



Mary Immaculate School

Safety Plan 2020-2021

Introduction

As we prepare to embark on this new journey, I ask you to join me in prayer this summer for a safe return of our students, faculty, and staff. May the Light of the Holy Spirit continue to guide our every step and decision we make; Jesus, we trust in You!

It will be a new experience for all of us, but I strongly believe that if we continue working together, supporting each other, and holding on to the Hand of Jesus, we will overcome any challenge or obstacle that may come our way. We will get through this together!

I want to reassure you that we have been working intensely to make our classrooms and school campus as safe as possible for our students. With the safety of our students as a priority, through prayer, and input from faculty and staff, is that the MI Safety Plan was developed. I hope this plan will answer questions or concerns you might have.

We understand the virus is still active and the situation is very fluid. Therefore, the faculty and I will be working on preparing a second plan in case we are directed to begin the school year completely remotely. We want to make sure we are ready for both, on-site and remote learning. I will continue to keep you posted on any changes.

Thank you for your support and cooperation! We are looking forward with excitement to our new journey! Please unite with me in prayer this summer. May the 2020-2021 school year be filled with God's loving peace and grace.

Have a wonderful and safe summer!

Many Blessings,

Veronica Macias
Principal

Bell Schedule

- Monday: 8am-2:15pm (*Remote Learning Day for all students*)
- Tuesday-Thursday: 8am-2:15pm
- Friday: 8am-12pm

Recess

- Monday: 9:55am-10:15am
- Tuesday-Friday: 10am-10:20am

Lunch

- Monday: 11:20am-12pm for all grades
- Tuesday-Thursday:
 1. Pre-school-2nd grade: 11am-11:35am
 2. 3rd-5th grade: 11:40am-12:15pm
 3. 6th-8th: 12:20pm-12:55pm
- Friday: No lunch

Morning Drop-Off

There will be a few changes to the morning drop off procedure. Gates will open at 7:30am. We will continue to use the car line system. Students will get out of the vehicle and there will be two-three staff members checking the students' temperature. **Any student with a temperature 100.4 or greater will be sent home.** Students will also respond to a brief health screening. If a student responds with an affirmative to any of the screening questions, he/she will immediately be sent home.

As we are checking the student's temperature, we ask you, parents, to stay in the car until your child has been cleared by the staff member. Once the student is cleared, the staff member will give him/her a small colored-sticker and parents will be able to leave. The child will go directly to the classroom where they will be supervised by the teachers. The colored sticker will let teachers know that the child has been cleared and can go inside the classroom.

If a student comes late and enters the school through the main office, Mrs. Vargas will check their temperature before going into the classroom. The same procedure will be implemented, and small-colored stickers will be given to students that are cleared. If a student has a fever of 100.4, the student will be taken to the conference room and parents will be called to pick up their child.

Pre-school and TK parents will park their vehicles and will walk their child to the lunch tables. Mrs. Rodriguez and Mrs. Murillo will check the child's temperature as soon as he/she arrives to school. Parents please stay with your child until he/she has been cleared.

In an effort to minimize the number of visitors on campus, parents will not be allowed inside the school building when dropping off your child unless it's necessary and approved by administrators. If it's necessary to enter the school building with your child, you must wear a mask and use hand sanitizer upon entering and leaving the school building. There will be a hand sanitizer station by the stairs at the entrance.

Recess

Recess will be indoors. Students will not be allowed to go to the office to purchase snacks. Two staff members will go to each classroom to sell the snacks. Money will be safely placed in the money box by the student and the staff member will hand him/her the snack. This procedure will help us avoid the touching of snack bags by various students. Staff members will wear a face shield, mask, apron, and gloves.

Students will eat snacks at their desks and will be allowed to socialize with their friends from their desks after eating their snack. Students will need to wear their mask and/or face shield while talking to their friends. Teachers will supervise the students.

In order to minimize the number of students in the upstairs restrooms at recess and during the day, teachers will put in place a digital system that will allow them to see the number of students in the restrooms. There will also be a staff member supervising the restrooms at recess.

Lunch

In order to minimize the number of students at the lunch tables and on the playground, there will be three separate lunches: pre-school-2nd grade, 3rd-5th grade, and 6th-8th grade. Students who order hot lunch, will no longer line up by the kitchen window to pick up their lunches. They will go straight to the lunch tables. Lunches will be placed at their table and will be distributed by the supervision aide. We will have a supervision aide per class. Students will be seated by grade level 3-4 students per table in a zig-zag line and will not be sitting in front of each other. Please see chart below.



After students are done eating, they will be allowed to play in their assigned area. We will be assigning an area per class. Students will stay in their assigned area with their class and supervision aide. Classes will be rotating areas every week. Teachers compiled a list of games that follow the CDC and the Department of Catholic Schools guidelines. Supervision aides will be there to supervise the students in their area. Restrooms will also be supervised to ensure that students are following the distance guidelines and to reduce the number of students in the restroom at a time. In addition to supervision, we will also clean and disinfect the lunch tables and benches after each lunch session.

We also made changes to the after-lunch procedure. There will be a separate entrance and exit for students going back to their classrooms and students going outside to lunch. Students in grades TK-5 will line up by the lunch tables outside the office and will go in through the main office and into their classrooms one class at a time. Students going outside to lunch will exit the school building through the main door by the parking lot. This procedure will help us minimize the number of students in the hallway at the same time.

Hot lunch program may be subject to change based on family survey feedback.

Dismissal

Students will be dismissed outside in a car line format. However, if a great number of families select the on-site learning option, we may have to do a staggered dismissal based on the first letter of the family's last name. Once the family survey is completed and reviewed, we will finalize this portion of the school plan.

School Building Safety Procedures

The school building will be cleaned and disinfected daily. We are in the process of purchasing an electrostatic sprayer to disinfect all classrooms, hallways, restrooms, and offices on a daily basis. Teachers will also clean and disinfect students' desks and doorknobs with disinfecting wipes daily after school. Doors in all classrooms and upstairs restrooms will remain open throughout the day to allow for air circulation and to minimize student contact of the doorknobs. Air conditioner filters will be checked and replaced, if needed, for clean ventilation. Our current hand soap dispensers in the restroom's upstairs will be replaced with contactless dispensers. In addition to the hand soap dispensers, we will build a divider between each sink in the upstairs restrooms. We will also place 6ft distance decals on the floor in the restrooms upstairs, office, and in the hallways. A plexiglass cover will be placed on the counter in the office as well. We will have three contactless hand sanitizer stations throughout the school building: in the office, next to the stairs, and upstairs. We will also close all water fountains on campus and instead we will ask students to bring their own water bottles from home. Donations of water bottles will be greatly appreciated. This will help us provide a thirsty student with a water bottle. Decals and posters with reminders to wear a mask will be placed on the entrance doors, inside the classrooms, and in the hallways. Students, faculty, staff, and visitors (parents) will be required to wear a mask on campus.

Maintaining a Healthy Environment

We strongly advise parents to monitor their children for symptoms at home. We ask you to please keep your children at home if they have a fever or are not feeling well. Children must be fever and symptoms free, without medication, for at least 72hrs before returning to school for the safety of the other students and teachers.

When Staff Member or Student Becomes Sick During School Hours

Students, faculty, and staff with a fever of 100.4 degrees or higher who display COVID-19 symptoms such as coughing, fatigue, shortness of breath, vomit, etc... will be immediately sent home. The school has designated the conference room by the office as the isolation room where the child will wait until he/she is picked up. Students, faculty, and staff will not be allowed to return to school until they are symptoms and fever free for at least 72hrs without medication.

If a student or teacher is sent home due to illness such as a fever, the classroom, conference room, and all affected areas will be immediately disinfected with the electrostatic disinfecting sprayer and/or disinfecting wipes. Students will be taken to the Daycare classroom until their

classroom has been disinfected. If the student, faculty, or staff tests positive for COVID-19, the school must be notified immediately. If a positive case or an outbreak has been confirmed, students and teacher in that particular classroom will be required to quarantine for 14 days and parents will need to monitor their children for symptoms at home. If the student has other siblings, students and teachers in the siblings' classrooms will also need to quarantine. While in quarantine, if students and teachers do not exhibit COVID-19 symptoms, teachers will teach remotely. Mrs. Cisneros will also contact the Department of Public Health and Ms. Macias will submit the ADLA COVID-19 Report Form to report it to the Archdiocese. The Principal will also contact the Assistant Superintendent and the two COVID-19 representatives from the Department of Catholic Schools. If we are directed by the health department or any other entity to partially or completely close the campus, we will inform parents of the directive via Gradelink and remote learning will be implemented, if possible. We will follow all county public health and ADLA procedures.

Classroom Environment

Our school will be implementing several modifications in order to follow the CDC and ADLA safety guidelines. Student desks will be separated as required by the CDC and the Department of Catholic Schools. Dividers on each desk will be used as an additional protection for our students. Students in pre-school-2nd grade will need to use a face shield in the classroom. Students in grades 3-8 will be required to wear a mask. If parents feel more comfortable having their children wear both, a face shield and a mask, please inform the teacher. Face shields will be worn in the classroom only. Masks will be used when students are dropped off, lunch time, dismissal time, and during the day for grades 3-8. We will have disposable masks in the office in case a student misplaces his/her mask. Teachers and staff will wear face shields in the classroom and/or campus throughout the school day as required by the CDC and ADLA. The school will provide the face shields for students and teachers. Teachers will clean and disinfect the face shields after school and will be placed individually in Ziploc bags. There will be no sharing of face shields. Each student will have his/her own face shield. We are currently working with a company that makes children friendly face shields. Face shields will be purchased once we have the total number of students attending school on campus.

In addition to face shields and masks, hand sanitizer bottles will be placed in the classrooms for students to use. Students in the primary grades, including pre-school and TK, will use hand sanitizer under the teacher's supervision only due to safety reasons. Hand washing breaks will be incorporated to the daily class schedules for every grade level. Water fountains throughout campus will be closed and instead, we will ask students to bring their own water bottles from home. If a student runs out of water, we will provide them with water bottles in the office. Another modification we will be implementing in the classrooms is the sharing of materials and/or devices. Students will not be allowed to share materials; therefore, we ask you to please check to make sure your children have the supplies needed. Supply boxes and/or supply pouches will be kept at the students' desks throughout the day and will be placed in the students' cubbies at the end of the day for grades pre-school-5. Middle school students will place their boxes on the counter in the back of the classroom. The school also purchased two additional charging

stations. This will allow students in kindergarten to have their own set of iPads instead of sharing with first grade.

In the primary grades, rugs have been removed in all classrooms, except pre-school, which will be disinfected with the electrostatic disinfecting sprayer daily. The school purchased seat cushions to be used during calendar time or outside reading/activities. Cushions will be numbered and assigned to students individually. There will be no sharing of seat cushions. They will be assigned per student. Seat cushions will be cleaned and disinfected after school by the classroom teacher. Additionally, 6ft marks or decals will be placed on the floor throughout each classroom. We will also ask parents to purchase the small packets of tissue for students to keep at their desks. In an effort to bring a sense of normalcy, students in pre-school, TK, and kindergarten will continue to take naps after lunch. Nap mats will be assigned individually per student and will be disinfected after school.

Desks and face shields will be cleaned and disinfected by the classroom teacher. Seat cushions and nap mats in the primary grades will be cleaned and disinfected by the teachers as well. All classrooms, offices, hallways, restrooms, pre-school rug, desks, and chairs will be disinfected with the electrostatic sprayer every day after school. Once Catechism classes resume, the classrooms will be disinfected every morning and after school.

Curriculum

- ***Option 1: On-site-Hybrid Learning:*** This option will allow students to learn remotely on Mondays and on-site Tuesday-Friday. The elective classes will be taught on Mondays in addition to the core subjects and independent work time. On Mondays, students will need to login to Zoom or Google Meets at 8am for attendance and to begin their regular classroom routine/schedule. On Tuesday-Friday, students will be in the classroom and dismissal will be at 2:15pm. Classwork and assessments will be submitted digitally as well as through the collection of hard copies. CDC and ADLA safety guidelines will be followed and implemented for the on-site option. **Please see Classroom Environment above.**

Modifications will be made to the middle school department. The school will implement a block schedule similar to the schedules used in many of our Catholic High Schools. The new schedule and format will allow students in grades 6-8 to stay in one classroom for the entire day instead of rotating to three different classrooms. Subjects will be taught in 120mins sessions; two subjects per day. In addition to the core subjects, middle school teachers will also teach vocabulary and an elective 30min class at the end of the day; Ms. Novales will teach STEAM, Ms. Williams will teach Art, and Mr. Maldonado will teach Health and Fitness.

We are a Catholic school and a great part of our faith is the celebration of the Holy Eucharist. All students will take part in our weekly Mass virtually. Mass will be livestream on Fridays at 8:15am on the Mary Immaculate Church Facebook page. Students will participate in Mass virtually in their classrooms and will be required to wear best dress uniform on Fridays.

Teachers will provide parents with more information regarding curriculum and classroom expectations.

- **Option 2: Remote Learning:** This option will allow students to learn remotely Monday-Friday. Teachers will put together packets with classwork and lesson plans. Classwork pick up days will be scheduled throughout the trimester. Students will follow the same on-site learning schedule and attendance will be taken daily as soon as school begins at 8am. If your child is absent on a particular day, please call the school office in the morning to inform us. If a student is marked absent and you did not call the office, Mrs. Vargas will call you. If your child is absent due to a doctor's appointment, please drop off a copy of the doctor's note or email it to the school. This will allow us to make the correct note on Gradelink.

In order to create a "regular" classroom setting and bring a sense of normalcy, students will be required to wear their school uniform during remote learning hours. Teachers will teach their lessons live and students will be able to participate and ask questions as they normally would in a regular classroom setting. We ask that students have a quiet place as lessons will be taught live and students will need to focus. Distractions can cause students to miss important information. All students learning remotely will need to be present live and cameras need to be on; avatars or other pictures will NOT be accepted. Teachers need to see the students in case they have any questions. We want to create a regular classroom setting as much as possible for students learning on-site and remotely. We ask for your support and cooperation.

Teachers will use their iPads or other devices to livestream their lessons. Students will be able to view the teacher. Due to safety guidelines, other students in the classroom will not be visible. Students learning remotely will submit their classwork and assessments digitally. Students in pre-school and TK will submit their classwork on specific classwork drop off days. Students in grades Kinder-4th will submit their classwork via Seesaw and other digital resources such as live worksheets and/or students' email. Students in grades 5-8 will submit their classwork digitally via Google Classroom, live worksheets, and/or email.

We are a Catholic school and a great part of our faith is the celebration of the Holy Eucharist. All students will take part in our weekly Mass virtually. Mass will be livestream on Fridays at 8:15am on the Mary Immaculate Church Facebook page. Students will be required to wear best dress uniform on Fridays. Teachers will provide parents with more information.
- **Electives:** All elective classes, except Coding, will be taught remotely on Mondays. This decision was made with the children's safety as a priority. By having Music and PE remotely, students will be able to perform the skills required for these courses such as singing, exercising, etc... without the risk of infection. For instance, Music would require students to remove their masks in order to do the breathing exercises and/or sing. Students singing without a mask would mean droplets in the air. PE would also require students to remove their masks or face shields to run and/or exercise, particularly due to the heat. Teaching the elective courses remotely will allow us to continue offering these classes without having to cancel them and keep our students safe as well.
- We are exploring the possibility of conducting virtual classroom orientations with the classroom teachers. More information to come. 😊

We thank you in advance for your support and cooperation! We will get through this pandemic together.

Donations Needed:

- Small water bottles to keep in the office or classrooms
- Disposable children face masks
- Disposable adult face masks
- Disposable gloves
- Lysol or 7th Generation disinfecting spray
- Lysol or 7th Generation cleaning spray
- Lysol or 7th Generation disinfecting wipes

*Please drop off your donations at the school office.

**Guidelines are subject to change as we receive more or new information from the CDC, county health officials, and/or Department of Catholic Schools.*