

# Reopening Communication

## Version 2



St. John Regional Catholic School  
8414 Opossumtown Pike  
Frederick, MD 21702

August 13, 2020

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Dear SJRCS Families,

Thank you for your continued support and commitment to Catholic education. SJRCS continues working towards a safe return of faculty and staff on 08/24/2020 and students on 08/31/2020, and we thank Archdiocese of Baltimore leadership of for their continued guidance, involvement, and support as we near our reopening dates.

In accordance with Archdiocese of Baltimore Guidance attached hereto as Exhibit 1, and building from our 07/24/2020 initial communication SJRCS continues to refine our Reopening Communication available at [www.sjrccs.org](http://www.sjrccs.org).

Subject to ongoing Archdiocese of Baltimore, State, and County review and approval, we continue working to offer both in-school instruction Monday through Friday and remote synchronous learning options. Students choosing remote synchronous learning can change to in person instruction at the beginning of each trimester. Change request forms will be shared with families prior to the end of each trimester. Requests to move from in-person to virtual instruction will be honored however once such selection is made the student will remain in remote instruction for the remainder of the trimester.

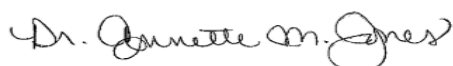

Our Reopening Communication has been further amended leveraging feedback from the Archdiocese of Baltimore, SJRCS faculty, staff, and student families.

Please note – the Archdiocese of Baltimore requests all Student Families to review and electronically execute the following two documents in School Admin for each student no later than **Wednesday, August 19<sup>th</sup>, 2020**.

1. ***Assumption of Risk Statement*** (currently in School Admin account)
2. ***Parent Acknowledgement and Agreement Regarding COVID-19 Protocols*** (will be posted shortly in School Admin)

We are grateful for your partnership in this evolutionary process and look forward to welcoming our students back to the classroom, whether they are participating in person or via remote synchronous learning.

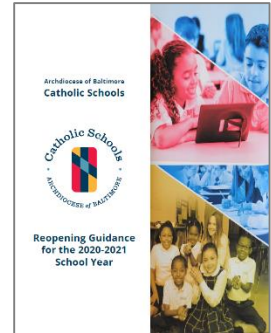
Yours in Christ,

  
**Dr. Annette M. Jones**  
Principal  
**Mrs. Kim Hanner**  
Assistant Principal

## NOTICE

Following the ***Archdiocese of Baltimore Catholic Schools Reopening Guidance for the 2020-2021 School Year*** as amended (“AOB Guidance”) SJRCS hereby amends its school-specific Reopening Communication.

SJRCS Student Families, Faculty, and Staff are encouraged to review the AOB Guidance before reviewing SJRCS’ Reopening Communication.



## Executive Summary

AOB Guidance as amended serves as precedence for SJRCS’ evolutionary Reopening Communication.

AOB Guidance requires all schools including SJRCS to provide, at a minimum, school-specific information as components of its Reopening Communication:

- 1) Health and Safety
  - a. Health Screening Protocols for Students and Staff
  - b. Personal Protective Equipment (Face Masks)
- 2) Facility Management
  - a. Cleaning and Disinfecting
  - b. Recess
  - c. Extended Day
  - d. Visitors
- 3) Learning Experience
  - a. Curriculum and Instruction
  - b. Student Support Services
- 4) Technology
- 5) Transportation
  - a. Drop-Off / Pick-Up Procedure
  - b. Busing

## 1. HEALTH AND SAFETY

### HEALTH SCREENING PROTOCOLS FOR STUDENTS AND STAFF

SJRCs' daily health screening protocol for students, faculty, and staff entering our building has seven components:

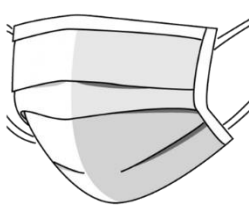
- Temperature Checks
- Personal Protective Equipment
- Hand Washing
- Hand Sanitizer
- Health Room
- COVID-19 Testing
- Travel

### TEMPERATURE CHECKS

- SJRCs may check and record the temperature of any / all individuals on SJRCs property at any time. Anyone registering a temperature greater than 100.4 degrees Fahrenheit will be required to go and stay home until cleared in writing by a medical professional.
- Each school day faculty and staff members are required to take his or her temperature and complete a daily online Wellness Check Survey prior to entering school facilities.
- SJRCs faculty and staff member will take each student's temperature before exiting the car:
  - **Pre-Kindergarten Students:** Upon arrival each day an SJRCs faculty or staff member will meet each Pre-Kindergarten 3 student and Pre-Kindergarten 4 student at his or her car; the child's temperature will be taken in front of the faculty and staff member who will record the student's temperature in SJRCs' Pre-kindergarten health log.
  - **Students in Kindergarten through Grade 8:** Parents will complete daily an online Wellness Check Survey, sent daily at 5 AM via text or email includes questions such as temperature, close contact with an individual with COVID, recent student family travel, and indications of COVID symptoms.



## PERSONAL PROTECTIVE EQUIPMENT (FACE MASKS)

- All individuals on SJRCS property including but not limited to faculty, staff, students (age 3 years and older), and all visitors are required to wear either an SJRCS-acceptable valve-less N95 respirator, surgical mask, or cloth face covering (together “face mask”) when indoors and whenever social distancing is not possible outdoors.
- 
- All individuals should prioritize their acquisition and use of valve-less N95 respirators, surgical masks, and cloth face masks in that order where possible.
  - All individuals including student family members present must wear face masks during the entire arrival and dismissal process.
  - At the teacher’s direction, students may remove face masks during lunch and brief “mask breaks” with appropriate social distancing.
  - If valve-less N95 respirators or surgical masks are not available, appropriate solid colored or printed face masks made with at least 2 layers of breathable material which fit snugly, yet comfortably against the side of the face (cover nose, mouth, and secure under the chin) are acceptable. Masks with inappropriate or political messages or innuendos are not permitted and subject to administrators’ sole discretion. Neck gaiters, open-chin triangle bandanas and face coverings containing valves, mesh material, or holes of any kind including those in N95 and other similar masks are not acceptable.
  - SJRCS will supply each K-8 student a break-away lanyard, allowing the face mask to be attached when not in use (example, during lunch or outdoor recess).
  - Face masks and school uniform must be cleaned daily.
  - Individuals with an externally verifiable medical basis for being unable to wear a valve-less N95, surgical mask, or cloth face covering may wear an SJRCS-nurse approved face covering.

## HAND WASHING

- SJRCS encourages frequent hand washing throughout the day.
- Hand washing is required before and after meals and after restroom use.
- Signs showing proper handwashing procedures will be placed in all restrooms, and plastic partitions will be installed between the restroom sinks.



## HAND SANITIZER

- Hand sanitizer will be available throughout all school facilities, in classrooms, wall mounted in hallways, and at the entrance/exits for use prior to entering the building.
- Students in Grades K - 8 may carry an individual hand sanitizer container or sanitizer wipes in their backpacks. Please label any such container with your child's name.

## HEALTH ROOM

- SJRCS has established an isolation area where individuals experiencing symptoms of COVID-19 can be sequestered.
- SJRCS' health room will be configured to assure healthy students who need medication dispensed or other non-illness related treatment can receive such care while minimizing exposure to potential infections.
- SJRCS has a supply of Personal Protective Equipment for staff caring for individuals exhibiting symptoms of COVID-19.

## COVID-19 TESTING, NOTIFICATION, EXCLUSION AND RETURN

- **Testing:** Individuals with possible exposure to COVID-19 including those exhibiting symptoms are required to be tested at their expense and cleared by a medical professional in accordance with recommendations of state and local health authorities.
- **Notification:** Subject to AOB and SJRCS confidentiality policy, SJRCS will work to timely notify the AOB, Frederick County's Health Department, and our student families should we receive laboratory confirmation of COVID-19 in our school community.
- **Exclusion and Return:** Please review Exhibit 2, ***Archdiocese of Baltimore Catholic Schools Decision Aid*** regarding exclusion and return of any individual including faculty, staff, and or student for laboratory confirmed COVID-19 cases.

## ON-CAMPUS RESPONSE

Follow the guidance of the ***AOB's Response to Confirmed or Presumptive COVID-19 Incident*** (summarized below), SJRCS will work to quickly and consistently when learning of either a confirmed or presumptive COVID-19 diagnosis involving our school. The protocol summary presented below is intended to address when an affected individual becomes symptomatic or learns of a positive test result **while on campus**, as well as a protocol for when a person self-reports a confirmed or presumptive COVID-19 diagnosis while **away from campus**. Under such circumstances, SJRCS will:

- Promptly separate the affected individual from others in the building.
- Families will be contacted to arrange for transportation to pick-up the student.
- The school will contact the local health department to provide notification.
- Inquire with student if they are aware of having close contact with any individuals while on campus.
- Provide guidance to the affected individual of the requirements that must be met to return to campus. (Please see Exhibit 2)



- If the student has any siblings in the school, the siblings will also to be sent home pending resolution of matter for the affected student.
- Based upon information learned from the affected person, along with any observations by SJRCS faculty and staff, we will begin the process of contact tracking within our campus, and individuals with close contact will be isolated in accordance with our plans and provided guidance of the requirements that must be met to return to campus. (Please see Exhibit 2)
- Faculty and staff will evaluate our facility to determine appropriate cleaning and sanitization which may require affected areas to be removed from service.
- Subject to AOB and SJRCS confidentiality policy, SJRCS will work to timely notify the AOB, Frederick County's Health Department, and our student families of actions taken.

## TRAVEL

All faculty, staff, and students must notify SJRCS prior to return to campus when traveling from a US state with a positivity rate for COVID-19 of 10% or greater throughout the school year.

Upon returning from such travel all individuals are required to self-quarantine and may return to campus only after providing evidence of a negative COVID-19 test result and remain asymptomatic, or, after completing a quarantine not less than 14 sequential calendar days.



The following website provides information regarding the positivity rate for all 50 States, US territories, and popular international destinations:

<https://coronavirus.jhu.edu/testing/testing-positivity>

## 2. FACILITY MANAGEMENT

### CLEANING AND DISINFECTING

SJRCS' is working to implement a two-part cleaning and disinfecting procedure including both unique event and daily activities:

- Sniper® and Endure® Surface Protectant Application
- Daily SJRCS faculty and staff-led surface maintenance

SJRCS is utilizing a two-step disinfecting and protecting process to sanitize and protect all surfaces using Sniper® disinfectant and Endure® surface protectant. The first application of these products is scheduled in August. The Endure® surface protectant is marketed as bacteriostatic product and recommended by the AOB to kill both virus and bacteria on contact, affording up to 90 days of persistent protection.

SJRCS' faculty, staff, and contractor led daily routine cleaning and disinfecting schedule continues through the school day and includes but not limited to wipe-downs of frequently touched surfaces and objects (i.e. handles, light switches, sinks, tables, desks, chairs, and railings, etc.).

Students are expected to clean themselves (i.e. frequent hand washing) and pickup and organize their local desk area and personal items.

SJRCS' faculty, staff, and contractors who use cleaning and disinfectant products must ensure that products are used and stored correctly and safely, with adequate ventilation. Disinfecting products must meet the criteria of the Environmental Protection Agency (EPA).

## SIGNAGE

- Signs summarizing our face mask policy are now placed at all entrance/exit doors.
- Posters on proper hand washing will be displayed in every restroom, and signs will indicate the maximum restroom occupancy.
- Directional signs will be placed on floors to guide common area traffic, including hallways.
- Signs will indicate entry and exit paths for students, faculty, and staff.
- Floor markers will indicate teacher-only areas and preferred instruction location(s) within each classroom.

- Floor markers will indicate social distancing intervals for stairs, waiting areas, and lines.

## MODIFIED LAYOUT FOR CLASSROOMS AND COMMUNAL SPACES

- Following the spacing recommendations of the American Academy of Pediatrics, the Centers for Disease Control, and the AOB, student desk will be spaced at least three or more feet apart in each classroom. Students and staff are required to wear a face covering.
- Student desks and chairs will face one direction with individual sneeze and cough guards.
- Students will remain in a cohort (homeroom groups) for instruction.
- In balance with social distancing guidance, and in order to maximize available space within each classroom for both teachers and students, bookcases, filing cabinets, and other non-essential items are being removed from each classroom.
- Communal gathering spaces and the cafeteria dining area will remain closed for such use, however, SJRCS may reconfigure such spaces as classrooms if needed.



## VENTILATION

- SJRCS' ventilation and HVAC systems include particle filtering, with planned use of Merv-13 filters.
- SJRCS maintenance staff is in contact with our HVAC vendor to implement American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) recommendations for our particular system.

## MATERIALS AND STUDENT SUPPLIES

- Supplies, equipment, and materials whether SJRCS or student family provided should not be shared between students.

- For younger students, each child's belongings will be separated and stored in individually labeled cubbies or storage containers.
- For older students, belongings will be stored in their desk and backpack.

## RECESS

- Recess is an important part of the SJRCS school day and such periods will continue to be incorporated into student schedules.
- SJRCS will provide reasonable space for recess, and students are encouraged to engage such activities in balance with social distancing guidelines.
- If playground equipment or its configuration prove difficult to clean and sanitize, or if social distancing cannot be maintained, the playground will be closed and other safe alternatives will be leveraged. Teachers will discuss playground equipment guidelines with the students.

## FOOD SERVICE GUIDELINES

- All individuals must wash their hands with soap and water before and after eating.
- SJRCS is designated as a peanut and tree nut free building. NO peanut foods, such as peanut butter, candy with peanuts, cashews, almonds, Brazil nuts, hazelnuts, pecans, pistachios, and walnuts, are permitted on campus. Please read the nutrition labels for any allergen warnings.
- Students may purchase lunch in advance (week prior) or bring their lunch. The online lunch ordering process is still being developed, and My School Bucks will be utilized for the payment. No cash payments will be accepted.
- All meals will be delivered to each classroom and served in individual self-contained, disposable containers.

- Students should bring non-breakable bottles of water to school for use throughout the school day. Water bottles must contain water only, have closable lids, and be clearly labeled with student's first and last name in permanent marker.
- Student snack purchases during lunch is not available this year.
- SJRCS cannot microwave nor refrigerate student lunches, and students who bring lunch from home must keep same in their backpacks.
- Students will eat at their classroom, or weather permitting outside. There will be no sharing of food and/or drinks between students.
- Dining surfaces such as student desks and lunch tables will be covered or disinfected before and after food contact.



## EXTENDED DAY

SJRCS acknowledges our traditional before / after school care is valuable to student families, however, given the competing demands on our current resources we must amend our program as follows:

- The SJRCS Before School Care will NOT be provided.
- The SJRCS Aftercare Program will be offered with limited enrollment, and student families must register their student(s) in advance. Please consult the SJRCS website for registration information. [www.sjrccs.org/beforeandaftercare](http://www.sjrccs.org/beforeandaftercare)

## VISITORS

- All SJRCS visitors including parents and other family members will be strictly limited inside our building, and any visitor must be approved by SJRCS staff in advance and logged. All visitors must comply with all requirements related to

social distancing, wearing PPE, and hand washing/hand sanitization upon entering our building and are subject to temperature checks.

- Permitted visitors include emergency personnel responding to a call for assistance, vendors, and contractors to address emergency situations, substitute teachers, student interns, members of the parish staff who support the school operations, and other individuals as approved by the administration.
- Band, tutors, therapists, or other individuals who previously were granted access to SJRCS to work with a child, must now arrange to provide those services remotely.
- Deliveries during the school day will be directed to a receiving area away from and isolated from student and staff, except for the employee who handles the delivery.

## LEARNING EXPERIENCES

### CURRICULUM AND INSTRUCTION

SJRCS is developing both in-person and synchronous distance learning alternatives, each of which include mode-specific guidance and recommended instructional times.

SJRCS has developed schedules to meet the instructional needs of our school community maximizing in-person learning in a physically safe environment, prioritization of in-person learning for lower grades, and an alternative synchronous remote learning option for all families.

SJRCS families may currently choose between 100% in-person or 100% remote learning. Requests from families to create hybrid schedules (e.g., mornings in-person and afternoons at-home, or in-school some days and remote other days) will not be accommodated.

SJRCS has added the equivalent of five instructional days to the 2020-2021 academic calendar by eliminating historical days-off and changing some days from half-day to full-day instruction to provide teachers and students additional time for review, remediation, and enrichment.

## PEDAGOGY (METHOD AND PRACTICE OF TEACHING)

Given the evolutionary educational landscape, including but not limited to classroom social distancing and the potential for some students to access instructional content remotely, SJRCS faculty will continue receiving targeted professional development, additional resources and technology, and administrative guidance specific to the instructional practices necessary to accommodate different learning modes.

## PROFESSIONAL DEVELOPMENT

SJRCS will provide additive professional development opportunities for faculty focusing on learning modules related to technology use, planning for the 2020-2021 academic year, and new instructional methods.

## CATHOLIC IDENTITY

AOB leadership has committed to provide support to all schools, including SJRCS, implementing promising strategies that integrate Catholic Identity across the school while navigating space restrictions in churches, limits on large gatherings, and a significant number of students learning at home.

SJRCS will stream school-wide prayer services and Masses online.

Daily prayer remains a part of each school day for all faculty, staff, and students, whether they are attending in-person or via synchronous remote learning, and faculty will increase the amount of Catholic Identity integration into other content areas.



## STUDENT SUPPORT SERVICE

SJRCS Pathways, a team of instructional and administrative professionals led by our principal, coordinates, designs, and administers student accommodation plans. Those students with accommodations will receive a personalized accommodation plan reviewing the SJRCS resources tailored to meet their objectives.

## EXTRACURRICULAR ACTIVITIES

Gatherings, events, and extracurricular activities, if any, must be approved in-advance by the administrator and will be limited to those where social distancing and use of PPE can be maintained.

Many after school activities (examples, student counsel, chess club, robotics, chorus, etc.) are postponed.

Many student family activities (examples, bingo, back to school, conferences, grandparent's day, etc.) will be modified, postponed, offered virtually, or cancelled.

Athletics TBD - will share information as soon as possible.

## TECHNOLOGY

SJRCS maintains a variety of technology to support student, faculty, and staff use throughout the school day including, and we expect to leverage our technology to simultaneously support three primary missions:

- In-person classroom instruction
- Synchronous remote instruction
- SJRCS administrative and communication functions

## IN-PERSON CLASSROOM INSTRUCTION AND ADMINISTRATIVE USE

SJRCS will continue leveraging locally installed computers, networks, and wireless devices to support teacher instruction and SJRCS administrative tasks. Depending on grade / class / lesson objective(s) individually assignable technology materials may be



provided by SJRCS for student, faculty, and or staff use. If individually assignable technology is not available, SJRCS may limit use to a specified group (student cohort) and the equipment will be wiped down per manufacturers' guidelines between uses.

- SJRCS students in grades 3-8, will have 1:1 access to a specifically assigned Chromebook with Go Guardian monitoring for classroom instruction and synchronous distance learning.
- Students in grades 1-2 will have access to a specifically assigned iPad for classroom instruction.
- Teachers in Grades Pre-K - 8 will use Google Classroom® as our online learning management system, and teachers will post all assignments in Google Classroom® in the Classroom Assignments section with due dates.
- To help organize student work assignments will be pre-populated on the student's to-do list as well as the student's Google Calendar® and schedules will be posted on the Class Stream page (features in Google Classroom®).

## SYNCHRONOUS REMOTE INSTRUCTION

SJRCS has installed one AMX Acendo Vibe camera and sound bar in each classroom to help facilitate Zoom® or Google Meet® online instruction for those choosing synchronous remote learning.

Students choosing the synchronous remote learning must participate in class activities, complete all assignments, and be present for lesson instructions. Teachers will communicate in advance via Google Classroom specific times their students are required to attend synchronous remote learning sessions.



Each school day will begin with a homeroom check-in starting at 8:15 am and attendance will be taken each session.

Students are expected to attend all scheduled online sessions. Students unable to attend a scheduled online event should email their teacher in advance.

In accordance with AOB and SJRCS privacy and security policy, no classroom, online session, or any form of online meeting involving any SJRCS faculty, staff, or student may be recorded.

## DISTANCE LEARNING PLAN

All grade levels will remain in a cohort group (a class of students) in one classroom all day. Teachers will travel to classrooms to minimize unnecessary student movement throughout the building.

Students are expected to attend all enrolled classes and wear their uniform. According to Maryland State Department of Education schools are expected to record daily attendance, and students will be marked present when attending a synchronous class discussion(s) via Zoom® or Google Meet®. Teachers will take student attendance during each class period and will adhere to SJRCS' traditional grading and procedures. Teachers and students will also follow our traditional academic schedules during all modes of instructions.

Learning experiences for students will include daily livestream instruction using AMX Acendo® Vibe camera and sound bar in each classroom, so virtual instruction can continue and follow remotely. Activities supporting the curriculum lesson(s) may include unique actions, independent work, and possibly grade-dependent small groups. Students will also engage in non-screen related instructional activities including reading assignments, projects, and workbook assignments. Remote learning will not require students to remain online for the entire school day; there will be periods of both direct instruction and independent learning tasks.

SJRCS will provide all students with a mobile device for synchronous remote instruction, and all student accommodation plans will be supported.

Synchronous remote instruction sessions will not be recorded, and the same work expectations will apply equally to both in-person and remote participation. Class schedules will be provided closer to August 31st, and students will be required to "attend" and interact with teacher(s) during this schedule.

Testing methods and details will be explained to student families by teachers after classes resume, however, our expectations require testing completed as synchronous class events

SJRCs student families may choose between in-person and remote synchronous instruction for each trimester. Requests to move from in-person to virtual instruction will be honored at any time however once such selection is made the student will remain in remote instruction for the remainder of the trimester. Requests to move from remote instruction to in-person may be honored and implemented at the end of each trimester subject to classroom configuration constraints. Change request forms will be shared with families prior to the end of each week prior to the end of each trimester.

In the event of a state-of-emergency and/or state-wide school closure SJRCs will transition all students to remote synchronous instruction. Based on Archdiocese, State, or National requirements, one, some, or all classes may be required to participate in a hybrid learning arrangement where blocks of students alternate in-person and remote instruction each week using an A/B schedule. The alternating frequency will be dependent upon overall in-person class size adjusted for remote instruction. Student families with more than one child attending will share the same schedule.

### SYNCHRONOUS (LIVE) REMOTE INSTRUCTION

Grades **K-2** can expect schedules that incorporate the following:

<i>Subject</i>	<i>Max Per Day</i>	<i>Synchronous (live)</i>	<i>Independent</i>
		Minutes required will vary depending on grade level and activity	
<b>Daily Check In</b>	10 minutes	(8:15 – 8:25 am) Attendance, class meeting, morning prayer & announcements	N/A
<b>Math</b>	60 minutes	30 minutes	30 minutes
<b>Language Arts</b>	60 minutes	30 minutes	30 minutes
<b>Religion</b>	30 minutes	15 minutes	15 minutes
<b>Science</b>	30 minutes	15 minutes	15 minutes
<b>Social Studies</b>	30 minutes	15 minutes	15 minutes
<b>Specials</b>	30 minutes	15 minutes	15 minutes

## Sample 2<sup>nd</sup> Grade Schedule

\*Please note this is an example schedule; teachers will adjust the time/order of class meetings depending on the grade level and activity schedule.

<i>Subject</i>	<i>Time</i>	<i>Synchronous</i>
<b>Daily Check In</b>	10 minutes	(8:15 – 8:25 am) Attendance, class meeting, morning prayer & announcements
<b>Specials</b>	8:25 – 9:05	8:25 -8:40
<b>Morning Meeting</b>	9:10 – 9:20	9:10-9:20
<b>Language Arts</b>	9:20 – 11:20	9:20 – 9:50
<b>Lunch/Recess</b>		
<b>Math</b>	12:05 – 1:05	12:10 – 12:40
<b>Religion</b>	1:05 – 1:35	1:05 – 1:20
<b>Science</b>	1:35 – 2:05	1:35 – 1:50
<b>Social Studies</b>	2:05 – 2:35	2:05 – 2:20

Grades **3-8** can expect schedules that incorporate the following:

<i>Subject</i>	<i>Max Per Day</i>	<i>Synchronous</i>	<i>Independent</i>
		Minutes required will vary depending on grade level and activity	
<b>Daily Check In</b>	10 minutes	(8:15 – 8:25 am) Attendance, class meeting, morning prayer & announcements	N/A
<b>Math</b>	60 minutes	40 minutes	20 minutes
<b>Language Arts</b>	75 minutes	45 minutes	30 minutes
<b>Religion</b>	45 minutes	30 minutes	15 minutes
<b>Science</b>	45 minutes	30 minutes	15 minutes
<b>Social Studies</b>	45 minutes	30 minutes	15 minutes
<b>Specials</b>	30 minutes	15 minutes	15 minutes

### Sample 6th Grade Schedule

\*Please note this is an example schedule; teachers will adjust the time/order of class meetings depending on the grade level and activity schedule.

<i>Subject</i>	<i>Time</i>	<i>Synchronous</i>
<b>Attendance</b>	10 minutes	(8:15 – 8:25 am) Attendance, class meeting, morning prayer & announcements
<b>Religion</b>	8:25 – 9:05	8:25 -8:55
<b>Math</b>	9:05 – 10:05	9:05 – 9:45
<b>Social Studies</b>	10:05 – 10:50	10:05 – 10:35
<b>Science</b>	10:50 – 11:35	10:50 – 11:20
<b>Specials</b>	11:35 – 12:20	11:35 – 11:55
<b>Lunch/Recess</b>		
<b>Language Arts</b>	1:05 – 2:35	1:05 – 1:50

### REMOTE VIRTUAL LEARNING

Distance learning includes teachers instructing all students in virtual classes from their physical classrooms at school where they are collocated with their respective learning materials and instructional technologies.

Grades **K-2** can expect schedules that incorporate the following:

<i>Subject</i>	<i>Max Per Day</i>	<i>Synchronous</i>	<i>Independent</i>
		Minutes required will vary depending on grade level and activity	
<b>Daily Check In</b>	10 minutes	(8:15 – 8:25am) Attendance, class meeting, morning prayer & announcements	N/A
<b>Math</b>	60 minutes	30 minutes	30 minutes
<b>Language Arts</b>	60 minutes	30 minutes	30 minutes
<b>Religion</b>	30 minutes	15 minutes	15 minutes
<b>Science</b>	30 minutes	15 minutes	15 minutes
<b>Social Studies</b>	30 minutes	15 minutes	15 minutes
<b>Specials</b>	30 minutes	15 minutes	15 minutes

Grades **3-8** can expect schedules that incorporate the following.

<i>Subject</i>	<i>Max Per Day</i>	<i>Synchronous</i>		<i>Independent</i>
		Minutes required will vary depending on grade level and activity		
<b>Daily Check In</b>	10 minutes	(8:15 – 8:25 am) Attendance, class meeting, morning prayer & announcements		N/A
<b>Math</b>	60 minutes	40 minutes		20 minutes
<b>Language Arts</b>	75 minutes	45 minutes		30 minutes
<b>Religion</b>	45 minutes	30 minutes		15 minutes
<b>Science</b>	45 minutes	30 minutes		15 minutes
<b>Social Studies</b>	45 minutes	30 minutes		15 minutes
<b>Specials</b>	30 minutes	15 minutes		15 minutes

Specific to Independent Study, we believe our student family community is best served focusing on three key features essential to student experience and learning:

1. Taking time to engage in instructor-directed, self-paced independent work supporting content mastery.
2. Taking time to receive individualized support, including working with SJRCS faculty who serve students.
3. Engaging in activities resulting from quality planning, instruction and assessment, including individual and collaborative planning, student work examination, grading, and/or professional development.

#### GOOGLE MEET® AND/OR ZOOM® STUDENT EXPECTATIONS

- Students must use only their SJRCS-assigned Google account to join SJRCS online events.
- Please do not share SJRCS online event links and invitations with anyone else.
- Please join SJRCS online events on time, even if you see your teacher has not yet joined. Please be on-time for all online learning events.
- Please be prepared to participate in online learning events with all required materials.
- When learning remotely, please keep the camera on when possible.
- When learning remotely, please mute your mic when not talking.
- Students must maintain a neat appearance and dress in appropriate school attire.

- Please respect privacy of other classmates and teachers. Students may not record online events in any way, including snapshots, video, and or voice recording.
- Students may not take or share screenshots or any other content from any in-person or online class or event nor post anything related to SJRCS classroom instruction on any social media platform.
- Students must continue to follow all SJRCS conduct, behavior, and acceptable use rules whether in-person or online.
- Students must continue to use school-appropriate language in all written and verbal communication.

### TIPS FOR SUCCESSFUL SYNCHRONOUS DISTANCE LEARNING

- Set a schedule and routine. For example: Wake up, dress for school, and eat breakfast, and gather your required materials before class begins.
- Attend all scheduled online learning events and complete class assignments. Please contact your teachers with any questions or concerns.
- Remember to check Google Classroom®, Google Calendar®, and your To-Do list for assignments.
- Take breaks to eat and move around.
- If possible, create a dedicated, organized workspace with all necessary devices, books and supplies, away from distractions.

### TRANSPORTATION

#### DROP-OFF AND PICK-UP PROCEDURE

SJRCS has initially designed a modifiable transportation (i.e. student drop off and pick up) plan in balance with social distancing requirements, temperature checks, and other arrival and dismissal related activities.

### OPERATIONAL CONCEPT

- Students cohorts will be assigned specific entry/exit doors to the building during drop-off and pick-up.
  - Main entrance: Grades 5-8
  - Corner entrance: Grades 2-4

- Primary wing entrance: Prekindergarten, Kindergarten, and Grade 1 Students
- Hand hygiene stations are located at the entrance of the facility and must be utilized by all individuals entering the building.
- Staff will monitor arrival and dismissal to ensure students go directly from their vehicle to their designated classroom.
- All students must wear an appropriate face covering upon exiting their vehicle and maintain its use until otherwise directed by SJRCS faculty or staff.

## MORNING DROP-OFF

Please see Exhibit 3, Pictures 1-3.

Between **7:50 – 8:15** am cars will line up according to their oldest child's grade level.

- **Grades 5-8 will:**
  - from the East entrance please follow the **"A" path** and form two lines in in the SKD parking lot. (see Exhibit 3, Picture 1)
  - wait at the stop sign for temperature checks for all students in the vehicle, before proceeding to the main entrance for drop off.
- **Grades K – 4 will:**
  - from the East entrance please follow the **"B" path** and form two lines in the large parking lot. (see Exhibit 3, Picture 2)
  - wait at the stop sign for temperature checks for all students in the vehicle, before proceeding to the Primary wing entrance for drop off.
- **Prekindergarten will:**
  - from the East entrance please follow the **"C" path** and remain to the left side of the driveway and parking lot. (see Exhibit 3, Picture 3)
  - wait at the stop sign for temperature checks for all students in the vehicle, before proceeding to the Primary wing entrance for drop off.

Families with both a Prekindergarten student and any other grade level student in the same car should follow the **"C" Path**. (see Exhibit 3, Picture 3)



## AFTERNOON PICK UP

Please see Exhibit 3, Picture 5.

Students will be dismissed by family name regardless of grade level. When you arrive for pickup please display a sign in your windshield stating:

- family last name
- children's name(s)
- children's class number

SRJCS faculty and staff will call your child by name and class and they will exit through the same door into which they entered during arrival.

### Prekindergarten

- Dismissal begins at 2:30 and ends at 2:40.
- Students will be picked up at the Primary entrance.
- Please enter our campus and create a single queue using only the **main entrance** (see Exhibit 3, Picture 4). If you have children in other grade levels please join those respective queues after collecting your Pre-K student.

### Grades K-4

- Dismissal begins at 2:45 and ends at 3:05.
- Students will be picked up at same door into which they entered during arrival.
- Please enter our campus using the **main entrance** and queue using our traditional stadium layout in the large parking lot (i.e. multiple rows of cars facing **north**).

### Grades 5-8

- Dismissal begins at 2:45 and ends at 3:05.
- Students will be picked up at same door into which they entered during arrival.
- Please enter our campus using the **main entrance** and queue using a **modified** stadium layout in the SKD parking lot (i.e. multiple rows of cars facing **west**).

Families with children in more than one K-8 grade will only need to queue once and will collect all their children at the same time beginning with their oldest.

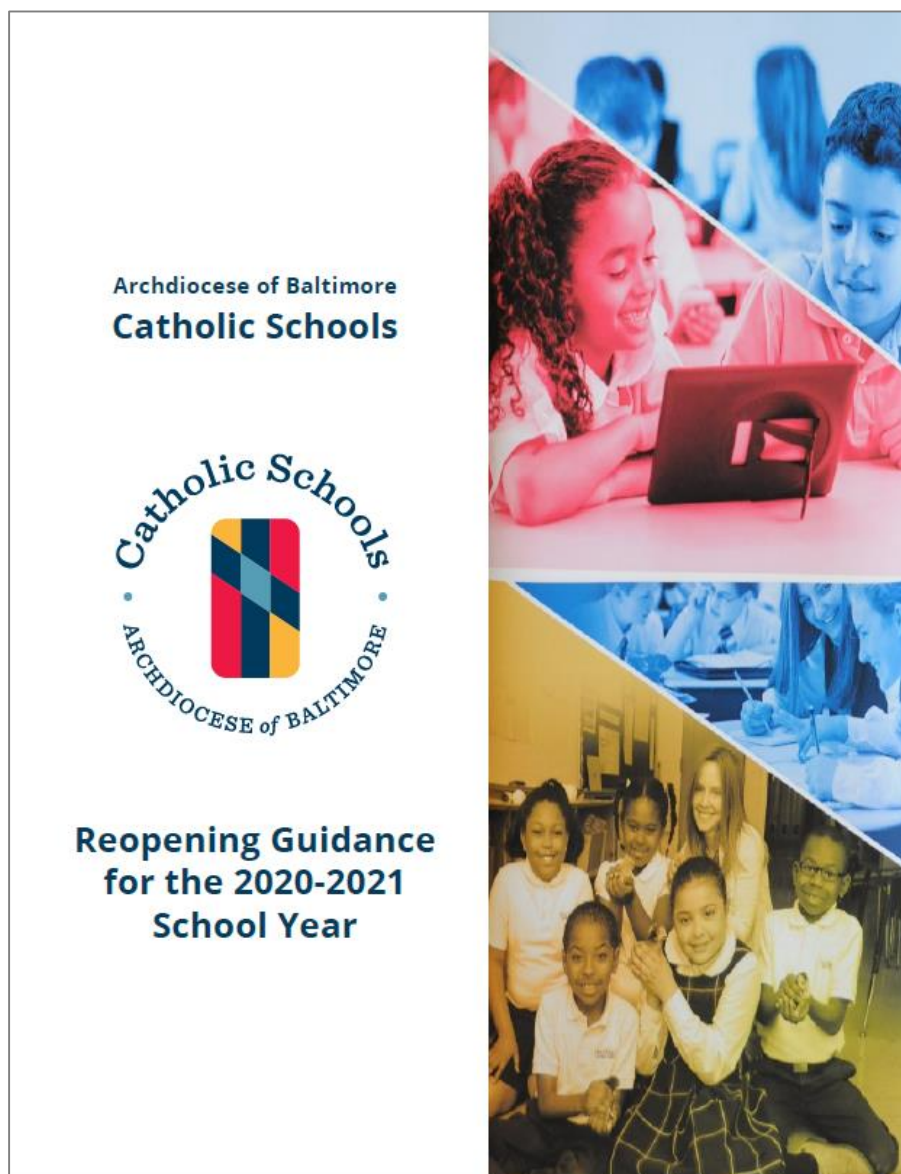
Students not picked up after dismissal and remaining in our building will be sent to Aftercare according to their cohort groups. Aftercare fees will apply.

## BUSING

No shuttle bus transportation will be provided for the 2020-2021 school year.

SJRCs will revisit the possibility of shuttle bus transportation for the 2021-2022 school year.

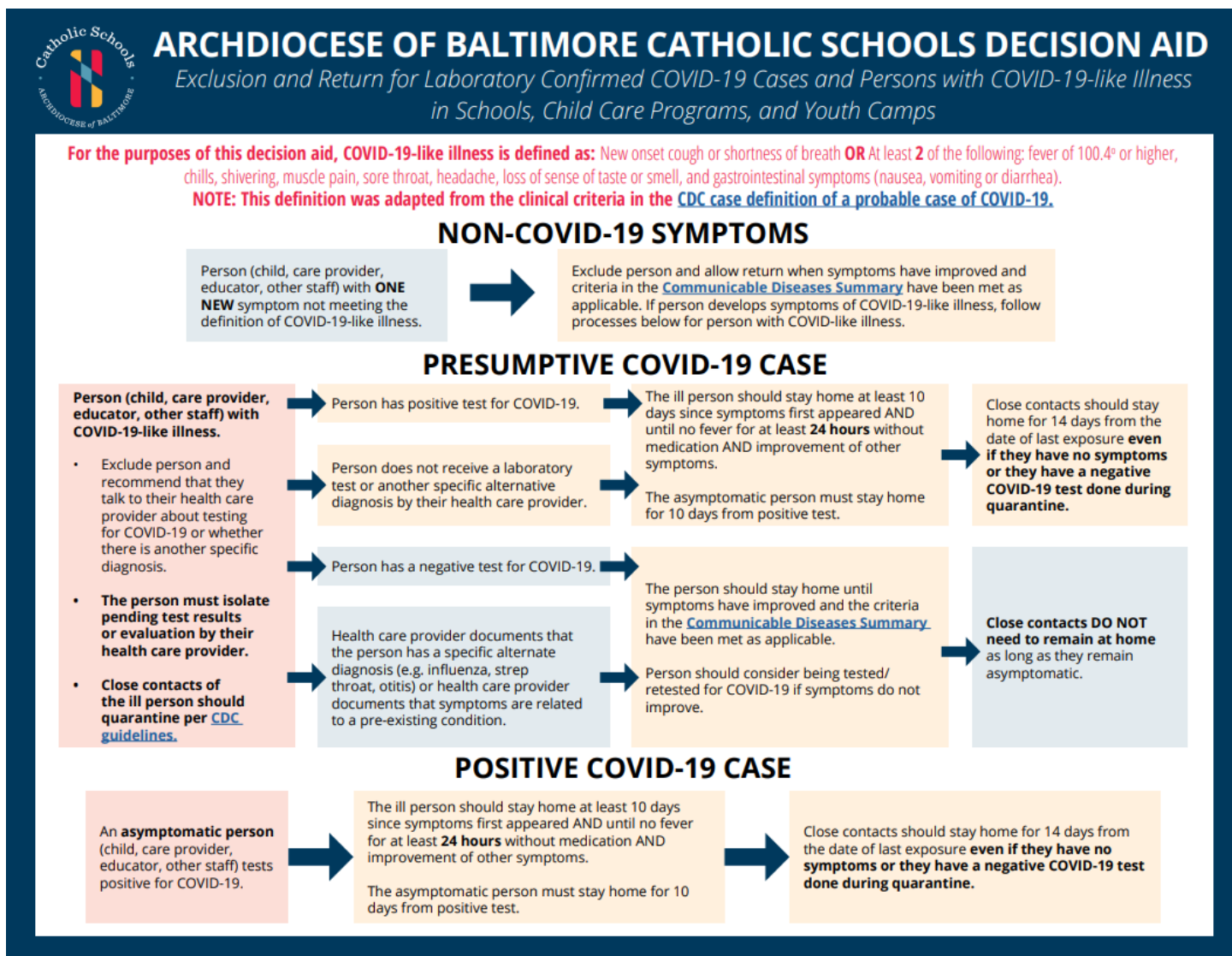
**Exhibit 1**  
**Archdiocese of Baltimore Catholic Schools Reopening Guidance for the 2020-2021 School Year**



[https://www.archbalt.org/wp-content/uploads/2020/08/20-21-Reopening-Guidelines\\_Updated-Aug-2020.pdf](https://www.archbalt.org/wp-content/uploads/2020/08/20-21-Reopening-Guidelines_Updated-Aug-2020.pdf)

## Exhibit 2

### Archdiocese of Baltimore Catholic Schools Decision Aid



## APPENDIX A

### Requirement to Return to School Campus

Impacted Person	Actions/Requirements
COVID-19- Confirmed Positive Test- <b>Symptomatic</b>	<ol style="list-style-type: none"> <li>1. Exclude person from school campus.</li> <li>2. The ill person should stay home at least 10 days since symptoms first appeared AND until no fever for at least <b>24 hours</b> without medication AND improvement of other symptoms.</li> <li>3. The asymptomatic person must stay home for 10 days from positive test.</li> </ol>
COVID-19- Confirmed Positive Test- <b>Asymptomatic</b>	<ol style="list-style-type: none"> <li>1. Exclude person from school campus.</li> <li>2. The asymptomatic person must stay home for 10 days from positive test.</li> </ol>
COVID-19- Presumptive Positive Test- Showing related symptoms and pending testing results or refusing or unable to be tested	<ol style="list-style-type: none"> <li>1. Exclude person from school campus.</li> <li>2. Recommend the person talk to their health care provider about testing or another specific diagnosis.</li> <li>3. Person must isolate pending test results or evaluation by their health care provider.</li> <li>4. If the person receives an alternate diagnosis from a physician to explain the symptoms, is released by their physician and are symptom free, they are able to return to the school campus.</li> <li>5. If the person receives a positive test result, they then are to move through the requirements set forth under the COVID-19- Confirmed Positive Test- Symptomatic protocol.</li> <li>6. In the absence of an evaluation by a health care provider or test results verifying the person is negative for COVID-19, the person must remain off the school campus for a minimum of 14 days from the onset of symptoms and must be symptom free.</li> </ol>
Close Contact with Confirmed Positive Test- Symptomatic or Asymptomatic	<ol style="list-style-type: none"> <li>1. Exclude person from school campus.</li> <li>2. Should stay home for 14 days from the date of last exposure even if they have no symptoms or they have a negative COVID-19 test done during quarantine.</li> <li>3. Should person become symptomatic they should contact their health care provider.</li> <li>4. May return to the school campus after 14 days and so long as they are asymptomatic.</li> </ol>
Close Contact with Presumptive Positive Test	<ol style="list-style-type: none"> <li>1. Exclude person from school campus.</li> <li>2. Should stay home until earliest time one of the following criteria are met: <ul style="list-style-type: none"> <li>-Learns the presumptive positive individual has received an alternative diagnosis from a physician to explain the symptoms</li> <li>-Learns the presumptive positive individual has received negative test results</li> <li>-Completes the 14 day quarantine and is asymptomatic</li> </ul> </li> <li>3. If the close contact learns the presumptive positive individual did in fact receive a positive test result, the individual should follow the close contact with confirmed positive test- symptomatic or asymptomatic listed above.</li> </ol>

## RESOURCES

[CDC case definition of a probable case of COVID-19](https://www.cdc.gov/nndss/conditions/coronavirus-disease-2019-covid-19/case-definition/2020/) <https://www.cdc.gov/nndss/conditions/coronavirus-disease-2019-covid-19/case-definition/2020/>

[Communicable Diseases Summary](https://mmcp.health.maryland.gov/epsdt/healthykids/Documents/Communicable_Diseases_Fact_Sheet.pdf) [https://mmcp.health.maryland.gov/epsdt/healthykids/Documents/Communicable\\_Diseases\\_Fact\\_Sheet.pdf](https://mmcp.health.maryland.gov/epsdt/healthykids/Documents/Communicable_Diseases_Fact_Sheet.pdf)

[CDC Guidelines](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html) <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>



**Exhibit 3**  
**Morning Drop-Off and Afternoon Pick-Up**

**Picture 1: Drop-Off Grades 5 – 8**





**Picture 2: Drop-Off Grades K – 4**





**Picture 3: Drop-Off Pre-K**





**Picture 4: Pick-Up Pre-K**





**Picture 5: Pick-Up Grades K-8**



**Appendix A**  
**Requirement to Return to School Campus**

<b>Impacted Person</b>	<b>Actions/Requirements</b>
<b>COVID-19 -Confirmed Positive Test- Symptomatic</b>	<ol style="list-style-type: none"> <li>1. Exclude person from school campus</li> <li>2. The ill person should stay home at least 10 days since symptoms first appeared AND until no fever for at least <b>24 hours</b> without medication AND improvement of other symptoms.</li> <li>1. The asymptomatic person must stay home for 10 days from positive test.</li> </ol>
<b>COVID-19 -Confirmed Positive Test- Asymptomatic</b>	<ol style="list-style-type: none"> <li>1. Exclude person from school campus</li> <li>2. The asymptomatic person must stay home for 10 days from positive test.</li> </ol>
<b>COVID-19- Presumptive Positive Test- Showing related symptoms and pending testing results or refusing or unable to be tested</b>	<ol style="list-style-type: none"> <li>1. Exclude person from school campus</li> <li>2. Recommend the person talk to their health care provider about testing or another specific diagnosis</li> <li>3. Person must isolate pending test results or evaluation by their health care provider</li> <li>4. If the person receives an alternative diagnosis from a physician to explain the symptoms, is released by their physician and are symptom free, they are able to return to the school campus</li> <li>5. If the person receives a positive test result, they then are to move through the requirements set forth under the COVID-19- Confirmed Positive Test – Symptomatic protocol.</li> <li>6. In the absence of an evaluation by a health care provider or test results verifying the person is negative for COVID-19, the person must remain off the school campus for a <u>minimum</u> of 14 days from the onset of symptoms and must be symptom free.</li> </ol>
<b>Close Contact with Confirmed Positive Test- Symptomatic or Asymptomatic</b>	<ol style="list-style-type: none"> <li>1. Exclude person from school campus</li> <li>2. Should stay home for 14 days from the date of last exposure even if they have no symptoms or they have a negative COVID-19 test done during quarantine</li> <li>3. Should person become symptomatic they should contact their health care provider</li> <li>4. May return to the school campus after 14 days and so long as they are asymptomatic.</li> </ol>
<b>Close Contact with Presumptive Positive Test</b>	<ol style="list-style-type: none"> <li>1. Exclude person from school campus</li> <li>2. Should stay home until earliest time one of the following criteria are met: <ul style="list-style-type: none"> <li>- Learns the presumptive positive individual has received an alternative diagnosis from a physician to explain the symptoms</li> </ul> </li> </ol>