

**St. Mary School of Piscataway Operational Plan**  
**Fall 2020**

Submitted: July 29, 2020

\*This plan was created to be evaluated quarterly until it is safe for our students to be back in the building full time.

### **Facilities and Operations:**

Students will not be in the school building for classes the first quarter of the school year. All learning will be done remotely.

The main office will still operate during school hours to answer phone calls, facilitate pick up/drop off of materials, and other office tasks.

Teachers will be allowed in the building to use their classrooms for remote teaching. All faculty and staff will be required to wear a mask while on the school campus. They will be instructed not to congregate in areas and remain socially distant from each other.

Maintenance staff will still be responsible for cleaning the building daily after teacher/office staff use.

### **Health and Safety:**

While PPE has been ordered (automatic hand sanitizers, masks, face shields, thermometers), the orders have not been filled yet, and we do not have an estimated date of when it will arrive.

While on campus to pick up or drop off materials, all visitors will be required to wear masks and maintain a distance of six feet.

### **Catholic Identity:**

Mass or Liturgy of the Word will be live streamed on Wednesdays at 9:30 am. Father Plummer will do a Liturgy of the Word every week; he will do a full Mass once a month. Students, families, and staff will be able to sign up to come to the Mass in person. Masks and social distancing will be required. Students will still be able to lector Mass virtually or in the Church. Students will be able to Altar Serve in a socially distant manner. Special consideration will be given to Holy Days of Obligation. Changes to the Mass schedule will be communicated ahead of time.

Daily Prayer: Teachers, Administrators, Students and Staff will record the morning prayers sent out each morning on Plus Portals. Teachers will pray with the students at the beginning of virtual, live lessons.

Each month the school will focus on and learn about a saint. This will correlate with the character trait that is celebrated each month.

\*Religion classes will continue to be taught daily. Father Plummer will assist with creating videos to tour the Church, Mass basics, and Religious concepts.

### **Academics:**

Schedule-Parents will be provided a schedule prior to the beginning of the school year. Schedules have been tailored to individual grade levels. Students will be given time to complete all core subjects, special area classes, individual work time, group work time, and breaks throughout the day.

Content area classes will be completed four days a week. The fifth day will include, All-School Mass, remediation, acceleration, and small group instruction.

The schedule will be posted on the school website, so all parents are easily able to find it. It will be emailed to everyone at the beginning of the school year via Plus Portals.

Technology-Most of our families have devices that they can use to complete distance learning tasks. We will offer school devices to those families who need an additional device. They will sign out the device and sign it back in when they are finished using it.

School will perform a test run of technological programs to ensure all children and families know how to use them before the school year begins. All students have been given a school email address that they will use to utilize the Google Classroom platform.

Special Needs Students-The resource teacher will pull small groups of students in Google Meet to address special needs. She will also utilize our small group time to meet with students in a small group to help support and remediate as necessary.

Expectations-Expectations of behavior and Google Meet policies will be communicated to families and students before the school year begins. Students will need to have their cameras on, no virtual backgrounds, and backgrounds must be neutral and free of distractions.

Dress code-Students will be expected to wear their school uniform, PE uniform, or business casual attire to live lessons.

Attendance-Students are expected to attend school daily. Parents will be required to submit a note or call the main office if a student is absent. Teachers will input attendance on Plus Portals daily.

Testing-Students will work in groups of five or less to complete SCANTRON. Students will enter through the emergency exit in their assigned classroom. Devices will be sanitized between uses.

Professional Development-PD will be provided to teachers, students, and families prior to the start of the school year. All programs that we will utilize come with professional development modules for all constituents.

Teachers are responsible for teaching all core classes through a combination of live classes on Google Meet and independent practice. Teachers will be accessible by email from 7:30 am-3:30 pm.

Grading-Teachers will grade and input at least two assignments per course each week. This expectation is the same as it was when students were in school. The grading policy in the handbook has not changed.

### **Parent Engagement:**

While we may be physically apart due to circumstances, we can choose to be together in mind and spirit. Many of these events are optional for families, but it is important that we provide opportunities virtually and in limited/safe circumstances (as appropriate) to stay connected to our friends, families in the St. Mary's of Piscataway Church and School community.

We are planning on hosting a variety of events to encourage fellowship listed are some of the activities being planned:

Blessing of the Animals (Father Plummer)-this will be in celebration of the Feast Day of St. Francis of Assisi

Virtual School Assemblies-including Back to School Night, Veteran's Day, Grandparents Day, HSA Meetings, etc.

Beginning of the School Year Parade/Celebration-families will drive through the campus to see their teacher for the school year from their vehicles. Teachers will distribute school materials (workbooks, agendas, welcome back gifts, etc) in bags.

2020-2021 Time Capsule-Eighth grade will facilitate with whole school (letters, objects, trinkets to mark this time for 10 years from now)

Parent/Grandparent/Guardian visit and read a book or share a story tied to the curriculum at time in consultation with the class teacher (previously some family members spoke about WWII experiences)

Service Projects-we still want to instill a heart of service in our children and families. These are some of the proposed projects that we can complete as a school community:

- Food Drive
- Collections for Little Sisters of the Poor and/or Martha's Table
- School Clean-up/Work on gardens
- School Pen Pals with another school, a different parish, a nursing home
- Family Need Drive (Adopt a family)

Parent Resources-to keep parents and families informed, we will provide resources on jobs, food, and virtual academic assistance. Father Plummer will host weekly check-ins on how families can grow in their faith. Ms. Reavis will host coffee chats each week with parents. These chats will be geared towards different grade levels each week.

### **Marketing:**

Principal will hold a webinar to explain the plan for Fall 2020. All parents will be invited, but minutes will be provided to families who are unable to attend. An email with the plan will be sent out to all families via Plus Portals.

During the first quarter, the principal will continue to send weekly emails to families with any updates.

The principal will have grade level chats with parents once a month to discuss how the program is going. An official survey will be sent to all families in the middle of September to assess how the distance learning program is going.

At the beginning of October, the school will send out a survey to assess how families feel about moving into another phase of reopening. The reopening committee will reconvene to assess the program.

A flow chart with the distance learning plan will be posted on both the school's website and social media.

### **Finance:**

Communication has been sent to all families pertaining to families that have lost income or who are struggling to make tuition payments. At the moment, we are using Pastor's Tuition Assistance funds to help those families.

The school has already deleted Before and Aftercare charges for the first quarter, since that service is not being used. We have already deleted the Activity Fee (\$100/student) for all families. That fee covers field trips and other in person activities that will not be utilized this school year.

The budget has been reevaluated to reflect the number of children currently enrolled. We will continue to monitor and adjust.