

ARCHDIOCESE OF INDIANAPOLIS



ST. MARY'S
CATHOLIC SCHOOL
VALUES AND TRADITIONS

North Vernon, Indiana

*COVID-19 HEALTH AND SAFETY
RE-ENTRY PLAN
2020-2021 SCHOOL YEAR*

We, the students and staff of St. Mary's School, are committed to strengthening our relationship with Jesus Christ. As we seek to achieve academic excellence, we strive to see each other as precious gifts and valued respected members of our learning environment.

“Everything has suddenly changed. What we previously took for granted seems to be uncertain: the way we relate with others at work, how we manage our emotions, study, recreation, prayer, even the possibility of attending Mass.....”

-Pope Francis

*Strong in the Face of Tribulations:
A Sure Support in Time of Trial*



ARCHDIOCESE
OF INDIANAPOLIS

The Church in Central and Southern Indiana

Catholic Schools in the Archdiocese of Indianapolis believe:

- in fostering positive relationships that exemplify the love of God;
- that Catholic school communities are enriched by the unique image and likeness of God that is present in each individual;
- that formation best occurs within faith-filled cultures of learning that are inclusive;
- that parents are the primary educators of each young person and that it is the responsibility of Catholic schools to support the domestic church;
- that Catholic schools are part of the evangelizing mission of the Church, forming disciples through the intentional integration of faith, culture, and life; and
- that “excellence” is defined by and achieved through the growth and holistic development – spiritual, intellectual/academic, social, emotional, and physical – of the individual within the context of community.

St. Mary’s School will take every precaution possible to protect students and adults. Heightened protocols related to cleaning and sanitization are in place. Expectations of proper handwashing, physical distancing to the extent possible, and minimal sharing of resources to the extent possible will be enforced. Guidance from IDOE, CDC, and local authorities will be employed as best fits our Catholic school community as determined by administration. A more comprehensive plan follows.

2020-2021 ST. MARY'S SCHOOL RE-ENTRY PLAN

July 2020

Implementation of this Catholic School Re-Entry Plan is subject to change at the direction of the Archdiocese of Indianapolis in collaboration with the Indiana Department of Health. It is based on the best available information and conditions related to the COVID-19 pandemic at the time of publication. This plan will evolve and be adjusted when information becomes available as the status of the COVID-19 pandemic changes. St. Mary's School will continue to engage with the Office of Catholic Schools and other education partners as part of this important process.

This plan is founded with the safety of students, teachers, and staff as priority. A committee of educators, commission members, parents, medical personnel, etc. was formed to address and create protocols for the return of students in the fall. Guidance from the Office of Catholic Schools, the Indiana Department of Education, Indiana State Health Department, and Center for Disease Control was used to create a plan that speaks to the local subsidiarity of St. Mary's School. At all times St. Mary's School leadership will make decisions based on the safety of all while continuing to ensure student learning is taking place. The school leadership, while in consultation with the Office of Catholic Schools, has the flexibility to do what is best for the St. Mary's School community.

DOMAIN: LOGISTICS AND PLANNING

AREAS OF CONSIDERATION	MEASURES TAKEN
SCHOOL ENTRANCE PROTOCOLS	<p>Students arriving prior to 7:00AM will be seated in the hallway with appropriate social distancing. From 7:00AM-7:30AM, students will sit in the library. The furniture in the library will be replaced with individual student desks. Students will wear a mask while in this common area and will face the same direction.</p> <p>All students arriving prior to 7:30AM, will enter the through the Main Door (EXIT #1) of the school building. Students will receive a face mask and apply hand sanitizer upon arrival. Students may also have their temperature taken.</p> <p>Preschool and Kindergarten students arriving after 7:30AM will enter through the main doors of the Parish Center. Students will receive a face mask and apply hand sanitizer upon arrival. Students may also have their temperature taken.</p> <p>Students in grades 1-8 will enter through the Main Door (EXIT #1) from 7:30AM-8:00AM. Students will receive a face mask and apply hand sanitizer upon arrival. Students may also have their temperature taken.</p> <p>If a student arrives to school after 8:00AM, the parent should pull up to front steps of the school and call the office. A staff member will come to retrieve the child.</p> <p>A health station will be located in the school foyer and the Parish Center foyer. Students may have their temperature taken, be asked to complete a questionnaire, or do a health safety check upon arrival. Hand sanitizer stations will be located at the main door in both buildings for students to use up on their arrival.</p> <p>Students in grades PK-8 will go to the library from 7:00AM 7:30AM when they will be dismissed to their classroom. Students will report to their classroom immediately following check-in if they arrive after 7:30AM. All students will enter the building through the Main Door (EXIT #1) of the main school building and through the Main Door of the Parish Center in the morning and throughout the day.</p> <p>Visitors will not be permitted to enter the school building. Visitors should remain in their car and call the school office upon their arrival.</p> <p>Staff will be required to wear masks upon arrival and may have their temperature taken, be asked to complete a questionnaire, or do a health safety check upon arrival.</p> <p>Parents are agreeing to monitor their children’s health (take temperatures regularly) and notify school if they would answer to any of the health questions. It is vitally important for the health of the entire school community that no student or staff member come to school if they are feeling sick or have COVID-like symptoms.</p>

SCHOOL DISMISSAL	<p>All staff and students in grades 1, 2, and 5 will EXIT through the door (Exit #2) located on staircase landing on the East side of the school. All staff and students in grade 3 and 4 will EXIT through the door (Exit #4) located near the Resource Room in the East side of the building. All staff and students in grades 6, 7, and 8 will exit through the door (Exit #3) on the West side of the building. Carline at the end of the day will be organized as it has been in the past. Please expect delays as staff and students practice social distancing.</p> <p>St. Mary's School will still have after-school care from 2:45-5:30 for those of you who need it. It will still take place in the library. The furniture in the library will be replaced with individual student desks facing in the same direction. Students will wear a mask while in this common area. Students will go outside when weather permits; students will not be required to wear masks while playing outside. Hand sanitizer will be available outside. If they are inside playing, students will be permitted to share toys and will wash hands frequently. Toys will be sanitized daily.</p>
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SOCIAL DISTANCING IN THE CLASSROOM	<p>Preschool: Preschool students will be asked to wear masks when entering the building and while in common areas. The school will provide masks for all students and staff; however, if students prefer a specific style or fabric, masks brought from home MUST BE SOLID COLORS. Students will be seated at tables limiting it to two or three per table. Students will be permitted to play with the toys and will wash hands frequently. Toys will be sanitized daily.</p> <p>Grades K-5: Classrooms will be set up with the largest possible space between student seats. All student desks and chairs will face in the same direction. Students will not use classroom shared materials. Students will have their own textbooks, writing instruments, devices, etc. Students will not switch classes and teachers will move to different classrooms if possible. Students and staff will wear cloth masks. The school will provide masks for all students and staff; however, if students prefer a specific style or fabric, masks brought from home MUST BE SOLID COLORS.</p> <p>Grade 6-8: Due to the space and furniture constraints in our middle school classrooms, students will sit at tables. Teachers will do their best to have as few students as possible sitting at the tables. Sneeze shields will be placed at every table. Middle school students will also switch classes as they have in the past. Teachers will sanitize surfaces during transition times. The school will provide masks for all students and staff; however, if students prefer a specific style or fabric, masks brought from home MUST BE SOLID COLORS. Seventh and eighth grade students will go to the Jennings County Middle School for the last period of the day. Students will be transported on a school bus. Students will be assigned seats and required to wear masks while on the bus. Students will follow the protocols established in the JCSC re-entry plan.</p> <p>Teachers will directly instruct students about physical distancing and explain the visuals throughout the school. They will also teach about hand-washing and other sanitation measures along with sharing information about the importance of these changes. Students will be educated on the importance of keeping their hands off their face and away from their nose, eyes, and mouth; students will also be reminded frequently.</p> <p>Signs will be placed on all of the bathroom doors reminding students and staff that no more than three individuals may be in the bathroom at a time. Signs will also be placed in the bathroom near the sinks with specific directions on how to wash hands. We will place markings on the floor in the common areas indicating proper social distancing. Teachers may also use tape on classroom floors in common gathering areas.</p>
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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">SOCIAL DISTANCING IN SHARED SPACES</p>	<p>Masks will be required by all students and staff while gathering in shared spaces and common areas (hallways, restrooms, staircases, small group tables in classrooms, library, gym, etc) . The school will provide masks for all students and staff; however, if students prefer a specific style or fabric, masks brought from home MUST BE SOLID COLORS. Preschool students must wear masks in the common areas, but they will not be required to wear them in the classroom.</p> <p>Students will eat lunch in the gym. Students will be expected to wear their masks when entering and exiting the gym; they will be permitted to remove their masks while seated at the lunch table. There will only be three classes eating a time and tables will be spread out across the entire gym (Lunch #1- grades K-2, Lunch #2- grade 3-5, Lunch #3- grades 6-8). No more than four students per table will be permitted at a time; lunch tables will be assigned. School lunch will be prepackaged in a Styrofoam clam shell (similar to a to-go container). Tables will be sanitized according to CDC guidelines following each of the three lunches. Students will wash their hands immediately following lunch.</p> <p>Students will have recess. Students will not be required to wear their masks while outside. They will share toys and spaces during outdoor recess. Students will wash their hands immediately following recess.</p> <p>There will be signage for appropriate spacing on the floor in the foyer, hallway, and restrooms. Traffic in the hallway will be closely monitored by a staff member to ensure social distancing. The furniture in the library will be replaced with individual student desks. Students will wear a mask while in this common area and will face the same direction. Classrooms will be assigned restrooms and assigned times to use those specific restrooms. There will be reminder signs by restrooms and water fountains. Doors will be propped open when possible to minimize touching when students go in and out of the restroom. Students will be instructed on protocols to use the restroom with social distancing.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">UNIFIED ARTS & EXTRACURRICULAR ACTIVITIES/CLUBS</p>	<p>PE will be outside if the weather permits; students will be permitted to remove their masks while outside. If the weather is not fit, PE will take place in the gym; inside activities will be allow for significant social distancing in the gym. Students will need to wear masks inside the gym.</p> <p>Band will still be offered to students in grade 5-8 and will remain the same as it has in years past. Band will take place on the stage in the parish center where there is plenty of space for students to social distance. Students will socially distance while in band class. While playing their instruments, they will be facing the same direction and placed at a great distance away from one another.</p> <p>There will be no art classes as we begin the school year.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">DISINFECTING & HYGIENE</p>	<p>The school will provide all soap and hand sanitizer.</p> <p>There will be a hand sanitizing station located at the front door of both buildings. There will also be a hand sanitizing station in each classroom.</p> <p>Students will be educated on the importance of keeping their hands off their face and away from their nose, eyes, and mouth; students will also be reminded frequently to avoid ingesting the alcohol found in hand sanitizer.</p>

DISINFECTING & DEEP CLEANING	<p>Cleaning and sanitizing will be done on a daily basis following the CDC guidelines.</p> <p>Cleaning supplies will be purchased using CARES money and purchased through local vendors and shared vendors. Teachers will also be provided with cleaning supplies to be used throughout the school day. The classroom will also be cleaned by custodial staff at the end of the day. Restrooms and high touch areas will be cleaned a few times throughout the day. Lisa Siener, Jackie AmRhein, Sharlot Ertel, and Brian Capes will be responsible for cleaning spaced shared by multiple ministries of the parish.</p>
EVIDENCE OF A POSITIVE CASE IN THE BUILDING	<p>Staff, students, and parents will be specifically instructed on how to identify the signs and symptoms of COVID-19. If a student is sent to the office because they are running a fever or exhibiting signs of COVID-19, parents will be notified immediately. The supply closet located in the office will be converted to a clinical space where students and staff can wait comfortably when exhibiting COVID signs. Students and staff must be fever free for 72 hours and at least 10 days must have passed since symptoms first appeared prior to returning to school.</p> <p>The school will report all positive cases of COVID-19 to Jennings County Health Department and Indiana Department of Education; individual positive incidents will be handled on a case-by-case basis. St. Mary’s School will follow guidance and expectations of the Jennings County Health Department.</p> <p>If a student or staff member is exposed (as determined by the Jennings County Health Department) to Covid-19, they will need to self-quarantine for 14 days. Exposure would include those who came into close contact with an individual testing positive without face covering.</p>
EMERGENCY CONTACTS	<p>Contact information will be updated in JupiterEd and on Emergency Contact cards.</p>
HANDBOOK	<p>The Archdiocesan Mission Policy and Remote Learning Policy can be found in the St. Mary’s School Family Handbook.</p>
EDUCATION AND TRAINING	<p>Students, staff, and parents will be trained to recognize COVID-19 related symptoms. Teachers will directly instruct students about physical distancing and will teach about hand-washing and other sanitation measures along with sharing information about the importance of these changes.</p>

DOMAIN: CREATING AND MAINTAINING COMMUNITY

AREAS OF CONSIDERATION	MEASURES TAKEN
CREATING COMMUNITY AND CONNECTING WITH STUDENTS	<p>Morning announcements will be used to share celebrations, new information, and prayer. Teachers will pray with students daily. It is the intention to establish a safe community where St. Mary's School students and staff can gather and feel some sense of normalcy. Teachers will also use weekly "Circle Time" to provide students with the opportunity to share their fears and concerns. The school recognizes the genuine anxiety many young people are experiencing throughout these difficult times.</p>
FACILITATING COMMUNITY AND CONNECTION WITH FACULTY AND STAFF	<p>Teachers and staff will continue to meet on a regular basis so they can share their concerns, ideas, and suggestions and also receive support and encouragement from one another.</p>
COMMUNICATING WITH PARENTS	<p>"Meet the Teacher" Night will be done virtually this year. Teachers will pre-record their presentations. These will be shared on with parents via email on Monday, August 3.</p> <p>Parents are encouraged to communicate their questions and concerns with teachers and administration. They may email or call.</p> <p>All parents will have the option to schedule parent conferences in person, on the phone, or via Zoom/Google Meet/FaceTime following the first nine weeks. Parent conferences may be scheduled on an individual basis more frequently; teachers should be contacted directly if a conference is needed.</p>

<p style="text-align: center;">SOCIAL OPPORTUNITIES FOR STUDENTS AND FAMILIES</p>	<p>In an effort to limit on campus visitors and to protect our most vulnerable population, the traditional Grandparent’s Day celebration has been canceled for the upcoming school year. The school is looking into creating a “gift” that can be shared with grandparents.</p> <p>The annual Christmas program will also be canceled this year. This event traditionally has a very large crowd that would make social distancing impossible. We will find a way to celebrate this blessed season as a school.</p> <p>St. Mary’s School will seek opportunities for Spirit Days and activities that allow us to celebrate the hard work and successes of our students safely.</p>
<p style="text-align: center;">SOCIAL EMOTIONAL LEARNING SUPPORTS</p>	<p>Teachers will participate in professional development in using best practices when dealing with the social, emotional, and behavioral wellness of our students during PLC meetings.</p> <p>Teachers will also be specifically instructed on best practices in dealing with struggling students or students who may be experiencing a gap in their learning due to the extended virtual learning period last school year. A part time resource teacher has been added to the staff to help with these areas also.</p>
<p style="text-align: center;">DEVELOPMENT AND INSTITUTIONAL ADVANCEMENT</p>	<p>St. Mary’s School has always experienced great success in the marketing takes place through “word of mouth” of our current students and families. We are very grateful for your positive feedback.</p> <p>It is a reality that St. Mary’s School will be experiences significant financial stress throughout the school year as a result of the current closure of bingo. Bingo was budgeted to make \$95,000.00 this school year. This is a significant hit to the school financially.</p> <p>The school will seek additional opportunities to help supplement the funds lost from bingo and other fundraisers. We encourage and appreciate the support of our school families.</p>
<p style="text-align: center;">EDUCATION AND TRAINING</p>	<p>St. Mary’s School teachers and administrators will participate in the <i>My Catholic Faith Delivered Teach, Lead, Serve</i>.</p> <p>St. Mary’s School teacher and administrators will also continue our partnership with Tools For Success in providing professional development.</p> <p>Teachers will continue to meet weekly in their Professional Learning Communities.</p>

DOMAIN: CURRICULUM AND INSTRUCTION

AREAS OF CONSIDERATION	MEASURES TAKEN
INSTRUCTIONAL PLANS	St. Mary’s School will “Mind the Gap” and take a three phase approach upon our return to school. Teachers will review and assess prior grade level standards and provide extra instruction to those not meeting mastery. The entire staff understands that it may take several weeks for students to reach a point where they can begin to focus on the current grade level standards. Teachers will prioritize the power standards and will continue to vary instructional methods with students not meeting mastery.
ASSESSING STUDENTS	Teachers will use data collected from NWEA along with diagnostic tests in IXL to determine baseline data. Teachers will also work closely with teachers in the previous grade to provide activities and assessments.
REMOTE INSTRUCTION	Remote instruction will be provided for students who are quarantined for either illness or exposure. Teachers will provide direct instruction through Google Classroom.
PROFESSIONAL LEARNING COMMUNITIES (PLCs)	Teachers will continue to meet weekly in their Professional Learning Communities where they will review student data and share strategies.

DOMAIN: MAINTAINING OUR CATHOLIC IDENTITY

AREAS OF CONSIDERATION	MEASURES TAKEN
OPPORTUNITIES FOR SCHOOL-WIDE MASS	When the 2020-2021 school year begins, the church will be limited to 50% capacity. Students will attend Mass on a rotating to schedule to accommodate the limited number of students permitted in the building. Students will be limited to 3 or 4 per church pew depending on their size and will sit in every other row. Students will wear masks while in church.
VIRTUAL PRAYER OPPORTUNITIES	In the event that we transition to remote learning, teachers and staff will provide opportunities for virtual prayers.
SERVICE ACTIVITIES	St. Mary's School will continue to do monthly service projects throughout the school year. These will be chosen carefully so that all activities can be done ensuring student and staff safety.

DOMAIN: TECHNOLOGY

AREAS OF CONSIDERATION	MEASURES TAKEN
CONTINUOUS LEARNING PLANS	St. Mary's School Continuous Learning Plan can be found on the school's website. This plan clearly identifies the strategies that will be implemented in the event of remote learning. This plan will continue to be updated when changes are made.

POSSIBILITY OF TRANSITIONING TO REMOTE LEARNING AFTER SCHOOL STARTS	<p>It is the intention of St. Mary’s School to provide in-person learning for the 2020-2021 school year; however, in the event of an executive order from the governor to transition to remote learning, St. Mary’s School will provide a quality, virtual, Catholic education to all of our students. If this transition is required, teachers, parents, and students will be notified immediately. All teachers in grade K-8 will use Google Classroom to communicate assignments, send videos providing direct instruction, and to schedule “in-person” meetings. Attendance will be taken on a daily basis through Google Classroom. Through any period of remote learning, parents and students are encouraged to reach out to teachers with questions and concerns; parents are also urged to contact the office with any feedback.</p>
SYNCHRONOUS AND ASYNCHRONOUS APPROACHES TO INSTRUCTION	<p>In the event that remote learning becomes required, St. Mary’s School will provide both synchronous and asynchronous approaches to instruction. Teachers will use prerecorded lessons via either Google Meet or Screencastify and submit those to students through Google Classroom. Teachers will also use Google Meet to schedule “in-person,” real-time learning opportunities for students. St. Mary’s School teachers will continue to integrate Catholic Identity into their lesson plans in the event of a remote learning period. Teachers will provide instruction, lessons, and assessments focusing on the power standards for the students’ specific grade level.</p>
DEVICES AND SUPPORT	<p>Students in grade K-8 will be assigned their own personal device on the first day of the school. These devices will be sent home daily. In the event that we are required to transition to remote learning, students will have their device and all the necessary materials with them at home. Students with limited or no internet access will need to contact the school office to discuss options through any period of remote learning. Teachers, staff, and administration will be available to provide support to struggling students if remote learning is required.</p>
FAMILY ACCESS TO TECHNOLOGY REMOTELY	<p>Communication from school/teacher to parents/ students will take place through either Jupiter Ed, the school’s data management system, or through Google Classroom. Parents will be instructed on how both of these digital platforms will be utilized during the “Meet the Teacher” pre-recorded sessions that will be submitted via email prior to the beginning of school. Parents with further questions or concerns may contact the teacher or the office for additional assistance.</p>
NO TECH OPTIONS	<p>In the event that a pick up or drop off of materials is necessary, the procedures will be very similar to those established during virtual learning last school year. Parents will pull up to the front of the school building and open the trunk of the car. A St. Mary’s School staff member will place the items in the trunk or pick up the items out of the trunk.</p>
EDUCATION AND TRAINING	<p>Teachers and staff understand that things will look different next year as it will be necessary for us to “Mind the Gap.” Teachers will receive professional development prior to the start of school provided by St. Mary’s School administration under the direction of Tools for Success. Teachers will be using a three phase approach to our re-entry. Students will be given the necessary amount of time to review power standards from the previous grade to ensure their capability of moving on to their current grade level standards.</p>

These domains are extrapolated from *Leading with Hope*, crafted by the University of Loyola's Andrew M. Greeley Center for Catholic Education, School of Education, Loyola University of Chicago:
luc.edu/gcce

Catholic schools are to submit the Re-Entry plan in full to the Office of Catholic Schools within two weeks of the first instructional day of the 2020-21 program year.