



August 12, 2020

Dear Parents,

I hope this note finds you and your family healthy and well. **I am happy to announce the Mother Seton School plan for opening the 2020-2021 school year.** This plan was created using the Archdiocese of Baltimore Planning Ahead Task Force guidelines, the Centers for Disease Control and Prevention (CDC) Considerations for K-12 Schools: Readiness and Planning Tool, and our own needs and priorities. This plan does not answer every circumstance or possibility. It is a work in progress. I will continue to update you regularly regarding additional day to day protocols.

As of today, **we plan to offer in-school instruction Monday through Friday with the option of Monday through Friday remote synchronous learning.** The first day of in-person and online instruction will be Tuesday, September 8. **The week of August 31 students and parents will be invited into the school to meet teachers and to pick up and drop off materials.** Appointments will be required in order to limit the number of people in the school building, to reduce wait time, and to allow for sanitation between appointments. A link, with the name of your child's homeroom teacher, will be sent to on August 19th to schedule this appointment.

To facilitate a thorough weekly cleaning, beginning Friday, September 11 – Friday, October 30, we will dismiss at noon on Fridays. Depending on the circumstances the Friday noon dismissal could be extended past October 30. You will be informed of this change in a timely manner. After care will be available. Students who are registered for after care will not be charged a fee for the additional Friday hours. All other students registering for Friday noon – 3:00 PM after care will be charged the following rates: \$4.00 an hour for one child, \$7.00 an hour for two children, \$10.00 an hour for three children, free for fourth or additional children. Please contact the school office for more information and to register for aftercare. All students, whether in-school or remote, will use this time to complete weekly assignments. Teachers may also provide additional assignments or learning opportunities.

Remote Synchronous Learning

The school has invested in classroom technology that will allow students at home to participate in classroom instruction. The school purchased the Zoom for Education platform. Each classroom will have an AMX Acendo Vibe camera and sound bar unit that will allow students to "join" the class via Zoom. This platform will provide high-quality audio and video capability, upgraded security measures, and enhanced collaboration and engagement features. These features include one-click content sharing, real-time co-annotation, digital whiteboarding, polling, group chats, and question and answer collaboration. Parents and students will be given training on how to access and use this new platform. **All Pre-K – Grade 8 students and teachers will use Google Classroom as our official online learning management system.**

Google Classroom: All Pre-K – Grade 8 students and teachers will use Google Classroom as our official learning management system. Assignments will be posted on Google Classroom, assignments will be turned in using Google Classroom, assessments will take place using Google Classroom, and teachers will provide feedback and communicate with students using Google Classroom. Each student will receive log in information and instructions on how to access and use Google Classroom.

Zoom for Education: The school purchased the Zoom for Education platform. Families do not need to purchase a Zoom account. This platform will allow students to "join" classroom instruction. Each teacher will provide a schedule detailing the times a student must be logged in to Zoom. Students will be given log in information and instructions on how to access the Zoom classroom. Using the Zoom platform will allow students to see real time classroom instruction. Students will be able to hear and see the teacher. Students at home will have the option of having their own camera on or off. In

order to access Zoom for Education, students must have an electronic device with Internet access. Please contact the school office if your child needs a Chromebook, laptop, or Internet access.

Enrichment Classes: When taught, enrichment classes will be taught to all students using the Zoom for Education Platform. Weather permitting and depending on the circumstances, PE class will be held outdoors.

Uniforms: Remote synchronous learners are not required to wear the school uniform when participating in online instruction. Students are asked to follow the established out of uniform guidelines.

In-School Instruction

We are taking every necessary precaution to keep our students, faculty, and staff safe and healthy. After reviewing recommendations from health authorities, as well as the AOB Task Force, the following protocols will be implemented:

Masks: All students, teachers, staff, and visitors will be required to wear a cloth mask with at least two layers in all areas of the school, including classrooms. Students will be required to provide their own masks. They do not have to be a specific color or pattern. Per health officials, the following types of masks are not allowed: single layer masks, neck gaiters, masks with holes, masks with valves and bandanas. We ask that students bring an extra mask with them in the event they need to change their mask out. Disposable masks will be provided if a student forgets their mask. Masks may be removed at lunch, when outside and properly distanced, and in the classroom at the direction of the teacher. Students may want to consider attaching a lanyard to their mask. This will help keep the mask from dropping to the floor or being lost.

Distancing: Classrooms will be arranged so that student desks are properly distanced. Hallways and common areas will be marked to ensure proper distancing as well. We will follow CDC social distancing recommendations on our buses.

Cleaning: All areas of the school building will be sanitized throughout the school day and at the end of the school day. Additional cleaning will take place every Friday afternoon. In addition, ample hand sanitizer, hand soap, and disinfectant wipes will be available throughout the school building. Buses will also be thoroughly cleaned and disinfected in adherence to health recommendations. School bathrooms will be cleaned twice during the school day, and desks and frequently touched surfaces will be sanitized throughout the school day. Each evening, a complete and thorough cleaning of classrooms, bathrooms, offices, hallways, and common areas will take place.

Health Checks: All students, teachers, and staff will be required to complete a daily health questionnaire. You will receive additional information regarding the daily health questionnaire prior to September 8. In addition, all students, teachers, staff, and visitors will be required to have their temperature checked prior to entering the school building or boarding a Mother Seton School bus.

A Healthy Environment: In order to maintain a healthy school environment, students and employees are required to stay home when sick. Students and employees will be expected to stay home and will be sent home if experiencing any of the following conditions:

- New onset cough or shortness of breath
- Fever of 100°F or higher
- Vomiting
- Loss of sense of taste or smell
- Chills
- Muscle pain
- Sore throat
- Diarrhea
- Nausea

Students and employees must be free of any of the above conditions for 24 hours before returning to school. To encourage students to stay home when sick, a 2020-2021 perfect attendance award will not be issued.

Students or employees who experience COVID-19 symptoms during the school day will be directed to an isolation room on campus and monitored by the school nurse. The individual will remain in this room until it is safe to be sent home.

COVID-19 Symptoms, Testing, and Attendance: If a student, employee, parent, or community member displays any COVID-19 symptoms or has had close or sustained contact with an individual who has tested positive for COVID-19, a COVID-19 test should be obtained. The individual tested and any siblings or household members are required to stay home until the test results are received. The Seton Center, located adjacent to Mother Seton School, offers free COVID-19 testing every other Tuesday from 12:00-2:00 PM. A doctor's note, insurance, or COVID-19 symptoms are not required to receive a test. Masks are required to enter the Seton Center. Test results are available within seven days.

***Negative COVID-19 Test:** Student, siblings, and any household members may return to school.

***Positive COVID-19 Test:** Students, siblings, and any household members must stay home for at least 14 days since the onset of symptoms and at least three days after no fever is present without medication. Students may transition, as physically able, to remote learning during this time. Families and teachers will work together to coordinate make-up assignments and assessments. **Classroom and school closure will be determined on a case by case basis with consultation with the local health department.**

School Arrival and Dismissal: The school start time and end time has been altered to alleviate crowding at arrival and dismissal time. Arrival will take place from 8:00 AM – 8:45 AM. Students will be marked tardy after 8:45 AM. Car rider dismissal will be extended until 3:30 PM. Bus transportation times will not change. After 3:30 PM, students who are not picked up will be sent to aftercare.

School Visitors: School visitors will be limited to essential needs only. All visitors are required to wear a mask while in the building. We will not hold any school assemblies, in-person Masses, or prayer services. School parents are asked to only enter the school building to pick up a sick child or to conduct school business that can only be accomplished in person.

Uniform: Students may choose to wear either the regular school uniform or the PE uniform every day. The PE uniform will continue to be required on PE days. The school shoe must be a white tennis shoe, with white or light non-marking soles. The shoe itself may have colored markings, such as logos.

School Supplies: All supplies will be kept at the student's desk. This includes backpack, coat, water bottle, and lunch. Students may want to keep a personal supply of Kleenex or hand sanitizer at their desk.

Lunch: Students will eat lunch in the classroom, or weather permitting, outside. Students may purchase lunch, however, options will be limited. Cash will not be accepted. All student lunch charges will be billed. Students bringing a lunch from home are asked to use a brown paper bag with all disposable items. It is important to limit the transport of items between home and school. Students will be required to wash their hands prior to eating lunch and when finished eating lunch. The same procedures will be followed for snack.

Water Fountains: The water fountains will not be available. Students may bring a water bottle to school every day. If a student needs additional water, or forgets their water bottle, bottled water will be available in the school office. Students may use plastic water bottles or a thermos. Please put the student's name on the water bottle or thermos. Any water bottle or thermos left at school at the end of the school day will be discarded.

Recess: Weather permitting, students will have outdoor recess. Depending on the circumstances and teacher direction, masks may be removed during outdoor recess time. However, if students are unable to adhere to social distance protocols, masks will be required.

After School Clubs and Activities: At this time, we will not have any after school clubs or activities. This decision will be revisited later in the school year and adjusted based on health and safety guidelines.

School Ventilation System: To help keep a safe and healthy environment, filter changes will be increased. We are also in close contact with our HVAC contractor to ensure as safe an environment as possible. In addition, weather permitting, windows will be opened to increase air circulation.

I know that this is an uncertain time for you, your children, and our school community. **We are very blessed to receive additional support from the Daughters of Charity staff to make technology upgrades and to keep our school facility sanitized throughout the school day.** While our plan right now is to offer in-school instruction beginning on September 8, this will be adjusted if the conditions are not safe or if Governor Hogan closes all Maryland schools. We will, however, be prepared to offer an excellent Catholic education to all students no matter what the circumstance.

Please continue to pray for all those in our community, our state, and the world who are suffering from this pandemic and for those who are caring for those who are suffering. I look forward to all of us being back together soon.

If you have any questions, please feel free to contact me at kkilty@mothersetonschool.org.

Sincerely,

Kathleen J. Kilty, PhD
Principal