

Saint John the Evangelist COVID-19 Handbook Addendum **2021-2022**

This document is in addition to the St. John the Evangelist Handbook for this current school year.

Catholic Identity

As we continue to be rooted in our faith, our Catholic Identity will continue to play a large role in our foundation each day. Each day will begin and end in prayer and students will participate in Religion classes throughout the week. Teachers will also continue incorporating our Catholic values throughout the other subject areas. Students will attend Mass weekly during the St. John's Parish morning mass and monthly with the school masses. We will continue to work on activities to provide our students with service and outreach opportunities.

Operations and Facility Usage

Saint John the Evangelist School will open in the Fall of 2021 with full in person learning for all grades and students. In addition to the traditional school day, the St. John's Before and After Care program will reopen for care from 6:30 a.m. to 7:40 a.m. and 2:45 p.m. to 6:00 p.m.

- The cleanliness and sanitation of the school will be ongoing throughout the course of the school day.
- All classrooms have been set up to accommodate a 4 feet distance between students and teachers.
- Bathrooms will be cleaned midday
- High touch surfaces will be wiped down throughout the day
- Teachers have been trained on disinfecting their classrooms and will regularly clean high touch surfaces throughout the day
- Regular cleaning between classes of shared spaces
- Full cleaning of all classrooms, bathrooms, and shared spaces daily

Health and Safety

It is vital that home and school work in partnership to ensure the health and safety of the entire community. Prior to arrival, parents are expected to self-screen their child(ren) and determine if they exhibit any COVID-19 symptoms. If symptoms are present, students can not come to school.

COVID-19 Symptoms-

- A measured temperature of 100.4

- Sore throat, cough, shortness of breath, fatigue, headaches, body aches, nausea, vomiting, diarrhea, loss of taste or smell
- Close or prolonged contact with anyone who has symptoms of COVID-19 or has tested positive for COVID-19

If someone does display symptoms of COVID-19 while at school they will be held in a separate isolation room and removed from the school campus as quickly as possible. The family will be encouraged to contact their physician for screening and testing. If someone within the school community tests positive the level of risk will be determined in collaboration with the local health department. This will determine what next steps need to be taken.

All students and teachers must wear a face covering at all times while in doors and adhere to physical distancing guidelines. Parents and students must acknowledge and agree to all of the safety protocols set forth by the school. Several outside breaks will be taken throughout the day to allow students relief from wearing the face covering.

Students will need to bring in an extra face covering, a paper bag, and a plastic reclosable bag, clearly labelled with the student's name. These bags will be used to store the child's face covering while the student is outside. Face coverings are not required outside.

Students will have lunch in their classrooms and recess outdoors, weather permitting. During lunch and snack times students will remove their face coverings and remain in their seats while eating. **Students will not bring any food containing peanuts for lunch and/or snack.** Recess will take place with their grade level whenever possible.

Students must remain 3 feet away from other students and teachers at all times.

Students must wash hands/use hand sanitizer throughout the day:

- Upon arrival to school
- Before and after putting on, touching or removing cloth face coverings or touching their face
- After blowing nose, coughing or sneezing
- After using the restroom
- Before lunch and snack time
- Before and after recess

Hand sanitizer will be provided in every classroom. Students are encouraged to bring their own small bottle of hand sanitizer to keep with them at their desk.

Pre-Kindergarten and Kindergarten students should bring in a small box of baby wipes to use. Students should be encouraged to not put their hands in their mouths.

Students will be in grade level cohorts. Teachers will move, whenever possible, to minimize student hallway transitions. All classrooms have been measured and set up to allow for physical distancing of 4 feet as set forth by the CDC and other health professionals. All materials and equipment will be cleaned and disinfected before and after each use. Students will have their own school materials to use and will not be sharing manipulatives or supplies.

All visitors to the school building will undergo a health screening prior to entering. Parents will not be able to enter the classrooms throughout the school day to limit exposure.

Classroom parties and celebrations will happen at the discretion of the administration. Students may bring in a pre-packaged treat to celebrate a birthday with approval from the homeroom teacher.

The school is set up with visual reminders, signs, and bulletin boards throughout to reinforce appropriate distancing and handwashing requirements. Arrows and lines have been placed in strategic places as additional reminders to keep proper physical distance and offer visual cues for travel in the hallways. Hand sanitizer will be available along with other required PPE items.

Lunch/Water Bottles

All students are responsible for bringing in their lunch and a snack each day. Parents should be mindful about packing items that their child can easily open on their own. This will limit touching of the food by an adult. Again, no food containing peanuts is permitted. Milk will be available for those that ordered it starting on September 13, 2021.

Students are asked to bring a water bottle to school each day. Students can refill their water bottle at the touchless water fountains.

Property/Supplies

All students will not share items. All student belongings will be kept separate in individually labelled containers or areas/desks. All materials or equipment will be disinfected after each use.

Academics

In Person Instruction (PK-8th Grade)

All students will participate in in-person learning 5 days a week from 8:00 a.m. to 2:45 p.m.

The academic program will return to its original form with the enhanced safety protocols.

Field trips are an important part of academic development and will be handled on a case by case basis.

All students will have a Google account in order to access Google Classroom. All homework, assignments, and announcements will be posted in the Google Classroom. If at any point we must revert to virtual learning the Google Suite will be utilized for instruction.

Our counselor will be available to meet with students who may need support. Advisory classes will also continue as a special class for all students to continue to promote a healthy mental well-being.

Grading and Monitoring Policy

The purpose of grading is to accurately describe a student's level of academic performance. To remain dedicated to ensuring our school is providing a fair and equitable assessment practice SJE will reinstate our established grading policy. Students must complete all assigned work or they will not receive credit for it.

All grades and assignments will be posted on the Rediker Management System/Plus Portal for Grades 4 - 8. It is the teachers' responsibility to update the portal on a weekly basis to provide students/parents with graded and/or incomplete assignments. It is the parents' responsibility to frequently check their child's portal and communicate any questions or concerns with their child and/or teacher. All parent/guardian contacts will be sent an email from Plus Portals with instructions to set up your Plus Portals account.

Students in grades PreKindergarten - 3rd will receive a standards based report card that lists age-appropriate skills that will indicate progress. Teachers will provide consistent feedback on all assignments during the course of the marking period.

Report cards will be posted in the Plus Portals student portfolio at the end of each grading period.

Resource Teachers and Academic Support Staff

- Provide support, as usual, to the extent possible via distance learning.
- Conduct regular check-ins with students and parents.
- Use tools available to support learning.
- Support teachers with differentiation, scaffolding, accommodations, and modifying materials.

Instructional Aides

- Provide regular instruction and assessment.
- Support the principal and classroom teachers.
- Contact families on a regular basis.
- Track communications and share with your school.
- Perform other duties as assigned.

Technology

Teachers will continue the use of Google Classroom as a workspace for students. Middle school students are responsible to have his/her own Chromebook and all other students will have access to a Chromebook for use in the classroom and to complete assignments.

Communication

Communication is a vital piece of our success. The faculty and staff will continue to be available to you by email and by phone during the regular school day from 7:30-3:30. Please remember they are not available to respond to you during the day while they are teaching but will get back to you within 24 business hours.

All parent meetings and conferences must be scheduled in advance. In-person or virtual meeting options will be determined when scheduling meetings and conferences so that all parties are in agreement and available. All health and safety protocols will be followed by all visitors to St. John the Evangelist School.

The Friday Mini Messenger will continue as a vital resource for disseminating information to our school community along with individual Friday letters from the classroom teachers will be sent home via email.

It is important to be sure you are able to access your parent/student Plus Portals account to make sure you receive the school text messages. These are sent from time to time as another form of communication and connection.

The successful partnership between home and school remains a top priority, especially during this transitional period of getting back to some sense of normalcy. Please be sure that you are receiving these weekly emails as this will take the place of the Brown Envelope that was used in past years.

Service and Volunteer hours along with Fundraising commitments will be put back into place this year. We will make every effort to offer a virtual option for all mandatory meetings and offer a variety of ways for families to fulfill volunteer hours. The school fundraiser will be held at the beginning of the school year and the first drawing will take place in October.

The administration will also send correspondence frequently that will contain updates and important information. The principal is always available to parents either by phone or email and parents are encouraged to reach out with any questions or concerns. Parents are asked to allow for at least one business day to respond as the administrative duties are ever changing.

The pastor and principal are the final recourse and reserve the right to amend this plan and handbook. Parents will be given prompt notifications of any changes.