



Saint John the Evangelist Catholic School

111 John E. Mann Street, Warrenton, VA 20186

SJES Health Plan Overview

Mission Statement

Saint John the Evangelist Catholic School provides a Christ-centered atmosphere that recognizes the God-given gifts inherent within each child on the journey toward spiritual and academic excellence.

Philosophy of Learning

Saint John the Evangelist School integrates Catholic teachings and virtues throughout our school culture. We foster a challenging and inclusive academic program addressing the diverse needs of students. In partnership with families and the parish community, we encourage students to serve others while growing in the image of Christ.

Introduction: Saint John the Evangelist Catholic School will reopen schools five days a week beginning on Wednesday, August 26, 2020. Preschool begins after Labor Day, Tuesday September 8th. Through research and feedback from our school community as well as guidance and consultation from the Office of Catholic Schools, we are confident we can open our school safely and effectively. Additionally, our *Return to School Committee* has been meeting weekly since late June and we will continue to meet on a weekly basis as we prepare to welcome staff on Monday, August 17th and students the following week. Saint John will comply with state and local public health directives in planning for reopening. Below is a summary of the approaches we will take.

Please Note: All school health policies and procedures may change based on guidelines provided to our school by the Fauquier County Health Department, the Virginia Department of Health, the CDC, the Diocese of Arlington, and the Governor of Virginia. As these changes occur, the school will do its best to communicate these changes to you. Please be aware that these changes could occur quickly and we ask for your patience and cooperation.

Health and Safety: Any scenario in which many people gather poses risk for COVID-19 transmission. The science states that children generally experience mild symptoms with COVID-19 and have not been found to contribute substantially to the spread of the virus. However, transmission from an individual with mild or no apparent symptoms does remain a risk. Fortunately, there are a number of actions our school can take to help lower the risk of COVID-19 exposure and spread during school.

SJES and SJPS will implement strategies to maintain a healthy environment, encourage behaviors that reduce the spread of COVID-19, maintain healthy operations, and prepare should someone get sick. These strategies include social distancing (6 feet when possible and a minimum of 4.5 feet) in all classroom to minimizing exposure; mandatory mask/face coverings for 4-8th grade students and adults working directly with children; protecting vulnerable populations; using effective cleaning and hygiene; monitoring for symptoms; handling suspected, presumptive or confirmed positive cases of COVID-19; monitoring water and ventilation systems; providing student and faculty social-emotional support and educating adults on coping and resilience; having protocols in place for visitors; reviewing all current health plans for accommodating students with special health care needs and updating their care plans as needed to decrease their risk for exposure to COVID-19; create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19, and have a plan in place to address requests for alternative learning arrangements.

A verbal staff screening questionnaire (temperature check and symptom check) is required daily before entering the building. Students will also receive temperature checks daily and parents/guardians will be required to answer a verbal student screening questionnaire daily before leaving the drop-off carpool line. More information regarding daily screenings will be provided prior to the start of the school year as we anticipate additional guidance from the Office of Catholic Schools.

All students and staff are required to wash their hands/use hand sanitizer upon entering school and before and after eating lunch. Staff will continue to provide opportunities for students to wash their hands throughout the day. The school nurse will provide hand hygiene and infection prevention education for all students and staff during the first week of school. Hand sanitizer dispensers and sinks are available in all classrooms and touchless hand sanitizer will be added around the building in various locations.

At this time, masks/face coverings are mandatory for 4-8th grade students and faculty/staff when they are directly interacting with students. There may be situations where it is safe for students to remove their facial coverings based on physical distancing and ventilation. According to school reopening guidelines, K-3rd grade students are not required but strongly encouraged to wear a mask/face covering especially when transitioning, playing in close proximity to others, and when social distancing cannot occur. Preschool students are not required to wear face masks. Executive Order 63 requires individuals to wear face coverings (SJPS requires gloves) in all indoor spaces, which applies to parents dropping off/picking up and visitors, but does not apply to children or staff in childcare programs. Staff and children over the age of two are strongly encouraged to wear face coverings when feasible indoors.

An isolation room has been created in the Elementary and Preschool Buildings. If there is a suspected case of COVID-19, the individual will wear a face mask and be placed in the isolation room immediately. The school nurse and/or staff members providing care will wear appropriate PPE.

Summarized Planning

General Training and Communication: We will develop a communications strategy that includes: orientation and training for staff and students specific to new COVID-19 mitigation strategies; plans for communication with staff, parents, and students of new policies; plans for how to communicate an outbreak or positive cases detected at the school. Handbooks will be updated with new protocols and practices. The principal will continue to communicate weekly with our school community. In case of an emergency, the information from SJES will be sent out immediately through School Messenger to Elementary School parents and from Preschool parents via email. This information will be updated on our school website.

Food Service/Handling: SJES students will eat lunch in their classrooms at this time. Classes will have set locations for recess daily, and safe distancing will be used during recess. Recess will be outside weather permitting. SJES families are encouraged to send in bagged lunches for their children as much as possible. We will continue to offer bought lunches through Campus Cuisine and milk service; it will be dropped off in each classroom along with individual packaged meals from our local vendors. Preschool does not participate in Campus Cuisine or milk service. Currently, parents are to provide a nutritious pre-packed snack and drink from home. Those staying for Extended Day will bring a packed lunch from home. This will help avoid cross contamination in the Preschool setting.

Gatherings and Mass: Mass will be held initially in Mercy Hall until the roof is fixed at the church. At this time, Middle School will attend mass on Fridays and K-5 will attend mass two grade levels at a time another day of the week since Mercy Hall can only seat 100 people under the current guidelines. We will adhere to CDC guidelines and social distancing will be in place. All students/staff will be required to wear a mask/face covering when attending mass until further notice. The Elementary school will return to Friday Mass in the church once construction is complete assuming it is still deemed safe to do so. 465 people are allowed to worship together under current CDC guidelines and we will maintain social distancing in the church. Signs/postage and other measures will be implemented for our school-wide return to Mass in order to minimize contact with parishioners and the public. Preschool will, initially, not be attending Mass at this time, but will re-evaluate in November. Chapel lessons are incorporated into the Preschool's weekly curriculum.

Limited Hallway use: Special teachers will go to the students' classes rather than students going to Specials' locations, this includes Preschool. The Middle School students will remain in their designated rooms, and Middle School teachers will travel to homerooms to teach their subject areas. Bathroom visits will be strictly monitored and capacity will be limited based on social distancing. In SJES, preventive measure signs for frequent hand washing, maintaining social distancing, staying home if ill, and symptoms of COVID-19 are posted in high traffic areas. Examples include: "Wash your Hands" posters (obtained from the CDC website) will be posted in all restrooms, "Stay Home if you are Sick" posters will be located in the faculty room. We will have markers every 6 feet throughout our hallways to remind students of safe distancing. We will also have signage and directional arrows.

Classrooms: After an analysis of the Elementary School building capacity was completed, it was determined that classes smaller than 20 students will be capped at this number. Due to the current DSS guidelines Preschool classes are capped at 10 students per class. All grades will maintain at least 4.5 feet of distance between student desks and six feet if it is possible to do so due to very small class sizes. Classes with large homerooms have been relocated around the school to an area with additional square footage to maximize distance. Common-use facilities in SJES- the cafeteria (for eating), playground, and Gaga Pit are closed at this time. Field and pavilion usage for SJES and SJPS is permitted at this time. This will be reevaluated bi-weekly. Should the Playground, Gaga Pit, cafeteria for eating lunch re-open, social distancing will be enforced to the greatest extent possible by staff.

Daily Start and Finish Times, and Daily Schedules: SJES regular morning drop off begins at 7:30 a.m. in morning care. Arrivals after 7:40 a.m. will report directly to their homerooms. Once students get to their desk, they will be called by name/number to proceed to their hooks/lockers for social distancing. Specials teachers and morning care staff will assist with daily checks and morning drop-off protocols. Procedures will include student temperature checks and verbal parent questionnaires before leaving the carpool line. SJPS morning drop off will begin at 7:45am until 8:00am. Preschool staff members will assist with daily checks, protocols and procedures.

SJES dismissal will begin as usual at 2:55 p.m. and end at approximately 3:15-3:20 p.m. Designated faculty will continue to monitor the hallway and parking lot for dismissal. Additional staff will help ensure that students do not gather in close proximity in the hallways on the way to their vehicles. We will continue to use our placard system for SJES and SJPS. Limited changes are needed here as we will continue to dismiss families by name. SJPS dismissal will start at 11:30am until 11:45am in front of the Preschool building.

Elementary students will stay in their homeroom most of the day and Preschool classes in their designated rooms, with the exception of PE classes and recess. Recess will be held outside, weather permitting. Specials teachers will move from classroom to classroom as well as to the Preschool building. Mental health breaks outside will occur. A formal schedule will be implemented for social distancing.

Social and Emotional Learning (SEL): We will attend first and foremost to the social/emotional needs of students and will focus on building community within our school and classrooms. Administration, front office staff, and our school nurse will be available to meet any individual needs that arise.

Teaching and Learning: In order to address possible instruction concerns due to COVID 19, SJES will implement the following plan: Each teacher will provide pre-assessment tools at the beginning of the school year and use this information to plan their instruction; based on the results of the pre-assessments, we will review and reteach any objectives not met in the previous year. Faculty will continue to use and refer to diocesan curriculum monitoring sheets and we will use informal assessments such as daily warm-ups, partner-share, exit tickets, etc.

Traditional Face to Face Instruction SJES and SJPS will continue to follow the latest CDC guidelines to ensure student safety while we are learning in person. We will also follow advice and guidelines from the VDOE and the Catholic Diocese of Arlington.

At SJES, since sharing items and devices is discouraged at this time and parent feedback was very favorable, our Return to School Committee has decided to implement the 1 to 1 device model for our 5-8th grade students. Parents will pay an annual fee for the Chromebook and they will have the option to pay off the device in full after completing 8th grade/leaving SJE or return the device to the school to be reused. Go Guardian online security software will be implemented to protect and monitor our students online. Mrs. Karhoff continues to work on the language and procedures for this initiative. Our fifth-eighth grade parents will continue to receive detailed information on this in the next few weeks.

SJES Home Instruction (if necessary)- Families interested in exploring at home instruction for the 2020-2021 school year are asked to contact Mr. Macdonald directly. Please understand that there will not be dedicated one-on-one instruction for remote learners. However, the school will provide computer equipment to students who do not have access at home should the home option be necessary. Should the need for eLearning present itself, classroom teachers will communicate via Google Classroom and other approved online platforms to enhance learning.

Our Return to School Committee is currently researching and exploring diocesan policy and verbiage regarding live streaming and recorded/pre-recorded lessons for SJES at home students. Although we recognize the benefit of this detailed level of instruction, we must also acknowledge possible online security issues, staff privacy, and parent consent regarding students/staff being observed live or pre-recorded by video. A finalized decision in this area (coined Possible SJES Home Accommodations) and the implementation or cancellation of fall Clubs/Sports will be made by the end of next week after our next Return to School Committee meeting.

*If the school were to close entirely due to phase restrictions we would continue remote learning online through Google Classroom and Google Meet. The transition will occur momentarily on a day's notice. Should this occur, instruction will look much better across all grade levels. Live lessons, video chats, and possible pre-recorded lessons will be implemented school-wide.

Grading and Assessment: SJES will continue to implement the following school and diocesan assessments. SJES will continue to utilize the same standardized assessments as directed by the Office of Catholic Schools. Ongoing formative and summative assessments will continue to be provided to students on-site and possibly virtually if necessary. We will balance assessments with activities that promote excitement for learning. Students will be assessed in all subject areas, including specials and electives, and in all developmental categories whether students are back in the building or participating in distance learning. As evidenced in the Spring, teachers will be flexible and reasonable if we are required to go back

into full e-learning for any reason. In all regards, we will be teaching and evaluating students in all subject areas and standards.

Extended Day: Extended day will follow the Childcare/Preschool guidelines issued by the Department of Social Services found here: <https://www.dss.virginia.gov/cc/covid-19.html>

- Morning Care at the Elementary building will occur from 6:30 a.m. until 7:40 a.m.
- Preschool Morning Care begins at 7:00am until 8:00am
- Elementary Extended Day will start from 3:20 p.m. until 6:00 p.m.
- Preschool Extended Day starts at 11:30 a.m. until 6:00
- Elementary Morning Care will be housed in the gym and possibly outside on the blacktop. Extended Day will have limited locations available for use and social distancing measures will be implemented. Preschool care is in the Preschool building.
- Students' mingling will be limited. Students will be grouped by grade level.
 - Group 1: PS -Pre-K
 - Group 2: K-2
 - Group 3: 3-5
 - Group 4: 6-8

Tuition Refund Policy Reminder (Per SJES Handbook)

Tuition is an annual commitment. Prior to beginning at SJES/SJPS, a decision must be made to pay all tuition in full or determine a payment plan through the FACTS Management Program.

If a family has committed to attend SJES/SJPS and then withdraws after Friday, July 24th, you will be responsible for the full trimester's tuition. The first trimester ends on Tuesday, November 24th.

• If the student has begun attending the second or third trimester, you will be responsible for that full trimester's tuition as well.

In each of these cases, the balance will be due at the time of withdrawal unless payment plans are made with the finance office.

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Mr. Macdonald/Return to School Committee