Introduction and Explanation:

- Welcome to the 2021-2022 school year. We are excited to partner with your family once again in the academic preparation and faith formation of children.
- We do have to acknowledge that, at the time of writing, our state overall, and our civil parish in particular, rank among the highest for new cases of COVID-19 according to available metrics.
- The goals of St. Philip Neri School continue to be to keep our students, families, and staff healthy and safe, to operate on an in-person basis according to our school calendar, and to ensure academic progress and growth in the Catholic faith.
- All decisions concerning the daily operation of SPN for the 2021-2022 school year have been made in conjunction with guidance from the Archdiocese of New Orleans and the Louisiana Department of Health, as well as review of the Louisiana Department of Education’s “Ready to Achieve! 2021-2022 School Operational Guidelines” (updated July 26, 2021) and Jefferson Parish Public Schools’ “Start Strong Jefferson” document (updated July 30, 2021). Both documents are readily available on the Internet.
- The information in this document supersedes any information found in the SPN Family Handbook. The document itself is considered to be part of the handbook.
- Our current operating standards have been informed by the success of our 9-week summer camp program through practices and measures they have utilized during this summer’s session and the lack of outbreak and/or community spread during camp.
- The school is obligated to implement, abide by, and enforce any public health mandates that may come from national, state, or local governmental and/or health agencies.
- The school reserves the right to introduce, change, or remove operational standards to address the health and safety of everyone who calls our campus home each day. You will be notified promptly of such changes. Changes in operational standards will be based on how the current public health emergency is affecting our campus and/or school community at large.
- All schools in Louisiana, including SPN, are legally required to report all COVID-19 cases within our student population to the Louisiana Department of Health through their electronic reporting system (School Reporting and Data Sharing Order #2020-COVID19-001).
- While we will be looking to hold all school-sponsored events that are scheduled to take place during the school day, according to our calendar, we may alter the events in consideration for the health and safety of attendees. All adult visitors to our campus and/or events are high encouraged to wear a face mask while indoors anywhere at our school. In the case of an outdoor event, we ask that you maintain a reasonable physical distance from others outside your own household.
- SPN has a “distance learning plan” in place should the entire campus face a shutdown for any reason. This plan can be found on the school website under “Parent Center” → “Important Documents”.

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Information that applies to all students in all grade levels:

- At this time, masking for students will remain optional, left to the discretion of judgement of each family.
- As the school will possibly find itself in situations over the course of the school year where contact tracing is necessary and changes need to be made to our operations based on observable data, we must engage in symptom-monitoring. In this vein, we will, once again this year, check the temperatures of students when they arrive to class each morning. Faculty and visitors to campus will be temperature checked as well.
- All employees of St. Philip Neri Catholic School who are not fully vaccinated will mask. Vaccinated employees may choose to mask if they wish. Given the fact that masking is required for some and optional for others, it is not to be assumed that a masked employee of SPN is unvaccinated. Employees will go about instruction and daily duties while avoiding sustained close contact with students, when possible.
- Increased hand hygiene, regular deep cleaning of classrooms and common areas, the use of bottle-filling stations rather than water fountains, and directional signs to control the flow of traffic around campus will continue to be in use from last school year.
- Students are highly encouraged to mask while indoors at St. Philip Neri. It should be noted that the latest guidance for dealing with a COVID-19 case in a student allows for classmates and close contacts to remain in school and out of quarantine if both the infected student and close contacts were engaged in consistent and correct use of a well-fitting face mask (LDOE p. 2). Masking will, therefore, be a consideration in determining quarantine for close contacts or entire classes. Masking could keep your student in school, even if a classmate tests positive for COVID-19.
- If your student, or someone who lives in your household or has had recent, sustained close contact with your student, tests positive for COVID-19, please notify the school immediately.
- 7-day, 10-day, and 14-day quarantine protocols remain in effect in situations of a positive COVID-case. A flowchart of these options can be found on the school website under "Parent Center" → “Important Documents”.
- If there is a confirmed positive COVID-19 case in your child’s class and/or within your child’s close contacts, you will be notified.
- If you child is sick, please do not send your child to school. All assignments, assessments, and other requirements can and will be rescheduled with deference to your child’s academic progress.
- In all indoor settings, students will be distanced to the maximum extent possible, given the space available.
- At lunch, classes that normally eat in the Assembly Hall will eat in the Assembly Hall. Students will be spaced to the maximum extent possible.
- At recess, grade level classes may mix, as current guidance allows a maximum of four cohorts to mix outdoors (LDOE p. 9). Students will be encouraged to play games that do not require sustained close contact with each other.
- Students in Grades 2-7 will attend Mass in two groups, every other week. The first group will be made up of Grades 2, 3, and 4. The second group will be made up of Grades 5, 6, and 7. A schedule for Masses for the first half of the year will be posted to the school website. You are welcome to attend school Masses.
- After school clubs and activities will occur. There has not yet been any firm news about interschool sports among Archdiocesan schools. Once we have received information about sports, it will be shared with the school community.
- At this time, SPN does plan on holding all school-sponsored events on the calendar that are scheduled to take place during the school day. We want to hold our traditional events and allow parents and family members to attend these events. To make this happen, it may be necessary to make some logistical changes to the events. Planning for each event will include considerations for either moving the event to another day/time and/or changing the event venue to allow for greater distancing.
- All field trip experiences (with the exceptions of the Seventh Grade Swim Party and Seventh Grade Boat Trip) will be brought to campus this school year. Students will not travel to field trips.
<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Operational Standards and Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ext. Care</td>
<td>◦ <strong>BEFORE CARE</strong> - Will operate from 7:00 AM to 8:00 AM daily in the Assembly Hall. Students will be spaced to the maximum extent possible. Students will be grouped by grade level and by homeroom, if possible. Some mixing of students outside of homeroom and grade level groups is likely. ◦ <strong>AFTER CARE</strong> - Will operate from 3:30 PM to 6:00 PM daily in the Assembly Hall and outdoors. Students will be spaced to the maximum extent possible. Students will be grouped by grade level and by homeroom, if possible. Some mixing of students outside of homeroom and grade level groups is likely.</td>
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<td>ELC</td>
<td>◦ The Early Learning Center will continue to utilize the procedures that they implemented at the beginning of the pandemic. More information can be found in the Early Learning Center Handbook and by contacting the Early Learning Center at 504-887-2322.</td>
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<tr>
<td>PK3</td>
<td>◦ PK3 students are self-contained. They remain in their classrooms most of the day and with their homeroom group throughout the day. ◦ PK3 will attend 1 enrichment class daily. Some enrichments will be in the PK3 classroom; the class will travel for others. ◦ PK3 lunch is served in the classroom. ◦ PK3 has their own recess space exclusively for use by the PK3 grade level.</td>
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<tr>
<td>PK4</td>
<td>◦ PK4 students are self-contained. They remain in their classrooms most of the day and with their homeroom group throughout the day. ◦ PK4 will attend 1 enrichment class daily. Some enrichments will be in the PK4 classroom; the class will travel for others. ◦ PK4 lunch is served in the Assembly Hall. ◦ PK4 utilizes a variety of available outdoor spaces for recess.</td>
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<tr>
<td>K</td>
<td>◦ Kindergarten students are self-contained. They remain in their classrooms most of the day and with their homeroom group throughout the day. ◦ Kindergarten will attend 1 enrichment class daily. They will travel to all enrichment classes. ◦ Kindergarten lunch is served in the Assembly Hall. ◦ Kindergarten utilizes a variety of available outdoor spaces for recess. Mixing among Kindergarten classes outdoors at recess is possible.</td>
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<td>1</td>
<td>◦ First Grade students are self-contained. They remain in their classrooms most of the day and with their homeroom group throughout the day. ◦ First Grade will attend 1 enrichment class daily. They will travel to all enrichment classes. ◦ First Grade lunch is served in the Assembly Hall. ◦ First Grade utilizes a variety of available outdoor spaces for recess. Mixing among First Grade classes outdoors at recess is possible.</td>
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<tr>
<td>2</td>
<td>◦ Second Grade students are self-contained. They remain in their classrooms most of the day and with their homeroom group throughout the day. ◦ Second Grade will attend 1 enrichment class daily. They will travel to all enrichment classes. ◦ Second Grade lunch is served in the Assembly Hall. ◦ Second Grade utilizes a variety of available outdoor spaces for recess. Mixing among Second Grade classes outdoors at recess is possible.</td>
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</tbody>
</table>
Third Grade students participate in minimal academic switching of classes during the school day.
- After homeroom in the morning, students will switch into their core classes (English, Reading, Math) according to academic placement. The students will then stay in those academic groups until lunch.
- At lunch, students return to homeroom groups. Afternoon non-core classes (Science, Social Studies, Religion) are in the homeroom with the homeroom group and the homeroom teacher. Students will participate in daily enrichment classes as part of the homeroom group.
- Third Grade lunch is served in the Assembly Hall.
- Third Grade utilizes a variety of available outdoor spaces for recess. Mixing among Third Grade classes outdoors at recess is possible.

Fourth Grade students participate in minimal academic switching of classes during the school day.
- After homeroom in the morning, students will switch into their core classes (English, Reading, Math) according to academic placement. There will be a few students from each of the three homerooms in each academic group in the morning. The students will then stay in those academic groups until lunch.
- At lunch, students return to homeroom groups. Students will travel in homeroom groups to their afternoon non-core classes (Science, Social Studies, Religion). All students will be taught Science by Mrs. Lacoste, all students will be taught Religion by Mrs. Binder, all students will be taught Social Studies by Mrs. Withmeyer. Students will participate in daily enrichment classes as part of the homeroom group.
- Fourth Grade lunch is served in the Assembly Hall.
- Fourth Grade utilizes a variety of available outdoor spaces for recess. Mixing among Fourth Grade classes outdoors at recess is possible.

Fifth Grade students are scheduled into two homerooms based on academic placement.
- Fifth Grade students will travel by homeroom to each of their classrooms throughout the day, including enrichment.
- Fifth Grade lunch is served in the Assembly Hall.
- Fifth Grade recess is on the athletic field. Mixing among other Middle School grade levels and homerooms outdoors at recess is possible.

Sixth Grade students are scheduled into two homerooms based on academic placement.
- Sixth Grade students will travel by homeroom to each of their classrooms throughout the day, including enrichment.
- Sixth Grade lunch is served in the Assembly Hall.
- Sixth Grade recess is on the athletic field. Mixing among other Middle School grade levels and homerooms outdoors at recess is possible.

Seventh Grade students are scheduled into three homerooms.
- After announcements each morning, Seventh Grade students will take their first three classes of the day in groups according to academic placement. These will be the core classes (English, Reading, Math).
- Beginning with Fourth Period each day, students will travel to non-core classes (Science, Social Studies, Religion, Enrichment) according to more personalized schedules that allows for greater mixing among the Seventh Grade students. The schedule, beginning at Fourth Period, is akin to a high school schedule in that students will have classes with various members of the grade level outside their homeroom and academic groups.
- Seventh Grade lunch is served in the Assembly Hall.
- Seventh Grade recess is on the athletic field. Mixing among other Middle School grade levels and homerooms outdoors at recess is possible.
Arrival Procedures (We will use the same arrival procedures, rain or shine)

- AT 8:00 ARRIVAL BEGINS
  - Parents who enter the campus from Kawanee Ave. will park and escort students to the whitetop (K-7) or the Assembly Hall (PK3 and PK4; there is no Before Care charge starting at 8:00). Please exit campus on Kawanee Ave.
  - Parents who enter campus from Olympic Dr. will drop off their children at the double gates in front of the whitetop where teachers will assist your student from the vehicle. Please exit on Olympic Drive. Parking to walk students onto campus is not permitted from the Olympic Drive lot.
  - In the event of inclement weather, arrival procedures will remain the same for students. We will house the students in the Assembly Hall until they are dismissed to their classrooms.

- AT 8:15, GATE 3 OPENS
  - Gate 3 opens.
  - PK3 and PK4 students and parents may enter through Gate 3 and walk their children to class.
  - K-7 students can enter Gate 3 and walk directly to their classrooms.

- At 8:30 ARRIVAL ENDS
  - Students in all grade levels who arrive at 8:30 or after should report to the school office.
  - Per handbook policy, a student is tardy if he/she is not in his/her classroom at 8:30.

- During the first week of school, Kindergarten families may walk their children to their classrooms. To do so, please enter through Gate 3 no earlier than when it opens at 8:15. Starting with Monday of the second week of school, Kindergarten parents will not be allowed to walk students to class.
Dismissal Procedures (without inclement weather)

- **At 3:20**
  - PK3 and PK4 families should enter the campus on Kawanee, park, and meet their students at either Gate 3 (PK3) or Gate 2 (PK4).
  - Families of students in grades K-7 should enter the campus from either Kawanee or Olympic and park. Parents may enter the whitetop through the double gates to wait for their students. Please wait inside the fenced area.

- **At 3:30**
  - Students in grades K-7 are dismissed from class lines according to the following map. No student will be allowed to leave without an adult, and teachers must be informed when a student is leaving.
  - Please form orderly single file lines and highly consider masking. Even though dismissal will be outdoors, it is somewhat of a group setting.
  - Students in grades K-7 who are scheduled for aftercare that afternoon will be brought to aftercare before the rest of the class moves onto the whitetop.

- **At 3:45 DISMISSEL ENDS**
  - All remaining students are sent to After Care in the Assembly Hall.

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**2021-2022 Dismissal Plan**

**At 3:30:**
- All gates will open.
- **Gates 1, 2, 3, 4:** Parents will come to the gate and name the child to be dismissed. The teacher at the gate will send the child out to the parent.
- **Whitetop:** Students will line up by homeroom, parents will come onto the whitetop. Students will be released to parents on the whitetop.

**If it rains:**
- All gates will be opened at 3:25.
- Parents will go directly to classrooms (Building 1) or building entrances (Buildings 2 and 3) as we did in 2020-2021.
- Gates 1 and 4 will be for entering campus.
- Gates 2 and 3 will be for exiting campus.

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**Whitetop double gates**

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**Middle School**
- lined up by homeroom on whitetop near the athletic field

**Gate 4**
- Grade 1
- lined up by homeroom near Building 2

**Gate 3**
- Kindergarten
- lined up by homeroom in grassy area near flagpole

**Gate 2**
- Grade 4
- lined up by homeroom near Gate 2 walkway

**Gate 1**
- Grades 2 and 3
- lined up by homeroom near Mary statue
**Dismissal Procedures (with inclement weather)**

- **At 3:20**
  - Students in grades PK3 and PK4 will be dismissed directly from classroom. Enter through Gate 3. Please do not enter your student’s classroom, rather, wait for the teacher to open the door and dismiss children.

- **At 3:30**
  - All students in Grades K-7 will be dismissed from inside campus.
  - Enter campus at either Gate 1 or Gate 4.
  - Go to your child’s classroom (Grades 2 and 3) or your child’s building (K, 1, 4, MS) to pick up your child.
  - Exit campus through either Gate 2 or Gate 3.

- **At 3:45 DISMISSAL ENDS**
  - All remaining students are sent to After Care in the Assembly Hall.