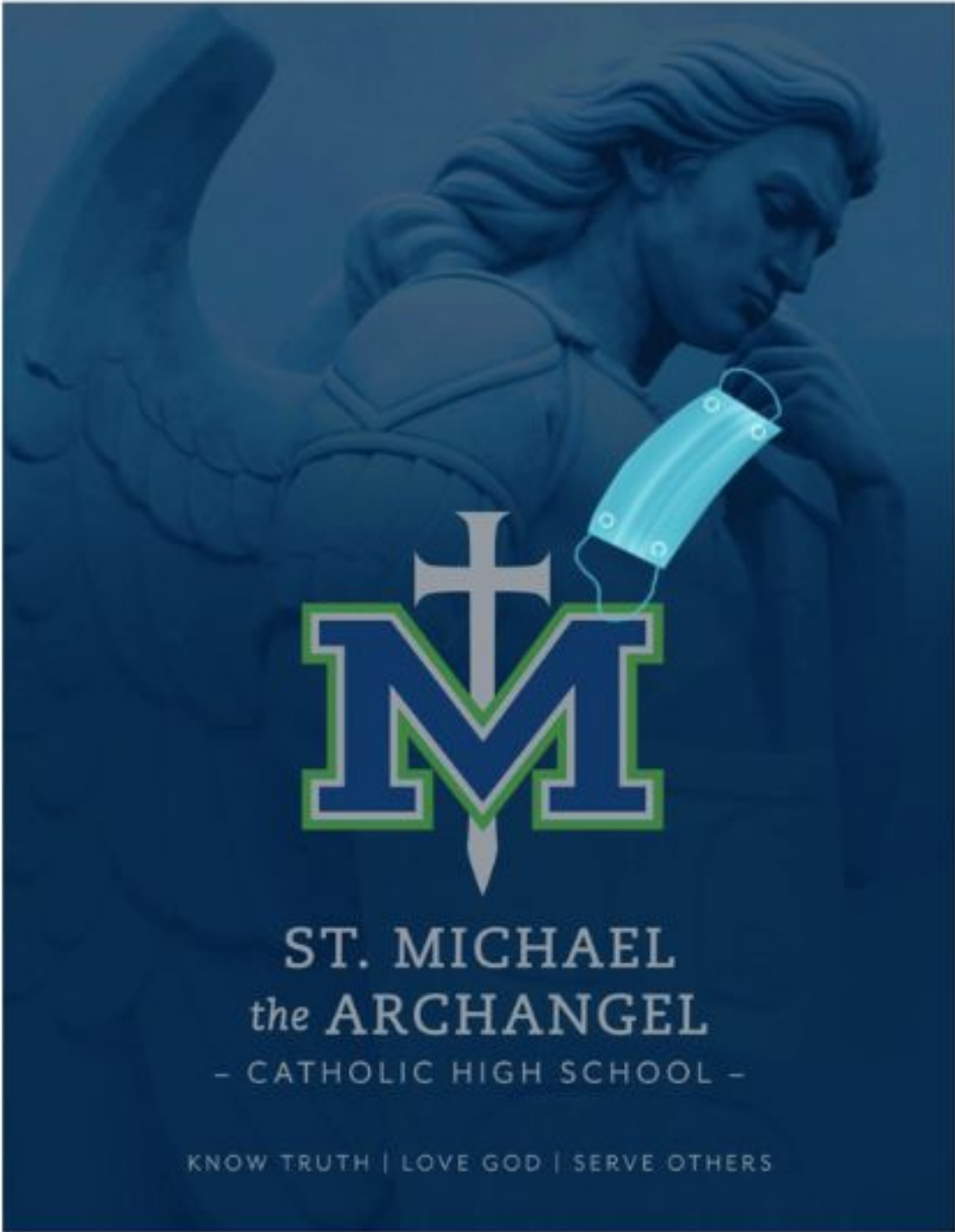


# St. Michael the Archangel Catholic High School Return to School Plan

## 2020-2021

(revised 9/23/2020)



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# Administrative Statement

SMA is one community in Christ, and our mission is to ***Know Truth, Love God, and Serve Others***. We know that we are all in this together. This document provides information for families as we reopen this fall. It includes the different types of learning models we may utilize this year, and also provides a checklist of responsibilities for all of our stakeholders. If we can all do our part both here at SMA, and while interacting in the community, we believe that we can provide a learning environment that is as safe as possible. Listed below are the ways in which we feel each group can assist us in that part of our mission.

We thank you for choosing SMA for your family! We appreciate your confidence, prayers, and continued support during these unprecedented times. SMA is a special place and we understand the importance of the spiritual and social connection for our students as well as the importance of academics. We promise to do all that we can to provide in person learning if at all possible.

## Statement from the Diocese of Kansas City-St. Joseph

Vital to the mission of the Catholic Church, the Kansas City-St. Joseph Catholic School System works in partnership with our communities and parents, who are the primary educators of our children, to educate the whole person through unique attention to academic and spiritual formation based on the Gospel of Jesus Christ.

We come to you in partnership to share our vision for education during a challenging time. The COVID-19 pandemic presents the most serious public health crisis the world has experienced in generations. Looking forward to the 2020-21 school year and beyond, the Kansas City-St. Joseph (KCSJ) Diocesan schools/centers are resolved to do everything we can to reopen our campuses because we believe doing so is in the best interest of our students. And yet, we recognize that the KCSJ Diocesan schools/centers need to find a pathway for reopening our campuses safely with the health and well-being of our entire community in mind.

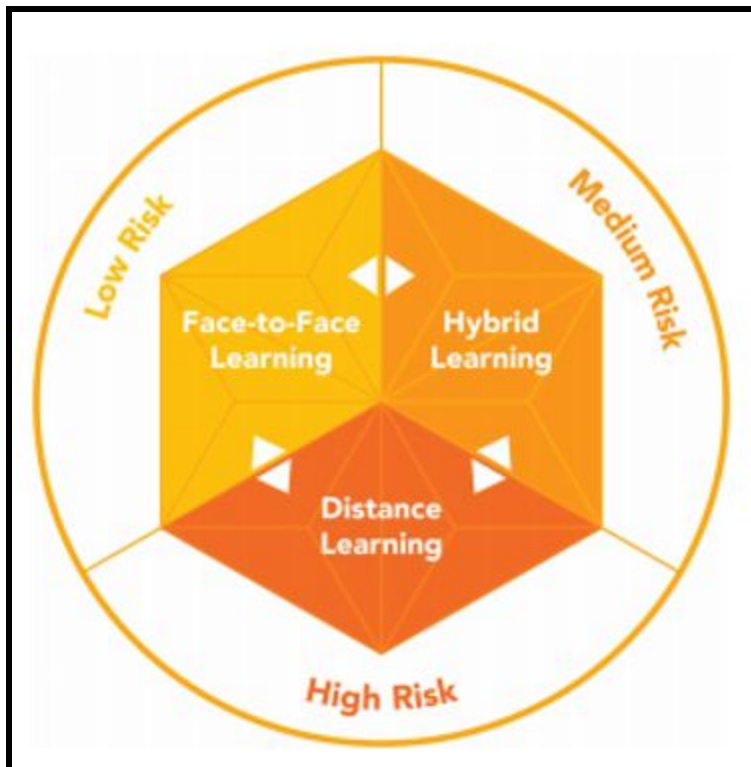
The recommendations of this document are based on the assumption that a vaccine will not be available for 12-18 months, which means each KCSJ Diocesan school/center needs to be able to respond quickly to circumstances in its own school/center community as well as to conditions in surrounding municipalities. Individual schools/centers will follow the direction of the local health department and/or civil authorities. Even as we plan to reopen our campuses in August, we know we may need to close them again with very little advance warning. This means the KCSJ schools/centers will be prepared to toggle between different learning models designed to fit a variety of circumstances and drivers. This plan is based on the following principles:

1. Whenever safe, we prefer face-to-face learning over remote learning.
2. The health, safety, and well being of the students and faculty are our highest priority.
3. We will promote practices and policies to reduce risk of virus transmission and support our capacity to be responsive and agile when facing changing health circumstances.

To view the Diocesan Plan to Reopen Schools, click [here](#).

# St. Michael the Archangel Catholic High School Return to School Plan

St. Michael the Archangel Catholic High School plans to begin our school year on August 26, 2020 with face-to-face learning for our students. SMA will have contingency plans established in an effort to be proactive if the need arises to transition away from the face-to-face instruction model. In alignment with KCSJ Guidelines, SMA will select a learning model determined by our assessment of health risk based on information from local health departments and the recommendations of local civic authorities. SMA will follow the Diocesan guidelines of High, Medium, and Low risk to determine which model of instruction to utilize. The graphic below shows which model of instruction ties to the corresponding risk level. For example, if local health and government officials determine us to be at a Low Risk level, we will have face-to-face learning.



# School Learning Models

## Face-to-Face Learning - Low Risk

All students will report to school as normal and will follow our standard academic schedule along with enhanced cleaning and physical distancing protocols.

- As deemed by Jackson County OR SMA positive test results steady or decreasing and less than 10% as reported over a 14 day period of positive test results.

## Hybrid Learning - Medium Risk

This model will reduce the number of students in the building by 50% and will follow the standard academic schedule. Students not physically in the building, are expected to be in virtual attendance during their normally scheduled class time.

- As deemed by Jackson County OR SMA positive test results steady or decreasing and greater than 10% as reported over a 14 day period of positive test results.
- **Navy Days - JPII + Padre Pio Houses (McCoy/Hihn, Rubio, Sr. Stephen Patrick)**  
**Green Days - Kolbe + Padre Pio Houses (Kroening/Eilerman, Raney, Wright)**
  - If the Hybrid model continues for more than one week, the alphabet will roll (A-M, Green Days and N-Z Navy Days) so students will have face-to-face time with all of their instructors.

## Distance Learning - High Risk

Under this model, students will not be allowed in the building except for prearranged, specific purposes (labs, onsite assessments, etc.)

- As deemed by Jackson County or SMA positive test results steady or decreasing and greater than 15 % as reported over a 14 day period of positive test results.
- Modified Learning Schedule (below)
- Required attendance via Zoom/Google Meets during scheduled class time.

### Distance Learning Schedule - Updated 9/23/20

Navy Day	Green Day
1st Hour - 9:00-9:50	5th Hour - 9:00-9:50
2nd Hour - 10:00-10:50	6th Hour - 10:00-10:50
3rd Hour - 11:00-11:50	Seminar - 11:00-11:50
Lunch - 11:50-12:20	Lunch - 11:50-12:20
House - 12:25-12:40	House - 12:25-12:40
4th Hour - 12:50-1:40	7th Hour - 12:50-1:40
Navy Day Office Hours - 1:40-2:30	Green Day Office Hours - 1:40-2:30
Activities/Clubs/Groups - 2:30	Activities/Clubs/Groups - 2:30

The administration understands that this is an ever changing and evolving situation. There will likely be changes and adjustments made based upon new information and circumstances. We will make every effort to communicate in a timely and efficient manner. Additionally, we are asking that families understand that instruction will be planned for in-person participation, and by not being physically present, the educational experience may look different for their student(s). Having said that, our staff is committed to support all of

our students, so we encourage an increased level of communication between students, families, and SMA to help reduce the impact that may occur through distance learning.

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## Community Responsibility

The KCSJ Diocesan statement on school reopening states, “In some communities, measures taken to prevent Covid-19 infection have ignited conflicts between the liberty of individuals and perceptions of the common good. We do not expect this tension to be reflected in our community. While some see the risks as low, others may be concerned about coming to work or sending their children to school during uncertain times. As a Catholic community, we must respect one another.”

In order for SMA to ensure the highest possible levels of safety for all, we, along with all KCSJ schools/centers will share the norms listed below.

All members of our school/center communities and visitors to campus will:

- wear masks, wash hands regularly, and follow physical distancing norms.
- take responsibility for maintaining a healthy environment.
- treat others as people worthy of respect and deserving of a safe environment.
- follow self-screening guidelines for symptoms of illness and refrain from coming to the school/center if symptoms are evident.
- comply with self-quarantine guidelines after potential exposure to Covid-19 or after traveling to a “hot spot” as identified by CDC guidelines.

## Parent Responsibility

In accordance with KCSJ Diocesan guidelines, SMA parents are expected to:

- sign and return the **Waiver of Liability Relating to Coronavirus/COVID-19.**
- monitor your student’s health each day prior to his/her participation in any school or school sponsored activities. This includes taking your student’s temperature everyday, using the SWAY Medical app to complete your student’s Daily Screening Check, and keeping your student at home if he/she meets any of the following conditions:
  - Exhibits any symptoms of COVID-19.
  - Tested positive for COVID-19.
  - Recently has had close contact with someone with COVID-19.
  - Has recently traveled outside the United States.
  - Traveled to a high risk area as defined by the CDC.
- notify SMA if your student exhibits any COVID-19 risk factors.
- provide a mask for school wear. If there is a design on the mask, we ask that it not be political in nature, contain any inappropriate language, advertisements, or make reference to drugs, alcohol, or violence.
- notify SMA at least 24 hours in advance if the need should arise for your student to move to distance learning (self quarantine or other family health issues), so staff can be informed and arrangements be made for your family.
- educate and expect your student to comply with the physical distancing requirements and mask protocols (correct type of mask; worn above the nose and below the chin) at SMA.
- develop plans to support Distance Learning in case the health risk rises to the level that will require students to remain at home. This includes:
  - providing physical (space) and emotional support so effective learning can occur.
  - increasing the level of communication with teachers and the school should the need arise.
  - expecting their student(s) to comply with our distance learning protocols (attendance, dress

code, etc.) and planning daily check ins with their students to monitor progress.

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## School Responsibility

SMA will limit the people in the building to only necessary employees and students. Therefore SMA will:

- restrict vendor access to the school/center to times when students are not present.
- restrict visitors to our building. If a visit is absolutely necessary, additional steps will be taken to ensure there is as little contact as possible (meet in the school office, assign a staff member to enforce all SMA safety protocols and procedures, etc.).
- post and enforce maximum occupancy numbers throughout the building.
- only allow employees that are required for student instruction and student services to be in the building during school hours.
- whenever possible, provide an environment that allows for physical distancing.
- sanitize our facility daily (City Wide Maintenance).

## Staff Responsibility

In order to be on the front lines of maintaining a safe learning environment, SMA staff will:

- monitor their temperature daily, and complete your Daily Screening Check using the SWAY Medical app.
- disclose and inform SMA Administration of any of the following situations related to COVID-19. This includes:
  - having been diagnosed with a confirmed case.
  - having come in close contact with someone with a confirmed case.
  - having come in close contact with someone exhibiting symptoms of COVID-19.
  - exhibiting symptoms, as defined by the Center for Disease Control (CDC).
  - having traveled to a high-risk area as defined by the CDC, in the past 14 days.
  - planning in the next few months to travel to a high-risk area, as defined by the CDC.
  - anticipating any required business travel, regardless of destination.
- maintain physical distancing or wear masks.
- not use or allow the use of any common/shared materials such as pens, rulers, staplers, etc.
- only use the cleaning and disinfecting products provided by SMA and adhere to the increased routine of classroom cleaning and disinfection.
- make sure all frequently touched surfaces (door handles, light switches, desks, chairs, etc.) are cleaned in between classes.

## Student Responsibility

In order to assist in maintaining a safe learning environment, SMA students will:

- monitor your health and communicate with your parents if you are feeling ill.
- comply with the physical distancing requirements and mask protocols (correct type of mask; worn above the nose and below the chin) at SMA.
- comply with our distance learning protocols. All students should:
  - be in class on time
  - be in uniform, seated at a workstation, unmuted (video and audio), and ready to learn.
  - be proactive in completing and submitting your work (complete what's assigned on the same day whenever possible).
  - be proactive in communicating any issues you are having during distance learning

(technological, social/emotional, etc.) with your parents, teacher(s), or SMA Administration. We are here to help, but need to know what the problem is so we can help find solutions.

## New Building Procedures

### Morning Arrival

- The school doors will open at 7:30 am.
- If you are attending an activity before school (Study Hall, Practice, Weights, etc.), a staff member will be at the Lower Commons Doors to let you in the building. Remember that your Daily Screening Check must be completed prior to entering the building.
- Unless attending an activity before school, please enter the building through your designated location.
  - Freshman and Sophomores - Front Doors
  - Juniors and Seniors - Lower Commons Doors
- Students arriving prior to 8:10 will be assigned a seat and must stay there until they are dismissed to their next location.
  - Freshman - Commons
  - Sophomores - Learning Stairs
  - Juniors and Seniors - Bleachers
- Students NOT attending Mass are encouraged to arrive after 8:10 in order to minimize student movement in the building prior to the start of the school day.
- Staff will monitor entrances and ensure the Daily Screening Check is completed. Students arriving without the completed Daily Screening Check will be escorted directly to the nurses' office and parents will be notified.

### Mass

- In order to provide the safest environment for worship, SMA will utilize the following Mass rotation in the fall of 2020. Students not involved in activities are encouraged to attend Daily Mass.
  - Monday - Volleyball, Girls Golf and Drumline
  - Tuesday - Cross Country, Softball, Dance Team
  - Wednesday - All School Mass by Community rotation/Live stream Mass for other Communities
  - Thursday - Boys Soccer, Cheer and Girls Tennis
  - Friday - Football and Boys Swim

### Building Movement

- In order to maximize our ability to keep our school sanitized, SMA will closely monitor movement throughout the building. This includes:
  - one way movement through hallways, stairways, etc.
  - masks being correctly worn at all times while in the school building, unless participating in strenuous physical activity.
  - limiting restroom occupancy to 2 people at a time (masks on).
  - not allowing access to drinking fountains. Students will need to provide their own water bottle. The handsfree refilling stations will be available.



## Lunch

- Lunches purchased from the school will be cooked on site and served in a “to-go” style container.
  - Cold case options will be available as well.
- Commons, Learning Stairs and classrooms will be sanitized in between each lunch shift.
- Staggered times for picking up and purchasing lunch items will be created in order to maintain the appropriate amount of physical distancing.

## Classrooms

- Every attempt will be made to establish an appropriate level of physical distancing in the classroom.
  - For larger classes, SMA will make every attempt to utilize our larger spaces in order to establish the appropriate level of physical distancing.
- Students will have assigned seats in each class.
- Teachers and students will sanitize hands upon entering and exiting the classroom.
- Teachers will disinfect the desks and chairs after each class.
- Supplies will not be shared between students.
- Diocesan guidelines for PE, Music, and Art will be followed by the teacher of those classes.

## After School Dismissal

- Students will be dismissed by grade level at the end of the day in order to reduce the number of students in the locker area.
- We ask that students go directly to their locker, gather their belongings, and exit the building and leave the campus as quickly as possible.
- There will be a locker room access schedule created for students remaining at school for athletics.
- Students are expected to be picked up by 3:30.
- At 3:30 the Academic Hallways and non-essential restrooms will be locked. Any students still in the building will be escorted to the Learning Stairs where they will be assigned a seat and must stay until picked up.
- At 4pm all students still in the building will be escorted to the front vestibule where they can wait for their ride to pick them up. Masks must be worn.

## SMA Covid-19 Task Force

- SMA has implemented a Covid-19 Task Force to assist our school:
  - monitor current information from local government and health agencies.
  - evaluate any new information, develop necessary communications, and disseminate this information to the entire SMA community in a timely manner.
  - create protocols in order to establish any additional procedures related to responding to Covid-19 in the SMA community.