



# REOPENING PLAN

## 2020-2021



# Introduction

The following plan has been developed after a great deal of study and collaboration. In addition to incorporating the guidelines and requirements set forth by the Archdiocese of Washington's Task Force on Reopening our schools, "Onward Together in Faith," this plan is the culmination of work by the St. Matthias Reopening Committee that consisted of parents, teachers, parish staff and health professionals. The school reopening plan consist of three models:

- Distance Learning
- Preschool and Kindergarten on Site
- Distance Learning on Site

Details regarding each of these models are contained in this document.

## DISTANCE LEARNING

All students in grades 1-8 will begin the school year learning remotely. Most students will be learning from the safety of their homes. A small group of mixed age children will be leaning remotely in Friendship Hall. The teachers will be teaching daily from their classrooms. Classes will be held Monday through Friday. Face to face instruction will occur via Zoom. Zoom instructional time will occur for all subjects. Students in whole group and small groups will have the opportunity to ask and answer questions in real time. The class schedules are included in the Appendices of this document. Time is also allotted for students to work independently to review and complete work (asynchronous learning). Students are expected to attend all face to face sessions and remain on camera. All students will wear their school uniform shirts while participating in virtual learning. Students may choose to wear any uniform shirt or St. Matthias spirit wear. Hats with brims and other headgear that could potentially obscure a student's face are not permitted. All hair accessories must still be in uniform colors (black, white, red). Jewelry and makeup requirements remain unchanged.



Students are to set their display name to be their first and last name. Teachers will not admit unknown or generic names into class. Students will refrain from using virtual backgrounds, must sit up while in class and mute their microphone unless speaking. Attendance will be taken at each live session and recorded in Rediker daily. The virtual school day will begin at 8 A.M. with morning prayer. Homeroom morning meetings will follow.

Students will be expected to have a workspace that is dedicated to their on-line school time. This space is a quiet space, free of distraction. No toys, cell phones, or televisions should be in this space. Student books and supplies as well as water and tissues should be included. The teachers are developing a supply list for remote learning that will be sent out soon. Parents who would like to borrow a desk from the school are welcome to do so by contacting the school office.

Students who have a Catholic Accommodation Plan (CAP) or an Individual Catholic Education Plan (ICEP) will meet with the resource teacher at least twice a month. The resource teacher will assist the classroom teachers in making accommodations for these children and in conjunction with the school counselor, will follow up with parents regarding any concerns. Families of students without a CAP or ICEP that feel their child needs additional support are encouraged to reach out to Mrs. Dunn at [mdunn@stmatthias.org](mailto:mdunn@stmatthias.org). One-on-one tutoring, organizational skill support, and other assistance is available for students that may benefit from services.

Because social interaction is so important, the students will be invited to our campus twice a month for an outdoor teaching and social activity. PE uniforms will be worn on these days. Students must wear a face covering while on campus. Mass will also be held twice a month via Zoom. Students are expected to attend and be in their school uniforms.

## **Communication**

Frequent and effective communication is critical during this period of remote learning. As we begin a new year with virtual learning, it is very important for students to create connections with their teachers. In order to facilitate these relationships, the first two weeks of school August 25-September 3 will be set aside for scheduled one-on-one meetings between teachers, and their students and a parent. This meeting will replace the annual Teacher Meet and Greet in that a syllabus with course objectives, completion requirements, estimated timelines and grading practices will be provided. These meetings will occur outdoors, weather permitting. All students and parents must wear a face covering. Social distancing will be maintained. Also, during these orientation days, the students will have kick off sessions with the technology teacher and their classroom teachers to review Zoom features and other platforms that are being used. Teachers will have office hours daily



to address the needs of individual students. Teachers will provide a weekly communication to parents and students and will reach out to parents individually as needed when issues like absence, being late, off-camera and missing work occur. Monthly parent meetings will occur virtually.

The COVID-19 pandemic creates a dynamic environment and quick changes to the school's operating status may be required to ensure the safety of our community. St. Matthias will use our AP Notify alert system to push out information regarding school closures and other changes to our operations.

## **ON-SITE PLANS**

### **Teachers and Staff**

The school building will only be used by teachers, staff and children who have permission to be in the building. No parents or parishioners will have access to the building at any time. Teachers and staff will be in school beginning August 17. Prior to entrance into the building, teachers and staff will undergo a health screening. The screening form is available in the appendices. Once cleared for building entry, teachers will be assigned a point of entry as well as a specific restroom to use. Teachers will remain in their classrooms from 8-4. Lunch breaks may be taken outdoors, weather permitting.

Whole group gatherings for professional development or meetings will be kept to a minimum. Meetings will be held virtually whenever possible. Social distancing and masking are always required. Frequent hand washing and sanitizing upon entry and exit is required. Teachers will be responsible for cleaning and sanitizing their classrooms. Trash is to be left in the hallway at the end of the day. The school will provide the teachers with face masks, face shields gloves and cleaning/sanitizing equipment. Additional PPE will be available to the school nurse or med techs should a student or staff member present with symptoms and be housed in the separate isolation room.

### **Preschool and Kindergarten**

A limited number of preschool children will be attending school Monday through Friday. Children should arrive between 8:15 and 8:30. Dismissal is at 2:45 Monday through Thursday and at 12:00 PM on Fridays. At arrival, the children will disembark in the rear of the school after submitting the daily screening form and having their temperature taken (See Appendix A). They will enter their own classroom via the exterior door. All children will wear face masks when entering and exiting the building as well as in school. Children will sanitize when entering the classroom and exiting the



classroom. Children will have their own writing materials, and toys whenever possible. Toys used in common will be cleaned after each use. A handwashing station is in the classroom, where teachers and children can wash their hands frequently. Children will be spaced six feet apart. A plexiglass screen will separate the children and teacher when they are working in closer proximity. Children will eat lunch and snack outdoors whenever possible. When eating in the classroom, six feet separation will be strictly maintained. The children must bring lunch and snack. They are to have their own utensils and water bottles. Water bottles will be refilled by the teacher in the classroom as needed. Water bottles must be clearly labeled.

The children will have frequent breaks for outdoor play and large motor skill development. Masks are not needed outdoors. Playground equipment will be cleaned after every use. Preschool and kindergarten children will use the Tot Lot for outdoor play.

Preschool and kindergarten children will be the only ones using the primary restroom, which will be cleaned twice a day. A plastic partition will separate the handwashing sinks in the boys' and girls' rooms. Each cleaning and sanitizing will be recorded on a chart with the date, time and location and signed off by the staff member responsible for the cleaning. The chemicals used will also be recorded on the log. Only CDC chemicals will be used.

Preschool parents and children will be meeting by appointment between August 25 and September 3. All policies and procedures will be reviewed at this time. Parents will be given resources to help the children comply with the mask policy. The teachers will conduct a few whole class trainings via Zoom during this time. Classes will begin for all preschool and kindergarten students on September 8.

Preschool and kindergarten students will always be expected to wear masks in the building and to and from recess and lunch outdoors (whenever possible). When masks are removed the children will store them in a paper bag inside a zip-locked and labeled plastic bag. Students must keep a spare mask at school. Parents and teachers will work together to teach and model the importance of wearing masks and social distancing. Children who have repeated difficulty complying with these expectations may be asked to leave the program.



## **ON-SITE LEARNING POD**

A limited number of students will engage in their remote learning at school. The students will be dropped off by parents by 7:50am and wait their turn for the health screening outside of Friendship Hall. They will submit the daily health screening form (See Appendix A) and get their temperature taken before exiting the car. Once cleared, they will enter their classroom in Friendship Hall. Each student will have an assigned desk at least six feet from other desks. These students must have their own supplies that are stored in school.

Masks must always be worn in the building and to and from recess. When masks are removed the children will store them in a paper bag inside a zip-locked and labeled plastic bag. Students must keep a spare mask at school.

The students will use hand sanitizer whenever entering and exiting the building and the restroom. The students in this pod will use a designated restroom that is only available to them. The restroom will be sanitized twice daily.

Students will use a designated Chromebook until COVID 19 restrictions and protocols are lifted. These will be cleaned with alcohol at the beginning and end of each day.

Students will take breaks when directed to by their classroom teacher online, under the supervision of the administrators assigned to the pod. They will use the field, blacktop behind Friendship Hall and basketball lot. Games that allow for social distancing will be played. Lunch will be outdoors, weather permitting. Playground equipment will be cleaned after each use.

Students must bring their own lunches, snacks and water bottles. Snacks and lunches will be stored in a labeled lunch box along with their utensils and napkins. Labeled water bottles will be refilled by the teacher as needed.

Students will be dismissed at 3:00 P.M. and will go directly to cars parked outside of Friendship Hall. Students will remain 6 feet apart and wear masks.

## **Discipline**

Students who do not comply with rules for masking and social distancing while in school may be asked to leave school and continue virtual learning at home until the problem can be resolved. It is important for the safety of all that everyone in the building follow the guidance outlined in this document. Parents are encouraged to talk about and practice mask wearing, hand washing, and social distancing prior to the start of school.



## **TUITION**

The Academy of St. Matthias provides our students with an excellent, faith-based education. Our commitment to partnering with families to form children spiritually, socially, emotionally, physically, and intellectually is unwavering. During these very difficult times, we understand the value of a nurturing school community and are grateful for the commitment and support of our St. Matthias families. Though we have lost many sources of our funding due to the current global pandemic, we are honoring the tuition published for the 2020-2021 school year. We have reduced tuition for preschool by \$250, so that it reflects the Catholic discounted rate of \$6950 per year. We have worked with families whose job loss has created new hardships and will continue to do so. All enrolled families who have not already done so, are expected to begin monthly payments in August and continue through June, 2021.

## **EXTENDED SCHOOL PROGRAM**

The Academy of St. Matthias the Apostle operates an extended school program under licensure by the Maryland State Child Care Administration. Extended care will be available to families of children in grades K-8 who are participants in the on-site options. The fee for this service is not included in tuition. The ESP will follow all the above protocols for the children's safety. Masks indoors, hand sanitizing and social distancing will be maintained. Children will bring their own snacks and beverages. Children participating in the ESP program will remain in the building for snack and will go outdoors after the parking lot has been cleared.

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



## **ACKNOWLEDGEMENTS**

Thank you to the many families who shared their thoughts and concerns on the School Reopening Survey. We are also very grateful to the following people who served on the St. Matthias School Reopening Committee. Their hard work and diligence in researching best practices, reviewing a plethora of guidelines, and sharing their expertise is greatly appreciated.

Ms. Aurore Anastassiadis	Math and Science Teacher
Mr. Thad Ereme	Parish Operations Manager
Mrs. Deborah Hess	Music teacher and Parish Music Director
Mrs. Elizabeth Johnson	Engineer, General Electric Medical Technology Division
Rev. Jack Kennealy	Pastor
Mrs. Tanisha Morton	Health Care Professional, Ann Arundel Medical Center
Mrs. Beverly Rampey	School Counselor
Mrs. Patricia Schratz	Principal
Mrs. Deborah Self, RN	School Delegating Nurse

Finally, we are grateful to our school administrative assistant, Mrs. Marsha Blackburn for formatting and disseminating this reopening plan.



Academy of St. Matthias School  
COVID19 Daily arrival screening checklist

Name \_\_\_\_\_

Date \_\_\_\_\_

Parents please complete before arrival to school for each child

Everyone is at risk for COVID-19 so all students, teachers, parents, staff and visitors will be screened before entering the building.

1. What was your temperature before coming to school? \_\_\_\_\_  
Temperature at this time is \_\_\_\_\_
2. Have you had any symptoms of a respiratory infection? NO\_\_\_\_\_ YES\_\_\_\_\_  
Circle symptoms: fever, short of breath, cough, sore throat, vomiting, diarrhea, chills
3. Any travel outside the area or country? NO\_\_\_\_\_  
YES\_\_\_\_\_ How Long\_\_\_\_\_ Where\_\_\_\_\_
4. Have you been tested for COVID-19 NO\_\_\_\_\_ YES\_\_\_\_\_ Results \_\_\_\_\_
5. Have you been in CLOSE CONTACT with someone who is currently suspected or positive COVID-19? NO\_\_\_\_\_ YES\_\_\_\_\_
6. Face mask on? NO\_\_\_\_\_ Give mask if none, remind must have own. YES\_\_\_\_\_
7. Handwashing before leaving home or Hand sanitizer used? NO\_\_\_\_\_ YES\_\_\_\_\_
8. Visually inspect person- flushed cheeks, rapid breathing, cough, sleeping in car?  
NO\_\_\_\_\_ YES\_\_\_\_\_

If temperature is greater than 100.4 or YES to any symptoms, your child must go home.

SIGNATURE\_\_\_\_\_



**Class Schedule for Grades 1-3**

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:10	Prayer	Prayer	Prayer	Prayer	Prayer
8:10 - 8:30	Morning Meeting				
9:00 - 9:30	Language Arts				
9:30 - 10:00	Daily Mile	Daily Mile	Daily Mile	Daily Mile	Daily Mile/ Parent Coffee
10:00 - 10:30	Math	Math	Math	Math	Math
10:30 - 11:00	Enrichment Activities				
11:00 - 11:20	Specials	Specials	Specials	Specials	Religion
11:30 - 12:30	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess
12:30 - 1:00	Religion	Religion	Religion	Religion	Teacher work time
1:30 - 1:50	Science	Social Studies	Science	Social Studies	Teacher work time
2:00 - 2:30	Office hours	Office hours	Office hours	Office hours	Teacher work time
2:30 - 3:00	Teacher work time				



**Class Schedule for Grades 4-5**

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:10	Prayer	Prayer	Prayer	Prayer	Prayer
8:10 - 8:30	Morning Meeting				
8:30 - 9:30	Language Arts				
9:30 - 10:00	Daily Mile	Daily Mile	Daily Mile	Daily Mile	Daily Mile/ Parent Coffee
10:00 - 10:30	Math	Math	Math	Math	Math
10:30 - 11:00	Independent Reading				
11:00 - 11:20	Specials	Specials	Specials	Specials	Religion
11:30 - 12:30	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess
12:30 - 1:00	Religion	Religion	Religion	Religion	Teacher work time
1:30 - 1:50	Science	Social Studies	Science	Social Studies	Teacher work time
2:00 - 2:30	Office hours	Office hours	Office hours	Office hours	Teacher work time
2:30 - 3:00	Teacher work time				



**Class Schedule Grades 6-8**

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:10	Prayer	Prayer	Prayer	Prayer	Prayer
8:10 - 8:30	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
8:30 - 9:10	6 ELA 7 SS 8 Math	6 ELA 7 Religion 8 Math	6 ELA 7 SS 8 Math	6 ELA 7 Religion 8 Math	6 ELA 7 SS 8 Math
9:30 - 10:00	Daily Mile	Daily Mile	Daily Mile	Daily Mile	Daily Mile/ MS Parent Coffee
10:00 - 10:40	6 SS 7 Math 8 ELA	6 Rel 7 Math 8 ELA	6 SS 7 Math 8 ELA	6 Rel 7 Math 8 ELA	6 SS 7 Math 8 ELA
11:00 - 11:40	6 Math 7 ELA 8 Science	6 Math 7 ELA 8 Rel	6 Math 7 ELA 8 Science	6 Math 7 ELA 8 Rel	6 Math 7 ELA 8 Sci
11:40 - 12:30	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess
12:30 - 1:10	6 Art 7 Sci 8 SS	6 ELA 7 Study Hall 8 Rel	6 Music 7 Sci 8 SS	6 Study Hall 7 Sci 8 SS	Teacher Planning Time
1:30 - 2:10	6 Sci 7 Rel 8 ELA	6 Rel 7 Music 8 Art	6 Sci 7 Art 8 Music	6 Sci 7 ELA 8 Study Hall	Teacher Planning Time
2:20 - 3:00	Office Hours	Office Hours	Office Hours	Office Hours	Teacher Planning Time
3:00 - 4:00	Teacher work time	Teacher work time	Teacher work time	Teacher work time	Teacher work time

