

Come to Learn.



Leave to Serve.



August 4, 2020

St. James Cathedral School RE-OPENING PLAN

This document is a summary of SJCS' re-opening plan as of the date indicated above. Please note, just as the pandemic itself is evolving, the plan is subject to change as we receive direction/madates from experts and officials, and as we continually review our processes and protocols to ensure they are in the best interest of our students in light of the newest information. Parents/guardians will be updated accordingly.

Jayne Hartmann, Principal - jayne.hartmann@stjcs.com
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Calm. Connected. Prayerful.

Dear SJCS Community:

As the first day of school -- **Wednesday, August 26th** -- approaches, our excitement grows to welcome back our Panther students! We have been diligently working to prepare the safest environment possible for our learners and faculty/staff. The following pages detail the numerous measures we have implemented and provide further details regarding policies, processes, and procedures for students and families as promised in my last communication about returning to school preparations.

It is important to collectively acknowledge that information, policies/protocols, data, and mandates are constantly changing, and therefore our re-opening plan is an evolving document. Please know that just like most of you, we are actively monitoring the situation and consistently revisiting our re-opening plan to ensure the best solutions for all members of our Panther family. Our resources include experts in various fields at the local, statewide, national, and Diocesan level in addition to officials at the CDC and the Florida Department of Health. Thank you for allowing us the opportunity to process information, consult with experts, assess feasibility, and prepare and adapt accordingly (in the best interest of our students). As plans evolve, we will disseminate details in a responsible and timely manner. We sincerely appreciate your patience, understanding, support, and grace.

While many facets of our lives currently seem uncertain, the power of prayer and the love of the ever-present leader of our school, Jesus Christ, remain constant. Please be assured of our prayers for each of you. We ask that you keep all of us in prayer as well, especially as we prepare for our faculty to return next week for training and planning. As always, if you have any questions or concerns, please do not hesitate to contact me. I know this document doesn't answer every question or provide every detail, but I will be in contact with you frequently in the coming weeks with updates, edits, and answers! Let's support one another; we've got this SJCS PANTHER FAMILY! ***The joy of the Lord is y(OUR) strength!*** -Nehemiah 8:10

In Christ's love,

Jayme Hartmann



2 Options to Begin the 2020 School Year



2 OPTIONS: DECISION DUE BY WEDNESDAY, AUGUST 19TH

1: ON CAMPUS/IN-PERSON

Health and safety precautions for Panther families who choose this option are detailed on the following pages.

If a family wishes to switch options (to/from either option), they may only do so once during a school year and must contact Administration for approval.

ALL FAMILIES:

- Streaming Virtual Instruction may also be utilized for situations that require an extended absence (such as quarantine), provided the child is feeling well and able to participate.
- All students will be instructed in how to use and access the virtual learning platforms applicable for their grade level and all teachers will be trained on efficient, consistent use. We have also implemented new apps and programs to aid parents and students, and to minimize frustration and wasted time, such as Clever, a single sign-on tool allowing students access to several website links and virtual textbooks with "one click" to eliminate having to remember multiple passwords.

2: STREAMING VIRTUAL OPTION

Details regarding this option are below. If you have additional questions, please contact our Instructional Technology Specialist, elizabeth.labreche@stjcs.com. Email julie.markiewicz@stjcs.com if your family wishes to begin the school year with option 2 by Wednesday, August 19th.

STREAMING VIRTUAL LEARNING DETAILS

1. The Virtual Streaming Option will provide live, real-time instruction from within the classroom through the use of Swivl technology, an i-Pad, and a teacher's private Zoom room. There will be no recordings to view later. Off-campus students will be learning synchronously with their on-campus peers and be able to interact with their teachers during the lesson.
2. This option is available for families who, at this time, are uncomfortable returning to campus for concerns related to COVID-19. Please know this is a temporary measure that can end at the school's discretion upon consultation with and guidance from Diocesan officials.
3. All families that choose this option will be required to attend a virtual orientation with our Instructional Technology Specialist. More details to follow.
4. A computer or i-Pad with sufficient internet connection is needed for each child within a family participating in this option (students may not share devices). A computer is optimal for upper grades.
5. Learners must be present for every class daily and attendance will be taken. Enrichment classes are included in this option.
6. Students must wear the approved SJCS uniform and must keep their device camera open and be visible on screen for the entirety of the school day, except during designated times such as recess/lunch/restroom breaks, etc.
7. Deadlines for work and projects (and the make-up work policy) is the same as on-campus students and can be found in the Parent-Student Handbook.
8. There are no discounts for tuition or fees for families selecting this option.
9. Students may participate in extra-curricular activities, but may not be on campus until after dismissal of the regular school day.
10. All Diocesan waivers required of families choosing on-campus learning are also required of families selecting option 2, as well as an additional forthcoming document.

Safety Preparations



The health and safety of our students, faculty, and families is our top priority and is the responsibility of each member of the Panther family. We have taken great care and judiciously researched, purchased, and installed items and equipment to best support this primary concern with respect to our campus and school day procedures, policies, and protocols. While these enhancements will play an important role in mitigating and reducing risk, there is no guarantee that these preventive measures eliminate the risk of exposure to/or infection of Covid-19. Accordingly, all families (whether one selects for your child(ren) to begin the year learning on-campus or via virtual live-stream) are required to sign a forthcoming *Assumption of Risk and Waiver of Liability Relating to Covid-19*. As we do in all things at SJCS, prayerfully partnering together, we will each play a critical part in the safety and health of our community. Patience, grace, honesty, and prayer are necessary to support this shared goal of protecting our children, their teachers, and one another.



SAFETY, SANITIZING, & TECHNOLOGY ENHANCEMENTS (that have been order and/or already installed)

- Electrostatic misters for sanitizing
- 20 touchless, wall-mounted sanitizers
- Hands-free (foot pedal-operated) sanitizing station
- Touchless thermometers
- Directional signage and floor guides that promote strategic distancing and intentional travel patterns
- 15 Swivl 3C systems with floor stands and i-Pads
- Upgraded wireless network, including new system switches and access points in all classrooms, as well as the addition of cloud-managed wireless routers
- Filtration for a/c units to mitigate germs
- Bell system installed with message board speakers and call buttons in each classroom (functionality can change in the event of an emergency)
- 1:1 student-to-laptop ratio for learners in grades 3-8 (Dell Latitude)
- Assigned shared devices in PK3- Grade 2, sanitized between use
- 1 clear, portable desk guard per student
- Additional portable sink added to the PK4 classroom to eliminate restroom congestion
- Frequent sanitizing of high-touch surfaces throughout the day
- Enhanced, deep-cleaning of classrooms and all shared spaces each evening
- Creation of an isolation waiting space for symptomatic students/faculty



PARTNERSHIP

Please check your child(ren)'s temperature each morning before leaving for school. If he/she has a temperature greater than 100.4F, please keep him/her at home. Follow scenario protocols on page 8.

MASS

School Masses will be attended in the Assembly Hall on a rotating basis by grade divisions to allow for appropriate distancing. However, all students will participate in the weekly celebration of the Eucharist either via-stream (in their classroom or from home for our virtual Panthers). Parents will be allowed to attend, but will undergo a temperature check and must sit on the bleachers.

TEMPERATURE CHECKS

Students will have their temperature checked each morning before exiting their car (or entering the building for those who walk or ride bikes). Students attending early care in the gym from 7-7:30am, must pull through the middle school parking lot and remain in their car until they have been cleared. Children with a temperature of 100.4 F or greater must leave campus immediately with a parent/guardian and follow the protocols on page 8. Faculty/staff will also receive a daily temperature check as well as a health screening.

TECHNOLOGY

Please reference the prior page for infrastructure updates. We are grateful to have a 1:1 student-to-laptop ratio for grades 3-8 and strategic assignment of devices in PK3-2nd as well as a robust cleaning plan.

FACE COVERINGS

Face coverings are required of students in the Diocese of Orlando in grades Kindergarten and above during the following times: arrival to/dismissal from school, changing of classes, for close group work and one-on-one instruction, when standing in close proximity, and/or when strategic distancing is not feasible or able to be maintained/enforced. Face coverings are encouraged in the classroom, but not required if strategic distancing is maintained, when using desk guards/dividers, or if face shields are in place. Employees will follow the same rules. *Students (and PE teachers) will not be required to wear face coverings during PE and recess as children will be engaged in exercise.* SJCS follows all local and county executive orders. **Families must supply two face coverings per child daily; one to be worn and a spare to be kept in the student's backpack. Currently, acknowledging that all ages are having to adjust to the "new normal," face coverings may be any color or style/design, but may not have offensive logos or messaging. Please label your child(ren)'s face coverings with their first and last name. Masks should be laundered daily.** If a child cannot wear a face mask, medical documentation is required and a face shield that does not hinder breathing is still mandated, except during physical exercise described above. All students are welcome to wear masks for the entirety of the day if a family so chooses.

ENRICHMENT CLASSES

K-8 grade students will attend all Enrichment classes in their designated special area classrooms/spaces following strategic traffic patterns.

Processes, Procedures, & Protocols Continued



LUNCH, PE, & RECESS

We are fortunate to have multiple places for students to eat on campus (providing both strategic distancing and a change of environment) including our cafeteria, two outdoor green spaces, MS lunch tables, and gym picnic benches. Classes per division will be assigned spots on a rotating basis. Classrooms will be used in the event of rain. All students will clean hands before eating lunch or snack. Families may send a lunch from home or utilize Maschio's, our on-campus food service, who has eliminated self-serve options to mitigate the spread of germs, as well as implemented other safety measures. Details about pricing, menus, and registration are forthcoming.

PE classes will be spread out between the outside facilities and the gym. Similarly, classes will be assigned different rotating locations for recess, and playground equipment will be sanitized regularly.

ARRIVAL & DISMISSAL

Beginning at 7:30am and following temperature checks, students will proceed directly to their homerooms using directional signage prompts and wearing their face coverings. Preschool Cubs must be walked and checked in at the Preschool gate. A staff member will accompany your child to his or her classroom. At dismissal, students will be spread apart in their respective waiting zones and we have moved one grade level to the opposite dismissal carline to encourage strategic distancing. Please reference the edited carline arrival and dismissal maps in the *forthcoming* updated Handbook. We will alert you when it is ready for viewing.

WATER FOUNTAINS

Water fountains will not be available and will be blocked from use. **Every SJCS student is to bring a refillable, non-leaking water bottle (filled only with water) to school each day.** Students will have access to the water bottle filler component of our existing machines and the surfaces will be cleaned frequently throughout the day.

TRAVERSING CAMPUS

Students in grades preschool- 3rd will be self-contained and 4th & 5th grader learners will only switch for one subject, once per day. Not only is this best practice educationally, it supports strategic distancing and smaller "communities." When students do traverse the buildings and campus, they will do so following intentional traffic patterns. Also, Middle School schedules have been updated to support strategic distancing and reduce the frequency of changing classrooms.

CLASSROOMS & SUPPLIES

Classrooms will be set-up to promote strategic distancing. Each student will have a moveable, clear desk divider/guard and most grades' supplies will not be shared. When necessary for items to be communal, they will be sanitized between groupings/rotations. Where feasible, lockers and cubby assignments will be strategically assigned, and classes will visit lockers at rotating times.

INCLEMENT WEATHER

In the event of inclement weather/lightning hold, students will remain in their classrooms until it is safe to follow the rain (or regular) dismissal guidelines.

Processes, Procedures, & Protocols Continued



EMOTIONAL SUPPORT

We are blessed to welcome Karen Duff as our Guidance Counselor this year. Together with teachers and parents, Mrs. Duff will attend to the social and emotional needs of our learners. She will be available to students and families, providing guidance and strategies to cope with change, challenges, and our "new normal" among many other things,

EMERGENCY DRILLS

As emergency drills are required by law and critical for the safety of our students/faculty, we will continue to carry forth our mandated practice schedule.

MANDATED CLOSURE

In the event SJCS is mandated to temporarily close as a result of the pandemic in the coming months, students will not return to our crisis learning structure from last spring 2020, nor will the student body use the Option 2 model of all-day Streaming Virtual Learning that some families are opting into to begin the school year. Rather, all grades/students will be provided a full school day schedule (broken into specific blocks of time) comprised of a combination of the following: live lessons, asynchronous instruction, independent worktime, breakout meetings, small group instruction, as well as time allotted for brain breaks, lunch, and enrichment classes. Attendance will be taken throughout the day in the various classes/work sessions, etc. Each student within a family would need their own i-Pad or computer. Just like in the spring, we do have devices that can be checked out and borrowed in the event of emergency closure.

VOLUNTEERS/VISITORS

In order to minimize exposure, only students and staff will be permitted to enter the school buildings currently. Since visitors will be limited to academic/instructional support and necessary contractors only, parent volunteer hours are temporarily suspended. Anyone entering our buildings will undergo a temperature check and COVID-19 health screening.

If parents have a need, they are asked to call the school office for an appointment, as the lobby and school buildings are closed to visitors to mitigate germs.

Note: the school office will not accept lunches, snacks, forgotten school items, etc. during the day from parents/guardians. A lunch or snack will be provided/charged to a family's account and forgotten items can be brought to school the following day.

FIELD TRIPS, ETC.

Field trips, class parties, and center days are postponed until further notice.

AFTER SCHOOL ACTIVITIES

Our After School Program (ASP) & Extra-Curricular Learning Program (ECLP) will be open to serve our families. Note that students will be separated into classrooms by grade division (or grade level) to promote strategic distancing and face covering protocols described above apply.

At this time, decisions about athletics and clubs are not solidified. We will notify families when information becomes available.



HEALTHY -- NO SYMPTOMS

PROCEED TO SCHOOL.

Continue practicing good hand washing skills, strategic distancing, and wear face covering when instructed.

CLOSE CONTACT TO SOMEONE WITH COVID-19, NO SYMPTOMS YET

CANNOT GO TO SCHOOL.

Per CDC guidelines, close contact is defined as being within 6 ft of someone positive for COVID-19 for 15 minutes or greater without face covering by either party.

- Home for 14 days since last contact with person positive for COVID-19.

SYMPTOMATIC, NO DIAGNOSIS YET (exhibiting at least 1 COVID-19 symptom)

CANNOT GO TO SCHOOL.

The most common symptoms of COVID-19 include: a fever of 100.4 F or above, chills, shortness of breath or difficulty breathing, new cough, new loss of taste or smell.

- If positive for COVID-19: follow directives in next heading.
- If negative for COVID-19 test: No fever for 24 hours (without the use of fever reducing medicine) AND child must have felt well for 24 hours. A medical doctor's note is required.
- If confirmed diagnosis other than COVID-19 (e.g., ear infection, strep throat, sinus infection, etc.), follow normal school illness policy to return to school. A medical doctor's note is required to return.

POSITIVE FOR COVID-19 (symptomatic or asymptomatic)

CANNOT GO TO SCHOOL.

SYMPTOMATIC

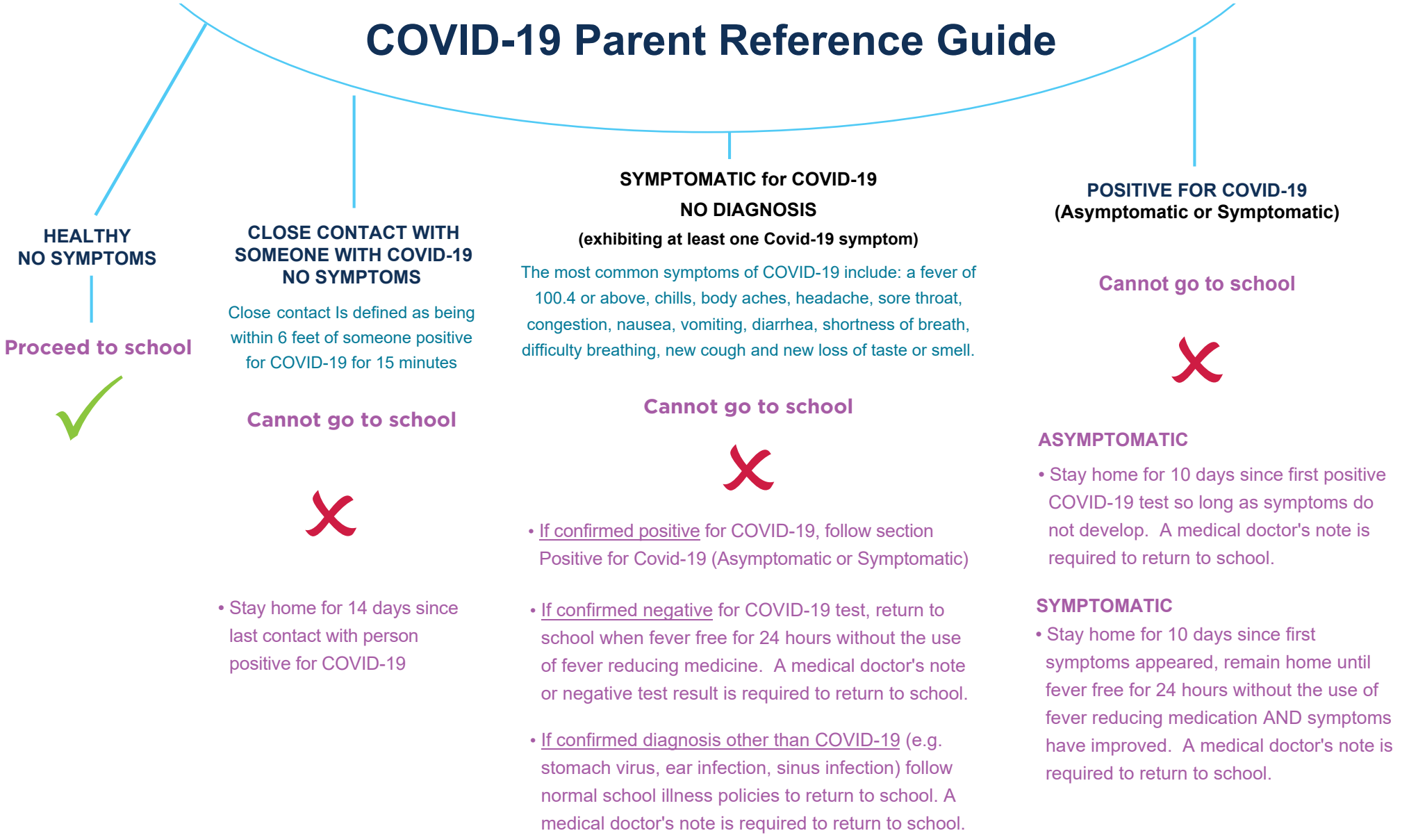
- Remain home for 10 days since first symptoms, fever-free for 24 hours (without the use of fever reducing medicine), AND show symptom improvement, including coughing and shortness of breath. A medical doctor's note is required to return.

ASYMPTOMATIC

- Remain home for 10 days since first positive COVID-19 test and symptom free OR two negative COVID-19 tests 24 hours apart. A medical doctor's note is required to return.



COVID-19 Parent Reference Guide



NOTE: In the event a school has a positive case of COVID-19, staff members and parents of those individuals exposed will be notified as soon as possible. The school will consult with the Diocese of Orlando and the local health department for guidance and directives. The nature of the circumstance will determine if a school closure is necessary and the length of closure; each situation is unique and will be addressed accordingly.