

Reopening Guidance for the 2020-2021 School Year



St. John Regional Catholic School

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Frederick, MD 21702

July 29, 2020

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LETTER FROM LEADERSHIP

Dear SJRCS Families,

On Friday, July 24, 2020, we shared the Archdiocese of Baltimore's (Department of Catholic Schools) comprehensive plan for the safe return of faculty and staff on August 24, 2020 and students on August 31 for instruction five days per week. The plan is designed to maximize both safety and in-person instruction and requires strict adherence to all recommended safety practices, including social distancing and the wearing of face coverings. We thank the leadership of the Archdiocese of Baltimore for their guidance, involvement, and support as we launch the re-opening process.

At St. John Regional Catholic School (SJRCS), as of today we plan to offer in school instruction Monday through Friday with the option of Monday through Friday remote synchronous learning. We have developed the initial reopening plan for our students and staff, we understand that not this plan does not answer every circumstance or possibility. Our planning process included participating in a building walk-thru with Mrs. Karen Murphy, assistant director at the Archdiocese of Baltimore, incorporating parental input and ideas from the Archdiocesan survey (link in previous SJRCS newsletters), soliciting input from faculty and staff via small group meetings, and individual conversations and collaborating with Fr. Keith Boisvert, pastor at St. Katharine Drexel Church.

All families will be provided the option for their child(ren) to learn 100% in-person or 100% remotely. Requests from families to create their own hybrid schedule (e.g., mornings in-person and afternoons at home or in school some days and remote other days) will not be accommodated. We have received numerous questions about the tuition structure for the 2020-2021 school year. Per the Archdiocese of Baltimore policy, there is no tuition difference or discount for synchronous distance learning.

As parents, we know you have questions and concerns and we are here to listen and support both you and your children. To help us continue our plans, please complete this survey, <https://forms.gle/gd6ktC972UkhjEDJ6> and indicate; your preference of in-school learning or synchronous distance learning for your child(ren) **by Monday, August 3rd**. This decision is not binding and we are aware that your intention might change prior to the start of the school year. Students choosing synchronous distance learning could change their mode of instruction at the beginning of each trimester, if there is space availability in the classroom (per the administrator's discretion).

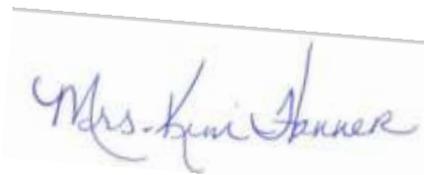
This SJRCS plan was created using the Archdiocese of Baltimore Planning Ahead Task Force guidelines, the Centers for Disease Control and Prevention (CDC) Considerations for K-12 Schools: Readiness and Planning Tool and our own needs and priorities. As guidelines, directives, and procedures evolve, this document will be updated and made available to you with the most recent version posted on the school's website www.sjrsc.org.

Thank you for your continued support and commitment to Catholic education at St. John Regional Catholic School. 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 synchronous distance learning.

Yours in Christ,



Dr. Annette M. Jones
Principal



Mrs. Kim Hanner
Assistant Principal

HEALTH AND SAFETY

HEALTH SCREENING PROTOCOLS FOR STUDENTS AND STAFF

- The Archdiocese of Baltimore Leadership will determine the software used to administer the Wellness Survey that will be sent to families via PowerSchool daily. We will communicate more information as soon as possible.

TEMPERATURE CHECKS

- Each faculty and staff member will be required to take his or her temperature prior to entering school facilities.
- Pre-Kindergarten Students: At arrival each day, a faculty or staff member will meet each Pre-Kindergarten 3 student and Pre-Kindergarten 4 student at his or her car. A parent will take the child's temperature in front of the faculty and staff member. Then, the temperature will be recorded in the SJRCS's Pre-kindergarten health log each day.
- Students in Kindergarten through Grade 8: Parents will complete a Wellness Check Survey, including temperature check, of their children prior to their arrival at school. The daily wellness information will be recorded on a school program/app (Cognito). The Wellness Check Survey will include questions such as temperature, close contact with an individual with COVID, and indicate if they have any symptoms.
- Anyone registering a temperature greater than 100.4 degrees Fahrenheit will be required to stay home.

PERSONAL PROTECTIVE EQUIPMENT (FACE MASKS)

- All faculty, staff, and students (age 3 years and older) are required to wear a cloth face mask when indoors and whenever social distancing is not possible outdoors.
- Students must wear face masks during the entire arrival and dismissal process.
- Per the teacher's direction, students may remove face masks during lunch and brief "mask breaks" with appropriate social distancing.

- Appropriate solid colored or printed face masks made with at least 2 layers of breathable material must fit snugly, yet comfortably against the side of the face (cover nose, mouth, and secure under the chin). Masks with inappropriate or political messages or innuendos are not permitted (per the administrators'). At this time, based on guidance from health authorities, neck gaiters, open-chin triangle bandanas and face coverings containing valves, mesh material or holes of any kind are not acceptable face coverings.
- SJRCS will supply each student a break-away lanyard, so the face mask can be attached to it when the mask is not in use.
- The face mask and school uniform need to be washed daily.
- Students and staff members who have a verifiable medical basis for being unable to wear a cloth face covering (mask) may wear an approved face covering. The SJRCS nurse must approve in advance the alternative face covering.

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 with your child's name.

HAND WASHING

- Hand washing will be required before and after meals, as well as encouraged throughout the day.
- Plexi-glass partitions will be installed between the sinks in the restrooms.
- Signs showing proper handwashing procedures will be placed in all restrooms.

HEALTH ROOM

- Our school has established an isolation area where students and staff who are experiencing symptoms of COVID-19 can be separated from the rest of the school population.
- Our school's health suite has been evaluated and will be modified to ensure healthy students who need medication to be dispensed or who need other non-illness related treatment, will be cared for, minimizing exposure to potential infection.
- Our school has a supply of additional Personal Protective Equipment (PPE) for staff who are caring for a student or staff member who is exhibiting symptoms of COVID-19.

COVID-19 TESTING

- Students and staff whose possible exposure to COVID-19 is being investigated, and those who are exhibiting symptoms, will be required to be tested at their expense in accordance with recommendations of state and local health authorities.
- SJRCS will continue to communicate specifics as soon as possible.

FACILITY MANAGEMENT

CLEANING AND DISINFECTING

- To mitigate the transmission of the COVID-19 virus in school, cleaning and disinfection protocols are ongoing.
- Our school 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 the Sniper disinfectant and Ensure surface protectant-is currently scheduled for application on Friday, August 14.

- The Endure surface protectant is a bacteriostatic product that mechanically kills both virus and bacteria on contact, allowing 90 days of persistent protection.
- Our school has developed a schedule for daily cleaning and disinfecting each evening and throughout the day.
- Teachers and staff will clean frequently touched surfaces periodically throughout the day.
- Staff 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 will be placed at all entrance/exit doors stating the mask policy.
- Posters on proper hand washing will be displayed in every restroom. Additional signs will indicate the maximum number of occupants per restroom.
- Directional signs will be placed on floors, guiding the flow of traffic in the hallways to mitigate risk and to promote social distancing.
- Signs will indicate the entry and exit paths for students and staff.
- Markers on the floor will indicate proper social distancing intervals for waiting areas and lines.

MODIFIED LAYOUT FOR CLASSROOMS AND COMMUNAL SPACES

- SJRCS is creating a video to “show” you the interior of the school and to highlight the safety measures that are in place.
- Following the spacing recommendations of the American Academy of Pediatrics, the Centers for Disease Control, and the Archdiocese of Baltimore, students will be spaced at least 3 feet apart in each classroom with masks.

- Desks will face one direction.
- Students will remain in a cohort (homeroom groups) for instruction.
- In order to maximize space to allow for proper social distancing, bookcases, filing cabinets, and other non-essential items have been removed from the classroom.
- Communal gathering spaces and the cafeteria dining area will be closed. These spaces may be reconfigured into additional classroom space if needed.



VENTILATION

- Ventilation and HVAC systems will have filter enhancements (where applicable) to maximize air flow and quality. Our school will be upgrading to the Merv Filter 13.
- When weather permits, windows can be opened to increase circulation of outdoor air.
- Ventilation has been increased for the isolation room in the nurse's suite.

MATERIALS AND STUDENT SUPPLIES

- Supplies, equipment, and materials 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, their belongings will be stored in the desks/backpacks.

RECESS

- Recess is an important part of the school day for students and will continue to be incorporated into their schedule.

- Our school will provide enough space for recess, students will be encouraged to engage in activities that facilitate proper social distancing protocols.
- If the playground equipment material or configuration makes it difficult to clean and sanitize, or if social distancing cannot be maintained, then the playground will not be used and other safe alternatives will be enacted.

FOOD SERVICE GUIDELINES

- Students 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) bring their lunch.
- 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 students first and last name in permanent marker.
- The online lunch ordering process is still being developed, and My School Bucks will be utilized for the payment. No cash.
- The ability to purchase snacks during lunch will not be available this year.
- No microwaveable foods and no refrigeration of lunches.
- Students should keep their lunch bags in their book bags.
- Students will eat at their desks in the classroom.
- No sharing of food and drinks between students.

- Surfaces, such as students' desks and lunch tables, will be covered or disinfected before and after food contact is made.

VISITORS

- Visitors, including parents and other family members, will be strictly limited inside the building. Any visitors must be approved in advance.
- 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 principal or assistant principal.
- 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.
- Authorized visitors must comply with all requirements related to social distancing, wearing PPE, and hand sanitizing.

LEARNING EXPERIENCES

CURRICULUM AND INSTRUCTION

- Our school is developing in-person and synchronous distance learning modes of learning with guidance and recommended instructional times associated with each mode.
- Our school has developed schedules to meet the instructional needs of our school community using a few guiding principles: (1) maximize in-person learning in a physically safe environment, (2) prioritize in-person learning for lower grades, and (3) provide a synchronous remote learning option.
- All families will be provided the option for their child(ren) to learn 100% in-person or 100% remotely. Requests from families to create their own hybrid schedule

(e.g., mornings in-person and afternoons at home or in school some days and remote other days) will not be accommodated.

- Our school has added the equivalent of five instructional days to the 2020-2021 academic calendar. The added time came from eliminating days off from school and changing from half days to full days, to provide teachers and students additional time for review, remediation, and enrichment.

PEDAGOGY (METHOD AND PRACTICE OF TEACHING)

- Given the evolutionary educational landscape, (e.g., social distancing in classrooms, remote learning for three months in Spring 2020, some students accessing content remotely while most are in the classroom, etc.) our professional educators will continue receiving targeted professional development, additional resources (e.g., technology), and guidance specific to instructional practices for the learning modes.

PROFESSIONAL DEVELOPMENT

- Increased professional development will be provided for all educators in our school, focusing on learning modules related to technology use, planning for the 2020-2021 academic year, and learning about new instructional methods.

CATHOLIC IDENTITY

- The leadership at the Archdiocese of Baltimore will provide support to all schools in 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.
- Our school will stream school-wide prayer services and Masses online.



- Daily prayer is part of the day for all staff and students, whether they are attending in-person or via synchronous distance learning.
- Teachers will increase the amount of Catholic Identity integration into other content areas.

STUDENT SUPPORT SERVICE

- The Pathways Team members and/or the School Counselor will contact families.

EXTRACURRICULAR ACTIVITIES

- Gatherings, events, and extracurricular activities will be limited to those where social distancing and use of PPE can be maintained.
- Many after school activities will need to be cancelled due to cleaning and disinfecting requirements.
- For the 2020-2021 academic year, many activities will be modified, postponed, offered virtually, or canceled.
- Athletics TBD - will share information as soon as possible.

TECHNOLOGY

SYNCHRONOUS DISTANCE LEARNING

- The school has installed an AMX Acendo Vibe camera and sound bar into each classroom that will allow students to join the class via Zoom or Google Meet for synchronous learning.
- Teachers will be trained to instruct students who have elected a synchronous distance learning option.



- Students choosing the synchronous distance learning option must participate in class activities, complete all assignments, and be present for lesson instructions. The teachers will communicate the specific times their students will be required to attend synchronous distance learning sessions.
- The day begins with check in at homeroom, starting at 8:10 am. Attendance will be taken each session. Students not able to attend a scheduled Zoom or Google Meet should email their teacher. Sessions are not recorded due to privacy/security concerns. Students are expected to attend all scheduled web conferencing sessions.
- 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 use Google Classroom as our online learning management system. Teachers will be posting all assignments in Google Classroom in the Classroom Assignments section with due dates. To help organize student work, these assignments will be pre-populated on the student's to-do list and on the Google Calendar feature in Google Classroom. Class schedules will be posted to the class stream.

GOOGLE MEET AND/OR ZOOM EXPECTATIONS FOR STUDENTS

- Must use SJRCS Google assigned account to join the meeting.
- Never share the Meet/Zoom link with anyone else.
- Join the Meet/Zoom on time, even if you see your teacher has not joined yet. Be on time for class.
- Be prepared with all materials.
- Keep the camera on when possible.
- Mute your mic when not talking.
- Must be neat, and dress in appropriate school attire.
- Respect privacy of other classmates and teachers. Students will not share screenshots or other content from class on social media platforms.

- Follow all SJRCS conduct, behavior, and acceptable use rules.
- Must use school appropriate language in all written and spoken communication.

TIPS FOR SUCCESSFUL SYNCHRONOUS DISTANCE LEARNING

- Set a schedule and routine. For example: Wake up, dress for school, and eat breakfast before class begins.
- Attend all scheduled instructions on Google Meet or Zoom and complete assignments for classes. Contact your teachers with any questions or concerns you may have. Remember to check Google classroom, calendar, and to-do list for assignments.
- Take breaks to eat and move around.
- Create a dedicated organized work space with all the necessary devices, books and supplies, away from distractions.

TRANSPORTATION

DROP-OFF AND PICK-UP PROCEDURE

- SJRCS faculty and staff are collaborating to develop these specific plans. Details will be shared with families as soon as possible.

BUSING

- No shuttle bus transportation will be provided for the 2020-2021 school year. The possibility of shuttle bus transportation will be revisited for the 2021-2022 school year.

BEFORE SCHOOL CARE

- Before school care will NOT be provided.

EXTENDED CARE

- The aftercare program will be offered with limited enrollment. All families must register students in advance. Details will be coming in the electronic summer packet.

