



Christopher Collins, M.Ed.; Principal  
Scott Osborn, M.Ed.; Counselor  
Gay Knock; Development  
Lisa Suttles; Finance

July 6, 2020

Dear Parents,

Welcome to our new families and welcome back, to our returning families. Last year, we encountered the Corona Virus which resulted in many changes to the way that we operate our school; yet, “The Lord stood with [us] and gave [us] strength,” so that, together, we made great things happen (2 Timothy 4:17)! We are reminded that the Lord is with us during these times of change and we can overcome. Our teachers, students, and families rose to the challenges, adapted quickly, and continued to Pray, Think, Make, and Do.

Over the summer, the Louisiana State Department of Education (*Strong Start 2020*), the Louisiana Department of Health (*Steps Childcare Programs and K-12 Schools Should Take Now to Prepare for Corona virus Disease 2019 (COVID-19)*), St. Tammany Parish Schools (*STPPS 2020-2021 School Planning*), and the Archdiocese of New Orleans (*A Framework for Reopening and Operating NOLA Catholic Schools*) have provided guidelines for moving forward during the 2020-2021 school year. These guidelines have been reviewed by our administrators, faculty, and board, along with Fr. Ed Grice and Fr. Jared Rodrigue, to develop the framework for our school’s reopening.

Please review our school plan for reopening school in August. Should you have any questions, please feel free to reach out to me. Know that we are working diligently to provide a quality, Catholic education to your child(ren) during this unprecedented time.

### **Operating St. Margaret Mary given the Guidelines of state and local governing bodies**

The state has adopted a Phase System during this Corona Virus Pandemic:

Phase I—Schools cannot meet in brick/mortar settings, learning will be virtual

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Currently, schools are in Phase II and this guide lays out plans for that Phase. In addition, we are including our policies should we find ourselves operating at Phase I during the year.

## **Phase II:**

As you read through the processes, please understand that the goal is to limit student interactions in order to contain any spread of illness.

- 1) Masks: While the mandate reads that students in Grade 3-7 must wear masks, we are asking all students (Prek-7) to wear a mask at arrival and dismissal.
- 2) St. Tammany Parish Department of Transportation. As of today, Phase II, busses can hold a limited capacity. **If possible, please consider dropping your child off and picking him/her up in the evenings; however, you are to remain in your vehicle.** We have not heard any specific information from St. Tammany Parish School transportation, but will forward information as it is received.
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- 4) Upon arrival, each faculty member will have his/her temperature taken as well. Anyone with a temperature of 100.4 or above will not be allowed to teach on that day. Faculty members must also be fever free without medication for 48 hours before returning to work.

## **Before Care/ After Care:**

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that you will not be able to move to the assembly areas so that we may limit the exposure to students. On rainy days, all students will report immediately to their classroom upon arrival.

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For arrival and dismissal, it is imperative that you utilize the clearly labeled sign provided by the school and hang it in your window. Two recommended options: 1) Use a two-clip pant hanger and hang on your rear-view mirror or 2) Use rubber bands and secure to the passenger visor. Placing the sign on your dashboard makes it very difficult for teachers to see and will slow down the process of dismissal.

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Students should come to school with a mask each day. They should wear the mask when they get out of the car until they are in their classroom seat. Students will not have to wear the mask the entire day, but will need to have a mask with them at all times. Teach them the proper use of the mask and help them to get accustomed. Please contact Mr. Osborn if your child has a documented concern and is unable to wear a mask. Masks are required for Grades 3 and up; requested for all others during arrival and dismissal. **We are not mandating a specific mask; however, masks should not be political or offensive. It has been suggested to use eye-glass holders on the mask to keep it around the child's neck.**

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Water fountains will be closed during Phase II. Please send a water bottle to school with your child. It should be in a clear container filled with water only. Please do not send other beverages. We will have a refill station available for water bottles.

Students will enjoy recess with their classmates. However, we are limiting the interaction between classes during Phase II.

**Mass:**

Mass is a vital component to our school life. We will hold multiple masses to limit the number of students at each mass as required during Phase II. Masks will be required during Mass. Unfortunately we will not be able to have the Kinder/7<sup>th</sup> buddies during this phase. We are seeking to have these masses closed to the public to avoid unnecessary interactions.

**Physical Education:**

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**Academic/Curriculum concerns:**

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The first few days of school will focus on assessments to determine where your child is with his learning and preparation for the current school year. Teachers will review lessons and adjust plans in order to meet the need of your child. The goal is to ensure that all students reach or exceed the skills required at each grade level.

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Teachers will continue working with students to develop their digital learning knowledge on a variety of online learning tools/programs. This will ensure their preparation should we enter Phase I during the year.

### **Clubs and honor organizations:**

Clubs that require the interaction of students across classrooms or grade levels will be asked to meet via ZOOM meetings at this time. Participation in these organizations provides a vital opportunity for students to continue learning and they are encouraged to participate.

### **Athletics:**

Separate regulations are in place for athletics and more information will be provided by our athletic director, Mr. Matt Arnold.

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Our school is contracted with Jani-King to provide daily cleaning and sanitizing. All surface areas and high-contact points will be cleaned and sanitized nightly. In addition, our maintenance staff will assist with sanitizing play areas after each use, monitoring bathrooms, and disposing of trash from the classrooms after each lunch period. Classrooms are limited to 25 occupants or less. Students will face in one direction with the maximum allowable distance between students. Once at their desks, students may remove their masks. Teachers are sanitizing their classroom materials after each use and students will not be sharing crayons, manipulatives, etc. throughout the day.

## PHASE I/HOME LEARNING

While none of us wish to repeat the Home Learning that occurred during the 4<sup>th</sup> quarter of last school year, it is imperative that we prepare should this situation arise. We have devised the following guidelines should we find ourselves having to implement home learning during the current school year.

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For all grade levels:

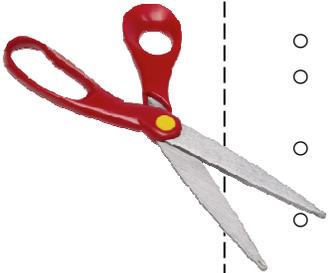
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**ZOOM** classroom meetings will take place for teachers and students to share instruction, lessons, and communicate. Teachers will provide links to ZOOM in their weekly report.

(Zoom: <https://zoom.us/download>. Zoom Authorization form: <https://saintmm.org/documents/2020/6/Zoom%20Authorization.docx>)

### ZOOM RULES

- Be on time.
- Be prepared.
- Dress appropriately.
- An Adult needs to be present.
- Meet from kitchen or living room.
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- Mute yourself until it is your turn to talk.
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- No chatting while teacher is talking or another student is speaking.
- Be respectful.
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**Google Classroom/Sites** will be utilized, if appropriate, for submitting information, sharing videos, or group learning. Teachers may also post videos of themselves leading or providing instruction, modeling, and interactive lessons. Teachers will provide access information as needed.

**Freckle, Accelerated Reader, BrainPop, etc.** – Some classes utilize specialty apps for learning. Your children should be familiar with these programs and instructions on access will be provided by teachers.

### **Expectations for Learning:**

#### Teacher Responsibility

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- ✓ Teachers will provide worksheets for skills practice and a calendar of weekly skills practice activities students can engage in.
- ✓ Teachers will conduct at least one Zoom class each week for extension activities, social engagement, and community building.
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- ✓ Teachers will collect pictures, videos, and other documents from parents to see what students are doing at home and adjust instruction accordingly.
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- ✓ Grades PreK – 2: Report Card grading scales will be altered so that the report card more accurately reflects what skills have/have not been introduced or assessed at a given point in time.
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- ✓ Parents will help students attend weekly Zoom meetings and/or send pictures and videos to check in with teachers on a weekly basis.
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#### Student Responsibility

- ✓ Students will adhere to an honor code where students are responsible for completing work themselves in a reasonable amount of time.
- ✓ Students will listen to instructions from teachers and parents.
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- ✓ Students will write legibly so that work can be evaluated by the teacher.

- ✓ Students will dedicate time to classroom instruction (Zoom, video, etc) as well as time for study and practice for activities, assignments, and assessments.

## **General Practices to avoid the spread of Covid-19**

- Faculty and/or students should stay home if sick or showing symptoms of COVID-19.
- Appropriately cover coughs and sneezes (cough/sneeze into the elbow).
- Wear a cloth face covering if coughing and sneezing due to allergies or common cold.
- Teach children how to properly wear, use and care for face coverings.
- Wash hands with soap and water for at least 20 seconds or use 60% alcohol hand sanitizer (recommend establishing schedules or “when to” guidelines).
- Supervise young children to ensure proper hand-washing and safe use of hand sanitizer.
- Maximize spacing between individuals when feasible/practical.

### **Should a confirmed case of Covid-19 be identified at St. Margaret Mary School, we will adhere to the following CDC recommendations:**

- As soon as a case of Covid-19 has been confirmed, all faculty and students who may have come into contact with the infected person will be notified.
- Immediately notify local health officials and the Office of Catholic Schools. These officials should help administrators determine a course of action for school.
- Consider transitioning to a non-traditional school setting for a 2-5 day period.
- Consult and consider the cancellation of extracurricular group activities, after school programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events) during school dismissal period.
- Discourage staff, students, and their families from gathering or socializing anywhere.
- Coordinate with local health officials and the Office of Catholic Schools to communicate dismissal decisions and the possible COVID-19 exposure.
- Actions to be taken to disinfect contaminated areas:
  - Clean and disinfect thoroughly.
  - Make decisions about extending the school dismissal.
  - Implement Phase I academic plan for those affected.

- School dismissals and event cancellations may be extended if advised by local health officials.
- Coordinate with local health officials and the Office of Catholic Schools to initiate school reopening.
- Coordinate with local health officials and the Office of Catholic Schools to communicate the process and timeline for reopening with the school community

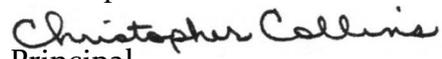
These guidelines, along with information from the archdiocese will be updated in the student handbook.

I understand that this is a lot to take in and you are welcome to reach out if you have any questions. The Lord tells us that He will strengthen us in our times of need, “So do not fear for I am with you; Do not be dismayed, for I am your God. I will strengthen you; I will uphold you with My righteous right hand (Isaiah 41:10).

We are facing times of change and uncertainty. Know that we are working diligently to provide a quality, Catholic education to your child(ren) during this unprecedented time.

Thank you for your understanding and may God continue to watch over us,

Christopher Collins

  
Principal



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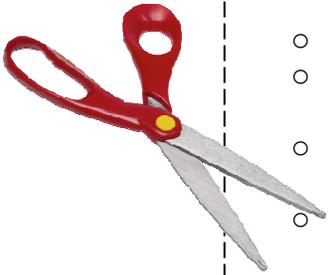
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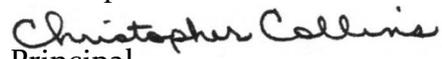
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We are facing times of change and uncertainty. Know that we are working diligently to provide a quality, Catholic education to your child(ren) during this unprecedented time.

Thank you for your understanding and may God continue to watch over us,

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Separate regulations are in place for athletics and more information will be provided by our athletic director, Mr. Matt Arnold.

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## PHASE I/HOME LEARNING

While none of us wish to repeat the Home Learning that occurred during the 4<sup>th</sup> quarter of last school year, it is imperative that we prepare should this situation arise. We have devised the following guidelines should we find ourselves having to implement home learning during the current school year.

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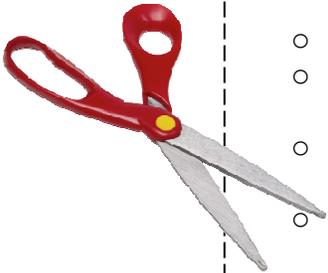
**Renweb/FACTS** will be the first line of information. Teachers will post expectations for each week under ANNOUNCEMENTS. This weekly report will be updated each Friday and will detail what is expected from students, when it is due, and have links to any worksheets, videos, or other materials—all in one place.

**ZOOM** classroom meetings will take place for teachers and students to share instruction, lessons, and communicate. Teachers will provide links to ZOOM in their weekly report.

(Zoom: <https://zoom.us/download>. Zoom Authorization form: <https://saintmm.org/documents/2020/6/Zoom%20Authorization.docx>)

### ZOOM RULES

- Be on time.
- Be prepared.
- Dress appropriately.
- An Adult needs to be present.
- Meet from kitchen or living room.
- Turn on video.
- Mute yourself until it is your turn to talk.
- Raise your hand, if you want to talk.
- No chatting while teacher is talking or another student is speaking.
- Be respectful.
- Dress appropriately.
- Don't change your background.



**Google Classroom/Sites** will be utilized, if appropriate, for submitting information, sharing videos, or group learning. Teachers may also post videos of themselves leading or providing instruction, modeling, and interactive lessons. Teachers will provide access information as needed.

**Freckle, Accelerated Reader, BrainPop, etc.** – Some classes utilize specialty apps for learning. Your children should be familiar with these programs and instructions on access will be provided by teachers.

### **Expectations for Learning:**

#### Teacher Responsibility

- ✓ Teachers will post 5 videos each week providing instruction to students.
- ✓ Teachers will provide worksheets for skills practice and a calendar of weekly skills practice activities students can engage in.
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- ✓ Teachers will check in regularly with students and parents via messages and surveys to ensure the family's needs are being met.
- ✓ Teachers will collect pictures, videos, and other documents from parents to see what students are doing at home and adjust instruction accordingly.
- ✓ Teachers will respond to email concerns within 24 hours.
- ✓ Grades PreK – 2: Report Card grading scales will be altered so that the report card more accurately reflects what skills have/have not been introduced or assessed at a given point in time.
- ✓ Grades 3- 7: Report Card grades will be determined based upon successful completion of graded assignments and assessments.

#### Parent Responsibility

- ✓ Parents will assist students in learning while allowing students to master the learning for themselves in order for students to become successful in their work.
- ✓ Parents will engage students in home learning in ways that work best for their family and will communicate with teachers about concerns.
- ✓ Parents will help students attend weekly Zoom meetings and/or send pictures and videos to check in with teachers on a weekly basis.
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#### Student Responsibility

- ✓ Students will adhere to an honor code where students are responsible for completing work themselves in a reasonable amount of time.
- ✓ Students will listen to instructions from teachers and parents.
- ✓ Students will pay attention to online instruction and follow guidelines for Zoom meetings.
- ✓ Students will do their best when completing activities, assignments, and assessments.
- ✓ Students will let their teacher and/or parent know when they do not understand a concept, idea, or activity.
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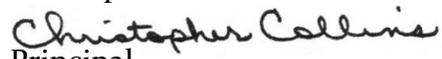
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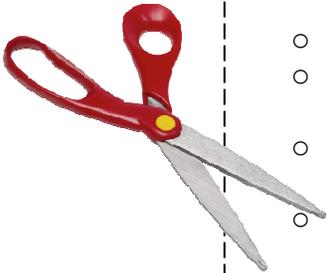
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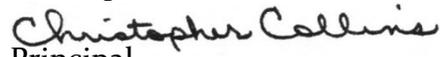
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**Physical Education:**

While students will still participate in Physical Education, it will consist mostly of non-contact activities such as exercise.

**Enrichment Classes:**

Where practical- Art, Atrium, Library- the enrichment teacher will move to the classroom to meet with students. Classes such as Band and Piano are not allowed to meet during Phase II.

**Academic/Curriculum concerns:**

Our main goal is to educate your children, and we will continue to do so. To assist you in following our classroom work, teachers will be posting weekly assignments to RENWEB utilizing the ANNOUNCEMENTS feature. Depending upon the grade level, students use additional programs for learning such as Freckle Math, Accelerated Reading, Epic.com, among

others; teachers are working with Mrs. Gallo to ensure that students have one login/password for all platforms. We will also place links to these platforms on our school website.

The first few days of school will focus on assessments to determine where your child is with his learning and preparation for the current school year. Teachers will review lessons and adjust plans in order to meet the need of your child. The goal is to ensure that all students reach or exceed the skills required at each grade level.

During Phase II, our concern is to limit the interactions and movements of our students around campus, while this does not affect PreK-4<sup>th</sup> grade too much, it will affect the rotations for 5<sup>th</sup> – 7<sup>th</sup> grade. We are currently reviewing our schedules to provide for the least amount of student interactions between classes as possible. We will update this information as soon as possible.

Teachers will continue working with students to develop their digital learning knowledge on a variety of online learning tools/programs. This will ensure their preparation should we enter Phase I during the year.

### **Clubs and honor organizations:**

Clubs that require the interaction of students across classrooms or grade levels will be asked to meet via ZOOM meetings at this time. Participation in these organizations provides a vital opportunity for students to continue learning and they are encouraged to participate.

### **Athletics:**

Separate regulations are in place for athletics and more information will be provided by our athletic director, Mr. Matt Arnold.

### **School Sanitation:**

Our school is contracted with Jani-King to provide daily cleaning and sanitizing. All surface areas and high-contact points will be cleaned and sanitized nightly. In addition, our maintenance staff will assist with sanitizing play areas after each use, monitoring bathrooms, and disposing of trash from the classrooms after each lunch period. Classrooms are limited to 25 occupants or less. Students will face in one direction with the maximum allowable distance between students. Once at their desks, students may remove their masks. Teachers are sanitizing their classroom materials after each use and students will not be sharing crayons, manipulatives, etc. throughout the day.

## PHASE I/HOME LEARNING

While none of us wish to repeat the Home Learning that occurred during the 4<sup>th</sup> quarter of last school year, it is imperative that we prepare should this situation arise. We have devised the following guidelines should we find ourselves having to implement home learning during the current school year.

Our goal is to continue providing a quality, Catholic education for your child even if we are not in the classroom. To achieve this goal, we reviewed our strengths, weaknesses, and parent concerns from our first home learning experience to improve plans for future needs.

For all grade levels:

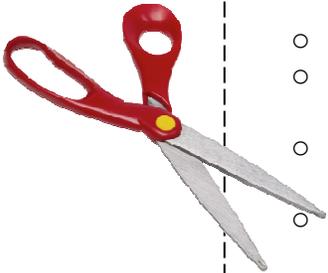
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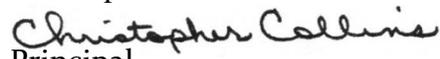
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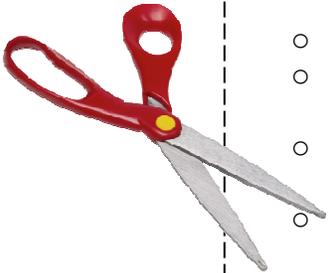
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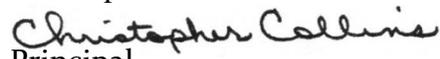
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I understand that this is a lot to take in and you are welcome to reach out if you have any questions. The Lord tells us that He will strengthen us in our times of need, “So do not fear for I am with you; Do not be dismayed, for I am your God. I will strengthen you; I will uphold you with My righteous right hand (Isaiah 41:10).

We are facing times of change and uncertainty. Know that we are working diligently to provide a quality, Catholic education to your child(ren) during this unprecedented time.

Thank you for your understanding and may God continue to watch over us,

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July 6, 2020

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Please review our school plan for reopening school in August. Should you have any questions, please feel free to reach out to me. Know that we are working diligently to provide a quality, Catholic education to your child(ren) during this unprecedented time.

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Currently, schools are in Phase II and this guide lays out plans for that Phase. In addition, we are including our policies should we find ourselves operating at Phase I during the year.

## **Phase II:**

As you read through the processes, please understand that the goal is to limit student interactions in order to contain any spread of illness.

1) Masks: While the mandate reads that students in Grade 3-7 must wear masks, we are asking all students (Prek-7) to wear a mask at arrival and dismissal.

2) St. Tammany Parish Department of Transportation. As of today, Phase II, busses can hold a limited capacity. **If possible, please consider dropping your child off and picking him/her up in the evenings; however, you are to remain in your vehicle.** We have not heard any specific information from St. Tammany Parish School transportation, but will forward information as it is received.

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Students should be brought into the cafeteria for a temperature check. See above for policy relating to students who arrive with a fever of 100.4 or above. Students will be separated by grade level and kept socially distant. In the afternoon, students will follow the same distancing guidelines.

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Once the student has been identified as “fever-free,” students arriving between 7:30 and 7:55 will move to their morning assembly area. Each area will be designated so that students are socially distanced, wearing their mask, and waiting for class to start. Parents, again, I remind you

that you will not be able to move to the assembly areas so that we may limit the exposure to students. On rainy days, all students will report immediately to their classroom upon arrival.

For dismissal, PreK students will be dismissed from the Early Learning Center as usual. Students in Kinder – 3<sup>rd</sup> grade will wear their mask, move to the library courtyard area, remain socially distanced and wait for their ride. Students in grade 4-7 will remain in their classroom. An employee will call out the names of the students to report to the carline while remaining socially distanced. On rainy days, students will be dismissed from their classrooms to the carline circle.

For arrival and dismissal, it is imperative that you utilize the clearly labeled sign provided by the school and hang it in your window. Two recommended options: 1) Use a two-clip pant hanger and hang on your rear-view mirror or 2) Use rubber bands and secure to the passenger visor. Placing the sign on your dashboard makes it very difficult for teachers to see and will slow down the process of dismissal.

### **During the School Day:**

The office will be open to the public at 8:00, when all students have gone to their classes. Teachers and administrators will not be able to meet prior to this time due to the necessity of having all teachers and administrators involved with duties. Only one family will be allowed in the office at a time, please practice social distance when waiting to enter. We will utilize a one-way system at the office. Families/visitors will enter through the front door and exit through the rear, going around the library to return to their vehicle in order to avoid gatherings.

Temperature: If a student is feeling ill and has a temperature of 100.4 or above, he/she will be sent to the office for a second test. If the second test is still at or above 100.4, the parent will be called to pick up the child. It is imperative that you pick up your child immediately in order to avoid unnecessary exposure to others.

Students should come to school with a mask each day. They should wear the mask when they get out of the car until they are in their classroom seat. Students will not have to wear the mask the entire day, but will need to have a mask with them at all times. Teach them the proper use of the mask and help them to get accustomed. Please contact Mr. Osborn if your child has a documented concern and is unable to wear a mask. Masks are required for Grades 3 and up; requested for all others during arrival and dismissal. **We are not mandating a specific mask; however, masks should not be political or offensive. It has been suggested to use eye-glass holders on the mask to keep it around the child's neck.**

The office will close from 2:45-3:30 so that all faculty and administrators can be on duty in the afternoon. If you must meet with a faculty member or administrator, please schedule an appointment after 3:30.

**Lunchtime and Recess:**

As we remain in Phase II, student lunches will be brought to the classroom by staffers. As of this moment, students are still able to choose hot or cold lunch. Students will receive all menu options for the day. Parents are asked to utilize [www.schoolcafe.org](http://www.schoolcafe.org) to set up lunch accounts for payments in order to avoid the exchange of funds. If you choose, you can always send your child with his/her lunch.

Water fountains will be closed during Phase II. Please send a water bottle to school with your child. It should be in a clear container filled with water only. Please do not send other beverages. We will have a refill station available for water bottles.

Students will enjoy recess with their classmates. However, we are limiting the interaction between classes during Phase II.

**Mass:**

Mass is a vital component to our school life. We will hold multiple masses to limit the number of students at each mass as required during Phase II. Masks will be required during Mass. Unfortunately we will not be able to have the Kinder/7<sup>th</sup> buddies during this phase. We are seeking to have these masses closed to the public to avoid unnecessary interactions.

**Physical Education:**

While students will still participate in Physical Education, it will consist mostly of non-contact activities such as exercise.

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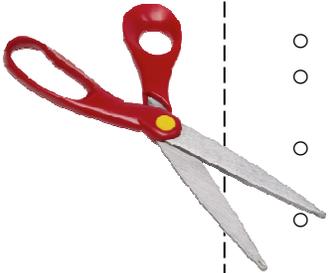
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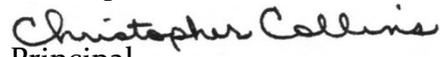
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For arrival and dismissal, it is imperative that you utilize the clearly labeled sign provided by the school and hang it in your window. Two recommended options: 1) Use a two-clip pant hanger and hang on your rear-view mirror or 2) Use rubber bands and secure to the passenger visor. Placing the sign on your dashboard makes it very difficult for teachers to see and will slow down the process of dismissal.

### **During the School Day:**

The office will be open to the public at 8:00, when all students have gone to their classes. Teachers and administrators will not be able to meet prior to this time due to the necessity of having all teachers and administrators involved with duties. Only one family will be allowed in the office at a time, please practice social distance when waiting to enter. We will utilize a one-way system at the office. Families/visitors will enter through the front door and exit through the rear, going around the library to return to their vehicle in order to avoid gatherings.

Temperature: If a student is feeling ill and has a temperature of 100.4 or above, he/she will be sent to the office for a second test. If the second test is still at or above 100.4, the parent will be called to pick up the child. It is imperative that you pick up your child immediately in order to avoid unnecessary exposure to others.

Students should come to school with a mask each day. They should wear the mask when they get out of the car until they are in their classroom seat. Students will not have to wear the mask the entire day, but will need to have a mask with them at all times. Teach them the proper use of the mask and help them to get accustomed. Please contact Mr. Osborn if your child has a documented concern and is unable to wear a mask. Masks are required for Grades 3 and up; requested for all others during arrival and dismissal. **We are not mandating a specific mask; however, masks should not be political or offensive. It has been suggested to use eye-glass holders on the mask to keep it around the child's neck.**

The office will close from 2:45-3:30 so that all faculty and administrators can be on duty in the afternoon. If you must meet with a faculty member or administrator, please schedule an appointment after 3:30.

**Lunchtime and Recess:**

As we remain in Phase II, student lunches will be brought to the classroom by staffers. As of this moment, students are still able to choose hot or cold lunch. Students will receive all menu options for the day. Parents are asked to utilize [www.schoolcafe.org](http://www.schoolcafe.org) to set up lunch accounts for payments in order to avoid the exchange of funds. If you choose, you can always send your child with his/her lunch.

Water fountains will be closed during Phase II. Please send a water bottle to school with your child. It should be in a clear container filled with water only. Please do not send other beverages. We will have a refill station available for water bottles.

Students will enjoy recess with their classmates. However, we are limiting the interaction between classes during Phase II.

**Mass:**

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Where practical- Art, Atrium, Library- the enrichment teacher will move to the classroom to meet with students. Classes such as Band and Piano are not allowed to meet during Phase II.

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The first few days of school will focus on assessments to determine where your child is with his learning and preparation for the current school year. Teachers will review lessons and adjust plans in order to meet the need of your child. The goal is to ensure that all students reach or exceed the skills required at each grade level.

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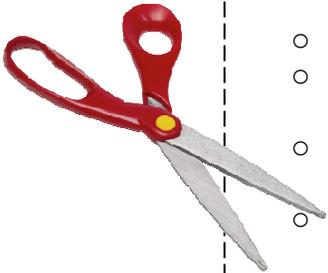
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(Zoom: <https://zoom.us/download>. Zoom Authorization form: <https://saintmm.org/documents/2020/6/Zoom%20Authorization.docx>)

### ZOOM RULES

- Be on time.
- Be prepared.
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- Immediately notify local health officials and the Office of Catholic Schools. These officials should help administrators determine a course of action for school.
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- Discourage staff, students, and their families from gathering or socializing anywhere.
- Coordinate with local health officials and the Office of Catholic Schools to communicate dismissal decisions and the possible COVID-19 exposure.
- Actions to be taken to disinfect contaminated areas:
  - Clean and disinfect thoroughly.
  - Make decisions about extending the school dismissal.
  - Implement Phase I academic plan for those affected.

- School dismissals and event cancellations may be extended if advised by local health officials.
- Coordinate with local health officials and the Office of Catholic Schools to initiate school reopening.
- Coordinate with local health officials and the Office of Catholic Schools to communicate the process and timeline for reopening with the school community

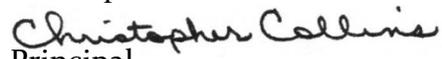
These guidelines, along with information from the archdiocese will be updated in the student handbook.

I understand that this is a lot to take in and you are welcome to reach out if you have any questions. The Lord tells us that He will strengthen us in our times of need, “So do not fear for I am with you; Do not be dismayed, for I am your God. I will strengthen you; I will uphold you with My righteous right hand (Isaiah 41:10).

We are facing times of change and uncertainty. Know that we are working diligently to provide a quality, Catholic education to your child(ren) during this unprecedented time.

Thank you for your understanding and may God continue to watch over us,

Christopher Collins

  
Principal



Christopher Collins, M.Ed.; Principal  
Scott Osborn, M.Ed.; Counselor  
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July 6, 2020

Dear Parents,

Welcome to our new families and welcome back, to our returning families. Last year, we encountered the Corona Virus which resulted in many changes to the way that we operate our school; yet, “The Lord stood with [us] and gave [us] strength,” so that, together, we made great things happen (2 Timothy 4:17)! We are reminded that the Lord is with us during these times of change and we can overcome. Our teachers, students, and families rose to the challenges, adapted quickly, and continued to Pray, Think, Make, and Do.

Over the summer, the Louisiana State Department of Education (*Strong Start 2020*), the Louisiana Department of Health (*Steps Childcare Programs and K-12 Schools Should Take Now to Prepare for Corona virus Disease 2019 (COVID-19)*), St. Tammany Parish Schools (*STPPS 2020-2021 School Planning*), and the Archdiocese of New Orleans (*A Framework for Reopening and Operating NOLA Catholic Schools*) have provided guidelines for moving forward during the 2020-2021 school year. These guidelines have been reviewed by our administrators, faculty, and board, along with Fr. Ed Grice and Fr. Jared Rodrigue, to develop the framework for our school’s reopening.

Please review our school plan for reopening school in August. Should you have any questions, please feel free to reach out to me. Know that we are working diligently to provide a quality, Catholic education to your child(ren) during this unprecedented time.

### **Operating St. Margaret Mary given the Guidelines of state and local governing bodies**

The state has adopted a Phase System during this Corona Virus Pandemic:

Phase I—Schools cannot meet in brick/mortar settings, learning will be virtual

Phase II—Schools can meet in brick/mortar buildings following specific guidelines

Phase III—Schools can meet in brick/mortar buildings following less stringent guidelines

Currently, schools are in Phase II and this guide lays out plans for that Phase. In addition, we are including our policies should we find ourselves operating at Phase I during the year.

## **Phase II:**

As you read through the processes, please understand that the goal is to limit student interactions in order to contain any spread of illness.

1) Masks: While the mandate reads that students in Grade 3-7 must wear masks, we are asking all students (Prek-7) to wear a mask at arrival and dismissal.

2) St. Tammany Parish Department of Transportation. As of today, Phase II, busses can hold a limited capacity. **If possible, please consider dropping your child off and picking him/her up in the evenings; however, you are to remain in your vehicle.** We have not heard any specific information from St. Tammany Parish School transportation, but will forward information as it is received.

3) Parent drop off. **Please remain in your car in the carline.** In order to avoid any unnecessary exposure to others, parents will not be able to walk the students to class. **Student temperatures will be taken while in the car.** To aid in this process, we are asking that you make available the right side passenger door for ease and speed of testing. If your child needs assistance in buckling/unbuckling, we ask that you aid in this so that teachers do not have to enter your vehicle for this process. **If a student has a fever of 100.4 or above at arrival, they may not attend school on this day. Students can return to school once they are fever free without medication for 48 hours.** Parents, please do not medicate your children in the morning to bring down any fever they may have in order to send them to school. This will only increase the possibility of exposure to other students and would not respect other families.

4) Upon arrival, each faculty member will have his/her temperature taken as well. Anyone with a temperature of 100.4 or above will not be allowed to teach on that day. Faculty members must also be fever free without medication for 48 hours before returning to work.

## **Before Care/ After Care:**

Students should be brought into the cafeteria for a temperature check. See above for policy relating to students who arrive with a fever of 100.4 or above. Students will be separated by grade level and kept socially distant. In the afternoon, students will follow the same distancing guidelines.

## **Arrival and Dismissal:**

Once the student has been identified as “fever-free,” students arriving between 7:30 and 7:55 will move to their morning assembly area. Each area will be designated so that students are socially distanced, wearing their mask, and waiting for class to start. Parents, again, I remind you

that you will not be able to move to the assembly areas so that we may limit the exposure to students. On rainy days, all students will report immediately to their classroom upon arrival.

For dismissal, PreK students will be dismissed from the Early Learning Center as usual. Students in Kinder – 3<sup>rd</sup> grade will wear their mask, move to the library courtyard area, remain socially distanced and wait for their ride. Students in grade 4-7 will remain in their classroom. An employee will call out the names of the students to report to the carline while remaining socially distanced. On rainy days, students will be dismissed from their classrooms to the carline circle.

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### **During the School Day:**

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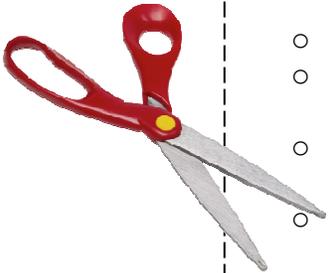
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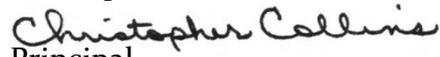
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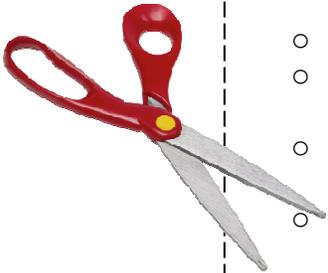
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(Zoom: <https://zoom.us/download>. Zoom Authorization form: <https://saintmm.org/documents/2020/6/Zoom%20Authorization.docx>)

### ZOOM RULES

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- Faculty and/or students should stay home if sick or showing symptoms of COVID-19.
- Appropriately cover coughs and sneezes (cough/sneeze into the elbow).
- Wear a cloth face covering if coughing and sneezing due to allergies or common cold.
- Teach children how to properly wear, use and care for face coverings.
- Wash hands with soap and water for at least 20 seconds or use 60% alcohol hand sanitizer (recommend establishing schedules or “when to” guidelines).
- Supervise young children to ensure proper hand-washing and safe use of hand sanitizer.
- Maximize spacing between individuals when feasible/practical.

### **Should a confirmed case of Covid-19 be identified at St. Margaret Mary School, we will adhere to the following CDC recommendations:**

- As soon as a case of Covid-19 has been confirmed, all faculty and students who may have come into contact with the infected person will be notified.
- Immediately notify local health officials and the Office of Catholic Schools. These officials should help administrators determine a course of action for school.
- Consider transitioning to a non-traditional school setting for a 2-5 day period.
- Consult and consider the cancellation of extracurricular group activities, after school programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events) during school dismissal period.
- Discourage staff, students, and their families from gathering or socializing anywhere.
- Coordinate with local health officials and the Office of Catholic Schools to communicate dismissal decisions and the possible COVID-19 exposure.
- Actions to be taken to disinfect contaminated areas:
  - Clean and disinfect thoroughly.
  - Make decisions about extending the school dismissal.
  - Implement Phase I academic plan for those affected.

- School dismissals and event cancellations may be extended if advised by local health officials.
- Coordinate with local health officials and the Office of Catholic Schools to initiate school reopening.
- Coordinate with local health officials and the Office of Catholic Schools to communicate the process and timeline for reopening with the school community

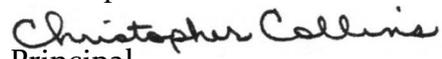
These guidelines, along with information from the archdiocese will be updated in the student handbook.

I understand that this is a lot to take in and you are welcome to reach out if you have any questions. The Lord tells us that He will strengthen us in our times of need, “So do not fear for I am with you; Do not be dismayed, for I am your God. I will strengthen you; I will uphold you with My righteous right hand (Isaiah 41:10).

We are facing times of change and uncertainty. Know that we are working diligently to provide a quality, Catholic education to your child(ren) during this unprecedented time.

Thank you for your understanding and may God continue to watch over us,

Christopher Collins

  
Principal



Christopher Collins, M.Ed.; Principal  
Scott Osborn, M.Ed.; Counselor  
Gay Knock; Development  
Lisa Suttles; Finance

July 6, 2020

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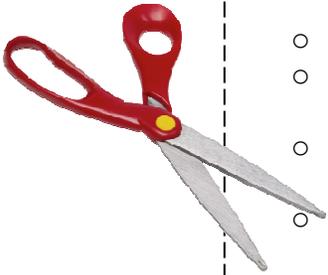
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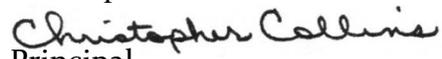
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We are facing times of change and uncertainty. Know that we are working diligently to provide a quality, Catholic education to your child(ren) during this unprecedented time.

Thank you for your understanding and may God continue to watch over us,

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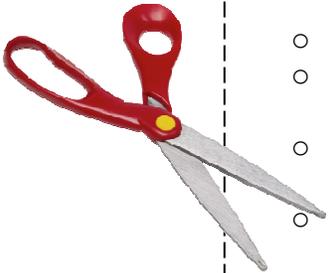
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**ZOOM** classroom meetings will take place for teachers and students to share instruction, lessons, and communicate. Teachers will provide links to ZOOM in their weekly report.

(Zoom: <https://zoom.us/download>. Zoom Authorization form: <https://saintmm.org/documents/2020/6/Zoom%20Authorization.docx>)

### ZOOM RULES

- Be on time.
- Be prepared.
- Dress appropriately.
- An Adult needs to be present.
- Meet from kitchen or living room.
- Turn on video.
- Mute yourself until it is your turn to talk.
- Raise your hand, if you want to talk.
- No chatting while teacher is talking or another student is speaking.
- Be respectful.
- Dress appropriately.
- Don't change your background.



**Google Classroom/Sites** will be utilized, if appropriate, for submitting information, sharing videos, or group learning. Teachers may also post videos of themselves leading or providing instruction, modeling, and interactive lessons. Teachers will provide access information as needed.

**Freckle, Accelerated Reader, BrainPop, etc.** – Some classes utilize specialty apps for learning. Your children should be familiar with these programs and instructions on access will be provided by teachers.

### **Expectations for Learning:**

#### Teacher Responsibility

- ✓ Teachers will post 5 videos each week providing instruction to students.
- ✓ Teachers will provide worksheets for skills practice and a calendar of weekly skills practice activities students can engage in.
- ✓ Teachers will conduct at least one Zoom class each week for extension activities, social engagement, and community building.
- ✓ Teachers will check in regularly with students and parents via messages and surveys to ensure the family's needs are being met.
- ✓ Teachers will collect pictures, videos, and other documents from parents to see what students are doing at home and adjust instruction accordingly.
- ✓ Teachers will respond to email concerns within 24 hours.
- ✓ Grades PreK – 2: Report Card grading scales will be altered so that the report card more accurately reflects what skills have/have not been introduced or assessed at a given point in time.
- ✓ Grades 3- 7: Report Card grades will be determined based upon successful completion of graded assignments and assessments.

#### Parent Responsibility

- ✓ Parents will assist students in learning while allowing students to master the learning for themselves in order for students to become successful in their work.
- ✓ Parents will engage students in home learning in ways that work best for their family and will communicate with teachers about concerns.
- ✓ Parents will help students attend weekly Zoom meetings and/or send pictures and videos to check in with teachers on a weekly basis.
- ✓ Parents will respond to messages and surveys sent by teachers.

#### Student Responsibility

- ✓ Students will adhere to an honor code where students are responsible for completing work themselves in a reasonable amount of time.
- ✓ Students will listen to instructions from teachers and parents.
- ✓ Students will pay attention to online instruction and follow guidelines for Zoom meetings.
- ✓ Students will do their best when completing activities, assignments, and assessments.
- ✓ Students will let their teacher and/or parent know when they do not understand a concept, idea, or activity.
- ✓ Students will write legibly so that work can be evaluated by the teacher.

- ✓ Students will dedicate time to classroom instruction (Zoom, video, etc) as well as time for study and practice for activities, assignments, and assessments.

## **General Practices to avoid the spread of Covid-19**

- Faculty and/or students should stay home if sick or showing symptoms of COVID-19.
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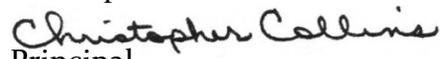
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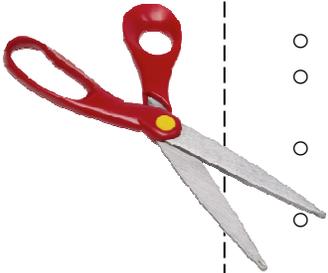
**Renweb/FACTS** will be the first line of information. Teachers will post expectations for each week under ANNOUNCEMENTS. This weekly report will be updated each Friday and will detail what is expected from students, when it is due, and have links to any worksheets, videos, or other materials—all in one place.

**ZOOM** classroom meetings will take place for teachers and students to share instruction, lessons, and communicate. Teachers will provide links to ZOOM in their weekly report.

(Zoom: <https://zoom.us/download>. Zoom Authorization form: <https://saintmm.org/documents/2020/6/Zoom%20Authorization.docx>)

### ZOOM RULES

- Be on time.
- Be prepared.
- Dress appropriately.
- An Adult needs to be present.
- Meet from kitchen or living room.
- Turn on video.
- Mute yourself until it is your turn to talk.
- Raise your hand, if you want to talk.
- No chatting while teacher is talking or another student is speaking.
- Be respectful.
- Dress appropriately.
- Don't change your background.



**Google Classroom/Sites** will be utilized, if appropriate, for submitting information, sharing videos, or group learning. Teachers may also post videos of themselves leading or providing instruction, modeling, and interactive lessons. Teachers will provide access information as needed.

**Freckle, Accelerated Reader, BrainPop, etc.** – Some classes utilize specialty apps for learning. Your children should be familiar with these programs and instructions on access will be provided by teachers.

### **Expectations for Learning:**

#### Teacher Responsibility

- ✓ Teachers will post 5 videos each week providing instruction to students.
- ✓ Teachers will provide worksheets for skills practice and a calendar of weekly skills practice activities students can engage in.
- ✓ Teachers will conduct at least one Zoom class each week for extension activities, social engagement, and community building.
- ✓ Teachers will check in regularly with students and parents via messages and surveys to ensure the family's needs are being met.
- ✓ Teachers will collect pictures, videos, and other documents from parents to see what students are doing at home and adjust instruction accordingly.
- ✓ Teachers will respond to email concerns within 24 hours.
- ✓ Grades PreK – 2: Report Card grading scales will be altered so that the report card more accurately reflects what skills have/have not been introduced or assessed at a given point in time.
- ✓ Grades 3- 7: Report Card grades will be determined based upon successful completion of graded assignments and assessments.

#### Parent Responsibility

- ✓ Parents will assist students in learning while allowing students to master the learning for themselves in order for students to become successful in their work.
- ✓ Parents will engage students in home learning in ways that work best for their family and will communicate with teachers about concerns.
- ✓ Parents will help students attend weekly Zoom meetings and/or send pictures and videos to check in with teachers on a weekly basis.
- ✓ Parents will respond to messages and surveys sent by teachers.

#### Student Responsibility

- ✓ Students will adhere to an honor code where students are responsible for completing work themselves in a reasonable amount of time.
- ✓ Students will listen to instructions from teachers and parents.
- ✓ Students will pay attention to online instruction and follow guidelines for Zoom meetings.
- ✓ Students will do their best when completing activities, assignments, and assessments.
- ✓ Students will let their teacher and/or parent know when they do not understand a concept, idea, or activity.
- ✓ Students will write legibly so that work can be evaluated by the teacher.

- ✓ Students will dedicate time to classroom instruction (Zoom, video, etc) as well as time for study and practice for activities, assignments, and assessments.

## **General Practices to avoid the spread of Covid-19**

- Faculty and/or students should stay home if sick or showing symptoms of COVID-19.
- Appropriately cover coughs and sneezes (cough/sneeze into the elbow).
- Wear a cloth face covering if coughing and sneezing due to allergies or common cold.
- Teach children how to properly wear, use and care for face coverings.
- Wash hands with soap and water for at least 20 seconds or use 60% alcohol hand sanitizer (recommend establishing schedules or “when to” guidelines).
- Supervise young children to ensure proper hand-washing and safe use of hand sanitizer.
- Maximize spacing between individuals when feasible/practical.

### **Should a confirmed case of Covid-19 be identified at St. Margaret Mary School, we will adhere to the following CDC recommendations:**

- As soon as a case of Covid-19 has been confirmed, all faculty and students who may have come into contact with the infected person will be notified.
- Immediately notify local health officials and the Office of Catholic Schools. These officials should help administrators determine a course of action for school.
- Consider transitioning to a non-traditional school setting for a 2-5 day period.
- Consult and consider the cancellation of extracurricular group activities, after school programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events) during school dismissal period.
- Discourage staff, students, and their families from gathering or socializing anywhere.
- Coordinate with local health officials and the Office of Catholic Schools to communicate dismissal decisions and the possible COVID-19 exposure.
- Actions to be taken to disinfect contaminated areas:
  - Clean and disinfect thoroughly.
  - Make decisions about extending the school dismissal.
  - Implement Phase I academic plan for those affected.

*Christopher Collins*

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