



Catholic Schools Onward
Best Practices and New Opportunities
as We Move Forward

Guidance and Procedures
For St. Jude School
July, 2020 / Revised August, 2020

Dear St. Jude Families,

My hope and prayer is that this note finds you and your family members safe and in good health.

I've always taken such great pride in the partnership between St. Jude School and our wonderful parents. As we prepare for a new school year, in such challenging times, I look to this partnership as a foundation upon which we will ensure a successful school year. As you know, decisions regarding the status of the school are based on directives from CDC, Pennsylvania Department of Education, Bucks County Department of Health, and the Archdiocesan Office of Education. Please know that in accordance and compliance with the guidance of all the directives, it is our intent to open our school and to have it remain open. We remain committed to providing a safe, nurturing, and secure school environment for our students, faculty, and staff.

On Wednesday, July 29th, a survey was sent to all families to ask for your decision regarding your child/ren's attendance at school for the 2020-2021 school year. We highly recommend in-person attendance; however, the option of virtual learning will be available. Information regarding in-person and virtual classes is detailed in the plan. The survey also asked for your decision regarding your child's transportation by bus or car. Thank you for your timely response to the survey.

Below is a document designed to provide information regarding the plan to return to school for the 2020-2021 school year. The document has been updated as of August 24, 2020. The principles listed below will allow us to remain open and to leverage virtual learning when necessary. New guidance and procedures will be communicated if, and when, it is necessary.

Thank you for entrusting your children to our care and for your commitment to our partnership as parents and teachers of our children, God's precious gifts to us.

**With gratitude and reliance on God's loving providence for our children,
Sister Elizabeth**

Guidance and Procedures

General Health - Parents need to keep their children home who are experiencing symptoms - such as fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, chills, congestion or runny nose, nausea or vomiting, or diarrhea. When symptoms persist, the child should be seen by a doctor, and medically cleared to return to school. With parental cooperation, we will be able to keep the schools open and safe.

8-24-20

****Symptom screening will be done by all parents/guardians at home each morning before the school day. Students with symptoms listed above must stay home.**

****A Policy Regarding Daily Health Monitoring is attached (see page 12).**

****Students will consistently be made aware of the signs and symptoms of COVID-19.**

****A COVID - 19 Student Triage form, prepared by the BC DOH for use by Bucks County school nurses, will be used as needed. People with COVID -19 have a wide range of symptoms reported, ranging from mild symptoms to severe illness. If a student presents with any of the range of symptoms in school, this standard form will be used to determine a plan of action.**

****A COVID - 19 Symptomatic K-12 Student or Staff Process Flow has been provided by the PA DOH and the PDE. This flow chart will be used to direct the school and the parents in respect to symptoms consistent and not consistent with COVID - 19.**

Cohort Model – A cohort is recommended by many health organizations as an environmental measure to prevent the spread of disease. A “cohort” is a group of people sharing the same demographic characteristics such as a classroom of children. Although we will be using other precautionary measures, cohorts will be a major part of our plan. To this end, we will keep groups of students together for the entire day. They will attend classes, lunch, and recess as a cohort. A cohort allows for much easier contact tracing. If a case of COVID-19 were to surface, smaller groups of students would need to be quarantined at home. We would work with the Bucks County Department of Health to determine who needs to quarantine. While determining who needs to quarantine, the cohort may need to continue virtual learning at home.

8-24-20

****Dr. Damsker, Director of BC DOH, will remain our full and committed partner in the case of any confirmed cases of COVID -19 among our students or staff, guiding decisions regarding contact tracing and persons who need to quarantine.**

Social distancing - Social distancing is also a fundamental practice in all of our procedural operations. Social distancing is the practice of deliberately increasing the physical space between people to avoid spreading illness. Social distancing lessens the chances of catching

COVID-19. Travel in the hallway, lunch periods, and classroom instruction have all been planned to maximize social distancing in coordination with Bucks County DOH Guidelines.

Strategic use of Masks - Masks will be mandatory in certain situations for certain age groups, such as travel in the hallway, on the bus, classroom situations with non-cohort members, or when moving about the classroom is necessary without effective social distancing.

Masks (or other acceptable face coverings) must be washed daily.

8-24-20

****Masks or face shields will be worn by students and staff members at all times, except when eating and drinking at lunch or recess time. Mask breaks of no longer than ten minutes are permitted.**

Handwashing - Students will wash/sanitize their hands as they enter the classroom in the morning with their personal hand sanitizer. Students will wash/sanitize their hands frequently throughout the day as they begin and end a class, use the restroom, before and after lunch, before and after recess, before leaving for dismissal.

Cleaning - The school will increase the cleaning of common areas and highly used surfaces such as doorknobs, handrails, and counters. All cleaning supplies have been approved by the EPA. Students are expected to bring their own water bottles to school, as water fountains will not be in use. Student water bottles must be washed at home each day. With this enhanced cleaning, a safer environment can be maintained.

Monitoring health at school - Teachers will check the health of their students throughout the day. As a reminder, parents are required to complete a "Symptom Screening" or daily health check and to refrain from sending any children to school who are exhibiting any of the symptoms previously noted. Random temperature checks may take place outside of the classroom if needed. **Please make sure your student information on Option C has the correct emergency contact information, and please confirm that your emergency contacts are comfortable picking up your sick child and are able to do so within a forty five minute time frame.** All faculty and staff members will also be required to check their temperature each day and monitor their own health for symptoms.

Virtual/CyberLearning

1. Families who opt to have their students participate in virtual learning at the start of the year will be placed in their grade level homeroom. Students will be able to follow their daily schedule virtually and complete work via GSuite which includes Google Meet and Classroom (**). PLEASE NOTE: Classroom video cameras will be located in the classroom to enable students at home to see the teacher and view instruction.

8-24-20

**** Students in Preschool - 2nd grade will use Zoom and SeeSaw for their Learning Management System.**

2. Students will also be able to work independently from home. (See details below)

3. If a child is sick, or a parent suspects the child may be sick, we will have a virtual option where the child can participate virtually with their cohort. Materials will be exchanged through Google Classroom.
4. In the case where COVID-19 has been identified, and a cohort or some members of a cohort have been dismissed from school, the cohort will utilize virtual learning for the isolation period. Direct Instruction will be delivered through the virtual platform of Google Meet and integration with GSuite or Zoom and SeeSaw. (See details below).

Modified Attendance - Children will be marked as present if they attend class in person or attend virtually and complete their work. Only when children cannot or do not participate in any of the virtual lessons, will they be marked absent. If a student is too sick to participate virtually, the parent should notify the teacher, and the student will be marked absent. As done in the past, teachers will provide students with the work that they missed.

Envisioning the School Day from a Student's Perspective

Items to bring for personal safety each day

- Mask and a plastic bag for storage (face shields and neck gaitors also permitted.)
- A second back-up mask will be required to have in student backpack.
- Personal small container of hand sanitizer - 2-3 oz.
- Clorox wipes - small package
- Water bottle (additional drink for lunch)
- Small package of Kleenex

Arrival (updated 8-24-20)

- Bus riders will wear a mask on the bus. Seating on buses will be assigned. (We are still waiting for more specific guidance from each district transportation department.)
- Car riders will wear a mask from the car and drivers will also be required to wear a mask on the school grounds. Students will be required to open car doors and step out on their own. Children in car seats will need to be unbuckled and lifted out by a parent or older sibling. Teachers will lead children into school.
- CARES children will wear a mask into the school building. Arrival will be at the main entrance where the child will be met by a CARES teacher and walked to the CARES room. Masks will be worn until children are in the CARES classroom.

Walking in the hallways

- Masks will be worn when moving in the hallways.
- Directional paths will be followed by faculty and students.
- Movement to special classes will follow an assigned path to and from their classes.

Classrooms

- Are arranged for social distancing with all desks and chairs facing in one direction.
- When changing of class for roster of grades 6 - 8, masks will be worn.
- Preschool, Pre K, K students will sit at tables arranged according to social distancing guidelines.
- Carpets in early childhood classes are permitted and will be sprayed and vacuumed daily.
- An iPad for video commuting will be utilized to access the teacher's instruction for students who are scheduled for virtual learning.

Special/ Co-Curricular Classes (updated 8-24-20)

- Students will sanitize their hands before and after each class with their personal sanitizer.
- Art - students will use personal supplies in classrooms or Art room as directed by the teacher. Masks will be worn in all classes. Supplies will be sanitized after each class.
- Library - borrowing of books will be determined by the Librarian. Older students will be able to virtually pre-order their library books for borrowing. Classes will be conducted in classrooms for younger students and in the Library for older students with assigned seating and sanitization after each class. Masks will be worn at all times.
- Music - classes will be held in the music room with assigned seating and sanitization after each class. Masks will be worn at all times. Please note: students will refrain from using instruments in class until further notice.
- Phys Ed - will use the outside grounds, weather permitting, and the gym when necessary. Masks will be worn and social distancing will be required. Equipment will be sanitized after each use.
- Spanish - will be conducted in classrooms for younger students and Spanish classroom for older students with assigned seating and sanitization after each class. Masks will be worn at all times.

- Technology - will be conducted in classrooms for younger students and the tech lab and personal Chromebooks and iPads as directed by the teacher with assigned seating and sanitization after each class. Masks will be worn at all times.
- Catapult Services will be offered throughout the school year. Masks will be worn and social distancing will take place. More information and scheduling will be sent home at a later date for students receiving Catapult Services.

Lunch /Snacks (updated 8-24-20)

- Until further notice, our cafeteria service has been suspended.
- **All food and beverages will be home-packed and brought in with students in the morning until further notice. Napkins and utensils needed for eating must be packed.**
- **Special lunches brought in by parents are not permitted.**
- Lunch will be in homeroom and students will need their own water bottles/beverages.
- Sharing of food will not be permitted.
- Edible treats (i.e. birthdays, holidays) have been suspended until further notice.
- Students will sanitize their hands before and after lunch.

Recess (updated 8-24-20)

- A staggered schedule will be followed. Students will play/socialize with their cohort group outside.
- The play area will be divided and cohorts will rotate daily.
- Playground equipment will be shared and sanitizing will be completed after use by each cohort.
- The sharing of balls and other play equipment will not be permitted. As always, students will be reminded to keep their hands to themselves and to not touch others.
- Masks will be worn and social distancing will be required.
- Students will sanitize their hands before and after recess.

Restrooms

- Students will use the restrooms, independently or with teacher supervision, as needed and appropriate to age level. Students will be required to adhere to distancing guidelines. There will be floor markings to help designate appropriate distance.
- Students will be reminded to wash their hands.

- Students will follow protocols for reduced capacity in restrooms at one time.
- Additional cleaning times will be built into the day.

Dismissal

- All students and faculty will wear masks (or acceptable face coverings).
- Bus riders will wear a mask and students will sit in assigned seats.
- Car riders will wear masks from the classroom until the student is in the car with parent/adult supervisor. Parents are to wear masks in the parking lot when meeting students.
- CARES students will wear masks from school to exit door to meet parent.
- Parent/adult must wear mask when meeting CARES student and teacher at the door.

Group activities

- After School Activities- All after school activities in the building are suspended until further notice. We hope to resume clubs and activities when it is safe to do so.
- Mass and Sacraments - social distancing will be observed when students attend services in Church. Live streaming may be used for times when we are not able to have total school attendance. Details will be shared when services are planned.
- Grade Buddies - will have a creative way to meet at a distance.
- Clubs - are suspended until further notice.
- Assemblies - will be virtual until further notice.
- Community / Home and School Events - will be held virtually until further notice.
- Field Trips - will be virtual until further notice.
- Back to School Nights - will be virtual and details will be sent later.
- Parent Conferences - will be virtual until further notice.

Envisioning the School day from a Parent's Perspective

- Parents will adhere to the actions on the supplied health checklist prior to their children coming to school. A written contract will be signed assuring compliance with this requirement.
- Student Attendance will be taken daily for both in-person and virtual learners.

- **Absence - must be reported by email to child's homeroom teacher and copied to Mrs. Crowley by 8:30 am. (in-person or virtually)**
- **Bringing in a student late - must be reported by email to child's homeroom teacher and copied to Mrs. Crowley by 8:30 am.**
- **Picking up a student early - must be reported by email to child's homeroom teacher and copied to Mrs. Crowley by 8:30 am.**
- Volunteers - will be limited at this time but needed for outside lunch recess. Health checks of volunteers will be required. Details will follow.
- **The playgrounds will be not be available for children to use after school.**

Picking Up a Sick Student from the Nurse's Office

- The nurse will call home and communicate health issues with the parent.
- If a student has any symptoms of COVID-19, they will be separated from other students and placed in a safe, supervised place until parents arrive.
- The nurse or a staff member will bring the child to the main lobby by Mrs. Crowley's office for pick up.
- Please make sure Option C has the correct emergency contact information, and please confirm that your emergency contacts are comfortable picking up your sick child and can do so in 45 minutes or less.

Student is Sent Home due to a Fever at School

- **Students must remain at home for 3 consecutive days instead of 24 hours.** They may participate in virtual learning while at home if they are well enough to attend virtual classes. If the fever persists and/or other symptoms of the COVID virus are present, student will be required to have a COVID test prior to return to school.
- Siblings of a student with a fever will have their temperature taken at school. If the siblings have a fever, they will also be sent home. If they do not have a fever, they will remain in school.

Student tests positive for COVID-19

- If a student tests positive for COVID 19, we will work with the Bucks County Department of Health (DOH) and follow their recommendations for quarantine. The BC DOH will mobilize only when there is a positive test, not when someone has symptoms. In the case of a positive test, it is possible that the some members or the entire cohort (child's homeroom) could be quarantined while the BC DOH makes final decisions. These students and/or staff will participate in class from home and virtual learning for some or all students in this cohort will begin.
- Scenarios
 - In the event of a positive test within the student body:
 - Student A in Class B tests positive. The family of student A should contact the school immediately. Additionally, the county will independently advise us

within hours of the confirmation of a positive test as well. The classroom parents and anyone who might have contact with Student A would be notified that there was a positive test (names will not be shared). We will share travel patterns, seating charts, etc. with the Bucks County Department of Health who will recommend what students and/or staff should be quarantined, if any.

- In the event of a staff member testing positive:
 - If a teacher or staff member has a positive test, we will follow the same guidelines as if a student were positive.
- In the event of a household family member testing positive:
 - The Bucks County Department of Health will provide us with the necessary guidelines to follow.

Virtual Learning (updated 8-24-20)

The option for Virtual learning via video commuting will provide synchronous learning for students who are enrolled at St. Jude School and participating in virtual classes at home. Students will log into the link provided for their classes. Families who choose virtual learning from the start of the year, will be assigned a day to pick up the necessary materials that students will need for home. The Learning Management System used by St. Jude School will be Google Meet, available as part of the GSuite program for grades 3-8 and Zoom and SeeSaw for Preschool - 2nd grade.

Students participating in virtual learning from home will be expected to wear their school uniform and work from a desk or table. They also will be expected to have their Chromebook or iPad cameras on at all times, as directed by their teacher, with their microphones mute, unless they are speaking to the teacher or participating with the class responses.

- It is understood that the student may need to take a short bathroom break, and they will be given a few minutes in between classes.
- A Chromebook or iPad will be provided on loan from the school.
- Google Classroom will be accessible and will be used by students in grades 3-8.
- Google Meet or Zoom will be used for students to participate in learning.
 - Direct Instruction/Notes
 - Practice Work
 - Group Discussion
 - Small Group Work/Meetings
 - When P.E. is outside, students will be able to login into Google Classroom to follow the lesson and may be required to record (write about) their experience, but they will not be live with the class.
- Students will be excused from Google Meet or Zoom for lunch and recess. At this time, they should eat lunch at home and find some time to exercise or play.
- Students in grades 5-8 will be expected to be in every class (all day). They should not need parent support at all after becoming acquainted with the new cyberlearning model. Students in grades 3-4 will be expected to be in each core subject area: ELA, Math, Religion, SS, and Science. Specials will be optional but highly encouraged. They may need a little support from parents at the beginning.
 - Families will identify their choice of in-person or virtual learning prior to the opening of school.
 - The student's schedule will be provided and could include breaks other than lunch/recess if families opt out of Specials (all or none).

- Students in grades K-2 will be expected to participate in ELA, Math, and Religion. Specials will be provided, but they are optional for the family. Occasionally, there will be Science and Social Studies lessons.
- Pre K and Preschool
 - Students will participate in morning meetings.
 - Learning activities and lessons will be shared as much as possible through live instruction via weekly email or available for pick up in the office.
 - Enrichment activities to support lessons will be available as much as possible through live instruction.

Models for Virtual Learning

1. Students of families who opt to participate in virtual learning at the start of the year will be placed in a grade level homeroom and will be considered part of that homeroom. Students will be able to follow their daily schedule virtually and complete assignments via Google Classroom or SeeSaw. All assignments will be expected to be completed. All assignments graded in the classroom will be graded for those learning from home, too. Quizzes/Tests may need to be printed at home, will be completed in front of the teacher on the Chromebook, and will need to be submitted electronically.
2. In the case where COVID-19 has been identified and students or a cohort need to begin virtual learning, the students or cohort will utilize distance learning for the isolation period. Direct instruction will be delivered through a virtual platform with reliance on Google Meet, GSuite components, or Zoom and SeeSaw.
3. If a child is sick or a parent suspects the child may be sick for multiple days and they are feeling well enough to work, virtual learning will be available. In this case, the parent must email the homeroom teacher by 8:30 am, stating that the student will be absent but will participate that day via virtual learning. Assignments will be completed through Google Classroom.
4. If a student is just sick for the day, too sick to work from home, or away from school, they will find their work through Google Classroom and/or communicating with the teacher just as they have in the past. One day for each day absent will be permitted for students to make up work and tests.

Parent Guidelines for Virtual Learning

- Students who begin the year with virtual learning will remain in it until the midpoint of the first trimester. (Oct. 16) At that time, a virtual conference will be held with parents and the administration to determine if the student will continue with virtual learning or initiate in-person learning.
- Parents should let the student take ownership to the maximum extent possible.
- Parents should not be on the screen and should not participate in the class at any time.
- Teacher lessons will not be recorded or shared with anyone other than the student in the class.
- More detailed information will be provided to families who chose virtual learning at the start of the school year.

Policy regarding daily Health Monitoring

This plan calls on every member of the school community to support our values of mutual respect, integrity, willingness to sacrifice for the common good and foster community bonds across generations. Commitment to the policies will assist in protecting the health and welfare of all members of our school community.

Pre-Arrival Screening: Each morning before arrival, parents will complete a symptom screening as stated by the school. In an effort to keep all children safe, we ask that parents monitor their children's health daily. Below are the expectations related to the health monitoring.

I attest to :

- Fever of 100.4 or above,
- Chills,
- Cough,
- Shortness of breath or difficulty breathing,
- Fatigue,
- Muscle or body aches,
- Headache,
- New loss of taste or smell,
- Sore throat,
- Congestion or runny nose,
- Nausea or vomiting,
- Diarrhea,
- My child has not had any contact with anyone with COVID
- My child has not traveled a location designated as a "Hot Spot"

· I am following all CDC recommended guidelines and limiting my/my child's exposure to risks such as above.

If any of these symptoms please keep your child from school and contact the school any of the symptoms. If the symptoms are serious please seek immediate medical attention. Always call before visiting your doctor or health facility.

We will keep you informed if the list of symptoms listed above changes in any way.