



CATHEDRAL SCHOOL OF SAINT MATTHEW

Plan Details for the 2020-2021 School Year

Dear Cathedral School of Saint Matthew Families,

Thank you for remaining patient and understanding as we navigate our return to in person instruction. We sincerely thank you for working with us during the upcoming weeks remotely, as this time will allow us to purchase personal protective equipment (PPE) needed to make our return to in-person instruction safe. The tables below explain how we will start our in person classes. We hope that this first 3 weeks will be our only shake-up to our school calendar, yet one cannot predict what the future holds, but rely on faith and prayer to guide us through this journey.

We have marked each family down as “Remote” or “In-Person” based on the survey or communication you have already given us. If you are still undecided or make a change in your decision, please let the main office know. We would ask that you make your final decision by September 9th in order to assist our teachers to prepare for in-person instruction. If you plan to come in person, you can always choose to go remote at any point. However, if you plan to continue with remote learning after September 14th, then we will offer re-entry points at the mid-trimester and trimester dates. See the calendar for those specific dates.

This process is a work in progress. We will continue to be flexible and open to better practices as we go forward and will alter our plan’s details as needed and able. As I have expressed, this is a full community team effort. Please do not hesitate to reach out to me.

I have been doing a lot of reflection on the challenges facing each one of us during this interesting time in history. What is it God is asking our response to be? Joy! I believe now more than ever we need to respond with an authentic joy. You and I are beloved children of God and nothing can take that reality away from us. Even when we are being asked to suffer individually or as a whole community, we are called to unite in Him, to unite in our Savior, to unite in the joy of our redemption. This interesting time gives an opportunity to grow closer in community and support one another, accepting the failings and faults of others while asking for forgiveness for our own shortcomings. May our love in this community strengthen this year and may each one of us grow in holiness and gratitude for the gifts of life, faith, and communion.

In the Heart of Jesus Christ, our Savior,

Sister Gianna Marie
Principal
sistergiannamarie@smcathedral.org

Part 1: Modes of Learning, Instruction, and Technology

In-person learning remains the priority throughout the diocese. We will closely follow all recommendations provided by state and local health agencies and the Catholic Schools' Office to best ensure the safety of both students and staff. If it becomes necessary, we will utilize alternative models to provide uninterrupted learning.

Mode of Learning	Key Components	When Mode would be Implemented
<p>In-Person Learning</p> <p><i>Preferred Mode</i></p>	<ul style="list-style-type: none"> Follow all safety and logistics protocols of the plan including the wearing of masks and social distancing. Provide students access to high-quality learning and use Google classroom for grades 4-8 and Padlet/Class Dojo for PreK-3. Provide each student a Tablet or Chromebook (K-8) to assist students. Students absent for the day will not need to pick up materials and homework. Assignments will be posted on the platform (GC or Padlet) and students will receive additional days to complete assignments. We will not go into lockers and retrieve books for a brief absence but will make the necessary arrangements for a longer period of absence. 	<ul style="list-style-type: none"> Preferred Mode Used when safe and allowable by state and local health department, Catholic Schools Office, and Indiana Department of Education. Parents may choose the Remote option during in-person learning for family health concerns.
<p>Hybrid</p>	<ul style="list-style-type: none"> Follow all safety and logistics protocols of the plan including the wearing of masks and social distancing for students present in the school building. Provide students access to high-quality learning and use Google classroom for grades 4-8 and Padlet/Class Dojo for PreK-3. Provide each student a Tablet or Chromebook (K-8) to assist students. The mode allows us to provide 6-foot distancing by only allowing a set small number of students in each classroom at one time. 	<ul style="list-style-type: none"> Used when one group or more of students is not allowed to be physically present in school due to COVID exposure, health concerns, or other circumstances. Parents wishing to learn more about this option should contact me at: sistergiannamarie@smcathedral.org
<p>School-wide Remote</p> <p>Last 2 bullet points are specific to RL selection during in person learning</p>	<ul style="list-style-type: none"> Provide students access to high-quality learning and use Google classroom for grades 4-8 and Padlet/Class Dojo for PreK-3. Provide each student a Tablet or Chromebook (K-8) to assist students. The Cathedral School of Saint Matthew has a specific remote learning plan. Students choosing remote learning during in-person learning will have less interaction and contact with the teachers due to the teachers working in their classrooms. Parents who choose remote learning during in-person learning commit to assisting and ensuring that the child or children are learning and completing all necessary content, activities, and assessments. 	<ul style="list-style-type: none"> Used when students are not allowed to be physically in the buildings for instruction. Instead of school-wide, this could be implemented as a classroom or other select group in a situation where we have a teacher shortage or quarantine circumstances. School-wide Remote Learning will only be utilized if we are mandated to do so or if we are unable to provide enough safety measures to remain in person, such as shortage of PPE or an outbreak of COVID.

Instruction

Regardless of the mode of learning, students will be expected to fully participate and complete all classwork. The use of Google Classroom and the Padlet/Dojo platforms will help facilitate any transition that needs to occur between the three modes.

Technology

The Cathedral School of Saint Matthew has budgeted for technology for each student to have a device through the CARES Act funding. More information about these devices will be provided as soon as they arrive.

Part 2: Safety and Logistics for in-person instruction

Students will attend in-person school full time with the following safety precautions:

Face Masks	Students will be required to wear masks during the following times: <ul style="list-style-type: none">● Arrival to school● Exiting the school● All transition times● In the classroom unless an opportunity permits a mask break and that would be only as directed by the teacher. At minimum, for that opportunity to be present, students would need to be at their desks, facing forward, and quiet.● We have on hand reusable masks for students if they forget their mask.● Students may wear their own mask as long as the chosen mask is school appropriate for a Catholic School. Masks may not have any distracting or offensive images, logos, words, messages, or lettering.● The administration reserves the right to determine "school appropriateness."● All MASKS must have the student's name on it or attached to the child with a lanyard.● Masks should be laundered nightly.● Bandanas and gator masks are NOT permitted.● The student should be able to put the mask on him/herself without assistance.● Refusal to wear a mask will result in a student being asked to move to remote learning for the safety purposes of others at this time.● If a student becomes anxious with the mask on or needs a mask break, they will be allowed to go to the office and we will assist this request.
Hygiene Practices	<ul style="list-style-type: none">● Hand sanitizer will be available at all entrances and in each classroom. Students will be encouraged to use the hand sanitizer frequently especially upon entrance to the building and classroom, before/after lunch, and while working with shared materials like classroom books, lab materials, etc. .● Good hand washing will also be reviewed and then encouraged throughout the school day.● Signage will be posted throughout the school building as a constant reminder for staff and students.
Classrooms	<ul style="list-style-type: none">● Student desks or tables will be separated as best as possible for social distancing. The distance will vary based on the number of students in the classroom; anywhere from 3-5 feet between desks.● Students will face the same direction.● Students will remain in their homeroom groups throughout the day and up to their grade level groups at recess or other outdoor times.● Grades 6-8 will travel to different classrooms. We plan to begin the in-person experience with block scheduling to minimize the daily movement of students into different classrooms. Within the block schedule time is built in to sanitize desks. We hope to move to a regular schedule later in the year if possible.● Hallway direction will be as traffic is, always to the right side.● Lockers will be assigned per cohort but students may not go to their lockers

	<p>without permission to control the number of students at their lockers.</p> <ul style="list-style-type: none"> ● Seating Charts - All teachers will be required to utilize seating charts from the very first day of school. Please let the teacher know if there are any special seating needs prior to generating the chart. After the chart has been completed, students should not be moved unless necessary, as consistent seating will help in contact tracing should it become necessary. ● Whenever possible, students should step into the hallway before using a facial tissue to blow his or her nose or sneeze. He or she should use hand sanitizer or be allowed to wash their hands upon reentry into the room.
Lunch and Recess	<ul style="list-style-type: none"> ● All students will eat lunch in the cafeteria or gym. We will still offer hot lunches. A lunch menu will be set up on the website for families to fill out as is usual. ● Students will eat as a cohort with social distancing. All students will face the same direction. ● Water fountains will NOT be available. Students are asked to bring a reusable water bottle with their name on it. Water refilling stations located in the school building will be used to replenish water bottles. ● Recess will be held outdoors whenever possible and in grade level cohorts. All equipment will be sanitized between cohorts.
Cleaning and Sanitizing	<ul style="list-style-type: none"> ● High touch areas will be cleaned frequently throughout the day, and classrooms will be disinfected between classes for grades 5-8. ● Maintenance staff will sanitize the building thoroughly each evening. They have purchased two disinfectant fogging units to assist with this process. ● Students and staff will have access to hand sanitizer in each classroom and soap and water in restrooms.
Safety precautions	<ul style="list-style-type: none"> ● Ideally, no employee should have what is considered “close contact” with any student or any other employee. “Close contact” is defined as within six feet for a period of time greater than fifteen minutes.
Fine Arts and PE	<ul style="list-style-type: none"> ● Music, Art, PE, and Spanish classes are scheduled to take place. Shared materials will be cleaned and sanitized between groups, and students will frequently wash their hands.
Health Checks	<ul style="list-style-type: none"> ● Parents will conduct health screenings at home for any temperatures or COVID symptoms. By conducting these screenings at home, students exhibiting symptoms will not come to school and risk infecting other students or staff. ● Following the guidance for staying home and limiting contact with others when sick will help us remain open. <p>Symptoms to check for in the self-screening at home:</p> <ul style="list-style-type: none"> ● Fever (100.0 or higher) or chills ● Cough ● Shortness of breath or difficulty breathing ● Fatigue ● Muscle or body aches ● Headache ● Sore throat ● Loss of taste or smell <ul style="list-style-type: none"> ● We plan to take temperature readings within the first hour and may do random health checks with the students. ● Any sick student must be picked up within one hour of the school making contact with families.

<p>Illness Policy for COVID-19</p>	<p>Symptom-based strategy.</p> <ul style="list-style-type: none"> • At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and, • At least 14 days have passed since symptoms first appeared <p>Confirmed Asymptomatic Case</p> <ul style="list-style-type: none"> • \geq 14 calendar days passed without symptoms, and • Released by healthcare provider <p>Presumed Case of COVID 19</p> <ul style="list-style-type: none"> • 24 Hours Fever free without any fever-reducing medication; and • Improved Symptoms (i.e., Respiratory symptoms like cough, shortness of breath); and • \geq 14 calendar days from 1st day of symptoms <p>Families are mandated to report a family member who has tested positive to school. Sister Gianna Marie will be the after-hours contact for reporting positive cases. Email sistergiannamarie@smcathedral.org</p>
<p>Visitors</p>	<ul style="list-style-type: none"> • Visitors allowed into the building will be limited. Permission must be granted. • Forgotten items can be dropped off outside of the main office. • Visitors will be required to wear a mask upon entering.

COVID-19 Response

The Cathedral School of St. Matthew and the school nurse will follow a [best practice protocol provided by the health department or local healthcare agency](#). Students and employees will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on [CDC Guidance](#) that is not otherwise explained.

If an individual is identified to have symptoms consistent with COVID-19:

- The individual should stay at home.
- The individual will be immediately isolated from the school population in a quarantine room adjacent to the School Nurse’s office. The parents of the student and the Principal will be notified. The student will be sent home.
- The family must contact their healthcare provider to determine if a COVID-19 test is required.

If an individual experiences symptoms but has not been tested for COVID-19 or has been tested for COVID-19 and tests negative:

Such individuals may return if the following conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicines that reduce fevers); AND
- Other symptoms have improved (for example, a cough or shortness of breath have improved); AND
- At least 10 calendar days have passed since symptoms first appeared; OR
- Individuals may return to school with the approval of a health-care provider stating symptoms are not COVID-19 related and no COVID-19 testing is required.

The official return date for an employee will be tracked by the School Nurse and the Principal.

The [IN State COVID-19 website](#) has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.

If an individual tests positive for COVID-19 and is symptomatic:

Persons who experienced symptoms and have tested positive for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use of medicines that reduce fevers); AND
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); AND
- At least 10 calendar days have passed since symptoms first appeared; AND
- The individual has been approved to return to school by a healthcare provider.

If an individual tests positive for COVID-19 but is asymptomatic:

Persons who have not had symptoms but test positive for COVID-19 may return when:

- At least 10 calendar days have passed without symptoms; AND
- The individual has been released by a healthcare provider.

If an individual has had close contact (within six feet for more than fifteen minutes) with someone who has tested positive for COVID-19, the student must self-quarantine. The student may return when:

- At least 14 days have passed from the date of exposure; AND
- No COVID-19 related symptoms have developed.

****** The Cathedral School of Saint Matthew's goal is to open to in-person learning and remain with in-person learning. We will do everything possible to make decisions that will assist in offering your children to be with our teachers in-person. We are grateful for the hard work of our faculty who are determined to also offer a robust education to the students unable to join us for short or long stints of time as they are remote. And our goal as a faculty and staff is to bring a joy-filled and peace-filled atmosphere to the students at our school. We appreciate your efforts in preparing your children for this unique year in the most positive way possible, including encouraging them to have a positive attitude about the masks, social distancing, and following the directions of all staff. May our Lord continue to bless and keep each of us. ******

Please see below for the Remote Learning Plan

Plan for Remote Learning: Should it become necessary to close St. Matthew School for an extended period of time, we will implement a “Remote Learning” (RL) plan. This plan is designed to help students maintain academic focus while learning outside of the classroom. **WE WILL FOLLOW THIS PLAN FOR OUR FIRST THREE WEEKS DUE TO A DELAY IN DELIVERY OF PERSONAL PROTECTIVE EQUIPMENT (PPE).**

Academic Classes and Schedule

- All 4-8th grade teachers will utilize Google Classroom to deliver content, activities, and assessments.
- All PreK-3 teachers will utilize Padlets and ClassDojo to deliver content, activities, and assessments.
- Teachers may utilize Zoom or Google Meet to assist their students. However, getting on live will not be a requirement for parents and students.
- Teachers will most often use pre-recorded material to deliver instructions or content during class time.
- Completed assignments will all be submitted electronically, unless directed by the teacher. If a parent is struggling with completing this task they will be allowed to drop off assignments at the main office.

Remote Learning Schedule:

- Students will learn every weekday, Monday through Friday.
- Student work should be completed within 2 days, unless otherwise stated in the teacher’s directions.
- Teachers will be available from 9:00 a.m. - 3:00 p.m. Monday through Friday.
- Morning Announcements by Sister Gianna Marie will be posted before 9:00 a.m. each day. One link to announcements will always be available on the website.

Attendance Procedures:

- Attendance for students in grades PreK-3 - Parents will go into the teacher’s ClassDojo to view messages. The site automatically records the parent signing into ClassDojo and therefore the child will be marked present.
- Attendance for students in grades 4-8 - Students are required to fill out the attendance form daily through their Google Classroom. Your homeroom teacher will assist you with that.
- Attendance for a Monday will be posted by your teacher in PowerSchool on Tuesday. This allows for evening schoolwork for families who need this opportunity. Please make sure your child is in attendance on each Remote Learning Day.
- Students who are not attending school will be addressed in the same manner that we would in person.
- Even in this Remote Learning experience, please call if your child is sick so we can properly mark that in PowerSchool.

Expectations for Students:

- Students in grades 4-8 will use Google Classroom and their @smcathedral google emails to receive academic work from teachers, to log into Google Classroom, and submit questions and assignments as necessary.
- If students are unable to access their email due to technical issues, a parent can email their homeroom teacher to get help with the password.
- One of the most important aspects of academic integrity concerns the just measure of each student's academic accomplishments. For assessment of such accomplishments to be judged fairly, it is essential that the teacher be assured that student work is completed individually and independently. It is the responsibility of the student not to deceive the teacher in any way in regard to the authorship of the work he or she presents for evaluation. Collaborating with other students in the completion of assigned work is not permitted unless specifically authorized by the teacher. It is safe to assume that all assignments are to be completed individually unless the teacher indicates otherwise. This applies to work assigned online or for periods of remote/e-learning. It is the responsibility of the student who is unsure about their academic integrity to seek clarification from his or her teacher(s).

Grading

- Teachers in grades 1-8 will put grades into PowerSchool so that students and parents can monitor progress.
- Grades entered during remote learning will count in the determination of the final grade for the trimester.
- Any assignment not turned in on time will be entered as a "0" into PowerSchool.
- Missing or late work, will be deducted as would be the instance in person. If an assignment is not turned in, then the teacher will place a zero in PowerSchool until the student completes the assignment.
- Late work will be accepted up to two weeks after a due date. Late work will be penalized 10% for each school day turned in late. The maximum deduction for late work is 50%, however an assignment will receive a grade lower than 50% if the actual work completed is not a 100% assignment. For example: A student completes workbook page 34 and turns it in 6 days late. The student receives 90% on the actual assignment and then receives -50% for over 5 days late. The child receives a 40% total in PowerSchool.
- At the end of a trimester, students must have all late work turned in no later than 3 days following the last day of the trimester.

Remote Learning during In-Person Learning

- Parents who opt for remote learning during our in-person learning are committing to more responsibilities.
 - Our teachers are working alongside you; however the decision to do remote when in person is a decision by the parent to take on more responsibilities. Unlike when the entire school is in remote learning and our teachers can dedicate their time to remote learners, our teachers' main focus is in running their in-person classroom. They will post assignments along with instructional videos/other learning tools for the content. They will deliver content, activities, and assignments to the platform (Google Classroom for grades 4-8 or Padlet for grades PreK-3). They will also be available via email.
 - Parents need to ensure their remote child is in school daily, using a regular schedule for the child that is best for the home. It does not need to be from 9am-3pm but it should be a time best for the family's home.
 - Teachers have the whole day to post their day's assignments so a remote learner may actually be one day behind the rest of the class. This allows an extra day to turn in an assignment. This will vary depending on teacher and grade level.
 - Parents need to monitor a student's submission of classwork and monitor the child's PowerSchool grade book.
 - Students who are not engaging the remote learning material at all will need a parent meeting with administration.
 - Occasionally there may be a class participation grade that is exempted for remote learners and that will be communicated by the teacher.
 - Parents need to recognize that our teachers are working full-time in the classroom setting; please be patient with them.

If at any time prior to our students receiving their devices through the government CARES Act you need a device for your child, please contact us. We will do our best to assist with your technology needs. We do not have a device per child at this time until the grant-funded devices arrive.