



Saint  
**Margaret**  
of **Scotland**  
Catholic School

**St. Margaret of Scotland Parish School**  
**Return to Learning Plan for Academic Year 2020-21**

*Safe. Flexible. Enriching. Together.*

**First Issue: July 31, 2020**  
**Second Issue: January 25, 2021**

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## ST. MARGARET OF SCOTLAND CATHOLIC SCHOOL

### MISSION STATEMENT

St. Margaret of Scotland Parish School is a diverse, urban, vibrant, and inclusive Catholic community. We provide a challenging learning environment for children, prekindergarten through eighth grade, in which they realize their academic potential and giftedness in body, mind, and spirit. Our students embody the example of our patron saint as responsible leaders and caretakers of our community through works of service and social justice.

*(Revised 2015)*

### STATEMENT OF BELIEFS

Faith is foundational.

Education is a family-school partnership.

All are welcome.

We are “the Spirit of St. Margaret of Scotland”.

*(Revised 2015)*

*Dragons will constantly amaze you.*

*Things...happen around them,*

*Mysterious things that are impossible anywhere else.*

*Some say that even dragons don't know the full extent of their own powers.  
They are linked with this land in a way that lets them overcome great obstacles.*

Christopher Paolini

This plan is dedicated to the ***students, families, teachers and staff*** who make up our SMOS School Community.

Without you, this school would not function or even begin to happen. We are humbled by your dedication, your creativity, your love, and your tireless support.

And to all those Dragons who contributed to the discussions, creation, and framing of this document for school return:

*You amaze us and we couldn't be more grateful.*

**THANK YOU.**

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## ORIENTATION TO THIS DOCUMENT

Dear Parents/Guardians at St. Margaret of Scotland School:

### **FIRST, THANK YOU**

We thank you for your patience. We understand that this pandemic has lasted longer than any of us expected, and has continued to challenge us all. Please know that our administration, teachers and staff, and so many parents, with consultation from external health authorities and local experts, have been continuing their hard work to continue to provide the best possible school learning community of St. Margaret of Scotland. We present the updated version here.

### **PURPOSE OF THIS DOCUMENT**

**This document**, hereafter, referred to as “the Plan”, **was created with the** focused and stated **intent to** communicate, in as much detail as possible, St. Margaret of Scotland School’s plan for a safe, flexible, enriching return to school together, for the students, teachers and staff of St. Margaret of Scotland School in St. Louis, Missouri, for the 2021 spring semester.

### **WHO IS THIS DOCUMENT FOR?**

**The intended audience** for this Plan **are the parents and guardians of children enrolled in or seeking to enroll at St. Margaret of Scotland School, for the 2020-2021 school year.** We present the document as well to parishioners of St. Margaret of Scotland Church, the organizational, spiritual, and financial parent of the ministry that is the school.

While St. Margaret of Scotland School teachers and staff may derive helpful and detailed information from this document, the information is conveyed primarily to answer the anticipated questions and concerns of parents and guardians. Another version of this document specifically for faculty and staff, in addition to regular information sharing between teachers and staff and administration, will continue.

### **WHO PARTICIPATED IN THE PLAN’S DEVELOPMENT?**

Over 90 school parents, teachers, staff members, and administrative team members participated in and contributed to the research, conversations, meetings, plan development, reporting, vetting, revisions, and finalization of this document, in a Steering Committee-led structure with 22 working committees ([Appendix A](#)). The Steering Committee met weekly beginning on June 4, 2020 through present, with the Administrative team. This group brings among many professional areas of expertise, medical and pandemic-specific expertise to the Administrative team, and has pledged to engage in weekly consultation as needed, through the starting months of school. Additionally, the broad array of individual and organizational input, review, and support from many school stakeholders working in subcommittees contributed to a robust, well-considered Plan. In October 2020, the St. Margaret of Scotland school board, in partnership with administration, developed a plan to return students to in-person learning 4 days a week.

Contributions by individuals, however, should not be mistaken for endorsement of the Plan. For more on the process, please go here.

## ORIENTATION TO THIS DOCUMENT

### **WHAT KEY DOCUMENTS WERE SOURCED FOR PLANNING?**

The committees used many documents and resources to develop this plan, including the Center for Disease Control, City of St. Louis Department of Health plan, Archdiocesan Task Force Planning Guide, and the American Association of Pediatrics 1.0 and 2.0. For links to these documents and websites, please see [Appendix B](#).

### **LIMITATIONS OF SCHOOL PLANNING AND CAVEATS FOR FAMILIES**

This Plan is a living, breathing, working document subject to change at any time. Certain aspects of this Plan are likely to change to meet the needs of students, teachers, and families, and to respond to local and state public health mandates. While this Plan presents the results of the best planning and preparations for St. Margaret of School and its constituent community members at this time, the Plan cannot prepare for every individual family's situation. It is the responsibility of every family to consider their own particular situation, including level of individual student and family risk, and plan the student and family's response to school return in light of that situation. Neither is this plan exhaustive. We will learn as we go, and will be subject to the mandates of the City and State Health Authorities, and the guidance of the Archdiocesan School District's Superintendent.

### **TO WHOM DO I DIRECT ADDITIONAL QUESTIONS?**

More **questions will come up as your family progresses through this academic year and as we continue through the spring semester.** Please reach out with your questions and concerns. We are here to help.

We are **grateful that you and your children are part of the St. Margaret of Scotland community.** We look forward to an enriching and holy school year for the mighty Dragons of St. Margaret of Scotland School!

*St. Margaret of Scotland, Pray for us!*

Father Matthew O'Toole, Pastor  
Clare Young, Principal  
Christine Burke, Assistant Principal  
Christine Stephens, Administrative Support  
2020-21 School Board

# **EXECUTIVE SUMMARY**

## **BACKGROUND CONTEXT AND TIMELINE**

Between May 15 and July 31, 2020, over 90 school parents, teachers, staff members and administrative team members participated in and/or contributed to the research, conversations, meetings, plan development, reporting, vetting, revisions and finalization of this document, in a Steering Committee-led structure with 22 working committees.

The Steering Committee began meeting weekly on June 4 with the Administrative team. This group brings pandemic-specific expertise to the Administrative team and has pledged to remain available for weekly consultation as needed, through the starting months of school. Additionally, the broad array of individual and organizational input, review and support from many SMOS stakeholders working in subcommittees contributed to a robust, well-considered Plan.

In the summer of 2020, four surveys have informed the recommendations for SMOS' return to learning – two were generated by the Archdiocese of St. Louis and two were generated by the Survey Subcommittee. In November 2020, a two more surveys were generated by the Survey Subcommittee to gather feedback from parents and teachers regarding their experience with first quarter and their feedback for second semester.

The Thursday newsletter provided weekly updates to the Return to Learn plan, unless an immediate need for communication was necessary. Updates to the Return to Learn plan can also be found via the website at: [www.stmargaretstl.org/school/returntolearn](http://www.stmargaretstl.org/school/returntolearn).

In November 2020, important information shifted to being circulated with a COVID-19 specific newsletter This newsletter to distributed every Friday to school families and teachers.

## **GUIDING PRINCIPLES, FRAMEWORK AND CONSIDERATIONS**

This plan was guided by the mission and statement of beliefs set forth at the beginning of this document.

Our guiding framework: Together, we are planning for a Safe, Flexible and Enriching Return to School, with attention to the most vulnerable in our community and in response to the local and global conditions surrounding the COVID-19 pandemic.

Our guiding question: How does this decision affect the most vulnerable in our community?

This Plan is a living, breathing, working document subject to change at any time. Over time, aspects of this Plan may change to meet the needs of students, teachers, and families.

## **KEY DECISIONS AND PARTNERSHIP MEASURES**

In addition to SMOS' internal stakeholders – the families, teachers and staff of St. Margaret of Scotland and the parish of whom the school is a ministry – SMOS has relied on external stakeholders: the Archdiocese of St. Louis, the St. Louis City Department of Health and the St. Louis City Office of the Mayor.

## **EXECUTIVE SUMMARY**

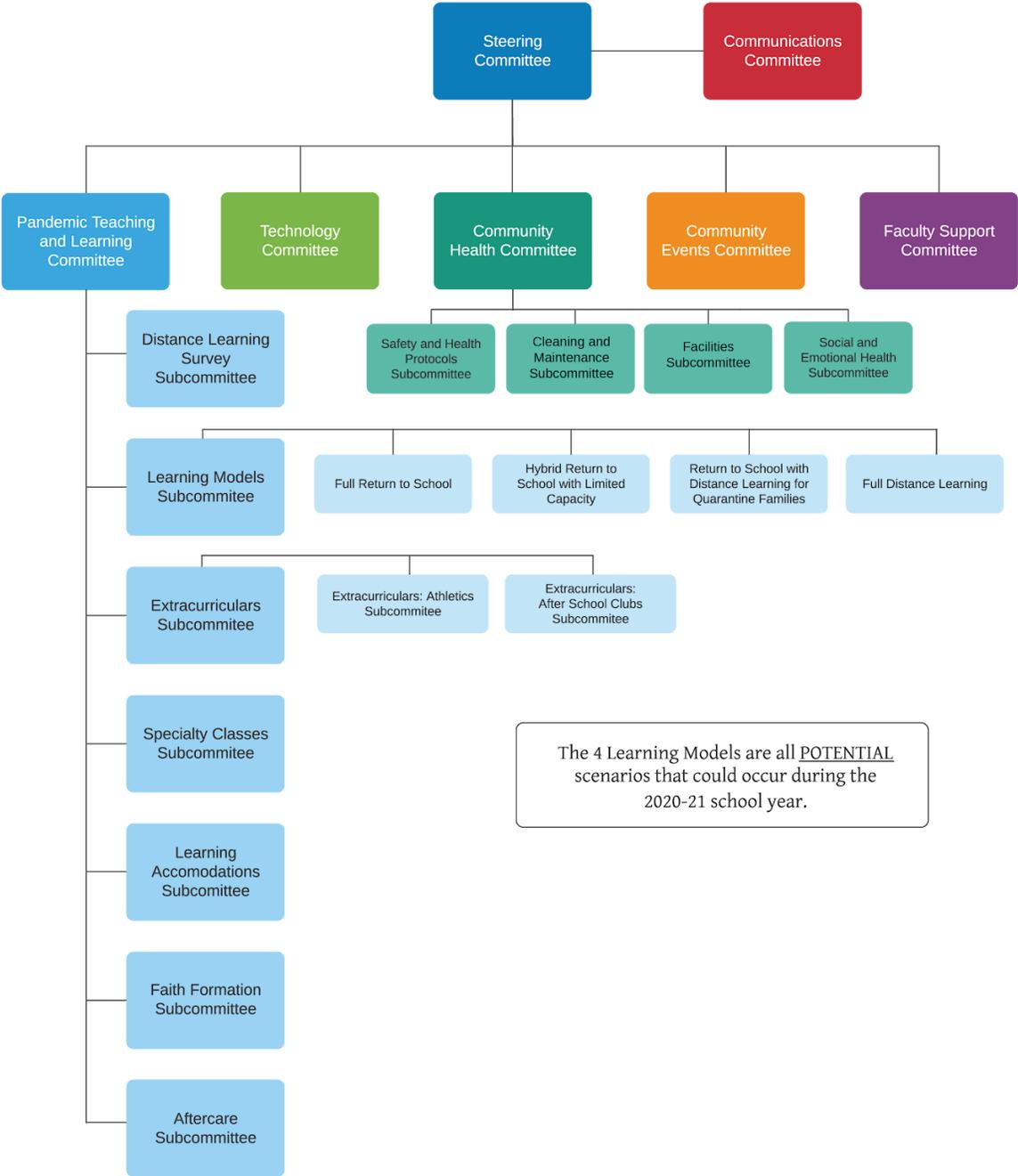
In the process of planning, the Administration, Steering Committee and Subcommittee workgroups have relied on information from the Centers for Disease Control, specifically Considerations for Schools and the Academy of Pediatrics' COVID-19 Planning Considerations: Guidance for School Re-entry.

### **RETURN TO LEARN TEAM**

St. Margaret of Scotland assembled a team to work together to create a plan to safely reopen school in August. This team consisted of several committees and subcommittees as shown in the graphic below. These committees worked in conjunction with the Archdiocesan task force and under the guidance, recommendations, and advice of local health and government officials. This work was continued in November of 2020 by the St. Margaret of Scotland School Board.

As with the Return to Learn Plan that we developed over the summer, the plan for third-quarter was created with the guidance of multiple committees and the valuable input received from both parents and teachers. We have been fortunate to achieve the early goals set forth by the planning committees, namely hiring additional staff members.

# EXECUTIVE SUMMARY



### Steering Committee Members

Fr. Matthew O’Toole <i>Pastor</i>	Chair Clare Young <i>Principal</i>	Chair Christine Burke <i>Assistant Principal</i>	Chair Chris Stephens <i>Administrative Support</i>
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## EXECUTIVE SUMMARY

<p>Co-Chair Bridget Andrews <i>School Board President, School Parent</i></p>	<p>Co-Chair Mary Lisa Penilla <i>School Board, School Parent</i></p>	<p>Sherry LeBlanc <i>School Parent, School Auction Chair</i></p>	<p>Chris Heisig, PhD <i>School Parent, School Board Past President</i></p>
<p>Cliff Reynolds <i>School Parent &amp; Finance Committee</i></p>	<p>Michael Miller <i>School Parent Parish Council</i></p>	<p>Ryonnel Jackson <i>School Parent</i></p>	<p>Shannon Grass <i>School Parent, School Board Past President</i></p>
	<p>Jennifer Schmidt MD <i>School Parent</i></p>	<p>Tom Reitenbach <i>School Parent</i></p>	

### Faculty and Staff Committee Members

<p>Audralynn Leonhard <i>2nd Grade</i></p>	<p>Anna Wilson <i>4th Grade</i></p>	<p>Deborah Elliott <i>Parish Administrator</i></p>	<p>Jenny Worsham <i>Teaching Assistant</i></p>
<p>Scott Wesemann <i>Facilities &amp; Maintenance</i></p>	<p>Kristyn Noll <i>Learning Consultant</i></p>	<p>Rita Harvatin <i>Kindergarten</i></p>	<p>Sam Stahl <i>8th Grade</i></p>
<p>Mary Jo Rhoda <i>1st Grade</i></p>	<p>Megan Kean <i>Teaching Assistant</i></p>	<p>Carole Lander <i>Mindfulness</i></p>	<p>Melanie Donovan <i>Learning Consultant</i></p>
<p>Mark Mulligan <i>7th Grade</i></p>	<p>Megan Mohs <i>Preschool</i></p>	<p>Libby Kiddoo <i>3rd Grade</i></p>	<p>Bob Cymber <i>6th Grade</i></p>
<p>Karen Kuppinger <i>7th Grade</i></p>	<p>Katie Komos <i>5th Grade</i></p>	<p>Amy Smith <i>5th Grade</i></p>	<p>Ann Daugherty <i>Teaching Assistant</i></p>
<p>Caitlin O'Toole <i>4th Grade</i></p>	<p>Emily Edgell, LCSW <i>Teen Outreach Program</i></p>	<p>Jennifer Shearer <i>School Secretary</i></p>	<p>Janet Reid <i>Preschool</i></p>
<p>Jeff Ranek <i>Physical Education</i></p>	<p>Ruth Pera <i>Faith Formation Coordinator and School Parent</i></p>	<p>Cailin Carel <i>Kindergarten</i></p>	<p>Amy Heller <i>Teaching Assistant and School Parent</i></p>

### Faculty and Staff Committee Members (cont.)

<p>Kim Ackerman <i>Teaching Assistant and School Parent</i></p>	<p>Kenzie Berhorst <i>3rd Grade</i></p>	<p>Anjanette Gonzer <i>Kindergarten</i></p>	<p>Ken Cook <i>SMB Technologies</i></p>
<p>Linsey Calza</p>	<p>Becky Finnegan</p>	<p>Jen Kavanaugh</p>	<p>Sarah Henderson</p>

## EXECUTIVE SUMMARY

<i>Music</i>	<i>8th Grade Math</i>	<i>Former SMOS Teacher</i>	<i>8th Grade</i>
Maggie Buchmiller <i>Teaching Assistant</i>	Betsy Karako <i>Music</i>	Angie Bodel <i>Art</i>	Kathy Zegarra-Ballon <i>Spanish</i>
Sarah Clark <i>Teacher</i>			

### School Board, Athletic Association, PTA and Finance Committee Members

Hannah Miller <i>School Parent &amp; School Board</i>	Kristen Wimbley <i>School Parent &amp; School Board</i>	Amy Roither <i>School Parent &amp; School Board</i>	Miguel Garcia <i>School Parent &amp; School Board</i>
Amy Garland <i>School Parent &amp; School Board</i>	Bridget Jackson <i>School Parent &amp; School Board</i>	Charley K'Nuckles-Harper <i>School Parent &amp; School Board</i>	Sarah Dayton <i>School Parent &amp; Finance Committee</i>
Briann Overberg <i>School Parent and Athletic Association</i>	Peggy Taylor <i>School Parent and Athletic Association</i>	Ryan Kennedy <i>School Parent &amp; Athletic Association</i>	Julia Merideth <i>School Parent PTA Past President</i>
Ebony Ingram <i>School Parent PTA President</i>	Michael Sonntag <i>School Parent PTA President-Elect</i>		

### School Parents

Julie Bradshaw	Chad Henry	Brian Schmidt	Sarah Chilenski, PhD
Jackie Martin	Courtney McDermott	Erin Baker	Liz Clyne
Daniel Herleth, MD	Samantha Marquard RN, MSN	Chelsea Dieters	Michelle Searcy RN, VSN
Carrie McGrath	Michelle Hyde	Shannon Fogarty-Fisher	Kristen Edler
Heidi Klosterman	Sarah Henry	Megan Biegacki	Valerie Hahn
Angela Faul	Celeste Herleth, MD	Rochelle Albright	

## HEALTH AND SAFETY: Measures to Reduce Transmission Risks

In order to maintain the health and safety of all students, faculty, and staff, the following health and safety protocols will be in place.

### BEFORE ARRIVING AT SCHOOL

- All staff/students must perform temperature/symptom check prior to arriving at school each day.
  - [Student Covid-19 Checklist Screener - to be completed at home](#)
  - [Faculty and Staff Covid-19 Checklist Screener](#)
- Temperature checks and a standardized health assessment screening will be performed on all faculty, staff, and students prior to entering the building in order to identify and isolate students with communicable disease. This includes not only COVID-19, but also influenza, strep throat, common cold, etc.
- Additional guidance can be found on the [Exclusion Guidance - Decision Tree for Symptomatic People in Schools and Child Care Program](#)

### COVID-19 Daily Self Checklist



Review this COVID-19 Daily Self Checklist **each day before reporting to work** .

If you reply YES to any of the questions below, STAY HOME.

**Do you have a fever (temperature over 100.4 F) without having taken any fever reducing medications?**

Yes  
 No

<b>Shortness of Breath?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Cough?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Headache?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Loss of Smell or Taste?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Muscle Aches?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Sore Throat?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Chills?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

**Have you experienced any gastrointestinal symptoms such as nausea/ vomiting, diarrhea, loss of appetite?**

Yes  
 No

**Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?**

Yes  
 No

**Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?**

Yes  
 No

## HEALTH AND SAFETY: Measures to Reduce Transmission Risks

### **ARRIVAL AT SCHOOL**

- We will extend arrival time from 7:20 am - 7:50 am to allow for screenings
  - Late students must go to the office for a temp check, and then will be sent directly to class with a tardy slip that states the temperature check was done. A parent, guardian, or adult must be present with their child at drop off during the temperature check and health assessment screening, and remain with their child until they are cleared to safely enter the school building.
- If a temperature of 100.4 or above registers at screening, the student will be excluded from school and immediately sent home with his/her parents.
  - When a student is sent home from school, parents will be instructed to call their child's healthcare provider for further instructions and be given guidelines for SMOS for returning to school.
- Staff members will Administer temperature checks with students before they enter their classrooms. Staff will take student temperature prior to allowing students to enter the building and send students directly to their classrooms. Students will enter the building at their designated door.
  - 6th, 7th, 8th - Purcell Main Entrance
  - 4th, 5th - Faith Hall Glass Door Entrance
  - Kindergarten, 1st, 2nd, 3rd - Entrance of St. Joseph on school parking lot
  - Preschool - Lawrence doors
- Building entrances will be designated as "entrance only" and "exit only" to separate students as much as possible and create routine for students and teachers.

## HEALTH AND SAFETY: Measures to Reduce Transmission Risks

### **DURING SCHOOL/WITH SCHOOL SUPERVISION**

#### **Physical Distancing**

Physical distancing, sometimes referred to as social distancing, is simply the act of keeping people separated with the goal of limiting spread of contagion between individuals. It is fundamental to lowering the risk of spread of SARS-CoV-2, as the primary mode of transmission is through respiratory droplets by persons in close proximity. At St. Margaret of Scotland, all desks and classroom furniture will be arranged to maintain the CDC and WHO recommended 6 ft distance. *See classroom setup below for more information.*

#### **Mask Wearing Requirements at School**

For the safety of students and faculty, all students and staff members are required to wear a mask while indoors on campus. All staff members and students in pre-kindergarten through 8th grade must wear a face covering when in the school building.

Face coverings are not required when providing outdoor instruction and students and staff are able to maintain the recommended physical distance (6ft) between others. Face coverings may be removed during lunch, so individuals can eat their meal. Students will be eating in their classroom. All students and staff must wear a mask when in hallways, bathrooms, or any areas where they may come in contact with students who are not in their cohort/class.

#### *What kind of cloth face covering is best?*

Homemade or purchased cloth face coverings are fine. For children, the right fit is most important. Pleated face coverings with elastic are likely to work best for kids. Adult cloth face coverings are usually 6x12 inches, and even a child-sized 5x10 inch covering may be too large for small children. Try to find the right size for your child's face and be sure to adjust it for a secure fit. Gaiter style masks can also be used. They may be easier for children as they can easily be pulled up and down as needed for eating/drinking. For more information, visit the CDC website explaining how to wear a mask correctly.

[CDC - How to Wear a Mask Correctly](#)

Due to very limited supply now, professional grade masks like N-95 masks should be reserved for medical professionals on the front lines who have increased risk of exposure to coronavirus.

#### *Is there a "right way" to wear a cloth face covering?*

Yes. Place the cloth face covering securely over the NOSE AND MOUTH and stretch it from ear to ear. Remember to wash your hands before and after you wear it and avoid touching it once it's on your face. When back inside, avoid touching the front of the face covering by taking it off from behind. Cloth face

## **HEALTH AND SAFETY: Measures to Reduce Transmission Risks**

coverings should not be worn when eating or drinking. Cloth face coverings should be washed after each wearing. Masks should be changed if they become soiled or wet.

### Student Masks:

- All students PreK- 8th grade, staff, and parents must wear a mask during arrival and dismissal.
- All students PreK- 8th grades should wear a mask to school each day, while in their classrooms, hallways, and shared spaces.
- Gaiter style face coverings are recommended, especially in the preschool to 3rd grade population, due to ease of use.
- Masks can be removed for snack and lunch times when students eat in the classroom.
- Masks can be removed outdoors when children are able to maintain a physical distance of 6ft from one another.
- Teachers will schedule outside mask breaks for students while maintaining a physical distance of 6ft from one another.

### Faculty & Staff:

- Staff must wear masks at all times when in the classroom with students or any other shared areas.
- Mask breaks will be provided for all teachers during the day.

### Mask Exceptions:

- Students with a documented condition (note from MD/NP) that prohibits the use of mask/face covering for safety or health reasons.

### Mask wearing guidelines:

- In order for your children to safely return to school and adjust to these new requirements, here are some things to practice at home before the first day of school.
  - Instruct your child on keeping nose and mouth covered;
  - Discuss avoiding touching face, sanitize/washing hands after touching face;
  - All parents need to practice with students prior to the first day of school. The first day of school SHOULD NOT be the first time students are wearing masks for long periods of time.

### At School

- Masks must be labeled to avoid students wearing someone else's mask.
- Each student must have 3 personal masks at school each day (one will be worn by the student and two will be kept with the teacher).
- Each mask should be stored in individual ziplock bags labeled with student name.
- If a mask is lost/soiled/contaminated the teacher will give the student one of their extra masks, and have the student place the soiled/contaminated mask in a ziplock bag and send it home to be washed.
- SMOS will have extra masks if needed.

## HEALTH AND SAFETY: Measures to Reduce Transmission Risks

### **Classroom Setup**

#### Student Desks:

- Desks will be rearranged to maximize the space between students.
- As recommended by the American Academy of Pediatrics and St. Louis City guidelines, all desks and tables will be positioned in a way to maintain physical distance with a 6 ft apart to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).

#### Classroom Procedures to Mitigate Risk:

- Visual aids will be placed around the school to support physical distancing.
- When possible, windows will be open for better ventilation.
- Scheduled frequent hand washing/sanitizing for students and staff.
- Additional handwashing sinks have been purchased for each floor in all three buildings.

#### Shared Equipment

- Students will wash their hands before and after using shared equipment (manipulatives, computers, classroom supplies).
- Shared equipment will be disinfected multiple times a day or as needed.

#### Recess

- Recess times will be staggered by grade level cohorts.
- Other outdoor spaces will be utilized for recess.
- The play structure will be available for students at scheduled times and will be disinfected multiple times a day or as needed.
- High touch areas of the play structure will be cleaned routinely throughout the school day.

#### Lunch

- Students will eat lunch in their classrooms.
- Students will be eating in their classrooms at their own individual desks.
- Classes that include children or teachers with serious food allergies will be asked to refrain from bringing those food items for snack or lunch. (Example: Peanut Free Classroom)
- Students will be allowed to remove their masks while they eat.
- All students PreK-8th grade will be required to bring their own lunch and drink to school each day.
- Pizza Friday, Gregory's Creative Cuisine hot lunch, and milk orders will not be available.  
Throughout the school year, we will re-evaluate whether and when it is safe to return to these lunch options.

#### Specialty Classes

## **HEALTH AND SAFETY: Measures to Reduce Transmission Risks**

- Specialty Classes include: PE, Music, Art, Mindfulness, Spanish, Russian, and French.
- Students will remain in their classroom. Specialty teachers will travel to students who will remain in their own classroom or will instruct via Zoom or Google Hangout.
- Specialty teachers will remain 6 feet away from students, remain masked, and sanitize their hands upon entry to each new classroom.
- PE will be outdoors as much as possible and as long as weather allows. Students will be able to take off their masks in PE class when they are able to be outside and maintain 6ft physical distance.

## **RESTRICTED VISITORS AND VOLUNTEERS**

- No visitors or volunteers will be allowed inside school buildings.
- Congregating groups of adults on campus are not allowed
- Parents/Guardians picking up their child(ren) for appointments will call the school office when they arrive, and will be met at the door by SMOS staff to sign out their child(ren).
- No outside use of school facilities will be allowed (i.e., renting the gym for personal use, CYC games, sport practices)
- There will be limited exceptions:
  - Administration-approved essential visitors must enter through the main office door, wear a mask at all times, and have a temperature/symptom check done when checking in.
  - Recess duty volunteers will be limited to a specific group of individuals and only for outside recess.
    - Volunteers will be asked to perform a temperature/symptom check prior to arriving.
    - Volunteers must wear a mask at all times while on school grounds.
- In order to minimize visitors inside the building, volunteers should notify the office they have arrived using the intercom at the office door and the keys/bell can be brought outside to recess volunteers

## **OUTDOOR CLASS PROCEDURES TO MITIGATE RISK**

- PE and Recess will take place outside whenever possible.
- Recess spacing that alternates between blacktop use and a walk to a nearby playground and also that does not include more than one grade level per period
- Utilizing the Dragon's Grove and other outdoor spaces for class time
- Indoor activities could include socially distanced yoga, health and wellness education, and mindfulness activities.

## **SCHOOL NURSE**

The school has contracted Peggy Skredenske, RN, as our SMOS School Nurse. Nurse Skredenske will serve the school community 4 days per week. She has served other area Catholic Schools since 2011 and

## **HEALTH AND SAFETY: Measures to Reduce Transmission Risks**

will work to triage ill students, communicate illness with school families and oversee the school's quarantine room for sick students.

### **WHAT TO DO IF A STUDENT BECOMES ILL AT SCHOOL**

- If a student complains of not feeling well in class, the teacher or assistant will take the student's temperature in class. If a fever is present, the nurse (or staff member) will be notified, and the student will be escorted to the isolation room. The nurse (or staff member) will contact the parent/caregiver for immediate pick up.
  - If a student informs the teacher they do not feel well, or the teacher is concerned about the student's health, the teacher will check for a temperature in the classroom and review symptoms.
  - If a student has any of the symptoms listed below, teachers will notify the school nurse and determine if their symptoms are low or high risk.
  - If a child has high risk symptoms, they will be sent to the isolation room.
  - If the child has low risk symptoms, the situation will be assessed in consultation with the school nurse when possible, and if needed, the child will be sent to the school office.
  - Parents will be notified and asked to pick up immediately children with high risk symptoms.
  - When a student is sent home from school, parents will be instructed to call their child's healthcare provider for further instructions and be given guidelines from SMOS for returning to school.

High Risk Symptoms	Low Risk Symptoms
-fever over 100.4 -new or worsening cough -difficulty breathing -loss of taste/smell -vomiting/diarrhea/nausea -body or muscle aches	-sore throat -runny nose/congestion -headache

- Inhaler treatments should be done in designated space, away from other staff/students.
- Nebulizer treatments will not be administered at school.
- If a student has a bathroom accident at school, parents will be notified to come pick them up. They must then go home to get cleaned up before returning to school.

### **Early Dismissal**

- If a parent must pick up a student early for any reason, the student will be walked out to the parent/approved pick up person for sign out.

## HEALTH AND SAFETY: Measures to Reduce Transmission Risks

### Required absence and return to school when ill

- If student/staff tests positive for COVID-19, the positive students/staff must:
  - Remain out of school and quarantine for 14 days.
  - Entire school community will be notified of any positive student/staff members without use of identifying information (anonymous).
- Grade levels will be notified if a positive case is identified in their cohort.
  - The entire grade level cohort and their teacher will remain out of school and quarantine for 14 days,
  - All family members of the positive student or staff must remain out of school for 14 days and monitor for symptoms. May need to seek further guidance from the St. Louis City Department of Health for a return date.
- If student/teacher tests negative for COVID-19 or receives from his/her health care provider an alternative diagnosis for symptoms, negative students/staff:
  - Can return 72 hours after no fever over 100.4 without use of fever reducing medication and resolution of symptoms.
- If a student/teacher has a known exposure to someone with COVID-19 (defined as less than 6 feet for over 15 minutes with no mask):
  - That individual will need to remain out of school and quarantine for 14 days after last contact with COVID positive person as long as they remain asymptomatic.
  - If a student/teacher develops any symptoms they should be tested for COVID-19, follow previous guidelines depending on test results, and provide documentation upon return to school of doing so.

## HEALTH AND SAFETY: Measures to Reduce Transmission Risks

### **LEAVING SCHOOL/DISMISSAL**

- Students will have a staggered dismissal from their classrooms at the end of the school day.
- All parents/guardians/adults are required to wear masks.

#### Preschool Dismissal

- Parents will pick up their preschool students from the Lawrence doors.
- Parents will line up, 6 feet apart, along the Lawrence entrance steps and street.
- Teachers will bring preschool students to the door.
- Preschool pickup will be between 2:15 pm - 3:15 pm

#### K-8th Grade Walkers

- Students who are walking home will be dismissed from their classrooms first.
- All students will exit out of the designated “exit” door of their building.
- Siblings who are walking home together or need to pick up a younger sibling will have a designated place on the black top to meet before walking home.
- Parents who choose to walk with their children home must wait outside the Lawrence gate. No parents are permitted to be on the blacktop or playground area.

#### K-8th Grade Drive Thru PickUp

- Students being picked up in the drive thru lane will remain in their classrooms until their name is called.
- Each family will be required to post a sign in their car signaling their family name. These signs were included in your family packet at packet pick up day. If you need a new sign, you can create your own at home, or contact Chris Stephens at [cstephens@stmargaretstl.org](mailto:cstephens@stmargaretstl.org)

## HEALTH AND SAFETY: Measures to Reduce Transmission Risks

### **CLEANING AND DISINFECTION**

In alignment with public health recommendations, St. Margaret of Scotland School will take measures to prevent community spread of COVID-19, including enhanced cleaning and disinfection procedures. The following recommendations are based on current guidelines and recommendations from the City of St. Louis Department of Health, Center for Disease Control and Prevention (CDC), American Academy of Pediatrics, World Health Organization, American Federation of Teachers and peer education institutions.

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of reopening processes and safe school operations to prevent or limit the potential for community spread via person-to-person contact and contact with contaminated surfaces. The virus that causes COVID-19 can be killed by the correct use of the appropriate products. The SMOS guidelines adopt the framework of the CDC's [Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes](#):

1. Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
2. Disinfection using [EPA-approved disinfectants against COVID-19](#) can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.
3. When [EPA-approved disinfectants](#) are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be very dangerous to breathe in. Bleach solutions will be effective for disinfection up to 24 hours. Keep all disinfectants out of the reach of children. [Read EPA's infographic on how to use these disinfectant products](#) safely and effectively.

Outdoor playgrounds/natural play areas only need routine maintenance. Hand hygiene should be emphasized before and after use of these spaces. Outdoor play equipment with high-touch surfaces, such as railings, handles, etc., should be cleaned and disinfected regularly.

### [SMOS Guidelines for Cleaning and Disinfecting Checklist](#)

# RESPONSIVE LEARNING

St. Margaret of Scotland remains committed to providing a safe, flexible, enriching learning environment. In consultation with the St. Louis Department of Health and the Archdiocese of St. Louis, St. Margaret of Scotland School is prepared to exercise its flexibility to move between the 3 learning plans. This will be dictated by recommendations for the protection of the health and safety of our students, teachers, and staff.

## RESPONSIVE LEARNING >>>

A safe, flexible, enriching return to learning based on the current status of COVID-19 in St. Louis City. Our goal is to have students learn at school when health and safety guidelines allow it.

← COVID-19 STATUS IN ST. LOUIS CITY →

<b>PLAN #1</b> Full Return to School with Option for Virtual Learning	<b>PLAN #2</b> Hybrid In-Person and Virtual Learning with Option for Full Time Virtual Learning	<b>PLAN #3</b> Full Time Virtual Learning for PreK-8th Grades
<p style="text-align: center;"><b>In the event of minimal community spread of illness</b></p> <p>Students attend school on campus using a full-time traditional schedule with healthy and safety precautions in place.</p> <p>Families have the option to full-time virtual learn from home.</p>	<p style="text-align: center;"><b>In the event of moderate community spread of illness</b></p> <p>Pre-Kindergarten students attend school full-time in-person.</p> <p>Kindergarten - 2nd grade students attend school in person Monday, Tuesday, Thursday, Friday and learn virtually with teachers on Wednesdays .</p> <p>3rd - 8th grade students learn virtually with teachers on Wednesdays and are on campus either Monday/Tuesday or Thursday/Friday.</p> <p>Families have the option to full-time virtual learn from home.</p>	<p style="text-align: center;"><b>In the event of a substantial spread of illness in our school(s) and/or our community using local and state guidelines and/or stay-at-home orders.</b></p> <p>All students in Pre-Kindergarten - 8th Grade participate in full-time virtual learning from home with teachers and teaching assistants.</p>

# **RESPONSIVE LEARNING**

## **LEARNING MODELS for THIRD QUARTER**

For third-quarter, St. Margaret of Scotland School intends to implement these teaching and learning models:

<p><b>Option 1: The in-person learning option</b> will accommodate four days per week of in-person learning for all grades, K – 8.</p> <ul style="list-style-type: none"><li>● In-person learners will be on campus Monday, Tuesday, Thursday, and Friday.</li><li>● Wednesdays will continue as virtual learning days to give teachers the opportunity to assess our full virtual learners, as well as to do additional cleaning in the buildings.</li><li>● Teachers and students will adhere to physical distancing of 6 feet apart, per CDC guidance and results from parent and teacher surveys.</li><li>● Grades 3-8 will have a staggered return. See schedule below.</li><li>● PK-2 grade schedules will remain unchanged.</li></ul>	<p><b>Option 2: The full-virtual learning option</b> will be offered through the end of the 2020-21 school year.</p> <ul style="list-style-type: none"><li>● Based on focus group feedback and survey results, administration will work with teachers, parents, and students to improve virtual learning.</li><li>● Better communication and coordination are our priorities.</li></ul>
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**ALL students, Pre-Kindergarten through 8<sup>th</sup> grades, will return to learning in the full-virtual model during the first week back to school, beginning January 4, 2021. More specific details are outlined below.**

## **RESPONSIVE LEARNING**

### **OPTION 1: 4 days a week in person learning**

As you might imagine, this change to more in-person learning will necessitate a significant amount of time and effort to implement. The administration, faculty, and staff are already at work rearranging classes, cohorts, and schedules, as well as assessing spaces and resources.

- The 53 Kindergarten students will be separated into three classes of up to 17 each depending on how many of those students elect this model over virtual learning.
- The 53 First grade students will be in three groups where they can utilize an additional room. This will allow for groups of up to 17-18 students.
- The 45 Second grade students will be in three groups where they can utilize an additional room. This will allow for groups of up to 15 students.
- The 26 Third grade students will be separated into three classes of up to 18 each depending on how many of those students elect this model over virtual learning.
- The 45 Fourth grade students will be separated into three classes of up to 15-18 each depending on how many of those students elect this model over virtual learning.
- The 30 Fifth grade students will be separated into two classes of up to 18 each depending on how many of those students elect this model over virtual learning.
- The 48 Sixth grade students will be separated into three classes of up to 18 each depending on how many of those students elect this model over virtual learning.
- The 43 Seventh grade students will be separated into three classes of up to 18 each depending on how many of those students elect this model over virtual learning.
- The 40 Eighth grade students will be separated into three classes of up to 18 each depending on how many of those students elect this model over virtual learning.

We need your support in order to be successful. We must all continue to be vigilant about the risks we take and the potential repercussions. It is essential for our St. Margaret of Scotland families to:

- Understand that more in-person learning will mean stricter protocols and procedures.
- Recognize that more in-person learning means the increased risk of quarantined classes and staff. Be mindful that increased staff quarantines may result in a need to switch to virtual learning.
- Continue to support school-sponsored fundraisers as we expand our budget to hire the necessary Assistant Teachers to allow for more in-person learning.
- Remember to monitor your child(ren)s health daily, and keep them home when they are sick.
- Limit travel, gatherings outside of your household, or other non-essential risks.
- A commitment to contacting school when/if someone in the household has been exposed to an individual who has tested positive for Covid 19.
- A renewed commitment to adhere to all the health and safety procedures and protocols.

## **RESPONSIVE LEARNING**

Families that choose the in-person teaching and learning model must recommit to following all COVID-19 health and safety procedures as outlined in the [Return to Learn Plan](#) issued July 31, 2020. To return to in-person learning in the third quarter, you must complete the [COVID-19 PROCEDURE PARENTAL AGREEMENT](#) by Monday, January 4. Students will not be permitted to return to in-person learning until this agreement has been completed.

### **Pre-Kindergarten**

Pre-K will continue learning full-time in-person allowing for students who may be too young to work independently and virtually to still get in-person support from their teachers. It is important for our youngest children to develop those early social skills and much of what they are learning are foundational skills. Each family knows their own child and their own situation best. There is also an option for full virtual learning for these youngest grades. More information about that is below.

### **Option 2: a full-time virtual learning at home model**

Families who are not able to consider, or feel uncomfortable with, an In-Person Learning option can choose the Full-Time Virtual Learning at Home Model.

### **What will learning in the full virtual learning model be like?**

Pre-kindergarten - Pre-kindergarten students who choose to Full Time Virtual Learn at Home will view pre-recorded videos offered to them by their pre-kindergarten teachers for them to asynchronously virtually learn at home. Asynchronous learning means that students access learning at different times, and work through it at their own pace. Students will have the opportunity to check in with their Teachers or Teaching assistants daily to ask questions, get support, and interact with their classmates.

Kindergarten - 8th Grades - Students in kindergarten through eighth grade who choose Full Time Virtual Learning will receive both synchronous and asynchronous instruction throughout their week. The Full Time Virtual Learning students will have the opportunity to engage in synchronous learning with their class either via zoom or google hangout lessons. Synchronous learning means that teaching and learning occurs together, simultaneously. Students will also be given the opportunity to asynchronously virtual learn at home along with their peers. Asynchronous learning means that students access learning at different times, and work through it at their own pace. Students will have the opportunity daily to check in with their Teachers or Teaching assistants throughout the day to ask questions and get support. Daily office hours will be communicated by each individual teacher.

**RESPONSIVE LEARNING**

# RESPONSIVE LEARNING

## **SOCIAL, EMOTIONAL, AND SPIRITUAL: Whole Child Considerations**

The social emotional health of our students, faculty, and staff is important to us as we transition back to school. Students haven't been in school since the spring, and we want to be proactive in our approach to alleviating their anxieties and fears during this process.

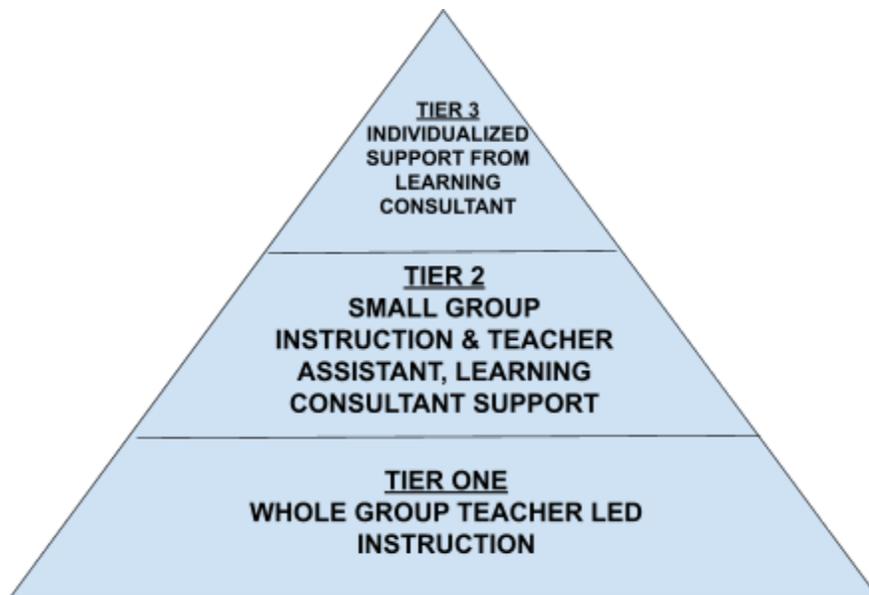
PREVENTION	EDUCATE & SUPPORT	RECOGNIZE & REFER
<p>Skills training will be provided to teachers to help learn ways for themselves and their students to cope with anxiety, stress, uncertainty, and fear.</p> <p>Teachers will have training as part of their professional development meetings in August. This will be provided by West County Psychological, Alive and Well Communities, and through some of our own SMOS parents who served on the social/emotional committee and are experts in their fields.</p> <p>These tools will be adapted for each grade level and incorporated into the students' daily routine.</p>	<p>Skills training will be provided for parents to help students cope with anxiety, stress, uncertainty, fear through Alive and Well Communities.</p> <p>Parents will have the opportunity to join small support groups, creating pods of support throughout the school year.</p> <p>Ongoing education for parents will be provided on the school website with informational videos concerning behaviors/red flags to be watching for, parenting tips, and how to deal with stress.</p>	<p>In August faculty meetings, teachers will be trained to recognize the warning signs of concerning student behaviors.</p> <p>In the parent support groups and training, parents will be trained to recognize the warning signs of concerning student behaviors.</p> <p>SMOS will have a school counselor, Katie Lorenz, on Tuesdays and Thursdays for individual sessions with students and to serve as a resource for teachers and parents if they're struggling.</p>

# RESPONSIVE LEARNING

## **ADAPTATIONS FOR CURRICULUM DELIVERY**

### **Closing the Learning Gap**

Teachers have worked to identify all standards that were not taught in the spring of 2020 due to distance learning. These gaps will be communicated to the next teacher. For the 2020/2021 academic year, St. Margaret of Scotland has added an additional Full Time learning consultant, Mrs. Kristyn Noll, to expand the work of our Part Time Learning Consultant, Mrs. Melanie Donovan. These Learning Consultants have developed a tiered plan to meet the needs of all students. This tiered approach will be used to support students who may have gotten behind during distance learning, identify struggling students, and offer support to their teachers and parents. This approach can be implemented for in-person learning, as well as virtual learning. Alongside support for learners who are struggling, our learning consultants are developing a plan to meet the needs of students who would benefit from more academic rigor.



### **TIER 1**

- Regular instruction for the general population of students.
- Learning consultants will provide teachers with an outline of who receives accommodations.
- Learning consultants will check with teachers weekly during care team meetings to discuss potentially struggling students and make sure accommodations are being made.
- Learning consultants will document ideas/strategies families can implement at home if students are struggling in certain areas, including instruction, assessment, time management, emotional regulation, and physical environment.

## **RESPONSIVE LEARNING**

### **TIER 2**

- Teaching assistants will reach out to struggling students/students with an ISP 2x per week.
- Teaching assistants will work with students in small groups.
- Learning consultants will check with teaching assistants 1x per week.
- Parents will receive a checklist to fill out to help determine if or in what ways a student is struggling.
- Families will contact the learning consultants via email if they are struggling as a family or if an individual student is struggling academically or socially/emotionally. Mrs. Kristyn Noll [knoll@stmargaretstl.org](mailto:knoll@stmargaretstl.org)

### **TIER 3**

- Learning consultants will meet with Tier 3 students in small groups/1:1 as needed per grade.
- Learning consultants will administer level assessments/teacher or family recommendation
- Learning consultants will advise parents when a referral for evaluation may be needed.

## **INCREASED PERSONNEL**

### **Teaching Assistants**

In order to safely and adequately staff our classrooms to accommodate increased physical distancing for 4 days a week in-person learning, SMOS has hired additional teaching assistants. There will be a teaching assistant assigned to each homeroom in Pre Kindergarten - 4th, and sixth grades. Our 5th grade has one teaching assistant they share. The lead teacher will design, direct and administer the lessons to all children at every grade level; the teaching assistants will assist in the monitoring of classroom work, will assist in the implementation of lessons, and will serve as substitute teachers. These added adult staff members will help SMOS prioritize safety for all while also retaining high standards for academic learning and progress to grade-level standards.

### **School Nurse**

The school has contracted Peggy Skredenske, RN, as our SMOS School Nurse. Nurse Skredenske will serve the school community 4 days per week. She has served other area Catholic Schools since 2011 and will work to triage ill students, communicate illness with school families and oversee the school's quarantine room for sick students.

### **School Counselor**

A counselor contracted from St. Louis Counseling will be on campus on Tuesdays and Thursdays. Counselor Katie Lorenz will facilitate teacher meetings, work with our learning consultants, have individual sessions with students and is an available resource for teachers and parents. She will work with the social/emotional committee to ensure SMOS is supporting the social-emotional, and mental health needs of our students, families and staff.

## **FAITH FORMATION**

## RESPONSIVE LEARNING

- General Religious education will be implemented and assessed according to the academic learning model being used.
- Teachers will use supplemental resources to feed the spiritual lives of students beyond an academic curriculum.
- Teachers will find ways to supplement lessons by connecting home and school.
- Archdiocesan guidelines for spacing at Mass must be followed. Depending on the learning model being implemented, students kindergarten through eighth grade students will have the opportunity to attend mass in-person on a rotating schedule. Pre-school classes will not be attending Mass this school year.
- At this time, music in mass will be kept to instruments only.
- Decisions regarding the Sacraments of First Reconciliation and First Communion will be made by the pastor. Confirmation will be an Archdiocesan decision.

### Mass Schedule for Second Semester

Students will arrive at school for their normal arrival for temperature checks and health screening. Mass begins at 8:15 am.

<b>Date - January</b>	<b>Grade in Attendance</b>	<b>Class Leading Mass</b>	<b>Theme</b>
Tuesday, January 12, 2021	2nd Grade	Leonhard (2L)	
Friday, January 15, 2021	4th Grade	Wilson (4W)	
Tuesday, January 19, 2021	3rd Grade	Kiddoo (3K)	
Friday, January 22, 2021	5th Grade	Komos	
Tuesday, January 26, 2021	Kindergarten	Gondzur	
Friday, January 29, 2021	6th Grade	Cymber (6C)	
<b>Date - February</b>	<b>Grade in Attendance</b>	<b>Class Leading Mass</b>	<b>Theme</b>
Tuesday, February 02, 2021	1st Grade	Clark (1C)	Catholic Schools Week
Friday, February 05, 2021	7th Grade	Rynders	Catholic Schools Week
Tuesday, February 09, 2021	2nd Grade	Kirner (2K)	
Friday, February 12, 2021	8th Grade	Stahl	
Tuesday, February 16, 2021	3rd Grade	Berhorst (3B)	
Friday, February 19, 2021	4th Grade	O'Toole (4O)	Lent
Tuesday, February 23, 2021	Kindergarten	Carel	Lent
Friday, February 26, 2021	5th Grade	Smith	Lent
<b>Date - March</b>	<b>Grade in Attendance</b>	<b>Class Leading Mass</b>	<b>Theme</b>
Tuesday, March 02, 2021	1st Grade	Clark/Rhoda (1CR)	Lent
Friday, March 05, 2021	6th Grade	Lammert (6L)	Lent
Tuesday, March 09, 2021	2nd Grade	Kirner/Leonhard (2KL)	Lent
Friday, March 26, 2021	7th Grade	Mulligan	Lent
Tuesday, March 30, 2021	3rd Grade	Berhosrt/Kiddoo	Holy Week

## RESPONSIVE LEARNING

		(3BK)	
<b>Date - April</b>	<b>Grade in Attendance</b>	<b>Class Leading Mass</b>	<b>Theme</b>
Tuesday, April 06, 2021	Kindergarten	Harvatin	
Friday, April 09, 2021	4th Grade	Wilson/O'Toole (4WO)	
Tuesday, April 13, 2021	1st Grade	Rhoda (1R)	
Friday, April 16, 2021	5th Grade	Komos	
Tuesday, April 20, 2021	2nd Grade	Leonhard (2L)	
Friday, April 23, 2021	6th Grade	Cymer/Lammert (6CL)	
Tuesday, April 27, 2021	3rd Grade	Kiddoo (3K)	
Friday, April 30, 2021	7th Grade	Rynders	
<b>Date - May</b>	<b>Grade in Attendance</b>	<b>Class Leading Mass</b>	<b>Theme</b>
Tuesday, May 04, 2021	2nd Grade	Kirner (2K)	May Crowning
Friday, May 07, 2021	4th Grade	Wilson (4O)	
Tuesday, May 11, 2021	Kindergarten	Gondzur	
Friday, May 14, 2021	5th Grade	Smith	
Tuesday, May 18, 2021	1st Grade	Clark (1C)	
Friday, May 21, 2021	8th Grade	Henderson	8th Grade Last Day
Tuesday, May 25, 2021	3rd Grade	Berhorst (3B)	

## GRADING SYSTEM

The grading system will remain the same throughout all learning models. For more information on St. Margaret of Scotland's grading system, please visit the website and read THE SMOS PARENTS GUIDE TO STANDARDS BASED GRADING.

<https://www.stmargaretstl.org/school/academics/standards-based-grading/>

## EDUCATING STUDENTS ON NEW PROCEDURES

SMOS wants to alleviate stress and anxiety and to prepare students for how school will look this year. A series of educational videos will be released before school begins to teach students about the new safety procedures that will be in place. We ask that parents review these videos with their child(ren) in advance of school opening.

- arrival and temperature checks
- walking through the hallways
- correct way to wear a mask
- eating lunch in the classroom
- classroom setup

## **RESPONSIVE LEARNING**

### **PARENT MEETINGS**

- Parent Meetings will be held virtually.
- Parent Teacher conferences will be held virtually.

### **CATHOLIC SCHOOLS WEEK - OPEN HOUSE**

- Catholic Schools Week open house will be held virtually.
- Check out the St. Margaret of Scotland website on January 31, 2020 for more information.

### **ACTIVITY MODIFICATIONS**

Activities that will be deferred/amended until further notice

- The St Louis City Department of Health requires activities and events like field trips, student assemblies, special performances, and school-wide parent meetings to be amended to virtual when possible, and canceled if virtual is impossible for the 2020/2021 school year.
- No external treats for birthdays, please.
- Choir will be replaced with instrumental learning and theory.
- Contact sports will be avoided at recess.
- Communal drinking fountains will be taped off so they cannot be used.
  - Students need to bring a water bottle each day to ensure hydration, especially since children will be spending more time outside.
  - Refilling water bottles will be allowed at the hands free filling stations located in each building.

### **SCHOOL SUPPLIES**

Students still need everything on the supply list. The supply lists have not changed. These lists can be found on the school website. <https://www.stmargaretstl.org/school/academics/supplylists/> We understand that some items like Clorox wipes might be difficult to obtain. The school is purchasing additional cleaning supplies that can be used as a substitute.

### **TECHNOLOGY**

St. Margaret of Scotland School is proud to announce that we are the recipient of a very generous grant from the William T. Kemper Foundation for the upgrade of technology equipment in our school. This gift comes as a recognition of the excellence of our Catholic school and its commitment to form young people as lifelong learners. The money will meet the needs of our technology replacement plan. Namely, it will allow us to purchase iPad stations and Chromebooks for students in Kindergarten through 8th grade. The grant will ensure that every family in Kindergarten through 8th grade has a personal device

## **RESPONSIVE LEARNING**

that is well-functioning and equipped with the technological tools their child requires to excel in his or her education.

### Where to go for Technology help?

Tier 1 - Online documentation and demonstration videos will be on the school website (how to navigate sites, Google classroom help, basic troubleshooting, etc)

Tier 2 -If your technology issue is not solved by viewing the videos on the school website, you can email [smstechsupport@stmargaretsfl.org](mailto:smstechsupport@stmargaretsfl.org).

Tier 3 - External consultant (equipment and network issues) email [kcook@smbtecsolutions.com](mailto:kcook@smbtecsolutions.com)

## **RESPONSIVE LEARNING**

### **Student Technology**

- Student passwords for all needed technology, websites, and applications will be provided to parents by their teachers.
- When possible, the same usernames and passwords will be created across various platforms.
- Every student in kindergarten through 8th grade will be issued on loan for the 2020-2021 school year a personal SMOS device that is well-functioning and equipped with the technological tools their child requires to excel in the classroom.
  - Kindergarten - iPads
  - 1st and 2nd - laptops
  - 3rd through 8th - chromebooks
- Parents/guardians and students will be required to sign a [technology loan-and-user agreement](#) that will cover the entire length of student use for the 2020-2021 school year. The student will have access to use of the device, in accord with the loan-and-user agreement for the duration of the school year.

### **Teacher Technology**

- Teachers will each have a SMOS-issued laptop document camera, and iPad.
- All teacher equipment is well-functioning and equipped with tools needed for teaching success.

## **TUITION**

St. Margaret of Scotland teachers are providing curriculum and programming to all our students, prekindergarten through eighth grade, regardless of which model of learning your family chooses. In order for St. Margaret of Scotland to continue to provide students with engaging lessons and to ensure the continuity of instruction and learning, parents will be required to pay full tuition for either the hybrid in-person or fully virtual learning models. Our school budget is dependent on a full payment of tuition to meet the expenses of salaries and day-to-day operations. If there have been economic difficulties for your family and you are in need of assistance, please let us know and we can explore possibilities of financial support.

## **BEYOND THE BELL**

### **AFTERCARE**

- **The 2020-2021 SMOS School Year will start without an Aftercare Program.**
- We understand that aftercare is an important service for many SMOS families, but after reviewing the logistics, facilities needs, staffing, physical distance requirements, and financial feasibility and then combining that with the health and safety everyone involved we decided to start the year without aftercare services.

The School Administration with the SMOS Aftercare Leadership team, and the aftercare Subcommittee will reevaluate the feasibility of this program at different intervals (e.g., one month, three months, etc.) after the School Year begins. Community Events

### **ATHLETICS**

- St. Margaret of Scotland will not host sporting events or practices onsite.
- A separate document with more information about plans and guidelines for sports will be distributed to parents from CYC in the coming weeks.

### **AFTER SCHOOL CLUBS/EXTRACURRICULAR ACTIVITIES**

SMOS administration will be available to leaders of clubs and organizations regarding their plans in the coming weeks. After school clubs will be held virtually when possible or by following the protocols put in place by that organization and with administrative approval. (Examples: Girls on the Run, Greenhouse Venture, Boy Scouts, Cub Scouts, Girl Scouts, Lego Robotics, Bellarmine Speech Team, StuCo, Yearbook, etc.)

### **VIOLIN**

At this time, the model for violin instruction at St. Margaret of Scotland School is designed for an in-person format to be held in the church basement, allowing for adequate physical distance. Students in grades 1st - 8th will be scheduled for a 45-minute class once a week, after school, on a day when they are at school in their A/B group. Some grade levels will meet at the same time, but will be physically distanced according to grade. (Example: 2nd grade in northeast corner, 3rd grade in southwest corner). Students in preK/Kindergarten will be scheduled for instruction during the school day. Concurrent with SMOS policy, all students and the instructor will wear masks during class. If a family wishes for a fully virtual method of instruction, please contact Ms. Karako to discuss options. [bkarako@stmargaretstl.org](mailto:bkarako@stmargaretstl.org)

#### *Virtual Instruction*

In the event that SMOS moves to fully virtual instruction, violin class will also be held online via a combination of a shorter live zoom meeting (at the same time as usual class) and a weekly practice video (to be watched daily at the student's leisure).

## **BEYOND THE BELL**

### *Registration and Fees*

All fees for each semester will be due the second week of each semester. A one-time registration fee per student will be assessed in the fall semester to cover accompanist costs and supplemental materials. Payment is accepted via Venmo, online credit card (via Stripe), Zelle, cash or personal check made payable to Bestey Karako. If different financial arrangements need to be made, please contact Ms. Karako.

### *Fees for 2020-2021*

Fall Registration Fee (per student) \$5

Fall Tuition (16 weeks at \$12/class) \$192

Spring Tuition (17 weeks at \$12/class) \$204

## **COMMUNITY EVENTS**

Community events will be postponed, held virtually or by following the protocols put in place with administrative approval. (Examples: Back to School BBQ, Halloween Fest, Walk-a-Thon, Movie Nights, PTA Fish Fries, VIP Day, School Auction, Trivia Night)

# APPENDIX A: STEERING COMMITTEE STRUCTURE

## LEGEND

*Italics* indicates participant is employed or contracted  
SMOS staff (e.g., admin, teacher, tech contractor)  
\* Current/incoming School Board member, 2020-21  
^ Outgoing School Board member, 2019-20  
~ Parish Finance Committee member  
[ ] Indicates chair(s)/lead(s) of subcommittee

## STEERING COMMITTEE

**Pastor:** *Fr. Matthew O'Toole*

**Chairs:** *Clare Young, Christine Burke, Chris Stephens*

**Co-Chair:** Bridget Andrews<sup>^</sup>, immediate-past SB Pres., 2019-20

**Co-Chair:** Mary Lisa Penilla\*

Shannon Grass, past SB Pres., 2018-19

Chris Heisig, PhD, past SB Pres., 2017-18

Ryonnel Jackson

Sherry LeBlanc

Michael Miller, Parish Council member

Cliff Reynolds, Parish Finance Committee

Jennifer Schmidt, MD

Tom Reitenbach

**SCHOOL BOARD MEMBERS** - Mary Lisa Penilla, President, Amy Roither, Vice-President, Amy Garland, Secretary  
Bridget Jackson, Charley K'Nuckles-Harper, Marc Kramer, Hannah Miller, Erica Spencer, Kristen Wimbley

## COMMUNICATIONS COMMITTEE –

*Clare Young, Chris Burke, Shannon Grass, Sherry LeBlanc, Sarah Chilenski*

## PANDEMIC TEACHING AND LEARNING COMMITTEE

### Distance Learning Survey Subcommittee –

[*Clare Young; Mary Lisa Penilla\**]; Sarah Chilenski, PhD; Shannon Grass

### Learning Models Subcommittee –

[*Clare Young, Chris Burke, Amy Roither\**], Katie Komos, Mark Mulligan, Mary Lisa Penilla\*

**Full Return to School** [*Chris Burke & Mary Lisa Penilla\**], *Kim Ackerman, Kenzie Berhorst, Megan Mohs, Sam Stahl, Megan Biegacki, Angela Faul, Amy Heller, Karen Kuppinger, Charley K'Nuckles-Harper\**, Heidi Klosterman

### **Hybrid Return to School with Limited Capacity**

[*Chris Burke, Katie Komos*] *Maggie Buchmiller, Liz Clyne, Anjanette Gondzur, Sarah Henderson, Jen Kavanaugh, Libby Kiddoo, Julia Merideth (past-PTA pres.), Mary Lisa Penilla\**

**Return to School with Virtual Learning for Quarantine Families** [*Clare Young*], Julie Bradshaw, *Rita Harvatin, Audra Leonhard, Mary Lisa Penilla\*, Sam Stahl, Anna Wilson, Jenny Worsham*

**Full Virtual Learning.** [*Clare Young, Mark Mulligan*]–, *Ann Daugherty, Kristyn Noll, Caitlin O'Toole, Mary Lisa Penilla\*, Theresa Schlafy, Amy Smith, Kristin Wimbley\**

### Extracurriculars Subcommittee –

## **APPENDIX A: STEERING COMMITTEE STRUCTURE**

**Athletics** – [Chris Heisig, *Jeff Ranek*], with Athletic Association members: Brian Overberg (Pres.), Ryan Kennedy, Peggy Taylor

**After School Clubs** [*Chris Burke*], *Linsey Calza*, *Bob Cymber*, Valerie Hahn, Sarah Henry, *Betsy Karako*, *Sam Stahl*, *Anna Wilson*

**Specialty Classes Subcommittee** –

[*Chris Burke*, *Linsey Calza*], *Angie Bodel*, Chelsea Dieters, *Melanie Donovan*, *Arsenia Tate*, *Betsy Karako*, *Emily Edgell*, Amy Garland\*, *Carole Lander*, *Jeff Ranek*, *Abby Unverferth*, *Kathy Zegarra-Ballon*

**Learning Accommodations Subcommittee**

[*Clare Young*, Shannon Grass], Sarah Chilenski, *Melanie Donovan*, *Megan Kean*, *Carole Lander*, Jackie Martin, *Kristyn Noll*, *Mary Jo Rhoda*

**Faith Formation:** [*Christine Burke*, Michael Miller], *Linsey Calza*, *Becky Finnegan*, *Sarah Henderson*, *Ruth Pera*

**Aftercare Subcommittee:** [Chris Heisig, *Cailin Carel*, *Rita Harvatin*, *Chris Stephens*], Kristen Edler, Michelle Hyde, Bridget Jackson\*, Shannon Fogarty-Fisher

### **TECHNOLOGY COMMITTEE**

[*Clare Young*, Tom Reitenbach, *Mark Mulligan*], *Anna Wilson*, *Libby Kiddoo*, *Megan Mohs*, *Sarah Clark*, Hannah Miller\*, Kristen Wimbley\*, *Ken Cook* (tech)

### **COMMUNITY HEALTH COMMITTEE**

**Safety and Health Protocols:** [Jenny Schmidt, MD; Bridget Andrews^], Michelle Searcy, RN, BSN; Daniel Herleth, MD; Sam Marquard, RN, MSN; *Jennifer Shearer*

**Cleaning and Maintenance:** [*Scott Wisseman*, Chris Heisig, PhD], Chad Henry, *Katie Komos*, *Janet Reid*, Deborah Elliott

**Facilities** - Brian Schmidt, MD; Chad Henry, Miguel Garcia

**Social and Emotional Health** [*Clare Young*, *Emily Edgell*] Celeste Herleth, MD; Julia Meredith, past PTA pres.; *Arsenia Tate*, Courtney McDermott, LCSW; *Emily Edgell*, LCSW; Erin Baker, *Melanie Donovan*, *Sam Stahl*

### **COMMUNITY EVENTS COMMITTEE**

[*Chris Burke*, Sherry LeBlanc, School Auction Co-chair], Rochelle Albright, *Andrea Arts*, Mary Ann Garcia, Auction Co-Chair; *Rita Harvatin*, *Amy Heller*, *Megan Kean*, Ebony Ingram, PTA Pres.; *Sam Stahl*, Michael Sonntag, PTA Pres.-elect

### **FACULTY SUPPORT COMMITTEE**

[*Clare Young*, *Chris Burke*, Cliff Reynolds~], Sarah Dayton~, *Rita Harvatin*, *Karen Kuppinger*, Carrie McGrath, *Mark Mulligan*

## **APPENDIX B: SOURCE DOCUMENTS**

[St. Louis City mandates, recommendations, and guidelines to safely reopen school](#)

[St. Louis City Health Department Guidance for Reentry to City of St. Louis School Systems](#)

[American Academy of Pediatrics COVID-19 Planning Considerations: Guidance for School Re-entry](#)

[CDC School Health Guidelines](#)