

DIOCESE *of* SACRAMENTO
CATHOLIC SCHOOLS

St. John Notre Dame
RETURN-TO-SCHOOL PLAN
COVID-19 PROTOCOLS



**St. John Notre Dame
309 Montrose Dr.
Folsom, Ca 95630**

v3.0

22 July 2020

INTRODUCTION

We have created this plan to support our safe return to school in August amid the current pandemic. Our needs and responses are different from public schools. Our site populations are relatively small, and we do not face certain complications like bussing, large special needs populations, collective bargaining, and ADA funding mechanisms. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO) and other applicable federal, state, and local agencies. Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state, and local agencies.

Our priorities are:

1. **Safety:** Mitigating and slowing the growth of COVID-19 in the context of returning to our ministry. Understanding that there is an inherent risk being in session on campus while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need to maintain a semblance of normalcy for our children and their development.
 - a. Cohorts: In the spirit of "reducing the denominator," students are organized into discrete cohorts to minimize the spread of COVID-19 between groups. Cohorts as defined by SJND are grade specific classes and their instructors. For example, the first grade cohort includes all students and instructors for the first grade.
 - b. Hygiene: Within cohorts, we will emphasize strong hygienic practice.
 - c. Distance options: If a student or their family member is in a higher-risk group, we will give them the option of continuing independent, remote learning.
2. **Presence:** Keeping school open daily. We do not want to burden parents with challenging schedules preventing them from working a full workday - we want our students at school in their cohort for the full day.
3. **Growth:** Despite limitations, we want our children to continue their faith formation and academic progress, at grade level, in all core academic standards.

We have tailored this document specifically for the SJND school environment and population and will continue updating it with the best data and practices in mind. The school principal will share any updated documents on the school website and through the school information system.

Areas of change have been highlighted.

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GENERAL PROTOCOLS

Social Distancing

- All persons on campus will practice social distancing of six feet whenever possible, and a minimum of three feet where impossible
- Close contact interactions (for the purposes of determining contact tracing) is considered < 6ft and > 15 minutes
- Signage will be used throughout campus to support social distancing and proper hygiene norms (Examples in Appendix B)
- Ad-hoc interactions by adults should be avoided
- Mass gatherings, such as in-person assemblies, are prohibited
- Students will be mindful of the social distancing and health practices as instructed or they will not be allowed on campus
- Number of students using the restroom will equal the number of sinks available.

Student Cohorts

- Students will operate in cohorts at all times (courses, recess, lunches, etc.)
- Cohorts are not to share instructional spaces unless thorough cleaning occurs between uses
- Students will have a designated space solely for their use in their classrooms and the extended care space
- Students will not share workspaces or supplies
- Student classrooms will keep windows and doors open, weather permitting, to ensure proper ventilation in addition to HVAC utilization

Shared Spaces

Employees are encouraged to disinfect their workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Our site has alcohol-based hand sanitizers and cleaning products accessible throughout the workplace to disinfect frequently touched objects and surfaces. The site custodial team will clean all workspaces at their designated cleaning time each evening.

Please note that proper equipment such as acceptable disinfectant and PPE will be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee and student safety. Workspace usage is as follows:

Office Capacity– Site will **restrict** the number of persons in the **offices to maintain social distancing.**

Breakroom, Teacher Lounge, Mailroom - These spaces will be limited to **two** individuals at any one time. Common used items, such as coffee machines, refrigerators, tables, chairs, and microwaves will be disinfected after contact. Social distancing continues to be required in these areas. Signage indicating restrictions will be posted.

Meetings - All meetings are required to use Zoom or a virtual meeting option, even for employees and volunteers of the school.

Multipurpose Room–These spaces will be disinfected after use. Social distancing continues to be required in these areas, if utilized.

Copy & Mail Rooms – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

Screening

- Students and staff must conduct a daily self-check (See Appendix B Student Checklists) before they come to campus
- A temperature check will be conducted for all persons entering campus, and staff will complete an additional screening document (see Appendix B)
- During the day, any person experiencing or showing symptoms will report to the office designated isolation space for screening
- The principal will retain a record of employee temperatures in a locked cabinet for a minimum of 90 days
- If a staff member already at school shows symptoms as described above, a supervisor will allow them to go home without penalty for that day

Personal Protective Equipment (PPE)

PPE is not a substitute for social distancing or proper handwashing. In addition to using PPE, all school community members should please remember to:

- *Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 70% alcohol if soap and water are not available.*
- *Avoid touching eyes, nose, and mouth.*

Face Coverings

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

Everyone on campus must wear a mask, with the following exceptions:

- TK - 2nd grade students while seated at desks
- Students engaging in socially distanced (6' separation) outdoor physical activity
- **In limited situations** where face coverings cannot be used for pedagogical or developmental reasons, (i.e., communicating or assisting young children or those with special needs) **a face shield can be used** by staff in the classroom instead of a cloth face covering as long as the wearer maintains physical distance from others ... Staff must return to wearing a face covering outside of the classroom.”¹
- Proper wear and care of face coverings found here: <https://bit.ly/washingfacecoving>

Gloves

All custodians and food services personnel must wear gloves

Touching the face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash hands. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Delivering Instruction

- Staff will be trained in sanitation and hygiene instruction
- Teachers will provide initial and routine instruction in social distancing and health practices to their students
- Activities where there is an increased likelihood for transmission from exhaled droplets, such as band and/or choir, are not permitted unless outdoors
- Activities that involve singing must only take place outdoors
- Procedures will be implemented for turning in assignments to minimize contact
- Consideration of non-classroom space for instruction, including regular use of outdoor space, weather permitting
- Avoid sharing items; where sharing occurs, those items will be cleaned, and disinfected between uses

Visitor & Volunteer Protocols

The safety of our staff and students is our primary concern. *Approved visitation by the principal will be conditional on the visitor passing the same screening process as staff.*

We will not allow normal visitation to our campuses until our reopen date. Only diocesan scheduled workers are allowed on campus during preparation for reopening.

¹ COVID-19 Industry Guidance: Schools and School-Based Program (CDPH 2020)

Once school reopens:

- Schools will limit volunteers on campus to those performing essential tasks
- Parent volunteers can only be permitted in their own child's classroom if deemed essential by the principal
- Volunteers supervising outdoor activities (such as yard duty) are permitted so long as they follow staff protocols

Food Delivery

Bringing in food items, outside those provided through the school's official food service programs, or sharing refreshments is prohibited. Hot lunch deliveries and distribution will be in line with the county HHS guidelines. While it has been the tradition of families attending SJND to bring food treats to celebrate birthdays and holidays, this tradition will be suspended while COVID-19 precautions are in place. Additionally, students will not share lunch or snack items with other children.

Travel Restrictions

Staff travel to conferences and workshops will be discontinued until further notice unless pre-approved by the principal.

COVID SYMPTOMS & CASE RESPONSE

	Student or Staff with:	Action	Notification
1	COVID-19 Symptoms	Send home Recommend testing (If positive, see #3, if negative, see #4) School/classroom remain open	N/A
2	Close contact (†) with a confirmed COVID-19 case	Send home Quarantine for 14 days from last exposure Recommend testing (but will not shorten 14-day quarantine) School/classroom remain open	Notification of a known contact
3	Confirmed COVID-19 case infection	Notify the local public health department Isolate case and exclude from school for 10 days from symptom onset or test date Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) Disinfection and cleaning of classroom and primary spaces where case spent significant time School remains open	School community notification of a known case
4	Tests negative after symptoms	May return to school 3 days after symptoms resolve School/classroom remain open	Notification if prior awareness of testing

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort or other group may need to be considered exposed, particularly if they have shared time indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Chart sourced from **COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year** July 17, 2020

Additional Details

- When a community member tests positive for COVID, the member will inform the principal or designee immediately
 - The principal or designee will immediately contact public health, and will then communicate with the school's regional director
 - Close off the classroom or office where the patient was based and do not use these areas until after thorough cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Any decision to move the school to distance learning will be made in collaboration with the Catholic School Department and county public health officer
- Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study (see Appendix E)

SAFE ENVIRONMENT

The safety of our employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. Sites have considered the CDC guidelines for reopening buildings after an extended closure (see <https://bit.ly/cdcwater>). In addition, the process outlined below will routinely serve to protect everyone and reduce the risk of spread of infection.

Product Guides

Hand Sanitizer

Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children.

- Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
- Do not use hand sanitizers that may [contain methanol](#) which can be hazardous when ingested or absorbed.

Cleaner

When choosing disinfecting products, **use** those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)- approved list “N,”](#) and **avoid** products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.

General Disinfection Measures

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	At the end of each use/day and/or between use
Electronic Equipment	Copy machines, shared computer monitors, telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks,	After each recess

	restrooms	
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

Additional cleaning guidance available at <https://bit.ly/covidcdcclean>

Safe Water

- Use of drinking fountains is suspended; water bottle filling stations are provided.
- Flushing our water system and additional measures as needed have been taken per CDC guidelines to minimize the risk of Legionnaires' disease and other diseases associated with water.

HVAC Considerations

- Fresh outdoor air is introduced as much as possible - when using air conditioning, the setting that brings in outside air is used
- If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, we have considered alternatives such as installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.
- Replace and check air filters and filtration systems to ensure optimal air quality on a schedule
- Ensure proper ventilation during cleaning and disinfecting
- When cleaning, air out the space before children arrive; plan to do a thorough cleaning when children are not present
- The HVAC in TK and in room 1-9 have been replaced as of 2020 with improved filtration systems

School Procured Additional Supplies

Item	Quantity	Notes
Hand Pump Sprayer for disinfectant	1/classroom	For teacher use, to spray desks for students to wipe down.
Bulk Hand Sanitizer		55-gallon drums for refill stations
Cleaning Solution		Alcohol-based
Restroom Soap		Automated

Dispensers		
IR Therm	1 per homeroom classroom; 2 per office	Housed in homerooms and school office
Acrylic/Plexiglass		Office counter & isolation space

FACILITY ADJUSTMENTS



The school has already begun an extensive mitigation process on site including:

- Social Distance Placards and Reminders
- Installation of PlexiGlass in the Office
- Spacing Desks in the Classrooms
- Eliminating Non-Essential Furniture and Supplies
- Deep Cleaning and Disinfecting all Social Spaces
- Ordering of COVID-19 Surface Disinfectant and 30 Gallons of Hand Sanitizer
- Installation of water bottle filling stations
- **Teacher and student masks and face shields**
- Social Distant Drop Off/ Pick Up
- Daily Temperature Checks
- Classroom Cohorts
- Scaffolded Play Times and Areas
- Mitigated student walk-ways and passages
- Good Hygiene Training
- Classroom rugs, group tables, and superfluous furniture have been removed and individual desks or tables installed with safety gapping between student stations.
- Students will have their own designated space (desk/table) with their own supplies.
- Spots outside classrooms and restrooms are designated six feet apart for student lineup **and parent pickup.**
- Social distancing and best practices signage posted around campus and distributed to families.
- **Hand sanitizer stations installed at every point of egress in every room on campus**
- **EcoLab sanitation stations installed at all custodial utility sinks**
- **Plexiglass partitions for certain student areas**

- Plexiglas partition between teachers and students
- The technology and STREAM labs have been streamlined to allow for social distancing and appropriate cleaning between use. Students will use their personally assigned devices when needed.
- The school is following the EPA's Six Steps for Safe & Effective Disinfectant Use
<https://www.epa.gov/pesticide-registration/six-steps-safe-effective-disinfectant-use>



SCHOOL SCHEDULE & ROUTINES

Morning Drop-Off

Drop-Off Hours: 7:40 AM - 8:00 AM

Protocol: Students will exit their cars and be directed by staff to head directly to their classroom. Teachers will be at their doors to conduct temperature scans and admit students. Students will enter and go directly to their assigned seats.

Lunch Food Service

Schedule:

Time	Activity	Grade Level	Supervising Staff
11:30 am to 12:00 pm	Lunch Recess	Kindergarten	K aides
12:00 pm to 12:30 pm	Lunch	Kindergarten	K aides
12:10 pm to 12:30 pm	Lunch Recess	5, 6, 7, 8	Parent Assignees
12:10 pm to 12:30 pm	Lunch	1, 2, 3, 4	Classroom Aides
12:30 pm to 12:50 pm	Lunch Recess	1, 2, 3, 4	Parent Assignees
12:30 pm to 12:50 pm	Lunch	5, 6, 7, 8	Classroom Aides, Middle School Teachers

Protocol: Students will eat lunch at their assigned seats in their classrooms. The hot lunch program will be delivered to classrooms by masked and gloved attendants. Students will put their trash in their class trash can. Students will recess in separate areas of the campus (upper playground, lower playground, upper field, lower field). Play structures will not be in use unless approved disinfectant can be obtained and utilized daily.

Recesses

Staffing: Aides and Parent Assignees

Protocol: Recesses will be structured, limiting free play to ensure distancing. Class cohorts will be assigned specific areas to recreate. Activities such as jump rope, calisthenics, kickball, etc. will be the standard.

Physical Education & STREAM

Staffing: Teachers and Aides

Protocol: Physical education (PE) will be similarly structured to recess, to ensure distancing. PE classes will split with STREAM to reduce the number of students in each class. Social distancing and disinfecting will be followed to ensure safety for students and staff.

After School Pick-Up

Time: 3:00 PM - 3:15 PM

Staffing: Teachers and Aides

Protocol: The campus automobile gate will be opened at 2:45 pm. Parents picking up students without a vehicle will wear masks and line up in designated areas outside classrooms, adhering to social distancing, to pick up students one at a time. Parents will not enter the classroom nor will they enter the student cohort gathering areas. Students in grades 1 through 4 will remain in their classroom until called for their car or parent pickup. Students in grades K and 5 through 8 will have designated areas to await pickup. Staff will facilitate all pickup areas to ensure compliance by all with school COVID-19 protocols.

Extended Care

Hours of Operation: Morning Shift 6:45 AM - 7:40 AM; Afternoon Shift 3:00 PM - 6:00 PM. TK afternoon care 12:00 PM to 6:00 PM.

Staffing: School employees

Protocol: Extension will be held in the Extended Day Program (EDP) building. Each student will have their own supplies. The facility will be cleaned between shifts. Parents will pick-up and drop-off at the entrance; they will not be admitted into the space.

APPENDIX A: FAQ

What if a student arrives late?

Students will enter the main office and must be accompanied by a parent.

What is the plan for inclement weather recess and physical education?

The gymnasium, when available, will serve as the space designated for when it rains, is too hot, or the air quality prohibits being outside; however, just like recess, it will be used by one class at a time. Classrooms will be used when the gymnasium is unavailable.

What if students are outside doing calisthenics during extension when a parent comes to pick up a child?

The extension employee at the entrance will radio the employee with the students on the playground to send up the student. The parent will not be admitted on campus where students are playing to gather their child.

What if a student or family member is diagnosed with COVID-19?

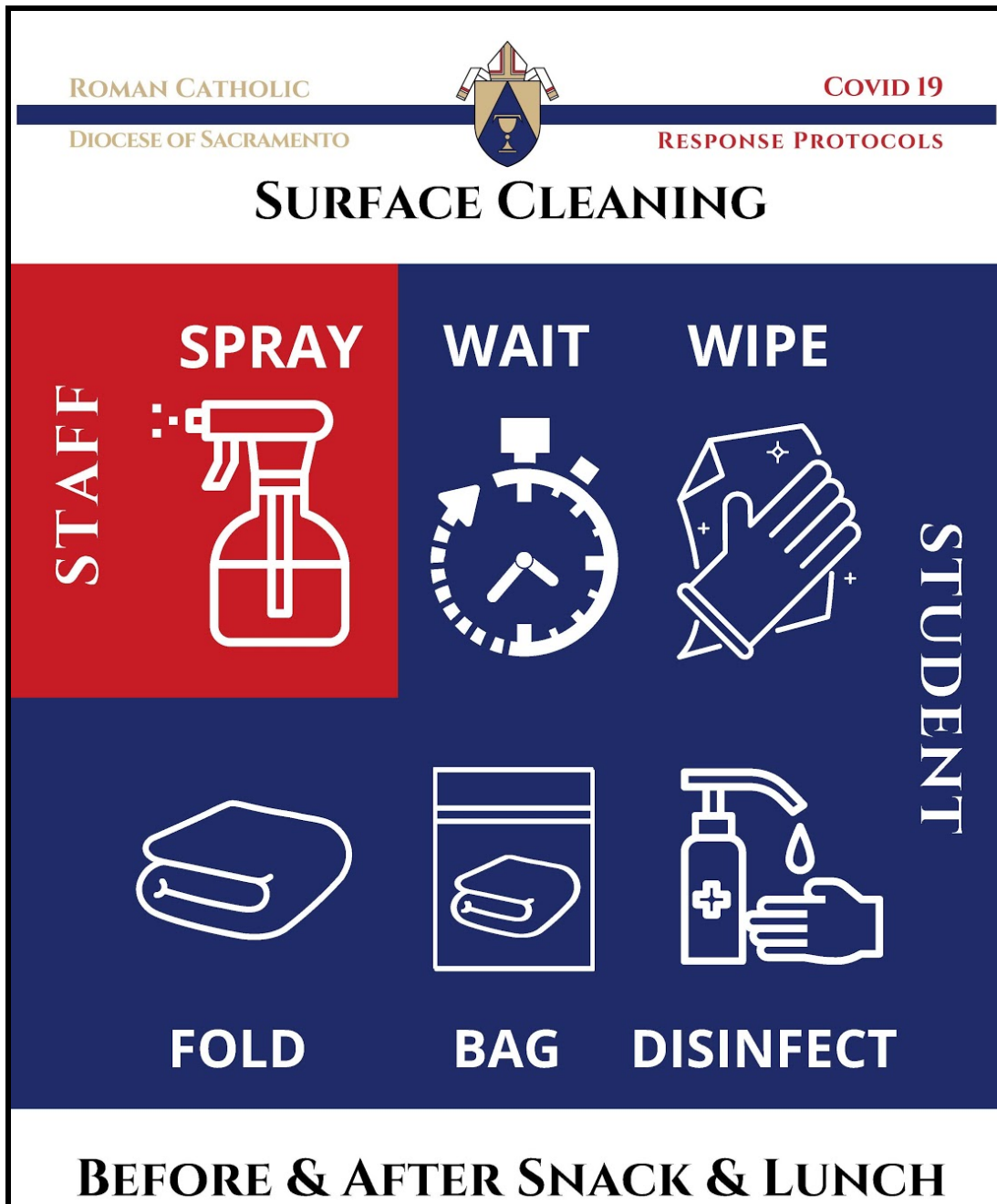
If the student or their family member has been diagnosed with COVID19, they may return to school when all three criteria are met:

- 1. At least three days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and*
- 2. They have improved in respiratory symptoms (cough, shortness of breath, etc); and*
- 3. ResidentHHS confirms that the student and family members are released to return safely to school*

If any student or family member has symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to school until the three criteria listed above have been met.

APPENDIX B: PROTOCOLS & SIGNAGE

Surface Cleaning



Additional Details

- Teachers will spray the area with appropriate disinfectant to ensure proper disinfecting.

Restroom Use




Additional Details

- No more students in a restroom than there are sinks.
- Spaced line up spots outside the restroom.
- Students will disinfect hands upon returning to class.

Teacher Cleaning Expectations


ROMAN CATHOLIC
DIOCESE OF SACRAMENTO






COVID 19
RESPONSE PROTOCOLS

KEEPING CLASSROOM CLEAN

ROUTINELY CLEAN



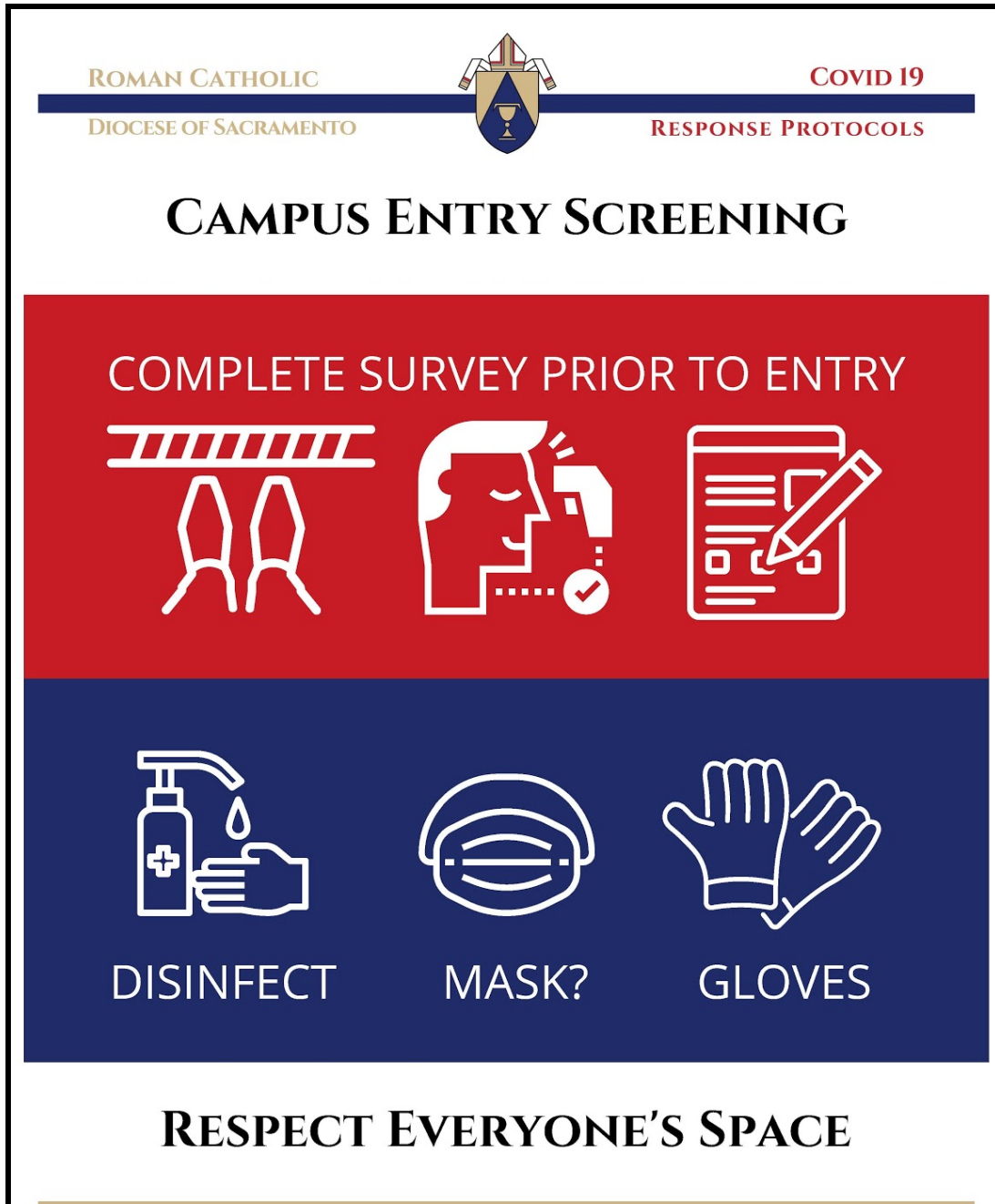


TEACHERS CLEAN HANDS; WEAR GLOVES

RESPECT EVERYONE'S SPACE

Screening

Campus Entry Point (Adults)



Daily Health Screening (Adults)

Name: _____

Position: _____

Supervisor's Name: _____

Q1: Since your last time on campus, have you had a cough, shortness of breath, difficulty breathing, or been in close contact with a person lab confirmed to have COVID-19?

If yes, circle what applies above and see your supervisor immediately.

Q2: Since your last time on campus, have you had any two of these symptoms

Fever

Muscle pain

Sore throat

Chills

Headache

New loss of taste or smell

Repeated shaking with chills

If yes, circle symptoms and see your supervisor immediately.

Running Record

Date	Temp	Symptoms (Y/N)	Screened by	Signature

< OFFICE USE ONLY >

If a person is exhibiting symptoms or exceeds the body temperature allowable by the resident county HHS they will be instructed to go home or to the nearest health center.

Then, complete the following section of this form:

Date the employee was sent home: _____ Recorded temperature: _____

Are visible signs of respiratory illness present? ____ Yes ____ No

Date the employee returned to work: _____

Student Checklists

Home Checklist for the Front Door



GOOD MORNING!

SMILE	CHECK TEMPERATURE	WASH
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DO YOU HAVE YOUR SUPPLIES?

HAVE A GREAT DAY!

FAITH
COMMUNITY
GROWTH

End of School Day Reminders



END OF DAY!

SMILE	CHECK LIST	CLEAN
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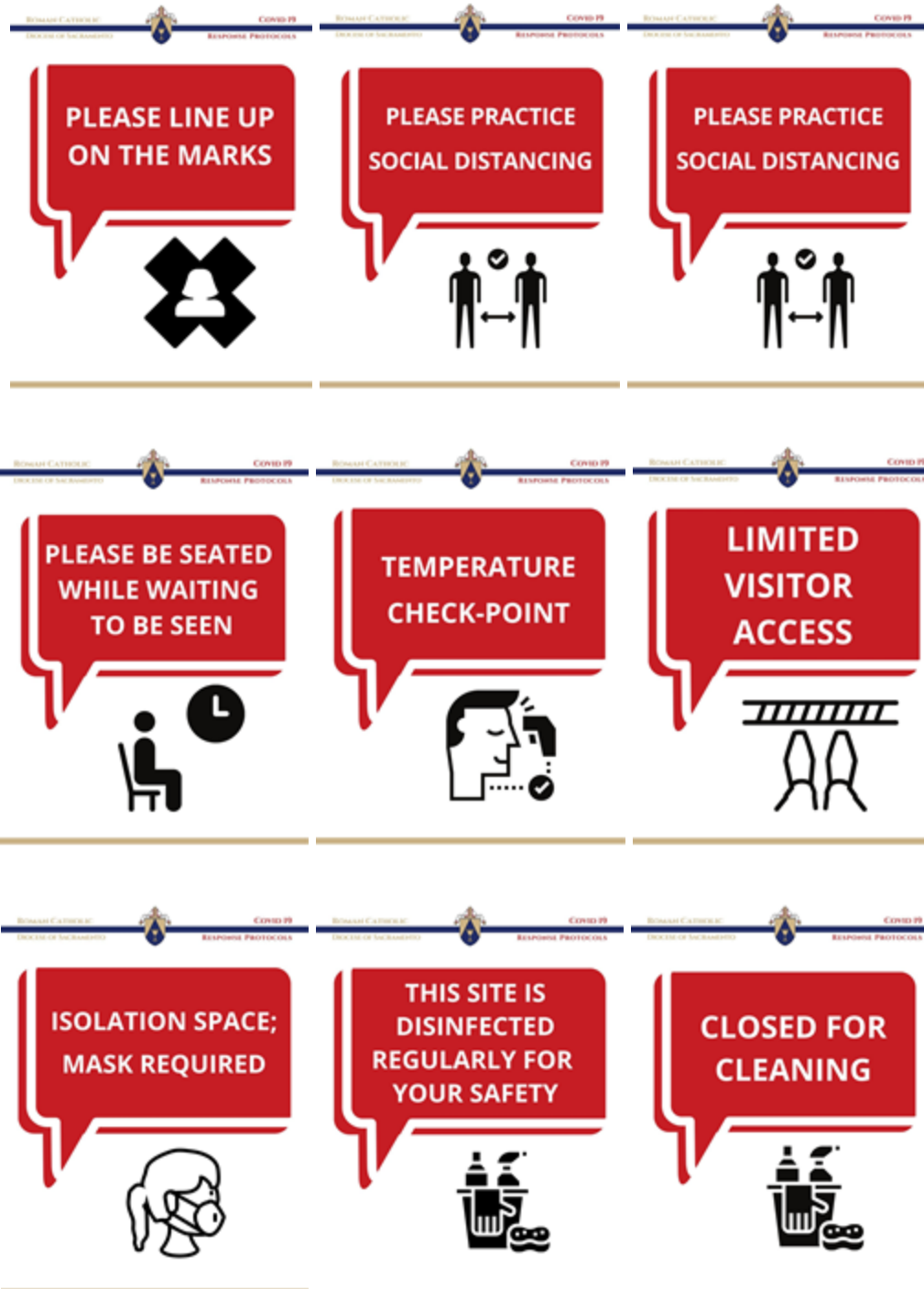
	
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DONT FORGET TO WASH TOWELS & RETURN

HAVE A GREAT AFTERNOON!

FAITH
COMMUNITY
GROWTH

Additional Facility Signage



APPENDIX C: COMMUNICATION FOR PRESUMPTIVE/CONFIRMED COVID CASE

If there is a confirmed case of coronavirus in the school setting, it is imperative to communicate with families and staff and be prepared to respond to media inquiries if necessary. Below are resources that will be utilized to help the school share information and deliver a message that reflects the SJND mission, response and action plan.

Sample Letter to Families

Dear SJND Family:

I want to let you know that we have been notified of a [positive/confirmed] case of COVID-19 in our school community. Our priority is to keep everyone safe and healthy. Please know we are doing everything we can to stop the spread of this virus.

We initiated aggressive proactive infection control measures and screening procedures, which we believe will help us manage this situation as effectively as possible. We are working in collaboration with the HHS to ensure that we are taking all appropriate steps. In addition, we are following all recommended guidance from the Centers for Disease Control & Prevention to protect our families and staff from this virus and will continue to take every action possible to prevent it from spreading in our setting.

Also, you have noticed the changes in our regular operations as part of our response plan:

- Limiting access to our facility for everyone's safety. We encourage families to communicate with the school by phone or video chat, if possible. As soon as we're able to change this, we will let you know. If you have questions or concerns, please contact the school administration
- Implementing enhanced infection control measures as outlined in our Return to School Plan which can be found on the SJND website.
- Monitoring and screening students, staff, and volunteers.
- Continuing to screen students and staff prior to beginning work and upon leaving. Students/staff are not allowed in the building if they are ill. Any student/staff who exhibit symptoms are instructed to self-quarantine at home.
- Cancelling all communal dining and activities involving outside visitors. This follows social distancing advice from the Centers for Disease Control and Prevention.

Communication is key, and we will continue to update you on any news, emerging issues, or additional changes in our operations.

We know that this news may cause you concern or you may have questions about what we are doing to keep everyone safe and healthy. Please do not hesitate to reach out to SJND.

Media Statement

Any statement to the media will be made by the principal.

Sample Media Statement

"For all of us here at St. John Notre Dame, providing the best possible faith and academic education as well as protecting the health and wellness of students and staff is of highest priority. We initiated aggressive proactive infection control measures and screening procedures which we believe will help us manage this case as effectively as possible. We are working collaboratively with the Department of Health and are following the recommended guidance from the Centers for Disease Control & Prevention. Our dedicated professional staff are working tirelessly to prevent the spread of illnesses and provide compassionate support. We are taking all appropriate measures and doing everything possible to protect the health and wellness of all who work and worship here."

APPENDIX **D**: AGENCY UPDATES

Links to pertinent agency documents are below. This list will be updated regularly.

Relevant information:

- [CDC Portal Page for K-12 Education](#)
- [CDC School Decision Tree](#)
- [CDC Guidance for Cleaning and Disinfecting](#)
- [California Department of Public Health COVID-19 Update Portal](#)
- [CDPH Guidance for Use of Face Coverings](#)
- [County Data Monitoring](#)
- [County Directives](#)
- Other directives by governmental/public health agencies

APPENDIX E: DISTANCE LEARNING

The Distance Learning opportunities provided by St. John Notre Dame are intended to keep us safe in the community.

Distance Learning Outline

- A. Campus open - Our primary goal is to provide a quality education while in community. Independent, remote learning will be available for students in at-risk scenarios through their regular classroom teacher, in addition to a support/liaison teacher to ensure connectivity. Modes of instruction provided will include live stream lessons, recorded sessions, and scheduled check-in times. This program will provide seamless reentry to an on-site experience for that child when the time comes to return.
- B. Cohort Distance Learning - If the health department sends a cohort to distance learning, the entire cohort will be provided with a daily program that will include live stream lessons and a regular period by period schedule.
- C. Campus closed - The entire school will move to distance learning if the campus is closed by the health department, similar to the cohort scenario, but with additional whole school content such as streamed announcements, faith opportunities, and assemblies. Students on independent, remote learning will be folded into the whole site distance learning program.

Independent, Remote Learning for At-Risk Students

Overview

Program Intent

Our school emphasizes local, personal interaction through an in-person community. A homeschool program is limited and is not our mission. Still, when health considerations necessitate learning from a distance, we will serve our families and keep them connected to their community with an independent, remote learning program.

Content

Instruction in religion, math, language arts, science, and social studies will be provided to all students. Additional content in STREAM, art, and Spanish may also be integrated into curriculum on-site and off.

Roles and Responsibilities

Classroom Teacher

Generates core content and provides feedback to all students (on and off-site) in the regular grading cycle. Is available to all parents in a regular fashion (phone, email, appointment).

Technical Liaison and Administration

Provides additional community connectivity content such as checking in with students and teachers, monitoring work completion, and providing on-demand support. Serves as student and parent an additional point of contact during the course of the day for assistance (through Google classroom, email, or phone).

Student

Keeps to their schedule by starting each day on Google classroom with the morning announcements, attends their remote lessons, and progresses through the content at their pace during the day content is assigned.

SJND Distance Learning: Frequently Asked Questions

Questions	Answers
Q1. Who should consider utilizing Distance Learning at SJND for the academic year 2020- 2021?	A1. Families with health concerns should consider the Distance Learning (DL) alternative. However, DL is open to any SJND student. I
Q2. If we begin the year using DL do we have to continue throughout the entire year?	A2. As the year progresses and COVID-19 risks diminish families are welcome to convert to on-campus classes if their health is not at risk.
Q3. How can I enroll my student/s in the SJND DL option?	A3. Please enroll by following this LINK . You may enroll your student(s) in SJND DL by either using this form or contacting administration.
Q4. How is SJND DL different from the distance learning our students participated in last March – June 2020?	<p>A4. When SJND had to immediately close school last March 13th, the state was in a serious health crisis. Hence, the teaching that occurred in some cases/schools has been referred to as “pandemic teaching.” SJND DL is different:</p> <ul style="list-style-type: none"> • It will be highly structured • All core subject areas will be taught • Traditional grading will be implemented • Students will be expected to attend classes Monday - Friday, via live stream instruction

<p>Q4. How is SJND DL different from the distance learning our students participated in last March – June 2020? (continued)</p>	<p><i>whenever possible (taped instruction will also be available)</i></p> <ul style="list-style-type: none"> • <i>Instructional delivery will be a combination of synchronous instruction all days of the week plus asynchronous teaching and learning.</i> • <i>Curriculum will be aligned with diocesan standards, CCSS, and NGSS</i> • <i>Student engagement via daily synchronous streaming instruction, project based learning, or inquiry based learning opportunities</i> • <i>If the entire school is on DL, TK through 5 will utilize the time frame 8:00-11:00, as appropriate for the age and grade level</i> • <i>If the entire school is on DL, grades 6 through 8 will utilize the time frame 11:00 - 3:00</i> • <i>Optional Campus Conditioning sessions with Coach Smith by cohorts (8:00-3:00) will be orchestrated if the entire school is in DL</i> • <i>Community faith activities will be integrated</i>
<p>Q5. Who will teach the classes in SJND DL?</p>	<p><i>A5. Teachers from SJND traditional TK - 8 will provide the rigorous faith filled instruction in SJND renowned for. TK-5th grade students will have one educator/teacher who will oversee their daily learning progress and communication. 6th-8th grade students may have multiple content area educators/teachers overseeing their daily learning progress and communication.</i></p>
<p>Q6. Do students receive grades in the SJND DL?</p>	<p><i>A6. Yes, SJND DL will follow the traditional grading protocol specific for the grade span.</i></p>
<p>Q7. Is student attendance monitored? How?</p>	<p><i>A7. Teachers will monitor daily student attendance during streamed sessions. All standard SJND policies concerning attendance will apply to DL students.</i></p>
<p>Q8. What is the parent's role in SJND DL?</p>	<p><i>A8. SJND parents are considered learning partners and hence play a significant role in the academic success of their children. Especially for younger students, parent participation is critical. Parent support will be needed in monitoring student completion of work, engagement in learning tasks during asynchronous learning and submission of completed assignments. Parents are required to attend a workshop on how to use Google Classroom and Zoom before classes start.</i></p>

Q9. Will my child have opportunities to interact with other students?	<i>A9. Teachers will provide daily opportunities for students to interact via Zoom, Google Classroom, Google Meets, FlipGrid and other programs depending on the grade level and apps utilized by that cohort.</i>
Q10. How will my student's socioemotional development needs be addressed in SJND DL?	<i>A10. Your student's teachers will check in with your student daily to monitor not only academic progress but socio-emotional and behavioral competencies development. Additionally, if concerns come up in this area a referral process will be available for your student's team.</i>
Q11. Can a student with an IEP and/or 504 enroll?	<i>A11. Yes. Students with current IEPs who wish to enroll in SJND DL will have to engage with the MTSS team to update and/or modify the student's IEP. This also applies for a student with a 504 Plan.</i>
Q12. Can my student elect to transfer out of SJND DL if family needs and conditions change?	<i>A12. Yes.</i>
Q13. What materials will my child receive?	<i>A13. Once enrolled, your student will receive grade-specific instructional materials such as textbooks, consumable practice books, and other supplementary resources. Digital accounts for textbooks will be provided if those accounts exist for the program.</i>
Q14. If we have problems or concerns about SJND DL education during the school year, who should we contact?	<i>A14. It is always advised that parents communicate with the homeroom educator(s).</i>
Q15. If COVID-19 is eventually brought under "control" will my student be able to join their designated homeroom?	<i>A15. Yes</i>
Q16: If schools close, will campus students be merged into existing SJND DL classes?	<i>A16. Yes</i>
Q17. Will a certified teacher be teaching or directing learning for the DL sessions?	<i>A17. Yes, the length of time that a student attends SJND DL each day is based on their grade level and a certified teacher will be teaching or directing learning during those sessions.</i>

Next Steps & Additional Information

Space in this program is limited to ensure quality implementation. Should your child's cohort or the school move to distance learning, this remote learning schedule would change to a full distance learning schedule (more streamed course content, etc.)

For additional questions or explore signing up for this program, please fill out the form found at this [LINK](#) or email keith.martin@sjnds.org or sue.styren@sjnds.org or call the office: (916) 985-4129.



APPENDIX F: SJND Distance Learning Acknowledgement and Consent July 2020

Dear Parents and Guardians:

Because of the school closures due to the coronavirus (COVID-19), SJND is providing distance learning opportunities in order to provide your student with ongoing access to learning. This form identifies the distance learning opportunities, or platforms, that SJND may use and asks for you to sign and return the attached form for your student to participate in these opportunities.

Distance learning is instruction in which the student and instructor are in different locations. Distance learning is being defined by the State of California to include video or audio instruction in which the primary mode of communication between the student and instructor is online interaction, instructional television, video, tele-courses or conferences, or other instruction that relies on computer, virtual or communications technologies. It may also include the use of print materials incorporating assignments that are the subject of written or oral feedback. The aim of distance learning is to allow educators, in collaboration with SJND, to provide ongoing instruction and high quality educational opportunities.

SJND anticipates, at this time, utilizing the following platforms to support your student during this period:

- Zoom-<https://zoom.us/docs/en-us/childrens-privacy.html>
- Google G Suite- https://gsuite.google.com/terms/education_privacy.html
- Additional online tools may be utilized depending on grade level, such as IXL, Splash Math, Khan Academy, Code.org, BrainPop, etc.

The use of technology for the provision of educational opportunities through distance learning may result in the creation of pupil records not in SJNDs control as well as student-generated content, and may result in the unintended revelation of personally identifiable student information beyond SJND's control. We acknowledge that many technology platforms maintain data shared on their platforms and want to provide you notice of the same.

SJND will endeavor to work with the technology companies utilized in the provision of distance learning opportunities to ensure the privacy of our students is maintained consistent with all relevant federal and state laws, including the Federal Educational Rights and Privacy Act (FERPA). We expect these companies will act consistently with common standards of student privacy used when providing educational services. We will make our best efforts to ensure that the collection and use of any student data is limited to educational purposes only and seek to prevent the unauthorized release of student information or use of student data for marketing purposes.

Confidentiality

I understand and acknowledge:

- ❖ My child has the right to confidentiality as it pertains to distance learning to the extent possible, and within SJND's control..
- ❖ I understand, by law, there are exceptions to confidentiality, including mandated reporting of child, elder, and dependent adult abuse as well as safety concerns related to danger to self and danger to others. I understand SJND may have to break confidentiality under these circumstances.

Technology

I understand and acknowledge:

- ❖ I am responsible for providing and maintaining acceptable bandwidth for my child to actively participate in distance learning with SJND.
- ❖ It is my responsibility to ensure that I have a video and audio enabled device available for my child to participate in distance learning.
- ❖ If I borrow a device from SJND I am financially responsible for that item should it be damaged in any way while under my supervision.
- ❖ My child needs to log in with their first and last name when attending a virtual session.
- ❖ My teacher will conduct educationally-related instruction by way of distance learning in a confidential setting.
- ❖ I further understand it is illegal to record any instruction or educational session without the prior written consent of the principal and teacher.
- ❖ I understand that the lessons may be recorded for student use within the confines of the class.
- ❖ I have the right to discuss any of this information with the teacher and/or principal and to ask questions I may have.

- ❖ I can withdraw my consent to this form at any time by providing written notice to the principal.

Behavior

I understand and acknowledge:

- ❖ Students should not utilize distracting backgrounds when online.
- ❖ Students should be in school appropriate attire.
- ❖ I acknowledge and reaffirm my agreement under the school's, *Acceptable Use Policy*, and the school's rights to monitor, regulate bullying, and set expectations for good behavior while using this platform.
- ❖ SJND Parent-Student Handbook applies to both on campus and distance learning protocols

Attendance

I understand and acknowledge:

- ❖ It is my responsibility to ensure that my child participates daily in online instruction, reports to class, and engages in the learning opportunities offered to them through distance learning.
- ❖ Attendance is recorded by evidence of student active online engagement each day.
- ❖ My student is expected to participate in the school sessions throughout the entire school day.
- ❖ Work missed because of absence must be made up within the timeline set forth by the course teacher. Any work not completed within this period shall result in no credit for the missed assignment.
- ❖ In the case of an extended illness or other extenuating circumstances, the parent must contact SJND Administration.

I understand and acknowledge:

My signature below indicates I have read this consent form, understand, and agree to the guidelines outlined in *SJND Distance Learning Acknowledgement and Consent*, including the rules of confidentiality, use of technology, behavior policy, and attendance policy.

Parent Signature _____

Date _____

Student Name(s) and Date(s) of Birth:

Please return as soon as possible by: 1) Submitting using Google Classroom to your homeroom teacher 2) scanning and emailing to your homeroom teacher using their school email address 3) mailing to Attn: SJND School Registrar, 309 Montrose Drive, Folsom, CA 95630