



Gwynedd Mercy Academy High School Reopening Handbook

2020-2021 ACADEMIC YEAR





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A MESSAGE FROM THE PRESIDENT AND PRINCIPAL

Dear Gwynedd Community,

After months of missing our girls in the classroom and in our building, we are grateful and fortunate to welcome our students back to their campus. In making our plan we were students ourselves, devouring all the information from regulatory bodies, experts in children's health, educational associations and other independent schools. We also heard from you in many ways.

We must balance all that information with two important tenets: The health and safety of our faculty, staff, students, and their families, and the importance of in-person instruction and student interaction with their teachers and one another.

This school year will be like no other in our 159-year history. Due to the pandemic, there are significant challenges at Gwynedd and in our day-to-day lives. However, we believe that our community is resilient and courageous. The mission of Gwynedd reflected below will be our goalpost to guide us through, not without obstacles or changes in game plan, but belief that we can deliver on this mission regardless of the learning models utilized now or in the future.

Although our faculty and students will be implementing most of our new policies and procedures, we are asking our parents and guardians to be active participants too. We cannot do this without your guidance and vigilance of your daughters. As you know, rules and requirements are not the favorites of any teenage girl, but it is critical that we abide by them. This plan will only be successful if we work together to implement it.

As we move forward with the most dynamic return to school in our history, on behalf of the entire faculty and staff, we wish to convey our genuine gratitude to our students and families for your continued support and belief in the lifetime advantage of a Gwynedd Mercy education. We look forward to welcoming our Monarchs in just a few weeks.

In Mercy,

Denise C. Marbach '72, President

Mary E. Kirby, Principal

MISSION STATEMENT

Rooted in the Catholic faith and charism of Mercy, Gwynedd Mercy Academy High School educates, inspires, and empowers young women to be merciful in spirit, innovative in thought, and courageous in leadership.



Our plan and document are the work of a committed team along with the Gwynedd Administration who worked tirelessly throughout the summer.

COVID-19 HEALTH AND SAFETY PLAN

The Covid-19 task force has put together a detailed set of policies and procedures to allow for a safe start to the 2020-2021 school year. These policies and procedures are in place to ensure the health and safety of the entire Gwynedd community. Effective implementation of these policies and procedures will require the cooperation of all with the ultimate goal being a smooth transition back to the school building.

Arrival & Daily Health Screening

- Each morning a link will be sent out via RUVNA health tools and it must be completed by 7:30 a.m., prior to arrival on campus; the school building opens at 7:30 a.m.
- When students arrive at school, they will be assigned to one of three entrances: The Circle of Mercy entrance, the main entrance, or the sports door. Students will be allowed to enter the building if their RUVNA health form has been completed prior to arrival.
 - If a student arrives at school without a completed health screening they will be redirected to the isolation area by the Chapel entrance until the form is completed.
 - If a student arrives late to school they must come through the main entrance only; the front office will check for a completed health screening before the student is allowed to enter.
- Students will not have an assigned locker so all needed materials will be in their backpacks throughout the day.
- If students arrive prior to 8 a.m., they can go to the cafeteria (max 80 people), where they must be seated at the tables outfitted with plexiglass dividers to ensure proper distancing.
 - Students may not use the Warde Seminar Room or the Baggot Street Room as a gathering space; the Learning Commons will not be open prior to the start of school.
- Arriving after 8 a.m. or later, students are to report directly to their homerooms. No food or drink is allowed in homeroom or in any part of the building other than the cafeteria.

Protective Equipment

- Plexiglass has been put in place throughout the building, including the bathrooms, cafeteria, labs, and front office.
- Hand sanitizing stations have been placed throughout the building.
- Students must wear masks at all times, except while eating in the cafeteria seated at one of the pods outfitted with plexiglass.



- While our classrooms are set up to maintain 6 feet social distancing, in the operation of a class period movement occurs and therefore out of an abundance of caution for the Gwynedd community we are requiring masks to be worn at all times when inside classrooms.



- Masks must be a solid color or simple pattern with no words (unless it is a mask connected to a Gwynedd sport/activity).
- Disposable masks are available to students who forget their masks.
- If a student does not abide by the mask policy and social distancing guidelines, she will be asked to attend her class virtually.



- Absolutely no food is allowed in other parts of the building as food requires the removal of mask.
- Masks may not be removed in classrooms.



Cleaning & Distancing Procedures

- Desks will be disinfected between classes; spray bottles or disinfectant wipes will be supplied in each classroom and common area.
- Doors of classrooms/shared spaces will remain open, whenever possible, to allow air flow through the classroom; outside windows will be open (weather permitting) to allow air flow through the classroom.
- Desks and classrooms are clearly marked for social distancing measures. No furniture should be moved. Students should only sit in areas which are marked.
- Filter upgraded MERV-13 and will be replaced by Facilities 3 times a year (August, December, and April).
- Hand sanitizers are located at the entrance to each lavatory for use before entering.
- A porter will be on site each day to maintain the cleanliness of the bathrooms and common areas.
- Restrooms have a limited capacity to achieve social distancing. Capacity is posted at each location.
- Touchless soap dispensers, paper towel dispensers, and faucets are at each location to use before exiting.
- Application of makeup, hair grooming, etc. in restrooms is prohibited to decrease use of the locations by others.
- Certain restroom corridor doors will always be kept open to increase air flow.
- Each corridor will be labelled with directional arrows to enable a smooth flow of traffic throughout the building. Pass time between classes has been increased to six minutes to allow for extra travel time.
- During the Lunch/"WIN" periods, students must maintain proper distancing and abide by the maximum capacity signs around the building.
- During Activity Periods, students must report to their assigned locations.
- At the end of the school day there will be a staggered dismissal: Seniors 2:45, Juniors 2:50, Sophomores 2:55, Freshmen 3:00.

Illness Policy

- If temperature is greater than 100.4, student must stay home. Student must be fever free for 24 hours before returning to school.
- If a student becomes ill during the school day, she will be assessed by the nurse. If she has a temperature higher than 100.4, she will be placed in a designated isolation room until dismissed to a parent/guardian.
- If a student falls ill during the day with COVID-19 symptoms, she will be placed in a designated isolation room until dismissed to a parent/guardian.
- If student resides with someone who tests positive for COVID-19, she must quarantine for 14 days and may return to school when medically cleared by a physician.
- When a positive COVID-19 test result is reported, the following steps will be taken:
 - Notify School Administration.
 - Notify Montgomery County Health Department at 610-278-5117.
 - Student/Faculty Member will be sent home if not already self-quarantined.
 - Student/Faculty Member must isolate for 14 days and may not return to the school until medically cleared by a physician.
 - Close off area used by infected Student/Faculty Member and wait 24 hours before cleaning area.
 - Contact tracing including anyone who has been within 6 feet of infected Student/Faculty Member for more than 15 minutes. Anyone who meets these criteria will be instructed to plan for a COVID-19 test.
 - Close contacts of infected Student/Faculty Member (sibling or child) should be sent home immediately and instructed to plan to have a COVID-19 test.



Cafeteria

- Each table in the cafeteria is outfitted with plexiglass to allow for proper social distancing with four students per table.
- While in the cafeteria in the morning or during lunch periods, students are not to congregate around tables. Each student is to be seated at a table of four after food has been purchased or microwave has been used.
- Hand sanitizers are located near microwave for use before touching microwave.
- Use touchless keys to make temperature and cook time selection. Clean up any spills in microwave.
- Hand sanitizers are located near the vending machines for use before purchase; please use touchless key to make selections.
- Ice machine and refrigerators may not be used by students.

Visitors

- Visitors and volunteers will not be permitted in the building unless approved by the President/Principal under extraordinary circumstance.
- All visitors must sign in and participate in screening procedure.

Uniform Policy

- To ensure cleanliness and to reduce the number of people that need to change at lunchtime for sports, we will be temporarily allowing students to wear alternatives to their summer uniform.
- If a student has a game or practice after school, she must wear the proper uniform for that activity.
- Students who do not have a sport may wear a Gwynedd t-shirt or sweatshirt with an appropriate bottom for a learning environment.
 - Sweatpants, appropriate length shorts, appropriate sport leggings, or jeans are permitted; no ripped jeans, pajama pants, or sloppy clothing.
 - Freshmen may not have enough Gwynedd shirts for the week. They will be allowed to wear other appropriate t-shirts.
- Sneakers or other closed-toe shoes must be worn; no slippers, flip-flops, or slides.
- All other rules of the dress code apply: no excessive jewelry such as chains and the like are permitted. Except for ear piercing, body piercing is forbidden. Extreme hairstyles or hair dyes are not permitted.
- Students may wear their summer uniforms but must wash their skirts and polos each day.
- This uniform policy will be revisited prior to the November 1st switch to the winter uniform.

SOCIALIZATION AND WELLNESS

Recognizing that a Gwynedd education is about so much more than the academic program, we have built into each cycle opportunities for programming that go beyond coursework. “WIN” Periods, Activity Periods, and Programming Days provide opportunities for individualized needs, club meetings, class-wide activities, liturgies, retreats, speakers, and so many other options that make the Gwynedd experience truly unique.

“WIN” Periods

These periods will occur each day either before or after lunch. Cohorts who are present in the building can use this period to meet with a teacher, catch up on work, schedule an appointment with a counselor or take care of any other needs they have while they are in the building. On days students are attending class from home, this period serves as a break from technology. Students at home may also set up appointments with counselors or teachers.



Activity Periods

These periods will occur once or twice a cycle in a student's schedule for the days they are in-person. Each cycle will be sponsored by a different department or club, and there will be activities planned for students to participate in during that period. These will be hands-on activities done in small groups throughout the building, allowing for socialization outside of the classroom. Students who are at home will not have an assigned activity during this period but may use this time to schedule an appointment with a teacher or counselor.

Programming Days

The hybrid schedule operates on a 7-day cycle with the last day of every cycle being a programming day. Programming days will provide an opportunity to bring students in the building by class year rather than by cohorts. The goal is to use these days to help build class camaraderie as well as schedule enrichment programming. Which classes are present in the building and which ones are tuning in from home will vary throughout the semester. Programming will include common activities for the whole Gwynedd community such as liturgies, as well as class specific events such as retreats and counseling programming that is specific to each class year. Additionally, we will have speakers and programming that address overall wellness just as our Monarch Mornings did last year.

ACADEMIC VISION AND COMMUNITY EXPECTATIONS

Recognizing that the conditions related to COVID-19 are subject to frequent change, Gwynedd Mercy Academy High School has proactively designed three instructional models that may be implemented at any time, depending on the current circumstances. Gwynedd is prepared to deliver instruction via the following three learning plans:

Hybrid Learning Plan

Students attend school and learn remotely according to designated cohorts and cycle days.

Virtual Learning Plan

Faculty and students participate in all classes on Microsoft Teams from home.

On-Campus Learning

All students attend all classes on campus, continuing to follow the Red/Gold rotation of classes (Periods A, C, E, G; B, D, F, H).

For the 2020-2021 school year, Gwynedd is prepared to utilize these instructional models in the context of an academic year that is divided into two semesters, so that teaching and learning are not confined to the boundaries of quarters that will require more flexible frameworks for grade reporting. Academic progress will continue to be accessible through Rediker at all times and report cards will be issued at the end of each semester. Students will receive a progress report during each semester as a formal communication from the faculty regarding their status in each class.



As Gwynedd implements any of the three learning models, all members of our community will have a role in working toward the success of our students:



Faculty

As we prepare to adapt to any situation, the faculty remains focused on providing our students with opportunities to inquire, evaluate, think critically, understand, create, communicate effectively, and reach out for help whenever needed. We recognize that it is critical to ensure that our students have not only acquired knowledge, but that they are able to use and apply it through active engagement and collaboration with their teachers and classmates. Through each of the three learning models that you will find in the succeeding pages, the faculty will strive to provide students with opportunities for application through projects, written assignments, dialogue, presentations, and various other methods of authentic assessments that may be accompanied by more traditional assessments, such as tests and quizzes.

Students

Whether Gwynedd is delivering instruction through the Hybrid Learning Plan, the Virtual Learning Plan, or On-Campus Learning with everyone present, all students should be active, responsible, reflective, and self-directed learners. Students should regularly monitor their academic progress, do their best to meet all due dates, adhere to the procedures delineated in the Hybrid and Virtual Learning Plans, and reach out to their teachers or counselors whenever they have a question or need assistance.

Parents and Guardians

As partners in the process, parents and guardians are asked to support their daughters by ensuring that each has internet access, an electronic device, and a location in her home where she can work with as few distractions as possible. Please encourage your daughters to engage in healthy habits at home that will promote their learning (e.g., keeping up with their schedule of classes and corresponding schoolwork) and their overall well-being (e.g., an adequate amount of sleep, proper nutrition, etc.). Feel free to reach out to your daughter's teacher or counselor with any questions or concerns as the year progresses.

ACADEMIC SCENARIOS AND LEARNING PLANS



Scenario 1: Hybrid Learning Plan

A Hybrid Learning Plan (HLP) has been developed for implementation by GMAHS in response to the evolving circumstances surrounding COVID-19 and its impact on the educational environment. The decision to activate this plan will be made upon careful analysis of local public health information, consultation with state or local health officials, discussions with neighboring school districts and/or peer private schools, or if otherwise deemed necessary. This Hybrid Learning Plan has been designed to promote student learning and engagement via the following instructional strategies, features, and expectations:

- Synchronous learning via on-campus, socially distanced **Red** and **Gold** cohorts of students who attend school on alternating days.
- Synchronous learning via livestreamed classroom instruction and engagement on Microsoft Teams at home on designated cohort days.




On a Red Day, students who have been assigned to the Red cohort will attend school on campus, while the students assigned to the Gold cohort will be at home watching their livestreamed classroom and remaining connected on Microsoft Teams.

On a Gold Day, students who have been assigned to the Gold cohort will attend school on campus, while the students assigned to the Red cohort will be at home watching their livestreamed classrooms and remaining connected on Microsoft Teams.

- Block scheduling (70-minute class periods) to allow for extended teaching and learning with fewer students on campus.
- 7-Day cycle that includes a programming day for all students (time for assemblies, liturgies, etc.)
- Six minutes between class periods to allow students to travel to their next classrooms in a socially distanced manner via one-directional hallways.
- One lunch session and one “WIN” (What I Need) session provided to each student
 - Socially distanced lunch session in cafeteria.
 - “WIN” session to allow students time to study, work on assignments, meet with teachers/ counselors, etc.
- Traditional lunch periods (C, D, E, F) convert to activities periods to provide students with extracurricular options, service, socialization, and wellness opportunities.
- Faculty and students are committed to working in partnership, both on campus and when students are participating from home, to ensure continuity of instruction and learning.
- Classroom video cameras will provide live access to each classroom and Microsoft Teams will be the digital platform through which students actively engage with the faculty and their classmates during remote learning at home. An electronic device with internet access will be required for all faculty and students.
- Students are expected to attend each of their classes during their regularly scheduled class times, whether they are on campus or learning from home.
- Students are expected to wear their GMAHS uniform top (polo shirt, oxford, or sweater) and should be seated at a table or desk to promote an academic approach to learning on days that their cohort is participating from home.
- Faculty attire will be corporate casual, which will include a Gwynedd polo shirt and appropriate slacks or skirt.
- Faculty will be available via email (Mon – Fri, 8:00 a.m. – 3:00 p.m.) and through Microsoft Teams during their regularly scheduled class periods. The faculty has been asked to respond to after-school student/ parent inquiries within 24 hours (Mon – Fri).
- Faculty will continue to post assignments and resources to Rediker, as usual.



HYBRID LEARNING PLAN – DAILY SCHEDULE

2020-2021		Red Day A		Gold Day A		Red Day B		Gold Day B		Red Day A		Gold Day A		All School
		1		2		3		4		5		6		7
Time	Min	Per.		Per.		Per.		Per.		Per.		Per.		P R O G R A M M I N G D A Y 
8:19 -8:34	15	Gold Home	HR	Red Home	HR	Gold Home	HR	Red Home	HR	Gold Home	HR	Red Home	HR	
8:40 -9:50	70	S Y N C H R O N O U S L E A R N I N G	A	S Y N C H R O N O U S L E A R N I N G	A	S Y N C H R O N O U S L E A R N I N G	B	S Y N C H R O N O U S L E A R N I N G	B	S Y N C H R O N O U S L E A R N I N G	A	S Y N C H R O N O U S L E A R N I N G	A	
9:56 -11:06	70		C		C		D		D		C		C	
11:06 -11:42	36		Lunch 1 WIN 1		Lunch 1 WIN 1		Lunch 1 WIN 1		Lunch 1 WIN 1		Lunch 1 WIN 1		Lunch 1 WIN 1	
11:42 -12:19	36		Lunch 2 WIN 2		Lunch 2 WIN 2		Lunch 2 WIN 2		Lunch 2 WIN 2		Lunch 2 WIN 2		Lunch 2 WIN 2	
12:19 -1:29	70		E		E		F		F		E		E	
1:35 -2:45	70		G		G		H		H		G		G	

ATTENDANCE

Students will report to homeroom each morning whether they are on campus or at home on Microsoft Teams. Faculty will report any absences at that time. Additionally, faculty will report period attendance for all students – on campus and at home – at the end of each day. A parent or guardian must contact the school by emailing Mrs. Mary Pat Blanke (mblanke@gmahs.org) in the front office and Mrs. Eileen Carty (ecarty@gmahs.org), the Dean of Student Affairs, if a student is absent.

HYBRID LESSONS

Faculty will provide direct and indirect instruction during their 70-minute class sessions.

- **Direct Instruction:** During a portion of the 70-minute period, faculty will deliver direct and engaging instruction to the students both in the classroom and at home.
- **Indirect Instruction:** Faculty will also provide written tasks, projects, and other assignments as a means of engaging the students in independent work and/or collaboration via group work or “conversations” in Microsoft Teams. Each faculty member will be available to both cohorts of students for the entire 70 minutes of the class period.

ASSIGNMENTS AND HOMEWORK

The faculty is conscious of the fact that students will be engaging in all of their 6 or 7 classes within a schedule that varies their times and locations and that they will be receiving assignments and homework in each class. Because classes are 70 minutes in length, the faculty has been asked to assign work that can be completed within the class session (when possible) to avoid students being overloaded with homework.



ASSESSMENTS AND GRADING

Various forms of assessment will continue to be a priority when assessing for student learning whether students are on campus or learning from home.

- Similar to virtual learning, participation in our hybrid learning model will require each faculty member to consider alternative methods to assess student progress and the intended acquisition of skills.
- Providing students with projects, written assignments, opportunities for dialogue, and individual check-ins with teachers are among the ways that faculty may assess student learning.
- Clear expectations and rubrics for assignments will be provided.
- If or when teachers assess students in the traditional format of a test or quiz in the hybrid learning model, they will create two separate assessments for their red and gold cohorts to be taken during their on-campus days in an effort to maintain the integrity of the assessment.
- Students with a documented need for extended time can take their assessments during their lunch “WIN” period to allow for uninterrupted testing time.

TECHNOLOGY SUPPORT

The Technology Department will be available for support on campus and via email from 8:00 a.m. – 4:00 p.m. each day. Students should contact the Technology Department (techsupport@gmahs.org) immediately if they encounter any technology issues that prevent or disrupt their class attendance while learning from home in the Hybrid Learning Plan. Please include a phone number so that a member of our Technology Dept. can call you if necessary.



Scenario 2: Virtual Learning Plan

A Virtual Learning Plan (VLP) has been developed for implementation by GMAHS if an extended school closure is required in response to the concerns and complexities surrounding COVID-19. Any decision to close school will be made only when we have consulted with state or local health officials, neighboring school districts, or other relevant informants. The Virtual Learning Plan has been designed around the following understandings:

- Faculty and students are committed to working in partnership from a remote location to ensure continuity of instruction and learning during the extended school closure.
- Microsoft Teams will be the digital platform through which the faculty and students communicate for class sessions. An electronic device with internet access will be required for all faculty and students.
- Students are expected to attend each of their classes during their regularly scheduled class times, according to the daily schedule listed below. For virtual learning, all students will attend their classes on each Virtual Red and Virtual Gold day, regardless of what cohort they have been assigned to for the Hybrid Learning Plan.
- Students are expected to wear their GMAHS uniform top (polo shirt, oxford, or sweater) and should be seated at a table or desk to promote an academic approach to learning.



- Faculty attire will be corporate casual, which will include a Gwynedd polo shirt and appropriate slacks or skirt.
- Faculty will be available via email (Mon – Fri, 8:00am – 3:00pm) and through Microsoft Teams during their regularly scheduled class periods and office hours. The faculty has been asked to respond to after-school student/parent inquiries within 24 hours (Mon – Fri).
- Faculty will continue to post assignments and resources to Rediker, as usual.

DAILY SCHEDULE

- Faculty and students will virtually attend class together as if school were still in session. Students should bring their learning materials home with them so that they are prepared for any potential closure.
- The daily schedule will involve a 15-minute homeroom period and 60-minute classes. 20-minute breaks between class periods will serve to reduce screen time, while also allowing more time for students and faculty to work off-line or attend to personal needs.
- The repeating pattern of days to be followed in the VLP will be 2 Virtual Red Days, 1 Virtual Programming Day, and 2 Virtual Gold Days. Virtual Programming Days will allow for a break in the academic cycle and an opportunity for various other school-related and holistic programming.
- If or when a decision is made to close school, the following schedule for virtual learning will be enacted:

VIRTUAL LEARNING PLAN SCHEDULE

If GMAHS is required to close and transition to virtual learning, faculty and students will adhere to the schedule below:

		Virtual Red	Virtual Red		Virtual Gold	Virtual Gold
Time	Min.	Period	Period		Period	Period
8:19 – 8:34	15	Homeroom	Homeroom		Homeroom	Homeroom
8:40 – 9:40	60	A	A		B	B
		ALL STUDENTS				
10:00 – 11:00	60		C		D	D
11:00 – 11:38	38		Lunch		Lunch	Lunch
11:38 – 12:15	37		Office Hours		Office Hours	Office Hours
12:15 – 1:15	60		E		F	F
1:35 – 2:35	60	G	G		H	H



Day 1 of School Closure:

Cyber Day without class meetings on Microsoft Teams.

Faculty will post assignments for students on Rediker, but students will not virtually attend class together. Faculty will prepare to host their virtual classes on Day 2.

**Day 2 of School Closure:**

Virtual Red Day – Students and faculty will log in to Microsoft Teams and engage in live classroom interaction during their regularly scheduled Red Day class periods. Students will first report to Homeroom at 8:19, then will proceed with joining their classes. (e.g., If a student has Theology at period A, she will meet from 8:40-9:40 a.m. and then follow the rest of her classes throughout the day, according to the schedule above).

**Day 3 of School Closure:**

Repeat Virtual Red Day

**Day 4 of School Closure:**

Virtual Programming Day

**Day 5 of School Closure:**

Virtual Gold Day – Students and faculty will log in to Microsoft Teams and engage in live classroom interaction during their regularly scheduled Gold Day class periods. Students will first report to Homeroom at 8:19, then will proceed with joining their classes. (e.g., If a student has Biology at period B, she will meet from 8:40-9:40 a.m. and then follow the rest of her classes throughout the day, according to the schedule above).

**Day 6 of School Closure:**

Repeat Virtual Gold Day

ATTENDANCE

Students will report to homeroom each morning just as they do in the Hybrid Schedule. Faculty will report any absences at that time. Additionally, faculty will report period attendance at the end of each day. Just as with in-person instruction, a parent or guardian must contact the school by emailing Mrs. Mary Pat Blanke (mblanke@gmahs.org) in the front office and Mrs. Eileen Carty(ecarty@gmahs.org), the Dean of Student Affairs, if a student is absent.

VIRTUAL LESSONS

Faculty will provide direct and indirect instruction during their virtual learning sessions.

- **Direct Instruction:** During a portion of the 60-minute period, faculty will deliver direct and engaging instruction to the students as they typically would in the classroom.
- **Indirect Instruction:** Mindful of each student's screen time and attention span throughout the day, faculty will also provide written tasks, projects, and other assignments as a means of engaging the students in independent work and/or collaboration via "chats" or "conversations" in Microsoft Teams. It is important to note, however, that each faculty member will be available for the entire 60 minutes of the class period to respond to students' questions and provide timely feedback.

ASSIGNMENTS AND HOMEWORK

The faculty is conscious of the fact that students will be engaging in all of their 6 or 7 classes and will be receiving assignments and homework in each class. Because classes are 60 minutes in length, the faculty has been asked to assign work that can be completed within the virtual class session (when possible) to avoid students being overloaded with homework.

ASSESSMENTS AND GRADING

Participation in virtual learning requires each faculty member to consider alternative methods to assess student progress and the intended acquisition of skills. Providing students with projects, written assignments, and opportunities for conversation are among the ways that faculty will assess student



learning. The faculty has been asked to set clear expectations, to provide rubrics for assignments as warranted, and to assign grades that align with each student's performance.

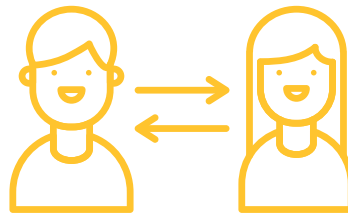
SUBJECT-SPECIFIC ADJUSTMENTS

Certain subjects are less adaptable to digital platforms. However, faculty members who teach these subjects are prepared to provide learning opportunities in alternative ways.

- The **Physical Education/Health Department** will offer students exercises and videos to complete during their gym classes if the school closure occurs during the semester that gym classes are scheduled.
- The **Art Department** will engage students in artistic media that is more conducive to home use and less reliant upon the materials that are available in the GMAHS art studio.

TECHNOLOGY SUPPORT

Because all faculty and students will be working remotely during the implementation of this Virtual Learning Plan, the Technology Department will be available for support via email from 8:00 a.m. – 4:00 p.m. each day. Students should contact the Technology Department (techsupport@gmahs.org) immediately if they encounter any technology issues that prevent or disrupt their class attendance. Please include a phone number so that a member of our Technology Department can call you if necessary.




Scenario 3: On-Campus Learning

If Gwynedd Mercy Academy High School is able to re-open under normal circumstances, Gwynedd will continue to follow its rotation of classes on **Red** and **Gold** days in an effort to maintain continuity of instruction. All students, regardless of their designated cohort, would be in attendance at school on a daily basis.

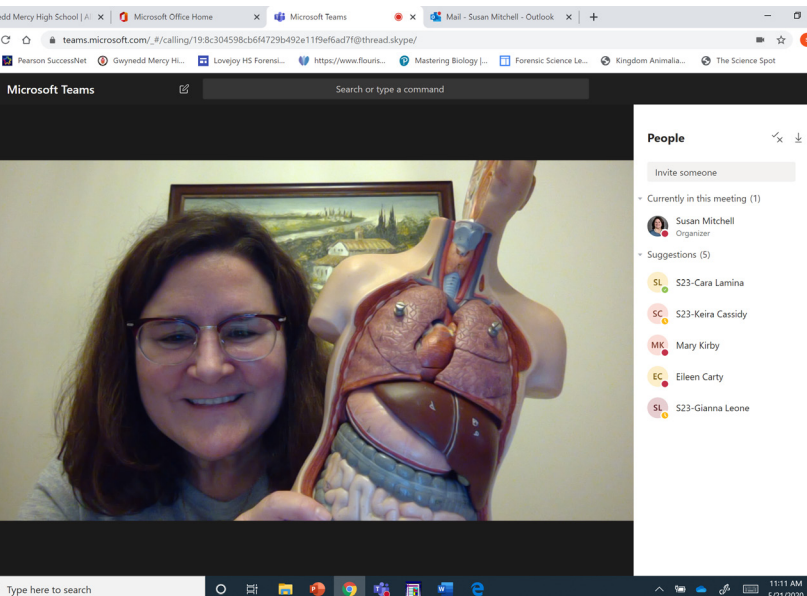
STUDENT USER'S GUIDE FOR MICROSOFT TEAMS

While engaging in the virtual classroom experience on Microsoft Teams, each student should abide by a few simple rules that are good practice for online learning. The following expectations are intended to assist students in their transition to the virtual classroom, while also promoting a productive and efficient learning environment for all:

- Set up your device in an environment that is conducive to academic work and is not disruptive.
- Log in to Microsoft Teams a few minutes earlier than the start of your class to avoid any last-minute delays and/or to address any potential tech issues.
- Keep your camera turned ON. Microphones will be turned on or off at the discretion of the teacher. Attendance and participation are required of students in the virtual classroom, so it will always be important for your teachers to be aware of your presence.
- The faculty will communicate with you regarding attendance, questions, and answers via the Conversation tool  which is displayed by clicking the Conversation icon. Please respond promptly. A recorded transcript of the meeting will be saved by the faculty for reference.
- Minimize distractions as much as possible by ensuring that your cell phone is turned off or is in another room where it will not divide your attention. If you have pets or siblings, try to ensure that they do not cause any disruption to you or your class.



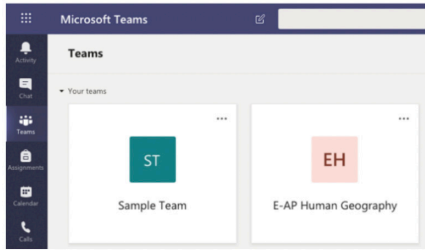
- Remember that you are communicating in a scholarly setting and should not use acronyms such as “LOL,” or emojis such as “😊” in your conversations. If you would not write or include something in a paper to be turned in and graded by your teacher, please do not include it in an online conversation. Similarly, try to ensure that your spelling and grammar are correct.
- Pay attention, take good notes, ask questions. Engage with your faculty and classmates as you would in the classroom every day.
- Complete all assignments and adhere to the deadlines/due dates requested by the faculty.
- Always address the faculty and your classmates in a respectful manner. Normal classroom behavior is expected.



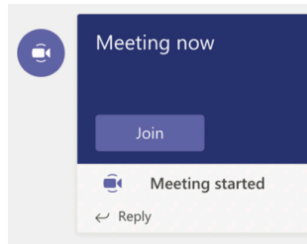
STEPS TO JOINING VIRTUAL CLASSES THROUGH MICROSOFT TEAMS



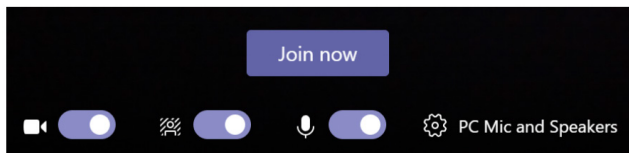
1. Log into O365 from the Quicklinks dropdown at gmahs.org and click on the Teams icon.
2. Select the appropriate team for this class period.



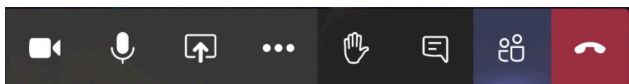
3. At the start of class, your teacher will start a meeting. Click Join to join the meeting.



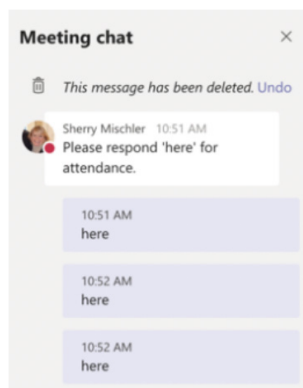
4. Please make sure your video is ON. Audio will be turned ON or OFF at the discretion of the teacher.



5. With your camera turned ON, you will have an icon with your initials. Below that icon, you will see the menu bar. Hover your mouse over an icon if you're unsure what it does.



6. Click the Conversation icon on this menu bar to see the Message Chat for this Team.



7. Attendance and class participation will be taken via the Message Chat window.
8. At the end of class, click the red phone icon to leave the meeting.
9. If you have any questions, email TechSupport@gmahs.org and include a phone number in case a member of the technology team needs to call you to provide support.



EDUCATIONAL SUPPORTS FOR COVID-19 SCENARIO PLANNING AND VISIONING PROCESS

The Gwynedd learning community recognizes and respects individual learning needs and provides educational supports during all learning plans in regard of Covid-19 that are outlined in GMAHS Re-Opening Plan for the 2020-2021 academic year. To qualify for educational supports, recent determining documentation of need (within three years) must be submitted on behalf the student. Furthermore, an Education Support Plan must be written and approved by Gwynedd Mercy Academy High School for the current academic year that includes extended time and/or small group assessment throughout all learning scenarios and all extended time assessments are no more than 40 minutes with no more than 20 minutes of extended time.



Scenario 1: Hybrid Learning Plan

The Hybrid Learning Plan will accommodate the need for social distancing while maintaining continuity of instruction and includes the following:

- Synchronous learning via on-campus, socially distanced Red and Gold cohorts of students who attend school on alternating days.
- Synchronous learning via livestreamed classroom instruction and engagement on Microsoft Teams at home on designated cohort days.
- Block scheduling to allow for extended teaching and learning with fewer students on campus.

Education Supports of extended time and small group assessment during the **Hybrid Plan** follow:

- The student's assessment will be ready for the student in the Assessment Room (Room 17). The proctor will sign-in the student including the time the student is required to start and the completion of the assessment.
- The student will complete the assessment during her designated in-person cohort day and class time.
- Educators will allot sufficient time for the student to complete an assessment during the 70-minute block period in the Assessment Room that includes the extended time; nothing more than a 40-minute assessment with 20 minutes of extended time is permitted.



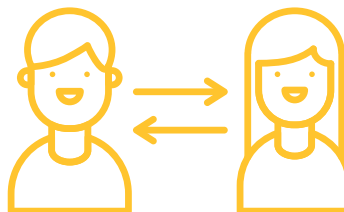
Scenario 2: Virtual Learning Plan

The Virtual Learning Plan is implemented if Gwynedd is unable to reopen for on-campus learning or if it becomes necessary to close at any point during the academic year due to Covid-19. The Virtual Learning Plan ensures that students partake in a nourishing academic-life balance while maintaining the health and safety of the Gwynedd Learning Community. Features of the Virtual Learning Plan include:

- Faculty and students committed to working in partnership from a remote location to ensure continuity of instruction and learning.
- Microsoft Teams will be the digital platform for live class meetings.
- 60-minute classes with 20-minute breaks between classes.
- The repeating pattern of days to be followed will be **2 Red Days**, 1 Programming Day, **2 Gold Days**.
- Programming days will allow for a break in the academic cycle and an opportunity for various other school-related and holistic programming.

Education Supports of extended time and small group assessment during the **Virtual Learning Plan** include:

- The student will start the assessment given virtually with the entire class.
- Extended time is granted at the end of the class period; no virtual assessment is more than 40 minutes with 20 minutes of extended time, thus providing ample time for the student to complete the assessment in the allotted 60-minute period.
- At the teacher's discretion, the accommodation of the student printing the assessment to complete it on paper may be requested to the teacher prior to the assessment time. If approved, the teacher will instruct which platform the student is to submit the completed assessment, including the timestamp of the submission.



Scenario 3: Standard School Schedule

Gwynedd will follow its rotation of classes on **Red** and **Gold** days in an effort to maintain continuity of instruction. All students, regardless of their cohort, would be in attendance at school on a daily basis.

Education Supports of extended time and small group assessment during the **Standard School Schedule** include:

- Teachers will ensure that all assessments are accessible in the Assessment Room (Room 17) prior to the assigned class time for the student to complete the assessment during the scheduled class period.
- Upon entering the Assessment Room, the student must sign-in by providing her name along with the start and end time of the assessment to the proctor.



- All assessments are no more than 40 minutes with 20 minutes of extended time, and if extended time is still remaining at the end of the class period, the student will coordinate with the assessment proctors for completion of the remaining amount of work time during lunch/WIN, a study period, or 9th period.

SCHOOL AND COLLEGE COUNSELING PROCEDURES

School and College counselors will be available in all learning plans to students. Due to social distancing guidelines, students will be required to **make an appointment** with their counselors prior to entering the counseling center. Please visit our school and college counseling homepages on the website to review your counselor assignment.

Students should email their assigned school or college counselor to make an appointment. Though facemasks and plexiglass shields will be present in counseling offices, meetings may take place virtually even when students are on-campus to minimize time spent in smaller office spaces together.

Counselors will, of course, accommodate emergency situations and prioritize students who need urgent attention. Counselors will use their discretion as to when meetings need to take place in person or virtually. Students will not be allowed to congregate in the lobby of the counseling office but should feel comfortable making an appointment with their counselor should they need support with academic, emotional, and social success or well-being.

MINISTRY AND SERVICE

Every Gwynedd Girl is expected to take an active role in Ministry and Service. By getting involved in Ministry & Service, students build a stronger relationship with God and build community with those we serve. The participation of students and faculty in service projects are a prime example of how we express Mercy in our daily lives. As we will be adhering to social distancing guidelines, Ministry & Service will adapt accordingly.

All liturgies, retreats, reconciliations, and prayer will still be offered at GMAHS as they are an integral part of our students' abilities to strengthen their relationships with God. For the fall semester, liturgies, retreats, and reconciliations will adapt to meet social distancing guidelines. Liturgies will either be recorded or live-streamed for those who will be viewing virtually.

The Freshmen retreat will be scheduled for the Programming Day on Tuesday, October 6th. All freshmen will experience their retreat at Gwynedd Mercy Academy High School that day. The Junior retreat is scheduled for the Programming Day on Wednesday, December 2nd. All Juniors will experience their retreat at Gwynedd Mercy Academy High School that day. No decisions have been made in regard to either the Senior retreat (Emmaus) or the Sophomore retreat, which are both scheduled for January 2021. We will reevaluate these retreats later in the school year.

We will continue to begin and end each day in prayer. Once a week, students will have the opportunity to experience the Examen, a prayerful experience developed by St. Ignatius of Loyola which allows participants to reflect on God's presence in our everyday lives. Prayer will be recorded or live-streamed so that all students can maintain and strengthen their relationships with God.



Due to the pandemic, we have decided that it is in the best interest and safety of our students, faculty and staff, and those we serve, to provide an alternate approach to service opportunities. Gwynedd will be reaching out to see how we can still serve the organizations that we normally partner with to see if we can meet their needs in other ways. Detailed information about these opportunities will be made available when the school year begins.

Ministry & Service will look different this year but we will still be offering a multitude of ways for students to get involved and serve God and the community.



EXTRACURRICULAR ACTIVITIES

Students are invited and encouraged to join one or more of the many clubs Gwynedd offers. Clubs are listed on the webpage under “Activities and Clubs.” Begin now to decide which clubs are of interest. More information will be forthcoming as we approach the beginning of this school year regarding sign ups and when clubs will meet.

ATHLETICS

Gwynedd Mercy Academy HS – Athletic Return to Play Plan As of August 10, 2020

Introduction

The following is intended to guide Gwynedd Mercy Academy High School (GMAHS) on requirements for the reopening of athletic programs during the COVID-19 Pandemic. Our intention is to keep our student athletes, coaches, staff, and community safe and informed. Please continue to check gmahs.org/athletics for updates from Governor Wolf and the PIAA.

General Considerations

- While there is still an inherent risk of infection for those participating, everyone in attendance should be actively working toward decreasing the risk of transmission to others.
- Everyone should arrive and leave at the scheduled time to avoid overlap in groups.
- All student-athletes should clean individual equipment and clothing after every use.
- Coaches should clean all team/shared equipment after every use.
- Student-athletes MUST have their own water bottles to participate in workouts.
- Prior to initial participation, Parent/Guardian must complete on Family ID the following:
 - 2020-2021 Seasonal Registration Form (Fall 2020; Winter 2020-21; Spring 2021)
 - 2020-2021 Daily COVID-19 Health Screening Report



Pre-Season Practice and Game/Match Competition Protocol

- No group huddles.
- No locker room use.
- Instruction must be given in a socially distant manner or virtual platform.
- Stretching, warmups, and cool-downs can be done in a socially distant manner.
- Restrooms must be used one at a time if needed.
- Facial coverings required for all coaches.
- Facial coverings required when students arrive/leave and during down time when they are not doing exertional activity (i.e., during competitive game/match setting).
- No shared objects (including bottles, towels, sports equipment, pinnies, etc.).
- No handshakes, fist-bumps, high-fives, etc.
- Team meetings should take place on a virtual platform.
- Vulnerable individuals should not oversee or participate in any workout sessions.
 - “Vulnerable individuals” are defined by CDC as people age 65 years or older and others with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma/sports asthma, and those whose immune systems are compromised such as by chemotherapy for cancer and other conditions requiring such therapy.
 - Any student-athlete, coach or staff who is considered “vulnerable” will be required to have a written clearance note from their physician in order to participate.
- Athletes should take frequent breaks for handwashing or hand sanitizer use.
- No spectators permitted to attend practices and/or game/match competitions.
- Limit shared objects to those required for sport only (i.e. volleyballs, etc.).
- Team equipment should be cleaned at the conclusion of each session by coaching staff. Individual clothing or equipment should be cleaned at the conclusion of each session by the participant.



GMAHS HONOR CODES

GMAHS Academic Honor Code

Whether participating in Hybrid, Virtual, or On-Campus Learning, all students should adhere to the Academic Honor Code:

Gwynedd Mercy Academy High School is a community committed to nurturing and developing competent and compassionate women of faith who choose to live their lives rooted in Gospel values. Believing that these values are fundamental to personal growth, we aspire to mold women of integrity who demonstrate respect for self and others, make wise choices, accept responsibility for their actions, and promote justice for all persons.

The GMAHS tradition of academic excellence can continue only when achievements are fulfilled in an atmosphere where all members conduct themselves in a truthful and trustworthy manner.



Therefore, the intent of the Honor System is not to punish but to perpetuate a climate of principled scholarship that encourages and rewards the development of each student's unique talents and abilities.

Student Responsibilities

- To understand the content of the Honor Code and its purpose as a guide to promote honesty in all scholastic efforts.
- To uphold the academic integrity of the GMAHS community by choosing not to engage in cheating or plagiarism.
- To address with the teacher any questions or uncertainties about assigned work.
- To utilize Turnitin.com as a technological resource for plagiarism prevention.

Parent/Guardian Responsibilities

- To preserve the academic integrity of the GMAHS community by becoming familiar with the Honor Code and encouraging their daughter(s) to abide by its guidelines and responsibilities.
- To support the enforcement of consequences if the Honor Code is violated.

Student Strategies

Strategies to assist students with their commitment to academic integrity:

- Ensure that your academic goals are realistic and achievable by writing them down, evaluating them periodically, and consulting with your parents, teachers, and counselor.
- Create an academic plan that is both challenging and reasonable, recognizing your unique talents and abilities.
- Be mindful of your time as you strive to balance academic endeavors with involvement in extracurricular activities. Use your red book as an effective tool to assist with time management.

In response to these recommendations and responsibilities, GMAHS expects that no student will engage in any behavior that violate academic integrity. For more information about honor code violations and consequences, please refer to the GMAHS Student Handbook.



GMAHS Health Honor Code

In order to continue with the hybrid model and eventually transition to full on-campus learning, we need the cooperation of every member of the Gwynedd community. The health and safety of the students, faculty & staff is our top priority, therefore all students must adhere to the Health Honor Code.

Gwynedd Mercy Academy High School is committed to following all CDC guidelines in order to maintain the health and safety of our community. As a member of the Gwynedd community and in order to protect myself and others, I will stay home if I am sick or have been exposed to Covid-19; I will follow GMAHS procedure for notifying appropriate parties if I am sick or have been exposed to Covid-19; I will wear a face mask at all times during the school day except when I am eating lunch; I will maintain a physical distance of six feet while in school; I will practice good hygiene including frequent handwashing and following all sneezing and coughing guidelines; I will be mindful of behavior off campus and the impact those behaviors may have on the Gwynedd community.



ACADEMIC AND COVID-19 TASK FORCE

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Mary E. Kirby	Principal	mkirby@gmahs.org
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Anne Casavecchia	Dean of Academics	acasavecchia@gmahs.org
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