



St. Michael's Plan for the November 30 Return to Full On-Campus Learning

Updated School Day Hours Starting November 30

- Effective November 30, updated school day hours for the 2020-21 year are **8 a.m.-2:25 p.m.**
- As teachers will need to balance student needs both in the classroom and for those learning remotely, **this schedule enables teachers to offer office hours on select days via Zoom from 3-3:30 p.m.** for students who need extra help, as well as to have important curriculum planning time. (schedule below)

MORNING GYM					
Morning Gym for participants who registered for FREE morning care <i>*MUST REGISTER NO DROP-INS</i>	7:15-7:40 a.m.				
DAILY SCHEDULE Starting Nov 30					
Grades K-8	Carpool Drop Off	Class Time	Carpool Pickup	Teacher Remote Office Hours	Extended Day
Lower School	7:40-7:55 a.m.	8 a.m.-2:25 p.m.	2:25 p.m.-2:40 p.m.	3-3:30 p.m. <i>Mondays, Tuesdays, Thursdays</i>	3-4:30 p.m. and 3-6 p.m. options <i>*MUST REGISTER NO DROP-INS</i>
Middle School	7:40-7:55 a.m.	8 a.m.-2:25 p.m.	2:25 p.m.-2:40 p.m.	3-3:30 p.m. <i>Mondays, Wednesdays, Thursdays</i>	3-4:30 p.m. and 3-6 p.m. options <i>*MUST REGISTER NO DROP-INS</i>

Carpool and Health Screenings

- Carpool dropoff begins at 7:40 a.m. and pickup begins at 2:25 p.m.
- Families will also continue to submit a completed before-school health screening received daily via text message. **We ask families to always err on the side of caution and keep home any child that is not feeling well.**
- Effective November 30, we will transition to random temperature screenings in morning carpool.
- Family carpool loops may be changed effective November 30 pending review.



Daily Schedule

Lower School

- In the Lower School, all core classes will meet daily. Schedules will be sent home the first week of December.
- Students will have all enrichment classes at school once a week: Art, PE, Music, Technology and Outdoor Ed (grades K-2), plus Spanish (grades 2-5), and Design and Religion (grades 3-5).
- We will continue to hold recess for all LS classes, and lunch will be outside whenever weather permits.
- Teachers will hold extra help time for students who need it via Zoom from 3-3:30 p.m. on **Mondays, Tuesdays, and Thursdays.**
 - Teachers will connect with individual students or parents to schedule the extra help sessions if they feel the student needs it. Students may also request a one-on-one virtual extra help session from any of their teachers.

Middle School

- In the Middle School, all core classes will meet daily for 55 minutes. Assigned room numbers and schedules will be given to students before the Thanksgiving break.
- Art, PE, Design, and Music enrichments will meet on campus once a week.
- Outside breaks will occur during snack and lunch. Classes will also go outside as appropriate.
- Study Hall: There will be one 55 minute Dragon's Hour study hall for each section on Wednesdays.
- There will be no electives or advisories offered this school year. **Please contact your child's teacher directly with any questions or concerns regarding your child's academic progress. It is imperative that families check the PowerSchool grading portal at least once a week.**
- Teachers will hold office hours via Zoom from 3-3:30 p.m. on **Mondays, Wednesdays, and Thursdays** for those that need extra help.
 - Students should reach out to the teacher the day before requesting a time and the teacher will put a Zoom link on the student's calendar.

Academic Spaces, Cohorts, and Density

Every school's "student/square foot" measurement is different. St M is a school with strong and consistent enrollment **and** with indoor space limitations. We will continue to follow VDOE, VDH, and CDC guidelines - including maintaining 6 feet of distance to the greatest extent possible.

COVID MITIGATION: St M will also continue to require indoor mask use and desk shields, as well maintain our rigorous cleaning and sanitizing of public and classroom spaces. The main common areas of the school buildings including the school corridors, staircase handrails, conference rooms, bathrooms, and other public areas will be disinfected throughout the day.



Lower School

- In the Lower School, we plan to supplement existing classroom space with non-traditional classroom spaces (Library, Dragon's Den, Makerspace, and Extended Day Room), thereby reducing student density in grade-level rooms. Desks will be spaced as far as practically possible (between 4-6 feet, with 6 feet being the goal).
- **Students in Grade 5 will be split into 3 sections of 15 students.**
 - In these sections, homeroom teachers will rotate through the sections to provide instruction with assistance from Adrienne Tate (social studies) and Emerson Underwood (science), who will also oversee the students in the third section.
 - **Cohorts:** we will re-section classes to create balanced class sizes, but each child will still be under the care of his/her original homeroom teacher. **Please do not request a cohort.**
- **Students in Grades 2-4 will be split into 3 sections of 12-13 students.**
 - In these sections, the homeroom teachers will rotate through the sections to provide the core curriculum. A third teacher will work with the two homeroom teachers to proctor the third section and will also deliver some academic content that has been planned by the homeroom teachers. The three teachers will meet in the afternoons to plan instruction. All social-emotional/classroom management decisions will be made by the child's homeroom teacher. **Please do not request a cohort.**
- **Students in Kindergarten and Grade 1:**
 - Each class will have 19-20 students and a dedicated assistant for either individual or small group instruction throughout the day. The Waterfall and an outdoor tent (with floor), located behind the K&1 classrooms, will be used to manage density numbers and for individual and group work.
 - First grade will use tables with newly-purchased table shields.
 - Kindergarten will add classroom stations to accommodate the entire class. Shields will be used for lunch if indoors.
 - Morning meetings will be held with all of the students together in the room (well-spaced) so that the homeroom teacher is the provider of the all-important social/emotional curriculum.
- All Lower School students will stay in their designated classroom space with teachers rotating, with the exception of PE, which will be held in the gym or outside. (Note: there will be no virtual PE for remote learners.)
- We will continue to incorporate as much movement as possible in all our classrooms as well as outdoors, which we will use as often as possible. All grade levels are currently making exceptional use of the outdoors and will continue to do so.
- Mrs. Craig will teach all of her art classes virtually with the assistance of a live in-class teaching assistant.



Middle School

- **All classes will range from 9-19 students distanced 6 feet apart to the greatest extent possible.**
- The Great Hall, the Library, and Computer Lab will be used for classroom space as they can accommodate a greater number of students with a distance of 6 feet.
- While the majority of our sections will have full face-to-face instruction, due to space constraints, three sections will remain divided with the teachers live teaching in some sections while other sections are livestreaming the instruction with a teacher's assistant. There may be times in which the teacher may split the time between classes on a given day to assist with questions. Students/sections will rotate being with the teacher and proctor so that all students receive equal face-to-face instruction.
 - St. Michael's is actively hiring for full-time teaching assistants/proctors.
- **Cohorts:** Students will likely stay with their current cohorts, but this is contingent upon how many students will opt for full remote learning as that may necessitate shuffling of cohorts. **Please do not request a cohort.**
- Students will stay in their designated classroom space with teachers rotating, with the exception of PE/gym and on occasion, art. We will continue to incorporate as much movement as possible in all our classrooms, as well as outdoors.
- The following teachers plan to teach all of their classes virtually with the assistance of a live in-class teaching assistant: Lisa Craig (Art), Reid McBride (History).

Remote Learning Options

St. Michael's will offer remote learning, but remote learning models will vary depending upon the grade of the child. **Remote learning should be selected as an option only in the case of a family's well-considered need for greater mitigation than the School can offer.** The delivery of material is extremely difficult for both teacher and student with inevitable challenges and limitations on both ends. Lower School parents will need to partner with the School to collect materials and assist their children in their online meetings. We have learned via some test cases this fall that it is helpful for a Middle School student learning remotely to have a second device provided by his/her family to view live-streamed instruction while simultaneously taking notes/working on assignments on the school-provided Chromebook.

One reason we have made the commitment to return to campus is to support the children's social and emotional development that comes largely from being together and interacting with one another. **As such, we encourage you to send your children for in-person/on-campus learning if at all possible.** We also ask that families opting for remote learning also adhere to strict mitigation measures outside of the home (ie: club sports, travel, and social engagements).



St M will seek a quarterly commitment from parents if the remote learning opportunity is selected. For example, if a family chooses remote learning for the November 30 transition, the child must remain in remote learning until **January 22, the end of the quarter**. You will also need to alert the school **by January 15**, if you desire for your child to return to on-campus learning at the start of the third quarter, January 25.

To express interest in remote learning for your child, please complete [THIS FORM](#) by **NOVEMBER 2. Additional details about our remote learning offerings by division are below.**

Lower School Remote Learning by Grade Level

Remote learning models will vary in the Lower School depending on the grade of the child. Because our young Dragons are not as independent as our older students, Lower School families will be integral partners in their children's learning. Caregivers will be responsible for helping at-home students organize their time and materials, complete classwork, and may even be needed to help explain some instructions or concepts. We will depend upon caregivers to alert the teacher if there are specific challenges so that the synchronous learning time can be as effective as possible. Our remote-learning program includes a mixture of individual Zoom time with teachers, materials sent home, online platform-based lessons, and frequent, regular communication with the child's Virtual Instructional Team. Our priority is to deliver our academic curriculum as effectively as possible for the students who are not at school, but the social opportunities cannot be made available in our remote learning option.

- [Remote learning plan grades K-2](#)
- [Remote learning plan grades 3-5](#)

Middle School Remote Learning (Grades 6-8)

Remote/quarantined students will learn in parallel via “Zooming into the Room” to attend daily classes.

- Students learning remotely will follow their schedules in real time. (Note: there will be no virtual PE.)
- Each classroom has a Zoom-equipped computer to facilitate communication.
- Students learning remotely will be able to see the teacher at the front of the classroom, view the whiteboard and projected image, and hear the academic instruction.
- The teacher will check his/her computer throughout instruction to see if students have a question or would like to share a comment.
- The students at home will be able to talk or “chat” with their teachers. There may be times that the remote student will be placed in a Zoom meeting with on-campus classmates to work on a project.
- Every so often parents will need to arrange a time with Mrs. Godwin in the front office to pick up supplies, papers, or classroom materials given out by the teacher. Please park in the visitor's parking lot, call the office when you arrive, and the materials will be brought out.



- **In order to maintain the integrity of our in-person learning, there may be times that the teacher will choose to take his/her students outside. It may not be possible for your child to Zoom outside and your child will then work independently.**

IMPORTANT NOTE: From a technology perspective, it is helpful if Middle School remote learning participants have an extra, parent-provided device (computer or tablet) for use during remote classes so that remote students can Zoom into class with one device while taking notes/completing classwork on School's issued Chromebook device.

School Calendar Updates

- **ATTACHED please find an updated major dates calendar. Schedule changes are in red. Please update your personal/family calendars.**

Lunch

- Students will eat outside for lunch, or if weather necessitates, in class with desk shields.
- We are adding additional outdoor spaces, tables, and seating for picnicking.
- Quiet activities will occur during indoor lunch so as to minimize talking and prevent air transmission.
- **Effective November 30, students will need to bring their own snack, lunch and beverage(s) each day. Yay Lunch is not an option at this time.**

Pandemic Dress Code

- The Pandemic relaxed dress code will stay in place until further notice.
- Students should be prepared for their classes and instructors to use outdoor facilities and the campus trails at short notice and should thus dress daily for the weather.
- Students will also be outside as much as possible for breaks, lunch, and recess.
- **On a daily basis, please ensure your child is wearing weather-appropriate attire, coats/jackets, rain coats and footwear, along with hats and gloves as necessary.**

Athletics

- We are still exploring if there is a safe way to offer winter athletic opportunities. More to come on this.



School Supply/Materials Storage

Our students have been very resilient this fall carrying all of their school materials back and forth daily in the absence of cubbies and lockers due to COVID-mitigation protocols. That said, we want to make this easier for our students.

- **Lower School:** Effective November 30, Lower School students will be able to use their classroom cubbies as instructed by their teachers. Teachers will be sending students to cubbies in a spaced-out order to ensure safe usage.
- **Middle School:** The School is purchasing bins so each Middle School student will have one next to their assigned desk for storage.

Extended Day

St. Michael's strives to meet the needs of children and families beyond the traditional school day. A number of scheduling options provide for care before and after-school beginning November 30. St. Michael's offers both Lower School and Middle School Extended Day programs.

NOTE: Drop-ins are not available this year in an effort to adhere to Virginia Department of Social Services mandates for strict cohorting and physical distancing.

Parents MUST REGISTER by NOVEMBER 2 for their child(ren) to participate in any of the offerings. All families desiring care will have a spot in the program. Pricing is at the end of this document.

Morning Gym (7:15-7:40 a.m.) - FREE BUT MUST REGISTER TO HAVE A PROGRAM SPOT

- The program continues to be free of charge and will be capped at 120 students—the number that allows for 6 feet of physical distance in the gym.

After-School Care Options (Fee-Based) - MUST REGISTER TO HAVE A PROGRAM SPOT

- Parents may choose from 2, 3, and 5 day care options, either to 4:30 or 6 p.m., for grades K-8.
- **IMPORTANT CHANGE THIS YEAR:** As St M has to adhere to strict Department of Social Services mandates for strict cohorting during the pandemic, Extended Programs will be CLOSED on all half-days, clerical days, and all full-day school holidays/all-school closures (to include Thanksgiving week, Christmas and Spring breaks, Martin Luther King Jr. Day, Presidents' Day, Good Friday, Easter Monday, Memorial Day, and any other "no school" days added to the master calendar.)
- Morning gym will be open on half-days.
- Please contact Extended Programs Director [Ashley Buffey](#) with any questions.

Click [HERE](#) to register for Morning Gym or Afternoon Extended Day by **NOVEMBER 2**.



Afternoon Extended Day Fees (Prorated as of November 30)

Lower School Extended Day Options (Billed in 5 installments)

Options (A host of enrichment activities are included with the Core Extended Day Program.)	Tuition	Deposit	Balance Due
Option 1: 5-days per week until 6:00 p.m.	\$2,236	\$200	\$2,036
Option 2: 5-days per week until 4:30 p.m.	\$1,488	\$200	\$1,288
Option 3: 3-days per week until 6:00 p.m.	\$1,598	\$200	\$1,398
Option 4: 3-days per week until 4:30 p.m.	\$1,070	\$200	\$870
Option 5: 2-days per week until 6:00 p.m.	\$1,276	\$200	\$1,076
Option 6: 2-days per week until 4:30 p.m.	\$844	\$200	\$644

Middle School Extended Day Options (Billed in 5 installments)

Options	Tuition	Deposit	Balance Due
Option 1: 5-days per week until 6:00 p.m.	\$1,150	\$50	\$1,100
Option 2: 5-days per week until 4:30 p.m.	\$570	\$50	\$520
Option 3: 3-days per week until 6:00 p.m.	\$750	\$50	\$700
Option 4: 3-days per week until 4:30 p.m.	\$370	\$50	\$320
Option 5: 2-days per week until 6:00 p.m.	\$540	\$50	\$490
Option 6: 2-days per week until 4:30 p.m.	\$270	\$50	\$220