

St James-St John School COVID ACTION PLAN

Revised 9/29/2020

St James-St John School Reopening Plan includes preventative measures, with which we will need everyone's participation. If done effectively, together, these should reduce the risk of virus transmission within the school. It also includes procedures we will follow when there is a positive case of COVID-19 among our school community. We need to be prepared for this likelihood, and for everyone to know in advance how it will be handled.

Resources have guided this plan from our diocese, public health agencies such as the Centers for Disease Control and other public agencies such as the Massachusetts Department of Education and the Governor's Office, and by our internal planning groups, which includes our Reopening Committee. These policies and requirements and expectations are subject to change by the administration at any time throughout the school year. Any changes will be communicated to teachers and families before going into effect.

If you have any questions about anything contained in this document or other aspects of our reopening plan, we encourage you to contact us. We look forward to welcoming many of you back on August 31st!

SECTION 1: SJSJ COVID-19 HEALTH POLICIES

The students and staff at SJSJ will return to school with increased health and safety measures in place to help reduce the possibility of COVID-19 transmission in our school. There are several things that we can all do together to help stop the spread of COVID-19 and to prevent it from coming into the school building. We all need to be vigilant and stay home if experiencing any COVID-19 like symptoms through daily morning temperature checks and self-screening, wearing face masks/coverings, hand washing and sanitizing, and socially distancing.

Symptom Screening

All School Employees have been required to sign an attestation agreeing that they will strictly adhere to the Diocese of Fall River Self-Screening & Office Requirements During COVID-19 Pandemic, which reads as follows:

- When scheduled to work, I agree to take my temperature prior to my arrival at work, and if I have a temperature reading of 100.0°F or higher (which most often means a fever), I agree to stay at home and not go to work at any of our diocesan locations.
- If I feel ill, I agree to stay at home and not go to work at any of our diocesan locations.
- If I become ill while at work, I agree to leave work immediately.

- If I have any symptoms of COVID-19, such as but not limited to a fever, cough or shortness of breath, I agree to stay at home and not go to work at any of our diocesan locations.
- If I develop any symptoms of COVID-19 while at work, such as but not limited to a fever, cough or shortness of breath, I agree to leave work immediately.
- When at work, I agree to wear a face covering or mask at all times.
- When at work, I agree to remain at least six (6) feet apart from others to the greatest extent possible.

All students and employees will be required to commit to daily self-screening, including temperature taking, before leaving the house for school. Additionally, all staff will complete an attestation form and check their temperature upon arrival in the school. Families are strongly encouraged to monitor their children for signs of infectious illness every day. Students and employees who are sick or have any COVID-19 like symptoms must not attend school in-person. Per the MA guidance, SJSJ will not check students' temperatures upon arrival. Students will be monitored throughout the day for signs of illness.

Below is a full list of symptoms for which students and staff should be monitored for:

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills.
- Cough (not due to other known cause, such as a chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

Per the latest guidelines, individuals are required to self-quarantine if they have been exposed to a COVID-19-positive individual. All close contacts should be tested but must self-quarantine for 14 days after the last exposure to the person who tested positive, regardless of test result. Individuals are required to self-isolate if they test positive for COVID-19. In these scenarios, the self-isolation period is a minimum of 10 days with at least 24 hours having passed with no fever and with improvement in other symptoms. Further guidance may be needed from the New Bedford Board of Health, depending on the circumstances. Families are asked to remain in communication with Nurse Anna for additional guidance.

If a student or employee reports symptoms related to COVID-19 while in school, they will be taken by the school nurse to a medical waiting room where they will be assessed, and a parent will be contacted to dismiss the student as soon as possible. It is essential to make emergency contacts aware

that if a student becomes symptomatic while in school, they must be picked up right away. Students may be dismissed at the front door following early dismissal protocol, and families will receive further guidance from the school nurse. Students that do become ill during the school day will be monitored in an isolation space and must be picked up within 30 minutes. Please plan accordingly!

Reporting a Medical Related Absence

If a student or staff member experiences any of the symptoms mentioned above, they must stay home. Families are asked to contact Nurse Anna Manny, RN at 508-996-0534, or at amanny@sjsjschool.com to notify the school and for further guidance. Nurse Anna Manny is our designated COVID-19 Health and Safety Officer.

- If the school is not notified of a child's absence by 9 am, parents will receive a phone call from the nurse.
- If you do not wish to inform the school of the reason for your child's absence, your student will not be able to return to school without a doctor's note clearing them for signs of COVID-19.

Masks or Face Coverings

Masks or face coverings are among the most critical components to reduce the transmission of COVID-19. Students in grades 2 and above, visitors and staff, are required to wear a mask/face covering that covers their nose and mouth at all times, except for meals and mask breaks. Whenever possible, students in pre-kindergarten through grade 1 who can safely and appropriately wear, remove, and handle masks should do so. Even if students are spaced six feet apart in classrooms, the use of masks is still required unless students are eating or taking a mask break. Masks with one-way valves and bandannas have been shown to offer no protection and, therefore, will not be allowed to be worn in school. Prints and designs on masks/face coverings must be appropriate for school.

Exceptions will be made for when students are eating and during mask breaks while maintaining distancing of 6 feet. Mask breaks will be given throughout the day and when needed. During recess and gym, students will need to keep 6 feet of distancing since masks will not be worn at those times.

Families are asked to provide their student(s) with a clean mask/face covering every day. Disposable masks will be available for students who forget their masks at home.

Hand Washing and Sanitizing

Students and staff will be required to wash their hands or use hand sanitizer often throughout the day. To clean hands properly, they need to be washed with soap and water for at least 20 seconds. If hand washing is not available, hand sanitizer will be used and rubbed on to all surfaces of the hands for 20 seconds. Hand washing/sanitizing will occur: when entering and exiting the school building, entering and exiting classrooms, before and after eating, after bathroom use, after handling masks, and

whenever hands are soiled. All families will be asked to sign a consent form allowing the use of hand sanitizer while at school.

Testing, tracing, and isolation

It is important to note that testing, combined with contact tracing and isolation, helps control the spread of COVID-19 in Massachusetts. All test results, both positive and negative, are reported to the Massachusetts Department of Public Health (DPH). When a person has a positive COVID-19 test, it is the local board of health or the Massachusetts Community Tracing Collaborative that will reach out to provide support so that these individuals can remain safely in medical isolation. They will also ask for help to identify close contacts. These organizations will then reach out to the individual's close contacts to provide important information that is aimed to stop the spread of the virus, including how to safely isolate/quarantine. While these organizations will provide support, to further assist with contact tracing the student/family and staff are asked to reach out to their personal contacts and notify the school.

Self-isolation for COVID-19 positive cases is a minimum of 10 days

Most people who test positive and have a relatively mild illness will need to stay in self-isolation for at least 10 days. People who test positive can resume public activities after 10 days and once they have:

- a. gone for **24 hours** without a fever (and without taking fever-reducing medications like Tylenol); and
- b. experienced improvement in other symptoms (for example, their cough has gotten much better); and
- c. received clearance from public health authority contact tracers (the local board of health or Community Tracing Collaborative). **Letter from local Board of Health is REQUIRED**

Repeat testing prior to return is not recommended. Return to school should be based on time and symptom resolution.

Close contacts of a positive COVID-19 case should be tested. For general guidance, DPH defines close contact as:[1]

- Being **within** 6 feet of COVID-19 case (someone who has tested positive) for at least 10-15 minutes. Close contact can occur while caring for, living with (household members), visiting, or sharing a healthcare waiting area or room with a COVID-19 case while the case was symptomatic or within **2 days** before symptom onset, OR
- Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on) while not wearing recommended personal protective equipment.

If someone in the school setting tests positive

If a student or staff member tests positive for COVID-19, their close contacts will be defined as only those who have been within 6 feet of distance of the individual for at least fifteen minutes, while the person was infectious. The infectious period begins 2 days prior to symptom onset. If someone is asymptomatic, the infectious period is considered to begin 2 days prior to the collection of their positive test. While previous guidance stated that all students in an elementary classroom would be defined as close contacts, this new guidance provides a narrower definition of a close contact which mirrors DPH guidance.

Policy of when a close contact may return to school

All close contacts should be tested but must self-quarantine for 14 days after the last exposure to the person who tested positive, regardless of test result. After further consultation with the medical community, we are updating this guidance as the virus can cause illness from 2-14 days after exposure and even asymptomatic individuals can transmit the virus. Going forward, even if an individual identified as a close contact receives a negative test result, they must continue to self-quarantine for the full 14 days as the virus may take up to 14 days to cause illness. **Letter from local Board of Health is REQUIRED**

Policy of when a student/staff person may return to school after COVID-19 symptoms

If a student or staff member has COVID-19-like symptoms, they may return to school after they have tested negative for COVID-19, have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).

If a student or staff member presents COVID-19-like symptoms and chooses not to be tested, they may return to school 10 days from start of symptoms, as long as their symptoms have improved and they have been without fever for at least 24 hours prior to their return to school without the use of fever reducing medication. **Before a student returns back to school, after a medical absence and/or for Covid testing, we will need a copy of the test results or a note from the pediatrician clearing the student to return back to school.**

If an individual tests positive and cannot strictly isolate from other household members, they must adhere to their quarantine requirements and all other household members will begin quarantine at the end of the COVID positive individuals quarantine.

Quarantine and Isolation

Any individual who quarantines either because they tested positive for COVID 19 or they are quarantined due to being a close contact of a positive COVID 19 individual, will be REQUIRED to get written documentation from the Board of Health of the City or Town they live in, clearing them to return to school or work and submit to the school.

Communication and Privacy

In the case of a member of our community testing positive for COVID-19, we will need to depend on the specifics of the situation to guide what communication is necessary with the broader school community. Privacy considerations, as well as the health safety of the entire school community, will always be respected. Depending on the situation, we may need to inform the whole community that there has been a positive case, but we also may not. We will make these decisions in consultation with local health officials.

Travel Policy

Effective August 1, 2020, all visitors and returning residents entering Massachusetts must follow new travel orders. Anyone that travels to any state other than Massachusetts, New Hampshire, Maine, Vermont, Rhode Island, and Connecticut must quarantine for 14 days upon return to Massachusetts or produce a negative COVID-19 test result that was administered up to 72 hours before they arrived in Massachusetts. If the COVID-19 result has not been received before arrival, the individual must quarantine until they receive a negative test result. Please review these new orders at <https://www.mass.gov/info-details/covid-19-travel-order> if you are planning on traveling out of the state of Massachusetts as it may impact when your child may return to school.

Participation in Class from Home

When a student needs to stay home for COVID-related reasons as described above but is feeling well enough to continue to participate in class, St James-St John School is establishing a live streaming platform that will allow them to keep pace with the learning activities and assignments of their classes. In most cases, our goal will be for students to remain fully enrolled in all of their classes and keep up with their classwork throughout the time they need to be at home, as long as they are well enough to do so. They will still participate along with their classmates and teachers who are in the building, through the home learning platform.

We must provide every incentive we can for students to stay home when needed, whether they are feeling sick, are self-monitoring due to possible exposure, or simply don't feel comfortable with the risk of being in a group setting.

School Closure

Again, depending upon the situation, upon learning of a positive COVID-19 case, it may be necessary to close the school for cleaning temporarily. Also, we will closely monitor community transmission rates, our school absentee rate, and the guidance of local health officials, in making these

decisions. In decisions of school closing, we will communicate the need to the school community, and provide a home learning platform for continuous learning for all students during the closure.

SECTION 2: PREVENTATIVE STEPS TO REDUCE TRANSMISSION RISK IN THE BUILDING

Physical Distancing at School

St James-St John School will make many adaptations to provide an environment where students, faculty, and staff are able and encouraged to maintain appropriate physical distance from one another throughout the school day. It should be noted that we cannot guarantee that 6 feet of distance from others will always be able to be maintained within our building. Current scientific guidance gives us confidence that when we put into place all of the rest of these procedures such as staying home when sick or exposed, consistent personal PPE, and regular hygiene practices, this will provide sufficient risk mitigation for our population within our building, even if students are sometimes closer together than 6 feet. Still, we will take many steps for the physical distancing of students, faculty, and staff, including:

- Classroom spacing and arrangement of desks for a maximum distance of at least 3 feet apart
- Assigned seating in the classroom
- Increased faculty/staff proctoring of common areas to remind students of distancing guidelines
- Adapting group work assignments to provide more physical distance among groups of students than usual in the classroom
- Adapting activities and locations for courses such as PE, visual arts, and performing arts, to maximize distance and avoid activities which have shown a higher risk of virus transmission (e.g., contact sports, choral activities in close proximity)
- Reducing and eliminating shared classroom materials whenever possible
- Increased use of outdoor campus space for various classes and activities as weather allows.

Cleaning Procedures

Our custodian will be implementing regular cleaning and sanitizing procedures throughout the building, which are much more intensive than usual. Also, faculty and staff will observe protocols for cleaning each classroom and meeting room after use.

- Since March, the school has enacted increased cleaning and sanitizing procedures. A strict schedule of sanitizing/disinfecting will be followed during the school day, as well as before students return to school the following day to ensure that surfaces, especially high-touch surfaces like doorknobs, light switches, bathrooms, etc., are appropriately cleaned.
- All students and staff are expected to do their part in keeping the school clean and safe for each other. This includes wiping down desks, Chromebooks, and other materials daily, cleaning up

from snacks and lunch daily, and generally keeping one's personal belongings manageable. This includes the personal responsibility of hand hygiene and masks wearing for students, staff, and visitors.

- We will happily accept any donations of hand sanitizer, disinfectant wipes, and other cleaning supplies. Thank you for your generosity!

Food Service and Nutrition

Serving and consuming food and beverages presents challenges in our current environment. Changes to these procedures will include the following:

- Water fountains will be closed. Students will continue to be encouraged to bring their reusable water containers and rely on them throughout the school days.
- Microwaves are no longer available for student use.
- Hot Lunch will be provided by Mystic Cafe and delivered in individual containers.
- Lunch will be served in the student classroom.
- Students may bring in their lunch, or they may order a hot lunch as in the past. However, we will not be able to allow lunches to be brought in from outside sources such as McDonald's, Subway, Metro, etc. It will be crucial for students to come to school prepared with lunch if lunch has not been ordered.
- No outside food, including Bake Sales and Birthday Celebrations with food.
- Students are required to have a cloth placemat, towel, or napkin in their lunchbox to cover the area that they will eat on.
- Students will be responsible for bringing all the necessary supplies needed to eat their lunch, such as forks, knives, spoons, napkins. The school will no longer be able to provide these.

Drop-Off, Pick-up, and Movement in the School Community

- Drop off and pick up locations and procedures will be similar to usual, with the line of cars forming along our Cobblestone Driveway to drop off students in the morning. Students will enter through back doors after 7:45 am. Homerooms will open at 7:45 am. There will be no adult supervision in the morning. Extended Care will be available for 7-7:45 am. Students in PK3, PK 4, and grades 4-8 will enter through the PK door starting at 7:45. Students in Kindergarten-Grade 3 will enter through the Kindergarten door starting at 7:45. All classrooms will be open at 7:45. Attendance will be taken promptly at 8 am. All PK students must enter through the back door after 8 am and will be considered tardy. Students in K-8 will need to enter the front door after 8 am and will be marked tardy. Dismissal/Pick Up at the end of the day will be conducted by rolling release starting at 2:20 pm each day. Students who are waiting for pickup will be asked to remain in their classroom until their name is called. Extended Care will be available after 2:40 pm.

- Class field trips will not occur for the time being.

Visitors during regular school hours:

- **The number of outside visitors or volunteers will be reduced:** No outside visitors and volunteers are permitted, except for contracted service providers for special education, required support services, or program monitoring as authorized by the school or district. All office staff members will enforce this protocol.
- **Single entry/exit:** The main entrance at the front of the school will be the designated single entry and exit point for all visitors and volunteers to be visually screened and logged in. For visitors who need to enter, they will first gain approval, be briefed on school COVID-19 policies, and verify they do not have symptoms. They will be asked to sanitize their hands upon entering. We will ensure that these individuals all are wearing masks covering their nose and mouth at all times and are aware of any other health and safety protocols for the school.
- **Visitor log:** A log of all visitors will be kept and maintained for 30 days, with the date, contact phone number, arrival/departure times, and areas visited within the building for each visit
- **Checkout:** Visitors are to check out with an office staff member before exiting to ensure visitor log is filled out appropriately with departure time/areas visited
- **Parents/Guardians:**
 - Only when it is necessary will a parent/guardian be permitted to enter the building, and they must have a pre-scheduled appointment.
 - The school will continue to utilize virtual communication options with families whenever possible as the preferred method of communication.

Early dismissal procedures: **Before 2:25 pm ONLY**

- **Single entry/exit:** The main entrance at the front of the school will be the designated single entry and exit point for all early dismissals.
- **Call Ahead:** Parents/guardians are to contact the office via phone for early dismissal when they have arrived outside of the building and have parked.
- **The child is dismissed to the lobby:** Office staff will call down to the classroom for the child to be dismissed to the front.
- **Parent proceeds to front entrance:** Parents/guardians will not be allowed to enter the building. They must be wearing a mask/face covering and will be asked to sanitize their hands upon entry.
- **Sign Out:** Office staff will meet the parent/guardian at the door and have them sign an early dismissal slip for the child
- **Sanitize:** Child & parent/guardian will sanitize their hands before leaving the building

Late arrivals:

- **Single entry/exit:** The main entrance at the front of the school will be the designated single entry and exit point for all late arrivals.
- **Ring Buzzer:** Students will ring the buzzer outside to the right of the main entrance doors.
- **The student enters:** Office staff will ensure the student is wearing a face mask/covering, and let the child enter the building.
- **Sanitize:** Children will sanitize hands upon entry, and be advised to proceed directly to the classroom.

General Office:

- **Reconfigure spaces:** Rearrange furniture to support physical distancing, with staff desks facing in the same direction.
- **Barrier Use:** Plexiglass shielding will be placed in the main office to assist in physical distancing.
- **Minimize visitors:** Visitors to the office will be permitted only when necessary. Staff will monitor and control the number of people in the office at any one time.
- **Cleaning:** Regular cleaning and disinfecting of the office area will be ensured
- **Signage:** Proper signage will be installed in the office and leading into the office in regards to appropriate procedures.
- **Face covering:** A face mask or face shield is required for everyone when moving around the office area.
- **Photocopies:** An area outside the main office will be set up for faculty to drop off their copies. Once copies are completed, they will be returned to the same area outside of the office.
- **Paperwork:** There will be a bin outside of the office where any documents/forms being returned from the classrooms can be placed.

SECTION 3: SJSJ 2020-2021 SCHOOL PLAN

Our learning plan for the 2020-2021 school year has three educational options for returning and prospective students. In these uncertain times, with state and local COVID-19 mandates and individual needs and concerns, we want you to choose what is best for your family. We know that some families may not be comfortable with their child(ren) returning to school in late August, so we have developed educational options for you to consider. **For a safe return on Monday, August 31, our goal is to be responsible and reasonable in our approach, sharing updated details on our plan’s protocols in the first week of August.**

At this time, the following is what you can expect at SJSJ.

On-Site	Whole School Hybrid	Distance Learning/Full Remote
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with Distance Learning Option	<i>Least likely unless required by local or state authorities</i>	Building closed
<p>Goal: To engage students desiring to return to the building in the daily on-site educational experience, as safely possible, while providing the option for live-streamed distance learning for families needing or wanting this service.</p>	<p>Goal: To meet the further need for social distancing schoolwide. Students are engaged in on-site educational experience part of the week and distance learning for the balance, minimizing the on-site population.</p>	<p>Goal: To meet the most significant challenges for health and safety - active learning continues online for all or nearly all students</p> <p><i>If allowable - meet the needs of students who require on-site services.</i></p>
<ul style="list-style-type: none"> ● PreK and K on-site Monday - Friday <i>See below for Preschool Information</i> ● Most of Grade 1-8 students on -site ● Live Streaming for: <ul style="list-style-type: none"> ● Medical absence ● Household risk absence ● Parent preference 	<ul style="list-style-type: none"> ● PreK- Grade 3 on-site Monday - Friday ● Gr 4 - 8: DL opposite on-site <ul style="list-style-type: none"> ● DL Group 1: M, W, every other F on site ● DL Group 2: T, Th, every other F on site 	<ul style="list-style-type: none"> ● Preschool & K on-site if allowable - regular class schedule ● Zoom/Live Streaming for all students
<p>Non-medical/at-risk families may choose full time or partial distance learning.</p> <ul style="list-style-type: none"> ● <i>Partial distance learning will most closely resemble a “hybrid plan” and is available after consultation with the principal.</i> 	<p>Subject to availability, the principal may accommodate family choice for on-site Monday-Friday or full-time distance learning</p>	<p><i>Limited on-site learning group if allowable - May be mixed ages On-site distance learning (aka child care option)</i></p>
<p>GOOGLE CLASSROOM</p> <ul style="list-style-type: none"> ● For all grades PreK - Grade 8 Google Classroom <i>is the basis of communication for daily assignments.</i> ● Google Classroom is the “go-to” for all class announcements, assignments, due dates, and turn-in of completed work. 		
<p>SCHOOL DAY</p>		
<p>On-site with Distance Learning Option or Hybrid</p>		<p>Full-time Remote / Distance Learning</p>
<p>The school day for all students: 8 am - 2:30 pm</p> <ul style="list-style-type: none"> ● Arrival time for on-site students: 7:45 - 7:55 am ● Academic engagement time for all distance learning students: 8 am - 2:30 pm ● Teacher-led instruction within the first 30-40 minutes of class ● Distance Learning (DL) follows an on-site schedule ● DL students are not on-line for PE, lunch, recess breaks. 		<p>Academic engagement time for all students: 8 am - 2:30 pm daily</p> <ul style="list-style-type: none"> ● 8 am -12:00 pm: scheduled classes ● 12:30 - 2:30 pm: student academic time ● A 15-minute break between

Approximately 15-minute break between classes.		each morning class <ul style="list-style-type: none"> • Afternoon office hours/individual conferences - small Groups, specials, Religion Class <i>(See schedules below)</i>
Ex Care <ul style="list-style-type: none"> • Must pre-register See https://forms.gle/TqKZMNFgnW7oBFir7	Limited Ex Care <ul style="list-style-type: none"> • Must pre-register 	No Ex Care - or very limited if allowable.
BUS Transportation <ul style="list-style-type: none"> • This service is subject to scheduling by NBPS for K - Gr 8 students living in New Bedford. • Contact Mrs. Brady for information. • All students - all grades - riding the bus must wear a face mask and follow social distancing requirements. 		NA
Food Service Prepackaged boxed lunch delivered to the class location <ul style="list-style-type: none"> • Milk coolers on both floors OR • Students bring food and beverages from home. 		NA, except for any on-site students
Food Consumption in food-safe zones <i>(students seated at least 6 ft apart - designated areas)</i> <ul style="list-style-type: none"> • NO FOOD SHARING • LIMITED TIMES FOR FOOD CONSUMPTION <ul style="list-style-type: none"> • Lunch, at the assigned time for class, between 11:00 am and 12:15 pm • Students will sit in their assigned seats for lunch. <ul style="list-style-type: none"> ○ Ex Care snack time, 2:40 - 3:00 pm ○ Food may be provided by parents in a lunchbox/lunch bag - no glass containers. ○ No Microwaves or outside food. <p>Please remember we are a peanut and tree nut-free school.</p>		NA
Special Education and Students with High Need <ul style="list-style-type: none"> • Principal and teachers will plan for learning and social experiences that prioritize student wellness and help to establish positive, safe, and supportive learning environments. • School staff will develop a detailed plan to re-engage all students, faculty, and families with a particular focus on 		SPED teacher to work with individual students remotely.

<p>populations and specific students that have been disengaged.</p> <ul style="list-style-type: none"> ● In conjunction with our SPED Teacher and principal, we will reach out to families of students with high levels of need. Together, they will develop transition plans to assist individual education students with their return to school. ● SPED teacher with the assistance of classroom teachers will ensure developed instructional models (in-person, hybrid, distance learning) and associated practices provide student access to specialized instruction to the most significant degree possible as per student’s individualized education plan. 	
<p>Water</p> <ul style="list-style-type: none"> ● Parents are asked to provide students at least one new disposable or reusable bottle of water daily ● Students will not be allowed to refill bottles at this time. ● Bottles left unattended, or overnight will be disposed of 	NA, except for any on-site students
<p>Directional protocols for halls</p> <ul style="list-style-type: none"> ● Stay to the right, as in driving - halls will be marked as necessary. 	NA, except for any on-site students
<p>Attendance will be taken for on-site and distance learning.</p>	
<p>No tuition adjustments for changes between on-site and distance learning or reduction in days from 180 day school year</p>	
<p>Live Streaming/Distance Learning</p> <p><i>Participation in Distance Learning for 2020-2021 is an extension of participating in the live classroom; therefore, student participation and cooperation is required, just as the student would join and behave in an on-site class.</i></p> <p>All students are expected to</p> <ul style="list-style-type: none"> ● Wear SJSJ uniform ● Be seated at a table or desk ● Honor assignment deadlines ● Attend all religion classes and specials, except PE ● Have materials ready ● Complete their own work in their own handwriting ● Use headphones or earbuds during online classes. ● Be positively engaged in all live classes. <ul style="list-style-type: none"> ○ Signal to respond or ask a question, ○ Actively participate, ○ Answer questions, 	

- Work on assignments along with the class, etc.
- Check email and Google Classroom daily for notifications and private messages.

Workspace:

Students need a workspace that is conducive to learning and respectful to other students. They need to be away from distractions to help keep their environment consistent with being in the classroom. Remote students will be expected to wear their uniforms and sit at a table or desk with materials necessary for attending class -- just as if they were physically in school. They need to be dressed in their school uniform. They will need to wear headphones while at home. We understand that some students may need help logging on at first; however, once your child has successfully logged into class, we ask that parents leave their child with classmates and their teacher. Students should eat before or between classes. Eating during online classes is not permitted.

Class Participation:

To participate, students need to come to class prepared and on time. Students are expected to fully participate (answer questions, actively listen, raise their hand, be ready to be called upon) both with onsite learning and remote learning live streaming. Remote teaching and learning will be live-streamed, and students will follow the same daily schedule as in-school. Teachers will be taking attendance daily in all classes.

Work Expectations:

The grading system will be the same for remote learning, as it is in the classroom. We will be following our traditional grading system to maintain continuity. Students who are live streaming/remote learning are REQUIRED to follow assignment deadlines with the students who are in class.

We appreciate parent involvement, but it is imperative that students do their work while they are in remote/live streaming learning (their writing, coloring, computation). **Work completed by any other than the student will not be accepted and will result in the grade of a Zero.**

Parent/Caregiver:

To be committed to live-streaming/remote learning, parents/caregivers need to be respectful while class is in session.

Examples: phone conversations in the background, pets, having conversations with your child while they are in class, other siblings in the room.

In addition:

- Students may not eat during live-streamed classes.
- There should be no background noise or conversations with others who may be in the room.
- Students may not use cell phones/iPods, gaming systems, or anything that distracts the student or

- others from class engagement.
- Students must have their full face visible, with hair combed and no hood or sunglasses.
- Parents must agree to supervise their student's distance learning engagement. There will be a written agreement to formalize expectations and requirements.
- Additional policies and requirement for distance learning participation are outlined on both schedules (concurrent on-site and fully remote)
- By August 31st, all families will have both the on-site and full remote distance learning schedules, which will have times for classes and GoogleMeet access codes listed.

Grade band Cohort Specific Information

Pre K and Kindergarten

- **PreK and K** have EEC prescribed >42sq ft
- All tables in PK will have plexiglass dividers
- Students are seated 5+ feet
- Current class sizes as of 8/13/20 are
 - **PreK 3** - 9 full-time students
 - **PreK 4** - 12 full-time students
 - **Kindergarten** - 22 students

Each class is staffed by a full-time teacher, lead teacher, and a full-time aide.

*If allowable, **PreK and K** will continue to meet daily in the same space as described at left.*

Grade 1 - 7:

- Approx class size 12 - 20 students

Grade 8

- 30 students

See below for current enrollment

Whole School Hybrid

Grade 1 - 8:

- Approx 10 on-site students per class

Gr 1 - 8 NA

If limited on-site service is available seated 6 ft + apart seat edge to desk edge

Grade 1 - 8 :

- Students seated 5-6+ ft apart seat edge to seat edge depending on the on-site enrollment of the class

Grade 1 - 8:

- Students seated 6+ ft apart seat edge to seat edge

Assigned seating is required for all grade levels in all classrooms and alternative meeting areas. This will facilitate contact tracing should it be necessary.

Grade 1 - 8 students remain in assigned classroom settings, teachers switch as necessary. Students will not use desks assigned to other students. All student materials and belongings are located at or near the student's assigned desk in the classroom.

Lavatory Use

- Please see schedule

School Mask Policies

- Please refer to the above.

Mask Breaks: Mask breaks are brief periods of time when students and staff are allowed to remove their facemasks. *Under current DESE & DPH guidance, masks must be worn throughout the school day.*

- **Students will be taught and are expected to follow hygiene protocols for mask breaks.**
- Mask breaks will be authorized only when students are 6 or more feet apart and in designated areas, preferably outdoors.
- Some classrooms will be able to take mask breaks/eat within their classroom, others will need to move to mask break zones (see below)
- Snack, lunch, and Extended Care snack times are mask breaks.
- Recess and classes held outdoors where students are spaced 6 or more feet apart are typically mask breaks, depending on the activity of the class.

Alternative Class Locations *(when students are not in their assigned classrooms)*

OUTDOOR - Pavement areas will be used at 6 - 10 ft intervals

- Outdoor: designated areas, students 6+ ft apart, used by all grade levels as a **mask break zone**
- Masks must be worn outside by Gr 2 - 8 for class or recess activities if students are less than 6 ft apart.

PE

- PE inside or outside the building: students must wear masks at 6 ft apart.
- PE classes outside (only): students may remove masks when 10+ ft apart.

INDOOR - Classroom floors and alternative empty room floors are marked to appropriately social distance students (3 - 6 ft apart).

PreK 3

- In the former Grade 8 classroom

PreK 4 - Grade 7

- Will use their own classroom

Grade 8

- **In the cafeteria**

Special Education/Academic Support will be in the Art Supply Room.

Specials

- All special classes will follow the MA guidance for their discipline.
- Art classes will take place in the classrooms.

<ul style="list-style-type: none"> ○ Technology classes will take place in the classrooms. ○ Music classes will take place in the classrooms for Preschool-Grade 5. ○ At this time we are temporarily suspending Library classes. ○ Physical education classes will take place outdoors whenever possible. In the case of inclement weather, physical education will be moved to the CYO. 	
<p>Schedules for On-site/Distance Learning models will be distributed to parents by August 31st. These will contain class times and distance learning links for all live-streamed classes.</p>	<p>See the full remote schedules below. Links will be added for release by August 31</p>
<p>Faculty 7:30 am - 3:00 pm on-site</p>	<p>Faculty 8 am - 3:00 pm remote</p>

<p>The number of students in classrooms at 3-6 feet apart:</p>	
<p>PK 3 = 10 students</p>	<p>Grade 4 = 14 students</p>
<p>PK 4 = 11 students</p>	<p>Grade 5 = 13 students</p>
<p>Kindergarten = 22 students</p>	<p>Grade 6 = 19 students</p>
<p>Grade 1 = 18 students</p>	<p>Grade 7 = 11 students</p>
<p>Grade 2 = 18 students</p>	<p>Grade 8 = 30 students</p>
<p>Grade 3 = 17 students</p>	

Preschool

1. ON-CAMPUS LEARNING

- With enhanced disinfecting, health precautions, and distancing standards, as possible, we are excited to welcome Preschool 3 and Preschool 4 students in our school in September.
- SJSJ teachers will continue to provide a play-based curriculum that incorporates age-appropriate academic skills through theme-based and hands-on activities.
- Our loving and inspiring staff work hard to create an atmosphere for students that focuses on social and emotional skills. Students will need these skills to adapt to new distancing norms while enjoying enrichment classes in Spanish, music, art, and PE.

2. HYBRID LEARNING MODEL

- We understand that some families may need to approach returning to the five day school week with caution. Individually, families may meet with our PK staff to determine the best course of action to allow students to attend school on a limited basis (2-3 days a week) participating online as needed.
- Morning Meeting, calendar time, and various small/large group experiences will be available online for students to participate, interact, and maintain an active real-time classroom connection, even when staying at home.
- Our staff recognizes the importance of community and consistency in the life of preschoolers. They are dedicated to finding the best practices to teach this age in a hybrid learning atmosphere.
- Our staff will work with families to provide printable and digital resources for the families.

3. DISTANCE LEARNING MODEL (Entire School Closed)

- We understand that the distance learning model is not ideal for a preschool-aged student, but may be necessary. A partnership between staff and the student's family is needed for the student to navigate distance learning and thrive.
- The Preschool Distance Learning Model can be used if a family keeps their student at home 100% of the time. Without lessening the value of play-based learning, our staff is always searching for the best technology methods to provide this learning through the use of technology. Both live stream and video-based opportunities for Morning Meeting, calendar time, and various small/large group experiences will be available online for families to access online. Students may participate, interact, and develop an active realtime classroom connection at the family's convenience.
- Our staff will partner with the student's family to schedule various (group and individual) online live sessions as appropriate. These live sessions are meant for connection and relationship building while emphasizing academic skills for learning and growth.
- Daily communication with families with hands-in activities and ideas will be shared so that the family can enjoy it.

Full Remote/Distance Learning Schedules (Building Closed)

Grades K- 3 Full Remote/ Distance Learning (School building closed)

8:00 am -11:45 am classes daily, students expected to be available for some afternoon classes/ completing assignments until 2:30 pm

- Four 40-45 minute classes separated by 15 -20 minute breaks
- 11:45 - 12:30 pm: Lunch break
- 12:30 - 2:30 pm: *Academic Engagement* time
 - Students attend small groups
 - Students work on assignments from morning instruction.
 - Teachers have “office hours” to assess student progress or assist students who require additional help.
- Fridays 12:30 - 3 pm: Professional time - planning, parent outreach, faculty meetings, etc.

Grade 4 - 5 Full Remote/ Distance Learning (School building closed)

- 8:00 am -12:00 pm classes daily, students expected to be available for some afternoon classes/ completing assignments until 2:30 pm
 - Divided between both homeroom teachers. 1 hr for math and 1 hour for ELA
- 12:00 - 12:30 pm: Lunch break
- 12:30 - 2:30 pm: *Academic Engagement* time
 - Students attend small groups or “specials” classes
 - Students work on assignments from morning instruction.
 - Teachers have “office hours” to assist students who require additional help.
- Fridays 12:30 - 3 pm: Professional time - planning, parent outreach, faculty meetings, etc.

Grade 4 - 8 Full Remote/ Distance Learning (School building closed)

- 8:00 am -12:00 pm classes daily, students expected to be available for some afternoon classes/ completing assignments until 2:30 pm
 - Three 1 hr and 15 min class with each homeroom teacher
- 12:00 - 12:30 pm: Lunch break
- 12:30 - 2:30 pm: *Academic Engagement* time
 - Students attend small groups or “specials” classes
 - Students work on assignments from morning instruction.
 - Teachers have “office hours” to assist students who require additional help.
- Fridays 12:30 - 3 pm: Professional time - planning, parent outreach, faculty meetings, etc.

Extended Care

At this time, St James-St John School will continue to provide Extended Care following CDC Guidelines and all SJSJ protocols given for daily activity. This includes the use of face masks, physical distancing, and cleaning protocols. Students in our ExtendedCARE program will be kept in cohorts, especially in younger grades, as much as is possible.

- Extended Day will use various spaces throughout the morning and/or afternoon. Morning extended day will be in the library. Parents will need to come to the front door to drop off. Afternoon extended day will take place in the Library, and other parts of the school, and outdoors in the playground. Parents, please use the back door for entrance.
- The Extended Day program schedule will be adjusted to accommodate all students in various groups.
- Students will be required to wash hands/use hand sanitizer at set times during Extended Day, including, but not limited to: check-in, upon exiting the classroom, upon entering a classroom, before and after snack, etc.
- Parents coming to pick their children up from Extended Day must wear a mask, use hand sanitizer upon entry to the building, and maintain social distancing while in the building.
- **To plan for adequate space and supervision, Extended Care will become RSVP only. No drop-ins will be allowed. Parents will need to complete a sign-up form weekly to sign up for extended care both for the morning and afternoon.**
- Before School Care begins at 7 AM. Teacher supervision in the classrooms begins at 7:45 AM. Students are not allowed into the classrooms before 7:45 AM and should arrive on campus at 7:45 AM.
- Children whose parents must leave them at school before 7:30 AM are to report to the library where there is supervision beginning at 7:00 AM. These students will be dismissed to their classrooms at 7:45 AM. Pre K students may be brought to their class.
- After School Extended Care 2:40 PM - 5:30 PM

STUDENTS IN-PERSON AND IN-BUILDINGS DAILY WITH SAFETY PROTOCOLS

Classrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Conduct a student wellness check, including temperature, before sending a student to school. Students with temperatures over 100°F should stay home. ● Provide a clean mask for your child in grades 2-8 (required) strongly suggested in PK-Grade 1 to wear during school day instruction. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Wearing a mask is required in grades 2-8 and strongly suggested in PK-Grade 1. ● Wearing a mask or face shield is required when working directly with staff (i.e., one-on-one, small group) 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● Ensure classroom setup of desks provides physical distancing for students minimum of 3 feet. ● Wear a mask or face shield. ● Ensure students maintain physical distance whenever possible. ● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. ● Eliminate shared classroom materials. ● Keep the classroom door open to maximize airflow and reduce the number of touches to door handles.

<p>instruction, etc.) when distancing cannot be maintained.</p> <ul style="list-style-type: none"> Wearing a mask or face shield is required when working closely with other students in small groups or lab settings. Maintain maximum physical distance from peers whenever possible. <p>Building differences as noted</p> <ul style="list-style-type: none"> Students in grades 1-8 will clean desks and seats after each class. PK and Kindergarten Staff will clean desks and chairs after each class 	<ul style="list-style-type: none"> Use supplies provided to spray desks, chairs, and any common materials needed before new students transition into the room, <p>Custodians</p> <ul style="list-style-type: none"> Make sure teachers are provided with all supplies needed daily, including disinfectant and paper towels. Disinfect classrooms during teacher plan bell, during lunch, and after school. <p>Administration</p> <ul style="list-style-type: none"> Ensure classrooms are physically distanced. Ensure classrooms are disinfected between classes, during lunch/recess, and after school. Ensure supplies are readily available for custodians and teaching staff.
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Hallways and Common Areas

Student and Parent/Caregiver Expectations	Staff Expectations
<p>Parents/Caregivers</p> <ul style="list-style-type: none"> Provide a mask for your child. Provide your student with a water bottle daily as water fountains will not be available for use. <p>Students</p> <ul style="list-style-type: none"> Wearing a mask is required in grades 2-8 and strongly suggested in PK-Grade 1 when in hallways. Report immediately to your classroom upon arrival at school. Carry a water bottle as water fountains will not be available for use. Follow all signage in the hallways and common areas. When possible, stay to the right when traveling down hallways and using stairs. 	<p>Teachers/Assistants</p> <ul style="list-style-type: none"> Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas. Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. <p>Custodians</p> <ul style="list-style-type: none"> Disinfect common areas based on a schedule provided by the school administration. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks. <p>Administration</p> <ul style="list-style-type: none"> Ensure proper signage is installed in hallways and common areas. Ensure supplies are readily available for custodians. Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators. Implement staggered dismissal times if necessary to maximize physical distancing and student safety.

Dropoff, Pick Up, and Visitors

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Conduct a student wellness check, including temperature, before sending a student to school. Students with temperatures over 100°F should stay home. ● Provide a clean mask or face shield for your student to wear. ● Limit visits to school as much as possible. ● Conduct a personal health screening before coming to a school building and do not come if you are running a fever higher than 100° or showing other symptoms ● Follow the posted guidelines and read all signage whenever entering the building. ● Wearing a mask or face shield is required when entering the building. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Wearing a mask is required in grades 2-8 and strongly suggested in PK-Grade 1, when entering, exiting, or moving around the building. ● Report directly to your assigned classroom/area upon arrival to school. ● Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc. 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● Supervise hallways and common areas to ensure students are reporting immediately to assigned class and not congregating in hallways or common areas. ● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● Disinfect common areas based on a schedule provided by the school administration. This includes but is not limited to door handles, handrails, toilets, stalls, counters, and sinks. ● Ensure designated doors are propped open at arrival and dismissal. ● Ensure designated doors are closed after arrival and dismissal. <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Ensure adequate supervision is available, in parking lots, and common areas of the building. ● Ensure proper signage is installed in hallways and common areas. ● Ensure supplies are readily available for custodians. ● Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators. ● Ensure designated doors are propped open at arrival and dismissal. ● Ensure designated doors are closed after arrival and dismissal. ● Eliminate parent and community volunteers to ensure the safety and health of students and staff. ● Implement staggered dismissal times if necessary to maximize physical distancing and student safety.

Meetings and Conferences

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Notify the school of your preference to attend meetings in person, via phone, or using a virtual platform. ● In-person meetings should follow appropriate physical distancing protocols, and it is required that masks or face shields be worn when entering, exiting, and moving around the building. ● Conduct a personal health screening before coming to a school building and do not come if you are running a fever higher than 100° or showing other symptoms. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Participate in meetings as requested by parents/caregivers or school staff. ● Follow physical distancing protocols. ● Wearing a mask is required when entering the meeting, exiting 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● When possible, attend meetings from the classroom using video technology. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● Clean and disinfect conference rooms after meetings or provide materials for cleaning and disinfecting to take place. <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Provide parents/caregivers with options for in-person, phone, or video conferencing. ● Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held. ● Ensure physical space used for meetings

the meeting, or when moving around the building to attend the meeting.	allows for distancing guidelines.
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Health Services

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Conduct a student wellness check, including temperature, before sending a student to school. Students with temperatures over 100°F should stay home. ● Provide a mask or face shield for your student to wear on the bus and while at school when needed. ● Ensure contact information is up to date in the event the nurse needs to contact home. ● Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Use designated entrances and exits to the office. ● You are following physical distancing protocols as much as possible when in office. ● Wearing a mask is required when in the nurse’s office. ● Wearing a mask is required if a student is determined to have a fever or other symptoms. 	<p><u>Nurse</u></p> <ul style="list-style-type: none"> ● Wear a mask or face shield when working individually with students. ● Ensure the workspace is kept clean and sanitized. ● Ensure physical distancing protocols are followed whenever possible. ● Isolate students who are showing symptoms to a separate area away from other students (Mrs. Brady’s Office). ● Ensure the nurse’s office is disinfected immediately following a student entering who is exhibiting symptoms. ● Ensure doors to the office are open to minimize the use of door handles and to ensure maximum airflow to the area. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● Disinfect Nurse’s Office based on a schedule provided by the school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc. ● Disinfect the isolation area after students who utilize the area have left the building. <p><u>Administration</u></p> <ul style="list-style-type: none"> ● Install barriers as needed to protect employees working in the nurse's office. ● Ensure proper signage is installed. ● Ensure regular cleaning and disinfecting takes place in the office area. ● Ensure seating areas are properly physically distanced. ● Ensure the student isolation area is appropriately supervised when in use.

Restrooms

Student and Parent/Caregiver Expectations	Staff Expectations
<p><u>Parents/Caregivers</u></p> <ul style="list-style-type: none"> ● Provide a mask for your student to wear when in hallways and restrooms. <p><u>Students</u></p> <ul style="list-style-type: none"> ● Wearing a mask is required in grades 2-8 and strongly suggested in PK-Grade 1, when in hallways and restrooms. ● Follow all signage in the hallways, common areas, and restrooms. ● When possible, stay to the right when traveling 	<p><u>Teachers/Assistants</u></p> <ul style="list-style-type: none"> ● Assist in the supervision of restrooms, hallways, and common areas between classes. ● Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. <p><u>Custodians</u></p> <ul style="list-style-type: none"> ● Disinfect restrooms based on a schedule provided by the school administration. This includes but is not limited to door handles, toilets, stalls, and sinks. <p><u>Administration</u></p>

<p>down hallways to get to restrooms.</p> <p>Building differences as noted:</p> <ul style="list-style-type: none"> • If all restroom stalls are in use, students wait on white floor markings outside the restroom entrance. 	<ul style="list-style-type: none"> • Ensure proper signage is installed in hallways, common areas, and restrooms. • Ensure supplies are readily available for custodians. • Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators. • Provide supervision of restrooms between classes to ensure limited numbers of students are in restrooms at the same time. • Implement measures such as closing sinks or urinals when necessary to allow for appropriate physical distancing.
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Lunches and Cafeteria

Student and Parent/Caregiver Expectations	Staff Expectations
<p>Parents/Caregivers</p> <ul style="list-style-type: none"> • Provide a mask for your student to wear while at school when needed. • Limit visits to school as much as possible, including visits to drop off forgotten items. • No Outside food will be allowed, ie. McDonald's, Burger King, etc.. • Microwaves are no longer available for student use. • Suspension of Bake Sales and Birthday Celebrations <p>Students</p> <ul style="list-style-type: none"> • When possible, stay to the right when traveling down hallways. • Students will eat in their classrooms in their assigned seats. • Follow guidelines for restroom use during lunch periods. • If bringing a packed lunch, report immediately to your designated seating area. • Follow physical distancing guidelines as much as possible. 	<p>Teachers/Assistants</p> <ul style="list-style-type: none"> • Supervise designated eating areas to ensure students are properly physically distanced. • Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office. • Wear a mask when circulating designated eating areas. • Monitor and issue pass for bathroom use during lunchtime. • Use staggered dismissal to ensure physical distancing at the end of lunch. <p>Custodians</p> <ul style="list-style-type: none"> • Disinfect all tabletops and seats before and after each lunch. • Disinfect restrooms and shared spaces between lunches. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks. <p>Cafeteria Staff</p> <ul style="list-style-type: none"> • All Hot Lunch will be provided in individual containers. <p>Administration</p> <ul style="list-style-type: none"> • Ensure supplies are readily available for custodians. • Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators. • Implement staggered dismissal times if necessary to maximize physical distancing and student safety.

Office

Student and Parent/Caregiver Expectations	Staff Expectations
<p>Parents/Caregivers</p> <ul style="list-style-type: none"> • Conduct a personal health screening before coming to a school building and do not come if you are running a fever higher than 100° or showing other symptoms. 	<p>Teachers/Assistants</p> <ul style="list-style-type: none"> • Wearing a mask is required when moving around the office area. • Follow physical distancing protocols. <p>Office Staff</p>

<ul style="list-style-type: none"> Wearing a mask is required in grades 2-8 and strongly suggested in PK-Grade 1, when entering, exiting, and moving around the office/building. In-person office visits should follow appropriate physical distancing protocols. <p>Students</p> <ul style="list-style-type: none"> Use designated entrances and exits to the office. You are following physical distancing protocols as much as possible when in office. Wearing a mask is required in grades 2-8 and strongly suggested in PK-Grade 1, while in or moving around the office. 	<ul style="list-style-type: none"> Monitor and control the number of people in the office at any one time. Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held. <p>Custodians</p> <ul style="list-style-type: none"> Disinfect office based on a schedule provided by the school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc. <p>Administration</p> <ul style="list-style-type: none"> Install barriers to protect employees working in the main office. Eliminate community and parent volunteers to ensure the safety of all students. Ensure proper signage is installed in the office and leading into the office. Ensure regular cleaning and disinfecting takes place in the office area. Ensure seating areas are properly physically distanced.
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Remote Learning (If state or local regulations require a school closure, we will shift into remote learning.)

Student and Parent/Caregiver Expectations	Staff Expectations
<p>Parents/Caregivers</p> <ul style="list-style-type: none"> Monitor student progress on coursework. Developing a “school schedule” is recommended to keep routines in place for students while working from home. Communicate questions and concerns immediately to staff. <p>Students</p> <ul style="list-style-type: none"> Following a regular “school schedule” is recommended to help keep routines in place for students while working from home. Communicate questions and concerns immediately to teachers. Participate in virtual sessions with teachers as scheduled. Watch lessons provided by teachers and complete assignments according to timelines. 	<p>Teachers/Assistants</p> <ul style="list-style-type: none"> Create lessons that are engaging for students using a variety of strategies. Be available for office hours; One session will be open in the morning and one in the afternoon. Use Zoom for all virtual meetings. Use Google Classroom as the platform for all assignments, links to resources, etc. Grade work on time and provide feedback to students on assignments. <p>Technology Department</p> <ul style="list-style-type: none"> Provide help desk assistance when technical issues occur. <p>Administration</p> <ul style="list-style-type: none"> Ensure each student has a device at home. Monitor and assist teachers in the delivery of content for students. Implement appropriate grading procedures and work from home guidelines for teachers.

STUDENTS AT HOME DAILY INDIVIDUAL ONLINE LEARNING WITH SUPPORT

Student and Parent/Caregiver Expectations and Additional Information	Staff Expectations
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Parents/Caregivers

- Monitor student progress on coursework.
- Commit to students to follow school schedules.
- Ensure each student has a device at home.
- Communicate questions and concerns immediately to staff.
- Monitor and support student progress through FACT SIS.

Students

- This option is different from what students experienced during remote learning last spring.
- Students will participate in class and online via live streaming.
- Students will not come to a school building for instruction.
- Communicate questions and concerns immediately to teachers.
- Students and teachers will participate in virtual check-in meetings designed to support student course progress and provide opportunities for students to connect.
- Students will earn grades for their work.
- **Work will be completed by students only and in child’s handwriting. Work completed by anyone other than the student will result in the grade of a ZERO**

Teachers

- Teachers will support students by assisting with the use of accessing live-stream.
- Teachers will provide feedback on assignments and assessments.
- Students and teachers will participate in virtual check-in meetings designed to support student course progress and provide opportunities for students to connect.
- Teachers will be available for support during office hours; Sessions will be available each morning and afternoon.
- Teachers will grade work on time.

Administration

- Monitor and assist teachers in the delivery of content for students.
- Implement appropriate grading procedures and work from home guidelines for teachers.

Bathroom Schedule

Pre-K 9:15 -9:30
 11:15-11:30
 12:00-12:15

Kindergarten
 10 - 10:15
 1:00-1:15

Grade 1
 9:30 - 9:45
 12:30-12:45

Grade 2
 9:45-10:00
 12:15-12:30

Grade 3

9:45 - 10
 12:15 - 12:30

Due to proximity to the bathroom, **Grades 2 & 3** will share their bathroom time blocks, but only send 2 students at a time from each classroom (1 boy and 1 girl).

Grades 4-8 will send only one girl and one boy at a time throughout the day. Grades 4 and 5 will coordinate with each other as the class sizes are small. This should result in no more than four students being in the bathroom at a time. Students will need to check the “in/out” board outside the bathroom AND use the sign-out sheet for contact tracing in their classrooms.

Individual Class Bathroom, Lunch, Recess, and Specialties

Grade PK 3				
Monday	Tuesday	Wednesday	Thursday	Friday
8:15 - 8:45 Spanish	8:15 - 8:45 Art	8:15 - 8:45 Music	8:15 - 8:45 Gym	
9:15 - 9:30 Bathroom	9:15 - 9:30 Bathroom	9:15 - 9:30 Bathroom	9:15 - 9:30 Bathroom	9:15 - 9:30 Bathroom
9:30 - 10 snack	9:30 - 10 snack	9:30 - 10 snack	9:30 - 10 snack	9:30 - 10 snack
10 - 10:45 recess	10 - 10:45 recess	10 - 10:45 recess	10 - 10:45 recess	10 - 10:45 recess
11:15 - 11:30 Bathroom	11:15 - 11:30 Bathroom	11:15 - 11:30 Bathroom	11:15 - 11:30 Bathroom	11:15 - 11:30 Bathroom
11:30 - 12 lunch	11:30 - 12 lunch	11:30 - 12 lunch	11:30 - 12 lunch	11:30 - 12 lunch
12 - 12:15 bathroom	12 - 12:15 bathroom	12 - 12:15 bathroom	12 - 12:15 bathroom	12 - 12:15 bathroom

Grade PK 4

Monday	Tuesday	Wednesday	Thursday	Friday
			8:45-9:15 Gym	
8:45 - 9:15 Spanish		8:45 - 9:15 Music		
9:15 - 9:30 Bathroom	9:15 - 9:30 Bathroom	9:15 - 9:30 Bathroom	9:15 - 9:30 Bathroom	9:15 - 9:30 Bathroom
9:30 - 10 snack	9:30 - 10 snack	9:30 - 10 snack	9:30 - 10 snack	9:30 - 10 snack
10 - 10:45 recess	10 - 10:45 recess	10 - 10:45 recess	10 - 10:30 recess	10 - 10:45 recess
			10:30-11:15 Art	
11:15 - 11:30 Bathroom	11:15 - 11:30 Bathroom	11:15 - 11:30 Bathroom	11:15 - 11:30 Bathroom	11:15 - 11:30 Bathroom
11:30 - 12 lunch	11:30 - 12 lunch	11:30 - 12 lunch	11:30 - 12 lunch	11:30 - 12 lunch
12 - 12:15 bathroom	12 - 12:15 bathroom	12 - 12:15 bathroom	12 - 12:15 bathroom	12 - 12:15 bathroom

Grade K				
Monday	Tuesday	Wednesday	Thursday	Friday
	9 - 9:45 Art			
9:15 - 9:45 Spanish		9:15 - 9:45 Music	9:15 - 9:45 Gym	
10 - 10:15 Bathroom	10 - 10:15 Bathroom	10 - 10:15 Bathroom	10 - 10:15 Bathroom	10 - 10:15 Bathroom
	10:15 -11 Computer			
1 - 1:15 Bathroom	1 - 1:15 Bathroom	1 - 1:15 Bathroom	1 - 1:15 Bathroom	1 - 1:15 Bathroom

Grade 1				
Monday	Tuesday	Wednesday	Thursday	Friday
			8:15 - 9:00 Art	

9:30 - 9:45 Bathroom	9:30 - 9:45 Bathroom	9:30 - 9:45 Bathroom	9:30 - 9:45 Bathroom	9:30 - 9:45 Bathroom
9:45 - 10:15 Spanish	9:30 - 10:15 Computer		9:45 - 10:15 Gym	
		10:45 - 11:15 Music		
11:30 - 11:55 lunch	11:30 - 11:55 lunch	11:30 - 11:55 lunch	11:30 - 11:55 lunch	11:30 - 11:55 lunch
11:55 - 12:15 recess	11:55 - 12:15 recess	11:55 - 12:15 recess	11:55 - 12:15 recess	11:55 - 12:15 recess
12:30 - 12:45 Bathroom	12:30 - 12:45 Bathroom	12:30 - 12:45 Bathroom	12:30 - 12:45 Bathroom	12:30 - 12:45 Bathroom

Grade 2				
Monday	Tuesday	Wednesday	Thursday	Friday
	8:45 - 9:30 Computer			
	9:45 - 10:30 Art			
9:45 - 10 Bathroom	9:45 - 10 Bathroom	9:45 - 10 Bathroom	9:45 - 10 Bathroom	9:45 - 10 Bathroom
10:15 - 10:45 Spanish			10:15 - 10:45 Gym	
11:30 - 11:55 lunch	11:30 - 11:55 lunch	11:30 - 11:55 lunch	11:30 - 11:55 lunch	11:30 - 11:55 lunch
11:55 - 12:15 recess	11:55 - 12:15 recess	11:55 - 12:15 recess	11:55 - 12:15 recess	11:55 - 12:15 recess
12:15 - 12:30 Bathroom	12:15 - 12:30 Bathroom	12:15 - 12:30 Bathroom	12:15 - 12:30 Bathroom	12:15 - 12:30 Bathroom
		12:45 - 1:15 Music		

Grade 3				
Monday	Tuesday	Wednesday	Thursday	Friday
			9 - 9:45 Art	
9:45 - 10 Bathroom	9:45 - 10 Bathroom	9:45 - 10 Bathroom	9:45 - 10 Bathroom	9:45 - 10 Bathroom
10:45 - 11:15 Spanish			10:45 - 11:15 Gym	

11:30 - 11:55 lunch	11:30 - 11:55 lunch	11:30 - 11:55 lunch	11:30 - 11:55 lunch	11:30 - 11:55 lunch
11:55 - 12:15 recess	11:55 - 12:15 recess	11:55 - 12:15 recess	11:55 - 12:15 recess	11:55 - 12:15 recess
12:15 - 12:30 Bathroom	12:15 - 12:30 Bathroom	12:15 - 12:30 Bathroom	12:15 - 12:30 Bathroom	12:15 - 12:30 Bathroom
	12:45 - 1:30 Computer	1:15 - 1:45 Music		

Grade 4				
Monday	Tuesday	Wednesday	Thursday	Friday
		9:45 - 10:15 Music	9:45 - 10:30 Art	
			11:15 - 11:50 Gym	
11:55 - 12:20 lunch	11:55 - 12:20 lunch	11:55 - 12:20 lunch	11:55 - 12:20 lunch	11:55 - 12:20 lunch
12:20 - 12:40 recess	12:20 - 12:40 recess	12:20 - 12:40 recess	12:20 - 12:40 recess	12:20 - 12:40 recess
		12:45 - 1:30 Computer		
		1:30 - 2:15 Spanish		

Grade 5				
Monday	Tuesday	Wednesday	Thursday	Friday
		10:15 - 10:45 Music		
		10:45 - 11:15 Spanish		
11:55 - 12:20 lunch	11:55 - 12:20 lunch	11:55 - 12:20 lunch	11:55 - 12:20 lunch	11:55 - 12:20 lunch
12:20 - 12:40 recess	12:20 - 12:40 recess	12:20 - 12:40 recess	12:20 - 12:40 recess	12:20 - 12:40 recess
	1:30 - 2:15 Gym	1:30 - 2:15 Computer	1:30 - 2:15 Art	

Grade 6				
Monday	Tuesday	Wednesday	Thursday	Friday
11:15 - 11:35 recess	11:15 - 11:35 recess	11:15 - 11:35 recess	11:15 - 11:35 recess	11:15 - 11:35 recess
11:35 - 11:55 lunch	11:35 - 11:55 lunch	11:35 - 11:55 lunch	11:35 - 11:55 lunch	11:35 - 11:55 lunch
12:45 - 1:30 Spanish				
	1:30 - 2:15 Art		1:30 - 2:15 Gym	

Grade 7				
Monday	Tuesday	Wednesday	Thursday	Friday
11:15 - 11:35 recess	11:15 - 11:35 recess	11:15 - 11:35 recess	11:15 - 11:35 recess	11:15 - 11:35 recess
11:35 - 11:55 lunch	11:35 - 11:55 lunch	11:35 - 11:55 lunch	11:35 - 11:55 lunch	11:35 - 11:55 lunch
	12:45 - 1:30 Gym		12:45 - 1:30 Art	
1:30 - 2:15 Spanish				

Grade 8				
Monday	Tuesday	Wednesday	Thursday	Friday

11:15 - 11:35 recess	11:15 - 11:35 recess	11:15 - 11:35 recess	11:15 - 11:35 recess	11:15 - 11:35 recess
11:35 - 11:55 lunch	11:35 - 11:55 lunch	11:35 - 11:55 lunch	11:35 - 11:55 lunch	11:35 - 11:55 lunch
	12:45 - 1:30 Art	12:45 - 1:30 Spanish	12:45 - 1:30 Gym	

Pre-Kindergarten 3 Schedule

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>8:00-8:15 AM</u>	Arrival	Arrival	Arrival	Arrival	Arrival
<u>8:15-8:45 AM</u>	Spanish	Art (8:15-9:00 AM)	Music	Gym	STEM Activities
<u>8:45-9:15AM</u>	Circle Morning Greeting and Prayer	Circle Morning Greeting and Prayer (9:00-9:15 AM)	Circle Morning Greeting and Prayer	Circle Morning Greeting and Prayer	Circle Morning Greeting and Prayer
<u>9:15-9:30 AM</u>	Bathroom	Bathroom	Bathroom	Bathroom	Bathroom
<u>9:30-10:00AM</u>	Snack	Snack	Snack	Snack	Snack
<u>10:00-10:45AM</u>	Recess	Recess	Recess	Recess	Recess

10:45-11:15AM	<u>Circle/Storytime</u>	<u>Circle/Storytime</u>	<u>Circle/Storytime</u>	<u>Circle/Storytime</u>	<u>Circle/Storytime</u>
11:15-11:30AM	<u>Bathroom</u>	<u>Bathroom</u>	<u>Bathroom</u>	<u>Bathroom</u>	<u>Bathroom</u>
11:30-12:00PM	<u>Lunch</u>	<u>Lunch</u>	<u>Lunch</u>	<u>Lunch</u>	<u>Lunch</u>
12:00-12:15PM	<u>Bathroom</u>	<u>Bathroom</u>	<u>Bathroom</u>	<u>Bathroom</u>	<u>Bathroom</u>
12:30-1:30 PM	<u>Rest</u>	<u>Rest</u>	<u>Rest</u>	<u>Rest</u>	<u>Rest</u>
1:30-2:00PM	<u>Centers/Activity</u>	<u>Centers/Activity</u>	<u>Centers/Activity</u>	<u>Centers/Activity</u>	<u>Centers/Activity</u>
2:00-2:30 PM	<u>Circle/Dismissal</u>	<u>Circle/Dismissal</u>	<u>Circle/Dismissal</u>	<u>Circle/Dismissal</u>	<u>Circle/Dismissal</u>

J. Vareika PRE-K 4 Schedule

All CDC and DESE Guidelines will be followed.

8:00-8:15 Arrival

8:15-8:45 Centers (fun center- blocks, writing center, iPad)

Each child will be assigned to a center for the morning. Each child will be given opportunities to visit other centers during the week.

8:45-9:15 Circle time, prayer, pledge, letter/color/shape/number of the week.

Students will be seated distance socially apart on the rug.

9:15-9:30 Bathroom break

Students will walk in a socially distanced line to the lav. Hand washing and sanitizer to be used.

9:30-10:00 Snack *Students will be seated socially distanced apart while eating morning snacks and drink.*

10:00-10:45 Recess *Students will be outside whenever possible to engage in large motor skills activities.*

10:45-11:15 Math lesson on the rug, then students will be split into smaller groups to participate in math activity

11:15-11:30	<u>Bathroom Break</u>	
11:30-12:00	<u>Lunch</u>	<i>Students will be seated socially distanced at tables.</i>
12:00-12:15	<u>Bathroom Break</u>	
12:15-1:00	<u>Rest time</u>	<i>Students will be settled on mats 6' apart for rest.</i>
1:00-1:30	<u>Storytime</u>	<i>Students will be seated on the mat to listen to the story and then participate in songs/dance/game movement.</i>
1:30-1:55	<u>Circle</u>	Religion, calendar, classroom discussion about what we learned.
1:55-2:15	<u>Outside or puzzles, painting, legos, games</u>	Time for individualized teaching.
2:15-2:25	<u>Get ready for dismissal</u>	
2:25-2:30	<u>Dismissal</u>	

The preschool schedule is very flexible, and on the days we have a specialist schedule may change.

All equipment used during the day will be sanitized at the end of the day.

References

Initial Fall School Reopening Guidance June 25, 2020

<http://www.doe.mass.edu/covid19/return-to-school/guidance.docx>

Special Education Guidance for the 2020-21 School Year Memo July 10, 2020

<http://www.doe.mass.edu/covid19/on-desktop/2020-0709special-ed-comp-guide-memo.docx>

Protocols for responding to COVID-19 Scenarios July 17, 2020

<http://www.doe.mass.edu/covid19/on-desktop/2020-0717protocols-document.docx>

Transportation Guidance July 22, 2020

<http://www.doe.mass.edu/covid19/on-desktop/2020-0722transport-guide.docx>

Facilities and Operations Guidance July 22, 2020

<http://www.doe.mass.edu/covid19/on-desktop/2020-0722facilities-operations-guide.docx>

Guidance for Courses Requiring Additional Safety Considerations July 24, 2020

<http://www.doe.mass.edu/covid19/return-to-school/supplement/2020-0724add-safety-guide.docx>

For information related to Reopening Elementary and Secondary Schools:

www.doe.mass.edu/covid19/on-desktop.html

COVID-19 Weekly Public Health Report August 11, 2020

<https://www.mass.gov/info-details/covid-19-response-reporting# covid-19-weekly-public-health-report->

InfluenzaVaccineRequirementfor Childcare Attendance for Children 6 months of age or older
InfluenzaVaccineRequirementfor SchoolAttendance: Kindergarten through Grade 12 August 19, 2020
<https://www.mass.gov/regulations/105-CMR-22000-immunization-of-students-before-admission-to-school>

EEC_RevisedMinReq.pdf August 21, 2020

<https://mail.google.com/mail/u/0?ui=2&ik=6ad182ad8f&attid=0.1&permmsgid=msg-f:1675849422276284386&th=1741d02ba7d24fe2&view=att&disp=inline>

For information related to Reopening Elementary and Secondary Schools:

www.doe.mass.edu/covid19/on-desktop.htm

Protocols for Responding to COVID-19 Scenarios, July 17, 2020 (Updated September 14, 2020)

<http://www.doe.mass.edu/covid19/on-desktop/protocols/>