 will remain with the same groupings and in the same classrooms all day. Teachers in grades 5-6 specialize in content areas. Teachers will rotate classrooms when it is time to teach their content area.

Students will operate on a “Day 1” and “Day 2” schedule. Every other week, the days would alternate. Students will be grouped according to their math classes. A sample schedule for students in these grades may look like this:

| | Day 1 (M) | Day 2 (T) | Day 1 (W) | Day 2 (Th) | Day 1 (F) | Day 2 (M) |
|--------------------|--|--|--|--|--|--|
| 7:20-7:40 | Unpack/Student Screening/Wash Hands/Morning Work | Unpack/Student Screening/Wash Hands/Morning Work | Unpack/Student Screening/Wash Hands/Morning Work | Unpack/Student Screening/Wash Hands/Morning Work | Unpack/Student Screening/Wash Hands/Morning Work | Unpack/Student Screening/Wash Hands/Morning Work |
| 7:45-8:00 | Homeroom | Homeroom | Homeroom | Homeroom | Homeroom | Homeroom |
| 8:00-8:30 | Independent/Morning Work | Independent/Morning Work | Independent/Morning Work | Independent/Morning Work | Independent/Morning Work | Independent/Morning Work |
| 8:30-9:55 | Science* | Social Studies | Science* | 9:00 Mass Live Stream | Social Studies | Science* |
| 10:00-11:25 | Math/PE* | Math/Spanish* | Math/Art* | Math/Spanish* | Math/Spanish* | Math/Music* |
| 11:30-12:55 | Lunch/Hand Wash/Mask Break/Recess | Lunch/Hand Wash/Mask Break/Recess | Lunch/Hand Wash/Mask Break/Recess | Lunch/Hand Wash/Mask Break/Recess | Lunch/Hand Wash/Mask Break/Recess | Lunch/Hand Wash/Mask Break/Recess |
| 1:00-2:30 | ELA* | Religion* | ELA* | Religion* | ELA* | Religion* |
| 2:30-3:15 | Carpool/Student Independent Work | Carpool/Student Independent Work | Carpool/Student Independent Work | Carpool/Student Independent Work | Carpool/Student Independent Work | Carpool/Student Independent Work |

* Students who elect the full distance learning option will have the ability to join the start of each class period to hear the overview of the class time (about 15 minutes per class), participate in small group meetings and instruction in various subjects as scheduled by the teacher, and work in groups with classmates using Google Classroom. Students are not expected to be in front of their device for the full school day. Additionally, teachers will have office hours by appointment. Remote-learners will have the flexibility to view any pre-recorded lessons at their convenience, but must still turn in all assignments and assessments on/before the posted due date. Students who do not choose full distance learning will also have access to the pre-recorded lessons.

One-to-One Classrooms:

The spring of 2020 taught our school many things, including the importance of being able to quickly shift to a full-time distance learning classroom to minimize the disruption to teaching and learning. We are seeking to build upon this for the 2020-21 school year.

Beginning in the 2020-21 school year, Saint Mary Magdalene Catholic School will provide each student in grades K-8 with one of the following options, as it pertains to one-to-one technology in the classrooms and at home:

- Students will be provided with a Chromebook from the school. The student would be responsible for the condition of the Chromebook during the school year. Saint Mary Magdalene Catholic School would be responsible for any hardware issues, maintenance, and technical issues.
- Parents may purchase a Chromebook from the school for their child to use during the school year, at an affordable price, due to the ability of the school to purchase these items in bulk. At the end of the year, the Chromebook would be yours to keep.

- Students may bring their own Chromebook device to the school each day. No other computers will be permitted due to the compatibility of lessons and platforms used, as well as security.

Students will need and use a Chromebook daily for instruction. This will likely take the place of much classwork where paper would be used in past years.

Reorienting Our Learning Spaces:

Each grade level and classroom has been assessed for maximum capacity for the safety of students and faculty each day. Once the number of students who will be participating in the on-campus option has been determined, space allocations will be assessed grade-by-grade. If there is a need for increased space, additional on-campus space will be utilized. For example, a class may be placed in the cafeteria or gym to maximize the number of students we can safely educate each day. Maximizing learning spaces will allow our students to have access to their teacher during their daily schedule.

Carpool:

This school year students will need to be screened for COVID-19 symptoms by a thermal screening before exiting their cars. Parents will be required, per the State of North Carolina, to complete a symptoms screening checklist each day. The checklist will be reviewed by a faculty member, during carpool, and each child's temperature will be taken as part of the daily screening. The screening paper will be given to the faculty member completing your child's temperature screening each day. Students will need to have their face coverings in place during the screening process and in order to exit their cars. Faculty will use face coverings and touch-less thermometers and will maintain six feet of distance unless taking a temperature. Once a student is cleared to exit the car, their face covering must be in place and they will remain six feet apart from other students as they enter the building. Please note, on days with inclement weather, this process will take longer. Your patience is greatly appreciated.

To allow students the opportunity to maximize instructional time, as well as create a steady flow of traffic, families will be asked to sign-up for a carpool time each semester. We ask that you arrive to school within your assigned time slot each day and at your designated area. Please do not have your child exit your car until they have had their temperature checked by one of our faculty members. Once your child's temperature has been checked and reported to you, you can submit your screening questionnaire for the school day to the faculty members at your station.

Students will exit the car on the school side at all times. Parents will not be permitted to get out of the car during carpool. Students must have a face-mask on to exit the vehicle. Due to the new health procedures necessary for entry into school, students are not permitted to walk to school. Parents are not permitted to park and walk students into the school, in order to limit the number of people in the building for the safety of students and faculty. Students are permitted to walk home using appropriate social distancing at 3:15 pm.

The drop-off procedures for this school year will be as follows:

Grade 7-8: 7:20-7:40

Grades 5-6: 7:40-8:00

Grades PreK-4: 8:00-8:30

In the event families have children in multiple grades, the drop-off time will be associated with the oldest child. Out of respect for families with multiple children, we would ask families who only have one child to make every effort to sign up for the earlier drop-off time slots within the blocks of time provided. This will allow families, who span two or more grade groupings, to be dropped off at the time closest to that of the youngest

child. A sign-up will be sent out as we get closer to the school year starting for families to choose a time slot for each semester.

For afternoon carpool, students will remain in their classrooms until their name is called over the PA system. When a student or family's name has been called, students will report directly to the carpool line to enter their vehicle. Students must wear a mask during this time of transition until they are physically in their vehicle. There will be no need for assigned time slots during dismissal. Forty-five minutes has been allotted for this process, in order to provide a window for families to choose what best fits their schedule.

2:30-3:15: PreK-8 Students will be called out of classrooms

3:15: Walkers dismissed

Lockers:

Due to space limitations presented by lockers, students will not be assigned lockers for the 2020-21 school year. Instead, students will keep backpacks, lunches, and jackets at their desk or in cubbies in the classrooms.

Hallways:

Travel in the hallways will be limited to one-way, including stairways. In the morning, students will be asked to move in one direction, marked by stickers on the floor, for traffic flow. In the afternoon, travel will flow in the opposite direction. Cleaning will take place in all areas in between heavily traveled times to make all reasonable efforts to prevent the spread of any virus.

School Lunch/Snack:

Serving and consuming food and beverages presents challenges in our current environment. Changes to these procedures will include the following:

- Water fountains will be accessible for bottle-filling only. Students will continue to be encouraged to bring their own reusable water containers and rely on them throughout the school day. Please label all water bottles. We will dispose of them if not labeled. We will not have a lost and found.
- The school cafeteria will not be used for school lunch.
- Students will eat lunch in their classrooms during the 2020-21 school year. School lunches will be delivered to classrooms to minimize the amount of traffic in the hallways.
- Snack items will be available, but must be ordered in advance.
- No ice cream will be served by our cafeteria during this school year.
- As with previous years, students will NOT be allowed to share food.
- Classroom eating locations will be set up to provide for physical distancing between students.

SAINT MARY MAGDALENE CATHOLIC SCHOOL REMAINS A NUT FREE SCHOOL. Snacks and lunches cannot have food items with a "contains" or "may contain" peanuts or tree nuts. Any food that contains or may contain nuts or peanuts will not be allowed to be consumed in the school and sent home with the student along with a reminder of our school's peanut/tree nut policy.

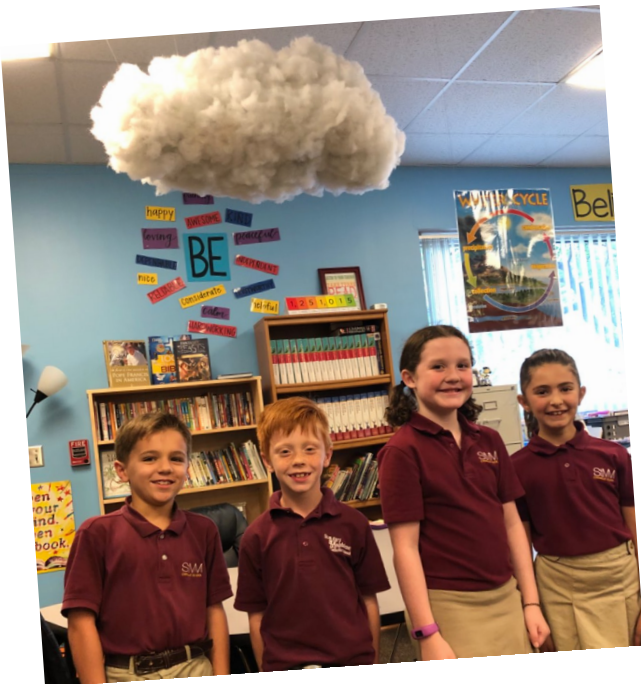
Plan B

In this plan, Saint Mary Magdalene Catholic School will be operating with heightened protocols and procedures from Plan A. Our Plan B will now require masks be on at all times inside the building. No other changes to the schedule will take place in Plan B from Plan A. Under this plan, students will take “mask breaks” throughout the day to get fresh air or go outside when the weather is appropriate.

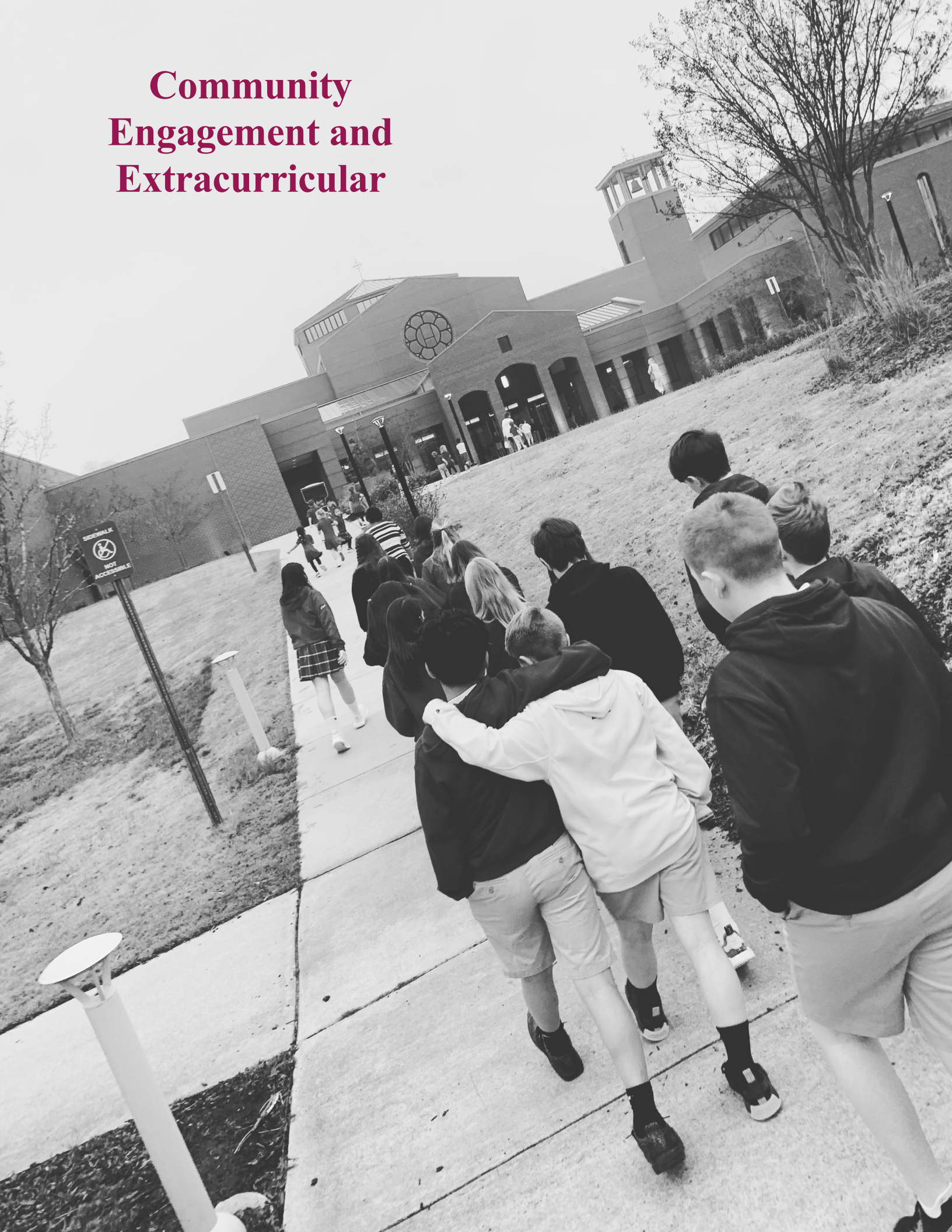
Plan C

In the event a class or school COVID-19 case existed, a distance learning model may need to be implemented for a short period of time. This distance learning model would involve instruction taking place online for students. No students would be permitted in the building on these days while a deep cleaning occurs throughout the building and classrooms.

Spring 2020 provided our school the opportunity to experience full distance learning for our students, faculty, and parents. We have all learned a great deal from this nine-week period, which will make our school a stronger educational institution for years to come. Under this model, our school will operate using the same on-campus schedule with instruction being delivered completely through the distance learning format.



Community Engagement and Extracurricular



Athletics: Saint Mary Magdalene Catholic School will be awaiting the decisions from the North Carolina Athletic Association to determine whether we will be able to hold athletics in their respective seasons. As information is communicated to us, we will make the decision on all sports teams and seasons.

Before and After-Care Program: Our After-Care Program will be available to parents beginning after Labor Day and once we are under Plan A. Under Plans B and C, there will be no Before or After-Care Program due to the guidelines set forth by the State of North Carolina.

Cafeteria/Food service: Students will eat lunch in their classrooms during the 2020-21 school year. School lunches will be delivered to classrooms to minimize the amount of traffic in the hallways. As always, students will be able to bring packed lunch to school. Lunches and snack must be nut free per the school's nut policy.

Clubs: Until the school feels it is safe and in compliance with the mandates set forth by the governor, all clubs and after school activities have been paused.

Community Building Events: All community building activities and events will be determined based upon the orders of the governor throughout the course of the 2020-21 school year.

School Mass: School Mass will be live-streamed into classrooms for students to attend Mass each week.

School Uniforms: Flynn O'Hara is the school's official uniform provider for the 2020-21 school year. It is located at 8613 Glenwood Avenue, Raleigh, North Carolina, website is www.flynnohara.com.

Used Uniform Store: At the time of the release of this plan, we are exploring ways to safely provide options for used uniforms to parents. We will continue to provide updates on this in the coming weeks.

Visitors on campus: The school will be limited to essential personnel only on campus during the school days. Parents will not be permitted to walk students into the school building or from the parking lot, due to requirements from the State of North Carolina on limiting the number of people in the building. If a parent is dropping a student off late, we will meet the family at the door, complete the entrance screening process, and admit the student. Students with early dismissals will be brought to the front door when the parent arrives. We love to have our parents in the building, but the guidelines set forth do not allow this to take place as it has in the past. We look forward to when we can welcome our parents back into the building in the future.



Key Factors Considered by the Teams/Summary:

Social Distancing: In compliance with the CDC, students and teachers are required to maintain six feet social distancing during the school day whenever possible. By our measurements, we believe we can maintain this having identified the maximum students physically in a classroom at one time.

Physical distancing: Movement on campus will be controlled and directed to reduce the mixing of students. In classrooms, students will be seated with spacing to minimize transmission risk, but allowed to interact more closely for limited periods with additional safety measures and greater supervision in place.

Carpool: This school year students will need to be screened entering the building by a thermal screening before exiting their cars. All students and teachers are required to have their temperature checked before entering, as well as completing a short questionnaire each day.

Face coverings: Students and educators will wear face coverings throughout the school day.

Hand hygiene: Students and faculty will follow a regular schedule of hand washing or use of hand sanitizer throughout the day. Hand sanitizer dispensers will be widely available on campus.

Enhanced cleaning/disinfection schedule: Daily cleaning practices will be compliant with CDC recommendations, including the types of cleaning products used and the frequency of cleaning. Special attention will be paid to the cleaning of high-touch surfaces throughout the day.

Health screening: Families are asked to monitor their household members for symptoms, including fever, and avoid bringing sick children to school. Students with symptoms will be separated from other students and parents/guardians will be contacted to arrange pick-up within the hour.

Updated sick policy and enforcement practices: Rules regarding sick policies for students and employees will be enhanced and strictly enforced to minimize the number of sick people on campus, as well as to allow continuity of learning from home for mildly ill or asymptomatic students.

Quarantine and contact tracing: If a student or employee has a COVID-19 infection, the school will support the Department of Health's efforts for contact tracing and enforcing quarantining of those infected and their contacts. Provisions will be made to support continuity of learning from home during quarantine periods.

Self-care and well-being: Pedagogy and classroom practices will provide for greater attention to student mental health and well-being to build resilience and reduce unnecessary stress and anxiety students may experience in this pandemic context. We will also be adding a mental health professional to our staff to attend to our student needs.

Other safe classroom practices: Teaching methods will be adjusted to minimize shared equipment or learning materials between students. Classroom practices will reduce transfer of objects between home and school and touching other students' personal belongings. Infrastructure will be put in place to minimize surfaces which cannot easily be disinfected.

Large group gatherings: Based on guidance from state health officials banning gatherings of more than 50 persons, all large group gatherings will be held virtually.

Important Links, Videos, and Information

[When You Can be Around Others After You Had or Likely Had COVID-19](#)

[Quarantine If You Might Be Sick: Stay home if you might have been exposed to COVID-19](#)

[Facecloth and Mask Guidelines](#)

[How to Use a Cloth Mask: Video Tutorial](#)

[What is social distancing, and why is it important?](#)

[How to wash your hands properly: Video Tutorial](#)

[Coughs and Sneezes for Kids \(Video\)](#)

[How to Effectively Use Hand Sanitizer: Video Tutorial](#)



Saint Mary Magdalene Catholic School
We Pray. We Learn. We Care.



Saint Mary Magdalene Catholic School is a community that proclaims the gospel by our dedication to quality instruction while fostering our commitment to the needs of others.

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