

St. Marianne Catholic School

Faith... Family... A Foundation for the Future...



Covid-19 ADDENDUM to the Family Handbook 2020-2021

*Working in partnership with families to educate our children
to be disciplined, well-rounded, and academically prepared individuals who live
out the Gospel message and make a difference in the world.*

Fully Accredited by:

Western Association of School and Colleges and WesternCatholic Education Association through June 2026

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Purpose

The purpose of this document is to indicate the various safety measures enacted in response to the Covid-19 Pandemic. The measures outlined below are intended to keep all students, staff and visitors on campus as safe as possible while providing a quality Catholic education. While some of these measures may prove to be inconvenient in some cases and challenging in most, they are implemented with the sole purpose of providing a safe school environment.

The following measures are subject to change and update as needed per the guidance of ADLA and County Public health officials. Should such changes take place, families will be notified by the school administration. For instance, the plan is to start the year with face to face instruction for students; however, this may change due to recommendations from archdiocesan and health officials.

Academic Planning

The St. Marianne School (SMS) Faculty and staff are committed to providing a quality academic environment for its students. To that end, the staff will employ a variety of educational strategies to meet the needs of all students, whether or not they are on campus or working remotely.

Families who choose to work remotely, as well as those required to stay home due to health reasons, will be accommodated with daily instructional support from the SMS staff. Instruction will be in the form of recorded lessons and the use of learning platforms such as Google Classroom and SKIESlearn.

Instructional Days and Attendance

The minimum instructional day requirement is still important for the 2020-2021 Academic Year. This applies also to students who work remotely. A “minimum day” at SMS consists of no fewer than 180 minutes of content engagement through a variety of strategies. A “day in session” is defined as one in which all teachers and students are on campus (or engaged in distance learning) for at least a minimum day of instruction.

Schedules

The school schedules have been modified to allow for adequate social distancing and improved cohorting. The goal is to minimize contact with others to the extent possible in a school setting. The “cohorting” of students involves keeping students in smaller groups (classes) throughout the day to better mitigate against the spread of disease. In the event of a positive Covid test in the school, cohorting may allow the school to quarantine a smaller group rather than close the entire school.

Drop off and Pick up

Please note the changes to the school schedule for the coming year (see Charts A & B below). SMS will employ a staggered start and release to minimize the number of adults/students entering campus each day. Adults who drop off/pick up students are asked to minimize gathering on campus for social purposes. Parents are encouraged to drop off students during

their assigned times, according to the first letter of their last name (see Chart A below). The school recognizes that the scheduled times may not be feasible for everyone. As much as possible, families are encouraged to follow the drop off and pick up schedules.

Monday through Thursday Drop-off and Pick-up (chart A)

Family Last Name	Drop-off	Pick-up
A-C	7:30 a.m.	2:45 p.m.
D-H	7:35 a.m.	2:50 p.m.
I-P	7:40 a.m.	2:55 p.m.
Q-Z	7:45 a.m.	3:00 p.m.

Friday Drop-off and Pick-up

Family Last Name	Drop-off	Pick- up
A-C	7:30 a.m.	12:15 p.m.
D-H	7:35 a.m.	12:20 p.m.
I-P	7:40 a.m.	12:25 p.m.
Q-Z	7:45 a.m.	12:30 p.m.

Daily Class Schedules

The schedule for the school day has also been modified (see Chart B below). The goal is to minimize contact within and beyond the class so that physical distancing can be observed throughout the day. The goal is also to give students frequent opportunities to wash their hands throughout the day.

Bell Schedule (Chart B)

Monday - Thursday School Schedule		Friday School Schedule	
7:30 a.m.-7:45 a.m.	Drop-off	7:30 a.m.-7:45 a.m.	Drop-off
7:50 a.m.	Morning Assembly	7:50 a.m.	Morning Assembly
8:00 a.m.-10:00 a.m.	Period 1 Middle School	8:00 a.m.-9:00 a.m.	P.E. (Middle School)

9:10 a.m. - 9:40a.m.	Snack/Recess (1 st /2 nd)		9:00 a.m. – 10:00 a.m.	Period 1 Middle School
9:15 a.m.-9:45 a.m.	Snack/Recess (Kinder, in class)		9:10 a.m. - 9:40 a.m.	Snack/Recess (1 st /2 nd)
9:30 a.m.-10:00 a.m.	Snack/Recess (Jr. K, in class)		9:15 a.m.-9:45 a.m.	Snack/Recess (Kinder, in class)
9:40 a.m. -10:00 a.m.	Snack/Recess (3 rd /4 th)		9:30 a.m.-10:00 a.m.	Snack/Recess (Jr. K, in class)
10:00 a.m. - 10:20 a.m.	Snack/Recess (5 th -8 th)		9:40 a.m.-10:00 a.m.	Snack/Recess (3 rd /4 th)
10:20 a.m.-12:20 p.m.	Period 2 Middle School		10:00 a.m.-10:20 a.m.	Snack/Recess (5 th -8 th)
11:30 a.m.	Jr. K Bathroom Break		10:20 a.m.-11:20 a.m.	Period 2 Middle School
12:00 p.m. - 12:40 p.m.	Jr. K - 4 th Lunch Jr. K/K in class		11:20 a.m.-12:20 p.m.	Period 3 Middle School
12:20 p.m. - 1:00 p.m.	5 th – 8 th Lunch		12:15 p.m.-12:30 p.m.	Dismissal
1:00-2:50 p.m.	Period 3 Middle School		12:45 p.m.	Daycare opens
2:45 p.m.-3:00 p.m.	Dismissal			
3:15 p.m.	Daycare opens			

Physical/Social Distancing

Physical distancing, along with the use of other mitigating practices such as masks/shields, will be employed by the SMS staff throughout the school day. As part of the social distancing strategies outlined below, the goal of the staff is to also keep students in their respective cohorts (class grades) as much as possible so that any possible infection can be contained. In other words, physical gatherings, such as assemblies with the entire school, will not take place; also, recess and break time will primarily take place with classes assigned to their respective areas.

Physical Distancing in the Classroom

Student desks and other seating areas will be arranged so that at least six feet of distance between students exists in each classroom, as well as other learning areas of the school (library, computer lab, science lab, etc.). This includes distancing of at least six feet between the teacher desk and students.

Physical Distancing Outside the Classroom

SMS will employ various procedures and schedules to ensure that physical distancing is maintained outside the classroom. For instance, the schedules for classroom sanitation breaks, snack time, recess, etc. have been modified to better accommodate distancing and sanitation requirements (see the attached daily schedule). Additionally, in the middle school, teachers rather than students will travel to classrooms for their assigned instructional times.

Use of other Spaces for Instruction

The SMS staff will also utilize additional spaces on campus as needed to further maximize physical distancing. These spaces include the parish hall, outdoor lunch area, computer lab, science lab, and library. Planning for use of these spaces will be coordinated among the staff and will depend on the availability of support/volunteer staff to assist with supervision.

Wearing Face Coverings (Masks and Face Shields)

The use of cloth face coverings and shields will be an important measure in helping to keep students, staff and visitors safe while on campus. The SMS staff will take time to educate students on the appropriateness of face coverings, but the need for reinforcement at home is also key. Additionally, because of the personal nature of face coverings, each family is responsible for procuring face coverings for their child(ren), and for making sure the face covering is cleaned regularly.

Students

Students at SMS are asked to use either cloth face coverings or face shields during the school day. The option for face coverings or masks is given because some students--due to specific health reasons--may not be able to wear cloth face coverings for extended periods of time; the same may be true for students in the early childhood grades. Students will keep face coverings

on to the degree that it makes sense during the day; in other words, face coverings will not be required during the times when students are eating their snack or lunch. In those cases, other measures, such as social distancing, will be utilized to keep students safe.

Staff

All staff will be required to use face coverings in the presence of others during the school day. As with students, staff will have the option to wear cloth face coverings or shields. While teaching, it may be best in some instances for teachers to use a face shield during instruction; this is particularly important in the primary grades to facilitate phonological instruction.

Visitors

Visitors and all other adults must wear face coverings at all times while on campus.

Maintaining a Healthy Environment

Health Screening (At Home)

Parents should monitor each day for symptoms at home. Children who are sick must remain home until they are fever and/or vomit free for (without medication) a minimum of 24 hours. Parents are asked to err on the side of caution for the safety of all. You can always contact the school if you have questions about your child's health status and school attendance.

Health Checks (At School)

Before entering campus, all students (or guardians on behalf of students), will be required to respond to a brief health screening protocol. The screening will include questions concerning cough, shortness of breath, fever, and any other abnormal symptoms the student may be experiencing.

Temperature Checks

Before entering campus, all students will have their temperature checked by staff/volunteers via a no touch thermal scan thermometer. If a student has a fever (100.4 degrees or higher), he/she will not be permitted to enter the school building. The temperature checks will take place at the same time as the daily health check.

When a Staff member, Student, or Visitor is Sick or Presents Symptoms

The school will monitor the faculty staff and students throughout each school day for signs of illness. Anyone with a fever of 100.4 degrees or higher, or who display Covid-19 symptoms such as fatigue or shortness of breath, will be sent home.

Any student, faculty or staff displaying symptoms is immediately required to wear a face covering and wait in isolation until they can be transported home or to a healthcare facility. An isolation room will be designated during the school day for such purposes.

Handling a Positive Case of Covid-19

As stated above, anyone who displays Covid-19 symptoms will be isolated for safety purposes. If a positive case is verified, SMS will follow all county public health procedures and notify the archdiocese immediately. SMS will follow the protocols and guidelines from the archdiocese, including notifying publics and quarantining students and/or staff, as necessary. Any affected areas, including the Isolation Room, will be thoroughly cleaned afterwards.

Hygiene, Cleaning and Disinfection

Proper Hygiene

Students and staff will be trained and reminded on a frequent basis on proper hygiene, cleaning, and physical distancing protocols. Students and staff are responsible for maintaining proper hygiene throughout the day, including the regular washing of hands and the wiping down of high use items and areas at regular intervals throughout the day. This will also include the use of restrooms at designated times.

At a minimum, handwashing breaks will take place:

- Before and after eating
- After using the restroom
- After outdoor play
- Before and after any group activity

Cleaning and Disinfecting

The SMS campus will be thoroughly cleaned and disinfected in preparation for the 2020-2021 school year. The school will also follow a daily protocol for cleaning items in the school. In general, classrooms and offices will be cleaned daily, staff and student restrooms twice daily, and general use objects, such as door handles and light switches, at least 4 times a day.

Cleaning Supplies and PPE Availability

SMS maintains a supply of cleaning supplies and disinfectants to meet public health requirements and keep high touch/high use areas clean throughout the day. These include hand sanitizers, soap, handwashing areas, tissues, no touch trash cans, and paper towels.

SMS also utilizes Personal Protective Equipment (PPE) in accordance with the California Department of Public Health (CDPH). These include not only a proper supply of gloves, masks, shields and cleaning equipment, but also the purchase/use of no touch thermal scan thermometers for daily screening. The school will also employ sanitation stations in various parts of the school to assist students, staff and visitors throughout the day.

Limit Sharing

Supplies and Materials

Each child's belongings are separated and kept in either personal storage areas or personal cubbies. Appropriate belongings are taken home each day to be cleaned.

Teachers/staff will limit the sharing of high touch materials (e.g. art equipment) to the extent possible. These items will be cleaned and disinfected between uses. The same goes for the use of electronic devices, clothing, toys, and other games /learning aides. iPads used in the classroom will be cleaned between use.

Facilities

School facilities during the 2020-2021 will be limited to school/parish use during the 2020-2021 year (per the discretion of the pastor). Parish groups who use the facilities will adhere to the same safety/cleaning guidelines employed in the school. Parish groups who use the facilities will complete a required checklist after each use.

Finances

Tuition Collection

In the face of a global pandemic, the school realizes that the economy is fragile and that a family's work situations can change very quickly. With this understanding, the school maintains its commitment to assist families in need of tuition assistance during the school year. Once again, families who need financial assistance are asked to follow the *Tuition Support Protocol* for the 2020-2021 school year. Families needing assistance are encouraged to contact the school as soon as a need arises.

At the same time, the cost to educate a child at SMS is less than what is paid in tuition. The school's expenses do not change even if the school is required to utilize remote learning at any point in the school year. In fact, overall costs for the coming year will be higher due to the purchase of additional PPE and the placement of sanitation stations in the school.

Development and Fundraising

Despite the impact of the Covid-19 Pandemic, the importance of fundraising for the school remains as constant as ever. Fundraising, among other things, allows us to keep our tuition rates at an affordable level. Because of the limits on social gatherings and physical contact, some traditional fundraising events may be unavailable. These include events such as Halloween and Mardis Gras, as well as our annual Fitness Challenge. Instead, the school will explore online platforms and virtual events to meet its fundraising goals. These activities will be shared with families in a timely manner during the year.

Common Sense and Adaptability

The guidelines found in the Addendum to the Family Handbook are intended for the sole purpose of keeping our students, staff and families as safe as possible during the year. They are not intended to restrict individual freedoms. The “buy in” and cooperation of everyone is essential to achieving our goal of keeping individuals safe. Simply, the school is more likely to provide uninterrupted face-to-face instruction if together we can provide and maintain a safe school environment. That means home and school working together.

Any of the above is subject to change depending upon increased infections in the broader community, and the recommendations from public health officials and the ADLA. The hope of course is to be less restrictive over time if and when the public health situation improves. On the other hand, the school is prepared to transition to remote learning if that is also required.