St. Martin of Tours School
Re-Opening Plan
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INTRODUCTION

The St. Martin of Tours Catholic School 2020-2021 Building Re-entry Plan is a road map for students and staff to return to the school building. Following closures at the end of the 2019-2020 academic year due to the COVID-19 pandemic, the school began to develop a strategy to include guidelines, practices, and protocols that will ensure the health and safety of all members of our community, and allow students to achieve their full potential for this upcoming school year.

Included in the plan are the following options: 1) a blended learning stage which combines both in-person and distance learning/formation; or, 2) a 100% distance learning option for students (on a semester basis). The plan also includes preparations for building closures in the event of state and local “stay at home” orders or similar directives in the event of an outbreak of COVID-19 cases in the school. Our goal is to return as many students back in the building safely, while also providing an option for students to learn from home if families are not comfortable sending their child(ren) back to school.

The Building Re-entry Team began meeting in May to discuss areas focusing on returning everyone to the school building this August. The team examined all aspects of daily procedures at the school to evaluate what practices could remain and what needed to be modified. Also, distance learning successes were reviewed from the latter part of the 2019-2020 academic year to continue to offer engaging and rigorous remote learning options if they are needed.

This plan has been created based on guidelines and recommendations of the Archdiocese of Washington (ADW) Catholic Schools Office (CSO), the Centers for Disease Control & Prevention (CDC), the American Academy of Pediatrics (AAP), and the Maryland State Department of Education (MSDE). While believing most possible scenarios have been considered, this plan is subject to change. The team will constantly evaluate how this plan is implemented and adjust accordingly for safety and efficiency. Continue to monitor guidance from the ADW, CDC, AAP, and MSDE, will also occur and if significant changes occur, updates will be written and released. We will follow any required state or local orders, consider any additional guidance or recommendations from state or local health authorities. Federal, state, and local guidance will be considered as recommendations but not mandates.

PROTOCOLS FOR REOPENING

LEARNING MODELS

The Building Re-entry Team has identified two learning models for the beginning of the 2020-2021 school year: Blended Learning and 100% Distance Learning. The intent is to implement both models concurrently for the first semester to provide families with an accommodating learning experience. Throughout the semester, the learning models will continue to be evaluated to stay apprised of any trending data and safety recommendations that may influence decision making for the second semester. Additionally, St. Martin’s School will be prepared to move all students to the 100% Distance Learning Model in the event state and/or local jurisdictions decide closures are necessary due to an increase in COVID-19 cases.
BLEND LEARNING MODEL

Students in Pre-k will receive complete in-person learning five days a week, while students in Kindergarten through Eighth grade will receive both in-person learning in the classroom and virtual learning from home (see Figure 2 below). Students and staff will follow all health and safety procedures, such as daily health screenings and wearing face masks, outlined in this document. Classroom spaces will be modified and the number of students in each space will be limited to allow for safe physical distancing as recommended by the ADW and the CDC. Student movement throughout the day will be limited to avoid mixing class groups. However, there will be opportunities for students to have outdoor classes and breaks if weather permits.

FIGURE 1: BLENDED LEARNING SCHEDULE BY GRADE LEVEL

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>Pre-K</td>
<td>In-Person Learning</td>
<td>In-Person Learning</td>
<td>In-Person Learning</td>
<td>In-Person Learning</td>
</tr>
<tr>
<td>Kindergarten-8th Grade</td>
<td>In-Person Learning</td>
<td>In-Person Learning</td>
<td>At-Home Learning</td>
<td>In-Person Learning</td>
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100% DISTANCE LEARNING

Families that do not wish for their student(s) to be in the classroom at the beginning of the school year may choose the 100% Distance Learning option. Students will participate in daily online meetings and prayer with their entire class, along with a combination of teacher-led instruction streamed live from the classroom and independent lessons posted on Google Classroom. Furthermore, distance learners will receive weekly individual or small group virtual instruction.

PLEASE NOTE: this plan is a flexible document and subject to change as more information becomes available regarding the COVID-19 virus. Any changes will be shared with the community.
**STAGGERED OPENING**

The school year will begin on Monday, August 31 to allow additional professional days to properly prepare the building for the arrival of students and to distribute materials to distance learnings. We will begin with small groups of each grade attending for an orientation day before the whole class is together. We will also stagger grades so that we can implement the health and safety procedures outlined in this document with fidelity and make adjustments if necessary. The weeks would look like this:

<table>
<thead>
<tr>
<th>Week 1 (8/31/20 – 9/4/20)</th>
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<tbody>
<tr>
<td>- Blended Learning (B.L.) Pre-Kindergarten students will come in half groups on 8/31 and 9/1</td>
<td></td>
</tr>
<tr>
<td>- Pre-Kindergarten Blended Learning/Distance Learning on 9/2, 9/3, and 9/4</td>
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<thead>
<tr>
<th>Week 2 (9/7 – 9/11) &amp; Week 3 (9/14 – 9/18)</th>
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<tbody>
<tr>
<td>- Monday, 9/7 – Labor Day – NO SCHOOL</td>
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<tr>
<td>- Pre-Kindergarten and Kindergarten – Blended Learning/Distance Learning</td>
<td></td>
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<tr>
<td>- First Grade through Eighth Grade students – Virtual Learning</td>
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</tbody>
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<thead>
<tr>
<th>Week 4 (9/21 – 9/25)</th>
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<tbody>
<tr>
<td>- Pre-Kindergarten and Kindergarten – Blended Learning/Distance Learning</td>
<td></td>
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<tr>
<td>- First &amp; Second Grade B.L. students will come in half groups 9/21 and 9/22</td>
<td></td>
</tr>
<tr>
<td>- First and Second Blended Learning/Distance Learning on 9/24 and 9/25</td>
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<tr>
<td>- Third Grade through Eighth Grade students – Virtual Learning</td>
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</tbody>
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<tr>
<th>Week 5 (9/28 – 10/2)</th>
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<tbody>
<tr>
<td>- Pre-Kindergarten through Second Grade – Blended Learning/Distance Learning</td>
<td></td>
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<tr>
<td>- Third Grade through Eighth Grade students – Virtual Learning</td>
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<tr>
<th>Week 6 (10/5 – 10/9)</th>
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<tr>
<td>- Pre-Kindergarten through Second Grade – Blended Learning/Distance Learning</td>
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<tr>
<td>- Third, Fourth &amp; Fifth Grade B.L. students will come in half groups 10/5 and 10/6</td>
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</tr>
<tr>
<td>- Third, Fourth, &amp; Fifth Grades Blended Learning/Distance Learning on 10/8 and 10/9</td>
<td></td>
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<tr>
<td>- Sixth Grade through Eighth Grade students – Virtual Learning</td>
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<tr>
<th>Week 7 (10/12 – 10/16)</th>
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<tbody>
<tr>
<td>- Pre-Kindergarten through Fifth Grade – Blended Learning/Distance Learning</td>
<td></td>
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<tr>
<td>- Sixth Grade through Eighth Grade students – Virtual Learning</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Week 8 (10/19 – 10/23)</th>
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<tbody>
<tr>
<td>- Pre-Kindergarten through Fifth Grade – Blended Learning/Distance Learning</td>
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</tr>
<tr>
<td>- Sixth, Seventh, &amp; Eighth Grade B.L. students will come in half groups 10/19 and 10/20</td>
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<tr>
<td>- Sixth, Seventh, &amp; Eighth Grades Blended Learning/Distance Learning on 10/22 and 10/24</td>
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<tr>
<th>Week 9 (10/26 – 10/30)</th>
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<tbody>
<tr>
<td>- Pre-Kindergarten through Eighth Grade – Blended Learning/Distance Learning</td>
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This schedule was developed based on responses from our school families; feedback from the faculty; and, conversations with the School Advisory Board. Moreover, the guidelines presented by the Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics (AAP), and state and local health departments were also considered.
SAFETY PRECAUTIONS

All individuals will be required to wear face masks in the school building. A mask must be worn at all times and a face shield can be worn for a second layer of protection. Children will need to keep two (2) extra masks at school in the event one needs to be replaced. Additionally, multiple hand sanitizers will be available in both the hallways and classrooms along with the availability of classroom sinks. Also, classrooms and public spaces will be cleaned and sanitized multiple times throughout the day.

VISITORS/VOLUNTEERS

St. Martin’s School will follow strict protocols for our visitors and volunteers to make certain we are not exceeding building capacity per ADW, CDC, the State of Maryland, and Montgomery County guidelines and recommendations. We advise all parents/guardians to call and schedule meetings and item exchanges beforehand, as there may be other visitors in the building during your desired arrival time. Additionally, you may be asked to wait in your vehicle until the office calls you to enter the building. Please note these practices below:

- All visitors are required to sign in/out at the front desk. For meetings/appointments with faculty and/or staff, all visitors must check in at the front desk and remain in the lobby until that faculty/staff member escorts you to the meeting room.

- All visitors will need to wear a face mask while in the building per the State of Maryland, and Montgomery County requirements.

- All visitors must be required to answer COVID-19 screening questions and be fever-free before entering the school building.

- All visitors must wear a visitor/parent badge.

- The number of visitors in the lobby will be limited per the State of Maryland, and Montgomery County requirements.

- If planning to exchange school related objects (for example, lunch, homework, coats, work for sick students, etc.), visitors must use the designated area inside the two double front doors for dropping off and picking up items.

- Please make an appointment beforehand to schedule meetings with the principal and if urgent, please call the school office before arriving. You will be asked to wait in your vehicle until the principal is available.

Volunteers inside the building during school hours will be on a case by case basis and will need approval by the office beforehand. Also, early birds and lunch volunteer activities will be suspended until further notice.

Finally, our staff understands there may be instances requiring immediate attention and calling ahead of time to make an appointment may not be possible. Please note we will do our best to accommodate these circumstances in a timely manner and ask for patience as we direct you to the appropriate person for assistance.
BUILDING MOVEMENT

To safely navigate students, faculty, and staff throughout the building, hallways will have arrows and decals to clearly identify the direction of foot traffic and to maintain social distancing requirements specified by the CDC. Students will receive instructions from teachers and staff on the appropriate procedures and pathways for moving throughout the building and around classrooms.

To limit exposure and possible cross-contamination throughout the school day, students and teachers will remain in one classroom for most activities including Mass, core classes, specials, and lunch. We recognize the importance for our students to have recess and have developed a schedule, with social distancing practices in place, for each class to go outside if weather permits. Similarly, a schedule for class bathroom breaks has been created to minimize the number of students in the hallway.

ARRIVAL/DISMISSAL/LATE ARRIVAL/EARLY DISMISSAL

Our faculty and staff will constantly monitor students for signs of illness throughout the school day, however students will need to be screened before entering the school building. Students will have their temperature taken daily, prior to exiting their vehicle, and those students with a temperature at or above 100.4 F, and/or shows signs/symptoms of COVID-19 that have not been identified by a medical professional as symptoms of another pre-existing health condition (e.g., seasonal allergies) will not be allowed to enter the school building. Each student will be required to wear a face mask prior to entering the building and will be checked before leaving their vehicle. It is recommended that each child have at least two (2) extra masks to keep at school.

Similarly, families will be required to answer COVID-19 screening questions periodically. If families are sharing a carpool with other school families, the guardian responsible for driving all students to school will be required to answer each student’s screening questionnaire, which include:
1. Since last in school, have you had any of the following symptoms? Cough, shortness of breath, difficulty breathing, new loss of taste or smell, fever of 100.4 or higher, chills or shaking chills, muscle aches, headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion or runny nose
2. Since last in school, are you waiting for a COVID-19 test result, been diagnosed with COVID-19, or been instructed by any health care provider or the health department to isolate or quarantine?
3. In the last 14 days, had close contact (within 6 feet for at least 15 minutes) with anyone diagnosed with COVID-19 (i.e., tested due to symptoms)?

Morning drop off will follow the same traffic pattern as our current dismissal procedure to ensure staff can complete temperature screenings. Students will arrive to school between 7:30 a.m. and 7:55 a.m. Students will enter through the main front doors to go directly to their classrooms. Pre-k students will enter through the Pre-k door at the end of the parking lot. Arrival times may be staggered between 7:30 and 8:15 to reduce the number of students entering the building at the same time.

Any student who arrives late MUST be accompanied by an adult and sign in at the front desk. Please note that NO ONE will be allowed to enter the building without a face mask.

Dismissal will remain the same as last year and all students will remain in their classroom until their parent/guardian has arrived. Children will walk down to the front lobby and be escorted to the correct
cone, or parent for student walkers, following the social distancing guideline of remaining six feet apart. It is strongly encouraged that parents use the carpool line to limit the number of people standing outside the school’s entrance. If you plan to pick up your student early, please be sure to send an email to attendance@smsmd.org in advance so your child is prepared to leave at your specified pick-up time. This will also help control the number of people in the lobby at one time.

LUNCH

To ensure the health and safety of our students, faculty, and staff during lunchtime, the following protocols will be followed:

- Students will eat lunch in their classrooms or outside on school grounds.
- Students will bring their lunch and drink from home for the first semester. The hot lunch and milk program will be offered the second semester.
- All lunches and snacks will be individually packaged and all communal items will be prohibited.
- Students will NOT share or trade food items.
- Desks will be cleaned with a solution of soap and water before and after lunchtime.
- Students will wash hands with soap and water before and after eating lunch.
- Students will NOT drink from the water fountains but can use the water fill station for personal water bottles. Students are encouraged to bring refillables water bottles.
- Opportunities for non-mask time will be made available during lunch or snacks when proper social distancing can be maintained.

PLAYGROUND EQUIPMENT

Guidance allows for students in the same class to use the playground structures if specific cleaning protocols are followed. Students will wash their hands before and after utilizing playground equipment. Also, the equipment will be wiped with soap and water following each use by a group, focusing on high-touch surfaces such as grab bars and railings. Likewise, used playground equipment will be isolated from clean equipment. Surfaces will dry for twenty minutes before the next group uses the playground and items such as rubber balls and jump ropes will be cleaned daily. PLEASE NOTE: cleaning is not recommended for wooden surfaces/benches, play structures, and groundcovers such as mulch; however, those areas will be cleaned if/when necessary.

RECESS

Our recess plan offers designated safe spaces, outside the school building, with 30 feet of open space between recess areas for classes to play and prevent groups from mixing. Recess times may be staggered to ensure the availability of space required for safe play and time for cleaning. Students will wash their hands before and after recess and sharing play equipment will be limited. Likewise, efforts will be made to add recess time throughout the day to allow students a chance for more socializing. Students and staff will wear a mask during outdoor recess if social distancing cannot be
maintained. Students will be afforded opportunities throughout the day to have a break from wearing a mask.

CLEANING AND DISINFECTING

The school building will continue to be cleaned on a nightly basis. However, cleaning procedures will be boosted with the addition of a full-time designated staff person. Using a new EPA approved disinfectant called Biotab7, every classroom, office, and bathroom will have its surface wiped down. Also, a misting machine will be used, and the floors will be mopped after every day. In addition, carpets will be vacuumed, and all hallways, offices, and high touch areas will be cleaned and disinfected every evening. During the school day, teachers will have spray bottles of Biotab7 and microfiber towels to clean high touch surfaces and work surfaces. Towels will be replaced daily and washed after every use and desks will be cleaned prior to lunch. Bathrooms will also be cleaned and disinfected multiple times per day, as will doorknobs and high touch areas. These cleaning protocols will be in addition to existing cleaning procedures that are currently in place.

CLASSROOM SPACES

SAFETY PRACTICES

The measures emphasized below will be taken to adhere to Covid-19 prevention guidance in alignment with CDC regulations:

- Student desks/workspaces will be spaced six feet apart with a three-foot radius around each student, resulting in a six-foot total distance between any two people.

- Desks will be turned to face the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets from talking, coughing, and sneezing.

- Visual aids including painter’s tape and/or stickers will be used to illustrate traffic flow and appropriate spacing to support social distancing around the classroom.

- All students will wear face masks (with optional face shield) at all times in the school building, and display they can reliably wear, remove, and handle the face mask.

- In some situations, and grades, it may be more appropriate for a teacher to wear a face shield in lieu of a mask for a short duration. Wearing a face shield may be necessary in order to not impede the educational process. Circumstances such as showing students how to articulate a sound may be an example for using a face shield.

- Teachers will create routines for students to wash hands upon entering and leaving the classroom/learning spaces and develop regular cleaning practices for frequently used items such as desks, books, writing utensils, and other classroom materials.

- Shared classroom supplies will be avoided when possible and if shared classroom supplies are necessary, there will be designated bins for clean and used items, which will be cleaned frequently.
Whenever and wherever possible, activities will be held outdoors, and students will be encouraged to spread out. If social distancing cannot be implemented for an activity, it will be cancelled.

MODIFIED SPACES

Self-contained classes and small consistent groups offer the opportunity to tightly control the environment and adhere to virus prevention policies to help reduce potential exposures. As we apply preventative strategies, classrooms and traditional non-learning spaces will be modified and/or repurposed as students and teachers return to the building. Based on the need to create classroom spaces for students to be six feet apart, and minimize staff and student movement, the areas in Figure 1 will be considered with the maximum number of students.

<table>
<thead>
<tr>
<th>Modified</th>
<th>Classroom Spaces</th>
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</thead>
<tbody>
<tr>
<td>Religious Education Room: 6 students</td>
<td>Fifth Grade: 18 students</td>
</tr>
<tr>
<td>News Crew/Title 1: 6 students</td>
<td>Sixth Grade: 18 students</td>
</tr>
<tr>
<td>Faculty Lounge: 4 to 5 students</td>
<td>Seventh Grade: 18 students</td>
</tr>
<tr>
<td>Resource Room: 4 to 5 students</td>
<td>Science Lab: 12 students (lab tables)</td>
</tr>
<tr>
<td>Pre-Kindergarten: 18 students</td>
<td>Music &amp; Art: 12 students with built-in cabinetry and grand piano</td>
</tr>
<tr>
<td>Kindergarten: 20 students</td>
<td>Library: 15 students using desks or library table configuration</td>
</tr>
<tr>
<td>First Grade: 18 students</td>
<td>Computer Room: 6 students using computer desks</td>
</tr>
<tr>
<td>Second Grade: 18 students</td>
<td>Cafeteria: 30 students, or two individual classes of 15 desks with each having a walkway</td>
</tr>
<tr>
<td>Third Grade: 18 students</td>
<td>Gym: 60 students, or two to four individual classes of 15 desks with each having a walkway</td>
</tr>
<tr>
<td>Fourth Grade: 18 students</td>
<td>Outside Building Areas (parking lot, playground): We will adapt practices to allow for social distancing</td>
</tr>
</tbody>
</table>
St. Martin’s School is committed to providing a rigorous learning environment for all students this fall, regardless of the platform used to deliver the learning experience. For more information on digital teaching and learning, please refer to the “Technology” section.

GRADING

Grading will return to the regular grading system. All students in grades Pre-Kindergarten through third will be evaluated using the standards-based grading system. When possible, assessments will be conducted in person; however, faculty will utilize digital resources for online assessment when necessary. Students in grades fourth through eighth will receive letter grades based on assignments, activities, and assessments. Parent conferences will be held through online and/or telephone meeting platforms, and progress reports and report cards will be distributed as usual.

CORE SUBJECTS

The core subjects of Language Arts, Math, Social Studies, Science, and Religion will be part of every student’s regular curriculum. Learning objectives identified by the Archdiocese of Washington will be addressed by the core curriculum teachers.

SPECIAL SUBJECTS

Students will receive instruction in special subjects such as Music, Art, Library, Spanish, and Physical Education. To reduce the risk of cross-exposure, these subjects may be taught virtually, even if students receive in-person instruction. Faculty who are entrusted with special subjects will receive the appropriate training and technology to provide exciting and engaging lessons through digital platforms.
DIGITAL LEARNING

Each teacher will maintain an online Google Classroom where assignments will be posted and turned in and resources, websites, and links to educational content will be provided online. Lessons conducted in-person will be live streamed and/or recorded and provided through digital resources to students; choosing to remain at home due to exposure concerns, are home on scheduled distance learning days, or are required to self-quarantine due to exposure. Training will be provided for both faculty and students to ensure everyone becomes familiar with, and can demonstrate use of, all digital learning methods.

IN-PERSON TEACHING

In-person education will take place as often as possible. Appropriate measures will be taken in alignment with CDC recommendations regarding safety and social distancing protocols. Again, in-person lessons may be recorded or live-streamed and uploaded for students who need to view lessons from home for any reason.

CATHOLIC IDENTITY

PRAYER

Students will have multiple opportunities daily to engage in prayer as a community. Every day, the morning announcements will begin with prayer. Religion classes will provide opportunities for students to learn and grow in their Catholic faith.

MASS

Mass will be live streamed for students during the school day in the first semester. The Pastor and Principal are currently working to create a safe plan that would allow students to possibly attend Masses in person once per month. There will be an opportunity to extend the Mass (whether physical or virtual) into the classroom with discussions about the readings or the theme of the Mass.

SERVICE

Opportunities for advocacy and service will be shared with the community. Though the ability to physically go to a location and providing services to the community at large is limited, there are multiple opportunities for at-home service that can help the students grow in their ability to follow Christ in his servitude to others. Some examples include creating cards for seniors in nursing homes, making rosaries for our parishioners, and contributing to the St. Martin’s Food Pantry.
TECHNOLOGY/BANDWIDTH AND RESOURCES

The Technology Department has worked throughout the summer to accommodate the needs of all students choosing any learning scenario this fall. The school’s internet bandwidth has been upgraded and increased to provide faster Internet access to all students whether they are using devices in school or remotely accessing livestreamed lessons.

All faculty members and students will be provided appropriate training and will be equipped to use the technology and materials supplied for online teaching and learning.

STUDENT TECHNOLOGY

The school will provide loaner Chromebooks for students, who require them, to access lessons and resources at home during distance learning sessions. Likewise, each student will be assigned one (1) classroom Chromebook to use while in the building for the duration of the school year, which will be regularly cleaned and maintained.

TEACHER TECHNOLOGY

The needs of St. Martin School’s teachers have been assessed. Those who need document cameras and classroom printers will be equipped with those items. New software will also be ordered to support distance learning efforts such as videotaping, lesson sharing, and screen sharing for virtual teaching. Other online resources and subscriptions have been purchased, upon the request of teachers, so all students can enjoy uniform access to in-classroom and online materials.

PROFESSIONAL DEVELOPMENT

Teachers will receive ongoing training in Google Classroom instruction, including but not limited to grade level appropriate extensions and virtual applications. Teachers will participate in webinars offered by ADW, and other vendors, to enhance their knowledge and practice of distance learning. Our onsite IT coordinator will provide continuous instructions to faculty on how to live stream classes to encourage best practices for teaching.

SPECIAL EDUCATION SUPPORT

RESOURCE

_Reading Intervention:_ In Kindergarten through fifth grade, students will be screened and placed in Really Great Reading groups based on the level they need. Some students will require additional practice or instruction at their level in the program. Students in third through fifth grades will be screened based on observed need and provided instruction at a level that will help them improve their reading.

The Resource teacher will meet a group of students in their assigned classrooms; or, lessons will be completed online. Students will use virtual letter tile sets on their individual Chromebooks and view the online portion of each lesson on a larger screen in the classroom or an online shared screen from the Resource teacher. Student workbooks will be kept at each student’s desk or sent home for distance learning days.
Study Skills: The Resource teacher will meet each group of study skills students in their classrooms or online. Students will read, discuss, and practice skills and their assignments will be in a Google Classroom to complete and submit on their Chromebooks. Each student will keep a copy of their study skills textbook at their desks at school; or, reading material will be scanned and made available in Google Classroom.

Math: Depending on a student’s need, math intervention can be provided by the Resource teacher one-on-one or in a group setting either in the classroom or online. Students will have their own sets of math manipulatives to keep at their desks or use virtual math manipulatives. Practice lessons will be provided through Google classroom or to each student with a white board, marker, and eraser kept at the student’s desk.

Reading Comprehension and Writing: Practice and lessons for reading comprehension and/or writing can be provided by the Resource teacher one-on-one or within a group setting in the classroom or online. Reading selections and practice will be provided through Google classroom for students to complete and submit assignments using their Chromebook. Some practice might involve the use of white boards, markers, and erasers kept at the student’s desk.

For group instruction in the building, students will be placed in the same classroom and seated six feet apart in front of the screen or board that the Resource teacher is using to present the lesson. Any other students in the classroom will be seated apart from them to decrease distractions when the group is meeting.

TITLE I/III SERVICES AND SPEECH STUDENTS

St. Martin's School will work with MCPS to provide student services. The format and structure are to be determined.

HEALTH RESOURCES

Research has determined that children exhibit symptoms of COVID-19 differently than adults and we encourage families to take preventative measures to include receiving the influenza vaccine this school year. To reiterate, if your child becomes sick for any reason, please keep him or her home, as well as any siblings who attend St. Martin’s.

The nurse’s office will be modified and WILL NOT be a shared space for other staff members. If an individual displays COVID-19 symptoms while in the building, the nurse's office will become the ISOLATION area. A mobile nurse’s station will be deployed, and the faculty lounge will serve as the auxiliary nurse’s station. Students will remain in isolation until their parent/guardian arrives and will be escorted outside to their vehicle.

SICK CHILD

Children who become sick at school will be isolated until a parent/guardian or designated adult arrives. It is critical for sick students to be picked up immediately; therefore, all families must ensure their contact information is up to date with the school office in the event of an
emergency. Severely sick children will be sent to the nurse’s office, and students with minor injuries or complaints will be visited by the nurse with a mobile medical kit at their designated classroom.

DISMISSING SICK CHILDREN

Parents should call the school office upon arrival and will be directed to the appropriate dismissal door for pick-up. Any sick student will be escorted to their parent/guardian’s vehicle.

RETURN TO SCHOOL

Criteria for students returning to school can be found under the “Positive Covid-19 Response” section.

SCHOOL COUNSELING

Following the Maryland health department and CSO guidelines for social distancing, counseling services will be provided to individual students, small groups, and whole class instruction through Google Classroom. Students may; contact the guidance counselor, watch videos, access additional resources while at home, and find other relevant content through the Google Classroom platform. Furthermore, each homeroom teacher will be given a folder containing videos of classroom lessons that can be used to teach age appropriate courses on various social and emotional topics at their discretion.

While at school, both individual and small group meetings will occur in spaces that allow six feet of social distancing. In addition, students learning from home may contact the guidance counselor and schedule Zoom meetings for activities such as “fun lunch bunches.” St. Martin’s School understands the importance of our students’ mental health and will continue to provide quality service whether students are in the building or distance learning.

POSITIVE COVID-19 RESPONSE

According to the CDC, individuals with COVID-19 have experienced a wide range of symptoms that may appear 2-14 days after exposure to the virus. Students, faculty, and staff with the following symptoms may have COVID-19 and should speak to a healthcare provider about testing:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Staff and students MUST stay home if they have tested positive, are experiencing symptoms, or have had close contact with someone with COVID-19. Close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting two days before the onset of symptoms until the time the patient is isolated. Furthermore, staff and families should notify the
School office about a confirmed or suspected COVID-19 case within their household. The school will inform the Catholic Schools Office and CDC to determine next steps. Following the issued guidance of CSO and CDC, staff and families will be notified of any COVID-19 cases within the school, while maintaining individual confidentiality. Anyone who has been in close contact with a positive COVID-19 case while at St. Martin’s School will be asked to stay home and monitor symptoms.

Absences that are COVID-19 related will be excused and students can access lessons virtually if they are feeling well enough to complete assignments. Teachers will work with students on a case by case basis whenever they are unable to complete assignments due to sickness.

Returning to School after Testing Positive for COVID-19

Sick students and staff must not access the premises or enter the facility until they have met CDC’s criteria in Return to School Policy or specific guidance from the local health department. Staff and students may return to the school facility (CDC 10/27/20) after:
- 10 days have passed since an initial positive COVID-19 test
- 24 hours with no fever without the use of fever-reducing medications
- COVID-19 symptoms have improved (e.g., cough, shortness of breath)

Student or Staff Reports Contact with COVID-19 Case

If any student or staff member has been in close contact with a person who is positive for COVID-19, then the child or staff member must not access the premises or enter the facility until evaluated by their healthcare provider, or until they have completed their quarantine period without becoming symptomatic or diagnosed with COVID-19. If any student or staff member has been in close contact with a person who is awaiting a COVID-19 test result, then the student or staff member must not access the premises or enter the facility until the close contact tests negative. If the close contact tests positive, then they must seek guidance from their healthcare provider and follow local jurisdiction health requirements. If a student or staff member contracts COVID-19, they must not enter the facility until they have met CDC’s criteria in Return to School Policy or specific guidance from the local health department.

EXTRACURRICULAR ACTIVITIES & AFTER CARE PROGRAM

CYO SPORTS

CYO has currently cancelled all fall sports. We will continue to monitor CSO’s decisions regarding winter and spring sport and follow recommended safety guidelines should CYO resume.

CHOIR

Performance and Mass Choir rehearsals are suspended until it is deemed safe for students to sing together.

BAND

The St. Martin’s band program is offered through a third-party vendor and are not permitted to access the building at this time. However, virtual lessons will be offered by the band teacher for students who are interested.
**AFTER CARE PROGRAM**

After Care will be available every day students are in the school building and utilize the; cafeteria, gymnasium, Pre-Kindergarten classroom, and Art/Music room when necessary. Students will be grouped by grade and be spaced throughout each room to ensure appropriate social distancing. Students will be escorted from their classrooms at dismissal and receive temperature checks before entering any After Care room. The Nurse’s office will be used for sick children and staff will follow appropriate procedures and guidelines specified in the “sick child” section of this document. After Care will maintain a 14 to 1 ratio for all students and face masks **WILL** be required. Families that send their student(s) on a drop-in basis must communicate at the beginning of the school day that their child(ren) will be attending After Care for that day. Also, snacks will not be provided but students will be allowed to bring their own pre-packaged snack. Finally, parents and guardians **MUST** remain outside of the building during pick-up and their child(ren) will be escorted to the designated exit door.

**AFTER SCHOOL BUILDING USAGE**

The school building will have limited usage outside of school hours. Third-party groups and vendors will not have access to the building until further notice. If the building is used for religious education, all areas will be thoroughly cleaned after each group leaves and prior to students entering the building.

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**APPENDIX**

**REOPENING GUIDANCE**

AMERICAN ACADEMY of PEDIATRICS (AAP)

CENTERS FOR DISEASE CONTROL & PREVENTION (CDC)

STATE OF MARYLAND
https://coronavirus.maryland.gov/
STATE OF MARYLAND DEPARTMENT OF EDUCATION
Maryland’s Recovery Plan for Education

MONTGOMERY COUNTY PUBLIC SCHOOLS
Considerations for MCPS Fall 2020 Recovery

CATHOLIC SCHOOLS OFFICE of the ARCHDIOCESE OF WASHINGTON
https://adwcatholicschools.org/