



BISHOP MCMANUS ACADEMY 2020-2021

**PARENT ORIENTATION
SCHOOL REOPENING PLANS**

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OVERVIEW

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FIRST DAY OF SCHOOL

- ♦ Tuesday, September 8, 2020
- ♦ BMA has decided to push the start date back to Tuesday, September 8 to ensure safety protocols are in place and employees are trained and prepared for the learning model in place at that time.
- ♦ The school day begins at 7:55 am and dismisses at 3:15 pm.

ARRIVAL & DISMISSAL PROCEDURES

- ◆ Student health checks will be administered daily upon arrival starting at 7:30 am. BMA will not admit any student that shows any signs of illness upon arrival.
- ◆ Parents of students in grades PK2 through Kindergarten must park their vehicle, have their temperature checked at the designated area and escort their child to their designated classroom.
- ◆ Parents and students in grades 1-9 must stay in the car line and have the student's temperature checked before they exit the vehicle.
- ◆ Students in grades 4th - 9th will be dismissed at the entrance facing Gannon Road. Students in grades 1st - 3rd will be dismissed at the entrance near the school office. Students in grades PK2 – Kindergarten will be dismissed at the entrance facing the play yard.

ATTENDANCE & TARDY POLICY

- ◆ Please allow additional time for the arrival process due to the prescreening checks.
- ◆ We highly encourage you to arrive on time for school daily.
- ◆ If a student (grades 1st -9th) arrives late to school:
 - Parent must call the office to notify us that the student has arrived.
 - Student must stay in vehicle until all health checks are completed.
- ◆ If a student (grades PK2 – Kindergarten) arrives late to school:
 - Parent must park the car and call the office to notify the student has arrived.
 - Student/Parent must complete all health checks before entering building.

ATTENDANCE & TARDY POLICY

- ◆ Regardless of the school setting the student may be in, parents must contact the school office by 8:30 am to report a student who is ill, tests positive for COVID-19 or has been in close contact with someone who has tested positive for COVID.
- ◆ If a student must check out for any reason during the day, the parent/guardian must wait in the vehicle and call the school office to notify the office that the student is checking out. A staff member will walk the student to the car to complete the checkout. **Picture ID will be required for early checkout.**

OFFICE VISITS

- ♦ BMA is currently limiting visitors, including parents, who are not essential to the academic needs of our students.
- ♦ Adults entering the building **MUST** always sanitize hands prior to entering the building and wear face coverings.
- ♦ PK2 – Kindergarten parents will be allowed in the school building **only** to drop off and pick up their child.
- ♦ Parents that need to visit the office for any reason must set an appointment in advance to do so.

ENTRY & EXIT POINTS

- ♦ To limit contact as students and staff enter and exit the school facility, the following will be implemented during all phases.
- ♦ BMA will operate with single-point entry and exit points to enable the flow of students/staff to move in a single direction.
- ♦ This will allow us to maintain maximum group sizes and physical distance recommendations to the maximum extent possible.

BREAKFAST & LUNCH PROTOCOLS

- ♦ Breakfast and lunch will be free of charge and available starting Tuesday, September 8.
- ♦ Breakfast begins at 7:30 am and will be served in each child's homeroom. In-person students will remain in their classrooms for breakfast, lunch, and classes.
- ♦ Students who bring lunch from home must bring food that is ready-to-eat. **Please note that microwaves will NOT be available for students until further notice.**
- ♦ **Parents are not allowed to deliver food to their students at any point during the school day.** If a student does not have lunch, they will be expected to eat school lunch.

BREAKFAST & LUNCH PROTOCOLS

- BMA will provide FREE meals weekly (5 breakfasts and 5 lunches) to students who have chosen distance learning. Parents will be **REQUIRED** to submit a monthly consent form to continue to pick up meals weekly. This will allow the food vendor to properly prepare for your pickup.
- To receive the weekly meals during the month of September, parents must complete and submit this consent form by noon on Friday, August 28, 2020. Failure to comply may delay the start of your meal pickups.
- **Food Allergies:** Any child with food allergies is **REQUIRED** to submit the LDOE Diet Prescription for Meals at School completed and signed by your child's pediatrician. Please contact the school office to check the status of your child's LDOE Diet Prescription for Meals at School.

SCHOOL UNIFORMS

- ♦ All students will be expected to wear their full school uniforms on all days that school is in session regardless of the school setting. If they are having class virtually, they will be expected to be in their school uniform.
- ♦ Uniforms must be purchased at Schiro's School Time located at 5008 West Esplanade Ave., Metairie, LA 70006; P. (504) 885-2993. You may also shop from home at www.schiros.com!

SCHOOL SUPPLIES

- ◆ Please visit the school website for supply lists by grade.
www.bishopmcmannus.com
- ◆ **All school supplies are required and are to be supplied by the parents by the first day of school.**
- ◆ **Students will not be allowed to share supplies.**
- ◆ Supplies for in-person learning students may be dropped off in advance by appointment only. Please contact the office to schedule your appointment to drop off supplies in advance.
- ◆ Requests for additional supplies will be sent to parents as supplies are needed.
- ◆ Please note that student lockers will not be used until further notice.

FACE COVERINGS

- Face masks will be considered part of our uniform this school year.
- Students in grades 3rd – 9th will be required to wear a face mask before entering any building or gate.
- Students in grades PK2 through 2nd grade will not be required to wear a mask; however, it is strongly recommended that they do, especially if they are already used to wearing one.
- Please obtain a washable/reusable cloth face covering for your child. Face mask/covering should not have pictures with symbols of death, skulls, violence, symbols of a sexual nature, peace signs, or symbols of non-Christian religions, no writing, and NO neck buffs.
- Face masks must cover both the mouth and nose and fit closely to the face and come under the chin.

SICK POLICY

- ♦ BMA will implement the following when a student, staff member or visitor becomes sick.
- ♦ Temperature of every individual entering BMA will be checked upon arrival. Any individual having a temperature of 100.4F or higher or exhibiting COVID-19 symptoms will be sent home.
- ♦ If a student becomes ill during the day, he/she will be sent to our designated, isolated health room until the parent is contacted and student is picked up.
- ♦ Staff members who become ill during the day will be sent home.

SICK POLICY

- ♦ If a student/staff member contracts COVID-19, the office will communicate that information to appropriate health officials, faculty, students and parents.
- ♦ Conduct a routine and “deep” cleaning.
- ♦ Ensure continuity of education for students/staff who are quarantined or isolated.
- ♦ Notify parents of any school closures (3-5 days) if the school environment is determined to be a source of ongoing COVID-19 spread. Please note that the decision to close school is a case-by-case process. The decision will ultimately be made by school administration, with guidance and expertise from our Regional Medical Director.
- ♦ If a class must quarantine, that class may continue their academics through virtual learning. The class will Zoom into each subject according to their daily class schedule.

BEFORE-AND-AFTER CARE

- Before Care will begin at 7:00 am.
- After Care will end at 5:00 pm.
- To adhere to maximum group sizes and physical distance protocols in our Before-and-After Care Program, students **MUST** be pre-registered to participate (fees apply).
- Application to pre-register can be found on the school website.
www.bishopmcmanus.com

DISTANCE LEARNING

- ◆ Distance learning will be available during Phase 2 to accommodate the at-risk population, special circumstances or if parents do not feel comfortable sending their child to school during this phase.
- ◆ Distance learning will remain in place for Phase 3 on an as-needed basis.
- ◆ Students who have selected distance learning for quarter one will be required to follow their class daily schedule (five days a week).
- ◆ Curriculum pick up is scheduled for:
 - ◆ Grades PK4 - 4th Wednesday, September 2 10:00 am – 2:00 pm
 - ◆ Grades 5th - 6th Thursday, September 3 10:00 am – 2:00 pm
 - ◆ Grades 7th - 9th Friday, September 4 10:00 am – 2:00 pm

DISTANCE LEARNING

- ◆ Students will be required to have an appropriate device and internet connection for distance learning.
- ◆ Students are required to wear the school uniform daily when school is in session (five days a week).
- ◆ Students are required to be visible and well-groomed during all Zoom classes.
- ◆ Students will follow the class daily schedule by subject rotation, which also includes participating in Zoom homeroom devotions and attendance check at 7:55 am every morning.
 - ◆ PK4/Kindergarten - students will follow daily class schedule given by the teacher.

DISTANCE LEARNING

- ♦ Attendance will be taken at the beginning of each class/subject rotation.
 - ♦ PK4/Kindergarten - attendance will be taken at the beginning of each day.
- ♦ Students are expected to be actively engaged in live classes to discuss, practice, etc.
- ♦ Teachers will invite questions at the end of each live class.
- ♦ Teachers will use chat features for calling on students on Zoom.
- ♦ Students will participate in class discussion and will also be assigned independent work.

DISTANCE LEARNING

- ◆ Students must turn in all assignments by the teacher's deadline to receive credit.
- ◆ Teachers will require reflection upon finishing lessons daily to check for student understanding and verify student participation.
- ◆ Teachers will do check-ins with students regularly to check on the student's well being.
- ◆ Students will be issued a meeting ID and password along with their class schedule in order to access each subject class. This invitation information must not be shared with any other individual.

DISTANCE LEARNING

- ◆ Students must follow these guidelines when participating in distance learning classes:
 - ◆ Students may not record the class.
 - ◆ Students may not take photographs, snap shots, or screen shots of any class.
 - ◆ Only first names should be visible and/or used.
 - ◆ Communication, conversations, and chat box will be controlled by the teacher and limited to course content and questions only.

DISTANCE LEARNING

- ♦ Teachers will mute student audio response component until the lecture portion of each class is complete. Students will be asked to hold their question or type their question into the teacher chat box until the lecture portion of the class is complete.
- ♦ **Video and Teleconferencing Form** – Parents and students who chose Distance Learning will be **required** to read and consent to the Video and Teleconferencing Form. **Students will not be provided with access to distance learning classes without a signed Video and Teleconferencing Form.**

ENHANCED CLEANING POLICY

- ♦ In accordance with the CDC's strategies to encourage behaviors that reduce the spread of COVID-19, the following will be implemented.
- ♦ BMA will intensify daily detailed cleaning and disinfecting all high traffic areas and surfaces.
- ♦ High-touch surfaces will be cleaned before and after each group's use.
- ♦ Students and teachers will have scheduled handwashing times and have hand sanitizer readily available for students and staff use.
- ♦ The handwashing-at minimum-will be done at arrival, before and after eating, before and after outdoor activities, and upon exiting.
- ♦ BMA will display COVID-19 information signs in various locations throughout the school that promote everyday protective measures and describe how to stop the spread of germs.

EXTRACURRICULAR ACTIVITIES

- ♦ Field trips will be discontinued until further advised.
- ♦ Athletic activities will resume in accordance with recommendations from Louisiana High School Athletic Association and the Metro Middle School League guidance for opening athletics and activities. Currently, there will be no fall sports.

COVID-19

- ♦ COVID-19 WAIVER - The COVID Waiver is a MANDATORY waiver required by the LA Department of Education for all students who selected in-person learning.
- ♦ **Please understand that no student can be accepted into in-person learning without a signed COVID Waiver.**

GRADELINK PORTAL & APP

- The Gradelink Portal helps students and their parents keep on top of their academic performance. With it, they can easily view schedules, class and assignment grades, attendance, upcoming homework/tests and more.
- It allows students and parents to communicate with teachers daily.
- Teachers post important information on their Teacher Page on Gradelink.
- The login information for each student will be emailed after the Parent Orientation has concluded.
- The Gradelink Mobile App is FREE! Download it today! Available on the App Store, Google Play and Amazon Appstore.

Operating Restrictions

	Phase 1	Phase 2	Phase 3
Maximum Group Size (including adults)	10	25	50
Student Grouping Options	<p>Distance learning only.</p> <p>No in-person classes will be held, and no visitors allowed in facilities.</p>	<p>In-person learning.</p> <p>PK2 – 5th grade homeroom students will remain as static groups with their assigned teacher.</p> <p>6th – 9th grade homeroom students will remain as static groups with teachers rotating by subject.</p>	<p>In-person learning.</p> <p>PK2 – 5th grade homeroom students will remain as static groups with their assigned teacher.</p> <p>6th – 9th grade homeroom students will remain as static groups with teachers rotating by subject.</p>

QUESTIONS

- ◆ Please type your questions in the chat.