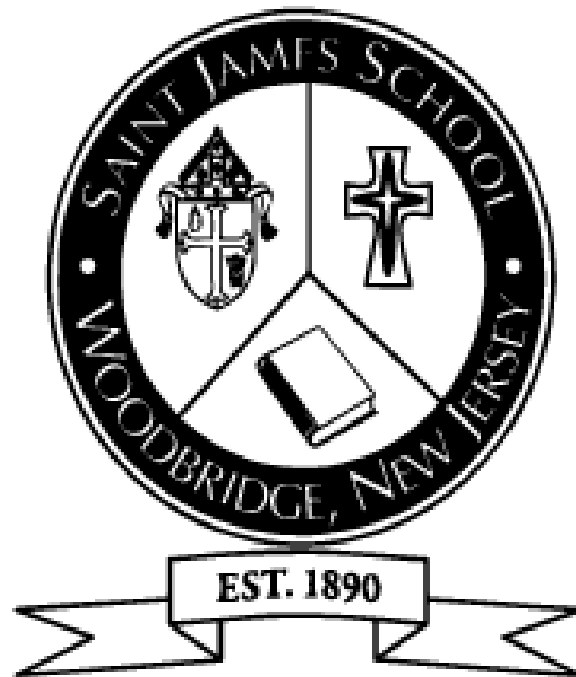


ST. JAMES

ELEMENTARY SCHOOL  
& CHILDCARE CENTER

**RETURN-TO-SCHOOL PLAN**

*IN RESPONSE TO COVID-19*



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### **School Reopening Taskforce**

Monsignor Charles W. Cicerale	Pastor
Father Nalaka Silva	Parochial Vocar
Frances C. Comiskey	Principal
Mary Pat Burke-Grospin	Business Administrator
John Stone	Technology and Support
Mario Torres	Maintenance
David Gerity	School Advisory Council
Dorothy Zmigrodski	Director of Religious Education
Diane Delibero	School Nurse
Jackie Simon	Middle School Teacher
Rosanne Morse	Intermediate School Teacher
Patricia Kelly	Primary Teacher
Rebecca D'Arienzo	Pre-K Teacher
Beth Heagen	Parent
Keith O'Connor	Parent
Carrie Sullivan	Parent

Thank you to the taskforce members in the creation of this document. Their expertise and commitment to Catholic education is commendable.

### **INTRODUCTION**

Presently, based on the recommendation and the guidelines of the State of New Jersey, Saint James School is using a hybrid model of instruction. Students will be divided into two groups alphabetically with Group A attending school on Monday and Tuesday and Group B on Thursday and Friday. Classes will be live streamed on days students do not attend in-person. All students will be virtual on Wednesday. School will reopen on September 2nd.

For those families that do not feel comfortable having their children return for in person instruction at this time, a remote learning option is also available so that students may stay home and continue to receive a Catholic education

St. James School has created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the

impact of COVID-19 conditions upon returning to the school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and the State of New Jersey Department of Education (NJDOE) *The Road Back*. Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

**SOURCES:**

CDC - [https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor\\_1589931942037](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589931942037)

NJDOE - <https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

PRINCIPAL PRINCIPLES, LLC, STEPHANIE MCCONNELL, - <http://www.principalprinciples.net>

**GUIDING PRINCIPLES**

In order to ensure the continued well-being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

**PHASES AND TIMELINES**

Information and direction about the phases and timeline will be sent to all employees and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	July	<ul style="list-style-type: none"> <li>• Supplies, equipment</li> <li>• Prepare detailed work schedule for phases</li> <li>• Prepare building and transportation for reopen with thorough cleaning</li> </ul>
Phase 1	August	<ul style="list-style-type: none"> <li>• Implement social distancing protocol and open facilities with limited access/use</li> </ul>
Phase 2	August	<ul style="list-style-type: none"> <li>• Expand use of school based on recommendations and data from CDC,</li> </ul>

		NJDOH, New Jersey Governor, and applicable state and local agencies
Phase 3	September	<ul style="list-style-type: none"> <li>● Open school</li> <li>● Expand full operation based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable local and state agencies</li> <li>● Determine what restrictions/guidelines stay in place</li> </ul>

**HEALTH PROTOCOL AND SCREENINGS (EMPLOYEE AND STUDENT)**

Arrival - Entering School Building

- Student Pre-Arrival:
  - Student screening for symptoms and history of exposure should be completed by the child’s parent/guardian prior to arriving at school each day. A parent waiver will be completed by each family verifying that their child was checked for symptoms and temperature daily prior to going to school.
- Student Arrival:
  - Staff will perform temperature checks using a touch-less thermometer before they enter the building. Parents should remain with the student until temperature is taken. Parents will be required to take students home who register a temperature of over 100°F or higher. Bus students must have their temperature recorded at home by the parent, recorded on an index card and brought in to school to the school nurse.
  - Nurse and designated staff will check students for symptoms (including temperature) upon arrival every day, and will confirm with families that students are free of COVID-19 symptoms.

COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell

- Diarrhea
  - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
  - Known close contact with a person who is lab confirmed to have COVID-19
  - Rash on feet or toes
- If the student does not have a temperature of 100 degrees or greater or exhibit any of the above symptoms, he or she will walk to the entrance of the building and proceed to clean their hands with hand sanitizer, under adult supervision. The student will enter and proceed to his or her homeroom classroom.
  - As per New Jersey Department of Health, any student that has traveled to an area with high cases of COVID or has been around persons with COVID19, will not be able to enter the building for 14 days.  
[https://nj.gov/health/cd/documents/topics/NCOV/Travel\\_advisoryFAQs\\_6-25-2020.pdf](https://nj.gov/health/cd/documents/topics/NCOV/Travel_advisoryFAQs_6-25-2020.pdf)

**LATE STUDENT ARRIVAL:**

Any student arriving late to school should be brought to the main doors of the school with an adult. After the student has been screened and is fever free, will proceed to his or her class.

Employee Screening Process

- A screening process will take place prior to entering the building for employees.
- All employees will have temperature checks each day before entering the school building.
- As per New Jersey Department of Health, any employee that has traveled to an area with high cases of COVID or has been around persons with COVID19, will not be able to enter the building for 14 days.  
[https://nj.gov/health/cd/documents/topics/NCOV/Travel\\_advisoryFAQs\\_6-25-2020.pdf](https://nj.gov/health/cd/documents/topics/NCOV/Travel_advisoryFAQs_6-25-2020.pdf)
- All screening information will be kept confidential by the administration and the school nurse.

**PROTOCOL FOR EMPLOYEES:**

- School Staff are required to wear face masks.
- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they will be asked to leave work and go home or to the nearest health center.

- Employees returning to work from an approved medical leave should contact the Principal. These employees will be asked to submit a healthcare provider's note before returning to work.
- If an employee has been diagnosed with COVID19, the school, Office of Schools, and local health department must be contacted. The health department will determine the next steps.

**PROTOCOL FOR STUDENTS:**

- Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Students are strongly encouraged to wear face coverings . Mask breaks will be given at various times of the day, when it is safe to do so.
- Student health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- Accommodations will be made in the screening process, when needed, for students with disabilities.
- Per regular school policy, students must have a healthcare provider's note after returning to school from a medical absence of 3 or more days, prior to returning to school.

**PROTOCOL FOR SYMPTOMATIC STAFF AND STUDENTS**

If a staff member or student is exhibiting symptoms of COVID-19, the following procedures will be implemented:

1. If an employee or student is suspected to have COVID symptoms, he/she will be directed to the isolation room. Students and staff with symptoms related to COVID-19 will be safely and respectfully isolated from others (only one symptomatic person per isolation room). Our isolation room are located on the first floor in the Nurse's Office.
2. Once the employee or student arrives at the isolation room, the nurse will ensure that they are wearing a mask and gloves. The attending nurse will explain that this is to help protect other employees and students and prevent the spread of the potential virus.
3. The nurse and others attending the suspected infected person, will also wear a protective mask and gloves while working with the suspected infected person. If a mask is not tolerated by the child, staff will use a face covering and follow social distancing guidelines (6 ft. away). Adequate amount of personal protective equipment (PPE) will be available if needed and will be stored in the nurse's office and in the isolation room.

4. The nurse or principal will call the local health authority and seek advice. Saints Philip and James School will follow current State of New Jersey Communicable Disease Service guidance for illness reporting. [https://www.nj.gov/health/.](https://www.nj.gov/health/)
5. Students and staff will remain in isolation with continued care, monitoring of symptoms and supervision. Staff will leave school as soon as it is possible to do so. Students will leave school when dismissed to a parent or authorized adult.
6. The nurse and principal will identify persons who may have come in contact with the suspected infected person.
7. The principal will advise employees that they may have been in contact with an employee or student that may have COVID.
8. The isolation area and suspected employee's or student's work area/classroom will be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.
  - If administration becomes aware that an individual who has spent time in the school tests positive for COVID-19, they will immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
  - When an individual tests positive for COVID-19, administration will immediately notify local health officials, staff and families of a possible or confirmed case while maintaining confidentiality.

Procedures will include the following:

- Follow current State of New Jersey Communicable Disease Service guidance for illness reporting - <https://www.nj.gov/health/>
- If the school becomes aware that an individual who has spent time in the school tests positive for COVID-19, school officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- Adequate amount of personal protective equipment (PPE) available, accessible, and provided for use.

**PROTOCOL FOR REPORTING POSSIBLE CASES OF COVID-19:**

St. James School will provide the following information when consulting public health:

- The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact).
- The date the person with COVID-19 or probable COVID-19 was last in the building



- The date the person developed symptoms.
- Types of interactions the person may have had with other persons in the building or in other locations.
- How long their interactions were with other persons in the building.
- If other persons in the childcare program have developed any symptoms; and
- Any other information to assist with the determination of next steps.

**READMITTANCE PROCEDURES AFTER RECOVERY FROM COVID:**

- A student or employee that has been absent from school because of a fever, must be fever free for more than 72 hours before being readmitted to school.
- A student or employee that is symptomatic and is suspected of having Covid, should be immediately tested or quarantined for 14 days.
- Any student or employees that comes in contact with a person having Covid, will need to be quarantined for 14 days before returning to school.
- If there is confirmation of a student or staff having Covid, all school families and staff will be notified immediately and the school will be closed until permission is given from the health department to reopen.

**SOCIAL DISTANCING**

Social distancing is an effective way to prevent potential infection. St. James School employees, students, parents, and visitors will practice staying approximately 6 feet away from others and eliminating contact with others.

- Students will be seated at least 6 feet apart and have limited movement around the room, and will use physical barriers/desk guards between students on tables or desks.
- Social distancing guidance will support a 3-foot radius around each student desk (from the center), resulting in a 6-foot distance between any two students.
- Additional modifications include using physical barriers (desk guards) between desks, turning desks to face the same direction, or having students sit on only one side of the table while spaced apart.
- Signage:
  - Physical Guides will be located throughout the school to remind students of social distancing and hygiene/handwashing procedures.
  - Traffic Flow – Markings on the floor will mark the walking direction throughout the halls in order to maintain the social distancing requirement of 6 feet.
  - Staircases will be designated UP or DOWN for students to use when traveling from one floor to another.

- When weather allows, windows will be opened to allow for greater air circulation.
- When weather conditions permit, students will be taken outdoors for class and recess.

As per CDC guidelines, Non-essential/informal meetings and visiting should be avoided as much as possible, until further notice.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- Masks are required at all times for students and employees. Students will have the opportunity to have mask breaks at specific times during the day (when social distancing).
- Hand sanitizer stations will be available around the school.
- The nurse and any staff coming into contact with a sick student or employee will wear an N95 Mask, gown and face shield.
- 

In addition to using PPE, students will be reminded to:

- Wash hands often with soap and water for at least 20 seconds.
- Bring 2 face masks to school (One to wear a mask upon entering the building and throughout most of the day, and an extra mask in a zip lock bag to store in a locker.)
- Use hand sanitizer with at least 60% alcohol several times during the day.
- Avoid touching their eyes, nose, and mouth.
- Cover their mouth and nose with a tissue, or use the inside of your elbow, when they cough or sneeze

### **CLASSROOM AND COMMON SPACES**

- All teachers are asked not to visit other classrooms other than the grade levels that they teach.
- Students will remain in their homeroom class, and the subject teacher will travel to them,.
- All students' belongings will be separated from others' and in individually labeled containers or cubbies..
- Teachers will disinfect their own personal workspace after each class (desk, computer, etc.) throughout the day, giving special attention to commonly touched surfaces.
- Students books will be kept in personal spaces so as not to be stored on a bookshelf or shared with other students

- Special arrangements will be made for class libraries so that books will be quarantined and disinfected before returning to the book shelf.
- A specific schedule will be made available to each class to limit the number of students in the hallway at a given time.

**CLASSROOMS:**

- Classrooms will be cleaned and sanitized daily by the custodial and maintenance staff.
- Students will be directed under the supervision of their teacher to keep their personal space (including desks, stationary items, etc.) clean.
- Hand sanitizer will be provided in every classroom, in accordance with CDC guidelines.
- Teachers will limit use of supplies and equipment to individual students/one group of children at a time and clean and disinfect between use.
- Students will not share electronic devices, toys, books, games or learning aids, until they are thoroughly cleaned and disinfected between use.

**SCHOOL ENTRANCES, HALLWAYS, AND COMMON SPACES:**

- Face coverings will be required for individuals in line waiting to enter or exit a building.
- St. James School will stagger arrival and dismissal times to limit contact with peers and adults.
- The number of non-essential interactions between students and staff throughout the school day will be minimized.
- All frequently used surfaces (including doors, doorknobs, handrails and bathrooms) will be cleaned regularly throughout the school day.
- A schedule that limits access to cubbies, to keep traffic in the hallways within social distancing protocols will be followed.
- When needed, students will be called to the office on an individual basis.
- Additional time will be added to lunch and recess periods to ensure students have time to wash their hands.
- Water Fountains will remain closed. Students are encouraged to bring reusable water bottles to school. Teachers will have a supply of water in the classroom should a child need.
- Classes will follow a schedule for students to use the rest room on a regular basis. (In addition, of course students will be permitted to use the rest room individually if necessary.)
- Partitions/dividers will be used in the office.

**RESTROOM USAGE DURING THE SCHOOL DAY**

- Classes will be assigned a specific bathroom and time schedule to use the restroom.
- St. James School will post the maximum capacity sign on the door.
- There will be limited shared use of restrooms.
- Students will maintain social distancing when using the restroom. (Students will follow a restroom schedule limiting the number of students using the restroom at one time.)

**FACILITIES CLEANING**

The safety of our employees and students of St. James School is our first priority. Upon reopening, our school has been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below. Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

- Heavy cleaning of classrooms, restrooms, office, nurse's office, and all additional common areas will be done each day after school hours.

**GENERAL DISINFECTION MEASURES**

<b>Category</b>	<b>Area</b>	<b>Frequency</b>
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	Several times a day

<b>Buses</b>	Bus seats, handles/railing, belts, window controls	At the end of each use/day by bus company
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

- Saints Philip and James will maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol) in every classroom and throughout the school, including the entrances and exits, offices, and the cafeteria.
- Children ages 5 and younger will be supervised when using hand sanitizer.
- Students will be encouraged to wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing. This will be taught in an age appropriate manner (i.e. to sing a song, pray the Hail Mary, while washing hands for younger students).

**FOR EARLY CHILDHOOD PROGRAMS:**

In addition to Policy and Procedures stated previously:

- Classes will have assigned restrooms and times to limit shared use. A maximum capacity sign will be posted on the door and supervised by the teacher.
- Teacher will remind students of handwashing procedures.
- Teacher will designate times on the schedule to take students out of the classroom to wash hands with soap and water, including, at a minimum:
  - at the start of the day when children enter the classroom
  - before snacks and lunch
  - after using the toilet
  - after sneezing, wiping, and blowing noses
  - after snacks and lunch
  - when students come in from outdoor play or recess
- Encourage and model to children the proper use of the hand sanitizer provided in the classroom. Use throughout the day during transition times and as mentioned above.
- Using creative reminders modeled by the teacher, such as “Airplane Arms”, or “Brain Breaks” will help to remind students to keep a distance.
- Student Baskets

- Each student will use their own individual basket for personal items. (ex: lunch box, crayons, etc.). Students will be reminded to use only their items and not to share with anyone.
- Classroom Libraries
  - Book Box- after a student finishes reading a book, it is placed in the book box for 7 days. After that time, teachers will clean and disinfect the book using the proper wipes.
- Socialization
  - When social distancing cannot be maintained, the students will have dividers (desk guards) on desks and tables that will allow them to share ideas with their classmates and teachers.
  - Class supplies: Each student will be provided with an individual bag of supplies (i.e.: manipulatives, toys, etc.) that will be theirs to use for the week. Teachers will clean and disinfect these items weekly.
- arrange cots during nap time, so that students will be able to maintain a 6' distance by arranging cots, oriented head to foot.
- Remove all carpet areas to allow for more social distancing.
- ensure that group learning activities i.e. reading circles, circle time, will have students spaced 6' apart (with the use of a hula hoop or place mat for each student).

The CDC recommends an alcohol-based sanitizer that is at least 60% alcohol and to rub the product over all surfaces of your hands and fingers until your hands are dry, about 20 seconds, then wash hands with soap and water as soon as possible.

### **BUS DRIVERS/BUS PROTOCOLS**

St. James School will follow the protocols outlined by the local district providing busing, Woodbridge Township.

- Students must practice social distancing on the school bus.
- Students that ride the school bus will have their temperature taken before entering the school building.

## **RECESS**

St. James School will:

- stagger recess so that when two or more groups are participating in recess at the same time, they will have at least 6 feet of open space between them.
- use cones, flags, tape, or other signs to create boundaries between groups.
- stagger the use of playground equipment and clean and disinfect equipment between use.
- use stations and floor markers to ensure separation among students (six feet for social distancing) when recess is indoors. (Small groups and specific areas will be designated for each class during recess to avoid cohort mixing.)
- will require students to wash their hands with soap and water when done with recess or use wipes and hand sanitizer

## **CAFETERIA AND MEAL PERIODS**

St. James School will not provide a lunch service this year due to a decline in interest from students.

- All students will eat lunch in their classrooms.
- Students are expected to bring their lunch with them in the morning in disposable containers if possible.
- Students desks or tables will be washed and sanitized before and lunch.
- Students cannot share food

For Grades Pre-K - 2nd

- Desks or tables will be washed and sanitized before snack time.
- Students will be allowed to have a morning snack in the lower grades.
- Students will not share food or drink.

Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space.

## **COMMUNICATION WITH FAMILIES**

Communication to all school families will continue to be sent regularly and any updates related to Coronavirus will be sent when necessary.

1. To stay updated on the most current information, families are encouraged to:
2. check their email often.
3. Visit the school website and the teacher's classroom website (SJ-school.org → Academics)
4. Check PowerSchool and student's Google Classroom.
5. Communicate any questions or concerns with the student's teacher and/or the administration.
6. Keep Honeywell Alerts and your email address current
7. Update with school any changes in address and phone numbers

Remember to sign up on our website for email blasts.

Go to:

Sj-school.org

Click on the parents tab

Click on Family email

Enter information and submit.

### **VISITORS**

- Visitors are not permitted in the school at this time.
- Items that need to be brought to the school (packages, students' supplies, correspondence, etc.) will be placed in a drop off box outside of the school entrance.
- Mail will be placed in a mailbox outside the Main doors.

### **ACADEMICS AND HOME-BASED LEARNING**

Presently, the State of New Jersey is returning to a traditional face to face classroom instruction in September 2020. Additionally, accommodations for students/families who are at high-risk for medical complications with COVID-19 are encouraged. At St. James School, the health and safety of our school family is a top priority. Therefore, our goal is to design flexible instructional plans that work best in both in-person classes and remote environments.

Based on state and local health guidelines, the following three options are available to St. James school families for the first marking period of the 2020-2021 school year:

- Option 1: Pre-K and K - Traditional In-Class Learning.
  - Students will attend school 5 days a week and be taught in the classroom. The school day will begin at 8:00am and dismissal will begin at 2:15 pm. Modifications to the normal school day will be in



effect, per state and local guidelines, to ensure the health and safety of staff and students

- Option 2: Grades 1 -8 - Hybrid In-Class Learning and live streaming
  - Students will attend school 2 days a week and be taught in the classroom. The remaining 3 days, students will attend class through live streaming. The school day will begin at 8:00am and dismissal will begin at 2:20pm. Modifications to the normal school day will be in effect, per state and local guidelines, to ensure the health and safety of staff and students.
  
- Option 3: Remote Learning
  - Students will stay at home 5 days a week, attend class (and/or scheduled teacher meetings) virtually, and complete all assignments. Assignments and due dates will be the same, or similar, as those assigned to the traditional classroom students so that all St. James students receive excellent academic and religious education. Google Classroom and Google Meet will be used by all grades. All schoolwork must be sent/received electronically to reduce the risk of virus transmission. See the Remote Learning section of this document for specific grade-level virtual learning plans and expectations

St. James School understands that there may be other specific needs of a family during this time that are not solved by Option 1, Option 2 or Option 3. If so, school families are encouraged to contact principal Mrs. Fran Comiskey directly [fcomiskey@sj-school.org](mailto:fcomiskey@sj-school.org) or at 732-634-0500 ext. 302.

### **CATHOLIC IDENTITY**

Catholic Schools have a two-fold charge: to provide an education that is academically excellent and one that is deeply rooted in Catholic identity. Catholic values will be infused intentionally across all grade levels and all subject matter. Participation in liturgy and prayer will continue to be encouraged for both traditional face-to-face and remote settings. Service learning opportunities will remain a priority in our schools. Holy Mass will be offered to students and staff at school or in-person learning, following the guidelines for Mass and continuing to use social distancing. Students and families choosing remote learning will be invited to in-person Mass, but are asked to call the school office to make a reservation so that social distancing may be maintained.

## **GRADING AND ATTENDANCE POLICY**

To receive credit for courses for this school year, students are expected to satisfactorily complete all assignments on a timely basis as assigned by the teacher.

- Students who are Remote Learning:
- In Grades 5-8, will be expected to attend class virtually via Google Meet according to the traditional school day schedule. All assignments are to be completed on time unless otherwise noted by the teacher.
- In Pre-K - Grade 4, will have an additional 24 hours to complete an assignment. This is to accommodate situations in which the parent is not available to assist the student with schoolwork during the traditional school day.

The grading policy is located in the school handbook.

## **REMOTE LEARNING**

The guidelines and expectations for students who use the Remote Learning option are detailed below. Please note that the Remote Learning plan will be re-evaluated at the end of the first marking period. Changes in local public health guidelines and effectiveness of remote education for our students will inform any changes made to the remote learning plan at that time.

General Remote Learning Guidelines:

- St. James School will provide an equally excellent academic and religious education to all students, whether in-person or remote, during this pandemic.
- To prevent the risk of virus transmission, sending homework packets home to students is not permitted. Additionally, completed assignments cannot be dropped off at the school. All school work and assignments will be transmitted between the teacher and student/parent using Google Classroom.
- Google Classroom will be used to post daily class schedules and Google Meet links, assign work, submit completed work, and post relevant questions/comments between the teacher and students.
- Google Meet will be used for daily live class sessions with the teacher and for one-on one or small group sessions with only the remote students (i.e. for assessments or additional help). All Meets will be recorded by the teacher.
- Communication between teachers and students will occur via Google Classroom or during Google Meets.
- Communication between teachers and parents will occur via email, phone, or scheduled Google Meet (not during live class meets).

### **REMOTE LEARNING EXPECTATIONS FOR PRE-K (3 AND 4-YEAR-OLD CHILDREN) AND KINDERGARTEN:**

In order to ensure the success of every student, St. James aims to make the school day feel as “normal” as possible for the remote learners. In keeping with that goal, remote students in Pre-K and Kindergarten and their parents must abide by the following expectations:

- Parent/Student must have a device (iPad, tablet, Chromebook, laptop, computer) with internet access. Cells phones are not appropriate. If the student does not have a personal device, St. James School will provide a tablet or Chromebook (depending on grade level and availability). It is to be used by the student only. All rules for appropriate use and responsible care of the device as per the Acceptable Use Policy apply.
- A printer, ink, and paper are necessary in order to print out some assignments.
- Teachers will have a live Google Meets daily. This enables both the remote and traditional students to hear the same information and interact with the teacher and each other. If a student is unable to join a Google Meet live during the school day, the teacher will post a recording of the Meet on Google Classroom by 4:30pm the same day.
- During live Google Meets, students must:
  - Join the Google Meet on time and stay until dismissed by the teacher.
  - Be dressed in appropriate clothing.
  - Follow the classroom rules.
  - Be seated in a quiet work space. If the student does not have access to a quiet work space during class time, he/she must wear headphones with a built-in microphone to minimize disruption to self and the class.
  - The camera must be turned on so that the teacher can see the student’s face during class time.

All assignments are posted on Google Classroom and will be due 24 hours after the due date. Because students at this age level require their parent’s help to complete assignments, this additional 24 hours gives parents some flexibility to work with their children. However, it must be said that timely completion of assignments ensures that the child does not fall behind his/her class. Whenever possible, parents should make every effort to have their child join the live Google Meets during the school day to ensure academic success.

#### **FOR KINDERGARTEN**

- Special classes such as Music and Computers are required.
- Assignments must be turned in on time and Google Meets should be attended, if possible.

- Teachers will also schedule weekly one-on-one or small group Google Meets with the remote students to assess their development and/or assist them.

**REMOTE LEARNING EXPECTATIONS FOR GRADES 1-4:**

In order to ensure the success of every student, St. James School aims to make the school day feel as “normal” as possible for the remote learners. In keeping with that goal, remote students in grades 1-4 must abide by the following expectations:

- Students must have a device (iPad, tablet, Chromebook, laptop, computer) for their personal use during normal school hours. Cell phones are not appropriate or allowed.
- If the student does not have a personal device, St. James School will provide a tablet or Chromebook (depending on grade level and availability). It is to be used by the student only. All rules for appropriate use and responsible care of the device as per the Technology Acceptable Use Policy apply.
- A printer, ink, and paper is necessary in order to print out some assignments.
- Teachers will have live Google Meets multiple times each day following the normal class schedule. This enables both the remote and traditional students to hear the same information and interact with the teacher and each other. If a student is unable to join a Google Meet live during the school day, the teacher will post a recording of the Meet on Google Classroom by 4:30 p.m. the same day.
- During live Google Meets, students must:
  - Join the Google Meet on time and stay until dismissed by the teacher.
  - Be dressed in appropriate clothing, preferably school uniform shirt. (At minimum, clothing must be appropriate for a school “dress down” day.)
  - Follow all classroom rules of good conduct and behavior.
  - Be seated in a quiet work space. (ex: Laying on a bed is not appropriate.)
  - If the student does not have access to a quiet work space during class time, he/she must wear headphones with a built-in microphone to minimize disruption to self and the class.
  - The camera must be turned on so that the teacher can see the student’s face during class time.
- All assignments are posted on Google Classroom and on PowerSchool, and will be due 24 hours after the due date. Being that students in grades 1-4 may require their parent’s help with using technology, this additional 24 hours gives parents some flexibility to work with their children. It must be said, however, that timely completion of assignments ensures that the child does not fall behind the class. Whenever possible, parents should have their child join the live Google Meets to ensure academic success.

- Special classes such as Music, and computers are required. Assignments must be turned in and Google Meets should be attended or watched later.
- Official grades are posted in PowerSchool, not in Google Classroom. Parents should check PowerSchool regularly.

**REMOTE LEARNING EXPECTATIONS FOR GRADES 5-8:**

In order to ensure the success of every student, St. James School aims to make the school day feel as “normal” as possible for the remote learners. In keeping with that goal, remote students in grades 5-8 must abide by the following expectations:

- Students must have a device (Chromebook, laptop, computer) for their personal use during normal school hours. Cell phones are not appropriate or allowed.
- If the student does not have a personal device, St. James School will provide a Chromebook. It is to be used by the student only. All rules for appropriate use and responsible care of the Chromebook as per the Acceptable Use Policy apply.
- A printer, ink, and paper are necessary in order to print out some assignments.
- Students should use the class link provided by each teacher to remotely be part of the live lesson, as the teachers presents to the students in the classroom. This enables both the remote and traditional students to hear the same information and interact with the teacher and each other when appropriate. Students are required to join all Google Meets during the school day.
- During remote lessons students must:
  - Join the Google Meet on time and stay until dismissed by the teacher.
  - Be dressed in appropriate clothing, , preferably school uniform shirt. (At minimum, clothing must be appropriate for a school “dress down” day.)
  - Follow all classroom rules of good conduct and behavior.
  - Be seated in a quiet work space. (ex: Laying on a bed is not appropriate.)
  - If the student does not have access to a quiet work space during class time, he/she must wear headphones with a built-in microphone to minimize disruption to self and the class.
  - The camera must be turned on so that the teacher can see the student’s face during class time. All assignments will be posted on Google Classroom, and are due by the due date assigned by the teacher. Late work will result in loss of points.

- Special classes such as Music, and Computers are required. Assignments must be turned in on time and Google Meets/live lessons must be attended (unless otherwise noted by the teacher).
- Official grades are posted in PowerSchool, not in Google Classroom. Parents should check PowerSchool regularly.

### **EXTRACURRICULAR ACTIVITIES/BEFORE AND AFTERCARE PROGRAMS**

- St. James School will adhere to all applicable social distancing requirements and hygiene protocol during any extracurricular activities.
- The use of technology and online resources will be maximized if some extracurricular activities are held.
- Large family gatherings will be held virtually, instead of in person (ie. New Family Orientation, Back to School Night, etc.)
- St. James will restrict use of school facilities to school-sponsored extracurricular activities and groups.
- A cleaning/disinfecting schedule may not allow for in-person gatherings outside regular school hours.
- No school clubs will take place during the first marking period.
- Before and After Care programs are permitted and will be available at this time following social distancing and cleaning guidelines.
- Once the building is vacated (specific hours will be noted) no one may return until school reopens the next day.

**STUDENT/PARENT  
COVID-19 SCHOOL ACTIVITIES RELEASE AND HOLD HARMLESS AGREEMENT**

In consideration of \_\_\_\_\_ (name of student)(hereinafter “Student”) being allowed to attend and participate in-person at the school for school related activities to include but not limited to educational, cocurricular and extracurricular programs, the undersigned acknowledges and agrees that:

All parents of students must take the student’s temperature every day before the student may come to school. Additionally, all parents of students must review the checklist of COVID-19 symptoms below every day before the student comes to school. Any student who has an elevated temperature or symptom of COVID-19 appearing on the checklist below **MUST** stay home from school and the fever and/or the symptoms must be reported by me to the school nurse by emailing: \_\_\_\_\_.

If COVID-19 symptoms and/or elevated temperature are reported to the school nurse, the student who experience the fever and/or the symptoms, must receive a doctor’s clearance in writing before returning to school.

- **COVID-19 symptoms check list to be completed every day by parents of the student before the student comes to school.**

- Has the student been around anyone else who was ill? Yes \_\_\_\_\_ No \_\_\_\_\_

- Is the student experiencing any of the following symptoms?

- Fever Yes \_\_\_\_\_ No \_\_\_\_\_
- Current temperature \_\_\_\_\_
- Cough Yes \_\_\_\_\_ No \_\_\_\_\_
- If yes, for how long \_\_\_\_\_
- Shortness of breath Yes \_\_\_\_\_ No \_\_\_\_\_
- Sore throat Yes \_\_\_\_\_ No \_\_\_\_\_
- Chills Yes \_\_\_\_\_ No \_\_\_\_\_
- Muscle aches and/or pain Yes \_\_\_\_\_ No \_\_\_\_\_
- Headache Yes \_\_\_\_\_ No \_\_\_\_\_
- New loss of taste or smell Yes \_\_\_\_\_ No \_\_\_\_\_
- Abdominal pain, nausea, vomiting or diarrhea Yes \_\_\_\_\_ No \_\_\_\_\_
- Has the student been diagnosed with COVID-19 in the past 3 weeks or do you have a reason to believe the student has COVID-19? Yes \_\_\_\_\_ No \_\_\_\_\_

- All parents of students must report a diagnosis of COVID-19 among a household member of the student to the school nurse by emailing: \_\_\_\_\_ who will notify the Principal.

- If the student has been exposed to a household member with the COVID-19 diagnosis, that exposed student must stay home from school for 14 days.

- All absences must be reported as usual according to the handbook.

I agree I must report a diagnosis of COVID-19 among a household member to the school nurse by emailing \_\_\_\_\_. If I have been exposed to a household member with COVID-19 diagnosis, I agree I must stay home from school for 14 days and I must report my absence as usual according to the handbook.

1. I understand the risk to have contact with individuals, who have been exposed to and/or have been diagnosed with one or more communicable diseases, including but not limited to coronavirus disease 2019 (hereinafter “COVID-19”) or other medical conditions, diseases, or maladies does exist, and, despite School’s good faith implementation of the Department of Education’s recommended health, hygiene, and social distancing best practices, it is impossible to eliminate the risk that I may be exposed to and/or become infected through contact with or close proximity with an individual with a communicable disease. Risk from contracting such communicable disease might include, illness, permanent disability, or death.

2. I understand, COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, **older adults and people of any age who have serious underlying medical conditions** might be at higher risk for severe illness from COVID-19.

Based on Center for Disease Control (hereinafter “CDC”) guidance, those at high-risk for severe illness from COVID-19 are: people 65 years and older; people who live in a nursing home or long-term facility.

Those at severe risk also include people of all ages with underlying medical conditions, particularly if not well controlled, including, but not limited to: chronic lung disease or moderate to severe asthma; serious heart conditions; those who are immunocompromised (many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications); severe obesity (body mass index [BMI] of 40 or higher); diabetes; chronic kidney disease undergoing dialysis; and, liver disease.

3. I understand by signing below I acknowledge that I do not have an underlying medical condition, as referenced herein, or that if I have such underlying medical condition that the undersigned will first obtain written permission from a licensed healthcare professional prior to attending or participating in School or School Activities, which written approval will be provided to School in advance of attendance or participation.

4. I understand people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19: cough; shortness of breath or difficulty breathing; fever of 100.3 degrees Fahrenheit or above; chills; muscle pain; sore throat; new loss of taste



or smell. This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

5. I understand ALL students and faculty and volunteers are required to follow social distancing protocols and wear a face mask and/or a face shield.

6. I will not attend School Activities and I will notify School officials if I currently have symptoms or have been in contact with anyone with a confirmed COVID-19 diagnosis in the last 14 days.

7. If I have been diagnosed with COVID-19, I will not attend or participate in School Activities until I have received written medical approval from a licensed health care professional, which approval will be provided to School prior to my attendance.

8. I will not attend or participate in School Activities if they are subject to state or federal government directed quarantine or isolation.

9. I understand the School retains the right to deny the student’s attendance or participation in School Activities, if School determines that such attendance or participation is an undue health risk to staff, students, or others. School similarly has the right to deny any other individual from attending School Activities if said individual’s attendance poses an undue health risk to that individual or others.

STUDENTS INITIALS \_\_\_\_\_

PARENT OR GUARDIAN INITIALS \_\_\_\_\_

10. THE UNDERSIGNED KNOWINGLY AND FREELY ASSUMES ALL SUCH RISKS for my attendance or participation in School Activities.

11. The undersigned agrees that the undersigned will comply with any safety or health related rules, terms, or conditions for participation in School or School Activities.

**After fully and carefully considering all the potential risks involved, I hereby assume the same and agree to release and hold-harmless (Insert school name)**

\_\_\_\_\_ and its employees, officers, agents, contractors, vendors (“School”), the Parish, the Diocese of Metuchen, the Bishop of the Diocese of Metuchen and all its employees, officers and agents from and against, all claims and liability resulting from exposure to disease-causing organisms and objects, such as COVID-19, associated with F/S/V participating in School Activities, to include, but not limited to educational, cocurricular, or extracurricular programs.

Date \_\_\_\_\_

Printed Name of Student \_\_\_\_\_

Signature of Student \_\_\_\_\_

Printed Name of Student's Parent  
or Legal Guardian \_\_\_\_\_

Signature of Student's Parent  
or Legal Guardian \_\_\_\_\_

