



## St. John Berchmans Catholic School Back to School Plan

We recognize that the return to school is a dividing issue amid this COVID 19. However, the faculty and staff of St. John Berchmans Catholic School remain committed to providing the best possible education for our children in a safe, secure, positive learning environment. We do not take the responsibility of your invested interest in your child's education lightly.

Following CDC Guidelines, the following procedures will be implemented daily.

### **Health & Wellness**

Please note: This is the action plan as of today, based on currently available information. These plans can change without advanced warning at any time based on guidelines from the governor, local directives from TCCB ED, the archbishop, the superintendent of Catholic schools, and the needs of our St. John Berchmans community.

### **Temperature Checks**

- Temperature checks will be taken for all students before entering the school building. Temperatures will be recorded until further notice.

### **Attendance**

St. John Berchmans Catholic School will not distribute Perfect Attendance Awards this year. If your child is not feeling well, please notify your child's teacher via email and keep him/her at home. If your child is feeling well, then please send him/her to school.

### **Face Masks**

Everyone will be required to have a face mask with them on campus at all times to be worn at designated times.

- We kindly ask adults to wear their masks when dropping off students in the car line due to possible proximity to school personnel.
- All students are asked to wear face masks when entering the school and for dismissal.
- Students in Prek3-Kinder will only be allowed to remove their masks during naptime as long as they remain socially distant at 6 feet.

## Student Arrival

- ❖ Doors will open at 7:00 AM for early drop-off. Students will proceed to the cafeteria after temperature checks.
- ❖ Students may arrive between 7:25 AM and 7:55 AM.
- ❖ All students will use the car line for arrival and dismissal.
- ❖ Family vehicles will enter via the Weir Street gate located behind the Family Dollar. Please stay to the right and drive along the fence to come up to the drive-through carline.
- ❖ Only the SJB students should exit the vehicle with their backpack in hand; everyone else must remain in their cars.
- ❖ An SJB staff member will be ready to receive your child and administer a temperature check.
- ❖ Immediately following the temperature checks, students will proceed directly to their homeroom
- ❖ When exiting via Cupples, please turn right on Cupples to limit the backup of traffic.
- ❖ All students must wear a mask when walking from the vehicle to the building.

## Movement in the Building

- Directional floor signs will identify one-way pathways for movement through hallways. (Except during fire drills and emergence school evacuations)
- Students may not loiter or gather in the restrooms or hallways.
- Masks must be worn at all times while moving through the school building.

## Student Dismissal

We are looking at different models to make dismissal as safe and efficient as possible. More information will be communicated as it becomes available.

- Parents, grandparents, and other authorized individuals must remain in their vehicles. Each family will be given a “student name” sign for the designated person to display on their passenger-side dashboard.
- At 3:30 pm, any remaining student will be taken to after school care. Fees will apply.

Parents may **NOT** pick up their child in the last hour of the school day to alleviate crowding in the school office. If students must be picked up early, then please make sure to pick them up before the following times:

- 2:00 pm on regular school days
- 11:00 am on noon dismissal days

## After School Care

More information on after school care procedures will be coming soon.

## **Visitors**

To limit exposure, St. Berchmans Catholic Schools asks that you adhere to the following:

- Visitors will not be permitted on the campus during the school day other than the front office.
- Visitors are encouraged to only come on campus for extenuating circumstances.
- At this time, we will forgo the use of campus volunteers when possible. Our schools will provide alternative means of serving our community.

## **Illness While in School**

Students who show signs of COVID-19 symptoms will be isolated immediately at school.

- Students must be picked up within 60 minutes of the parent being notified by the school of illness.
- Parents should have a backup plan for pickup in case of this happening.
- If the student shows any of the following symptoms could indicate a possible COVID-19 infection:
  - Temperature of 100.4 degrees Fahrenheit or higher when taken by mouth
  - Sore throat
  - New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline);
  - Diarrhea, vomiting, or abdominal pain; or
  - New onset of severe headache, especially with a fever
- Non-essential visits to the office/clinic will be limited.
- Medication and basic First Aid will be delivered to the classroom. Only serious illnesses will be handled in the office/clinic.
- A staff member who becomes ill at school will be sent home immediately.
- The CDC guidelines will be followed for students who have been directly exposed to COVID-19; direct contact with someone who has been diagnosed with COVID-19 at a close distance for longer than 15 minutes without a mask. These students will be asked to quarantine until it can be established that they have not contracted the virus.
- Teachers who become ill and are capable will continue to teach from home via streaming.

## **General Health & Wellness Practices**

Hand Washing & Hand Sanitizer - Students, teachers, staff, and campus visitors will be encouraged to sanitize and wash hands frequently.

- Each student, faculty member, and staff member will have a personal hand sanitizer for personal use only at each of their desks.
- Each student must have a parent permission form on file for the use of hand sanitizer (i.e., allergies)
- All will wash hands with soap and water before lunch and use hand sanitizer upon entering the cafeteria.
- All will wash hands with soap and water and use hand sanitizer after recess and P.E.

- Hand washing signs will be posted in the restrooms.
- Signs will be placed on the floors in the walkways, cafeteria, and office designating 6-foot distancing.

### **Personal Water Bottles/Water Fountains**

- Personal water bottles - All students must bring his/her water bottle for personal use.
- Students may bring clear water bottles filled with water only.
- Names should be clearly written on the bottles or containers
- Students will be encouraged to use our touchless refilling station.
- Drinking fountains will be sanitized. No one will be allowed to drink from the water fountain.

### **Enhanced Cleaning Procedures**

Enhanced cleaning protocols have been established to disinfect the campus daily.

- High touch surfaces will be regularly disinfected throughout the school day.
- Teachers and staff will be provided with the necessary cleaning and disinfecting materials.
- We will ensure the safe and correct use and storage of cleaning and disinfecting products.
- Common areas and lunch tables will be cleaned and sanitized after each use.
- Whenever possible, doors will be opened to improve airflow by allowing outside air to circulate in the classrooms.

### **Classroom Procedures**

- Classroom seating will be arranged to maximize strategic social distancing and to limit face-to-face contact.
- Students will use individual items at their school desk or in their designated cubby: pencil, crayons, scissors, etc.
- Students will use only their school-issued Chromebook/device or a device provided by the family.
- Students will remain with the same students throughout the school day. Teachers will rotate among classrooms for those students that have multiple teachers.

### **Cafeteria**

Students are encouraged to bring their lunch in disposable bags. Lunches must come with the child at the start of the day. **NO LUNCH DROP-OFFS IN FRONT OFFICE**

- Students, faculty, and staff will use a designated entrance and exit.
- All will wash hands with soap and water before lunch and use hand sanitizer before entering the cafeteria.
- Students will eat lunch in their classrooms.
- Students will be seated at least 6 feet apart while strategically placed to maintain a social community.
- Food sharing is not permitted.

- Parents are not allowed to eat with their children.
- Each student must bring his/her snacks.
- Snacks will not be sold for purchase on campus.

### **Restrooms**

- Hand washing signs will be posted in the restrooms.
- Bathroom usage will be limited to a safe number of students in the room at one time.
- Classes will have designated restrooms to use.
- Teachers will focus on teaching students proper handwashing techniques.
- Teachers will encourage social distancing when waiting to use the facilities.
- Facilities will be marked to ensure social distancing.

### **Recess**

Recess times will be staggered to limit the number of students in the courtyard/playground.

- Each class will alternate a specific recess designated areas (i.e., basketball court, soccer field, baseball field, circle and parking lot). Weather permitting, students may have two recess breaks.
- All will wash hands with soap and water and use hand sanitizer after recess.

## **Learning & Instruction**

### **Unified Learning Management System – itslearning**

St. John Berchmans Catholic School will be utilizing a unified online learning management system for the 2020-2021 school year. Whether we are here on campus or at-home, instruction and learning will continue through this unified platform. SJB faculty and staff are currently receiving training on the use of this new platform. Parents and students will also receive training at the beginning of the year.

### **Primary Option:**

#### **In-Person Instruction**

St. John Berchmans Catholic School is committed to providing a quality Catholic education for our students with a strong focus on in-person instruction. Our faculty and staff are dedicated to ensuring the spiritual, mental, and physical growth of each child. We nurture and foster a community of love and respect for all.

At the beginning of the year, teachers will instruct students on how to use the online learning management system in the classroom. Teachers will utilize itslearning to guide and facilitate instruction while also providing enriching in-person experiences. Students will use the program to submit some of their assignments and also traditionally submit assignments. Our students will be able to transfer from one medium to another effortlessly – they will be 21st-century learners!

\*If a student is absent for a short period and is a member of our in-person learning

community, then work can be found on itslearning, and any additional in-person assignments will be received through the teacher. Please email your child's teacher if your child is absent.

### **Secondary Option: Remote Learning Option**

Remote learning Option (RLO) will be offered to any parent who does not feel that it is safe for their child to attend school in person. This could be due to the child having a medical condition, a family member having a medical condition, he/she is in isolation or in quarantine, or by parent request.

- The student will Zoom in with their class at assigned times. Students will need to be present for each of these sessions to be counted present for the school day. After these sessions, they can log off to complete the same activities and assignments as the in-person students, with the same expectations and due dates. Using this model, students could choose to return to in-person Instruction at any time and be on pace with their classmates.
- Teachers will take and post attendance as if the student were physically present in the on-campus classroom.
- Students who are not logged in at the teacher's documented official attendance time will be marked absent.
- A student is required to have a 90% attendance rate.

Parents may change their child's learning option at the end of the nine weeks.

### **Grading**

School grading policies for remote student work will be consistent with those used before COVID-19 for on-campus assignments.

### **Uniforms**

In-Person Option:

- Students will be allowed to wear P.E. uniforms.

RLO option:

- Students enrolled in the Remote Learning Option must wear P.E. uniform during all Zoom sessions daily.

### **School Masses**

School Masses will still be offered via live stream.

### **Tuition**

\*Regardless of the option you select for your family, the tuition at St. John Berchmans Catholic School is a fixed-rate and will remain set for the entire year, even if all of us are mandated to go to Distance Learning. Our faculty and staff are working extremely hard to meet the everchanging needs of our community, and we have a fixed budget for the school year. We much appreciate your cooperation and support. We love having you as a member of our St. John Berchmans Catholic School family!

