

Saint John the Beloved Catholic School



COVID 19 HANDBOOK ADDENDUM v2 2020

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RETURNING TO SCHOOL

Goal

Planning a Safe, Efficient, and Equitable Return to School for Students and Staff

Overview

The Saint John the Beloved Returning to School Plan prioritizes the health, safety, and mental well-being of adults and children. To the greatest extent possible, the plan seeks to ensure that appropriate and safe practices are followed. In general, the following four practices supersede all requirements and recommendations and should be followed by all persons.

1. Distancing - Maintain social distancing.
2. Masking - Wear a face mask.
3. Hygiene - Wash hands regularly throughout the day.
4. Screening - Conduct a daily health screening.

We are operating in uncertain and fluid times. Any new guidance will be implemented as changing circumstances warrant or as information becomes available.

Our partnership with parents must be based on mutual trust, patience, and understanding.

Letter from the Principal, Mr. Hart

Dear Parents and Families,

As previously communicated to you, we have been diligently working to ensure a safe, healthy and caring return to school for your children and for our faculty/staff. This remains our top priority at St. John the Beloved.

Following guidance from the Diocese, Governor's Office, Center for Disease Control (CDC) and the American Academy of Pediatrics (AAP), SJB will reopen in person beginning on Tuesday, September 8, 2020. The week of August 31st will be a scheduled orientation week to visit classrooms.

Students in Pre-K (3-4), Kindergarten, 1st and 2nd grades will return to the classroom full time. Students in grades 3 - 8 will return utilizing a hybrid alternating A/B day schedule: 1 day in the classroom; 1-day asynchronous remote learning from home. All students in any grade may choose remote learning only. The schedule for hybrid learning will be shared in the coming weeks. More information regarding at home remote learning protocols will be communicated closer to the beginning of school in order to allow teacher preparation and professional development. The hybrid and remote schedules will be followed until October 16th and then be reevaluated in light of any health concerns. The recommended 6 ft. spacing will be observed in all classrooms and teachers will wear face shields and masks.

The following pages provide more details regarding our in-person procedures **through January 18, 2021**, to mitigate the spread of any illness during our reopening plans for school year 2020 - 2021. Please keep in mind that these procedures are subject to change and any changes would be communicated to you through the appropriate channels. We sincerely hope for a return to a more normal school year as time progresses.

The most important safeguard to prevent the spreading of illness is to keep students home when they are sick! Parents are responsible to check temperatures on a daily basis. Parents should also attempt to curtail student participation in other outside groups/activities. This helps to protect our entire school community.

Please review carefully the guidelines previously sent to you from the Diocese as well as the following school protocols that we are following for the start of this school year. We are grateful and excited to work with our students as they readjust to learning together in our SJB school community. Thank you for your cooperation, patience and understanding as we carefully prepare for your child/children's healthy return to our campus. We will continue to communicate with you as regulations change and restrictions are lifted.

Wellness Letter from the Guidance Office

As we are working to meet the challenges of our upcoming school year, we are reaching out to you in an effort to clarify our mutual challenges and to offer some understanding of what we will be doing to address these challenges. A group of teachers and administrators have been working throughout the summer months to address every aspect of the return to school: health and wellness issues, classroom accessibility, scheduling, curriculum and online learning. Our goal is to provide our students and staff with a thoughtful and safe environment in which to learn.

We recognize that the circumstances we have faced since the beginning of the pandemic affects children on many levels. Every child's experience and level of resilience is different. Their level of resilience may have changed from day to day throughout this time. Because of this, the teachers will be provided in- service on the emotional effects on children and how to adjust their classrooms to be "a softer place to land" for our students when they need reassurance and caring. In addition, the guidance department will work with parents and teachers to help provide extra support for students as needed. There will be a greater emphasis on developing emotional competency that will be addressed through school-wide practices of mindfulness and push-in classes on developmentally appropriate coping skills.

Finally, we would encourage you to begin speaking to your student about what they expect may be changed at school in order to keep them safe (hand washing, masks, etc.). Students and teachers will be wearing masks as they enter classrooms, travel in the hallways, etc. It would be beneficial to have your child "rehearse" wearing a mask in order to normalize it and to help them adjust to the current requirements. As we get closer to opening, we are planning on providing our students with an opportunity to meet the teacher and to get used to the idea of returning to school. We are hopeful that together we can help each student transition back to the school environment as smoothly as possible. We recognize that there is a broad range of emotions in these transitions and we are prepared and willing to greet your child as they embark on their journey into the 2020-21 school year.



ACADEMIC PROGRAM

As we begin this academic school year, we must take into consideration the impact of a break from traditional classroom instruction that lasted twice as long as a normal summer vacation. We are grateful to Renaissance for spending a great deal of time, money, and expertise researching and developing a protocol specifically for this purpose. It is called Renaissance Focus Skills, and we will be following their recommended guidelines to minimize the academic impact of this long absence from school for our students.

What are focus skills?

Focus skills are the building blocks of student learning. They provide a roadmap for closing learning gaps as we move every student toward greater mastery.

Why are focus skills important?

Focus skills are:

CRITICAL: Focus skills are fundamental to student understanding, involving concepts that students must master in order to advance and be successful at the next level.

IMPACTFUL: Focus skills are prerequisites for future learning. Focusing instruction on these skills provides the greatest return in terms of student growth in the least amount of time.

STANDARDS-BASED: Focus skills were identified through a detailed study of Delaware's standards of learning and grade level expectations. 21% of all math standards and 39% of all ELA standards are considered to be focus skills.

What is our plan at SJB for addressing focus skills?

- Begin instruction at an easy pace while prioritizing the most critical prerequisite skills and knowledge at each grade level and subject area.
- Plan an approach to diagnosing students with unfinished learning. We will do this through STAR testing, DIBELS, Wonders diagnostics, and teacher observation.
- Adapt the scope and sequencing of skills and pace of instruction to reflect the focus skills that need to be addressed as a class and individually. Teachers have many tools available to carry out this task. In addition to our basic curriculum materials, we have Accelerated Reader, Accelerated Math, Freckle, specialized Apps that teachers use in different subject areas, Reading Assist, and intervention services at Kindergarten and first grade levels.
- Train our teachers. Our teachers have been trained in using the Focus Skills Handbook and all Renaissance related applications.
- Progress monitor our students and adjust based on student results.

We fully realize that we as a community of educators and learners, are coming into a first month of school like no other. Research shows that 80% of successful performance at any grade level comes from 20% of an essential skill set. With the faculty's determination and a plan in place as well as your usual cooperation and God's blessing, we will overcome any setbacks that the long COVID break may have caused.



ARRIVAL & DISMISSAL

Arrival

Before leaving for school, parents are required to complete a short health screening as outlined below.

- Parents are to check students' temperatures at home every morning. Students with temperatures 100.4 or higher are to stay home and consider coronavirus testing if no other explanation is available.
- Parents are required to ask their children or monitor for any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives will require the parent to keep the student home from school.
- Parents will need to communicate to the teacher and the school nurse when a child is ill and the reason(s) for the illness.
- **THERE WILL BE NO EARLY DROP OFF** until further notice. Drop-off will begin at 7:20 and no earlier.
- Students must remain in vehicles in the car line until the first bell (7:20 a.m.) according to a staggered drop-off schedule.
- Upon entering the campus, students will proceed from their car directly to their classroom through the designated door for their grade level without congregating outside or in hallways. A diagram will be provided. Faculty/staff will be in position to assist students upon arrival.
- Parents may not enter ANY school building during arrival or dismissal. This also includes after care.

Late Arrivals/Early Dismissals

- **Parents may enter the main lobby of the school when dropping off a late arrival.**
- One parent/guardian wearing a mask may enter the main lobby to request to pick-up a child for an early dismissal.

- After signing the student out, they will return to their car to wait for the child to exit the building.
- Parents with students in the Early Childhood building will sign the child out in the Main Office and **wait for the child to be brought to the main lobby.**
- **Sick children** must be picked-up directly from the nurse's office.

Dismissal

- Parents will not be allowed in ANY building during dismissal.
- Parents must maintain a 6 ft. distance from others during dismissal in the parking lot.
- **Masks must be worn at all times when exiting the car.**
- No child may play on the playground or on playground equipment during or after dismissal.
- Parents must remain in their cars with the exception of EC3-2nd grade.
 - A staggered dismissal schedule will be provided.
 - Teachers and staff will ensure children are safely picked up by a parent or whomever else is approved.
- Walkers will maintain social distancing when walking through the hallways.

Eagles Club/After Care

- After Care
 - Early Childhood (EC3-Kindergarten) will remain in the Early Childhood building for after care.
 - Students in grades 1- 8 will be spaced out at tables in the hall **by grade level.** All social distancing guidelines will be adhered to.
 - High touch surfaces will be cleaned and disinfected daily.
 - Parents ring the bell and DO NOT enter the building. Children will be brought out.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Masks and Face Shields

- All students (Pre-K-8th) will be required to wear masks at all times.
- We recommend that parents send students with two masks with their names on them and a paper bag with their name on it to place their mask in when not in use.
- Masks should securely fasten to the face (for example, no T-shirts/bandanas or gators) and should be appropriate for school.
 - Masks should be plain and free of words and symbols (exception SJB logo).
 - Students will not be required to wear masks while eating.
- Teachers may wear face shields when not in close contact with students (i.e. at the front of a classroom) and will wear both masks and face shields when at distance less than three feet working with a student. Teachers may also choose to wear masks for the duration of the day regardless of distance from students.
- All adults who enter the building must wear a mask.

Gloves

- Gloves are not necessary for student use. The emphasis should instead be placed on appropriate hand washing techniques.
- Maintenance staff will wear gloves when cleaning, and the nurse will continue to wear gloves when placing a Band-Aid, touching fluids, etc.

BUILDING VISITORS

New procedures

- Visitors may not enter the building during drop-off and pick-up.
- All visits to SJB **must be scheduled in advance.**
- All visitors must wear masks and complete a health questionnaire upon arrival. This form completion is required to be admitted to the school.
- Parent/teacher conferences will take place remotely until further notice.
- There will be no volunteers in the building until further notice.
- No birthday treats are allowed until further notice.
- **Outside food that is requested for classroom celebrations MUST be factory sealed, individually wrapped. Anything that is sent in that does not meet these guidelines will be sent back home.**

HYGIENE

Handwashing

- The teachers will review appropriate hand washing techniques at the start of school.
- Teachers will provide opportunities for hand washing throughout the day.
- Students will wash their hands and/or use hand sanitizer before and after lunch.
- Please reinforce good hand washing practices at home.



Sanitizing Stations

Each classroom and high traffic areas will have a sanitizing station. Students will sanitize their hands any time they enter or exit the classroom.

- Hand sanitizer is considered to be a “medication.” Any parent who does not want their child to use hand sanitizer must provide a note in writing to the school nurse.
- Hand sanitizing stations will be installed throughout the building and students will have access to them throughout the day.
- Parents of students in 3rd grade and up are required to send students with personal sized hand sanitizer, tissues, and wipes to keep at their desks. Parents of children in grades EC3 - 2nd grade will provide these items listed in their classroom supply lists that will be made available to the students by the classroom teacher.

CLASSROOM SPACES

- Tables will be provided for EC3 and EC4 to ensure proper social distancing according to the CDOW guidance.
- Desks in Kindergarten through 8th grade classrooms will be spaced 6 feet apart.
- No desks will be shared. Each child will have a desk designated for their use ONLY. This includes A/B scheduling.
- Students will have assigned times to visit cubbies in the Early Childhood building.
- Lockers/storage closets will not be used in upper grades until further notice. All personal belongings will remain with the student throughout the day.
- Students will use individual supplies whenever possible. When using community resources/supplies, they will be disinfected regularly.
- **Students will not change classes.** They will remain in the same classroom throughout the day. Teachers, including Specialists, will move to the classrooms.
- Students will use outside spaces as often as possible.
- Windows in classrooms will be kept open during the day and cracked overnight to ensure proper ventilation. Fans will be kept on as often as possible.
- Technology not assigned to specific students will be wiped down between use.
- Students in the SJB 1:1 Technology Program (grades 4-8) may not share their personal Chromebook devices with others. Chromebooks must arrive at school fully charged with chargers and earbuds. Loaner Chromebooks will not be available due to dead batteries.
- The 1:1 Chromebook Program has been extended as an option for students in grade three. Parents are encouraged to purchase a personal Chromebook device for their child.
- Teachers will utilize designated outside learning areas when possible.

COMMON SPACES

Hallways

- Lines will be created to distance students during hallway walking.
- Classes should stay as far to the right side of the hallway as possible when walking.
- Students will not touch each other or a teacher as they pass each other in the hallways.

Bathrooms

- The number of students permitted to be in the bathroom will not exceed the number of sinks in the bathroom.
- Bathroom breaks will be staggered to prevent overcrowding.

Water Fountains

- All water fountains will be turned OFF.
- Send your child to school with a filled water bottle each morning.

Specials Classrooms

- All specials will be offered in the students' classrooms.
- Students will be asked to bring in personal art supplies where reasonable. Any shared art supplies or equipment will be sanitized after each use.
- Gym will be held outside, weather permitting.
- Students will still wear their gym uniforms on gym days.
- The library will be closed until further notice.

LUNCH

- All students are required to pack a snack and a lunch.
- Lunch will be held in students' classrooms until further notice.
- Students must stay at their assigned seats due to social distancing protocols.
- Students will remove masks to eat lunch or snack.
- Students or teachers (depending on the age group) will wipe down their own desk before and after lunch.

Recess and Playground

Recess is incredibly important to the wellbeing of our students. Students will go outside to play as often as possible. Students will be required to maintain 6 ft. social distancing when not wearing a mask.

- Students will remain in their cohorts AT ALL TIMES, including recess.
- Parents are encouraged to send students with a bag labeled with their name or a lanyard to hold their masks while outside.
- Outdoor play equipment will be sanitized daily and cleaned between use.
- The number of students on the playground/blacktop area will be limited at any given time.
- Students will sanitize their hands before and after recess.
- Recess Games
 - Students will be required to play games that adhere to social distancing practices.
 - Recess bodily contact will not be permitted (i.e. tag games, holding hands, hugging, tackling).
 - Basketball and football will not be permitted.

SCHOOL EVENTS

Assemblies

- No large assemblies will take place in Fall 2020.

Mass

- Students will attend mass with their classes/cohorts in small groups.

Field Trips

- Field trips will not take place through Spring 2021.

Extracurriculars

- All after-school extracurriculars will be evaluated for their ability to adhere to the social distancing requirements through Spring 2021.
- The use of school facilities after school will be restricted.

Athletics

- All inquiries regarding athletics should be directed to Catholic Youth Ministry or the SJB Athletic Association.

Special Events

- Large events scheduled in Fall 2020 will be cancelled or postponed until Spring 2021 on a case by case basis. Decisions will be communicated to families as they are made.
- Back to School Nights will take place virtually through Zoom.

REMOTE LEARNING

Zoom Online Meetings for Remote Learning

If you are electing NOT to participate in the Hybrid Learning Model but are choosing the 100% remote learning option, parents must send an email requesting remote learning to: remotelearning@sjbdeI.org Please include the name(s) and grade(s) of children for whom you are requesting fully remote learning.

Remote learning begins the second week of school, Monday, September 14th. Students will be required to participate in their classroom instruction on remote learning days via Zoom. It is important to establish a schedule as normal as possible that includes dressing, eating breakfast/lunch, and preparing necessary supplies and materials such as textbooks, pencils, crayons, etc.

Elementary students will Zoom with their regular self-contained classroom teacher and will follow the teacher's schedule for the day. Emphasis will be placed on English/Language Arts (ELA), mathematics and religion.

Middle school students will be required to join their ELA, mathematics, and religion classes on remote learning days at the regularly scheduled class time. Instruction will keep moving and will not be repeated on in-school days in these subject areas. Students who do not attend the Zoom class meetings will be **marked absent**. Science and Social Studies will ONLY be taught on the in-person school days. Independent learning assignments may be given for Social Studies and Science on the remote learning days.

- Students should have a special learning space set up for remote learning with access to an electrical outlet, a desk or another smooth writing surface, and proper lighting. Students may not Zoom from their bed.
- Backgrounds should not be distracting and may not show a bed.
- Students must remain seated and on camera during Zoom lessons.

- Students' faces must be fully visible at all times.
- Student privacy must be maintained at all times. Students may not take photographs or recordings of lessons. Siblings, other family members or other guests may not join the Zoom meeting for a class in which they are not enrolled.
- Students may not eat during Zoom classes.
- Remote learning may not be available if teachers have moved to an outside designated learning area. Outdoor learning will not take place during ELA or mathematics classes.
- During remote learning virtual meetings, students must be dressed appropriately. Students should wear their SJB polo shirt or other SJB attire.
- If a student is home quarantining, they should participate in Zoom class meetings. They will not be marked absent if they participate in Zoom classes.

SCHEDULE



SJB Hybrid Learning Schedule for Grades 3-8

Hybrid A: Students in school alternating days in an A/B cycle. Example: (A/B/A/B/A B/A/B/A/B)

A group students in-school

Week 1- M, W, F Week 2- T, Th

Remote Learning Days Week 1: T, Th

Remote Learning Days Week 2: M, W, F

B group students in-school

Week 1- T, Th Week 2- M, W, F

Remote Learning Days Week 1: M, W, F

Remote Learning Days Week 2: T, Th

Student In-School Schedule	Week One					Week 2					REMOTE LEARNING DAYS	
	M	T	W	Th	F	M	T	W	Th	F	Group A	Group B
<i>Hybrid Model A</i>	A	B	A	B	A	B	A	B	A	B	Week 1: T, Th Week 2: M, W, F	Week 1: M, W, F Week 2: T, Th

Individual class schedules by grade level are forthcoming.

UNIFORMS

- During days when students are present in the school building, they may wear either their regular uniform or their gym uniform to mitigate costs during this time of hybrid learning.
- Students should still wear their gym uniform on gym days.
- Parents will be given sufficient notification before this policy expires
- During remote learning/virtual meetings, students must be dressed appropriately with SJB polo or other SJB attire.

HEALTH

Sick Procedures

- Any health concerns must be directed to the nurse at extension 206 or nurse@sjbdel.org
- Students who are sent home with a fever will be asked to return only after they are 24 hours fever free without using fever-reducing medications.
- Students who are sent home from school due to illness must be picked up within 60 minutes of calling home.
- Students who present with multiple Covid-like symptoms *and any siblings* will be sent home.

Covid-19 Event

- In the event of a confirmed case of coronavirus in our building, the Delaware Department of Health liaison will be notified immediately.
- SJB will follow the instructions set forth by the Delaware Department of Health.
- This may include a closure of school for thorough cleaning and disinfection of all surfaces and rooms.
- Students will be instructed on what may be needed to take home, including consumable books and any textbook that doesn't have an online component.
 - Teachers and students should prepare for an extended closure if deemed necessary.



CLEANING

- SJB school as well as our cleaning service have invested in Bio Protect to provide regular treatments of high-touch surfaces to prevent growth and spread of bacteria and viruses
- SJB will be using Vital Oxide (EPA approved) for use against SARS-Cov-2, the Coronavirus that causes the Covid-19 disease. SJB will use this product daily to provide regular treatment of surfaces to prevent the growth and spread of viruses and bacteria.
- High-touch surfaces (railings, door handles, etc.) will be cleaned and disinfected multiple times a day by our maintenance staff.
- The playground will be cleaned and sprayed in accordance to disinfectant instructions.
- Students and teachers will clean desks at the end of each day.
- The buildings and grounds (including the Church Hall) will be thoroughly cleaned and disinfected each evening.

FREQUENTLY ASKED QUESTIONS FROM PARENT SURVEY (JULY 2020)

Why isn't there an all in-school option being offered at SJB?

Forward in Faith Guidance from the CDOW requires schools with enrollments of 250 or more to offer a HYBRID model for grades 3-8. An all in-person scenario is not currently an option available to SJB.

What will the remote learning days look like?

The remote learning days will be Zoom lessons. The students will be able to observe and hear their regular classroom teacher. The lessons will be the same rigorous, quality instruction you are accustomed to at SJB. Emphasis will be placed on ELA, mathematics and religion. Interaction with the teacher and classmates will be limited.

What safety precautions will be in place?

Carefully read the CDOW guidance "Forward in Faith" for detailed information. Generally speaking, students will remain in one classroom and maintain 6 ft spacing between students. SJB will use a hybrid model of in-person and remote learning that enables the school to reduce the number of students in the building at a given time to allow for the social distancing requirements to be implemented. Movement within the building will be restricted. Lunch will be served in classrooms and specials will be offered in the classroom. Cohorts will remain together throughout the day and in after care. Cleaning routines and procedures have been ramped up to adhere to the guidelines from the CDC, AAP, the State of Delaware, and the Forward in Faith document provided by the CDOW. Entrance to the building will be restricted to only students and employees. Any visitors must be scheduled in advance and must complete a screening survey. All persons inside the building must wear masks and/or protective shields. ***We are operating in uncertain and fluid times. Any new guidance will be implemented as changing circumstances warrant and/or as the information available evolves.***

My family has children in multiple grades. Will you work to coordinate groups so that students in the same family are in the same groups?

Yes. We will assign students in the same family to the same group for scheduling purposes (A day/B day). We will do everything within reason to make this easier for our families.

If we start out in the Hybrid Model, can we switch to all remote learning if it isn't working for our family or if my child(ren) become sick?

Yes. There may be a one-time change from in-person learning to 100% remote learning. Once the change is made, it cannot be reversed until the Oct. 16 date set by the CDOW or until new direction is received after the situation is reassessed in early October.

Can we choose to have our children participate in 100% remote learning?

Yes. You may choose to have your children participate complete through remote learning. SJB is offering two options: 1) Hybrid: combination of in-person and online learning on a rotating schedule (A day/B day) or 2) Completely remote learning using Zoom as a meeting tool. **NOTE: All tuition costs and fees remain the same regardless of model chosen.**

If I choose 100% remote learning for my child(ren), can I switch to in-person learning?

No. The choice you make will stand until the Oct. 16 date set by the CDOW or until such time that the situation is reassessed in early October and new plans are put in place.

Changes can only be made in one direction. Students can only move from in-person learning to online learning.

If I do not have enough technology devices in my home for all of my family members to participate in remote learning at the same time will I be able to access an SJB device on loan?

Yes. SJB will coordinate loaners until supplies are exhausted.

If I have a laptop at home can my child bring in to school to use during class?

No. While the laptop is fine to use during remote learning from home, **ONLY** Chromebooks can be added to our Google Chrome Management Console to operate on the SJB network.

If you have any additional questions or would like to share additional comments/feedback regarding the SJB Re-entry Plan, please email:

Re-entryplan@sjbde.org

RESOURCES

American Academy of Pediatrics Guidance for School Reentry, June 2020:

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>.

CDC Considerations for Schools: Operating Schools During Covid 19, May 2020:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>.

Forward in Faith: Diocese of Wilmington Start of School Plan, July 2020:

<https://cdowschools.org/2020-2021/GR/Pandemic/SOSFINAL073120.pdf>.

Karten, M. Handwashing: Why It's So Important, September 2018:

<https://kidshealth.org/en/parents/hand-washing.html?ref=search>.

Returning to School: Planning a Safe, Efficient, and Equitable Return to School for Students and Staff, July 2020:

https://www.doe.k12.de.us/cms/lib/DE01922744/Centricity/Domain/599/ddoe_returningtoschool_guidance_final.pdf.

The Hospital for Sick Children (Toronto, CA), Covid 19: Guidance for School Reopening, July 2020:

<https://www.sickkids.ca/PDFs/About-SickKids/81407-COVID19-Recommendations-for-School-Reopening-SickKids.pdf>.