



Dear St. Stephen Families,

It is hard to believe that summer is almost over. We are beyond excited to welcome everyone back to campus in just a few short weeks. We miss our Knights!

The SSC Reopen Taskforce has been working diligently to make changes to our school day that comply with the state requirements of COVID-19. All changes were made to ensure the safest possible environment for our students, faculty and families while also ensuring that we maintained the pillars of our school community.

As a school family, we promise five things this year:

1. Your children will be loved.
2. Our faith will guide us in all decisions that we make.
3. We will continue to put safety first and do our best to keep everyone safe.
4. Students and faculty will learn a lot.
5. St. Stephen School is our home, and we will continue to treat everyone as family.

With the city of New Orleans currently in Phase 2, St. Stephen School is continuing to make our school safe, therefore our reopen date has changed to August 31 for Prek-K, and September 8, for 1<sup>st</sup>-7<sup>th</sup>. We are blessed with a school which includes different sides of our building, that will allow us enough square footage, per student, to reopen safely and suitably.

Understanding this pandemic is a fluid situation, this is our current plan which will be updated as things continue to evolve. We will keep you informed every step of the way. If you have questions, do not hesitate to reach out to us!

We want to ensure as much positivity, normalcy and comfort, as possible for our children as they return to school. In order to do this, we are giving families all the information for back to school today including reopening plan, supply lists, homeroom teacher placement and beginning-of-the-year dates. This will allow parents time to walk through the new plans with their children, tell them who their homeroom teacher is and start shopping for supplies.

Spend some time talking to your child about the plan to return to school and what they can expect. Having clear expectations will help to reduce anxiety and set the tone for the year. Show them the list of teachers 'and tell them how excited their teachers are to start our new year. We encourage you to provide children any opportunities in which they can be involved in making decisions and having ownership (i.e.: purchasing classroom supplies or picking out a mask). Our children are looking to us as adults to see how we respond to all these new changes.

Please visit our website to view the following Back to School information:

- Academic Calendar
- Uniform Policy
- School Supply Lists

Website Link: [www.ststephencs.org](http://www.ststephencs.org)

### **Back to School Dates:**

- **August 24:** Meet your teacher for supply drop off. Parents will not be allowed into the building on the first days of school as normally practiced; therefore, we have setup a drive-thru on August 24 in the schoolyard for you to meet your teacher and drop off heavy supplies that children may not be able to carry on their first day. All supplies should be clearly labeled with your child's name and inside a disposable bag. If you are unable to make it for the drive-thru, just have your child bring their supplies on the first full day.

### **Drive-Thru Scheduled Times:**

- PK2: 9:00-9:30am
- PK3:9:30-10:00am
- PK4:10:00-10:30am
- K: 10:30-11:00am
- 1: 11:00-11:30am
- 2: 11:30-12:00am
- 3: 12:30-1:00pm
- 4: 1:00-1:30pm
- 5: 1:30-2:00pm
- 6: 2:00-2:30pm
- 7: 2:30-3:00pm

o **August 31:** First Day of School (Prek-k) no aftercare until September 9 lunch and breakfast will be served.

o **Sept 8:** Grades 1<sup>st</sup>-7<sup>th</sup> Full Day (7:00-3:30) no aftercare, lunch served. Before care starts.

Action Items for Parents before the First Day of School:

1. Please thoroughly read our reopen plan below.
2. Teachers will send welcome letters later next week.
3. Children are not permitted to attend school on the first day without these signed documents.
  - COVID-19 Waiver
  - Universal Field Trip Form
  - Science Safety Form
  - Live Streaming Permission Form

4. Purchase uniforms, school supplies, bookstore items and a face covering. We cannot wait to see you soon! If you have questions/concerns, do not hesitate to reach out. I ask that you join me in prayer for an end to this pandemic. Let us continue to keep the scientists who are researching to

develop a vaccine and all the frontline and essential workers who are taking care of our community members in our prayers.

Yours in Christ,

Rosie Kendrick, Principal



## **St. Stephen School – Safely Reopening**

### **Types of Learning Models:**

o St. Stephen School has created three learning models and will be able to fluidly shift between models at any time and with minimal notice. (Traditional, Hybrid and Home Learning).

o Should we have to enact home learning, it will be enhanced from last year. We will utilize the ability to live stream in every classroom. Regardless of setting, we will be able to provide live real-time instruction to children in any learning model.

o If your child or a member of your family has a medical concern that puts them at high risk and prevents them from attending our traditional school setting, please email the principal directly. We completely understand that some families may have medical reasons that do not make them comfortable with sending their child back to school under a traditional model. In this case we will move your child to a home learning model, where they will live stream into their classes each day at the same time the other children inside the classroom are receiving in-person instruction. The principal will handle these medical situations on a case by case basis.

### **Daily Temperature Screening:**

- o Temperature checks will be required for all students and faculty.
- o Anyone with a fever of 100.4 or more will not be allowed on campus.
- o Upon arrival, if one child in your car presents a fever, the entire car will not be allowed on campus.
- o Students will be rescreened mid-day, any child presenting a fever mid-day will be sent home.

### **Visitors:**

- o All visitors (this includes parents, grandparents, deliveries, outside service providers) will be limited to the office lobby, at a maximum capacity of four visitors at a time.
- o for the safety of our children, visitors will not be permitted to enter classrooms at any time or beyond the front office lobby.
- o If you can take care of your school office business via telephone or email, we ask that you please do that.
- o All visitors must wear a face covering, be temperature checked, sanitized, and practice social distancing.

**Face Coverings:**

- o Students will be required to wear a washable/reusable cloth face covering when they are arriving, departing, transitioning in the hallway and when they are not able to be socially distant.
- o Face covering must be cloth, it can be any color or type that your child is comfortable wearing. Masks must be school appropriate (no politics or extreme designs).
- o Please send your child with an extra face covering inside their backpack as a backup.
- o Please clearly put your child's name on their face covering.
- o During class time, adults and students (3rd -7<sup>th</sup>) will wear face coverings to the maximum extent possible. Once inside the classroom with their static group, students (PK3-2) can remove their face covering.
- o Considerations will be provided for those with medical conditions who are unable to wear a mask, please contact the principal directly. A doctor's note must be provided.

**Student Movement:**

- o to the greatest extent possible, students will remain in the same classroom with their static group throughout the school day.
- o Students will have Enrichment an hour a day with their static group.

**Social Distancing & Sanitation:**

- o Social distancing will be maintained across campus. Including main areas such as bathrooms, hallways and stairwells. All hallways and stairwells are designated for one-way traffic.
- o Classrooms are set up so that desks are spaced out as far as possible from the next student. In grades 1-7, all desks will face the same way.
- o Age appropriate social distancing will be utilized in early childhood classrooms.
- o Hallway lockers will not be utilized, instead students will be given a milk crate, or cubby.
- o Our entire campus will be sanitized every day.  
Teachers will have ample supplies to sanitize throughout the day and before/after meals.
- o We will continue to teach and model healthy hygiene habits for our children.

### **Exposure to COVID-19:**

- o If a student is being tested or awaiting results, we ask that you stay at home.
- o Should a student or faculty member test positive for COVID-19, that individual will be quarantined for 14 days, and all learning and instruction for that student or faculty member will transition to home learning.
- o Names of those who have contracted the virus will remain confidential. At the school level, only the principal and her assistant will be aware of the names of those who have contracted the virus. Should a family or faculty member need to report a positive case they should contact the principal via email or cell phone (504)352-8846 immediately.
- o The principal will contact the regional medical director and the Department of Health to determine any additional steps that need to be taken, which, if any, other individuals need to quarantine, and when an outbreak occurs that may result in the transition of a specific group of students or faculty or the entire school to remote learning.
- o in accordance with Louisiana Department of Health Reopening Guidelines for Schools, individuals who were in close contact with an infected student or faculty member may be identified and contacted as part of the Office of Public Health (OPH) contact tracing process.

**Close contact:** is defined as a person who was less than six feet away from the infected student, without a mask, for more than 15 minutes, as determined by the OPH contact tracing process. Individuals identified as close contacts will be asked to stay home and monitor symptoms for 14 days.

o If the school environment is determined to be a source of ongoing COVID-19 spread, we may have to transition to home learning for a span of 3-7 days.

### **Recess/Uptown Neighborhood Walks:**

- o All students will have recess each day. Children will hand wash and sanitize before reentering the classrooms.
- o Recess groups will be scheduled and separated by static groups in designated areas.
- o Additionally, parents will be asked to sign a universal field trip waiver allowing classes to take walks throughout our neighborhood. This could look like a math class taking a walk to look for acute and obtuse angles.

### **Lunch/Snack/Water Fountains:**

- o Students will eat lunch in their classrooms.
- o To-go plates will be delivered from the cafeteria on a limited menu.
- o St. Stephen School uses the Archdiocese School Food and Nutrition Program. Lunch for the 2020-21 is free for all students.
- o All students PK2-K has a snack time.

- o Due to severe nut allergies, we ask that you do not send any nut products to school at any time.
- o Unlike in previous years, PK2-K classes will not be permitted to bring group/class snacks, instead we will schedule days to bring in \$5. We will purchase the snacks.
- o Mouth water fountains have been disabled. We are working on purchasing refillable water bottle stations. We will also ask for \$5 a student to purchase water bottles for the class. Sports drinks or sodas are not allowed.
- o Communal Birthday treats cannot be brought from home and shared with the class.

### **Before School Care:**

- o BSC will be offered in Phase 2 and 3
- o Hours: 7:00-7:30am at no additional cost; breakfast is served at 7:30, students eat in their classrooms. Breakfast will end at approximately 8:15, no exceptions.

**Drop Off:** Drive children to the school yard on General Pershing. Upon arrival, students will be temperature checked and then checked in by our faculty. Parents may not get out of the vehicle and must wear a mask. All children must arrive via vehicle. Any students with a fever will not be permitted to attend school that day.

### **After School Care:**

- o Due to group restrictions, ASC will be end at 5:15
- o Currently, Orleans Parish is in Phase 2 and therefore SSC cannot offer ASC to end at 6:00pm

### **Early Dismissal:**

O early dismissal will be postponed until further notice.

### **Morning Arrival:**

- o While we have such tight restrictions on group size, we will enter from the schoolyard into the doors closest to Front Office. When restrictions lift, we will revisit.
- o Drop off at school gate on General Perching. Students cannot exit car until after temp. is checked.
- o In order to expedite arrival/dismissal and avoid long waits we are asking that all students sit on the right (passengers side) of the vehicle.
- o Everyone in the vehicle must wear a mask.
- o Please take your child's temperature before leaving your home. Temperatures will be taken again by a faculty member before unloading your vehicle. Children with a fever of 100.4 or greater will not be permitted to enter the school. If one child in the car has a fever, the entire car will not be permitted to enter the school.
- o As much as possible, children should be seated on the passenger side of the vehicle. To expedite the process, we ask that you move your car/booster seats to the passenger side of the vehicle.

o Once children are temperature checked and unloaded, they will report directly to their homeroom (after 7:30) Faculty will help guide children to their classrooms. Older siblings will not be allowed to walk younger siblings to their classrooms.

### **Late Arrivals:**

*Please remember that students are limited to three(3) tardies per quarter. After the third tardy, student will not be able to enter the building. However, on the next school day, if they are on-time, they will be allowed back.*

o Parents should walk children who are late through the school-yard entrance, ring the doorbell and wait to be allowed into the main office.

o We are highly encouraging you not to be late! Please understand that late arrivals could take a very long time. We are only permitted to allow four people inside the lobby at a time after sanitation and temperature check.

o Families will wait outside the school-yard entrance door until we have space capacity.

o Children are considered present for attendance once we check them in their homerooms, not when they arrive at the gate.

o Parents must wait at the door with their child and bring them into the main office for temperature screening, no child is to be unattended and left by themselves or “dropped at the yard”.

### **Afternoon Dismissal:**

o While we have such tight restrictions on group size, we will dismiss students from their homeroom. When restrictions lift, we will revisit.

o Entering the car-pool line: All families should enter the line on Napoleon Ave. to General Pershing with their family name clearly visible!

o As stated above, in order to expedite arrival/dismissal and avoid long waits we are asking that you stay in your car, do not get out, and please wait in line until your child is walked and placed in the car.

### **Adjustments to School Calendar:**

o Start date and end date

O For the safety of our community the following large group gatherings where social distancing is not possible have been postponed. Some will be able to be held virtually.

- o Whole school activities (Harvest Fest, Middle School Dance, Derby Day, Birthday Club, Grandparent's Day, Chuck E Cheese, Skate Night, Muffins with Mom; Cookies with those that care etc.,)

- o Whole school mass moved to virtual on Fridays.

- o Athletics and clubs

- o Field Trips

- o Parent/Teacher Meetings

- o Special Events

This list will be adjusted and/or expanded throughout the school year

Uniforms:

- o SSC Uniform Policy can be found on our school website. Official School uniforms can be purchased at Schumachers Uniforms 3601 Hessmer Ave. Metairie LA 70002.