COVID 19
HANDBOOK ADDENDUM v3
2021

Tel: 302.998.5525
905 Milltown Rd.
Wilmington, DE 19808

Email: sjtbschooloffice@sjbdel.org
Website: sjbdel.org
# TABLE OF CONTENTS

RETURNING TO SCHOOL .................................................. 4  
  Goal ........................................................................ 4  
  Overview .................................................................. 4  
  Wellness Letter from the Guidance Office ....................... 5  

ACADEMIC PROGRAM .................................................. 6  
  CRITICAL: .................................................................. 6  
  IMPACTFUL: ............................................................... 6  
  STANDARDS-BASED: .................................................. 6  

ARRIVAL & DISMISSAL ................................................. 8  
  Arrival ...................................................................... 8  
  Late Arrivals/Early Dismissals ......................................... 9  
  Dismissal ................................................................... 9  

EAGLES CLUB / AFTER CARE ....................................... 9  

PERSONAL PROTECTIVE EQUIPMENT (PPE) .................. 10  
  Masks ...................................................................... 10  

BUILDING VISITORS .................................................. 11  
  New Procedures ........................................................ 11  

HYGIENE ..................................................................... 12  
  Handwashing ............................................................ 12  
  Sanitizing Stations .................................................... 12  

CLASSROOM SPACES ................................................. 13  
  Bathrooms ................................................................ 13  
  Water Fountains ........................................................ 13
LUNCH ___________________________________________________________ 15
Recess and Playground _____________________________________________ 15

SCHOOL EVENTS ___________________________________________________ 16
Mass ____________________________________________________________ 16
Field Trips ________________________________________________________ 16
Extracurriculars ____________________________________________________ 16
Athletics __________________________________________________________ 16
Special Events _____________________________________________________ 16

UNIFORMS _________________________________________________________ 17

HEALTH ___________________________________________________________ 18
Sick Procedures ____________________________________________________ 18
Covid-19 Event ____________________________________________________ 18

CLEANING _________________________________________________________ 19
RESOURCES ________________________________________________________ 20
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.

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.

The health, safety and wellness of SJB is our top priority and will remain so during this pandemic. As partners, we will work together to ensure that 180 days of in-person instruction is not interrupted. That is the ultimate goal of this document.
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 2021-22 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 for the last 18 months. 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 (1st – 8th Grades)

Arrival

- Please keep your child(ren) home if they are sick! If you are keeping your child home, you must notify the nurse.
- **No student will be allowed to be dropped off prior to 7:10 a.m.** Students will go through their assigned doors at 7:20 a.m. Students arriving prior to 7:20 a.m. will stand out front of the school until the bell rings.
- Parents may not enter ANY school building during arrival or dismissal. This also includes after care.
- Back lot procedures remain the same. Pull in, park your car. Parents of ECP3, ECP4 and Kindergarten children walk their child/children to the door. Arrival times are staggered: Kindergarten (7:20); ECP4 (7:35); ECP3 (7:50). Stay in your car until your assigned time. If you have older siblings in the car, they enter their assigned door between 7:20 - 7:40. Please use extreme caution while walking through the parking lot. Observe social distancing and no congregating.

Entrances ([ENTRANCE & EXIT MAP](#)) Early Childhood Building front door: ECP3, ECP 4 and Kindergarten. Students will use the same doors during dismissal. Children will be walked to their assigned parking lot.

- 1st Grade: First grade door
- 2nd Grade: Second grade door
- 3rd & 6th Grades: Main school front door
- 4th & 8th Grades: Fourth grade door
- 5th & 7th Grades: Fifth grade door

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.
• 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.

• 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.
  o A staggered dismissal schedule will be provided.
  o 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
  o Early Childhood (EC3-Kindergarten) will remain in the Early Childhood building for after care.
  o 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.
  o High touch surfaces will be cleaned and disinfected daily.
  o Parents ring the bell and DO NOT enter the building. Children will be brought out.

• After Care will follow all the policies and procedures established by the school.
PERSONAL PROTECTIVE EQUIPMENT (PPE)

Masks and Face Shields

- All students (Pre-K-8th) will be required to wear masks at all times when indoors.
- 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.

  Students will not be required to wear masks while eating.

- All adults who enter the building must wear a mask.

It will be our goal to have our children outside as much as possible so they will not have to wear their masks all day. There will be routine mask breaks.
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 when indoors.
- There will be no volunteers in the building 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.
- There will be hand sanitizing stations throughout the building and students will have access to them throughout the day.
CLASSROOM SPACES

- Tables will be provided for EC3 and EC4.
- Desks in Kindergarten through 8th grade classrooms will be spaced at least 3 feet apart and more where possible and facing all in the same direction.
- Students will have assigned cubbies in the Early Childhood building.
- Students will use individual supplies whenever possible. When using community resources/supplies, they will be disinfected regularly.
- Students will be changing classes and will be attending specials (Library, Music, Gym, Computer, Art, Spanish). Weather permitting; they will travel outside to their specials. Students will be monitored when changing classes to ensure there will be no overcrowding in the hallways.
- Students in the SJB 1:1 Technology Program (grades 3-8) 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.
- Teachers will utilize designated outside learning areas when possible.
COMMON SPACES

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.
- Water filling stations will be available.
LUNCH

- Grades EC3 - Kindergarten will eat in their classrooms. Aramark lunches will be pre-ordered. Our students will get their hot lunch delivered to their classroom.

- Grades 1 - 8 will eat in the cafeteria spaced apart and Aramark hot lunches will be available.

Recess and Playground

Masks will not be required when outside for recess.
SCHOOL EVENTS

Mass
- Students will attend mass with masks and distanced appropriately.

Field Trips
- Field trips can take place after grade level teachers ensure availability and any restrictions considered prior to scheduling.
- Masks will be required for school busses.

Extracurriculars
- All after-school extracurriculars will be evaluated for their ability to adhere to the social distancing requirements through Spring 2022.
- The use of school facilities after school will be restricted.

Band
- 3rd - 8th grade will continue with Band. The number of students taking lessons will be limited, distanced accordingly and facing the same direction.
- When possible, weather permitted, Band will take place outside.
- Look for communications from Mr. D.

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

Special Events
- Back to School Nights will take place in school.
- Classrooms will be cleaned and sanitized after each meeting.
- Traditional Christmas and Spring Concerts and Stations of the Cross will again be performed.
- Kindergarten/8th Grade Buddies will be back in place.
UNIFORMS

- The new dress uniform policy is now in full effect.
- Students will be required to be in the full dress uniform.
- Students not adhering to the uniform policy will be given disciplinary action.

NEW DRESS CODE 2021
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.

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.
- Students who are exposed to a positive COVID-19 case may be asked to quarantine for up to 14 days.
- In the case of extended absence, **Make up work will be done through direct communication from the teacher.**
- If your child is vaccinated, you must provide proof of vaccination to the school nurse to eliminate the need to quarantine.
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.
- 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.
RESOURCES


