ST. MARK CATHOLIC SCHOOL

Safer
Stronger
Together

RETURN TO CAMPUS 2020-2021
Greetings St. Mark Families,

We are very excited to welcome you and your children to St. Mark for the 2020-21 school year. We have been working closely with the Catholic Schools Office and the Diocesan Strategic Task Force Team to ensure a safe return to campus as a community. As we move forward, we will follow recommendations from the CDC and DHHS guidelines to ensure that all areas are safe from the first arrival of a student to the last departure. Our commitment to Health and Safety will be evident from the classrooms to the hallways, and larger gathering areas. We have planned extensively to ensure that all measures for safety are being considered systematically throughout the building and implemented for our students and staff.

This document will outline in detail the expectations for administrators, teachers, students and parents during this school year. Please keep in mind that at any time, we may have to amend our learning mode based upon recommendations and mandates from local and state agencies including the Office of the Governor, CDC, DHHS, Catholic Schools Office and the office of the Superintendent in collaboration with the Diocesan Strategic Task Team.

We can assure you however, that despite the mode of learning, we are well prepared to provide rigorous curricula that promote academic excellence at St. Mark. Your partnership with us will be critical in helping our students feel confident as learners to grow academically, spiritually and socially. Our teachers have planned in depth at all grade levels for face-to-face instruction as well as for possible distance learning. Your collaboration in this endeavor will ensure a balanced approach to learning and give our students a rich learning experience.

Thank you for your support and partnership in making St. Mark a remarkable faith in learning community. Together, we will prevail united in our faith, safer, stronger and together!

Yours in Christ,

Julie Thornley, Principal

St. Mark Catholic School
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Our schools have proven their effectiveness in reaching our students through in-person learning. Our optimal learning environment is the faith-filled classroom. However, the ability to meet individualized student needs to fulfill our mission is achieved through our teachers' instructional approach. We must take into account that these are unpredictable times, and the capability to respond to change in instructional delivery is vital to student success. The guidelines outlined in this document help to ensure that our communities meet the safety needs of our stakeholders and guide smooth transitions should there be a resurgence of COVID-19.

“Model A” provides a framework for in-person learning with minimal social distancing and addresses each aspect of the day from the first arrival to the last departure. Responding to the need of increased social distancing, “Model B” acts as a hybrid for instructional delivery, incorporating periods of face-to-face instruction and remote learning. In “Model C” schools would respond to the need to return to remote learning with improved guidelines and structure. We will continue to prepare for our return to campus in the fall with the ability to shift should the safety of our stakeholders be at risk.
Any decision to shift instruction throughout the year is made after consultation with the Chancery and in light of the mandates by the Governor of North Carolina. The variability of the school year ahead requires that we be effectively prepared for changes to the instructional environment. The models of instruction include our optimal preference of face-to-face instruction. This level will incorporate reasonable social distancing, face coverings, and hand cleaning measures to reduce health risk. The hybrid model pairs face-to-face and remote learning instruction to increase social distance measures. The final model of instruction through remote learning provides safety from home. The continuum of instructional models are designed to be responsive to changes in health protocols as determined by the diocese, state, and local health officials.
St. Mark Catholic School students thrive in our enriching faith-filled classrooms. Research has shown the importance of face-to-face instruction for the development of the whole child. We will continue to prepare with the guidelines below, a safe and conducive learning environment for our students with appropriate social distancing.

**SCHOOL DAY PROTOCOLS**

- **Drop-Off:** Prior to arrival on campus, parents/guardians will screen their child(ren) at home using the CDC Checklist provided in this handbook. By signing the acknowledgement, each family is agreeing that screening occurs at home prior to bringing their children to school. *This is the first layer of screening.*

- Upon arrival to campus, students will receive a temperature check in the carpool line. Students in grades K-8 with temperatures at or below 99.5 degrees will be admitted into the school building only while wearing a mask.
  - Upon entering, all students will sanitize their hands and proceed to the following destination depending on the time of morning.

- **Staff will wear gloves and face coverings during the drop-off assessment.**

**Note:** times have changed this year to accommodate a staggered entry and dismissal.

- **Early Drop Off:** 7:10 - 7:25 am
  - Early Drop Off is available starting at 7:10 am.
  - Students will remain socially distanced in the gymnasium with staff. Students may also be directed to the library for distancing if the number of students in the gym exceeds safety recommendations.

- **Morning Carpool Drop-Off:** 7:25 - 8:10
  - **Drop off for students not going to early care begins at 7:25 am.**
  - Students will go directly to their homeroom class. Students who are not in their homeroom by 8:15 am will be marked tardy.

- **School Bell Schedule:** 8:15 am - 2:15 pm
- **Morning Prayers:** 8:15 am
- **Afternoon Prayers:** 2:15 pm
**III. MODEL A: FACE-TO-FACE INSTRUCTION**

### SCHOOL DAY PROTOCOLS

**Afternoon Carpool Pick-Up:**

- Please abide by the staggered times we have established below for afternoon carpool.
  
  **If you arrive early for your time, you will be directed to wait in the appropriate area until your staggered time begins.**

- Please follow directions of staff members and please be patient. We need the cooperation of all parents/guardians in this endeavor.

- **Staggered times for afternoon carpool:**
  
  - Names with last names beginning with A - H: 2:20 - 2:35
  - Names with last names beginning with I - O: 2:35 - 2:50
  - Names with last names beginning with P - Z: 2:50 - 3:05

- Students will remain in their classrooms during carpool until their name is announced on the speaker and posted on the classroom monitor.

- Students will proceed to the outside overhang area (staff will direct) where they will go to the appropriate station as directed by a staff member.

- Parents will post a sign in the front windshield with **Last name and first names of all children in their family being picked up. Carpool cards will be available at Open House.**

- Classrooms will remain separate during pick-up, and students and staff must maintain social distance and wear face coverings while waiting.

- Face coverings will be worn by students and teachers at pick-up.

- Students who carpool with other St. Mark families will need to practice paying attention to and remember the name of their carpool when it is announced on the speaker.
After School Enrichment Program (ASEP):

- MACS After School Enrichment Programs will be offered for this upcoming school year from dismissal until 6:00 pm. Additional information regarding the operations of the program will be forthcoming.
- Safety protocols that are in place at each school will be maintained. Should you have any questions please contact the Director, Phyllis Kiebler via email- PTKiebler@stmarkcatholic.net.
- Students and staff will sanitize their hands upon entering the room.
- Our students will be supervised in a space where CDC and social distancing requirements can be met, where the areas used for After School Care are clearly marked, and where students only have the use of personal materials and supplies.
- All areas/spaces will be thoroughly cleaned before and after activities.
- All equipment will be sanitized before and after use by students.

Clubs/Tutoring: Students and staff will observe CDC and State requirements during one on one and small group tutoring.

- At this time, all clubs/activities are not meeting with the exception of tutoring. This may change as the year progresses. Updates will be communicated accordingly.
- Tutoring may commence upon the approval of the administration with sanitization procedures followed as well as masks worn and social distancing in place.
### III. MODEL A: FACE-TO-FACE INSTRUCTION

#### SCHOOL DAY PROTOCOLS CONTINUED

- **Front Office:** Visitors, parents, or volunteers may not enter the school or front office. Please call the front office if you are dropping off or picking up your student outside of normal drop-off and pick-up hours. A staff member will issue the temperature scan and walk the student in for a late arrival as well as walk a student out to their car for an early pick-up.

- **Other Common Areas:** If common areas of the school are used for class or gatherings, social distancing will be adhered to and the area sanitized between uses. There will be no school assemblies.

- **Cafeteria:** Students will eat lunch in their homerooms. Classrooms may use the cafeteria on a rotational basis when safe social distancing is possible between each person and will be cleaned between each use. Hot lunch service will meet all health and safety guidelines.

- **Snack:** During daily snack time, all students will bring their individual snack from home. If there is a situation in which the school provides a snack, it will be individual and pre-packaged.

- **Lunch:** Ordering lunches will continue for our students. Employees of our school will comply with COVID-19 safe food handling, preparation, and distribution as determined by the CDC and DHHS guidelines. No outside shared treats will be allowed.

  Lunches will be eaten in students’ homeroom classes.

  - We may at times, allow one or two classes to eat in the cafeteria while socially distancing themselves (one empty seat between students). This will be fluid and all social distancing guidelines will be adhered to.

- **Recess:** This school year our recess schedule was created to allow for proper social distancing between students and prevents the mixing of classes. **Recess times will be staggered by grade level to minimize the number of students outside at one time.**

  - A schedule is in place for frequent cleaning of swings and structural equipment. Individual items such as hula hoops and jump ropes will only be used by one student at recess and then disinfected.

  - Teachers and staff will monitor games and activities to make sure that students adhere to social distancing guidelines and will prevent student gatherings and/or games that require physical contact. Students will not share items such as balls or frisbees.

  - If indoor recess is required, face coverings will be worn by required grades when social distancing can’t be maintained.

- **PE:** PE will be held outdoors whenever possible and will include individualized activities such as jump rope, agility activities, personal fitness, etc.

  - Students will not share equipment or participate in activities that require physical contact between individuals and social distancing will be enforced.

  - A schedule is in place for frequent cleaning of any individual use equipment used in PE class.

  - If indoor PE is required, face coverings will be worn by required grades when social distancing can’t be maintained.
SCHOOL DAY PROTOCOLS CONTINUED

- **Classrooms/Homerooms:** We’ve prepared our classrooms as directed by the CDC and State requirements for appropriate social distance seating. Upon arrival to the classroom each morning, students and teachers will wash their hands and students will store personal use items for all subject areas in separate cubbies, crates, bags, etc. Students and teachers will wash their hands at key points of the day (i.e. before and after lunch and snack) and use hand sanitizer under supervision where appropriate throughout the day.
  - Each classroom will be equipped with sanitization stations that contain an ample supply of hand sanitizer, soap, and paper towels & sanitized after each class leaves the room.
    - Each student needs a personal supply of all items for classes and personal hygiene - face covering and tissues (see supply list).
  - A schedule is in place to perform frequent cleaning throughout the day of high touch surfaces and allows time for cleaning and disinfecting between activities/classes.
  - Visitors are not allowed in the classroom as we are limiting those in and out of the classroom to essential personnel.

- **Middle School Schedules:** In order to prioritize in-person learning while reducing health risks to our students, our middle school schedules will be operating on a “Cohort Model” for the 2020-2021 school year. See Appendices for detailed information.

- **Specials/Transitions:** As students and staff transition from classroom to classroom throughout the day, they will adhere to directional arrows in the hallways and stairwells.
  - After students and staff depart the classroom, the room will be cleaned and disinfected before the arrival of another class.
  - **When scheduling permits, Specials teachers may travel to homerooms to teach their class.**

- **Water:** Water will be available to all students through the use of temporary refilling stations, permanent refilling stations, disposable cups, and/or reusable water bottles with lids (no flip tops.)
  - **Our water fountains will not be accessible to students,** however, students may use the “touchless” water bottle refilling stations.

- **Bathrooms:** All students and teachers will receive training on proper hand washing upon the start of the school year. Bathrooms will be marked for appropriate social distancing, the number of students in the bathroom at the same time will be limited, and high touch surfaces will be cleaned frequently.
• Nurse Visit: At St. Mark, we have extended the health room area to include two well rooms which will be utilized for disbursing medications and for managing other health related tasks not associated with COVID-19.

○ Our school nurse or designee will continue to distribute medications to students who need medication to sustain attendance, students who have chronic health problems, or students with special needs as well as provide daily care for those who become sick or injured.

○ Students or staff will be screened for COVID-19 prior to entering the health room, and the number of students in the health room at one time will be limited to ensure safe, social distancing. If necessary, students will line up safely distanced outside the health room and will wash their hands or use hand sanitizer upon entering or leaving this space.

○ If a student or staff is deemed symptomatic, they will be isolated in a designated area and safely distanced from other students or staff that may also be in this designated area. If the student presents with fever or chills, cough, shortness of breath or difficulty breathing, body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting and diarrhea, the parent will be notified for immediate pick up.
  ▪ If feasible, the student will be asked to wear a face covering while waiting for pick-up.

○ Once a symptomatic student has left the health room, it will be closed off and once deemed safe, will be thoroughly cleaned and disinfected.

○ Our health room is equipped with forehead/temporal touchless thermometers, disposable surgical face coverings, reusable face shields, and disposable gowns.

○ Our nurse or designee will wear a face covering when providing care for a symptomatic person, providing respiratory-related procedures that carry the risk of aerosolization such as nebulizers, and monitoring students who are waiting to go home in isolation.

○ When monitoring or assisting a symptomatic student who is coughing and/or producing heavy respiratory secretions, a face shield will be worn in addition to the face covering.

○ Gowns will be worn when caring for students with vomiting and/or diarrhea.
SCHOOL DAY PROTOCOLS CONTINUED

• Cleaning:
  ○ Cleaning: Common areas and high touch surfaces will be cleaned multiple times throughout the day in accordance with CDC and DHHS guidelines.
  ○ Additional cleaning staff will be in place to assist with scheduled cleaning and sanitization of all common areas.
  ○ A schedule for frequent cleaning of staff room areas and bathrooms will be created. This will include procedures for disinfecting the bathrooms including all high-touch areas.
  ○ Materials will be provided for staff such as disinfectant spray in all staff bathrooms and rags/paper towels for frequent cleaning of staff lounge areas, copiers, etc.
    ▪ Each classroom should be provided materials for multiple daily cleanings.
    ▪ High-touch areas throughout the school should be wiped down by teachers, assistants, and/or janitorial staff at least once per hour with an approved disinfectant.
    ▪ Bathrooms will be disinfected at least once per hour.
    ▪ Staff may enter bathrooms after designated classroom use (or every 15 minutes) and spray the sinks, toilets, stall door exit latches and handles, bathroom doors and handles with a light mist of disinfectant.
    ▪ Staff will not wipe surfaces, but allow the disinfectant to air dry while returning to the classroom.
    ▪ To prevent cross-contamination among classrooms, students will be assigned to specific bathrooms.
    ▪ Classroom desks/tables will be wiped down at least 4 times per day using spray bottles provided in each classroom per DHHS Environmental Guidelines.
      • Those times may include 1) before and after snack (or mid-morning if not having snack), 2) before lunch 3) after lunch and 4) after student dismissal.
The shift to a hybrid approach for instructional delivery would include rotation schedules with face-to-face and remote learning components. There would be an emphasis on the need for increased social distancing at 50% capacity. Changes in school day action requirements and recommendations that differ from “Model A” are highlighted within “Model B.”

All schools in MACS will be operating under the direction of the CSO for rotation schedules. St. Mark and other MACS schools will follow this rotation:

- **Monday-Tuesday, Wednesday-Thursday, Friday is no-in-person school rotation.**
  - That is, a group of students would be in class the same two consecutive days each week and Friday would be used for teacher professional development, planning, remediation and student assistance team meetings.
  - **Students with last names starting with A-M** attend face-to-face school on Mondays and Tuesdays.
  - **Students with last names starting with N-Z** will attend face-to-face school on Wednesdays and Thursdays.
  - Fridays will be designated days for remote learning and teacher virtual office hours.
V. MODEL C: REMOTE LEARNING

There may be times throughout the year that we will have to navigate to remote learning. Thoughtful deliberations, evaluation of resources and feedback has helped us create a framework for remote learning moving into the 2020-2021 school year. We are better equipped to meet the learning needs of our students at Saint Mark Catholic School. Flexible lesson planning with the incorporation of instructional tools that assist students in both face-to-face and remote learning environments will help ensure we are providing a high-caliber and rigorous level of education to all students. Your responses to our surveys have helped guide us if the need for remote learning is deemed necessary.

Remote Learning: Google Classroom will be utilized for all grades, K-8 for posting assignments, assessments, feedback, and to collect assignments. Teachers will use a combination of best practices, including project-based learning, video lessons, virtual collaboration, blog/chat/posts, and more. Students will also have the opportunity to meet one-on-one with teachers to receive feedback and support.

Sustained Remote Learning:
- Sustained Remote Learning is an option for students unable to attend face-to-face learning due to general health concerns and/or compromised immune system within the family.
- School approval is required for a student to enter into sustained remote learning.
  - Consultation with the family that confirms the inability of the school to make additional accommodations for the safety of the student would result in the decision to implement remote learning.
  - This is a decision made between the administration of the school and the family with confirmation of a medical condition of the student(s) or family member that impedes the ability to attend face-to-face.
  - The framework of sustained remote learning while the school is following Model A is individualized with the support of a remote liaison teacher.

Remote Learning and Sustained Learning Tuition:
In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.
Administrative and Teacher Expectations

In the event that remote learning is employed at St. Mark, the administration and teachers will work cohesively to provide clear expectations for students and parents to follow.

All school personnel will work in concert with parents/families to ensure that distance learning will be implemented as seamlessly as possible. The following expectations are in place to ensure that a collaborative partnership is formed.
PARENT EXPECTATIONS

- Continue to support the community and prayer life of St. Mark.
- Set up a workspace and work time for your child, consistent with the school’s schedule.
- As part of a conscious effort to continue to develop your child’s life skills, be sure your child makes positive contributions to household work and family life. Our teachers will be reinforcing the students’ need to make positive contributions at home.
- Expect guided activities which may include any subject area, including specials classes.
  - Expect up to two hours of activities a day for K – 1st grades.
  - Expect up to three hours of activities a day for 2nd – 5th grades.
  - Expect up to four hours of activities a day for middle school grades.
- Students are expected to attend all live classes and/or sessions. During these live sessions, students will be required to turn on their device’s camera so the teacher is able to see the student during class. Students need to check-in to class as specified by the teacher no later than 5 min into the class or they will be marked absent. Students MUST remain signed into the class for the entire block or until the teacher releases them to do class/group work.
- If a student leaves in the middle of a class, the student (or parent) MUST notify the teacher by email that he or she is leaving the session and why. A parent email must follow to report the absence.
- Continue to report absences per your school’s guidelines. Students are expected to attend all live classes and/or sessions. If a student is not able to attend a scheduled live class and/or session, then the parent needs to consider this as an absence and report it to the school accordingly. If a student is absent for a live class and/or session, then he or she is expected to watch the recording of the live session and complete the work as directed. Please refer to your school’s policy regarding excused and unexcused absences.
- St. Mark’s absence/make-up policies apply to Remote Learning (will be added to the Handbook and posted on the website).
- Behavior considered to be distracting to class meetings and/or other students or not following the directives for virtual classroom management by the teacher, can be written up for classroom disruption or insubordination per the school’s code of conduct and discipline policy.
  - Parents will be notified if there is a discipline issue with a student.
PARENT EXPECTATIONS CONTINUED

- Work with your teacher on developing a routine for your child. Appropriate and consistent bedtimes, meal times, and school work times are very important to success. If you are struggling with developing a routine for your child, please reach out to your child’s teacher for suggestions and help.
- School policies for homework and academic integrity still pertain.
- Don’t over-edit or take over your child’s school work. School policies on student original work and academic honesty will still apply.
- Please presume the best of the teachers and school leaders. Follow the appropriate chain of command if an issue arises. Please contact your child’s teacher first with any concerns. Matthew 18:15 “If your brother* sins [against you], go and tell him his fault between you and him alone. If he listens to you, you have won over your brother.”
- If you have multiple school-aged children, a suggestion would be to stagger their work times as much as possible.
- Schools are not expecting faculty/staff to share personal cell phone numbers. Please contact your child’s teacher through school provided contact information.
- If contacting the teacher after their scheduled office hours, allow time for the teacher to respond.
- Be sure your child gets exercise daily.
V. REMOTE LEARNING STUDENT EXPECTATIONS

STUDENT EXPECTATIONS

- Support the community and prayer life of the school.
- Adhere to St. Mark Catholic School’s Honor Code/Handbook.
- Set up an appropriate workspace and work time for yourself. Approach Remote Learning sessions as if you were in the classroom. Your workspace should be in a quiet area of your home and include a desk or table. It should be void of distractions (ie, food, toys, pets, television, etc.).
- Follow your school’s dress-down policies when attending live sessions.
- You are expected to attend all live classes and/or sessions. During these live sessions, you will be required to turn on your device’s camera so the teacher is able to see you during class. Check-in to class as specified by your teachers no later than 5 minutes into the class or you will be marked absent. You MUST remain signed into the class for the entire block or until the teacher releases you to do class/group work.
- If you leave in the middle of a class, you MUST notify the teacher by email that you are leaving and why. A parent email must follow to report the absence.
- Absences will still be recorded by the school. If you are not able to attend a scheduled live class and/or session, then your parents need to report your absence to the school per email or message to the front desk in the office.
  - If you are absent for a live class and/or session, then you are expected to watch the recording of the live session and complete the work as directed by the class and/or school policy. Please refer to St. Mark's school handbook policy regarding excused and unexcused absences.
  - St. Mark’s absence/make-up policies apply to Remote Learning.
- Complete and submit your work on time.
- Do your own work.
- Obey the 4th Commandment – Honor your mother and father. As part of a conscious effort to continue to develop your life skills, be sure to make positive contributions to household work and family life. School will be reinforcing your need to make positive contributions at home.
- School policies for homework and academic integrity still pertain.
- Communicate if you have any questions or concerns. Ask for help if you need it.
- Be considerate of others in online discussions.
- Behavior considered to be distracting to class meetings and/or other students, or not following the directives for virtual classroom conduct by your teacher, can be written up for classroom disruption or insubordination per your school’s code of conduct and discipline policy.
- Continue to follow your school’s Acceptable Use Policy and be exceptional digital citizens.
Student Expectations Continued

- Remain hopeful, knowing your teachers are doing all they can to move your education forward in an excellent manner.
- Remember you are not "at home" during Remote Learning but "in school". Your job is to learn. This is an opportunity to learn a new skill set and grow in responsibility in this new model of learning.
- Assuming you are not using your cell phone as the classroom device, it should be silenced and put away during Remote Learning. Limit your distractions.
- Obey the 3rd Commandment - Honor the Sabbath day.
Health Protocols:

• **Daily Screening:**
  - All students, staff and visitors will be screened upon entry into the school via touchless temporal temperature checks and CDC Checklist.
  - All daily operations for screening procedures for entry for students/staff is listed in Model A and applicable to Model B.

• **Visitors and Volunteers:**
  - At this time, visitors will have limited access to the school campus during the day, as well as outside of school hours. This is to reduce the risk and exposure of our students and staff.
  - Essential volunteers must be approved by school administration.
  - Any visitor or volunteer will be screened prior to entering the building.
  - Face coverings must be worn at all times within the building.
  - These protocols apply to vendors and mail delivery personnel.

• **Face Coverings:** Knowing the sensitivity and importance of face coverings, requirements for various grade levels are detailed below.
  - At this time, students in grades K - 8 will be required to wear a face covering upon arrival to school for COVID-19 screening to help reduce the risk of spread.
  - Students in grades K- 8 will be required to wear face coverings throughout the school day in common areas and hallways whenever social distancing is not possible. (Many students will remain in classroom “cohorts” where face coverings will not be required, but using face coverings in areas where larger groups mix will help to reduce risk.)
  - Following screening and once inside the school building, during the course of the school day when social distancing cannot be maintained according to CDC and AAP, and following the June 24th mandate requirements from the Governor, face coverings are required for grades 6 - 8.
  - It is not required that students wear a face covering during class or throughout the school day when social distancing measures have been established.

• **Faculty/Staff:**
  - All staff members are required to wear a face covering when social distancing measures cannot be maintained.
  - Clear face shields will be provided to teachers at St. Mark as students take many cues from staff’s non-verbal communication.
Health Protocols continued

- The requirements regarding face coverings may be revised, up to the beginning and through the end of the school year, based on information provided by the above entities, DHHS, applicable federal and state laws, and local agencies.

- If the Governor of North Carolina mandates that public schools resume the school year in a remote learning model or all students are required to wear a mask to school, we will re-evaluate our face covering policy for all stakeholders.

- Social Distancing:
  - Students’ desks will be spread out as much as possible to obtain social distancing.
  - Each desk and table (including but not limited to kindergarten classrooms, specials classes and tables in classrooms used for small group instruction) will be outfitted with protective shields.
    - Signage will be placed throughout classrooms, hallways, and common areas indicating social distancing and directional movement.

- Trainings for Staff, Students & Families:
  - Before the start of school: Staff trainings will include measures put into place at St. Mark for social distancing, cleaning, response to symptoms, and hygiene practices.
  - During school: Trainings will be held at faculty meetings to address the continuous evaluation of our individual school plans and measures in place for quality control and safety of the school environment.
  - St. Mark will utilize a checklist for administration to share with staff.
  - Families: Documents will be shared from the school including: this individual school plans, FAQ from the CSO (sent 7/16/30 via Thursday Packet), health handouts and best practices for reducing the health related risks will be distributed throughout the school year.

Kathie Holder, Director of Nurses for MACS, will provide handouts and trainings for nurses and staff members at every school. Should someone not be able to attend a scheduled training, a video recording will be provided.
VI. PROCEDURES

Transportation:

- Parents will be provided the option for students to ride the bus when the school can feasibly provide the service.
  - Because students are often at the bus station unsupervised, and we cannot physically send a student home without a parent present, parents will be required to complete the CDC checklist at home with their child prior to arriving at the bus stop.
  - Students in grades K-8 must have a face covering in order to board the bus.
  - Should a student arrive to the bus without a face covering, the bus driver will provide one prior to the child boarding the bus.
  - Upon arrival to schools, students will be screened with a temperature check and the CDC checklist prior to entering the building.
  - Should the student display any symptoms, the symptomatic protocols will be followed.
  - Each bus will be thoroughly disinfected after dropping students off and before the next group of students board. Efforts to increase social distancing between students will be employed.
  - When social distancing is not feasible, students will be required to wear a face covering.
  - Siblings will be required to sit together on the bus to help reduce the risk of spread and increase social distancing measures.
  - The number of occupants on the bus will be determined by the Transportation Department and the CSO.
  - The model of instruction that schools are operating under, in conjunction with state and local health protocols, will be taken into consideration.
  - If additional bus routes are required, a new schedule for pick-up and drop-off will be provided for families.

- Please direct transportation questions to: Mecklenburg Area Catholic Schools Transportation Office: 704-370-3263
VI. PROCEDURES

Building/Environment:

- **Cleaning and Disinfecting Procedures:**
  - **Routine Cleaning and Disinfecting:**
    Common areas and high-touch surfaces will be cleaned multiple times throughout the day in accordance with CDC and local health authority guidelines.
  - **Classroom cleaning procedure for students and staff who develop fever and/or chills, shortness of breath/difficulty breathing, new cough, new loss of taste or smell during the school day (presumptive COVID-19):**
    - Students will be escorted out of the classroom.
    - Close classroom and if possible, open windows.
    - Thoroughly clean and disinfect all high touch surfaces including desks/tables, chairs, counters, door knobs, light switches and counters with an EPA registered disinfectant effective against coronavirus.
    - Nurse or designee will notify local health authorities. All guidance including classroom closure will be followed for each individual situation.

*IT IS IMPERATIVE TO FOLLOW THE EXACT CLEANING INSTRUCTIONS SPECIFIC TO THE DISINFECTANT USED.*

- **Classroom cleaning procedure for students or staff who develop a sore throat, congestion, runny nose, headache, and body aches, nausea, vomiting, or diarrhea during the school day (suspected COVID -19):**
  - Students will be escorted out of the classroom
  - Close classroom if possible open windows.
  - Thoroughly clean and disinfect student’s immediate surroundings including desk and chair with an EPA registered disinfectant effective against coronavirus.

*IT IS IMPERATIVE TO FOLLOW THE EXACT CLEANING INSTRUCTIONS SPECIFIC TO THE DISINFECTANT USED*

Students will be permitted back in the classroom when cleaning and disinfecting is complete.
Spiritual Engagement and Gatherings:
- Observance of social distancing guidelines will be for larger gatherings both in-side and outside. In hybrid model of instruction all gatherings and extra-curricular activities would cease.
- Holy Mass: Holy Mass: School Masses will follow the protocols in place at each school and or parish as appropriate.
  - Mass will be attended by grade levels only on a rotating schedule with social distancing measures in place.
- Daily Prayers:
  - Students will participate in daily prayers each morning and afternoon
  - When social distancing is feasible, classes can visit the school chapel for Adoration and/or class Mass or for Religion lessons under the direction of our school chaplain, Fr. Gamez.
- Living our Faith:
  - We will continue to have scheduled dress down days for various missions/charitable organizations including St. Mark parish for those who are underserved and in need.
- Extra-Curricular Activities:
  - Athletics: All athletics will adhere to state and local county guidelines.
  - Extra-curricular activities (band, chorus, plays, etc.) will be evaluated on an ongoing basis according to the most recent recommendations.
  - Field Trips: At this time field trips are on hold. We will continue to evaluate the possibility as communication from the national, state and local level is updated.
  - PTO/Fundraisers: All PTO events and fundraisers that include face-to-face gatherings both on and off campus will follow social distancing measures.
    - PTO functions and events are currently on hold. Information of activities will be shared on the parent website and through Thursday Packet.
    - If a board meeting is required on campus, visitors will be screened. Masks must be worn at all times within the building and access will be limited. **PTOs are encouraged to meet off campus when possible.**
Middle School Cohort Model for 2020-2021

Middle School Schedules:
In order to prioritize in-person learning while reducing health risks to our students, our middle school schedules will be operating on a “Cohort Model” for the 2020-2021 school year.

The Cohort Model includes the following:

- Students will be placed in a cohort group that remains together for all classes throughout the day. This will reduce the mingling of students in the hallways between classes and eliminate the 7 different groupings of classes the students would have on a traditional schedule.

- Core classes will take place in each cohort’s homeroom classroom and teachers will rotate to the different rooms for each subject.

- Students will have assigned seats to reduce the number of people they come in close contact with throughout the day.

- Due to the cohort model, every grade (6-8) will have a grade level set of specials that they see each week together as a cohort. If a student is signed up for band, he or she will go to band class during the same time the rest of the cohort attends music. These specials are in lieu of the specials that students select each spring for the next year, and will allow for all students to explore a variety of subjects, while reducing the mixing of groups of students.

- When possible, specials teachers will travel to each cohort’s classroom to teach. When specific lessons do not allow for this (example: a project using clay for Art class), students will travel to the special room while maintaining social distancing and/or wearing masks.

- Students will eat lunch in the classroom with their cohort. They will have recess outside and will be able to socialize with other cohorts from their grade level during this time.
# Daily Home Screening for Students

*Parents: Please complete this short check each morning and report your child’s information [INSERT YOUR SCHOOL REPORTING INSTRUCTIONS] in the morning before your child leaves for school.*

## SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student’s ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

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<tr>
<td>[ ]</td>
<td>Temperature 100.4 degrees Fahrenheit or higher when taken by mouth;</td>
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<td>[ ]</td>
<td>Sore throat;</td>
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<td>[ ]</td>
<td>New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);</td>
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<td>[ ]</td>
<td>Diarrhea, vomiting, or abdominal pain</td>
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<td>[ ]</td>
<td>New onset of severe headache, especially with a fever.</td>
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## SECTION 2: Close Contact/Potential Exposure

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<tr>
<td>[ ]</td>
<td>Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19: OR</td>
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<td>[ ]</td>
<td>Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to SARS-CoV-2: OR</td>
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<td>Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the <a href="#">Community Mitigation Framework</a></td>
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<td>New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);</td>
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<td>[ ]</td>
<td>Live in areas of high community transmission (as described in the <a href="#">Community Mitigation Framework</a>) while the school remains open</td>
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