

St. Mark School
399 Woodward Ave.
Buffalo NY, 14214
Reopening Plan for the 2020-2021 School Year in
Response to COVID-19



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INTRODUCTION	3
SECTION 1: STAKEHOLDER COMMUNICATION	
1.a <i>EFFECTIVE COMMUNICATIONS AND FAMILY ENGAGEMENT</i>	3
1.b. <i>COVID-19 RESPONSE TEAM</i>	4
1.c. <i>CANCELLATION OF CLASSES</i>	4
SECTION 2: HEALTH AND SAFETY	4
2.a <i>HEALTH & HYGIENE PRACTICES</i>	4
2.b <i>CONTAINMENT PLAN</i>	6
2.c <i>REPORTING INFECTION</i>	6
2.d <i>SOCIAL DISTANCING, FACE COVERINGS AND PPE</i>	7
2.e <i>AT HOME STUDENT SCREENING TOOL</i>	8
SECTION 3: ARRIVAL AND DISMISSAL	8
3.a <i>TRANSPORTATION AND DROP OFF</i>	8
3.b <i>ENTRY POINTS</i>	8
3.c. <i>STUDENT ARRIVAL</i>	9
3.d <i>STUDENT DISMISSAL</i>	9
3.e <i>EMPLOYEE SCREENINGS AND PROTOCOLS</i>	10
SECTION 4: VISITORS AND DELIVERIES	10
4.a <i>VISITOR SCREENING AND PROTOCOLS</i>	10
4.b <i>MAIL AND PACKAGE DELIVERY</i>	11
SECTION 5: FACILITIES	11
5.a. <i>MAINTENANCE, BUILDING AND GROUNDS</i>	11
5.b. <i>DAILY OPERATIONS</i>	12
SECTION 6: CHILD NUTRITION AND CAFETERIA USE	12
SECTION 7: ATTENDANCE	13
SECTION 8: TEACHING AND LEARNING	13
8.a <i>NYS GUIDELINES ON INSTRUCTIONAL TIME</i>	13
8.b <i>GRADING</i>	14
8.c <i>DISTANCE LEARNING</i>	14
SECTION 9: ATHLETICS AND EXTRACURRICULAR ACTIVITIES	15
9.a <i>PHYSICAL EDUCATION CLASSES</i>	15
9.b <i>INTERSCHOLASTIC ATHLETICS</i>	16
9.c <i>FACILITY USAGE</i>	16
9.d <i>EXTRACURRICULAR ACTIVITIES</i>	16
9.e. <i>AFTER SCHOOL PROGRAM</i>	16
SECTION 10: STAFF PROFESSIONAL DEVELOPMENT	17

ST. MARK SCHOOL RETURN TO SCHOOL PLAN

APPENDIX A: REOPENING MODEL OPTIONS

APPENDIX B: PARENT & TEACHER FEEDBACK ON DISTANCE LEARNING

APPENDIX C: SIGNAGE EXAMPLES

INTRODUCTION

The following Reopening Plan outlines options for St. Mark School's 2020-2021 school year. The plans include protocols and procedures that address: capacity; social distancing; personal protective equipment; face coverings; operational activity; restart operations; hygiene, cleaning, and disinfection; extracurriculars; transportation; food services; mental health and social emotional support; and communication. The plans include the reopening of school facilities for in person instruction; the monitoring of health conditions to ensure detection of infection; containment to prevent spreading of the disease if infection is detected; and closure if infection cannot be contained or if closure is otherwise necessary and/or required by the state or local department of health. Per the Governor's recommendations, schools will only be able to offer in person learning if the infection rate is below 5%. For this reason, this document outlines plans for multiple models for reopening, including in-person learning, distance-learning or a hybrid combination of the two models. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO) and the New York State Board of Regents. This Reopening Plan is considered a living document that can be updated and revised as necessary.

SECTION 1: STAKEHOLDER COMMUNICATION

1.a. EFFECTIVE COMMUNICATIONS AND FAMILY ENGAGEMENT

- It is important that all stakeholders of the St. Mark School community are informed with regular updates regarding COVID-19, NYS health and safety guidelines and our school's instructional models.
- As new information becomes available and/or changes are made to this document, updates will be shared to keep everyone aware of current guidance measures.
- Families will continue to be provided with clear and ongoing communication including reopening plan and guidance on school safety protocols and safety guidelines
- Parents will be given opportunity for feedback including ongoing two-way communication with administration and online surveys
- Reopening Plan will be posted on school website
- All health and safety protocols and procedures, including CDC guidelines will be shared with families directly and posted on our school website
- Families of students who are considered "high risk" or who reside with someone "high risk" are asked to contact school administration directly so that accommodations may be made for Distance Learning.
- Health and safety policies and protocols will be displayed on school website
- Health and safety policies and other pertinent information will be sent home via email to all school community members
- St. Mark School will also encourage all students, faculty, staff, and visitors through verbal and written communication (e.g., signage) to adhere to CDC and DOH guidance regarding the use of PPE.
- Signage will be placed at all school entrances, office doors, classrooms and hallways

throughout the school.

- All signs will include text and graphics to ensure comprehension by students of all ages
- Teachers will review signage with students on a regular basis
- See examples of Signage in Appendix C

1.b COVID-19 RESPONSE TEAM

In alliance with the DOH guidance, the school principal, assistant principal and building nurse will be designated as points of contact upon the identification of positive COVID-19 cases. Herein they will be referred to as the “COVID-19 Response Team.”

- The COVID-19 Response Team will be responsible for subsequent communication to families and the community at large. They will be responsible for answering questions from students, faculty, staff, parents, or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school.

1.c CANCELLATION OF CLASSES

- Should the Governor’s Executive Orders, Buffalo Public Schools Superintendent, the Diocese of Buffalo Superintendent or government officials suspend or cancel in-school classes, St. Mark School will immediately transition to a Distance Learning Model
- NYS Dept. of Education will be notified if in-school classes are suspended or cancelled
- All teachers and staff will be educated on Distance Learning contingency plans during Teacher Orientation, including their roles and responsibilities.

SECTION 2: HEALTH & SAFETY

2.a. HEALTH & HYGIENE PRACTICES

Checking For Illness

How to Check for Illness –

Children and Staff Actions to Take to Prevent Illness

- Encourage children and staff to take everyday preventive actions to prevent the spread of respiratory illnesses:
 - o Strict adherence to staying home when sick
 - o Appropriately covering coughs and sneezes
 - o Cleaning and disinfecting frequently touched surfaces
 - o Washing hands often with soap and water
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
 - Young children should be supervised when they use hand sanitizer to prevent

swallowing alcohol.

Symptoms of COVID-19 in Adults:

- The following symptoms may appear 2-14 days after exposure.
 - o Fever of 100F (38C) or higher
 - o Cough
 - o Shortness of breath
 - o Other respiratory symptoms have been reported

Symptoms of COVID-19 in Children:

- Children with confirmed COVID-19 have generally presented with mild symptoms. It's not known yet whether some children may be at higher risk for severe illness, for example, children with underlying medical conditions and special healthcare needs.
 - Reported symptoms in children include cold-like symptoms, such as:
 - o Fever of 100F (38C) or higher
 - o Runny nose
 - o Cough
 - o Vomiting and diarrhea have also been reported.

Teachers & Staff

- o Perform temperature checks when starting shift.
- o Have multiple thermometers available for screening.
 - Thermometers should be cleaned and disinfected between uses, following the manufacturer's instructions for use (In the absence of instructions, disinfect with alcohol pad and let air dry between uses).
 - o Staff arriving with fever or symptoms will be sent home.
 - o Document absence of fever, shortness of breath, new or change in cough, and sore throat.
 - o Report any respiratory symptoms that develop during the shift.

(This guidance was developed from CDC's K-12 Schools and Childcare Programs FAQs for Administrators and CDC's Coronavirus Disease-2019 (COVID-19) and Children Frequently Asked Questions and Answers)

- Students will be educated on all expectations surrounding health policies and protocols related to the school, CDC and DOH, including everyday preventive actions they can take to prevent the spread of COVID-19. These expectations and protocols will be reinforced on a daily basis.
- **All visitors must wear a mask or face covering upon entry to the school building.**
- All teachers, staff and students shall be familiarized with the standard public health practices used to prevent the spread of diseases. Such practices will include: social distancing, frequent hand washing, use of hand sanitizer, use of face coverings that cover the nose and mouth, respiratory and cough etiquette, enhanced disinfection of surfaces.
- Health and safety supplies shall be provided daily for students and staff. Such supplies will include: soap at all sinks, hand sanitizer available throughout the school, paper towels, tissues, disinfectant wipes, cloth face coverings.

- Accommodations will be made for any families with extenuating circumstances due to illness or underlying conditions that deem them vulnerable to COVID-19 infection
- The school encourages parents to take their child(ren)'s temperature at home before school and to keep any child with a temperature of 100F or higher or who exhibits any other sign of sickness to stay home or see a doctor.

2.b. CONTAINMENT PLAN

- Should an individual demonstrate symptoms or a case of COVID-19 be documented, the nurse will immediately coordinate with the local health department and inform school administration
- If a student develops a fever of 100°F or higher during a school day, he/she will be isolated. Parents/guardians will be notified immediately and the child will not be permitted into school for a designated amount of time. The classroom will be disinfected. The school community will be notified that COVID-19 symptoms have been exhibited by a member of the school community within the building.
- Students with temperatures at or above 100°F will be isolated, checked by the nurse and will wait for a parent to pick them up to take them to a doctor or healthcare provider. Visitors and staff with temperatures at or above 100F will be dismissed from school grounds.
- Any student displaying COVID-19 symptoms during the school day will be isolated and will have a parent to pick them up to take them to a doctor or healthcare provider. Students displaying such symptoms or diagnosed with COVID-19 will not be permitted to return to school for a minimum of 10 days until a doctor's note is provided indicating the student is not infected.
- Any teacher displaying COVID-19 symptoms during the school day will be sent home immediately. Teachers displaying such symptoms or diagnosed with COVID-19 will not be permitted to return to school until a doctor's note is provided indicating the student is not infected or the CDC recommended amount of time spent in quarantine is achieved.
- Any space occupied by an individual displaying COVID-19 symptoms will be emptied of occupants, sanitized and properly ventilated. Parents and staff will be notified of the possible COVID-19 infection.

2.c REPORTING INFECTION

- Parents/guardians need to notify the school directly if their child tests positive for Covid-19. The COVID-19 response Team will assess the possible need of putting the entire school under quarantine for a designated amount of time. During this time all students will transition to Distance Learning and the school building will be completely cleaned and disinfected. St. Mark School administration will keep the school families

and community stakeholders updated and will communicate when in person learning will safely resume.

- All staff will be instructed to inform the school nurse and administration if they are sick with COVID-19 related symptoms and to stay home from school if they are displaying symptoms or test positive for COVID-19
- All parents will be instructed to inform the school if their child(ren) are sick with COVID-19 related symptoms and to keep the child(ren) home from school if they are displaying symptoms or test positive for COVID-19
- The COVID-19 Response Team will serve as the point persons for COVID-19 information reporting and will contact the Erie County Department of Health
- School-wide sick protocols will be communicated to all stakeholders, including signs and symptoms of COVID-19 and temperature thresholds requiring students or staff to stay home

2.d SOCIAL DISTANCING, FACE COVERINGS AND PPE

- Families are encouraged to provide face coverings for students to wear on a daily basis. In compliance with NYSED regulations and Executive Order 202.16, disposable masks will be made available to supplement the cloth masks provided by families and will be available through the school office in case a clean mask is needed/required by students and/or employees.
- Employees will be given the choice of providing their own face covering or wearing what is provided by St. Mark School. In compliance with NYSED regulations and Executive Order 202.16, disposable masks will be made available to supplement the cloth masks provided by families and will be available through the school office in case a clean mask is needed/required by students and/or employees.
- All staff will be required to wear a face shield or mouth/nose covering when inside the building unless he or she has a medical reason making it unsafe to do so
- All students will be required to wear a face shield or mouth/nose covering when inside the building unless he or she has a medical reason making it unsafe to do so
- Mask breaks will be built into the schedule while following social distance, health and safety guidelines
- Students and adults may remove face coverings when eating
- All persons entering St. Mark School will be required to wear the face covering over their mouth and nose for maximum effectiveness.
- Disposable face coverings will be available at the school entrance if an individual does not have their own covering available.
- Any time an individual cannot maintain appropriate social distancing, they must wear acceptable face coverings.

2.e AT-HOME STUDENT SCREENING TOOL

- The health and safety of the children and adults in our school is paramount. Health and safety considerations always come first in every decision made and every action taken by the school. To maintain the health of all individuals, all who seek entrance to St. Mark School will be screened in accordance with the health and safety guidelines put forth by the CDC.
- To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be supplying a student screening tool for families to reference on a daily basis prior to sending/bringing their child(ren) to school. This tool will consist of a set of questions related to COVID-19 symptoms. If the answer to any of the questions is yes OR if a child's temperature at home is 100F or higher, students should not attend school that day.

SECTION 3: ARRIVAL & DISMISSAL

3.a. TRANSPORTATION AND DROP OFF

- Students will be transported to school via personal vehicle or District supplied school bus
- St. Mark School students will be required to follow the face covering and social distancing requirements of the bus company.
- Families who are able to transport their child(ren) to school even if they have access to school buses are encouraged to do so in order to help prevent the spread of COVID-19 and reduce potential risk of exposure
- All student passengers will follow the protocols and procedures set forth by their district's school bus transportation program

3.b. ENTRY POINTS

- There will be one door for on-time student entry into the school building. Door #3 (gym entrance) will be for students who arrive by bus or drop off.
- Door #2 (main entrance) will be for students who are driven by a parent and who arrive AFTER 8:00 am. Parents must accompany their children to Door #2 if they arrive late.
- The entrance will be manned by staff to take the temperature of students before allowing access to the building.
- Signage will be at entrances explaining procedures and expectations for school entry

3.c. STUDENT ARRIVAL

- All individuals will be required to wear masks.
- Arrival procedures shall be amended to maximize social distancing and ensure safety protocols are followed:
 - Students arriving by bus or dropped off by an adult will enter Door #3 (gym)
 - All students' temperatures will be taken prior to entering (or in vestibule during inclement weather)
 - Students who arrive late (after 8:00am) will be walked to Door #2 by a parent wearing a mask and will be signed in after temperature is taken
 - All individuals' hands will be sanitized upon entrance to the school
- Students will be required to wait to get their temperature checked with maximum distance in between parties. Families residing within the same household may wait together without distancing. During inclement weather, students will wait to get their temperature checked in a designated area inside the school with maximum space in between parties.
- All students' temperatures will be checked at the entrances. If a student's temperature is 100°F or above, the student will either go home with the adult who accompanied them to school or be taken to the school nurse and kept in isolation until an adult can pick them up and transport them to a doctor or healthcare provider.
- Staff members who are taking student temperatures will be supplied with gloves and a face shield or protective goggles.

3.d. STUDENT DISMISSAL

- Dismissal procedures shall be amended to maximize social distancing and ensure safety protocols are followed:
 - Bus:
 - Students who ride the bus home will be dismissed from the classrooms first. They will then go directly to their designated site, either the cafeteria or gym, where they will wait until their bus is called to load passengers. Maximum distance between students will be ensured as they wait and masks will be worn by all students and adults.
 - Following the dismissal of all buses, the cafeteria and gym will be sanitized before the students who attend After School enter said locations.
 - social distancing will be maximized as students walk to and enter busses
 - The transportation companies will ensure all health and safety guidelines are met while students are on the bus
 - Students on buses who arrive late for dismissal: If a bus arrives later than our dismissal time, students on that bus will remain in their designated area until the bus arrives.
 - Parent Pick Up:
 - Once students who ride the bus are dismissed from the classrooms and hallways, students who dismiss via parent pick up or who attend After School will be called to dismiss.

ST. MARK SCHOOL RETURN TO SCHOOL PLAN

- Students who get picked up will wait outside designated doors (door #1- grades 6-8, door #2- grades K-2, door #3- grades 3-5). Students will wait with their teacher and maximum distance will be ensured. All individuals, including parents picking up their children, must wear a mask.
- Note on congestion: Parents waiting outside to pick up their students must maintain proper social distancing and wear masks on school property.

After School:

- Students who attend after school will be called to wait in the hallway with maximum distance ensured and masks on. Once the bus students have been dismissed from the gym and cafeteria and the gym and cafeteria have been sanitized, the students who attend After School will be permitted into those areas.

3.e. EMPLOYEE SCREENINGS AND PROTOCOLS

- To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our staff and students, all staff members will be required to complete a COVID-19 self-screening questionnaire
- Prior to entering the school building beginning each day all staff members will complete a “COVID-19 Daily Self-Checklist” questionnaire. If the answer to any of the questions indicates the staff member may have COVID-19 symptoms, the staff member will contact administration immediately. They will be denied entry to the school and will be directed to contact a health provider. All employees must be able to attest that they answered “NO” to all of the questions on the self-checklist in order to enter the school.
- Upon entering the building through the employee entrance (door #1), all staff members will be required to take their temperature using the supplied thermometer in a designated work station. Should a staff member’s individual temperature register at or above 100°F, they are directed to contact administration immediately. The individual will then be directed to leave the building to see their doctor or healthcare provider. They may not return to school for either ten days or until they have permission from their physician to return. Before any others are allowed to enter this area, the area must be completely sanitized by maintenance..
- After taking their temperature, the employee needs to sanitize the thermometer and then use the hand sanitizer before signing in for the day.

SECTION 4: VISITORS & DELIVERIES

4.a. VISITOR SCREENING AND PROTOCOLS

- Visitors entering St. Mark School will be limited to those individuals who provide services to our students through outside agencies and parents picking up their children.
- All visitors must wear a mask or proper face covering
- All visitors’ temperatures will be taken upon arrival
- A COVID-19 screening questionnaire will be administered to all visitors

4.b. MAIL & PACKAGE DELIVERY

- Mail will be delivered and picked up in the front vestibule near Door #2. Mail delivery personnel will be required to wear a face covering when entering the vestibule of the building.
- Packages will also be delivered and picked up in the front vestibule unless otherwise noted. Delivery personnel will be required to wear a face covering when entering the vestibule of the building.
- Should it be necessary for the delivery person to enter the building for any reason, they will be required to successfully complete the Visitor Screening.
- If a delivery must be signed for, the signer will use the gloves provided by the office.
- When necessary, deliveries will be sanitized by the maintenance staff before they are moved to another area of the building. The area where packages were deposited should also be disinfected when the delivery is removed from the area.
- Food and supply vendors will be communicated with by the Cafeteria Manager to determine the safest way to handle deliveries

SECTION 5: FACILITIES

5.a. MAINTENANCE, BUILDING & GROUNDS

- All physical spaces that will be occupied by children and/or adults will be configured and maintained in a way that provides maximum possible protection from spreading the coronavirus.
- Social distancing and other safety measures have been and will continue to be put in place to slow and prevent the spread of COVID-19.
- All Maintenance, Building & Grounds staff will be trained by a janitorial service in proper use of sanitizing equipment and products, along with how to properly clean and disinfect all surfaces
- Social distancing between student and teacher workstations will be maximized, achieving 6 feet when possible (classrooms, hallways, cafeteria)
- Space between teacher and students will be maximized
- Signs related to stopping the spread of the virus will be prominently displayed throughout the school in languages appropriate for our student population
- Markers and arrows will be placed on the floor to allow for social distancing and traffic flow
- When staff and/or students are required to move throughout the building, face coverings must be worn. Individuals should remain 6 feet apart at all times and walk on the right hand side of the hall in the direction they are going. Hallways and stairways will be marked in 6 foot distances and the center of all walkways will be divided.

- The entire school will be sanitized daily by maintenance staff
- Bathrooms will accommodate only two students at a time
- Drinking fountains will be closed and water bottle filling stations will be sanitized daily
- Playground will be closed
- All teachers and staff will be trained during Teacher Orientation to practice new protocols (social distancing, cleaning, hygiene practices, materials usage)
- The main office and nurse's office will be reconfigured to maximize distancing
- Plastic/Plexiglass shields will be placed throughout the main office and nurse's office, on every teacher's desk and on Kindergarten tables
- Natural and mechanical air circulation and proper ventilation will be enforced throughout the building. This includes classroom doors being left open, windows open when outside temperature allows, fans and other air circulation techniques throughout the school. Local consultants have been contacted and they are researching other air purification and ventilation options.

5.b. Daily Operations

- The master schedule will be amended to allow for: reconfigured traffic patterns throughout school, more time for class changes due to new traffic patterns, the needs for distancing during arrival and dismissal, and to allow for two grade levels per lunch period
- Fire, Safety and Emergency drills are required by law and will be conducted following health and safety precautions.
- Worship Plan: Masses will be coordinated with school pastor to allow for maximized distancing and safety (i.e. grade level masses)
- The School Sports program will be coordinated through our Athletic Director and Diocese regulations which will adhere to all CDC, state and local health and safety guidelines. As of this publication there are NO interscholastic sports permitted
- There will be no in person school concerts, assemblies, Parent-Teacher conferences, "Back to School Night", etc

SECTION 6: CHILD NUTRITION & CAFETERIA USE

- USDA regulations and policies will be followed by the Cafeteria Manager and Cafeteria staff
- Cafeteria staff will wear single use gloves, masks and hair nets at all times
- Shared condiments and shared items will not be allowed
- All lunch materials will be disposable
- All students will sanitize or wash hands before entering the cafeteria
- Two grade levels of students will eat in the cafeteria per time slot
- Food will be delivered to the students while seated
- Students will sit distantly using multiple tables and table shields will be provided
- No outside food will be permitted (i.e. pizza cannot be ordered and delivered from a local restaurant). Students may bring their lunches.

- Kindergarten students will eat in their classrooms. Training will be provided for aides regarding food allergies, meal service related activities and health and safety protocols. Plexiglass/plastic dividers will be installed to create a barrier between students when eating.
- Lunch periods will be 30 minutes with 15 minutes built into the schedule after each lunch so that proper disinfection and sanitizing may take place
- Appropriate hand hygiene will be practiced by all students and staff before and after eating
- Food and beverages will not be shared by students or adults
- All meals must be prepaid using the online account system. Cash is not permitted.
- Visitors cannot be permitted into the cafeteria or kitchen during any meal service
- Food and supply vendors will be communicated with by the Cafeteria Manager to determine the safest way to handle deliveries
- Cafeteria staff will be trained and retrained as needed on policies, protocols and procedures related to health, safety and standard operating procedures
- Documented requests for children with special dietary needs (e.g. food allergies) will be accommodated.
- Off-Site Meal Distribution: These services will be provided through the local public school districts and/or coordinated with our Cafeteria Manager and federal and state guidelines
- Meal benefit applications will be provided by our school office and on our website

SECTION 7: ATTENDANCE

- It is important that students participate in learning opportunities regularly, regardless of whether it is in person learning or online learning.
- A mechanism will be implemented for collecting and reporting daily teacher/student engagement or attendance regardless of instructional setting (in person, hybrid, or distance learning). This mechanism will be communicated to all stakeholders and will be mandatory to complete.

SECTION 8: TEACHING AND LEARNING

- 8.a.** From the NYS Reopening Guidelines for Religious and Independent Schools (7/27/20):
“Hours of instructional time are not defined as a student’s time spent in front of a teacher or in front of a screen, but time engaged in learning under the guidance and direction of a teacher. These experiences might include but are not limited to: completing online modules or tasks; viewing instructional videos; responding to posts or instructor questions; engaging with other class participants in an online or phone discussion; conducting research; doing projects; or meeting with an instructor face to face, via and online platform, or by phone.”

All courses will be taught either in person or via Distance Learning, including ELA, Math, Social Studies, Science, Religion, Health (7 & 8), Spanish (4-8), Art, Music, Technology, Library, Physical Education

- Students who receive special education services required by an IEP will continue to

receive such services wither in person or virtually

- Formative or diagnostic assessments will be used by teachers to determine student gaps and/or progress since Spring of 2020 and beyond in order to provide appropriate instruction

8.b. Grading

- Clear and transparent grading policies that are applicable to each model of learning and instruction and aligned to the outcomes of the course will be implemented and communicated with all teachers, students and parents.

8.c. Distance Learning

- Feedback from the Spring 2020 iteration of Distance Learning was strategically used to inform future Distance Learning and our online learning infrastructure.
- Whether our instructional model is fully distant learning, a hybrid of in-person and distance learning or fully in-person, changes have been made to St. Mark School's online instructional model. We have strategically used the Spring of 2020 experience with Distance Learning and feedback from parents and teachers to make changes to online instruction. Implementing consistent communication and instructional strategies is of the utmost importance. The following changes will be made for the 2020-2021 school year:

Student Engagement:

- All students in K-8 will have St. Mark email addresses which will allow them access to Google Classroom
- Google Classroom will be implemented schoolwide
- Google Sites will be implemented schoolwide
- Zoom/Google Meet will be used by all teachers at least once per week for instruction, meetings or virtual social gatherings for students
- Zearn (a Math practice website) will be used for Math in K-6
- Consistent schedules for instruction, handing in work, virtual meetups and Specials will be implemented schoolwide

Communication:

- The Google Classroom Progress Reports feature will be mandatory for parents to access. Parents can choose daily, weekly or monthly reports to be shared directly.
- Teachers and administration will also use email to communicate with parents & students.
- Zoom/Google Meet will be used to virtually meet with students in groups or individually
- Zoom/Google Meet will be used for parent-teacher meetings when necessary
- Zoom/Google Meet will be used by administration to facilitate Grade Level Meetings, Professional Development and Faculty meetings

These changes will allow for streamlined communication and instruction should St. Mark School implement a full Distance Learning model or hybrid model. The changes also support an improved version of our online infrastructure for in-class learning. They are outlined in Appendix B.

8.d. Social-Emotional Learning & Mental Health

It is unrealistic to expect that students will return to instruction as they left it when the Stay At Home order began. Students may have had stressful or traumatic experiences while isolated from school, family, friends, and the community. Some students may have had positive experiences during the school closure, as well. The school is positioned to support and nurture these new skills and mindsets. The school is prepared to meet students where they are, regardless of the circumstances in which they may find themselves.

- Professional Development will be provided for teachers on strategies for supporting students SEL and mental health, along with their own adult SEL and mental health.
- Our part time school counselor and full time Health teacher and Religion teacher will coordinate virtual webinars for parents in supporting their childrens' SEL and mental health along with creating programming to support for our teachers and students.
- Our Library teacher will support the school community with literature, including picture books, that will support students' SEL and mental health.
- Staff will be reminded that they are mandated reporters who must identify and report issues related to abuse and neglect, even during Distance Learning

SECTION 9: ATHLETICS & EXTRACURRICULAR ACTIVITIES

9.a. PHYSICAL EDUCATION CLASSES

- Depending on activity, social distancing may be expanded from 6 feet to 12 feet
- Physical Education is very important for all students at St. Mark School, especially during times of stress and great uncertainty.
- Physical Education classes will focus on mental and physical well being through breathing activities and yoga.
- Stretching and low impact aerobic activities will be practiced outside, weather permitting, with maximum distance ensured. If inclement weather calls for inside learning, the students will be in the gymnasium with proper ventilation.
- Students will wear sneakers and the school gym uniform to school on days their schedule indicates Physical Education
- Hand sanitizer will be provided if needed throughout the class.
- Teachers and students will wear a facemask anytime distance cannot be observed.

9.b. INTERSCHOLASTIC ATHLETICS

- St. Mark School understands the important role that athletics play in the emotional, social, and physical aspects of our students' lives. At the time of this publication, no interscholastic athletics are allowed through the Diocese of Buffalo.
- St. Mark School participates in sports run through the Diocese of Buffalo and will be adhering to the rules, procedures and directives given to us from the NY State Department of Health, the CDC, and the Director of Elementary Athletics for the Diocese of Buffalo. Competitive sports will only begin once approval of governing entities is received.

9.c. FACILITY USAGE

- At the time of this publication, St. Mark School cannot allow for our gymnasium or cafeteria to be used by coaches for any type of sports practice.
- At the time of this publication, St. Mark School cannot allow for our gymnasium, cafeteria or classrooms to be used by any extracurricular activities besides the approved After School Program

9.d. EXTRACURRICULAR ACTIVITIES

- At the time of this publication, after school activities such as teacher led clubs cannot take place on school grounds
- At the time of this publication, after school tutoring by St. Mark Teachers cannot take place on school grounds

9.e. AFTER SCHOOL PROGRAM


- The After School Program will have a maximum capacity of students and will use the bottom floor of the school building (cafeteria & gym)
- Students and staff will wear masks or proper face coverings
- Students will have their own supplies
- Areas used by After School staff and students will be sanitized after use
- Space between students and teachers will be maximized to allow for distancing.
- All After School staff will be trained in proper health and safety protocols outlined by NYSDOH and CDC
- Dismissal protocol will be put in place using Door #1

SECTION 10: STAFF PROFESSIONAL DEVELOPMENT

- In August 2020, our maintenance, building and grounds staff will engage in an in-service in proper cleaning and sanitizing techniques and protocols, along with proper use of newly acquired sanitization tools and PPE
- In September 2020 during Teacher Orientation days, all teachers will be trained in the health and safety protocols for the prevention of the spread of COVID-19. Common instructional materials for students regarding health and safety protocols and proper hygiene will be shared to ensure a common message throughout the school.
- Throughout the 2020-2021 school year, all teachers will be provided with PD in the areas of Distance Learning communication and instructional strategies
- Throughout the 2020-2021 school year, all teachers will engage in PD surrounding Social-Emotional support for students
- All teachers and staff will be trained in the necessary health and safety protocols and procedures for stopping the spread of COVID-19 and using our school building
- Grade level meetings with administration and faculty meetings will be held virtually in order to ensure communication with staff members regarding COVID-19 health and safety guidelines, instructional models, best practices and schoolwide information

APPENDIX A:

St. Mark School Fall 2020 Reopening Model Options



ST. MARK SCHOOL REOPENING PLAN MODELS

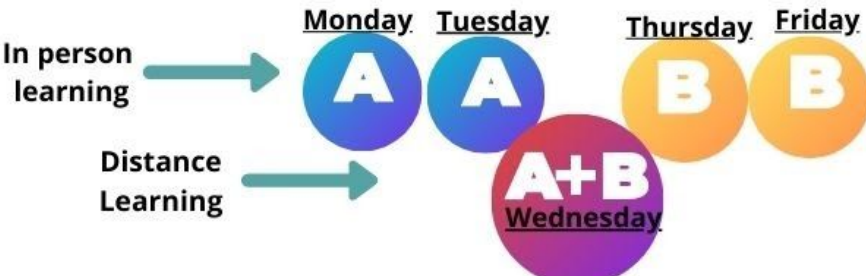
1 MODEL 1.A

- Student body split into two main cohorts resulting in 50% of student body attending in-person school

In person learning →

Distance Learning →

Monday Tuesday Thursday Friday



- Cohort A attends Monday & Tuesday
- Cohort B attends Thursday & Friday
- Wednesdays are for virtual instruction for cohorts A and B and grade level meetings for teachers

OR

MODEL 1.B

- Student body split into two main cohorts resulting in 50% of student body attending in-person school on alternating days
- Week 1: Cohort A attends Monday, Wednesday, Friday
- Week 1: Cohort B attends Tuesday, Thursday
- Week 2: Cohort A attends Tuesday and Thursday
- Week 2: Cohort B attends Monday, Wednesday, Friday
- This schedule alternates each week



ST. MARK SCHOOL REOPENING PLAN MODELS

2

MODEL 2

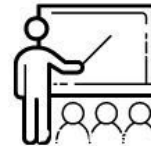
- Should schools be closed to in-person learning, the following option will be followed: Full Distance Learning Model
- Students engage in Distance Learning from home
- Feedback from parents & teachers regarding March-June 2020 Distance Learning Model implemented to provide consistency in instruction and communication



3

MODEL 3

- Should the guidelines be amended by the NYSDOH and NYSDOE and it be determined that students can return to school with masks OR social distancing, then the following option will be implemented: All students are permitted back to school with changes implemented for safety and health.



APPENDIX B: Parent & Teacher Feedback on Effective Distance Learning Communication & Instructional Strategies



PARENT & TEACHER FEEDBACK ON EFFECTIVE DISTANCE LEARNING & COMMUNICATION STRATEGIES



DATA POINTS

- Weekly email check ins from each teacher
- An April survey for teachers
- Interviews and conversations with teachers
- A June survey for teachers
- A June/July survey for parents
- Emailed feedback from & conversations with parents

PARENT SURVEY RESULTS:

STRATEGIES MOST HELPFUL FOR STUDENTS LEARNING VIRTUALLY:



TEACHER COMMUNICATION

79%



ZOOM OR GOOGLE MEET

73%

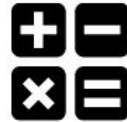
100% of teachers indicated they would use these platforms again



GOOGLE CLASSROOM

54%

***previously only accessible to students in grades 3-8
71% of teachers indicated they would use GC again



ZEARN MATH

79%



80% OF PARENTS WOULD PREFER MORE VIRTUAL/FACE TO FACE TIME WITH TEACHERS

PLANNING AHEAD:

ST. MARK SCHOOL DISTANCE LEARNING MODEL 2.0

(based on all of the above data points)



GOOGLE SITES FOR EACH GRADE &/OR CLASS



GOOGLE CLASSROOM K-8



INCREASED VIRTUAL/FACE TO FACE INSTRUCTION/COMMUNICATION



PROGRESS REPORT FEATURE ON GOOGLE CLASSROOM



CONSISTENT SCHEDULING

APPENDIX C: Examples of Signage

HANDWASHING 101

01
Wet your hands before applying soap

02
Rub soap all over your palms, the backs of your hands, and in between your fingers

03
Do this process for at least 20 seconds before rinsing

04
Wipe your hands with a clean towel or paper towel and avoid rubbing too vigorously.



Source: World Health Organization

How to safely wear a medical mask

Do's:

- Thoroughly wash hands with soap and water before touching the mask
- Check the mask for any tears or holes
- Find the top side where the metal piece or stiff edge is
- Ensure that the colored side faces outwards
- Place the metal piece/stiff edge over your nose
- Cover your mouth, nose, and chin

Do's

- Keep the mask away from you or any surface when removing it
- Discard the mask immediately after use, preferably into a closed bin
- Wash your hands after
- Adjust the mask without leaving gaps on the side
- Avoid touching the mask
- Use the straps to remove the mask

Source: World Health Organization

STOP THE SPREAD

WASH YOUR HANDS FREQUENTLY

Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.

MAINTAIN PHYSICAL DISTANCING

Maintain at least 2 meters (6 feet) distance between yourself and anyone who is coughing or sneezing.


AVOID TOUCHING EYES, NOSE AND MOUTH

Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

IF YOU HAVE A FEVER, COUGH AND DIFFICULTY BREATHING, SEEK MEDICAL CARE EARLY

Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance.

Source: World Health Organization




1. Apply on your palm



2. Rub your palms



3. Rub your hands together



4. Wait until your hands feel dry

ST. MARK SCHOOL RETURN TO SCHOOL PLAN



Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

- Stay at least 6 feet (about 2 arm's length) from other people.**
- Cover your cough or sneeze with a tissue. Throw away the tissue in the trash and wash your hands.**
- When in public, wear a cloth face covering over your nose and mouth.**
- Do not touch your eyes, nose, and mouth.**
- Clean and disinfect frequently touched objects and surfaces.**
- Stay home when you are sick, except to get medical care.**
- Wash your hands often with soap and water for at least 20 seconds.**

 [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)