



St. John the Evangelist School Return to Learning Plans for 2020-2021 Phase 3: Remote/Distance Learning

Phase 3: Learning Platform

School will be closed for in-person instruction.

All students will receive remote instruction.

All after school activities will be cancelled.

Remote Instruction

St. John School will activate remote learning programs to deliver standards-aligned curricula and high quality instruction materials by:

- integrating live and recorded instructional lessons, and best practices to promote student engagement and learning. Teachers will teach at least one live lesson per week via Zoom.
- sending student textbooks and supplies home prior to closing the school. Some grades may provide additional print material on a bi-weekly basis for parent pick-up at the school.
- continuing to use Seesaw for K-6 Learning Management System. This platform allows student work to be easily completed within or uploaded to Seesaw. It also allows feedback from and interaction with the teacher.
- reviewing students' Individualized Service Plans and 504 plans in coordination with general and special education teachers to design and implement online intervention and support services.
- offering additional academic support for students who regularly receive intervention and support services during in-person instruction as well as for those who demonstrate a need.

Communication & Family Supports

St. John School will assist families by:

- loaning electronic devices (iPads or Chromebooks) to any family that is in need. A contract must be signed with parents accepting responsibility for the care of the device.
- providing Seesaw video tutorials for parents and provide family tech support as needed.
- assisting with remote learning issues within the school's control.

St. John School classroom teachers will continue to connect with families by:

- communicating with parents at least 2x a week throughout Phase 3 via email. One email will be a weekly newsletter by 7 pm Sunday with a schedule for the week. Another email will provide updates and reminders by 7 pm Wednesday.

- communicating daily with students on Seesaw by providing lessons, feedback, and responding to social/emotional needs.
- providing small group and one-on-one assistance via Zoom throughout the week.
- responding to parent email in a timely manner. Teachers will be available during regular school hours, and will be considerate of varying parent work schedules.

The principal will assist with communication and support by:

- sending out email blasts 2 times a week - on Sunday and Thursday.
- providing updated lists of academic, social, emotional and spiritual resources to parents and staff.
- being available to assist and support teachers, staff, families and students.
- having access to each teacher's Seesaw account, and being copied on each teacher's parent communication emails.
- conducting weekly virtual staff meetings.

Professional Learning

St. John School will continue to support teachers by:

- ensuring that teachers receive ongoing professional development and support to increase their ability to deliver effective instruction using technology.
- promoting ongoing mutual support, and the collaboration and sharing among teachers of distance learning best practices via Professional Learning Communities.
- developing Zoom etiquette and rules for students that will be practiced and enforced.

Monitoring

St. John School staff will monitor the academic progress and social, emotional and spiritual well-being of students by:

- ensuring that all students have access to the internet and the devices necessary to successfully complete schoolwork.
- developing a system to monitor and track students' online attendance using daily Seesaw and/or Zoom check-ins.
- assessing the quality of work, providing feedback and assistance to students and parents, and assigning grades in Powerschool.
- giving students the opportunity to self-assess and reflect on teacher feedback. Teachers may allow an assignment to be corrected and resubmitted to demonstrate concept understanding and/or skill mastery.
- allowing students time to connect with classmates and teachers via Zoom prior to instruction.
- offering virtual counseling support for students who regularly meet with the school counselor and for those who demonstrate need.
- livestreaming the 9:00 Friday morning mass on the St. John the Evangelist Parish Facebook page.

Phases 4 and 5: In-Person Instruction

Personal Protective Equipment (facial coverings)

All staff will wear facial coverings when in classrooms, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.

All staff and all students in preschool through grade 6 will wear facial coverings when in indoor hallways and common areas.

All students in preschool through 5th grade will not be required to wear facial coverings in their classrooms, unless (1) students do not remain with their cohort class throughout the school day and (2) come into close contact with students in another class.

All students in grades 6 will wear facial coverings in their classrooms, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, and for students a written and signed consent from parent/guardian.

For students riding a bus, facial covering must be worn.

Facial coverings that have ear-loops may be homemade, purchased or disposable level one/basic-grade surgical masks. No special color is required. No inappropriate or offensive language or graphics.

Hygiene

All classrooms, offices and contained spaces will have a portable medical grade air filter for up to 1500 square feet that circulates air and attacks mold, bacteria, and viruses.

To minimize the transfer of germs, no shared materials will be used. Students will use only materials brought from home or assigned to them for use.

The school will provide adequate supplies to support healthy hygiene behaviors including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques.

The school and families will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.

Staff and students will be taught how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.

Systematic and frequent checks and refills of soap, hand sanitizers, and handwashing stations will be done.

Daily opportunities will be provided for handwashing with soap and water by students and teachers.

Rather than using drinking fountains, students will use water bottles brought from home and will refill at water bottle filling stations.

Spacing, Movement and Access

Student desks/tables will be spaced as far apart as feasible in classrooms in order to comply with 6 ft. social distancing recommendations.

Signage and markers will be posted to indicate proper social distancing in hallways, bathrooms and where line formation is anticipated.

Entrance to St. John School will be restricted to students, staff and essential volunteers only, unless picking up a sick child or other emergency situation. All non-staff adults entering the building must be screened for symptoms using a COVID-19 monitoring form (from local public health department,) wear a facial covering, and wash/sanitize hands at building entrance. Strict records, including date and time, will be kept of all non-staff adults entering and exiting the building.

Entry and Dismissal

Each class will enter at a designated door to minimize cross-traffic and allow for quicker temperature taking. Students will enter the building upon arrival rather than waiting on the parking lot area.

PreK: Mrs. Krueger's Class: north entrance near classroom; Mrs. Farley's Class: south entrance

K-1: Sidewalk entrance near their classrooms

Grades 3,4,6: Breezeway entrance

Grades 2,5: Main entrance near office

Temperatures will be taken at the entrance door by designated staff members.

- If a student has a temperature of 100.4 or higher, the student goes to the office for pick-up by parent.
- Depending on specific circumstances, siblings of the student may also be sent home.

To better regulate the number of students exiting the building and to maintain social distancing, a staggered dismissal process will be used. There will be two dismissal times for car riders: 3:00 and 3:15. Families will sign up for a time. Bus riders and latchkey students will be dismissed following the departure of the other students.

Screening Students and Staff

St. John School will be in close contact and cooperate with the Jackson County Health Department (JCHD) regarding implementing protocols for screening students and staff. Please see *Return to School Toolkit* put out by the JCHD for detailed information.

A quarantine area (room 124 directly across from the office) will be identified, and a designated staff person (Mrs. Lara Conley) will be assigned to care for students and staff who develop signs or symptoms of COVID-19 at school.

Students and staff who become ill with signs or symptoms of COVID-19 will be placed in the quarantine area with a facial covering in place, if able, until they can be picked up. The staff person caring for these children/staff will wear a facial covering.

Symptomatic students and staff sent home from school will stay home until they have tested negative or have completely recovered according to CDC guidelines.

Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any new or unusual symptoms as reported on the COVID-19 school monitoring form, they will stay home and contact the school administrator.

Testing Protocols for Students and Staff and Responding to Positive Cases

St. John School personnel will work closely with the JCHD regarding implementing current protocols for screening students and staff.

Symptomatic students and staff will be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.

Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

Responding to Positive Tests Among Staff and Students

St. John School will cooperate with the JCHD if a confirmed case of COVID-19 is identified, and in particular, collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school. The health department will initiate contact tracing, following regular public health practice.

St. John School will notify local health officials, staff, and students of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

Food Service, Gathering, and Religious Services

Classrooms or designated outdoor areas may be used for students to eat meals at school. If the cafeteria is used and six feet of distance between students is not possible, additional tables may be set up in the gym and/or meal times will be staggered or physical barriers will be used in order to safely comply with social distancing regulations. Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.

The school will not conduct indoor assemblies that bring together students from more than one classroom.

St. John School's plan for school Masses is to comply with current social distancing mandates by alternating classes weekly to allow all students the opportunity to participate in mass either in-person or via live-stream from their classroom.

We anticipate being able to continue with Adoration and Penance with modifications. The church may be used instead of the school chapel or classroom spaces.

Recess

Students will be grouped by class and assigned to a certain area on the playground, based on a rotating schedule, to allow for physical activity while limiting contact with students outside their immediate class level. There may also be additional recess times scheduled for each class throughout the week.

Students will be educated on activities and games that allow for greater social distancing.

Equipment will be disinfected after use. No equipment or toys may be brought from home.

Cleaning

Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.

Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period or when cohorts change classrooms, with either an EPA-approved disinfectant or diluted bleach solution.

Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class when cohorts change classrooms.

Playground structures will continue to undergo normal routine maintenance.

Staff will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.

Maintenance staff will wear gloves, surgical masks, and face shields when performing all cleaning activities.

Mental & Social-Emotional Health

The school will identify a point person (Mrs. Blair) and establish an access navigator (Mr. Marshall) to facilitate mental health referrals, communications to families/ students, and public-facing wellness materials.

The school will provide all staff with timely, responsive, and ongoing training/professional development.

Mr. Marshall, our school counselor, and all SJS staff members, will coordinate efforts to provide students with age-appropriate social-emotional ongoing support and COVID-education.