



ST. JOHN NEUMANN CATHOLIC SCHOOL

Continuing the Proud Tradition of St. Anne School

Parent Handbook for Coronavirus

This handbook stands as an addendum to the Parent & Student Handbook. Policies and procedures contained within this handbook are subject to update at the direction of the State of Pennsylvania, PA Department of Health, the Diocese of Harrisburg, and the St. John Neumann Catholic School Pandemic Crisis Response Team. Any changes made will be promulgated to all parents/guardians and the students as needed.

Daily Health Questionnaire

Parents/guardians will have access to an electronic form which they are required to complete before school every day. This form will include a temperature check and a health questionnaire. Access to the form will be limited to the Principal and administrative staff.

The principal and administrative staff may spot-check multiple students throughout the day, including those who were not checked in using the parent form, using temperature and symptom screening. This screening will be entered into the electronic screening for our records.

Students who have a fever of 100.4 degrees or higher or are exhibiting coronavirus symptoms may not report to school. Parents should call the school to report the absence.

Attendance

Attendance this year will include students physically in the classroom as well as those who are present remotely through the use of video in the classroom. All families will be asked in August to complete a survey indicating their preferred method of education to begin the school year.

Families choosing remote instruction after the initial survey must notify the principal directly, providing a time frame for the intended use of remote instruction.

Any student - remote or in person - who will be absent from instruction must be reported to the office as an absence. The administrative staff will check with classroom teachers to confirm electronic presence in class and make attendance notations accordingly.

No "perfect attendance" awards will be given this year.

Face Coverings

All faculty, staff, students and guests will be required to wear a face covering upon exiting their mode of transportation and throughout the duration of the school day.

At the direction of the State of Pennsylvania, students are to wear face coverings when inside the school building. When 6 ft away from their peers, and directed by the teacher, students will be permitted to remove their face coverings for a break. Breaks will be taken on an hourly basis. This is subject to change based upon new directives from the CDC, state or Diocese. Parents may request that their children wear face coverings at all times.

Expectations regarding face coverings will be communicated with parents in advance of the start of school. Gaiters will be provided to all students. Dress code guidelines for face coverings are similar to those for dress down days (i.e. appropriate and respectful; not distracting to the educational process). Parents are expected to keep face coverings clean and functional. Ongoing communication will be shared and signage will be posted throughout the Education Center and Parish Center.

Extra disposable masks will be available should someone forget a mask.

Arrival

All students will be asked to put a face covering on as they exit their mode of transportation and keep that face covering on until instructed to remove it inside the school.

PreK will enter through their own door in the Parish Center and have their temperature scanned immediately upon arrival.

K-8: All students will have a temperature scan as they exit their mode of transportation and prior to taking their place in the parking lot.

Spots will be marked on the front parking lot that allow students to wait outside and distanced. Each student will stand on a marked space with their face covering on until it is time to enter the school building. Grades will be dismissed individually to enter the building. K, 1 & 2 will enter through their own classroom doors from the playground.

3, 4 & 5 will enter through the front doors of the Education Center and proceed directly to their classrooms.

6, 7 & 8 will enter through the rear doors of the Education Center and proceed directly to their classrooms.

In the case of inclement weather, students will go directly to their classrooms.

Classroom Environment

All classrooms will be set up to provide 6 ft. distance between students measured shoulder to shoulder to the greatest extent possible. Seating will be in one direction.

Classes will be permitted to utilize the outdoor space via a scheduling process. Students will be asked to bring a beach towel in a drawstring bag for outdoor use.

Recess will be staggered so that each class will have their own recess.

Cohorts

The most basic cohort unit will be each grade level.

Middle school (grades 5-8) will be a cohort for some purposes.

Once the Mass schedule has been finalized, grades attending Mass together may be considered a cohort.

PreK through 4th grade cohorts will remain in their classrooms with specials teachers traveling to their classrooms or using outdoor space for instruction to the greatest extent possible.

5th through 8th grade cohorts will remain in their room with the teachers changing rooms, though block scheduling will be used to limit the amount of changes that happen within a day. Each utilized desk and chair will be cleaned with a disinfecting wipe any time classes must switch rooms.

Comprehensive lists will be tracked in regards to students in each cohort, as well as the faculty and staff who interact with each cohort.

Hygiene Practices

Hand sanitizer will be available in all classrooms and will be used any time a student enters the room, before any food is consumed, after any food is consumed, and before dismissal. Students will wash their hands before and after using recess or PE equipment.

Signage & Travel in the Building

Distancing markers will be placed on the floor in areas where lines may occur - i.e. bottle fill station, restrooms, office.

Middle school grades will restrict locker access to one class at a time, with visits done in shifts to allow for social distancing.

Any travel in the main hallway will be coordinated to limit travel to one class at a time as much as possible.

Lunch & Water Fountains

Until we can safely return to a fully functional lunch program, all students will pack their lunch and eat in their classrooms or outside on the campus grounds.

Students will be required to bring a refillable water bottle with them and will have the opportunity to refill them at the bottle fill fountain in the Education Center or the water cooler in the Parish Center.

Departure

Students will exit the building through the same doors they used for entrance. Students will be arranged by mode of transportation on the parking lot at socially distanced markings. Face coverings will be required while waiting outside for transportation home.

Extended Day

PreK-2 students will report to the cafeteria where distancing markers will be in place. Students will be outside when possible. Any items used during after care will be limited to one student per day and all will be sanitized at the end of the day.

Grades 3 through 8 Academic Study Hall: room will be wiped down prior to students entering.

Technology Accessibility

All parents will complete a survey in conjunction with the start of school to indicate technology and connectivity abilities and needs should students need to be at home for education. Families choosing to participate in distance learning will be provided devices as needed.

Chromebooks are ordered for grades 5 through 8 and iPads are available for grades PreK-4 should they be needed for home instruction.

Emergency Contact Information

Emergency information will be updated for all families prior to the start of the school year. Parents will be repeatedly reminded of the importance of updating the school should contact information

change.

Coronavirus Communication & Confidentiality

The template provided by the Office of Catholic Schools will be emailed to all school staff and families in the event that a community member is diagnosed with coronavirus or is presumed positive. The community will be reminded about the importance of respect and confidentiality throughout this process.

Quarantine Requirements

If one student in a cohort is diagnosed with Covid 19 or has a presumptive positive test, that student and his/her family will quarantine. The same applies for staff. Students or staff who are symptomatic will quarantine until they have tested negative for Covid 19 or have fully recovered based on CDC guidelines. The school will consult with the Office of Catholic Schools and the board of health on such matters.

Determination on who in the school community will quarantine will come from current guidance from the CDC and the recommendations of the board of health.

Families will be reminded that anyone entering PA from the restricted states as listed on State's order "will need to quarantine for 14 days.

Field Trips

There will be no physical field trips until further notice.

Ongoing Communication

The Reopening Plan will be posted on our website. Ongoing communication to parents, parishioners, and community members will direct them to contact the school directly with any questions.

Survey results will be discussed by the planning team and adjustments to the plan will be made and promulgated to all community members.

Visitors

Visitors will be significantly limited and are strongly urged to schedule an appointment. Any visitor to the school will be required to check in at the Main Office using our health and safety check-in process, including a temperature check and health questionnaire, which will be logged electronically for tracking purposes. A plexiglass divider will be in use on the counter in the main office. Interaction with faculty, staff, and students will be minimal. All guests will be required to wear a mask unless they are given permission by the administration when maintaining 6 ft. of distance.

Should our school community's health require it, we reserve the right to prohibit all visitors. This information would be communicated to all families should it be necessary.

Service Hours

For the 20-21 academic year, we are suspending the requirement for 40 hours since we are uncertain as to what opportunities may be available. We are asking, in the spirit of our mission, that parents

respond as they are able when there is a need for volunteers even though the obligation has been lifted.