



**SAINT JAMES SCHOOL**  
*Christ-Centered Academic Excellence*

**2021-2022 School Opening Plan**  
*IN RESPONSE TO COVID-19*

**SAINT JAMES SCHOOL  
200 S. FINLEY AVENUE  
BASKING RIDGE, NEW JERSEY 07920**

**908-766-4774  
SJSBR.ORG**



# SAINT JAMES SCHOOL

*Christ-Centered Academic Excellence*

August 20, 2021

Dear SJS Families, Faculty, and Staff,

One of the hallmarks of the Saint James community is our family atmosphere and deep sense of cooperation and support in times of difficulty. Last year, our faculty and staff proved their incredible dedication to the students of Saint James when they risked their health to open school for five-full days of school starting in September. Our families jumped onboard and provided so much love and support that we all had a fabulous year of learning despite the fears and struggles of the pandemic.

We certainly understand that the pandemic and related restrictions and mandates remain difficult to cope with and we are just as weary of it. Despite that weariness, we have always fallen back on one fundamental goal – to ensure the safety of our faculty, staff, and students as we continue to offer 5 full-days of learning throughout the academic year. After all, we, as Catholics, are commanded by Jesus Christ to *"love each other just as I have loved you."* (John 15:12)

We believe that the enclosed reopening plan, developed by committed and experienced educators, counseling and medical personnel, and facilities experts is in full support of our fundamental goal of safety for all and allows us to continue to offer an exemplary school experience for all our students, families, faculty, and staff. We fully expect and appreciate your cooperation and adherence to the policies and protocols set forth in the enclosed plan. We also appreciate all your love and support as we open for five-full days of learning on September 7.

We remain here for you and your children so please do not hesitate to contact us should you have questions or concerns.

Sincerely,

Monsignor Sylvester Cronin  
Pastor

Mrs. Sue Florendo  
Principal

## CONTENTS

[Re-opening Taskforce](#)

[Introduction](#)

[Sources](#)

[Guiding Principles](#)

[Health Protocols and Screenings](#)

- [Entrance Protocols](#)
- [Visitor Policy](#)
- [Quarantine and Readmittance Policy](#)

[Social Distancing](#)

[Personal Protective Equipment](#)

[Classroom and Common Spaces](#)

[Facilities](#)

[Restroom Usage](#)

[Recess, Physical Education, Lockers](#)

[Cafeteria and Meal Periods](#)

[Snacks and Food Delivery](#)

[Communication with Families](#)

[Catholic Identity](#)

[Academics](#)

[Student Support and Counseling](#)

[Family Support](#)

[Grading and Attendance Policy](#)

[Remote Learning Plan](#)

[Extra-Curricular Activities, Before and Aftercare Programs](#)

[Appendix A: Remote Learning Plan](#)

## **SCHOOL REOPENING TASKFORCE**

Many thanks to the following members of our school community for their hard work and dedication to Catholic education and keeping our students and staff safe:

Monsignor Sylvester Cronin	Pastor
Mrs. Suzanne Florendo	Principal
Mrs. Linda D'Alessandro	School Secretary
Mrs. Barbara Bolehala	Kindergarten Teacher
Mrs. Elaine Comer	Grade 2 Teacher
Miss Heather Leyhan	Grade 4 Teacher
Mr. Tom Welsh	Middle School Social Studies Teacher
Mrs. Ellen Corcoran	Technology
Mrs. Kristin McInerney	School Counselor
Mrs. Beth DiDomenico	School Nurse, Parent
Mr. Anthony Volpe	School Advisory Board, Facilities, Parent
Mrs. Mary Killian	School Advisory Board

## **INTRODUCTION**

All policies and protocols stated in this document were created with one fundamental goal – to keep our children, staff, and teachers safe at school while continuing to offer 5 full-days of learning throughout the academic year. We believe that this plan, developed by committed and experienced educators, counseling and medical personnel, and facilities experts is in full support of that goal and allows us to continue to offer an exemplary school experience for all our students.

The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), Bernards Township Department of Health (DOH), and the State of New Jersey Department of Education's (NJDOE) publication, *The Road Forward*. Regular updates will be made to this plan based on information provided by the CDC, DOH, and applicable federal, state, and local agencies.

## **SOURCES**

Center for Disease Control: [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)

New Jersey Department of Education:  
<https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

*Leading with Hope*, Andrew M. Greeley Center for Catholic Education, School of Education, Loyola University Chicago: <https://drive.google.com/file/d/10-pAmrhH53ROJOj9VVmkBRVnFOhCto1X/view>

## GUIDING PRINCIPLES

To ensure the continued well-being of our employees and students the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES

This plan exists to foster the efficient operation of Saint James School. In appropriate circumstances, the school administration has full discretion to take actions other than those specified herein. All interpretations of school policies and protocols rest finally and exclusively with the administration. This plan is subject to change at any time when determined to be necessary by the school administration. If significant changes are made to the policies and protocols herein, parents/guardians will be notified.



## HEALTH PROTOCOL AND SCREENINGS (STUDENTS)

### HEALTH PROTOCOLS: STUDENTS:

All parents/guardians must complete and sign the “**Student/Parent COVID-19 School Activities Release and Hold Harmless Agreement**” which will be kept on file before students will be allowed in the building.

- Students may enter the building starting at 8:00 AM.
- All parents of students must review and evaluate their child(ren)’s health using the checklist of COVID-19 symptoms (below) every day before the student comes to school.

Any of the symptoms below could indicate a COVID-19 infection in children and may put your child at risk for spreading illness to others. Please note that this list does not include all possible symptoms and children with COVID-19 may experience any, all, or none of these symptoms. Please check your child daily for these symptoms:

Column A	Column B
<input type="checkbox"/> Fever (measured or subjective)	<input type="checkbox"/> Cough
<input type="checkbox"/> Chills	<input type="checkbox"/> Shortness of Breath
<input type="checkbox"/> Rigors (shivers)	<input type="checkbox"/> Difficulty Breathing
<input type="checkbox"/> Myalgia (muscle aches)	<input type="checkbox"/> New loss of smell
<input type="checkbox"/> Headache	<input type="checkbox"/> New loss of taste
<input type="checkbox"/> Sore Throat	
<input type="checkbox"/> Nausea or Vomiting	
<input type="checkbox"/> Diarrhea	
<input type="checkbox"/> Fatigue	
<input type="checkbox"/> Congestion or runny nose	

Students who are sick (e.g. fever, vomiting, diarrhea) should **not** attend school in-person. If **TWO OR MORE** of the fields in **Column A** are checked off OR **AT LEAST ONE** field in **column B** is checked off, please keep your child home and notify the school for further instructions.

**Section 2: Close Contact/Potential Exposure**

Please verify if in the last 14days:

<input type="checkbox"/>	Your child has had close contact (within 6 feet of an infected person for 15 or more minutes during a 24-hour period) with a person with COVID-19
<input type="checkbox"/>	Someone in your household is diagnosed with or being tested for COVID-19
<input type="checkbox"/>	Your child has <a href="#">traveled from any U.S. state or territory</a> outside of New York, Connecticut, Pennsylvania, and Delaware and is not otherwise exempt from quarantine under the <a href="#">[link DOH travel restrictions]</a>

If **ANY** of the fields in **Section 2** are checked off, contact your school for exclusion recommendations. Contact your child’s healthcare provider or your local health department for further guidance.

- **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 to the school nurse by emailing: [sjsnurse@sjsbr.org](mailto:sjsnurse@sjsbr.org).
- Parents must report a diagnosis of COVID-19 among a household member of the student to the school nurse by emailing [sjsnurse@sjsbr.org](mailto:sjsnurse@sjsbr.org).
- If a household member is exhibiting symptoms of COVID-19 and/or getting tested for the virus, students in that household must remain home and the school nurse contacted.
- If the student has been exposed to a household member with the COVID-19 diagnosis, that exposed student must remain home for the length of time designated by the Bernards Township Department of Health.
- If COVID-19 symptoms and/or elevated temperature are reported to the school nurse, the student who experienced the fever and/or the symptoms, must receive a doctor’s clearance in writing before returning to school.

- **Please arrive at school before 8:30 AM.**
- Students will enter school at the **gym entrance.**
- **Students and staff are required to wear face coverings while in school.** The Governor's new order lists the following exceptions:
  - When wearing a mask would inhibit the individual's health, such as when the individual is exposed to extreme heat indoors
  - When the individual has trouble breathing, is unconscious, incapacitated or otherwise unable to remove a face covering without assistance
  - When a student's documented medical condition or disability, as reflected in an Individualized Education Program (IEP) or Educational Plan pursuant to Section 504 of the Rehabilitation Act of 1973, precludes use of a face covering
  - When the individual is under two years of age
  - When an individual is engaged in an activity that cannot be performed while wearing a mask, such as eating and drinking or playing an instrument
  - When the individual is engaged in high-intensity aerobic or anaerobic activity.

Exceptions to wearing masks will not be made based on personal preference or concerns about negative consequences of wearing masks. If masks are required it will be because the benefits of wearing them outweigh any negative consequences. Please note that vaccinated individuals will also need to wear a mask in school.

- Students are expected to have clean, properly fitted masks.
  - Disposable masks must be new each morning.
  - Reusable masks must be clean and of proper fabric.
- The school nurse will be at the main entrance to assess for any symptoms of COVID-19 as above or as directed by the CDC, DOH, and NJDOE.
- Hand sanitizing stations will be at the main entrance for students to clean hands upon entering the building.
- Students will be sent directly to classrooms after they have been cleared to enter the school.
- Upon arrival to their classrooms, students will be supervised by their teachers to ensure safe practices and social distancing.
- Students who arrive after 8:50 AM will enter at the school's main entrance and be screened as above.

## **HEALTH PROTOCOLS:**

### **STAFF:**

- All staff will be required to self-assess their health regarding symptoms of COVID-19 as described above or as directed by the CDC, DOH, NJDOE.
- Staff exhibiting symptoms of COVID-19 will report symptoms to the school nurse and stay home.
- If COVID-19 symptoms and/or elevated temperature are reported to the school nurse, personnel who experienced the fever and/or the symptoms, must receive a doctor's clearance in writing before returning to school.
- **All staff are required to wear face coverings** unless doing so would inhibit the individual's health.

### **VISITORS:**

- At this time, visitors are not allowed in school. Small gatherings may meet in the Parish Center.
- Dropping off items for students:
  - Ring the bell at the main entrance for the school secretary.
  - Items may be left in the drop-box at the main entrance.
- Student early dismissal (reasons other than sickness):
  - Parent/Guardian must notify the school office when they are on campus.
  - School secretary will call the student down to the office for dismissal.
  - Parent will complete an early dismissal form (in drop-box) and student will be released to parent.
  - If a student returns to school, parents are expected to take screen for symptoms of COVID-19 as described in "Entrance Protocols"
- While the "no visitor" policy is in place, teachers will be encouraged to use technology to foster classroom visits by parents and/or subject-area experts to enhance learning opportunities.
- While the "no visitor" policy is in place, parents/guardians may schedule meetings with school personnel via Zoom or telephone.

## **QUARANTINE AND READMITTANCE PROCEDURES:**

- Quarantine for students and employees will be determined in partnership with the Bernards Township Department of Health.



- Re-admittance for students and employees after recovering from COVID-19 will be established in conjunction with the school nurse under the guidance of the Bernards Township Department of Health.



## **SOCIAL DISTANCING**

- All classrooms with two doors will have an “entrance” and an “exit” door.
- Upon entering the classroom, teachers will observe students for any signs of illness and follow the protocols to send them, safely and confidentially, to the school nurse for further evaluation.
- Teachers will manage the flow into the classroom, allowing only small groups of students to congregate at the lockers/closets.
- Students will leave the lockers/closets and sit at their desks in an orderly manner.
- All student desks will be socially-distanced by 3-feet, and facing the same direction.
- During lunch, students will be socially distanced and with assigned seats to facilitate contact tracing, if necessary.



## **PERSONAL PROTECTIVE EQUIPMENT**

- Students and staff are required to wear face coverings while in school. The Governor’s new order lists the following exceptions:
  - When wearing a mask would inhibit the individual’s health, such as when the individual is exposed to extreme heat indoors
  - When the individual has trouble breathing, is unconscious, incapacitated or otherwise unable to remove a face covering without assistance
  - When a student’s documented medical condition or disability, as reflected in an Individualized Education Program (IEP) or Educational Plan pursuant to Section 504 of the Rehabilitation Act of 1973, precludes use of a face covering
  - When the individual is under two years of age
  - When an individual is engaged in an activity that cannot be performed while wearing a mask, such as eating and drinking or playing an instrument
  - When the individual is engaged in high-intensity aerobic or anaerobic activity.

Exceptions to wearing masks will not be made based on personal preference or concerns about negative consequences of wearing masks. If masks are required it will be because the benefits of wearing them outweigh any negative consequences. Please note that vaccinated individuals will also need to wear a mask in school.

We will continue to follow the guidance of the Diocese Metuchen and the State of New Jersey in this regard.

- Students should arrive at school with a well-fitted mask and should always have a spare in their backpack.
- Reusable masks should be laundered after every wearing. Disposable masks should be worn once and then discarded.
- The school will have extra disposable masks on-hand should students or staff forget to bring their own face coverings. These are costly, so our families' attention to a clean mask and a spare is appreciated.
- Students and staff are expected to wear their masks correctly, covering both nose and mouth at all times except during mask breaks in the classroom, when eating snack or lunch, when outside at recess or in physical education class.
- Throughout the day, teachers will provide mask breaks while students are seated at their desks.



## **CLASSROOM AND COMMON SPACES**

- Students in grade K-5 will be kept in cohorts and will move to the art room, computer lab, library, and gymnasium for specials classes. They will eat lunch in the cafeteria (see “Social Distancing” above for explanation).
  - Cohorts (2A, 2B, 3A, 3B, etc.) will stay together during recess.
  - The recess area will be expanded to allow for six different spaces with different activities in each. Cohorts will rotate between each space on a 6-day schedule.
  - In the case of inclement weather, indoor recess will take place in the classroom with some classes (on a rotating schedule) going to separated spaces in the gymnasium.
- All middle school classes will be divided into four, equal-size cohorts. Students will change classes with each cohort seated together and socially distanced from the other cohort in the room (e.g., cohorts 6A and 6B will go to science together, but will be socially distanced in the classroom). Students' movement will be monitored by teaching staff to ensure social distancing is achieved while moving from class to class.

- Students will not be allowed to use water fountains to drink directly but may use them to refill water bottles.
- Students’ supplies will be kept in personal containers at the students’ desks and put away at the end of the school day.
- In PreK3, PreK4, and Kindergarten, students will be put into smaller groups and teachers will implement a “station rotation” model for learning. Students will bring their own school supplies to be kept in personal containers, not shared. Toys will be shared but cleaned throughout the day and fully disinfected each evening.
- All students and cohorts will wash their hands prior to eating (snack and lunch), after eating, and after recess.
- Hand sanitizing stations are in each classroom at the entrance and exit, at all school entrances, and in the nurse’s office.
- All stairwells will be designated as “up” or “down” except in the case of an emergency when all stairwells will be used to evacuate the building.
- At dismissal, cohorts will be dismissed based upon location and exit door. Students will exit to the parking lot outside the main, side, and gym entrances. Cohorts will remain together until parents/guardians meet them and walk them to their cars.



## FACILITIES

### CLEANING:

The safety of our employees and students are 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 will 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.

### GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	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
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

- Our custodial team will clean bathrooms and common areas frequently throughout the day, based upon a schedule set forth by the administration.
- Teachers have spray bottles filled with safe, hospital-grade disinfectant and microfiber wipes to clean surfaces, materials, and toys regularly throughout the day.
- After dismissal or after-school activities have dismissed, all classrooms, bathrooms, hallways, entrances, and stairwells will be thoroughly cleaned using hospital-grade disinfectant.

#### **CLASSROOM VENTILATION/AIR QUALITY**

- The building's air exhaust system covers most classrooms. In rooms that are not on the system, air purifiers will be placed in the classroom.
- Air quality testing is being performed this summer to ensure proper airflow in each classroom. If testing shows insufficient air quality, air purifiers will be added to improve it.
- Whenever possible, teachers are encouraged to keep a window/windows open for fresh air.



## **RESTROOM USAGE DURING THE SCHOOL DAY**

The school has established a maximum capacity for the facility that allows for social distancing. All teachers have been trained in the maximum capacity for the restrooms in the building.

- Teachers have a sign-out/sign-in procedure in the classroom to aid in contact tracing efforts.
- All students will be instructed on proper hygiene practices, washing hands, after the use of the toilets.



## **RECESS, PHYSICAL EDUCATION, AND LOCKERS**

- The recess area has been expanded to allow for eight different spaces with different activities in each. Cohorts will rotate between each space on a schedule. Students will not be required to wear face coverings during outdoor recess.
- In the case of inclement weather, indoor recess will take place in the classroom with some classes (on a rotating schedule) going to separated spaces in the gymnasium. Students will be required to wear face coverings during indoor recess if they are in the classroom.
- Physical education classes will be held by cohort. Before attending class, students will wash hands or use hand sanitizing stations posted at the gym entrances. Students will not be required to wear masks during intense, aerobic activity.
- Teachers will monitor and manage access to middle school lockers in the morning and at the end of the day.



## **CAFETERIA AND MEAL PERIODS**

- Lunch periods will be staggered to allow for fewer students in the cafeteria.
- Students will be seated strategically-distanced and with assigned seats to aid in contact tracing, when necessary.
- Tables and benches will be wiped with disinfectant after each lunch period.

- Purchased lunches will be delivered to the appropriate tables by lunch personnel.
- All students will clean hands prior to entering the cafeteria and upon leaving.



## **SNACKS AND FOOD DELIVERY**

- Students in PreK – 5 are required to bring their own snacks.
- There is no snack period for students in grades 6 – 8.
- Students may remove masks while eating their snacks at their desks.
- Until further notice, students will not be allowed to bring food items for birthdays or special occasions. Teachers will find creative ways to celebrate important milestones with their students.



## **COMMUNICATION WITH FAMILIES:**

- It is recommended that parents check emails frequently.
- The SwiftK12 system will be used for all important notifications.
  - Families should check their SwiftK12 profile often to include updated phone, email, and text numbers.
- Families should check the school website ([sjsbr.org](http://sjsbr.org)) and follow the school's social media.
  - Facebook: Saint James School
  - Instagram: @sjschool
- The administration will continue to release the weekly newsletter, News & Notes, which will be sent via SwiftK12, Constant Contact, and posted on the school website.
- All teachers will send a weekly newsletter via Shutterfly (PreK3 & PreK4), Google Classroom (K-8), or email to parents summarizing the activities and learning opportunities that week and announcing any upcoming events or activities.



## CATHOLIC IDENTITY

- School Masses
  - School Masses will be held in the church with students socially distanced and wearing face coverings.
  - If school in remote learning model, Masses will be livestreamed via Facebook Live.
- Daily Prayer
  - Daily prayers will be shared over school PA system at 8:40 AM, as usual.
  - If school is in remote learning model, daily prayers will be emailed every morning at 8:40 AM via SwiftK12.
- Retreats, Prayer Services, other activities will be attended by cohort. If safe, social-distancing is possible, they will be a school-wide event.
- Teachers will continue to follow the daily prayer program as established in the Faculty Handbook.
- Teachers will continue to direct student-led service projects – at least one per year – in which all students are required to participate.
- The Pastor and Principal will be visible at the main entrance in the morning as often as practicable and will always be available to support students, staff, and parents.
- The Principal will hold community forums either in-person or virtually as befits the pandemic situation.



## ACADEMICS:

Guided by the administration, teachers will continue to provide rigorous and engaging units of study throughout the curriculum. Teachers, with administrative support, will analyze standardized testing scores (Measured Academic Progress (MAP)) to determine learning/skill gaps and will adjust instructional plans to meet the needs of each student. Teachers will continue to communicate with parents, as necessary, to ensure the continued growth and support of each student's learning goals.

Home-based learning is no longer available unless in the case of quarantine, extended illness, or school closures due to emergency situations.



## **STUDENT SUPPORT AND COUNSELING:**

- The child study team under the direction of the Somerset County Educational Services Commission (SCESC) will continue to provide compensatory education, supplemental instruction, speech and language services, and physical and occupational therapy as needed based upon students' individual ISPs (Individual Service Plan).
- The academic support teachers at Saint James School will continue to supplement services provided by (SCESC) to further address academic needs of students with ISPs.
- Teachers will continue to modify and accommodate in the classroom and at home as directed by student ISPs.
- The school counselor will meet with each cohort during the first few weeks of school to introduce herself and inform students of her services.
- Opportunities to meet the teacher and new classmates will be held before school starts for all returning and new students. These will be held outside as long as state mandates can be met.
- The counselor will meet 1:1 with new students during the first few weeks of school to offer support as they adjust to their new school.
- The first few days of school are set aside to ensure that all students, new and returning, are comfortable in their classroom and building, get to know their classmates, and feel they are part of the community of Saint James School.



## **FAMILY SUPPORT:**

- School functions such as Back to School Night and Parent-Teacher conferences will be held to offer parents the opportunity to meet teachers and administration. Determinations will be made regarding the type of event (virtual or in-person).
- The principal will continue to hold community forums by cohort.
- All new families will be partnered with a “buddy family” as a resource for information and support.
- The Pastor and Principal will be available, as needed, to support families.





## GRADING AND ATTENDANCE POLICY

- All grading policies remain the same and can be found in the Parent-Student Handbook.
- Attendance is expected.
- Virtual learning will only be available to students who are quarantined or during an extended illness.
- If a student must switch to virtual learning due to quarantine or extended illness (more than 5 days), virtual learning will be provided as follows:
  - Students in PreK3-K: there will be a virtual, morning, check-in with parent and student for the day's instructions and assignments.
  - Students in grades 1 – 4 will begin on day 3 of absence.
  - Students in grades 5 – 8 will begin on day 2 of absence.
- **Virtual learning will not be provided for any other absence including short-term illness, family vacations, or appointments.**



## REMOTE LEARNING:

- If the school must close in 2021-2022, we will follow the [Virtual Learning Plan](#) (Appendix A).

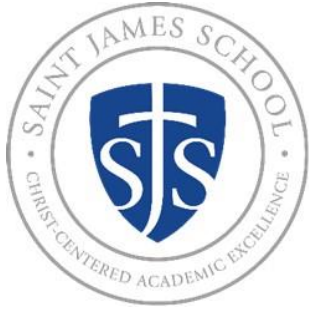


## EXTRACURRICULAR ACTIVITIES/BEFORE AND AFTERCARE PROGRAMS

- After-care programs will remain in place. Students are required to bring their own snacks to after-care.
- After-care will meet in room 111 (art room).
- Extracurricular activities will be decided upon on a case by case basis. Announcements for Fall activities will be made by the administration.

**APPENDIX A**

**VIRTUAL LEARNING  
PLAN**



**SAINT JAMES SCHOOL**  
*Christ-Centered Academic Excellence*

# REMOTE (VIRTUAL) LEARNING PLAN

(In the event schools are closed due to  
emergency)



## **OVERVIEW:**

If schools must close due to weather, health, or other emergencies, Saint James School is ready to support our students while they must stay home by enacting our Virtual Learning Plan.

Virtual learning, also referred to as digital learning or e-learning, is using technology for teaching and learning outside of the traditional classroom setting. It enables learning to take place anytime and anywhere and does not require the instructor and the student(s) to be together.

Teachers are fully trained on the use of digital tools for learning including Google Classroom (Kindergarten – 8), Shutterfly (PreK3 & 4) and Zoom for virtual instruction and use best-practices to ensure that students reach their educational goals.

As long as Virtual Learning Days are conducted in accordance with Diocesan standards, Virtual Learning Days count toward the total number of school days and do not need to be “made up” throughout the year or at the end of the school year.

The Student/Parent Handbook applies to all school days, including Virtual Learning Days, except for the uniform code. Please be reminded that all other policies apply including: Ethical Use of Technology Policy, Harassment, Intimidation, and Bullying Policy, School Conduct Code, and students will be expected to continue to practice the twelve virtues in the Hearts on Fire program.



## **NOTIFICATION:**

Saint James School will notify the families and students of the need for a virtual learning day(s), with as much advance notice as possible, via the SwiftK12 system, the school website ([sjsbr.org](http://sjsbr.org)), and the school’s social media pages (Facebook: Saint James School; Instagram: @sjschool).



## **ATTENDANCE:**

Students in grades K-8 will be expected to log in to their Google Classroom daily by 8:45 AM and attend all scheduled online meetings. If no student login is observed, the student will be considered absent for the day. Attendance will be posted the following day.

*In the event of an absence, a student is still responsible for completing the day’s assignments.*



## **VIRTUAL LEARNING DAY OVERVIEW:**

Students will experience a combination of synchronous and asynchronous learning. Teachers are expected to post assignments on Google Classroom by 8:30 AM. Students in grades K-8 should access their Google Classrooms by 8:45 AM each day to see their assignments for the day. Students will also log in to online meetings with their teachers via Zoom based upon the schedule posted in Google Classroom and as communicated to school families.

- To receive daily instruction:
  - Students in PreK3, PreK4, and Kindergarten will meet with their teachers for 30 minutes two times per day.
  - Students in grades K-8 will meet with their teachers according to the schedule at the end of this document.
- Any changes to the schedule will be communicated and posted on the school website.
- Students will complete classwork either asynchronously (outside of online meetings) or synchronously (during online meetings). Students are expected to attend every online meeting and submit completed work per the teachers' instructions.
- All assignments will have a due date – whether a daily assignment or long-term assignment. Students are expected to submit assignments when due. Late assignments will lose points or not be accepted, at the discretion of the teacher.
- Lessons will be accompanied by formative assessments to ensure understanding of the material. Teachers will provide extra help for students who need it.
- Units of study will include summative assessments that may be in the form of paper/pencil tests, projects, presentations, or other alternative assessment.
- Teachers will provide extra help, as necessary, at a mutually convenient time via Zoom.
- Teachers will support students with ISPs by applying modifications and accommodations as necessary.



## **COMMUNICATION:**

Students in grades K-8 may communicate directly with their teachers via Google Classroom. Parents may communicate with teachers via school (.sjsbr.org) emails as found in the faculty directory on the school website (sjsbr.org). Teachers are not allowed to communicate with parents or students via text message.

Parents may communicate with school administration, main office, counselor, and other support personnel via emails listed in the faculty directory on the school website.



## **TECH SUPPORT:**

If a student is having a problem with their school-owned device, they should contact Mrs. Ellen Corcoran ([ecorcoran@sjsbr.org](mailto:ecorcoran@sjsbr.org)) for help in troubleshooting the problem. Mrs. Corcoran can also help with personal devices to some extent.

If a student is unable to access the Internet due to lack of connectivity, electrical failure or other extenuating circumstances, students or their parent/guardian should reach out to the teacher as soon as practicable to report the difficulty.



## **EXPECTATIONS:**

### **Parent/Guardian expectations for Virtual Learning:**

- Set aside a calm, quiet, distraction-free space for your child(ren) to work every day, preferably not their bedroom.
- Ensure that your child has the necessary school supplies in their home workspace as directed by the school and teacher.
- Ensure virtual learning equipment is available and charged.
- Try to keep a consistent schedule for completing classwork.
- Ensure that your child is attending online meetings, participating fully, and keeping their camera on and their face visible to the teacher.
- Help your child check Google Classroom every day.
- Check your emails or Google Classroom regularly for online meeting links.

- Communicate with teachers regularly via email or Google Classroom regarding any questions or issues that arise.
- If your child is having trouble completing work, email teachers to schedule a time for an online meeting.
- Check school-owned devices on a regular basis to ensure proper care is being taken.
- Help your child(ren) drop off assignments at the school, as necessary.
- Help your child(ren) pick up assignments at the school, as necessary.
- If your child can not attend scheduled meetings with teachers, please send an email to [soffice@sjsbr.org](mailto:soffice@sjsbr.org) and your child's teacher to explain why they will not attend.
- Reach out to the administration ([sflorendo@sjsbr.org](mailto:sflorendo@sjsbr.org)) if you have questions while the school is closed.

### **Student expectations for Virtual Learning:**

- Sign-in to Google Classroom every day and complete assignments on time.
- Complete all paper assignments on time.
- Join online meetings as scheduled.
- If you are having trouble completing work, communicate with your teacher through Google Classroom or ask your parent to email your teacher to schedule an online meeting.
- Continue to abide by the [Ethical Use of Technology Policy](#) and take care of the school-owned equipment you are using.
- When attending online meetings, students are expected to have their camera on with the teacher able to see the students whole face. Failure to comply with this requirement will result in a recorded absence and may affect the student's grade.
- Respect the efforts of your teacher and fully participate in online meetings.

### **Teacher expectations for Virtual Learning:**

- Post daily assignments before 8:30 AM every day. Assignments may not be added after this time.
- Post long-term assignments that include all parts and the rubric to be used to grade the assignment.
- Set up and facilitate online meetings using the Zoom platform giving at least 12 hours' notice.
- Follow the schedule of meetings as developed by the school administration.
- Take attendance for all virtual meetings.
- Check school email regularly – at least once in the morning and once in the afternoon.
- Communicate with students to address questions/issues via email and/or Google Classroom.

- Schedule private/small group online meetings using Zoom to conference with students/parents if necessary, to address issues/questions.



### **STUDENT AND FAMILY SUPPORT:**

- Our school counselor will remain available to support students while they are at home. To the best of our ability, our counselor will continue to provide academic and mental health support. Parents should email the school counselor to initiate support.
- Should a telephone call or video conference be valuable in supporting the student, parents must provide permission for the student to meet with the counselor.
- All parent forums will be held as scheduled.



### **CATHOLIC IDENTITY:**

- School Masses
  - Masses will be livestreamed via Facebook Live.
- Daily Prayer
  - Daily prayers will be emailed every morning at 8:40 AM via SwiftK12.
- Retreats, Prayer Services, other activities:
  - All scheduled retreats and prayer services will be conducted via Zoom.
- Teachers will continue to direct student-led service projects – at least one per year. Plans will be modified to a virtual model, if necessary, to complete the project.
- The Pastor and Principal will always be available to support students, staff, and parents.



**SAINT JAMES SCHOOL**  
**GRADES 5 - 8**  
**VIRTUAL LEARNING SCHEDULE**  
**2021-2022**

**MONDAY**

		5A	5B	6A	6B	6C	6D	7A	7B	7C	7D	8A	8B	8C	8D
8:30-8:50	Homeroom	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR
8:50-9:20	Period 1	ELA (AD)	REL (LM)	MATH	REL	REL	MATH	SCI	SS	SCI	SS	WRIT	WRIT	LIT	LIT
9:20-9:50	Period 2	WRIT (DS)	ELA (AD)	REL	ART	ART	REL	SS	SCI	SS	SCI	MATH	MATH	MATH	MATH
9:50-10:20	Period 3	MATH (AD)	WRIT (DS)	SCI	SS	SCI	SS	MATH	MATH	MATH	MATH	LIT	LIT	REL	REL
10:20-10:50	Break	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10:50-11:20	Period 4	REL (LM)	PE	SS	SCI	SS	SCI	LIT	LIT	WRIT	WRIT	REL	REL	SPAN/FR	SPAN/FR
11:20-11:50	Period 5	SPAN	MATH (LM)	ART	MATH	MATH	ART	WRIT	WRIT	LIT	LIT	SS	SCI	SS	SCI
11:50-12:20	Period 6	SCI (AD)	SS (JF)	WRIT	WRIT	ST SKILLS	ST SKILLS	REL	ART	ART	REL	SCI	SS	SCI	SS
12:20-12:50	Break	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
12:50-1:20	Period 8	SS (JF)	SCI (LM)	LIT	LIT	WRIT	WRIT	ART	REL	REL	ART	ST SKILLS	ST SKILLS	PE	PE
1:20-1:50	Support	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period

**TUESDAY**

		5A	5B	6A	6B	6C	6D	7A	7B	7C	7D	8A	8B	8C	8D
8:30-8:50	Homeroom	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR
8:50-9:20	Period 1	ELA (AD)	MATH (LM)	MATH	REL	REL	MATH	SCI	SS	SCI	SS	LIT	LIT	WRIT	WRIT
9:20-9:50	Period 2	MATH EXT (AD)	ELA (AD)	REL	SPAN/FR	SPAN/FR	REL	SS	SCI	SS	SCI	MATH	MATH	MATH	MATH
9:50-10:20	Period 3	MATH (AD)	SCI (LM)	SCI	SS	SCI	SS	MATH	MATH	MATH	MATH	REL	REL	LIT	LIT
10:20-10:50	Break	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10:50-11:20	Period 4	REL (LM)	ART	SS	SCI	SS	SCI	LIT	LIT	WRIT	WRIT	WRIT	WRIT	SPAN/FR	SPAN/FR
11:20-11:50	Period 5	SCI (AD)	REL (LM)	SPAN/FR	MATH	MATH	SPAN/FR	WRIT	WRIT	LIT	LIT	SS	SCI	SS	SCI
11:50-12:20	Period 6	ART	SS (JF)	WRIT	WRIT	LIT	LIT	REL	SPAN/FR	SPAN/FR	REL	SCI	SS	SCI	SS
12:20-12:50	Break	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
12:50-1:20	Period 8	SS (JF)	MATH EXT (LM)	LIT	LIT	WRIT	WRIT	SPAN/FR	REL	REL	SPAN/FR	MUSIC	ART	ART	MUSIC
1:20-1:50	Support	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period

**WEDNESDAY**

		5A	5B	6A	6B	6C	6D	7A	7B	7C	7D	8A	8B	8C	8D
8:30-8:50	Homeroom	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR
8:50-9:20	Period 1	ELA (AD)	REL (LM)	MATH	REL	REL	MATH	SCI	SS	SCI	SS	LIT	LIT	WRIT	WRIT
9:20-9:50	Period 2	WRIT (DS)	ELA (AD)	REL	MUSIC	MUSIC	REL	SS	SCI	SS	SCI	MATH	MATH	MATH	MATH
9:50-10:20	Period 3	MATH (AD)	WRIT (DS)	SCI	SS	SCI	SS	LIT	LIT	PE	PE	REL	REL	TECH	TECH
10:20-10:50	Break	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10:50-11:20	Period 4	REL (LM)	SPAN	SS	SCI	SS	SCI	MATH	MATH	MATH	MATH	WRIT	WRIT	REL	REL
11:20-11:50	Period 5	MATH EXT (AD)	MATH (LM)	MUSIC	MATH	MATH	MUSIC	PE	PE	LIT	LIT	TECH	TECH	SPAN/FR	SPAN/FR
11:50-12:20	Period 6	SCI (AD)	SS (JF)	WRIT	WRIT	LIT	LIT	REL	MUSIC	MUSIC	REL	SCI	SS	SCI	SS
12:20-12:50	Break	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
12:50-1:20	Period 8	SS (JF)	SCI (LM)	LIT	LIT	WRIT	WRIT	MUSIC	REL	REL	MUSIC	SS	SCI	SS	SCI
1:20-1:50	Support	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period

**THURSDAY**

		5A	5B	6A	6B	6C	6D	7A	7B	7C	7D	8A	8B	8C	8D
8:30-8:50	Homeroom	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR
8:50-9:20	Period 1	ELA (AD)	MATH (LM)	MATH	REL	REL	MATH	SCI	SS	SCI	SS	WRIT	WRIT	LIT	LIT
9:20-9:50	Period 2	TECH	MUSIC	REL	SPAN/FR	SPAN/FR	REL	SS	SCI	SS	SCI	MATH	MATH	MATH	MATH
9:50-10:20	Period 3	MATH (AD)	SCI (LM)	SCI	SS	SCI	SS	MATH	MATH	MATH	MATH	REL	REL	WRIT	WRIT
10:20-10:50	Break	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10:50-11:20	Period 4	REL (LM)	ELA (AD)	SS	SCI	SS	SCI	ST SKILLS	ST SKILLS	WRIT	WRIT	SPAN/FR	SPAN/FR	REL	REL
11:20-11:50	Period 5	SCI (AD)	REL (LM)	SPAN/FR	MATH	MATH	SPAN/FR	WRIT	WRIT	ST SKILLS	ST SKILLS	SS	SCI	SS	SCI
11:50-12:20	Period 6	MUSIC	SS (JF)	WRIT	WRIT	LIT	LIT	REL	SPAN/FR	SPAN/FR	REL	SCI	SS	SCI	SS
12:20-12:50	Break	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
12:50-1:20	Period 8	SS (JF)	TECH	LIT	LIT	WRIT	WRIT	SPAN/FR	REL	REL	SPAN/FR	ART	MUSIC	MUSIC	ART
1:20-1:50	Support	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period

**FRIDAY**

		5A	5B	6A	6B	6C	6D	7A	7B	7C	7D	8A	8B	8C	8D
8:30-8:50	Homeroom	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR
8:50-9:20	Period 1	ELA (AD)	REL (LM)	MATH	REL	REL	MATH	SCI	SS	SCI	SS	LIT	LIT	WRIT	WRIT
9:20-9:50	Period 2	WRIT (DS)	ELA (AD)	REL	TECH	TECH	REL	SS	SCI	SS	SCI	MATH	MATH	MATH	MATH
9:50-10:20	Period 3	REL (LM)	WRIT (DS)	SCI	SS	SCI	SS	MATH	MATH	MATH	MATH	REL	REL	LIT	LIT
10:20-10:50	Break	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10:50-11:20	Period 4	MATH (AD)	MATH EXT (LM)	SS	SCI	SS	SCI	LIT	LIT	WRIT	WRIT	PE	PE	REL	REL
11:20-11:50	Period 5	PE	MATH (LM)	TECH	MATH	MATH	TECH	WRIT	WRIT	LIT	LIT	SS	SCI	SS	SCI
11:50-12:20	Period 6	SCI (AD)	SS (JF)	PE	PE	LIT	LIT	REL	TECH	TECH	REL	SCI	SS	SCI	SS
12:20-12:50	Break	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
12:50-1:20	Period 8	SS (JF)	SCI (LM)	ST SKILLS	ST SKILLS	PE	PE	TECH	REL	REL	TECH	WRIT	WRIT	ST SKILLS	ST SKILLS

**\*\*Library will not meet if the school is virtual**

**SAINT JAMES SCHOOL  
GRADES PRESCHOOL - 4  
VIRTUAL SPECIALS SCHEDULE  
2021-2022**

**MONDAY**

		PK3	PK4	K-A	K-B	1	2A	2B	3A	3B	4A	4B
8:30-8:50	Homeroom	HR	HR	HR	HR	HR	HR	4B	HR	HR	HR	HR
8:50-9:20	Period 1									SPAN		
9:20-9:50	Period 2								SPAN		TECH	
9:50-10:20	Period 3				SPAN		PE					TECH
10:20-10:50	Break	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10:50-11:20	Period 4		ART						LIBRARY			
11:20-11:50	Period 6							PE				
11:50-12:20	Period 7			PE					LIBRARY			
12:20-12:50	Break	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
12:50-1:20	Period 8					SPAN						
1:20-1:50	Support	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period

**TUESDAY**

		PK3	PK4	K	K-B	1	2A	2B	3A	3B	4A	4B
8:30-8:50	Homeroom	HR	HR	HR	HR	HR	HR	4B	HR	HR	HR	HR
8:50-9:20	Period 1								PE	ART		
9:20-9:50	Period 2	MUSIC	TECH						ART	PE		
9:50-10:20	Period 3	PE	PE									
10:20-10:50	Break	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10:50-11:20	Period 4					TECH					LIBRARY	
11:20-11:50	Period 6			MUSIC				TECH				
11:50-12:20	Period 7				PE	MUSIC	TECH					LIBRARY
12:20-12:50	Break	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
12:50-1:20	Period 8					TECH						
1:20-1:50	Support	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period

**WEDNESDAY**

		PK3	PK4	K	K-B	1	2A	2B	3A	3B	4A	4B
8:30-8:50	Homeroom	HR	HR	HR	HR	HR	HR	4B	HR	HR	HR	HR
8:50-9:20	Period 1						ART		MUSIC		PE	
9:20-9:50	Period 2						SPANISH	ART				PE
9:50-10:20	Period 3							SPANISH		TECH		
10:20-10:50	Break	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10:50-11:20	Period 4		LIBRARY		ART							
11:20-11:50	Period 6			ART								
11:50-12:20	Period 7			TECH	LIBRARY							SPANISH
12:20-12:50	Break	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
12:50-1:20	Period 8					PE					SPANISH	
1:20-1:50	Support	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period

**THURSDAY**

		PK3	PK4	K	K-B	1	2A	2B	3A	3B	4A	4B
8:30-8:50	Homeroom	HR	HR	HR	HR	HR	HR	4B	HR	HR	HR	HR
8:50-9:20	Period 1		MUSIC				PE					
9:20-9:50	Period 2	ART										
9:50-10:20	Period 3			SPANISH	PE				TECH			
10:20-10:50	Break	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10:50-11:20	Period 4					ART		LIBRARY		TECH		
11:20-11:50	Period 6											
11:50-12:20	Period 7			PE				LIBRARY			ART	PE
12:20-12:50	Break	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
12:50-1:20	Period 8										PE	ART
1:20-1:50	Support	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period	Support Period

**FRIDAY**

		PK3	PK4	K	K-B	1	2A	2B	3A	3B	4A	4B
8:30-8:50	Homeroom	HR	HR	HR	HR	HR	HR	4B	HR	HR	HR	HR
8:50-9:20	Period 1	PE	PE							MUSIC		
9:20-9:50	Period 2								PE			
9:50-10:20	Period 3				TECH					PE		MUSIC
10:20-10:50	Break	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10:50-11:20	Period 4			LIBRARY								
11:20-11:50	Period 6						MUSIC					
11:50-12:20	Period 7							MUSIC				
12:20-12:50	Break	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
12:50-1:20	Period 8					LIBRARY					MUSIC	