



SAINT JAMES SCHOOL
Christ-Centered Academic Excellence

RETURN-TO-SCHOOL PLAN
IN RESPONSE TO COVID-19

SAINT JAMES SCHOOL
200 S. FINLEY AVENUE
BASKING RIDGE, NEW JERSEY 07920

908-766-4774
SJSBR.ORG

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SCHOOL REOPENING TASKFORCE

Many thanks to the following members of our school community for their hard work and dedication to Catholic education and keeping our students and staff safe:

Monsignor Sylvester Cronin	Pastor
Mrs. Suzanne Florendo	Principal
Mrs. Linda D'Alessandro	School Secretary
Mrs. Tracey Lewis	PreK-3 Teacher
Mrs. Barbara Bolehala	Kindergarten Teacher
Mrs. Elaine Comer	Grade 2 Teacher
Miss Heather Leyhan	Grade 4 Teacher
Mr. Tom Welsh	Middle School Social Studies Teacher
Mrs. Ellen Corcoran	Technology
Mrs. Kristin McInerney	School Counselor
Mrs. Beth DiDomenico	School Nurse, Parent
Mr. Shawn Lynch	School Advisory Board, Facilities, Parent
Mrs. Merari Castanon	School Advisory Board, HSA Treasurer, Parent
Mrs. Mary Killian	School Advisory Board

INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and the State of New Jersey Department of Education's (NJDOE) publication, *The Road Back*. Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state, and local agencies.

SOURCES

Center for Disease Control: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589931942037

New Jersey Department of Education:
<https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

Leading with Hope, Andrew M. Greeley Center for Catholic Education, School of Education, Loyola University Chicago: <https://drive.google.com/file/d/10-pAmrhH53ROJOj9VVmkBRVnFOhCto1X/view>

GUIDING PRINCIPLES

To ensure the continued well-being of our employees and students the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES

This plan exists to foster the efficient operation of Saint James School. In appropriate circumstances, the school administration has full discretion to take actions other than those specified herein. All interpretations of school policies and protocols rest finally and exclusively with the administration. This plan is subject to change at any time when determined to be necessary by the school administration. If significant changes are made to the policies and protocols herein, parents/guardians will be notified.

It is very important that parents understand that they may not customize the attendance plan of their children. Parents must choose to be in-seat if the school is open or request that their child receive home-based learning services. Switching back and forth is prohibited.

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	July	<ul style="list-style-type: none">● Supplies, equipment● Prepare detailed work schedule for phases● Prepare building and transportation for reopen with thorough cleaning
Phase 1	August	<ul style="list-style-type: none">● Implement social distancing protocol and open facilities with limited access/use
Phase 2	August	<ul style="list-style-type: none">● Expand use of school based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable state and local agencies● Provide training for cleaning and disinfecting to custodial staff.

		<ul style="list-style-type: none"> ● Provide training to all personnel regarding all policies and protocols.
Phase 3	September	<ul style="list-style-type: none"> ● Open school ● Provide instruction to all students and families regarding policies and protocols. ● Expand full operation based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable local and state agencies ● Determine what restrictions/guidelines stay in place

HEALTH PROTOCOL AND SCREENINGS (EMPLOYEE AND STUDENT)

All parents of students must take the student’s temperature every day before the student may come to school. Additionally, all parents of students must review the checklist of COVID-19 symptoms below every day before the student comes to school. Any student who has an elevated temperature or symptom of COVID-19 appearing on the checklist below **MUST** stay home from school and the fever and/or the symptoms must be reported by me to the school nurse by emailing: sjsnurse@sjsbr.org.

COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

Employees:

School staff are required to wear face coverings unless doing so would inhibit the individual’s health.

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they will be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact HR. You will be asked to submit a healthcare provider's note before returning to work.
- If an employee has been diagnosed with COVID19, the school, Office of Schools, and local health department must be contacted. The health department will determine the next steps.

Students:

- Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
- Student health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- Results must be documented when signs/symptoms of COVID-19 are observed.
- Any screening policy must consider students with disabilities and accommodations that may be needed in the screening process for those students.

Protocol for Symptomatic Staff and Students

Schools must adopt procedures for symptomatic staff and students. Procedures must include the following:

- Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others.
- Students should remain in isolation with continued supervision and care until picked up by an authorized adult.
- Continuous monitoring of symptoms
- Follow current State of New Jersey Communicable Disease Service guidance for illness reporting - <https://www.nj.gov/health/>
- If the school becomes aware that an individual who has spent time in the school tests positive for COVID-19, school officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- Adequate amount of personal protective equipment (PPE) available, accessible, and provided for use.

If an employee or student becomes ill on campus, he/she will immediately report to the **nurse's isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person. If a mask is not tolerated by the child, staff should use a face covering and follow social distancing guidelines (6 ft. away).
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and principal must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

When an individual tests positive for COVID-19, the facility should immediately notify local health officials, staff and families of a possible or confirmed case while maintaining confidentiality.

Facilities should be prepared to provide the following information when consulting public health:

- The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact).
- The date the person with COVID-19 or probable COVID-19 was last in the building
- The date the person developed symptoms.
- Types of interactions the person may have had with other persons in the building or in other locations.
- How long their interactions were with other persons in the building.
- If other persons in the childcare program have developed any symptoms; and
- Any other information to assist with the determination of next steps.



**ENTRANCE PROTOCOLS:
STUDENTS:**

All parents/guardians must complete and sign the “**STUDENT/PARENT COVID-19 SCHOOL ACTIVITIES RELEASE AND HOLD HARMLESS AGREEMENT**” which will be kept on file before students will be allowed in the building.

- All parents of students must take the student’s temperature every day before the student may come to school. Additionally, all parents of students must review the checklist of COVID-19 symptoms above every day before the student comes to school. Parents will receive a checklist to be kept at home and in their car to be reviewed daily.
- **Any student who has an elevated temperature or symptom of COVID-19 appearing on the checklist below MUST stay home from school** and the fever and/or the symptoms must be reported by me to the school nurse by emailing: sjsnurse@sjsbr.org.
- All parents of students must report a diagnosis of COVID-19 among a household member of the student to the school nurse by emailing sjsnurse@sjsbr.org who will notify the Principal.
- If the student has been exposed to a household member with the COVID-19 diagnosis, that exposed student must stay home from school for 14 days.
- If COVID-19 symptoms and/or elevated temperature are reported to the school nurse, the student who experienced the fever and/or the symptoms, must receive a doctor’s clearance in writing before returning to school.
- **Please arrive at school before 8:30 AM.**
- Students will enter school at the **gym entrance**.
- Students must wear face coverings upon entering the building, unless doing so would inhibit that individual’s health.
- The school nurse will be at the main entrance to take the temperatures of all students and to assess for any symptoms of COVID-19 as above or as directed by the CDC, WHO, or NJDOE.
- Hand sanitizing stations will be at the main entrance for students to clean hands upon entering the building.
- Students will be sent directly to classrooms after they have been cleared to enter the school.
- Upon arrival to their classrooms, students will be supervised by their teachers to ensure safe practices and social distancing.
- Students who arrive after 8:50 AM will enter at the school’s main entrance and be screened as above.



**ENTRANCE PROTOCOLS:
STAFF:**

- All staff will be required to self-assess their health regarding symptoms of COVID-19 as described above or as directed by the CDC, WHO, NJDOE.
- Staff exhibiting symptoms of COVID-19 will report symptoms to the school nurse and stay home.
- If COVID-19 symptoms and/or elevated temperature are reported to the school nurse, personnel who experienced the fever and/or the symptoms, must receive a doctor's clearance in writing before returning to school.
- All staff are required to wear face coverings unless doing so would inhibit the individual's health.



VISITORS:

- Until further notice, visitors will not be allowed in the building.
- Dropping off items for students:
 - Ring the bell at the main entrance for the school secretary.
 - Items may be left in the drop-box at the main entrance.
- Student early dismissal (reasons other than sickness):
 - Parent/Guardian must notify the school office when they are on campus.
 - School secretary will call the student down to the office for dismissal.
 - Parent will enter the vestibule to complete an early dismissal form and student will be released to parent in the vestibule.
 - If a student returns to school, parents are expected to take temperatures and screen for symptoms of COVID-19 as described in "Entrance Protocols"
- While the "no visitor" policy is in place, teachers will be encouraged to use technology to foster classroom visits by parents and/or subject-area experts to enhance learning opportunities.
- While the "no visitor" policy is in place, parents/guardians may schedule meetings with school personnel via Zoom or telephone.



READMITTANCE PROCEDURES:

- Re-admittance for students and employees after recovering from COVID-19 will be established in conjunction with the school nurse under the guidance of the Bernards Township Department of Health.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Employees, students, and parents should practice staying approximately 6 feet away from others and eliminating contact with others.

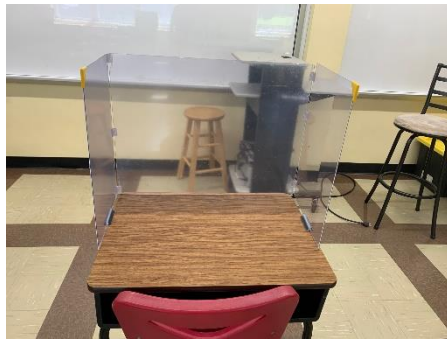
- Schools must allow for social distancing within the classroom to the maximum extent practicable. This can be achieved by ensuring students are seated at least 6 feet apart and considering the flow of student traffic around the room. Social distancing guidance will support a 3-foot radius around each student desk (from the center), resulting in a 6 foot total distance between any two students.
- If schools are not able to maintain this physical distance, additional modifications should be in place. These include using physical barriers between desks and turning desks to face the same direction (rather than facing each other) or having students sit on only one side of the table, spaced apart.
- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the halls in order to maintain the social distancing requirement of 6 feet
- When weather allows, windows should be opened to allow for greater air circulation. Indoor environments with recirculated air are the riskiest of environments for COVID-19 spread.
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetings and visiting should be avoided



SOCIAL DISTANCING AT SAINT JAMES SCHOOL

- Markings will be in all hallways and stairwells to encourage social distancing.
- All classrooms with two doors will have an “entrance” and an “exit” door.

- Upon entering the classroom, teachers will observe students for any signs of illness and follow the protocols to send them, safely and confidentially, to the school nurse for further evaluation.
 - Prior to the start of school, all teachers will receive training to assess their students, identify symptoms of COVID-19, confidentiality, and the proper protocols for sending children to the school nurse.
- Teachers will manage the flow into the classroom, allowing only small groups of students to congregate at the lockers/closets.
- Students will leave the lockers/closets and sit at their desks in an orderly manner.
- All student desks will be distanced, facing the same direction and, where practicable, contain a 3-sided, clear, plastic shield. See pictures below:



UPDATE: As of August 12, 2020, the state of New Jersey requires students to wear masks while in the school building. Teachers will provide mask breaks throughout the day when students are socially distanced.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

To minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

School staff are required to wear face coverings unless doing so would inhibit the individual's health. Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

Students are not required to wear masks, unless social distancing of 6 feet between desks in a classroom setting is not feasible. If social distancing guidelines cannot be met, students should wear masks and/or sneeze guards should be installed at student desks.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow



PPE at Saint James School

- Students and staff are required to wear face coverings while moving about the school.
- Staff are required to wear face coverings unless they inhibit the individual's health.
- Grade 1-8 classroom desks will be distanced, face the same direction, and all desks will have a clear, plastic shield system attached to the desk.
- In room 305 and 306, students will be distanced by, at least, 6 feet and all students will face the same direction.
- The school will have extra disposable masks on-hand should students or staff forget to bring their own face coverings.

CLASSROOM AND COMMON SPACES

Staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

Classrooms:

- There should be a 6-foot separation of desks and children. If the 6-foot separation is not feasible (considering the size of the room and number of students per class), students should be required to wear masks or desk sneeze guards should be installed at desks. Turn desks to face in the same direction (rather than facing each other) or have students sit on only one side of tables, spaced apart. For furniture that is intended to accommodate more than one student the school should explore bringing in furniture to replace the multi-student furniture or consider some type of partitioning system.
- **It is highly recommended that students do not change classes or leave their rooms.** Consider keeping classes together to include the same group of children each day (cohorts). **Where applicable, teachers will change classrooms, with students staying in the same classroom.** For all grade levels: Students will be directed under the supervision of the teacher to clean their personal space (including desks, cubby and/or lockers). This includes students using approved cleaning products to wipe down desks when leaving the classroom and arriving in the classroom.
- Larger rooms (i.e. auditorium, cafeteria, gym) can be used as classrooms to allow for social distancing.
- Allow minimal mixing between groups/cohorts.
- Allow outdoor classrooms where possible and when seasonally appropriate.
- Provide hand sanitizer in every classroom, in accordance with CDC guidelines.

School Entrances, hallways, and common spaces:

- If physical distancing (six feet) cannot be maintained for individuals in line waiting to enter or exit a building, require utilization of face coverings. Provide physical guides, such as tape on floors or sidewalks and signs on walls, to help ensure that staff and students remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one-way routes” in hallways).
- Minimize interaction of students between drop-off and entrance to school facilities.
- Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.
- Establish separate entrances and exits to school facilities where possible.
- Create “one-way routes” in hallways.
- Maintain social distancing in hallways and common areas.
- Minimize the number of non-essential interactions between students and staff throughout the school day.
- Create student cohorts as an effective strategy to limit exposure and contact.
- Limit commingling between classes or other groups of students.
- Minimize large group gatherings.
- Create a system that allows for physical distancing.

- Provide hand sanitizer at school entrances.
- Put signage around school buildings to provide hygiene advice and reminders (CDC offers printable resources and handwashing posters).
- Increase frequency of cleaning all surfaces, including walls (to the appropriate height based on age of students).
- Limit the number of students in the hallway at the same time by staggering release from classrooms.
- If feasible, install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
- Consider a schedule that limits access, if at all, to lockers to keep traffic in the hallways within social distancing protocols.
- Most schools have limited entry/exit points for security purposes, but additional entry/exit points may need to be established to ensure a balance of social distancing and security protocols.

Other Considerations:

- Limit use of supplies and equipment to one group of children at a time and clean and disinfect between use.
- When possible, ensure adequate supplies to minimize sharing of high touch materials to the extent possible.
- Avoid sharing electronic devices, toys, books, and other games or learning aids, or thoroughly clean and disinfect between use.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Increase circulation of outdoor air as much as possible, for example, by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.
- Add time to lunch and recess periods to ensure students have time to wash their hands.
- Build in the practice of handwashing throughout the day, during transition times.



CLASSROOM AND COMMON SPACES:

- Students will only move from their classrooms for technology, physical education, and recess.
 - Where possible, classes will be split in half for technology class.
 - Cohorts (1st grade, 2nd grade, 3rd grade, etc.) will stay together during recess.

- The recess area will be expanded to allow for six different spaces with different activities in each. Cohorts will rotate between each space on a 6-day schedule.
- In the case of inclement weather, indoor recess will take place in the classroom with some classes (on a rotating schedule) going to separated spaces in the gymnasium.
- Teachers will move for all other classes (art, music, middle school, world language).
- All middle school classes will be divided into two, equal-size cohorts. Students will stay in their classrooms and teachers will move each period. Students will only move for physical education, technology, and recess.
- Students will not be allowed to use water fountains to drink directly but may use them to refill water bottles.
- Lunches will be eaten at students' desks. More on the lunch program will be announced in August.
- Students' supplies will be kept in personal containers at the students' desks and put away at the end of the school day.
- In PreK3, PreK4, and Kindergarten, students will be put into smaller groups and teachers will implement a "station rotation" model for learning. Students will bring their own school supplies to be kept in personal containers, not shared. Toys will be shared but cleaned throughout the day and fully disinfected each evening.
- All cohorts will follow a handwashing schedule established by the administration that teachers will supervise, especially before snacks, lunch, and after recess.
- Hand sanitizing stations will be in each classroom at the entrance and exit, in all school entrances, and in the nurse's office.
- All hallway and stairwells will be marked with social distancing and directional signs to keep the flow of students "one way."
- At dismissal, cohorts will be dismissed based upon location and exit door. Students will exit to the parking lot outside the main and gym entrances. Cohorts will remain together until parents/guardians meet them and walk them to their cars.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our school has been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below. Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	Several times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):

- In each classroom (for staff and older children who can safely use hand sanitizer).
- At entrances and exits of buildings.
- Near lunchrooms and toilets.
- Children ages 5 and younger should be supervised when using hand sanitizer.
- For classrooms that have existing handwashing stations, prepare stations with soap, water, and alcohol-based hand sanitizers (at least 60% alcohol).
- Students should wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing.
- Use alcohol-based hand sanitizer (at least 60% alcohol) if washing with soap and water is not possible.

For Early Childhood programs, when possible:

- Keep children six feet apart during nap time (can have cots oriented head to foot), when eating, and doing other activities.
- Avoid close group learning activities like reading circles.
- Designate times on the schedule to take students out of the classroom to wash hands with soap and water, including, at a minimum:
 - at the start of the day when children enter the classroom
 - before snacks and lunch
 - after using the toilet or helping a child use a toilet
 - after sneezing, wiping, and blowing noses
 - after snacks and lunch, particularly if hands are sticky, greasy or soiled
 - when students come in from outdoor play or recess

In limited cases, hand hygiene with an alcohol-based sanitizer or alcohol-based wipes, when there is no visible soiling of hands, are alternatives to hand washing with soap and water by children over 24 months of age, under the supervision of the teacher. The CDC recommends an alcohol-based sanitizer that is at least 60% alcohol and to rub the product over all surfaces of your hands and fingers until your hands are dry, about 20 seconds, then wash hands with soap and water as soon as possible.



FACILITIES CLEANING:

- Two custodial cleaners will be employed during the school day to clean bathrooms and common areas frequently throughout the day, based upon a schedule set forth by the administration.
- Teachers will receive spray bottles filled with safe, hospital-grade disinfectant and microfiber wipes to clean surfaces, materials, and toys regularly throughout the day. Teachers will be trained on proper use of cleaners/disinfectants in the classroom.
- After dismissal, all classrooms, bathrooms, hallways, entrances, and stairwells will be thoroughly cleaned using hospital-grade disinfectant.
- At the conclusion of after-school programs, including Religious Education, the entire school including all classrooms, bathrooms, and common spaces will be thoroughly disinfected using an electrostatic sprayer of hospital-grade disinfectant.

SIGNAGE

Signage will be placed throughout the offices and school.



RESTROOM USAGE DURING THE SCHOOL DAY

The school will establish maximum capacity for the facility that allows for social distancing. The school will post the maximum capacity sign on the door. There will be limited shared use of restrooms.



RESTROOM USAGE:

- Cohorts will be assigned times to use the bathrooms.
- Should students need to use the bathroom outside of the schedule, they will be educated on the maximum number of students allowed in the bathroom and advised to wait until someone leaves.
- Teachers will have a sign-out/sign-in procedure in the classroom to aid in contact tracing efforts.
- All students will be instructed on proper hygiene practices, washing hands, after the use of the toilets.

RECESS, PHYSICAL EDUCATION, AND LOCKERS

- Stagger recess. If two or more groups are participating in recess at the same time, they should have at least 6 feet of open space between them.
- Use cones, flags, tape, or other signs to create boundaries between groups.
- Always wash hands immediately after outdoor playtime.
- Stagger the use of playground equipment and establish frequent disinfecting protocols. Complete an inventory of outdoor spaces (athletic fields, track, green spaces, open space, and local parks) and designate zones, use stations, mark off areas, floor markers, floor tape, poly spots, etc., to ensure separation among students (six feet for social distancing).
- Consider closing locker rooms to mitigate risk and prohibit students and staff from confined spaces with limited ventilation and/or areas with large amounts of high contact surfaces. If not feasible to close, stagger use and clean and disinfect between use.
- Students may be encouraged to wear comfortable clothing and safe footwear to school that allows for safe movement and is appropriate for the weather in order to participate in physical education without the use of a locker room.
- Mitigate risk, limit and/or eliminate direct contact with equipment (lessons with no equipment) and do not allow sharing of equipment. If equipment must be shared, clean and disinfect between each use.
- Designate specific areas for each class during recess to avoid cohort mixing.



RECESS, PHYSICAL EDUCATION, LOCKERS:

- The recess area will be expanded to allow for six different spaces with different activities in each. Cohorts will rotate between each space on a 6-day schedule. Students will be required to wear face coverings during recess.
- In the case of inclement weather, indoor recess will take place in the classroom with some classes (on a rotating schedule) going to separated spaces in the gymnasium. Students will be required to wear face coverings during indoor recess.
- Physical education classes will be held by cohort. Before attending class, students will wash hands or use hand sanitizing stations posted at the gym entrances.
- Teachers will monitor and manage access to lockers in the morning and at the end of the day.

CAFETERIA AND MEAL PERIODS

The school will continue to provide students with the opportunity to purchase lunch. The first preference is for students to remain in a self-contained classroom. Meals should be brought to the classrooms. If this is not feasible, students will have to maintain social distancing. The school should consider assigned seats throughout the year. Tables need to be cleaned after each use according to guidelines.

If cafeterias or group dining areas are used:

- Stagger times to allow for social distancing, and clean and disinfect between groups. Discontinue family style, self-service, and buffet.
- Clean and sanitize tables/surfaces between each meal service, pursuant to the protocols outlined here by the Environmental Protection Agency (EPA).
- Space students at least six feet apart.
- Individuals must wash their hands after removing their gloves or after directly handling used food service items.
- Serve individually plated meals or meals in pre-packaged boxes or bags.
- Ensure students are not sharing food.
- Use disposable food service items (e.g., utensils, dishes).
- If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Encourage proper hand washing before and after eating meals.



CAFETERIA AND MEAL PERIODS:

- All students will eat lunch at their desks.
- If a student purchases lunch, it will be delivered to their classroom.
- More will be communicated about lunch in August.

SNACKS AND FOOD DELIVERY

Bringing refreshments to share during school is prohibited in order to limit the risk of contamination. Snack time is permitted. We ask that there be no food delivered and that food be

kept at assigned spaces. Personal deliveries such as packages should not be delivered to the school.



SNACKS AND FOOD DELIVERY:

- Students will be required to bring their own snacks.
- Until further notice, students will not be allowed to bring treats for birthdays or special occasions. Teachers will be encouraged to find creative ways to celebrate important milestones with their students.



COMMUNICATION WITH FAMILIES:

- It is recommended that parents check emails frequently.
- The Honeywell Instant Alert system will be used for all important notifications.
 - Families should check their Honeywell profile often to include updated phone, email, and text numbers.
- Families should check the school website and follow the school's social media.
 - Facebook: Saint James School
 - Instagram: @sjschool
- The administration will continue to release the weekly newsletter, News & Notes, which will be sent via Honeywell, Constant Contact, and posted on the school website.
- All teachers will send a weekly newsletter via Shutterfly (PreK3 & PreK4), Google Classroom (K-8), or email to parents summarizing the activities and learning opportunities that week and announcing any upcoming events or activities.

CATHOLIC IDENTITY

Catholic schools have a two-fold charge: to provide an education that is academically excellent and one that is deeply rooted in Catholic identity. Catholic values will be infused intentionally across all grade levels and all subject matter. Participation in liturgy and prayer will continue to be encouraged for both traditional face to face and remote settings. Service learning opportunities will remain a priority in our schools.



CATHOLIC IDENTITY:

- **School Masses**
 - If school is open, school Masses will be held in the church and chapel (concurrently) with students socially distanced and wearing face coverings.
 - For students at home, Mass will be livestreamed via Facebook Live.
 - If school in remote learning model, Masses will be livestreamed via Facebook Live.
- **Daily Prayer**
 - If school is open, daily prayers will be shared over school PA system at 8:40 AM, as usual.
 - For students at home, daily prayers will be emailed every morning at 8:40 AM via Honeywell.
 - If school is in remote learning model, daily prayers will be emailed every morning at 8:40 AM via Honeywell.
- **Retreats, Prayer Services, other activities:**
 - If school is open, activities will be attended by cohort.
 - For students at home, activities will either be livestreamed via Facebook Live or Zoom.
- Teachers will continue to follow the daily prayer program as established in the Faculty Handbook.
- Monsignor Cronin will offer small group meetings for family faith life, via Zoom.
- Teachers will continue to direct student-led service projects – at least one per year – that will require students in-seat and at home to participate.
- The Pastor and Principal will be visible at the main entrance in the morning as often as practicable and will always be available to support students, staff, and parents.
- The Principal will continue to hold “Coffee & Conversation” forums via Zoom. Each cohort or group will have the opportunity to join a forum twice per year.

ACADEMICS AND HOME-BASED LEARNING

There are three considerations (Traditional, Hybrid, and Remote) for returning to school, depending upon state and local health guidelines. Presently, the State of New Jersey is returning to a traditional face to face classroom instruction in September 2020. We must be prepared to provide other models of instruction, as can be seen in a hybrid or remote school setting.

Some families may not feel comfortable having their child return to school for instruction. In addition, some students may be medically fragile and their physician does not recommend

returning to school. In either case, provisions must be made to provide these students with instruction.

It is very important that parents understand that they may not customize the attendance plan of their children. Parents must choose to be in-seat if the school is open or request that their child receive home-based learning services. Switching back and forth is prohibited.



ACADEMICS:

Guided by the administration, teachers will:

- Develop long-term units always with the learning goal in mind thus always being ready to shift to remote learning, if necessary.
- Develop project-based lessons and activities that engage all students in real-world, hands-on problem solving.
- Provide guided instruction to students in-seat and at home.
- Use Shutterfly (PreK3 and PreK4) and Google Classroom (Grades K-8) to communicate, share, and receive information.
- Assess all students in September to determine any learning/skill gaps and adjust instructional plans to bring students to grade level.
- Provide regular, formative assessments to ensure understanding. Not all formative assessments should be graded nor paper/pencil.
- Provide regular, summative assessments to ensure understanding. Follow best practices for alternative assessments to allow students to use their strengths to show understanding of material.
- Provide regular feedback to students and families regarding student growth and performance.
- Work with individual students to set objectives and goals for the school year and regularly conference with students to discuss progress.
- Utilize fall, winter, spring MAP (Measured Academic Progress) standardized tests to determine skill gaps, set goals with students, and differentiate instruction to support student growth.
- Communicate with parents, as needed, to address non-compliance or disengagement issues.



HOME-BASED LEARNING:

The goal is to design flexible instructional plans that work best in both traditional face-to-face and remote environments. To support students at home, teachers, counselors, and support personnel will:

- Livestream lessons as they are taught in the classroom.
- Ensure all instructional experiences include modeling, guided instruction, collaborative work, and independent work strategically using synchronous and asynchronous lessons.
- Provide one-to-one extra help, as needed.
- Set expectations for students, parents, and teachers to ensure that all needs are met.
- Adjust school-based service plans for students with disabilities to account for accommodations and modifications needed in a remote learning environment.
- Ensure meaningful support is provided for English Learners and their families including that teachers, students, and parents are adept at utilizing translation tools.
- Follow “early warning system” protocols as developed by the administration and school counselor to identify and intervene with students who may be exhibiting academic and/or behavioral concerns.
- Develop a plan for benchmark screening and intervention delivery during face-to-face and remote learning.
- Provide opportunities to regularly socialize with classmates in a virtual modality.



STUDENT SUPPORT AND COUNSELING:

- The child study team under the direction of the Somerset County Educational Services Commission (SCESC) will continue to provide compensatory education, supplemental instruction, speech and language services, and physical and occupational therapy as needed based upon students’ individual ISPs (Individual Service Plan).
- The academic support teacher at Saint James School will continue to supplement services provided by (SCESC) to further address academic needs of students with ISPs.
- Teachers will continue to modify and accommodate in the classroom and at home as directed by student ISPs.
- The school counselor will meet with each cohort during the first few weeks of school to introduce herself and inform students of her services.

- Opportunities to meet the teacher and new classmates will be held before school starts for all returning and new students. These will be held outside as long as state mandates can be met.
- The counselor will meet 1:1 with new students during the first few weeks of school to offer support as they adjust to their new school.
- The school schedule has been modified to provide more time in the morning and afternoon for class meeting opportunities including icebreakers, team-building, and personalized learning opportunities.
- Regularly scheduled surveys will be administered to gauge how students and families are feeling.
- Exit tickets will be used in classrooms on a weekly basis to check-in with students more frequently and support an “early warning” system to address students needs more quickly.



FAMILY SUPPORT:

- School functions such as Back to School Night and Parent-Teacher conferences will be held to offer parents the opportunity to meet teachers and administration. As of August 1, 2020, all events will be held virtually.
- The principal will continue to hold “Coffee & Conversation” forums, by cohort, twice per year via Zoom.
- All new families will be partnered with a “buddy family” as a resource for information and support.
- The Pastor and Principal will be available, as needed, to support families.

GRADING AND ATTENDANCE POLICY

To receive credit for the courses for this school year students are expected to complete the assignments.



GRADING AND ATTENDANCE POLICY:

- All grading policies remain the same and can be found in the Parent-Student Handbook.
- Attendance is expected whether students attend school in-seat or virtually.



REMOTE LEARNING:

- If the school must close in 2020-2021, we will follow the [Virtual Learning Plan](#) (Appendix A).

EXTRACURRICULAR ACTIVITIES/BEFORE AND AFTERCARE PROGRAMS

- Adhere to all applicable social distancing requirements and hygiene protocol during any extracurricular activities.
- Maximize the use of technology and online resources to continue some extra-curricular activities without additional person-to-person contact.
- Restrict use of school facilities to school-sponsored extracurricular activities and groups.
- Cleaning/disinfecting schedule may not allow for in-person gatherings outside school hours.



EXTRACURRICULAR ACTIVITIES/BEFORE AND AFTERCARE PROGRAMS:

- Before and after-care programs will remain in place. Students are required to bring their own snacks to after-care.
- The administration is determining the best location for aftercare. This will be announced in August.
- Extracurricular activities will be decided upon on a case by case basis. Announcements for Fall activities will be announced in August.
- If teams are unable to meet or practice in-person, every effort will be made to engage our student-athletes in virtual team activities.

APPENDIX A

**VIRTUAL LEARNING
PLAN**



SAINT JAMES SCHOOL
Christ-Centered Academic Excellence

**REMOTE (VIRTUAL)
LEARNING PLAN**

(In the event schools are closed due to
emergency)



OVERVIEW:

If schools must close due to weather, health, or other emergencies, Saint James School is ready to support our students while they must stay home by enacting our Virtual Learning Plan.

Virtual learning, also referred to as digital learning or e-learning, is using technology for teaching and learning outside of the traditional classroom setting. It enables learning to take place anytime and anywhere and does not require the instructor and the student(s) to be together.

Teachers are fully trained on the use of digital tools for learning including Google Classroom (Kindergarten – 8), Shutterfly (PreK3 & 4) and Zoom for virtual instruction and use best-practices to ensure that students reach their educational goals.

As long as Virtual Learning Days are conducted in accordance with Diocesan standards, Virtual Learning Days count toward the total number of school days and do not need to be “made up” throughout the year or at the end of the school year.

The Student/Parent Handbook applies to all school days, including Virtual Learning Days, except for the uniform code. Please be reminded that all other policies apply including: Ethical Use of Technology Policy, Harassment, Intimidation, and Bullying Policy, School Conduct Code, and students will be expected to continue to practice the twelve virtues in the Hearts on Fire program.



NOTIFICATION:

Saint James School will notify the families and students of the need for a virtual learning day(s), with as much advance notice as possible, via the Honeywell Instant Alert System, the school website (sjsbr.org), and the school’s social media pages (Facebook: Saint James School; Instagram: @sjschool).



ATTENDANCE:

Students will be expected to log in to their Google Classroom daily by 8:30 AM and attend all scheduled online meetings. If no student login is observed, the student will be considered absent for the day. Attendance will be posted the following day.

In the event of an absence, a student is still responsible for completing the day's assignments.



VIRTUAL LEARNING DAY OVERVIEW:

Students will experience a combination of synchronous and asynchronous learning. Teachers are expected to post assignments on Google Classroom by 8:30 AM. Students in grades K-8 should access their Google Classrooms by 8:45 AM each day to see their assignments for the day. Students will also log in to online meetings with their teachers via Zoom based upon the schedule posted in Google Classroom and as communicated to school families.

- To receive daily instruction:
 - Students in PreK3, PreK4, and Kindergarten will meet with their teachers for 30 minutes two times per day.
 - Students in grades K-4 will meet with their teachers for 30-40 minutes three times per day (1.5 – 2 hours per day).
 - Students in grades 5-8 will meet with their teachers for 45 minutes based on a block schedule (3 – 4 hours per day).
 - All students will meet with their specials (art, music, technology, world language, physical education) teachers for an additional class meeting per day.
- Online meeting schedules will be communicated to parents prior to the first day of virtual learning.
- Students will complete classwork either asynchronously (outside of online meetings) or synchronously (during online meetings). Students are expected to attend every online meeting and submit completed work per the teachers' instructions.

- All assignments will have a due date – whether a daily assignment or long-term assignment. Students are expected to submit assignments when due. Late assignments will lose points or not be accepted, at the discretion of the teacher.
- Lessons will be accompanied by formative assessments to ensure understanding of the material. Teachers will provide extra help for students who need it.
- Units of study will include summative assessments that may be in the form of paper/pencil tests, projects, presentations, or other alternative assessment.
- Teachers will provide extra help, as necessary, at a mutually convenient time via Zoom.
- Teachers will support students with ISPs by applying modifications and accommodations as necessary.



COMMUNICATION:

Students in grades K-8 may communicate directly with their teachers via Google Classroom. Parents may communicate with teachers via school (.sjsbr.org) emails as found in the faculty directory on the school website (sjsbr.org). Teachers are not allowed to communicate with parents or students via text message.

Parents may communicate with school administration, main office, counselor, and other support personnel via emails listed in the faculty directory on the school website.



TECH SUPPORT:

If a student is having a problem with their school-owned device, they should contact Mrs. Ellen Corcoran (ecorcoran@sjsbr.org) for help in troubleshooting the problem. Mrs. Corcoran can also help with personal devices to some extent.

If a student is unable to access the Internet due to lack of connectivity, electrical failure or other extenuating circumstances, students or their parent/guardian should reach out to the teacher as soon as practicable to report the difficulty.



EXPECTATIONS:

Parent/Guardian expectations for Virtual Learning:

- Set aside a calm, quiet, distraction-free space for your child(ren) to work every day, preferably not their bedroom.
- Ensure that your child has the necessary school supplies in their home workspace as directed by the school and teacher.
- Ensure virtual learning equipment is available and charged.
- Try to keep a consistent schedule for completing classwork.
- Ensure that your child is attending online meetings, participating fully, and keeping their camera on and their face visible to the teacher.
- Help your child check Google Classroom every day.
- Check your emails or Google Classroom regularly for online meeting links.
- Communicate with teachers regularly via email or Google Classroom regarding any questions or issues that arise.
- If your child is having trouble completing work, email teachers to schedule a time for an online meeting.
- Check school-owned devices on a regular basis to ensure proper care is being taken.
- Help your child(ren) drop off assignments at the school, as necessary.
- Help your child(ren) pick up assignments at the school, as necessary.
- If your child can not attend scheduled meetings with teachers, please send an email to soffice@sjsbr.org and your child's teacher to explain why they will not attend.
- Reach out to the administration (sflorendo@sjsbr.org) if you have questions while the school is closed.

Student expectations for Virtual Learning:

- Sign-in to Google Classroom every day and complete assignments on time.
- Complete all paper assignments on time.
- Join online meetings as scheduled.
- If you are having trouble completing work, communicate with your teacher through Google Classroom or ask your parent to email your teacher to schedule an online meeting.
- Continue to abide by the [Ethical Use of Technology Policy](#) and take care of the school-owned equipment you are using.
- When attending online meetings, students are expected to have their camera on with the teacher able to see the students whole face.

- Respect the efforts of your teacher and fully participate in online meetings.

Teacher expectations for Virtual Learning:

- Post daily assignments before 8:30 AM every day. Assignments may not be added after this time.
- Post long-term assignments that include all parts and the rubric to be used to grade the assignment.
- Set up and facilitate online meetings using the Zoom platform giving at least 12 hours' notice.
- Follow the schedule of meetings as developed by the school administration.
- Take attendance for all virtual meetings.
- Check school email regularly – at least once in the morning and once in the afternoon.
- Communicate with students to address questions/issues via email and/or Google Classroom.
- Schedule private/small group online meetings using Zoom to conference with students/parents if necessary, to address issues/questions.



STUDENT AND FAMILY SUPPORT:

- Our school counselor will remain available to support students while they are at home. To the best of our ability, our counselor will continue to provide academic and mental health support. Parents should email the school counselor to initiate support.
- Should a telephone call or video conference be valuable in supporting the student, parents must provide permission for the student to meet with the counselor.
- All parent forums will be held as scheduled.



CATHOLIC IDENTITY:

- School Masses
 - Masses will be livestreamed via Facebook Live.
- Daily Prayer
 - Daily prayers will be emailed every morning at 8:40 AM via Honeywell.

- Retreats, Prayer Services, other activities:
 - All scheduled retreats and prayer services will be conducted via Zoom.
- Monsignor Cronin will offer small group meetings for family faith life, via Zoom.
- Teachers will continue to direct student-led service projects – at least one per year. Plans will be modified to a virtual model, if necessary, to complete the project.
- The Pastor and Principal will always be available to support students, staff, and parents.
- The Principal will continue to hold “Coffee & Conversation” forums via Zoom. Each cohort or group will have the opportunity to join a forum twice per year.