



# *St. John the Evangelist*

## Guidelines for School Reopening 2020-2021



St. John the Evangelist Parish is committed to the health and safety of the children who attend our school. In order to provide for the spiritual, academic, and social/emotional needs of our community, we will open the 2020-2021 school year using the following guidelines.

### **How?**

- **Applying multiple layers of recommended health and safety precautions and adhering to guidelines outlined by the CDC, the Archdiocese of Washington (ADW), and Maryland's Office of Childcare (OCC).** The administration and maintenance meet regularly to collaborate on ways to implement the most updated recommendations and to prepare for a safe campus opening.
- **Utilizing a cohort model** - By adapting building use, teaching assignments, and instructional groupings, we are able to place each student in a school "pod" of 9 - 18 students called a cohort. Teachers will rotate to cohort rooms in most grades. The master schedule has been adjusted so that very small numbers of students are ever in the hallways.
- **Ensuring that all staff and students are educated about COVID-19 and informing all members of the SJE Community of their role in reducing risk in our school community.** Students and staff will complete required pandemic awareness training appropriate for their age. Core staff will be trained to respond to a Covid-19 case at school. Students will learn about low risk ways to play at recess.
- **Offering distance learning to those families with medical needs or whose preference is learning from home.**

### **When?**

- **Each grade will have its own orientation day** during which we will welcome new students, orient students to new procedures, and practice routines. Campus will open for all grades together on Tuesday, September 8, 2020.

<b>Grades</b>	<b>Orientation Date</b>
Eighth and First	Wednesday, August 26, 8:00am-12:30pm
Seventh	Thursday, August 27, 8:00am-12:30pm
Fourth and Second	Friday, August 28, 8:00am-12:30pm
Sixth and Third	Monday, August 31, 8:00am-12:30pm
Fifth and Kindergarten	Tuesday, September 1, 8:00am-12:30pm
Junior Kindergarten	Wednesday, September 2, 10:00-11:30pm
All grades Begin 5 days a week in-person	Tuesday, September 8, 8:00am-3:00pm Morning and After Care begin

## **Priorities**

### Catholic Identity

St. John the Evangelist, as a parish and as a school, has a long history of service in the tradition of the Sisters, Servants of the Immaculate Heart of Mary. The faculty will discuss ways to continue this tradition in new ways, including virtual outreach to those who are isolated in the community from the virus. COVID-19 offers a special opportunity for everyone to reflect on the Paschal Mystery and that Christ is always present with us even in times of uncertainty and suffering.

We are fortunate to be able to provide participation at Mass for all students at least once every two weeks. Students will also have access to the sacrament of reconciliation using the safety norms already established by the parish for this sacrament. Virtual opportunities for prayer and service will be offered to all students. Resources from the ADW on how to facilitate both instruction in the faith and service learning will be shared with both faculty and parents.

### Social/Emotional Health

- Phone calls will be made by either the principal or Resource staff to each family who has a child in the Resource program. A discussion about the optimal setting for the child will occur, along with tips to help parents prepare students for wearing masks.
- The school counselor is available to assist in coping with anxiety and stress levels surrounding the return to school.
- We will be adding additional recess time for all grades, to allow for mask removal while outside, time for fresh air and sunshine, time to move and play, and time for socialization (at a safe distance) which we know our students are missing.
- A review of the success of distance learning last spring from not only an academic perspective but an anxiety perspective was done by faculty and parent survey input. Appropriate changes for any required distance learning this year were made following this feedback.
- New behaviors will be taught directly to students and presented in a positive way (“By washing our hands, we can keep ourselves and everyone else healthy”) rather than in a negative way (“We have to wash our hands so we don’t get sick!”).

## **Operations**

### Student and Staff Entry Into School

Parents are reminded that they are the first screeners. They must keep children home who are ill, keep children in quarantine when directed to do so by a healthcare professional or the health department, and avoid giving children medications that will artificially lower their temperatures before school.

There will be four entry points. Children will be screened while next to their cars. All persons in the car will be wearing masks. Screeners will wear masks and gloves during screening. The screening will follow the ADW guidelines for temperature checks via touchless thermometers and questions regarding any symptoms, any contact with someone who is known to have Covid-19, and whether any products containing acetaminophen, aspirin, ibuprofen, or any fever-reducing medications were taken before school.

Students who do not pass the screening will not be admitted. Their return to school will be based on all ADW policies including the need for Covid-19 testing or a visit to a health professional. A log will be kept per ADW directives.

Once students are approved to enter the building, they will go directly to their homeroom classroom.

All faculty and staff will follow similar protocols for their own arrival. They will wear face masks once exiting their vehicles. Faculty and staff will be directed to a designated entrance where they will have their daily arrival screening before entering the building. Faculty and staff will also use hand sanitizer outside of the entrance before entering the building. Faculty and staff will report to their classrooms or designated area/post and avoid gathering in groups. (The faculty room will not be available for groups.) All faculty meetings and communication will occur via email and virtual platforms.

More detailed information about drop-off will be provided before school begins.

#### Visitors Policy

No visitors will be permitted in the building. Parents will not be permitted in the building unless there is an emergency. Teachers and Administrators will use all forms of technology to stay in touch with parents in lieu of in-person meetings.

Delivery personnel will be instructed to go to the correct entrance. Small items may be left on the front steps of the school for immediate retrieval by office or facilities staff.

No materials or lunches can be dropped off after the school day begins.

#### Field Trip Policy

No physical field trips will be considered for the start of the school year.

#### Dismissal Procedures

At the end of the school day, students will exit the building through the same point that they entered the school. At 6 feet apart, students will gather by family. Parents will remain in the cars at all times. More detailed procedures for pickup will be available before school begins.

#### Cleaning Procedures and Supplies

SJE has worked closely with the facilities staff and the cleaning company to create a clear and thorough cleaning procedure and schedule for the school.

- All maintenance and cleaning staff will receive the appropriate training to execute the deep cleaning protocols necessary to maintain the school.
- All supplies and equipment necessary to maintain a safe environment are being procured by the facilities team.
- All windows will be left open during the day to allow maximum airflow.
- Regular scheduled cleaning has been developed for high-touch areas throughout the school day including bathrooms, stair rails, desks, door handles, toilets, faucets, etc.
- All spaces will be cleaned and disinfected after every transition of student groups so the space is prepared for the next group to arrive into a shared space. Note that we will begin school with the teachers, not the students, changing classes.
- Materials, equipment, classroom and office supplies, including those used indoors and outdoors, will be frequently cleaned and sanitized throughout the day.
- For all cleaning, sanitizing, and disinfecting products, SJE will follow the manufacturer's instructions for concentration, application method, contact time, and drying time prior to use by a child.
- Signage will be displayed in hallways and in every classroom reminding staff of cleaning protocols and safety guidelines.
- All cleaning products will be in compliance with the suggestions provided by the ADW. These products will not be used near children, and adequate ventilation will be used when these products are in use.
- After lunch and at the end of the school day, each classroom will be disinfected using a disinfectant spray/fogger. Bathrooms will be disinfected a minimum of four times a day.
- Hand sanitizer stations will be set up at school entrances, in each classroom, in each bathroom, and in

common areas of the school. Each of these areas will also have disinfecting wipes.

### Personal Protective Equipment

SJE will provide face coverings and PPE for school personnel. Protective desk guards are in place for the main office. Students will provide their own face masks.

All students and teachers must wear masks entering the building, in common areas, and in classrooms. In some cases, some students may be accommodated with face shields and some teachers may choose to wear face shields for particular lessons, such as phonics. **Students must assume that their individual ability to attend SJE in-person will involve wearing a face mask, not a face shield.** Breaks will be given for students to remove their masks briefly in accordance with ADW and health guidelines.

The guidelines for masks are as follows:

- Masks must fit snugly to cover the nose bridge, mouth and chin
- Wash hands before putting on mask and when removing mask
- Only touch mask by its straps
- Avoid touching the mask while it is being worn
- Change mask if it becomes wet
- Place mask in a container when not in use
- Bring an extra mask to school.
- If cloth masks are used, they must be washed daily. Disposable masks must be replaced daily.

If you are choosing the in-person option for your children, we ask that they practice wearing a mask for extended periods of time.

### Spacing in Classrooms

SJE has created a plan for each instructional space in order to practice social distancing in the classroom. We will continue to monitor spacing requirements mandated by local jurisdictions and health departments. SJE has considered a number of additional spaces/rooms in the building that will be utilized in order to achieve and accommodate proper social distancing requirements.

- All spaces will ensure that students remain at least six feet apart while in their classroom and throughout the building.
- Desks will not be clustered together and desks must face the same direction
- Classrooms have been measured to accommodate desks, tables, and other furniture to meet the expected social distancing guidelines of 6 feet.
- Students will not be sharing any classroom equipment (pencils, books, etc.). If items must be shared, clean and disinfect frequently and between each use by groups.

### Recess

Outdoor playground equipment will not be utilized for the start of the school year until further notice. The outdoor space will be divided to maximize the space for each class to use. There will be a minimum of 30 feet of open space between each group. Homeroom classes will not be mixed during outdoor recess. All teachers will be provided with a schedule for recess that will allow staggering to occur to limit the number of classes outside at one given time. The use of shared play equipment (balls, jump ropes, etc.) will be limited to each class and cleaned daily. Equipment will not be shared between classes.

Students will wash hands or use hand sanitizer before and after recess. Recess monitors will closely supervise play to ensure that students are playing in a safe and appropriate manner.

When students proceed to outdoor recess, a mask should be worn until they are outside. To protect the face covering when students are not wearing it, the following options are available:

- Face covering is wrapped in a sheet of paper or paper towel and placed in a plastic reclosable bag.
- Face covering is placed in a small paper bag then put into a plastic reclosable bag.

Face coverings should not go directly in a plastic bag due to moisture retention. We will consider having students bring paper and reclosable bags as a part of their classroom contribution similar to boxes of tissues, paper towels, etc.

### Spacing in the Hallways/Movement in the Building

Student movement throughout the building will be limited as teachers will be asked to rotate to different classroom spaces. When necessary, teachers and students can move throughout the hallways by following our hallway procedures.

- Place markers on the floor indicating 6 feet and the direction one should walk.
- Hallways will clearly delineate between 2-way traffic
- All trips to the office will be avoided by increased use of technology and intercom/phone.

For teachers who will be rotating from one class to another, teachers will:

- Maintain social distance, wear a face covering, and use hand sanitizer when leaving one classroom and entering another.
- Wipe down high touch surfaces upon leaving a room.
- Try to avoid the shared use of desks, podiums, or keyboards.

### Library

The Library will not be used for the beginning of the school year in a typical library capacity. Books will not be checked out. The space will be used as a classroom.

### Mass

Mass will continue to be offered each Friday. Only half of the students will attend every week. One week the even classes will attend; the next week odd classes will attend.

- Students will be spread throughout the pews by 6 feet and alternating rows. Markers may be utilized to clearly delineate appropriate spacing.
- Pews will be cleaned and disinfected before and after use.
- Singing will not occur.
- There will be a designated section for SJE students.

### Lunch Time

Lunch will occur in the classroom at individual desks. Teachers will supervise students eating at their desks. Hand sanitizer and hand washing will occur before and after lunch. After lunch, while students are at recess, classrooms will be disinfected. Hot Lunch Wednesdays will not take place until further notice.

### Water Fountains

The communal water fountains throughout the school will be sealed. Students will be required to bring water bottles for personal use. Students will be able to use the "fill" function of the water stations.

### Locker Usage and the Location and Use of Personal Belongings

Personal desks and a labeled space designated in the classroom will be used for personal materials. Lockers will not be used.

## **Administrative Policies**

### School Calendar

Calendar dates remain the same unless formal notice of a change is given. Meetings will be virtual unless otherwise noted. School hours will remain the same (8:00 AM - 3:00 PM). Until further notice, there will be no after-school activities.

### Schedule

Faculty members (core teachers and specialty teachers) will rotate to the students to minimize student movement in the hallways. A new schedule will be implemented to allow a break time between classes for teachers to move and students to stretch. To accommodate this schedule, there will be no enrichment time for the first semester.

### Class Sizes

We will determine the appropriate number of students per class based on ADW, CDC, and local jurisdiction guidelines. Social distancing will be observed. Teachers should anticipate a portion of their class learning from home due to family preferences and medical needs, and we will respond to individual family needs as they arise.

### Grading Policies

The SJE Report Card will follow the ADW grading policy by returning to the established grading policy.

### Attendance Policies

Students will adhere to the Student Policy Handbook for all attendance and homework policies. School Administrators will keep track of student attendance through Rediker on days that students attend school in person. Teachers will note which students participate in any distance learning classes and report this to the school office for attendance.

If a student who is learning from home is unable to attend an online class due to technology issues, an email from a parent or guardian is required. We intend to help all families maximize their ability to have their children participate in distance learning by offering a daily schedule so parents can be prepared well before any distance learning commences.

### Movement Requirement in Classes / PE

When building the schedule, we will consider the need to have students move and ensure teachers have time to build that into their schedule. This will also be discussed and covered in professional development.

### Supplies and Supply Sharing

SJE will discourage the sharing of items that are difficult to clean or disinfect. We will keep each student's belongings separated from others' and in individually labeled containers or areas. We will ensure adequate supplies to minimize sharing. If items are shared, they will be cleaned and disinfected frequently and between use by different groups.

Families will be required to provide each student with individual labeled large-size baggies to be kept at school. These baggies will be filled with basic Art supplies (clear ziploc, glue stick, colored pencils, scissors, etc.). Separately, students will have an every-day pencil case. There may be new requirements for supplies this year: an extra mask, baggies to put the mask in when not in use, a water bottle, etc.

Teachers will individualize and clearly label baggies with any materials for the classroom. No sharing of materials will be allowed.

All teachers should expect to teach students these routines and procedures for each class.

All teachers will clear space in the classroom for individual items to be placed (i.e. cubbies, baskets, individual desks, etc.). Resource and Academic Support students will travel with their every-day pencil case and supplies. Lockers will not be utilized.

Students will be required to bring a water bottle to school every day, which can be refilled at the filling station. Water fountains will not be available for use.

### Extracurricular Activities

We will begin the year with no extracurricular activities, then reevaluate all extracurricular activities after the start of the year based on ADW directives and local directives. This includes CYO sports and band.

### Standardized Assessments

SJE is delighted that Scantron Express assessments will be available to use. We will create a schedule so as to have the initial testing completed by September 15th. Special arrangements will be made for those students opting for distance learning.

### After Care

After Care will follow all of the same protocols as the regular school day (social distancing, use of masks, personal hygiene, etc.). Student belongings will be placed along a designated wall, separated by 6 feet. The space used for the After-Care program will be cleaned before and after its use. Students will be separated by two groups: lower school and upper school. They will be required to stay within those groups and not interact with any students in the other group. Protocols for distancing, handwashing, cleaning of surfaces, entrance to the building, sharing of materials (balls, ropes, etc.) will remain the same as those devised for the school day. After Care staff will receive the same training and support in these protocols as the faculty and staff who work during the school day.

As with the school day, students who are unable to meet the After Care requirements for safety must anticipate a prompt response from the administration, with a parent conference after a repeated incident and the removal from the privilege of participating in After Care after the 3rd incident.

Last minute drop-ins for After Care will not be allowed for the first quarter. More details on After Care start dates and additional requirements will be available before school starts.

### Books/Workbooks/ Textbooks

All textbooks and workbooks will remain in their decided location for the duration of the school year. Teachers will decide on a consistent plan to lessen movement of books from home to school. The supplies required at home versus school will be communicated with parents and students at the start of the school year, and we will also include a list of items that may be particular to in-person learning during a pandemic (spare masks, water bottles, etc.).

### Communication with Families

We will develop a calendar for consistent communication at the start of school related to reopening and new procedures. Regular Principal Coffee Chats on the first Wednesday of the month will be offered throughout the school year via Zoom.

### Back-to-School Night

Back-to-School Nights will be scheduled to occur on Zoom. They will be scheduled over several nights by grade so all teachers of your child can be in attendance.

## **Technology**

### Distance Learning

Google Classroom will be each student's home base for virtual learning. Virtual learning will include recorded or live-streamed lessons from the homeroom teacher. Cameras and microphones are being installed in each classroom to allow interaction with students at home and at school.

### Zoom policies

We will continue to use Zoom meetings and follow the ADW and Virtus guidelines on 1:1 Zoom policies with students, as well as the guidelines around locking a Zoom session and making classes private. Specific grade

level expectations will be outlined by grade level teams.

### Use of Google Classroom

The preferred learning platform for SJE students at this time is Google Classroom. All teachers and students are required to follow the handbook policies around Google Classroom.

Teachers will use various formats of teaching modalities to teach in Google Classroom. Teachers will be responsive to parent inquiries and offer feedback to parents and students in a timely manner.

All students and parents will be offered refresher training on how to use Google Classroom features. Teachers will add parents to the Google Classroom as guardians to increase communication around various assignments.

### Devices

If parents are opting for their children to participate in distance learning, each child must have a device to participate in classes during the day. If this presents a problem, please notify the school office.

### Acceptable Use Policies and Consequences

The technology team and administrative team will revise the technology agreement to include applications frequently used during the distance learning experience this spring.

### ***Protocols If a Student or Employee Gets Sick***

If a teacher or student has any symptoms of an illness, the school office will be notified immediately. If a student exhibit any signs of an illness (fever, coughing, shortness of breath, etc.), that student will be sent home along with any siblings. SJE has identified a space where students can be kept in the small room until they are picked up by a parent. This room is separate from the health room and is close to an exit.

Parents will be notified immediately. While awaiting pick up, all students reported or suspected of an illness are to wait in the isolation room.

- Those caring for the ill students must don proper PPE.
- Contact a family member for immediate pick up, note the time of call so the length of school nurse/designee exposure is captured.
- Encourage family to contact physician or other healthcare provider for COVID-19 more thorough screening and possible COVID-19 testing.
- Once the child has been picked up from the health room, disinfect stringently.
- Don PPE and disinfect as applicable.
- Ensure follow up with family or staff members, ask about pending tests and involve administration.
- Begin preliminary tracing and additional documentation for that student/staff member, ensuring that additional signs and symptoms are discussed and captured.
- Documentation will be necessary and vital in this stage in order to begin contact tracing that will assist local health departments in their efforts to understand the spread of COVID-19. Those at the facility with close contact (within 6 feet) of the an employee or student during this time would be considered exposed and should follow the exposure protocols established by the health department
- SJE will comply with all reporting requirements in the event of a student or staff member illness. On the same calendar day, we will notify the CSO, and our pastor. The CSO will guide SJE through the reporting process.

### ***Discipline Policy for Behavior/Violation of Health Rules at School***

Due to the seriousness that must be accorded to the health and safety procedures, students will receive the following consequences upon any infractions to our policies as stated in the handbook:

- o 1st - Warning. Teachers must report this warning to the principal, so we know that it has occurred. Otherwise, multiple teachers could be giving the same student "one warning."
- o 2nd - Parent called by the office
- o 3rd - Student is sent home with a behavior plan that will be signed by the teacher, the parent, and the principal.
- o If an issue occurs again, the same procedures are followed with a conference with the family about the next steps. The third infraction means the student will be assigned to all online learning and removal from school grounds.

The administrative team will ensure that this is clearly outlined in the handbook. Developmental needs for all students will be considered throughout the process.