



Progressing forward to re-opening and welcoming back our Bearcat Families

To all our St. Monica Families:

Blessings to you this July and we pray daily that you and your loved ones remain healthy and safe throughout these unique times. Here at St. Monica, your team of dedicated staff know that you are anxious to better understand our re-opening plans. We first can reassure that although events change daily we have been diligently working on the plans to re-open. Although we still await final direction from the Diocese of Dallas for final details, this email is dedicated to give you an overview to help you plan for August 2020.

**Renovation of our beautiful campus/First official day of school:** Renovation is moving along well. Our students will be welcomed back to updated classrooms that are bright, well-ventilated, with improved WiFi connections and so much more. We are grateful to all who have made this renovation possible and to Father Guadagnoli for his love and support to ensure the success of this renovation. After a close review of the construction schedule along with ensuring a safe and healthy return for our students, the first official day of school on the campus is **August 24 K-8, our Pre-School program will begin August 11 as their classrooms are not affected by construction and renovation.** We will keep you posted with updates on the renovation virtually, so please keep a check on your emails.

**August 11-August 24:** Although we may not physically be on campus until August 24, we are excited to announce that during these 2 weeks we will be providing some exciting virtual community-building activities, getting to know your classmates/teachers, fun activities for learning and so very much more. We hope you will join us during these two weeks, virtually, to stay connected with your St. Monica Community friends.

If this schedule change will cause a conflict with work commitments for your family we are reviewing options to assist during this time.

**Re-opening Overview:** This overview will give you the basic structure of our plan to re-open, to ensure all health guidelines are followed and to reassure you that each child will be educated in the excellence that is St. Monica either on-site or virtually. Thank you to the team for the hard work to prepare for re-opening.

Please keep in mind that the Reopening Plan is a work in progress. We are constantly updating the plan based on currently released guidelines from the CDC and local health authorities.



## **ST. MONICA CATHOLIC SCHOOL RE-OPENING PLAN**

### **Technology Upgrades for the School**

In order to provide a better quality virtual campus learning experience, as well as to enhance on-campus utilization of educational technology, we made the following technology upgrades:

- Stronger WiFi capabilities implemented on campus to ensure seamless connectivity for technology use for virtual off-campus learning.
- Purchase of Laptops: 55 Dell Laptops have been purchased for teachers and education administrators. Laptops will replace classroom computers. All laptops are equipped with cameras.
- Teachers will have all the necessary programs to support on-site education and e-learning. Laptops will be purchased for administration staff for the 2021-22 school year.
- To unify our teaching and learning platforms, we have transferred to G Suite for Education. Its web-based tools can be accessed anytime, anywhere from any device, with a one password login for students. It will not only streamline our students' e-learning experiences, but it will be a valuable collaboration tool during in-person instruction as well. Its live video conferencing feature will provide a safe option for our teachers to deliver synchronous instruction during e-learning time periods, as well as for off-campus students to join their on-campus classmates in real-time and be active participants. Faculty and staff will be trained over the summer and during fall in service. Students will be trained during the first week(s) of school, off-campus students will receive virtual training.

### **COVID-19 Prevention and Response**

- Teachers and staff, including parish personnel, will self-screen and check daily for elevated temperature before coming on school premises.
- Students' temperatures will be taken by designated staff members every morning before entering the building with no-touch thermometers.
- Designated staff will be trained on taking temperature by a healthcare professional.
- Students with an elevated temperature will be immediately sent home. Because of limited isolation space students who become ill during the day must be picked up within 45 minutes of contacting parents or guardians. The temperature threshold will be defined at a later time as more detailed guidelines become available.
- Students/staff with elevated temperature (without fever-reducing medications) will be required to stay home for 72 hours after the fever is gone.
- Students/teachers/staff members experiencing COVID-19 symptoms must stay at home until certain, CDC-recommended re-entry conditions are met. These re-entry conditions will be detailed at a later time as more information becomes available.



- A student/teacher/staff member who is lab-confirmed to have COVID-19 must stay at home through the 14-day incubation period and will not be allowed on campus. A more detailed protocol regarding a COVID-19 positive case on campus will be released at a later time.
- Protocol regarding face coverings for students, teachers, and staff will be released at a later time.

## **TWO OPTIONS FOR FAMILIES: ON-CAMPUS LEARNING OR VIRTUAL CAMPUS LEARNING**

We are planning to be back in-person, however, we will be providing an option for virtual learning to families who do not feel comfortable with in-person instruction for their children.

Families who opt-out of on-campus learning will commit to virtual campus learning for the 1st quarter of the 2020-21 school year. Families who choose to be in school will commit to in-person instruction for the quarter. In case of symptoms or diagnosed illness in the family, COVID -19 stay-home protocols will apply.

### **OPTION 1: ON-CAMPUS LEARNING**

#### **Morning arrival, afternoon pick up**

- Staggered arrival and pick up times – details to follow soon

#### **Lunch, snacks, water bottles**

- Students will eat lunch in their classrooms.
- GWCTD (caterer) will be providing and delivering individually boxed cold lunches daily. Students will need to have an account to be able to order lunch. All orders will have to be made the previous week when the menu is available. Boxed lunches will be delivered to the classrooms.
- Students must bring a labeled water bottle to school each day, which may be refilled at non-touch water fountains.
- Students may bring a healthy snack to school each day. Snack is highly recommended for students PreK-5<sup>th</sup> grades.

#### **Recess**

- Students will be taken outside for recesses multiple times a day.
- Recess will be conducted by homeroom to maintain social distancing.
- Main school playground equipment will be available for students in K-3<sup>rd</sup> grades. Playground equipment will be disinfected multiple times a day.
- 4-8<sup>th</sup> grades will utilize the football field for outdoor recess.



## **Attendance**

As per the Catholic Schools Office Diocese of Dallas Handbook of Policies and Procedures, each student will attend a minimum of 90% of the attendance days of a given school year in order to be promoted to the next grade level. Attendance will be required of all students, whether off-campus or on-campus.

## **Meet the Teacher**

- Depending on the status of the pandemic this event might be virtual. Please stay tuned for email updates on times.
- In the case of virtual Meet the Teacher events, school supplies will be picked up on the first day of school.

## **Classroom space**

- Students in PreK-5<sup>th</sup> grades will be contained in their homeroom classes. Teachers will rotate and go to students' homerooms, including specials.
- In order to maximize space between the desks, teachers will be asked to clear all excess furniture from the classrooms.
- Classrooms will be cleaned and disinfected after lunch and at the end of each day.
- Social distancing of 6 feet will be instituted wherever possible.
- PE will be held outside whenever feasible.
- Middle School details will follow soon.

## **After-School Care**

- Available for on-campus students only
- Available for grades PK-8
- Location for PK: Family Center, Ms. Nunn's and Ms. Foster's room
- Location for K: B5, B6
- Location for 1<sup>st</sup> grade: B11, B12
- Location for 2<sup>nd</sup> grade: C18, C24
- Location for 3<sup>rd</sup> grade: C13, C19
- Location for 4<sup>th</sup> grade: C16, C21
- Location for 5-8<sup>th</sup> grades: Cafeteria - Given the size of the cafeteria Social distancing 6 feet apart will be feasible.

The purpose of relocating our K-4<sup>th</sup> students from the after school care classrooms in the family center to the B and C wing classrooms is to keep the same groups of students together with minimal mixing of various classrooms and grade levels.

Detailed pick-up procedures will be communicated by email before the start of the school year.



## **Athletics**

We are waiting for guidance and plans from the DPL regarding fall sports. We will communicate with you as soon as more information is available.

## **Visitors and Volunteers**

- We will restrict on-campus visitors to only those essential to school operations (speech therapists, educational diagnosticians, and similar personnel will be allowed on campus, however, they will be required to follow our health screening protocols.
- Volunteers will not be allowed on campus in the first quarter, however, this might change later in the school year.
- Procedures for picking up and dropping off students outside of regular drop-off and pick-up times will be communicated at a later time.

## **OPTION 2: VIRTUAL CAMPUS LEARNING**

As an alternative to on-campus learning, our families will be able to attend school from home during the first quarter. While we understand that school is meant to be in-person and on-campus, given the current pandemic situation, some of our families may not feel comfortable sending their children to school.

## **Requirements for Home**

- Students must have an electronic device at home at their disposal, other than a smartphone. We can help if you are in need of a device, please contact Amy Melle [amelle@stmoniaschool.org](mailto:amelle@stmoniaschool.org).
- Students must have internet access at home.
- Students must have a quiet home study space to be able to participate in virtual learning on a daily basis.
- In order to maintain academic rigor, students must be able to study and follow live instruction in a manner that is not distracting and disruptive.

## **Assignments and Assessments**

- Students who opt for virtual campus learning will be responsible to submit assignments in a timely manner. Not being present will not be accepted as an excuse for late assignments.
- Quizzes and tests will be taken in a similar manner on the same day when on-campus students are testing.
- Grading standards will not be lowered for virtual campus students. It is the student's responsibility to ask for help and clarification when needed.
- Virtual campus learners must be prepared to take tests and quizzes electronically.



## **Specials**

- Virtual off-campus learners will continue to have specials on their schedule. Everyone will be required to submit projects and assignments in a timely manner.
- All specials subjects will be graded to provide uniformity among on-campus and off-campus students.
- Virtual campus learners will be exempt from receiving a grade in PE, however, frequent engagement in outdoor activities and non-contact sports are highly encouraged as part of a healthy daily routine.

## **Other Support**

- We will continue to provide Dyslexia Therapy for students who are identified and would be receiving daily support on campus. Mrs. Luna and Ms. Warnick will be contacting you to set up a virtual schedule.
- Mrs. Smith will continue to provide small group or one-on-one academic support for students who need it.
- Mrs. Kirgis will be available for virtual office visits for social-emotional support.

## **Virtual Off-Campus Student Schedule**

- Off-campus learners will receive a schedule for the 1<sup>st</sup> quarter. Keeping to this schedule on a daily basis will provide structure and alleviate the stress of late-night studying.
- Off-campus learners will be held to the same standards as on-campus learners.

## **STATE-WIDE SCHOOL CLOSURES**

In case schools are shut down again and we have to quickly transfer to e-learning for all students, we are prepared. Our recent technology upgrades, the purchase of G Suite, the deployment of Google Classroom tools, our 4<sup>th</sup> quarter experiences and your survey feedback prepares us to take St. Monica e-learning to the next level.

Thank you for placing your children's education into our hands.

Angeline Trudell, President

Krisztina Shields, Principal

*United in Faith, Hope, and Love*