



Archbishop Neale School

Re-Opening Plan 2020-2021

**This plan is subject to change based on updates from the CDC, MSDE, and the ADW*

UPDATED INFORMATION REGARDING FACE COVERINGS

In accordance with new guidelines from the State of Maryland, all students must wear a face mask. Face shields cannot replace a face mask, but can be worn in addition to a face mask. Also, when going outside, all students must wear a face mask when they cannot maintain the required 6-foot social distance.

OVERVIEW

Archbishop Neale School formed a task force for the purpose of planning the reopening of school for the 2020-2021 school year. The members of this task force included:

Rev. Lawrence Swink, Pastor, Sacred Heart Church

Linda Bourne, Principal

Miranda Farren, VP and Teacher

Katie Davis, Jr. High Department Chair and Teacher

Marcia Gutrick, Specials' Department Chair and Teacher

Victoria Hoffman, Intermediate Department Chair and Teacher

Jennifer Rison, Primary Department Chair and Teacher

Heidi Mickey, HSA President and Parent

Felicia Everett-Blake, HSA VP and Parent

Jennifer Donald, HSA Officer and Parent

Sara Payne, HSA Officer and Parent

Michael Davis, Parent

Dr. Aruoriwo M. Oboh-Weilke, MD, Parent

Jamie Reidy, Nurse Practitioner, Parent

The purpose of this task force was to advise the school administration on reopening options. Through the use of family surveys, we gathered data for parents' choices for their children's education. **This plan follows current guidelines set out by the CDC, the Maryland State Department of Education, and the Catholic Schools Office of the Archdiocese of Washington, and is subject to change based on updates from the CDC, MSDE, and the ADW.**

PROGRAM OPERATIONS AND FACILITY USAGE

All classrooms within the building will be used for the purpose of dividing classes to allow for social distancing. Our cafeteria can be divided (using built-in room dividers) to make 3 separate rooms. Two rooms will be used for student instruction and one room will be used as our quarantine room. Our gym will be divided so that half will be used for classroom instruction and half used as a dedicated aftercare space.

PK-3: PK-3 classroom

PK-4: PK-4 classroom and PK-3 classroom (will blend with PK-3 students in PK-3 classroom)

Kindergarten: Kindergarten classroom

1st Grade: 1st grade room and classroom next to 1st grade

2nd Grade: 2nd grade room and classroom next to 2nd grade

3rd Grade: move to 4th grade classrooms

4th Grade: partitioned off room in cafeteria

5A: 5A classroom

5B: 5B classroom

6A: 6A classroom

6B: 6B classroom

7A: partitioned off room in gym

7B: 7B classroom

8A: 8A classroom

8B: 8B classroom

HEALTH AND SAFETY

Specific Health and Safety Protocol for Non-Teaching Employees and Volunteers

Role	
Med Tech	Move between school clinic (in office) to quarantine room (across the hall). Will use all necessary PPE as directed by ADW.
Office Staff	Dedicated/isolated space with the use of protective barrier. Will use all necessary PPE as directed by ADW.
Volunteers/ Visitors	Only essential volunteers and visitors will be allowed in building after proper screening using questionnaire and temperature check. Will use all necessary PPE as directed by ADW.

Health and Safety Specific Protocol for Teachers and Students

Role	
Classroom Teachers	All teachers in PK-8 will wear face shields and/or face masks during instruction. Plastic barriers will be provided for teachers' desks. Gloves will be worn by teachers to handle student papers/books.
Students	All students in grades PK-8 will sit at desks spaced a minimum of 6 ft. apart. Students will wear face shields or masks while inside the building. Students will remain in one room while teachers change to teach classes. Students will have increased opportunities to go outside, where they will remain at least 6 ft. apart and face coverings will be optional. No toys/manipulatives will be shared.

- Students, parents, and staff will attend virtual health classes as provided by the ADW and other resources to learn how to better control the spread of diseases.
- Students will have access to handwashing throughout the day. Hand sanitizer will be used throughout the school day.
- Students will use designated bathrooms.
- The cleaning of bathrooms, door handles, desks, and chairs, and other surfaces will be consistent throughout the day.
- Students will not have access to the school's water fountains. Students are to bring bottled water to school.
- Directional signage will be fixed to the floors of the school.
- All exterior doors will remain locked

Cleaning of the Facility

ANS will utilize the cleaning services of Office Care, Inc. on a daily basis. During the school day, the building service worker and ANS staff members will clean high traffic areas and surfaces with an approved cleaning solution. This will include cleaning of the playground area.

In the Event of a Suspected Case of COVID-19

In the event that a student or staff member presents with symptoms of COVID-19, the school medical technician, the Health Department, the ADW, and the family of that person will be contacted immediately. We have a designated quarantine room that is in the cafeteria that will be used for any person who appears to be symptomatic of COVID-19. ANS will follow the strict protocols of the CDC, Health Department and the ADW if this occurs. It is critical that any family that is exposed to COVID-19 or suspects that they or their family members have symptoms of COVID-19, report it immediately to the Health Department and to ANS. We are morally and ethically obligated to protect all in our community. **A family's failure to report symptoms can result in permanent removal from the school.**

CATHOLIC IDENTITY

At ANS our mission is to “foster a lifelong commitment to Gospel values, academic excellence, and service to others”. It is critical to maintain our foundation of faith, community building, and prayer. To ensure this we will:

- 1. On August 24, all faculty and staff will attend the virtual opening school Mass.
- 2. All faculty and staff will continue to remain up-to-date with all required VIRTUS bulletins and training.
- 3. Every morning, all ANS students and teachers pray together during morning announcements over closed-circuit TV and loud speaker system.
- 4. Priests will visit classrooms to conduct Masses for students (already social distanced) which will be live-streamed to our virtual learners. This is a continuation of our “Class Masses” which we schedule regularly.
- 5. Whole school Masses will take place live streamed to all students, both in school and at home, at least once a month.
- 6. Teachers will continue to start and conclude classes with prayer.
- 7. The HSA will sponsor a 5K Run/Walk called “Run with God”. In preparation for the event, parents will participate in a weekly bible study group starting in January led by consolidation priests.
- 8. We will continue with our monthly service outreach plan and use resources provided by the ADW.

ACADEMICS

ANS REOPENING PLAN: OPTION 1 100% IN-PERSON FOR ALL GRADES

Students will have the option to attend school in-person, Monday through Friday. Students will maintain a 6-foot distance from other students and staff as directed by the CDC. Students will wear face coverings in accordance with the State of Maryland.

Grades PK-3 through Kindergarten

Students will be taught as a whole class unit. Students will receive instruction in the areas of Religion, Language Arts, Math, Science and Social Studies, as well as the specials areas. Schedules will be shared with families on the first day of school.

Grades 1 - 8

Students will receive instruction in the areas of Religion, Language Arts, Math, Science, and Social Studies, as well as the specials areas. Students will remain in their respective groups for the duration of the day. Teachers will rotate to groups to teach their content area subjects. Schedules will be shared with families on the first day of school.

Scantron

Students will complete the Performance Series Express in their groups during the testing window.

Lunch

Students will eat in their respective classrooms. Hot lunches will not be available to students. Teachers and staff will be given the necessary breaks during the day as required.

Recess

Students will be given breaks throughout the day. Recess times will be staggered to ensure social distancing. The school playgrounds will have designated areas for students in which they can play. Use of the playground equipment will be limited for students use. Playground equipment will be cleaned in between each recess time.

ANS REOPENING PLAN: OPTION 2 100% VIRTUAL FOR ALL GRADES

Virtual learners have chosen to remain at home Monday through Friday. In this model, students in all grades will receive instruction from teachers in the building using the Google Classroom platform. Students will follow the schedule provided to them before the start of school. All materials will be distributed prior to the beginning of school.

Scantron

Virtual learners in grades 2 through 8 will schedule a date and time to complete the Performance Series Express.

Accommodations for Students with Special Learning Needs

In collaboration with the resource teacher, teachers and administrators will identify students' immediate needs by reviewing the CAP to determine the most applicable accommodations and implement strategies with parents during remote learning. Parents will be provided resources for supporting their child's learning at home.

Teachers' Professional Development

Teachers will receive updated training to include Google Classroom, Google Meets, and attendance features in Plus Portals. Teachers will watch required videos and receive in-person training on health and safety procedure and guidelines from our delegating nurse.

SCHEDULING AND ORIENTATION

Arrival to School

By Car—Upon arrival at school, students will be screened using questionnaire and an infrared thermometer while still in their vehicles to check for signs of fever. Students will exit their cars with masks and enter the building through designated doorways. Doors will be propped open to minimize the amount of surface touching. Students will go directly to their designated classrooms. Students will not use lockers and keep their book bags with them at all times. Students that arrive late to school will be escorted into school by an ANS staff member. If a student arrives after the start time, parents will call the office and a staff member will meet the student(s) outside and administer the health scan. ANS will not use a sign in/sign out book for students who arrive late or leave early. Office staff will record any late arrivals or early dismissals.

ANS will not have the use of buses during the time that Charles County Schools remain closed.

Dismissal from School

By Car— With the use of walkie talkies and the PA system, students who will be leaving by car will remain in their classrooms until their names have been called. They will exit the building through designated doors.

After Care— Students in After Care will be the last group to dismiss. They will remain in their classroom until a thorough cleaning of the After Care space has been completed. After Care will use designated spaces as approved by the Office of Child Care.

***Aside from After Care there will be no extra-curricular activities after school. This will be reassessed at the end of the first quarter.**

Orientation

Parents, students, and students will be given training through the use of videos and other material provided by the ADW and CDC. All training material must be watched prior to the first day of school. The Reopening Plan will be sent to parents upon approval and Zoom meetings will be scheduled with each department level to discuss changes with teachers and parents.

MARKETING AND COMMUNICATIONS

Parent Survey

Prior to the development of this reopening plan, ANS surveyed parents to gain their concerns and feedback regarding the reopening of school. Based on survey results, the ANS Task Force advised the administration to move forward with the two options provided in this plan. A letter was then sent to parents asking for them to commit to their preference of either virtual or in person learning for the duration of the 1st quarter.

Faculty and staff will communicate regularly with students and parents through the use of email and AP notify. Information will be given regarding the individual progress of students and the overall progress of our plan procedures.

The finalized plan for ANS will be communicated with the entire school community once approved by ADW.