



ST. MICHAEL ACADEMY 2020-2021 REOPENING PLAN

Please note that these policies and procedures are based on guidance from The California Department of Social Services (CDSS) worked in collaboration with the California Department of Education (CDE). All policies will be updated as new information is gathered.

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Section One: Referenced Docs and Resources

This section contains the documents used as guidance and the policies and procedures required from the California Public Health Order regarding best and safest practices to combat the spread of COVID-19. The guidance has been used to dictate the policies and procedures we will institute at SMA as we reopen to ensure we are following best and safest practices.

Under each heading, you will find a hyperlink to the document. These documents and guidelines are subject to change as we learn and receive more information about the current state of the pandemic.

1. San Diego County Office of Education Reopen Plan
2. California Department of Public Health COVID-19 industry Guidance: Schools and School-Based Programs (**published June 5, 2020 effective June 12, 2020**)
3. Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools
4. Center for Disease Control Guidelines for Reopening Schools
5. San Diego County Public Health Order (**effective June 19, 2020**)
6. Diocese of San Diego Office of Schools - School Re-Engagement
7. **American Academy of Pediatrics** COVID-19 Planning Considerations: Guidance for School Re-entry (**Last Updated: 6/25/2020**)

Section Two: General Health and Safety Guidelines

This section contains the general health and safety policies that St. Michael Preschool will be implementing beginning on the first day of school until further notice. All policies have been made in accordance with the documents referenced in Section One and are in the best interest of the children, families, and teachers.

1. Screening for symptoms at home

We strongly encourage all parents to screen their children at home for signs of symptoms or illness PRIOR to coming to school. This will reduce the amount of times you will be asked to keep your child at home, as the guidelines around symptoms and illnesses are much stricter at this time. To screen your child prior to school arrival, please access the following:

- Does your child have these symptoms?
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell

If your child has any of these symptoms OR has been in direct contact with someone who has tested positive for COVID-19, please keep them at home prior to coming to school.

If you plan on keeping your child at home due to illness, you are obligated to call and inform the school of their symptoms and if they have been seen by a doctor if they have seen a doctor, you are obligated to inform the school of his or her diagnosis.

2. Arrival and screening procedures

If your child is healthy and ready to come to school, please note the following procedures to ensure the safety and health of all students, faculty and staff:

- School drop-off will occur between 7:45 a.m. and 8:00 a.m. to reduce the amount of traffic. The child and parent must wear a face covering.
- Parents will park their vehicles and walk their child to their classroom. Please give yourself plenty of time to park and walk your child to the classroom. We expect a lot of traffic during the first several weeks of school.
- During drop off, students will have their daily health check, including a temperature reading which will be documented. At least one parent MUST

REMAIN with their child until their child has been cleared. Parents must leave immediately upon cleared health screening to ensure the safety and health of the students and faculty.

- If the child exhibits any of the signs, symptoms or have had contact with COVID-19, you'll be required to take them home. The regulations around sick children are in the sections below.
- While you are waiting to be screened at the classroom, please maintain 6 feet distance from other families, to ensure the safety and health of everyone. Some teachers will use the classroom cubbies as a space to keep 6 feet distance while screening your child.
- All health information regarding students will be kept confidential and stored in a safe and secure location. The information will only be used by employees of the school.
- After a student has been cleared healthy for school, they will sanitize their hands with hand sanitizer or walk directly to their designated hand-washing station. Once they have properly sanitized their hands, they will walk directly to their first class to begin their school day. Their first period teacher will be waiting in their classroom for the students.
- If a student does not pass the health screening, the parent must take the child home and keep the school informed of systems. See below on the policy of students returning to campus after an illness.

3. Sick student guidelines

The following are the guidelines for health screening children either at school arrival or if they fall ill during the day:

- Fever (100 degrees or higher)
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Contact with any person who has tested positive for the COVID-19

If a child exhibits any of these symptoms at the arrival screening or during the school day, a parent MUST pick them up and take them home as soon as possible.

If a child has an identified condition that will result in a positive screen (i.e. allergies, eczema, migraines, asthma, etc.), the school may use their discretion in allowing the student to enter campus.

For a student to return to campus, they must not return until:

- They have met CDC criteria to discontinue home isolation, including:
 - 3 days with no fever
 - Symptoms have improved AND
 - 10 day since symptoms first appeared
- They have tested negative 14 days after exposure to someone who tested positive for COVID-19

If a student shows a pattern of any of these symptoms throughout the school day, the school is obligated to remove the student from the classroom. They will be required to stay in the designated isolation room with a face covering until a parent picks them up to go home.

Please refer to the instruction and learning section for policies and procedures around the opportunity to live stream classes for children who must remain home but are well enough to do schoolwork.

4. Sick staff guidelines

Teachers and staff will be held to the same Health guidelines and stated above in the student section. Below are the following procedures in place for staff:

- Teachers are encouraged to self screen at home prior to coming to school using the regulations stated above.
- Upon arrival at school, teachers will submit to a health screening and temperature check, which will be recorded in a confidential binder and be screened using the questionnaire to assess signs, symptoms and contact with COVID-19. If their temperature is above 100.4 degrees or they identify signs, symptoms or contact with COVID-19, they will be sent home immediately.
- All health information regarding faculty and staff will be kept confidential and stored in a safe and secure location. The information will only be used by employees of the school.
- If teachers and staff are deemed healthy after the screening, they will wash their hands before entering the classrooms.
- If throughout the day, a teacher or staff member develops a fever or any symptoms they will be sent home immediately.
- If a substitute teacher is required, they will also be screened following our policies and procedures designated for teachers and staff.
- Teachers and staff will be allowed to return to campus if they meet the guidelines listed above in the sick student section.

Please refer to the Instruction and Learning section for policies and procedures around the opportunity to live stream classes for teachers who must remain home but are well enough to teach.

5. Contact Tracing

The school Community will be notified if we are made aware of any positive COVID-19 cases both on and off campus, while still maintaining confidentiality. If a member of the household person who the family has had contact with test positive for COVID-19, we ask that all families inform the school immediately. Please read more regarding positive cases on campus in the Cleaning and Sanitation procedures section.

If the school is made aware of a positive COVID-19 case, we will document and track incidents of possible exposure and notify health officials, while still maintaining confidentiality.

6. Travel guidelines

If a child, household member, teacher or staff member travels outside the country, they are required to inform the Principal.

If a child, household member, teacher or staff member travels to another country with widespread Community transmission, they will be required to remain in isolation at home for 14 days after their return home before coming back to school.

If a child, household member, teacher or staff member travels on a cruise ship or riverboat, they must use the following regulations:

- Self monitor for symptoms
 - Check temperature twice a day
 - Watch for fever, cough, shortness of breath, and other symptoms of covid-19
- Avoid contact with people at higher risk for severe illness
- Follow CDC guidance if symptoms develop

If a child, household member, teacher or staff member travels to another state with widespread community transmission, they must use the following regulations:

- Practice social distancing
- Be alert for symptoms
 - Watch for fever, cough, shortness of breath, and other symptoms of COVID-19
 - Take temperature if symptoms develop
- Follow CDC guidance if symptoms develop

SMA would appreciate open communication around travel and potential exposure to keep everyone safe during this time. After travel, everyone is expected to continue using the daily temperature checks and screenings to ensure health and safety.

7. Face coverings policy for teacher, parents and students

All teachers and staff will be required to wear either a cloth face covering or face shield throughout the day.

All students will be required to wear cloth face coverings during their arrival and dismissal from school. They will also be required to wear them when moving throughout the hallways, to the bathroom and to and from recess and lunch.

Kindergarten through 2nd grade are strongly encouraged to wear face coverings in the classroom and will be required to wear face coverings during arrival, dismissal, and when moving throughout the school, with the exception of meals. Students in 3rd grade - 8th grade are required to wear face covering at all times with the exception of meals.

8. Dismissal procedure

At the end of each school day, all students will remain in their classroom under the supervision of their last period teacher. Dismissal will last from 3:00pm - 3:15 each day and 12:15-12:30pm on Wednesdays.

Parents will park their vehicles and walk up within 6 feet of the classroom to pick up their child. Once a teacher identifies the parent, the child will sanitize and/or wash their hands, and can leave for the day. All student materials and supplies must be taken home and sanitized.

Please give yourself plenty of time to park and walk to the classroom. We expect there to be heavy traffic their first several weeks of school. Families must leave immediately upon pickup to ensure the safety and health of the students and faculty. Face coverings must be worn to pick up your child. Students will be required to wear their face covering during the dismissal process as well.

9. Visitor policy

At this time, only essential visitors will be allowed to come onto campus. Unfortunately, we cannot have parents or volunteers helping in the classroom. If you have to come to school for an urgent matter between the hours of 8am and 3pm, please use the gate entrance. Call before coming if you do not have an appointment to ensure that we can help you safely. Appointments with teachers and staff are offered by phone or virtually so that we can ensure safety of everyone.

If you come to campus, you will be required to wear a face covering. All visitors will be screened by having their temperature checked and identifying signs, symptoms or contact with COVID-19.

10. School closure guidelines

SMA will follow diocesan and public health order guidelines regarding the temporary closure of campus.

When a student, teacher or staff member tests positive for COVID-19 and has exposed others at school, the following steps will be implemented:

- In consultation with the local public health department, it will be decided whether a school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- Given standard guidance for isolation at home for at least 14 days after close contact, the classroom or office where the patient was based will typically need to close temporarily as students or staff isolate.
- Additional close contacts at school outside a classroom should also self isolate.
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- The school community will be notified if such an occurrence happens within 24 hours of the school knowing of a positive test result.
- If a school closure happens, all members of the community should maintain social distancing and avoid gatherings.
- If a school closure happens, depending on the timing, we will move to a distance learning structure. More information on around distance learning can be found in the Instruction and Learning Section.

11. School communication

Communication between home and school is vital during this time. The school community can expect to receive school wide communication from the Principal weekly through email. The Principal will communicate more regularly if needed. **Parents will receive emails/updates from teachers through Gradelink, Email or Class Dojo. At this time, meetings with the Principal or Teacher can be through a call or virtual. No meetings or events will be held on campus. Please make sure to schedule a time with your child's teacher if needed.**

In an attempt to reduce the amount of transmission and exposure, our school will be removing the amount of paper we distribute. Therefore, we are requiring parents to utilize Gradelink for all the necessary resources. SMA will ensure all forms and documents are made available to parents through email. The school calendar is also available through Gradelink, as well as progress reports. We are strongly urging all parents to update their Gradelink profiles

REGULARLY to reflect the most accurate contact information. This includes email and cellphone.

At this time, most materials will be sent digitally. If you require any printed materials, please ask the office staff and they will do their best to accommodate.

Section Three: Catholic Identity

Our Catholic identity is the cornerstone of our school. While we must comply with health and safety regulations, we can be creative in how we bring our faith to life among our school community. This section details modifications and opportunities for our school to maintain an active faith life.

1. Mass Policy

SMA will hold all school mass on Wednesday at 11:15am in the grotto (outdoor).

To ensure the safety of everyone, the following Diocesan guideline will be used:

- Face coverings will be worn by all who attend Mass.
- Students will sit with their class but maintain social distancing.
- During this time, participation from parents, parishioners, choir and student altar servers will be suspended.
- There is no physical touching during the Sign of Peace or singing during Mass.
- All who intend to receive communion will do so at the end of Mass and proceed to the exit to walk to class with their teacher.

2. Retreat Policy

The 8th grade retreat is tentatively scheduled for the Spring and is intended to be a 3 day, 2 overnight experience. This is all contingent on government guidelines at that time. If we are forced to cancel the overnight retreat, we will look into the following options:

- Holding the retreat at a closer location for day-use and relying on parents to drop off and pick up their children each day
- Holding the retreat at the Saint Michael Catholic Church Parish Hall during the day
- Holding the retreat virtually

Whatever option is chosen as a final decision will be in the best interest of everyone's safety and health and will follow public health order guidelines.

3. Daily Prayer and Reflection Opportunities

Under the current guidelines, we will not be able to gather together outside as a school in prayer each morning. Students will remain in their classroom at this time. However, we will still want to start our day in prayer as a community. Eventually will begin with a prayer assembly over the classroom intercom or live streamed through the class televisions. This way, we can still gather together as a community safely and start our day in prayer.

Before meals, the students will still be able to pray together as a class, as well as at the end of the school day.

Students will continue to have dedicated class time for Religion and Religion Activities, which will continue to allow them to explore and deepen their faith, as well as reflect on their relationship with God.

4. Engagement of Families with Faith

We know that family and faith go hand-in-hand and we are determined to be creative and how we integrate our faith community at SMA. **On Wednesday, we will live stream Mass at 11:15am.** Families will also have the opportunity to attend Mass on anticipated Saturday Mass and multiple Sunday services.

Our school and parents must partner together in our mission of providing a faith-based education to students. The school will continue to explore multiple ways to engage in our faith as a community while still obeying public guidelines.

Section Four: Physical Distancing on Campus

This section is intended to provide insight into the physical School layout, which will adhere to health guidelines, and promote a place where productive learning and play can exist.

1. Classroom Setup

Each class will be assigned a specific classroom, where all of their instruction will occur (except PE). If the students have different teachers for different subjects, the students will remain in their homeroom classroom while the teachers rotate. The students will not be left unsupervised.

SMA will maximize space between seating and desks. Classrooms who hold a higher student capacity will use partitions between desks, arranging desks in a way that minimizes face-to-face contact. Students will continue to wear face coverings throughout the day.

Adhering to local and state guidance, all students will be 6 feet apart from one another to ensure social distancing. Teachers are still equipped to deliver a blended learning model within this framework and will institute opportunities for collaboration within these limits. Teachers will maintain appropriate distance from students for their safety, but will adhere

to the students' social, emotional and academic needs first.

2. Student Schedules

Students' schedules have been specifically designed to limit the amount of contact they have with students in other grades while on campus to reduce the risk of transmission. Students' schedules are designed in a cohort based model, which means they will interact only with their grade level physically in the classroom, and outside for recess, lunch and PE. **This involves staggered lunch between upper and lower school where recess and lunch have designated locations.**

While SMA prides itself on providing mixed grade level opportunities for students to collaborate with their classmates, we realize that doing this in person violates local and state guidance. However, through the use of technology such as Google Meet, we plan on providing opportunities for students to engage in mixed age level groupings virtually.

It is encouraged that parents view their children's schedule to better understand the temporary system we have in place. **A new schedule will be distributed for the reopening of the school. There will be a slight change in the minutes of the day and instructional times.**

3. Recess and Lunch Policy

With the assigned areas we've created, we are happy to report that students will be able to enjoy outdoor recess and outdoor lunch each day. They will be assigned a specific location and rotate between playtime and eating time for recess lunch.

Prior to coming to lunch and recess, students will visit their designated hand washing station to thoroughly wash their hands. Face coverings will be worn to and from recess. The students will be supervised by teachers throughout the duration of recess and lunch.

KINDERGARTEN ONLY: Students will have two areas to eat lunch, in the Kindergarten yard or in the upper school lunch area. Depending on the heat, the teacher will make the best option for the class. Due to playground equipment not being available for use, the Kindergarten class will use the upper school play area for recess and play. They will have their own designated area.

Eating Policies:

- Students will sit at their designated lunch area. There will be markers indicating where the students are able to sit, limiting the tables to two students each. Face coverings will be removed for eating and drinking.
- Once students are done eating, They will receive hand sanitizer from their supervising teacher. Students will have to wait the duration of their eating time before engaging in play.

- The staff will sanitize the tables and benches where children sit to prepare for the next class.

Playing Policies:

- SMA recognizes that play is a huge part of the school experience. We will encourage students to remain 6 feet apart, but understand this may be a challenging task for students. Under current guidelines and to allow slightly more freedom for students at play time, face coverings must be worn.
- High-intensity activities will be prohibited during play time, as it is not safe to do with a face covering.
- Students will not be allowed to touch other students and cannot share play equipment. Students will be encouraged to engage in parallel play.
- Each grade level will have a designated bin of appropriate play equipment, which will not be shared with other grade levels. Students can ask permission to use a piece of equipment to play with, however, they have to use that equipment for the duration of playtime and cannot share with another student.
- After playtime is over, the equipment will be sanitized.

4. PE Policy

PE will be done twice a week by grade level and will primarily focus on individual exercise within 6 feet apart. Students are able to wear their PE clothing the entire day, and will not have to change to school uniform. Similar to the play section above, each grade level will have a designated bin of equipment they can also utilize for PE, although not every class will require equipment. Equipment will not be shared and will be sanitized after each class use.

Face coverings will be worn to and from PE. Depending on the planned activity and the ability to social distance, face coverings might be required for PE. Activities that are of physical exertion will be conducted without face coverings. We want students to play safely and enjoy themselves, but we must adhere to health and safety guidelines.

5. Supply Policy

Due to health concerns with students sharing supplies, each student will be required to bring and use supplies during the school day. Backpacks and student materials/supplies will be left in the classroom by their desk. This will limit the contact of entering and exiting the classroom multiple times. Each student will have a supply box to store materials. To ensure that their supplies can be kept in a safe and condensed place.. Please label all of your student's supplies so they do not get lost or mixed up.

If for whatever reason, a student needs to borrow supplies from the school or teacher, it will be sanitized before and after student use.

6. Technology Policy

SMA is currently a one-to-one device school. We have devices assigned for each student to use during the school day. Because we are one to one, students will not be allowed to bring a device from home. All technological equipment will be wiped down and disinfected daily. Three policy forms, combined into one: *For Internet, Equipment, Software & Technology Communications, Technology Device Policy, and Google G Suite for Education* will need to be signed prior to the start of school.

7. Assembly and Gathering Policy

Under the current guidelines and due to our enrollment, we will not be permitted to hold whole school physical gatherings at this time.

Morning assembly will occur virtually every Monday morning and be streamed to each classroom until we are safe to gather outside together again. Other school-wide gatherings will be done virtually unless we are able to divide the school up into small groups and still maintain social distancing.

Field trips will not occur until it is safe to do so.

We will continue to monitor the situation and will be happy to transition our events, assemblies and gatherings to in-person when it's safe. Otherwise, we can assume they will be held virtually, postponed or cancelled.

8. Before and After School Care

SMA is happy to continue to offer before and after school care. For the health and safety of the students, the hours of before and after school care will be from 6:30 a.m. to 8 a.m. and 3:00 p.m. to 5:30 pm. **Please drop your child off and pick up your child in the Parish Hall, use the back door entrance, located next to basketball courts. The tables will be spaced at least 6 feet apart, students will wear masks, hand-washing and hand-sanitizing stations will be available, and health screening and temperature readings will take place.**

Section Five: Cleaning and Sanitizing Procedures

This section indicates the different commitments each group will make towards ensuring the campus and those on campus are safe and healthy.

1. School Cleaning and Sanitizing Procedures

Prior to the schools re-opening, all carpets will be professionally cleaned and classrooms will be disinfected once again.

At the end of each school day, each space used by teachers, students or staff, will be sanitized thoroughly so that when people arrive the next morning, the campus is safe and healthy. All products used to sanitize will be safe in terms of exposure.

After play equipment is used by individual students, it will be sanitized by a teacher thoroughly before reuse.

After the lunch tables have been occupied, they will be sanitized before the next group's use.

Each grade level will have a hand sanitizer dispenser available for use all day. Each grade level will also be assigned specific hand washing stations for use throughout the day.

If there is exposure on campus to a positive case of COVID-19, the locations of extreme exposure will be closed off for at least 24 hours so that the school can thoroughly disinfect the area.

2. Teacher Cleaning and Sanitation Procedures

Each teacher will have disinfectant wipes and a spray bottle with a cleaning solution available to them in each classroom if the situation arises where something either needs to be cleaned or sanitized. This also includes outdoor space.

Teachers will be responsible for sanitizing any used items in their classroom (i.e. supplies, technology, etc.) at the end of the school day before they are used again.

3. Student Cleaning Procedures

Students will not be involved in the sanitizing process of surfaces or classrooms. Students will be responsible for cleaning their own hands before they enter school in the morning, before and after recess, before they eat, after lunch and at the end of the day. During the day, the students may be asked to assist in the cleaning of their personal surfaces and supplies with their personal antibacterial wipes.

Section Six: Instruction and Learning

This section details the instruction and learning expectations based on a socially distanced model. Since the resurgence of COVID-19 brings the potential of more school closures, SMA aims to be proactive in creating a system that is smooth and easily transferred to a distance learning model. SMA also recognizes the extreme importance of adding in additional social emotional learning opportunities for students as they transition back to school after many months apart.

1. Digital Learning Platform

SMA will continue to use Google as its operating system. Each student grades 3 through 8 receives a Google username and password which allows them access to Google Suite for Education. Such features include Classroom, Email, Meets, Docs, Sheets, etc.

From the start of the school year, each class will already have class resources, materials and access through a digital platform. For grades K-2, the main platform will be Seesaw. For grades 3rd to 8th, the main platform will be Google Classroom. Since the school is attempting to become paperless, most classroom resources, text and materials will be available on the digital platform, which can be accessed both at home and at school. Parents have access in different ways) to the platforms and each have settings to inform parents of student progress. If needed, printouts/handouts can be made available.

The advantage to having most classroom materials available on a digital platform all year are many, but there are two main reasons for the members of the SMA community. First of all, in the event of another mandated School closure, the transition to distance learning is much easier and seamless for the students. Secondly, since the guidelines regarding six students are much stricter than before, this allows students much easier access to their classes if they are home but well enough to engage in their school work. Both are explained in more detail in the section below.

2. Distance Learning Platform

There are two reasons why a student would need to access class materials through distance learning: if the school is forced to close due to COVID-19, or the student is mandated to remain at home while they are ill, have traveled internationally or have been exposed to COVID-19. Each scenario is described below.

- School Closure
 - In the event that the school is mandated to close due to COVID-19, we will transition again back to distance learning, where the students access their class materials remotely and experience both synchronous and asynchronous learning with their teachers.
 - The school will provide a weekly schedule to families, informing them of the expected classes each day. Teachers will also email parents of their expectations for learning. The Principal will communicate school wide once a week (Friday) to keep families informed.
 - Students will experience a balance of synchronous and asynchronous learning. Synchronous learning is when all student's login to Google Meet with their teacher and conduct a live lesson. Asynchronous learning is when teachers will use applications or pre-record lessons and make them available to students to watch any time throughout the day.

- Students will access their class materials through their digital learning platform and turn in any necessary work or assessments to their teachers remotely. There is no penalty for late work.
 - Students will have the opportunity to re-do or re-take any assessments they choose throughout the grading period. For any given standard, if a student has not shown sufficient evidence of learning they will receive a grade of "NE" meaning No Evidence.
 - During distance learning, SMA will continue to use achievement based grading as its system for assessing students and providing feedback.
 - If students do not attend synchronous classes or submit any assessments, the school will continue to communicate with the family until Improvement is shown.
- Mandated Student Isolation / Sickness
 - See the guidelines in the Sick Student Policies Section regarding mandated student isolation or sickness.
 - If a student is at home but still able to attend class, they will take attendance on the Google Form available so the teachers are aware of their presence.
 - Each teacher will have technology to support in the event that they need to live stream a class via Google Meets so that a student who is at home can "attend" class.
 - The student at home will log into Google Meet at the appropriate class time on their schedule. They should be muted for the duration of class unless they have a question or the teacher chooses to allow them to participate. If attending class remotely, we encourage being part of the community and to be in an SMA uniform. If not feasible please make sure your child is dressed appropriately for school, avoid ie. pajamas.
 - Most work that the class is working on in- person will be available to the student through their digital learning platform, so that they do not miss out on learning opportunities.
 - Since the teacher will have an in-person class, the students should expect to ask their teacher questions in the chat box or via email. The student must have patience as a teacher might need time to respond to their question.

3. Grading Policy

SMA will continue to implement the achievement based grading from Kindergarten through Grade 8.

While SMA's grading policy is not expected to change as a result of the school's physical re-opening, there will be different things taken into consideration based on what we've learned in our distance learning experience.

Students who turn in assessments or work late will not be penalized in terms of their score. In the grade book and the report card is where students are assessed purely on their demonstration of mastery over grade level standards. As a review, this means that homework, effort and citizenship are not categories for which the grade is calculated. The achievement grade consists of only the student's demonstration of learning. Also, as a reminder, not everything a student does is graded. The non-graded work, whether it is done at home or at school, is often where the learning occurs and where vital feedback is given.

As indicated in the Distance Learning Platform section, the only major change in terms of grading policy moving forward will be that whenever there is a standard that lacks evidence due to insufficient work from the student it will be evaluated as "NE" meaning No Evidence.

4. Blended Learning Models

SMA has been proudly implementing blended learning for the past year. This model is now receiving positive praise from schools across the country for its ability to individualize instruction. As other schools first learn about blended learning, we feel that SMA has an advantage, as this has been our instructional model for the past year.

In review, blended learning is an educational approach that differentiates what, how, and when the students are doing in class, so that the teacher can individualize the instruction geared at the students' needs with the advantage of adaptive technology. Typically, there are three different blended learning models utilized in a classroom setting: station rotation, whole class rotation or individual rotation. At SMA, the most common model is station rotation, but as the students' ability for movement is more limited in the re-open plan, all three models will be utilized regularly.

A station rotation model usually begins with a whole group mini lesson before the students are divided into different groups and they rotate through different stations in groups. Typically, there is a teacher-led station, where the students receive small group or individual instruction from the teacher. Another station is a technology station, where the students are utilizing adaptive technology that meets their immediate needs in a particular content area. Lastly, the other station is usually either a collaborative station, where the students are working on or discussing the same task, or an Independent station, where the students are working independently on an assignment or project.

A whole class rotation model is when the class rotates through the same various activities (similar to those listed above) at the same time and not in different groups.

The independent model is when students are given a list of 3-5 different activities (again, usually all different types) and they get to choose which order they would like to complete them.

In all three models, students do not need to be all doing the same work. For a Math Task station, each student could be working on different skills based on their different needs. The

same could be done in ELA, where all of the students might be reading, but all reading different texts.

Even within the limitations that the health and safety guidelines provide, SMA is confident that we will be able to continue successfully implementing blended learning models, with continued growth and professional development.

5. Instructional Considerations

With the limitations provided to ensure every student, teacher and staff member's safety, we know that school will both look and feel different. We are happy to adjust our plan as restrictions change, but will remain is that students will feel safe, loved and cared for on-campus. We also hope to continue to foster their love of learning.

While under these new restrictions, students cannot move throughout the room like before, teachers will be planning creative ways for students to collaborate from their seat, whether verbally or virtually. Group projects and discussions are still very possible and will occur.

Teachers will also be very aware of the amount of time students are on their screens. While we know more screen time might be necessary in the interest of maintaining connection, it won't be used unnecessarily. Much of the learning process is hands-on. Typically, those hands on resources are shared among the class. Teachers are prepared to modify those activities so that Students can still experience learning through exploration and inquiry, but the sharing of supplies and materials cannot happen. This is where parallel exploration will come into play, where students each have their own set of materials and can experience learning together and individually.

SMA believes that homework should not be given unless it enhances the students learning experience. This is true now more than ever. Students' return to school will be exciting, but we also anticipate some underlying stress and anxiety. We are still very much in a pandemic and we know that everyone has dealt with this differently and experienced it in very different ways. We want students to WANT to come to school and when they are home, have time to relax, decompress and spend time with their loved ones. This does not mean students will not have work at home - it means we want to prioritize family connections during this stressful time.

6. Social Emotional Learning

SMA wants to prioritize the social emotional learning of our students. The return of physical school brings a large array of emotions, and we want students to feel safe when they step onto our campus, knowing that the rules and regulations are for the health and safety of our students and staff.

7. Equity

SMA is a place that will always promote equality and inclusion, and our practices must demonstrate that. Below are a few ways we plan to address equity at our school.

- Technology
 - Each student will be assigned a device at school to ensure that all students have equal access to the materials they need.
 - If we must revert back to distance learning, we will continue to loan out devices to those in need.
- Curriculum
 - Each teacher is required to submit a Curriculum Equity Audit to the Principal for approval.
 - There must be a demonstration of equity among race, sex, culture and ability.
- Student Support Group
 - SMA welcomes students with Individualized Education Plans (IEPs) or learning challenges, as long as it is in the best interest of the child, teachers and family.
 - Our hope is to institute a group that will provide more support to our students in need and allow the school to increase our communication between teachers, parents and students so that all needs are being met.

Acknowledgment Statement

By signing this document, I, _____, acknowledge that I have read the SMA Re-Open Plan 2020-2021 in its entirety. I also have knowledge that this plan is subject to change based on updated and / or revised information regarding the safety and health of the students, teachers and staff. I acknowledge that I will be notified of any changes to this document, as they will be highlighted in yellow.

I also acknowledge that I understand if I have any questions or concerns regarding this document, I will ask them respectfully to Ms. Dayag, the principal. I also acknowledge that I understand that SMA will continue to follow local, state and national health orders regarding COVID-19. This means that there might be a policy I do not like or agree with, but I understand it is required based on this local, state and national guidance for re-opening schools.

I also acknowledge that by signing this document and returning the Acknowledgement Statement to the school, I am ready to have my child return to campus, as long as it continues to be safe and all of these policies stated above are in effect. I acknowledge that I will comply with all of the policies pertaining to parents, particularly in the guidelines around the health of my child.

Parent Name (printed)

Parent Signature

Date

Name(s) of Students

Parent Name (printed)

Parent Signature

Date

Name(s) of Students