



RE-OPENING



2020-2021

Mary Help of Christians Academy



MARY HELP *of* CHRISTIANS ACADEMY

Educating and Empowering Young Women Since 1941

As we learned last Spring, the strength of the Mary Help of Christians community goes beyond our physically being present to one another on campus. COVID-19 has changed the way we live, work, play, and I would dare say, even the way we pray! However, it has not changed our commitment to being a mission-focused, forward-moving institution, faithful to its Catholic and Salesian heritage, that prepares our young women to face life as good Christians and honest citizens.

As this faith-filled school community, we face the 2020-2021 school year with hope, with optimism, and with the knowledge that we can continue our mission in the Salesian style: offering our students a home where they are welcomed, accepted, and loved; a school that prepares them for life; a playground where they can have fun, make new life-long friends and experience true joy; and finally, a church where they can experience God's love and his grace during every moment of their lives.

Throughout the summer, our School Re-opening Committee has helped us prepare for the beginning of this school year in a manner that promotes the health and well-being of our students and staff. The attached guide is meant to serve as a helpful reference for you and your family as we all prepare for the upcoming school year. It outlines the safety measures, policies, and procedures we are implementing in light of the COVID-19 pandemic. We hope it addresses the questions and concerns you may have. Should you have any additional questions, please, contact the school office and someone will assist you.

Be certain of my prayers for you and your good health. I look forward to starting a challenging, but great school year!

God Bless!

A handwritten signature in black ink that reads 'Sr. Marisa DeRose, FMA'.

Sr. Marisa DeRose
Head of School



LEARNING OPTIONS



We recognize there will be personal individual situations where a student may need learning environment options. MHC will be offering two (2) options:

TRADITIONAL LEARNING

On-campus face-to-face instruction in the classroom with modifications that adhere to recommended social distancing and wellness guidelines.

AT-HOME DISTANCE-LEARNING

Student log in from home for a live-stream option that follows her same on-campus classroom instruction schedule.

SELECT YOUR OPTION

All families have been emailed a survey to select which option they are choosing for their daughter(s) for the September school re-opening. If you have not already done so, please submit your choice for your daughter.

INSTRUCTION CONTINGENCY PLAN

We recognize the importance of keeping our students learning, even in a world of uncertainty. We have prepared multiple contingency plans to ensure the continuity, integrity and rigor of our students' education as we move forward with this academic school year.

We are prepared to support movement of students between learning options, as may be required per individual situations, throughout this year. Our only requirement is that once you have chosen an option, you may not change your choice until the next academic quarter.



SCHOOL START DATES

ORIENTATION SCHEDULES

- Tuesday 9/1 Grades 8 & 9 Walk-through Day 10:00 am - 12:00 pm
- Thursday 9/3 Grades 8 & 9 Orientation 8:00 am - 11:30 am
- Tuesday 9/8 Grade 10 Orientation 8:00 am - 11:30 am
- Tuesday 9/8 Grade 12 Orientation 12:30 am - 2:30 pm
- Wednesday 9/9 Grade 11 Orientation 8:00 am - 11:30 am

Orientation sessions are being conducted by grade to keep the groups small and socially distanced. Cleaning and safety protocols will be explained. Technology distribution and tutorials of software applications and setup will be facilitated.

Orientation schedules will be emailed to each student and posted on the FACTS portal.





**RE-
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CAMPUS CLEANING & SANITATION PROTOCOLS



**FOAM
DISPENSER**



Our maintenance and custodial staff will be adhering to a strict schedule for cleaning and disinfecting the campus. Multiple devices will be used to disinfect classrooms, hallways, common areas like gymnasium, cafeteria, stairwells, lockers, and offices. Enhanced and deep cleaning procedures will be implemented daily and on Wednesdays when students are distance learning, deep cleaning will be conducted.

WE WILL HAVE ADDITIONAL FULL-TIME JANITORIAL SERVICES ON CAMPUS DURING THE SCHOOL DAY TO:

- Provide frequent cleaning of high-touch surfaces, office counters, common areas, restrooms and other areas deemed necessary throughout the day.
- Sanitize public areas after each use: cafeteria tables/chairs, library tables/chairs and outdoor tables/seating.
- Ensure a constant stock of sanitation/cleaning products are available for students and faculty, such as hand sanitizer stations, soap dispensers, paper towels, disinfectant wipes, etc.

Teachers and students will follow specific protocols for sanitizing hands, desks, iPads and other classroom surfaces at the beginning and end of every class period.



**RE-
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UNDERSTANDING COVID-19



COVID-19 EDUCATION & TRAINING

MHC Academy realizes that knowledge and frequent communication are an important component of maintaining a safe school environment. Students, faculty and staff will be informed and trained to understand the policy and expectations for everyone to remain safe and healthy. Ongoing training, reminders and information will be communicated to the school community and will reflect the most up-to-date guidelines from the State and Health Department.

COVID-19 training and education for students and employees will include:

- Background information to understand and identify the symptoms of COVID-19
- Students' and employees' responsibilities under this policy
- How to wear masks or cloth face coverings and when to use them and proper hand washing and hygiene
- Demonstrations of appropriate social distancing skills to minimize physical contact
- Encourage students and employees not to share masks/face coverings, supplies, and personal items.
- Instruct students not to share lockers, devices, or any personal items.
- Review disinfecting protocols for frequently touched surfaces, bathrooms, common areas, and personal items.
- Explain when students and employees have disinfecting responsibilities.
- Review the assigned entryways and exits to maintain distance parameters.
- Explain how to perform symptom checks and review guidelines for exclusion from school.



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FACIAL COVERINGS



FACIAL COVERING

A facial covering:

- Can be a mask or neck gaiter/buff, only.
- Is **REQUIRED** to be worn by all persons on school property throughout the school day.

All facial coverings worn at school must adhere to the following guidelines:

- The covering must fit appropriately, covering both the nose and the mouth.
- Any solid colored or patterned mask/gaiter is acceptable.
- Coverings featuring characters, graphics, images, logos or words, political-related content or any message deemed inappropriate or distracting are not permitted.
- All masks must reflect Catholic values.

If school staff deem a mask inappropriate, extra masks will be available in the office for the student to wear if she is asked to change her mask.

We encourage each student to have multiple washable masks available at home to ensure a clean mask can be worn to school every day.

Masks may be removed for:

- Eating/drinking during break, outside.
- Outdoor PE activities.

STUDENTS WILL NOT BE ALLOWED TO ENTER CAMPUS WITHOUT A MASK.

Masks will be available for purchase if a student forgets or loses hers.

SOCIAL DISTANCING

Social distancing is an effective way to prevent the potential spread of infection. Throughout the school day, faculty and students will follow the CDC recommended distancing guidelines and will eliminate physical and shared surfaces contact with others whenever possible.

All persons on school property are to wear a mask and are asked to keep 3 – 6 feet apart. In the situations where masks are temporarily removed, all persons must remain at least 6 feet apart.



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DISTANCE LEARNING GUIDELINES



DISTANCE LEARNING GUIDELINES

Students will wear their MHC uniform shirt:

- Students are required to wear their uniform shirt during school hours.
- Students are required to be presentable and ready to participate in a live class session.
- Students are not to be lying down in bed during class.
- Distance Learning students are expected to be well-groomed and ready to begin class on time.

Distance Learning Video Background

- Students will be sent via email, standard Zoom background photo options.
- Distance Learning students are required to use an approved background during class sessions.

Distance Learning Etiquette

- Students are expected to remain professional and respectful while learning remotely.
- Distance Learning students may not record the class session without permission from the teacher.

Distance Learning Attendance:

- Students are expected to arrive on time for each class.
- Cameras are to be kept on during class for the duration of the class.
- A student who does not report for class online and is not absent from school will be recorded as cutting class.
- Parents whose students are distance learning must still report absences from school by calling Mrs. Saidi at 973.790.6200 ext.182
- Students must remain on line for the duration of the class to receive credit for attendance.
- It is important to remember that your attendance and conduct record appears on your transcript that is sent to college.

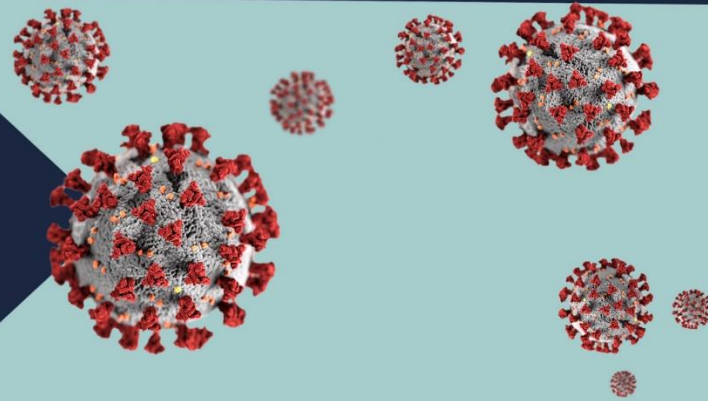
Technical Support for Distance Learning Students:

- Students experiencing technical difficulties during class should use the 4G access on their phone to email their teacher.
- Once their teacher has been notified, students should contact Mrs. Bello for iPad tech support to get assistance.
- Students are encouraged to use the Zoom app on their phones to join the class until the problem is resolved.
- Students should get class notes from a trusted classmate if they are unable to resolve the issue before class ends.
- Be sure to email your teacher to get any Power Points and resources you may have missed.



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WELLNESS PROTOCOLS



POSSIBLE CONTACT WITH COVID-19

If your daughter has come in contact with someone displaying COVID-19 symptoms or someone who has tested positive, please keep your student at home and contact the school office immediately.

We will provide additional information on our quarantine/return to school protocols and can discuss coordinating at-home learning for your daughter.

SHOULD A STUDENT OR EMPLOYEE CONTRACT COVID-19:

- We will immediately notify only those who are/were at risk of exposure, according to FERPA and HIPAA privacy and confidentiality guidelines which are protected by law.
- Students or employees who have been potentially exposed will be sent home.
- The school office will coordinate next steps for at home learning and will share subsequent return to campus protocols with the affected families.

SOCIAL/EMOTIONAL SUPPORT

We understand that this is a very stressful time for many of our students. We have our students' physical and mental well-being at the forefront of all we do and are here to support them in these uncertain times. We will be monitoring them closely and offering assistance, as needed, to those who would benefit from a little extra attention and support. Ms. Matari and Ms. Van Houten, our school counselors, are on campus and available for students by appointment. Distance Learning students can email them for a prompt appointment at nmatari@maryhelp.org or cavanhouten@maryhelp.org.

CAMPUS HEALTH & SAFETY PROMOTION

A comprehensive presentation and discussion will occur during orientation by administration.

Signs will be posted around campus reminding students to use good hygiene and be considerate of the health of others around them.



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DAILY ROUTINE



DAILY IN-PERSON ROUTINE

Classrooms:

- Capacity has been limited to ensure desks can be socially distanced and we have limited the number of students in each classroom each period.
- Desks, door handles and other high touch surfaces will be sprayed/wiped down between every class.
- Hand sanitizer dispensers have been mounted in every classroom.
- Most textbooks and assignments will be provided in a digital format.

Hallways:

- Directional arrows will be displayed on the walls and walkways/stairwells will be one-directional.
- Hybrid bell schedule provides limited class changes to allow for less exposure to hallways and stairwells.
- Students will be asked to respect social distancing protocols during class changes.

Lockers

- Students will be assigned a locker, however, we encourage minimal use at this time.
- Students are allowed to carry a backpack throughout the day and must keep it with them at all times.
- Students bringing extra athletic equipment/gear for practices will be directed to the Gym to stow any additional items for sports.
- Gym doors will be unlocked at dismissal for item retrieval.

Instruction / Activity Modifications:

- School assemblies and retreats are postponed until further notice.
- Science labs activities are postponed for now, but virtual lab experiences are planned.
- Mass will still be held in the Gymnasium and all seating will be socially distanced. Current Health Dept. guidelines will be followed regarding singing and there will be no person to person contact during liturgy.



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AFTER SCHOOL



DISMISSAL PROTOCOLS

We will utilize staggered release procedures, until further notice. Students will be dismissed in the following order:

- Student drivers
- Students by room number
- In season athletes

COMMON SPACE GATHERING

Campus closes at 4:00 pm and students who must wait to be picked up will remain in the cafeteria in socially distanced seats with masks on.

Athletes will report to the gymnasium and observe safety protocols during practice.

TEACHER OFFICE HOURS

Teachers are available after school for extra help until 1:30 by appointment to monitor the number of students and maintain safety protocols.

ATHLETICS

Athletic activities and protocols will vary by sport and by season. Please contact the Mrs. Ostrander at athletics@maryhelp.org directly for specific information.

CLUBS

All Club meetings and activities will follow school social distancing and wellness protocols. Some clubs will be virtual and club selection will occur virtually in October.

PARENT TEACHER GUILD (PTG)

PTG meetings will be held virtually and information for parents will be sent through the FACTS Family Portal.

iPAD HARDWARE & ACCESSORIES:

Any issues with your iPad, charging cables or Apple Pencils should be directed to Mrs. Bello at lbello@maryhelp.org