



ST. BARTHOLOMEW SCHOOL RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19

Ann Wierzbicki, R.N., M.A.E./Ed.S.
Principal
8/12/2020 Update

School Reopening Taskforce

Fr. Thomas Walsh, Pastor
Mrs. Ann Wierzbicki, Principal
Mrs. Veronica Tkacenko, Secretary
Mrs. Jenn Polinger, Nurse
Mrs. Lisa Soga, Facilities
Deacon Jack Kenny, Plant Manager
Mr. Steve Su, Technology
Mrs. Terese Maligranda, Teacher
Mrs. Sheri Solinski, Parent

Thank you to the School Reopening Taskforce for your input, expertise, and commitment to St. Bartholomew School so that we may safely reopen and continue to offer an outstanding Catholic education during the pandemic.

Dear Parents and Guardians,

I want to thank you for your tremendous support of the mission of St. Bartholomew School and for all your prayers during this unprecedented time. As we look forward to the 2020-2021 school year, I would like to invite all of us to share in this prayerful reflection.

Dear Lord,

As COVID-19 affects our world, we continue to pray. We invite you into our hearts, Lord, hearts that have so much on them right now. Amidst our fear, disappointment, confusion, uncertainty, grief, anger, and frustration, we invite you in, Lord. May we be given a peace and understanding of cancellations and social distancing rules. May we act with humility to not just preserve our safety and health, but to look beyond ourselves. May we be alert to the ways we may help those around us and give us the grace to step forward without hesitation to be men and women for and with others, for Your greater glory. Come to our aid, Lord. Open our ears to hear your voice in these troubled times. May we listen and be prudent and may we draw ever closer to you. Amen.

It is in the spirit of our mission: *To love, educate, and inspire our children to live the teachings of Jesus Christ*, that our task force has worked tirelessly on this plan to welcome our students back to school in a safe and prudent manner. I am looking forward to seeing you soon.

God bless you,
Mrs. Ann Wierzbicki, R.N., M.A.E./Ed.S.
Principal

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), the State of New Jersey Department of Education (NJDOE) document, *The Road Back*, and the American Academy of Pediatrics. Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies. Students, faculty, and staff will receive safety training.

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>

American Academy of Pediatrics: *COVID-19 Planning Considerations: Guidance for School Re-entry*

GUIDING PRINCIPLES

In order 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

PHASES AND TIMELINES

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
Phase 3	September	<ul style="list-style-type: none"> • Open school • 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)

Upon arrival at St. Bartholomew School, students and employees will receive a temperature check via a touchless thermometer and will be visually screened for symptoms of COVID-19. A parent/guardian waiver will be provided to each family requiring a parent/guardian to check his/her child for symptoms of COVID-19 and perform a temperature check daily prior to coming to school. The waiver must be signed and returned prior to the start of school before students are allowed in the building and will be kept on file. Parents/guardians must keep their children home if ill. A checklist will be provided for parent/guardian use.

The school's policies for screening includes the following:

Staff must visually check students for symptoms upon arrival every day and/or confirm with families that students are free of COVID-19 symptoms (via waiver).

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 100.3 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19
- If a student or employee has been exposed to a household member diagnosed with COVID-19, the exposed person must stay home from school for 14 days and notify the nurse at Nurse@stbartseb.com.
- Fever and symptoms of COVID-19 should be reported to the nurse.
- Students and employees will sanitize hands and go directly to classrooms after being cleared to enter the school.

All screening information would be kept confidential by the school and school nurse.

Employees:

School staff are required to wear face coverings, either cloth or disposable masks, unless doing so would inhibit the individual's health. School employees will receive a temperature check via a touchless thermometer and will sanitize hands after being cleared to enter the school.

- If an employee becomes ill or is exhibiting symptoms of COVID-19 at work, he/she will be asked to leave work and go home or to the nearest health center.

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- Employees returning to work from an approved medical leave should contact Human Resources at the Diocese of Metuchen. Employees will be required to submit a healthcare provider's note before returning to work.
- If an employee has been diagnosed with COVID-19, the school, Office of Schools, and local health department must be contacted. The health department will determine the next steps.

Students:

- Parents/guardians are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Governor Murphy has currently mandated that students wear face coverings, cloth or disposable masks, and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. A doctor's note is required for a medical excuse. This includes at arrival and dismissal, in hallways, in bathrooms, at recess, and when walking around classrooms. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities. Masks should adhere to Catholic values. Please label all masks and pack an extra in the child's backpack. Students should practice using face masks and proper handwashing technique before school begins.
- 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.
- Screening policy takes into account students with disabilities and accommodations that may be needed in the screening process for those students.

Protocol for Symptomatic Staff and Students

St. Bartholomew School has adopted the following procedures for symptomatic staff and students. Procedures include the following:

- Students and staff with symptoms related to COVID-19 will be safely and respectfully isolated from others in the former faculty room, where carpeting is being replaced with flooring for disinfection purposes.
- Students will remain in isolation with continued supervision and care until picked up by an authorized adult.
- Monitoring of symptoms will take place.
- The nurse will 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 individuals who have been identified as a close contact of a confirmed case while maintaining confidentiality.
- Adequate amount of personal protective equipment (PPE) is available, accessible, and provided for use.

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

Once the employee or student arrives at the isolation room, he/she will immediately be provided with a mask and gloves and will be informed 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.
- 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, cloth or disposable mask, and follow social distancing guidelines (6 ft. away).
- The nurse will direct the ill employee to leave work or call the parent/guardian 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 or student will 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 will immediately notify local health officials, staff, and families of individuals who have been identified as a close contact of a possible or confirmed case while maintaining confidentiality.

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

- The identity (i.e. staff, child in care, household contact) of the person with COVID-19 or probable COVID-19.
- 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 class/cohort have developed any symptoms.
- Any other information to assist with the determination of next steps.

Re-admittance Procedures After Recovery From COVID-19:

The school has developed a re-admittance to school plan for students and employees after recovering from COVID-19. The plan and procedures have been established in conjunction with the school nurse under guidance of the New Jersey Department of Health and CDC recommendations.

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1. Individuals who have **symptoms of COVID-19 and have tested positive OR have not been tested** should stay home and away from others until:
 - at least 10 days have passed since symptoms first appeared **AND**
 - have had no fever for at least 72 hours without the use of medicine that reduces fever **AND**
 - other symptoms have improved, such as cough and shortness of breath.
2. Individuals who have **NO symptoms and have tested positive** should stay home and away from others until:
 - 10 days have passed from the collection date of the positive COVID-19 diagnostic test **AND** the individual has not developed symptoms.
 - If the individual develops symptoms after testing positive, follow the guidance above for #1.
3. Individuals who **have symptoms and have tested negative** should stay home and away from others until:
 - 72 hours after fever has ended without the use of fever reducing medications **AND** other symptoms improve.
4. Individuals who are identified as a **close contact** (being within 6 feet for at least a period of 10 minutes) should:
 - self-quarantine and monitor for symptoms for 14 days from the last date of exposure with the person, even if contact tested negative.
 - siblings and household members should also remain home for 14 days.

Students may livestream from home during periods when they must remain home.

If a suspected or confirmed case of COVID-19 infection occurs in one defined group (cohort), the ill person will be sent home. Other staff and children would be considered close contacts of that case and must be quarantined in their homes for 14 days.

Parents/guardians and staff will be informed of the situation and CDC guidance for cleaning and disinfection will be followed. Other cohorts can continue to function with daily and vigilant screening for illness occurring, social distancing, and personal and environmental hygiene measures adhered to.

This is subject to change depending upon Department of Health regulations.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. St. Bartholomew School employees, students, and parents/guardians 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 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 feet total distance between any two students.

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- Additional modifications are in place. These include using physical barriers (plexiglass sneeze guards) on 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 – Symbols 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 will be avoided until further notice.
- Plexiglass barriers are in place in the school offices and nurse's office and on teachers' desks.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

Masks: Face masks, cloth or disposable, 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, cloth or disposable masks, unless doing so would inhibit the individual's health. Governor Murphy has mandated that students are to wear face coverings and are required to do so 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.

Masks must be worn when entering the school, when exiting the school, when in the classroom, in hallways and bathrooms, and at recess and Physical Education.

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, students and staff are required to:

- Wash 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 eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and wash or sanitize hands afterwards.
- Sanitize hands upon entering school.

CLASSROOM AND COMMON SPACES

St. Bartholomew School staff will use signage 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. Specials teachers will visit the classrooms, but Physical Education may be held outside. Employees are encouraged to disinfect their own personal workspaces (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. EPA approved disinfectant wipe stations are supplied in the classrooms.

Classrooms:

- There will be a 6 feet separation of desks and children. If the 6 feet separation is not feasible (considering the size of the room and number of students per class), students will be required to wear masks and plexiglass sneeze guards will be installed on 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. Kindergarten and Pre-K 4 tables are being replaced with individual desks. Pre-K 4 will be held in the auditorium in separate cohorts, and depending on enrollment, there may be 2 teachers along with aides. Pre-K 3 will use the entire Pre-K building.

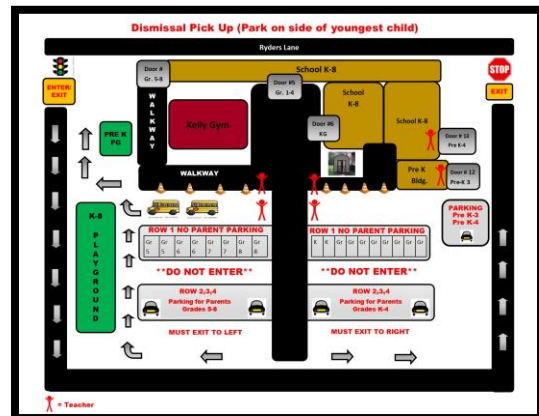
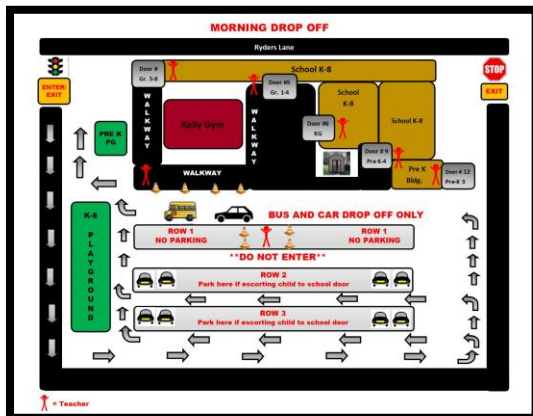


- **It is highly recommended that students do not change classes or leave their rooms.** Classes will remain together to include the same group of children each day (cohorts). **Where applicable, teachers will change classrooms, with students staying in the same classroom, with the exception of PE.** Larger rooms (i.e. auditorium, gym, music room) may be used as classrooms to allow for social distancing.
- Minimal mixing between groups/cohorts is allowed.
- Outdoor classes are allowed where possible and when seasonally appropriate.
- Hand sanitizer is provided in every classroom, in accordance with CDC guidelines.
- Parents/guardians are asked to send small, individual hand sanitizer for their children in Grades K through 8 to be kept at desks.
- Parents/guardians are asked to provide their children with a water bottle to be kept at their desks because water fountains cannot be used.

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School Entrances, Hallways, and Common Spaces:

- For individuals in line waiting to enter or exit a building, utilization of face coverings, cloth or disposable masks, is required. 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 will be posted.
- Minimize interaction of students between drop-off and entrance to school facilities.
- Locations of arrival and drop-off areas by grade level have been put in place to limit contact between students and to avoid direct contact with parents/guardians as much as possible.
- Students in Grades K-8 who arrive at 6:45 am for Before Care will enter through door #6 after being screened and hand sanitizing. Students will be monitored in the hallway in chairs that are spaced 6 feet apart until 7:00 am when they will enter classrooms.
- Separate entrances and exits to school facilities where possible have been established. Pre-K 3 will enter through door #12 on the Church side of the Pre-K building. Pre-K 4 will enter through door #9 near the gray shed. Kindergarten students will enter through door #6. Grades 1-4 will enter through door #5 at the end of the path between the Gym and main building. Grades 5-8 will enter through door #3 by the path near the Pre-K playground. No one other than students and staff is permitted to enter the school building at this time. Students will enter and exit through their designated doors. For dismissal, students in K-8 will be dismissed by grade level to buses and then to designated areas in the parking lot. One adult, wearing a mask and social distancing, will meet his/her child at the designated line, and return to the car. Students in Grades K-4 will be dismissed first and students in Grades 5-8 will follow. Pre-K students dismiss at 2:00 pm. Pre-K 4 will exit through door #13 and Pre-K 3 will exit through door #12. Do not exit the parking lot until all students are picked up or in a safe place. A diagram will be provided. Please follow directives. No one is permitted to park in the first row at any time. No gathering in the playground or parking lot after dismissal is permitted at this time. Please be patient as we navigate this new procedure.



- Hallways have been designated with signage.
- Social distancing in hallways and common areas will be maintained.
- The number of non-essential interactions between students and staff throughout the school day will be minimized.

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- Student cohorts as an effective strategy to limit exposure and contact will be maintained.
- Large group gatherings will be suspended.
- A system that allows for physical distancing has been established.
- Hand sanitizer is provided at school entrances/exits, in classrooms, and outside of bathrooms.
- Signage around school buildings has been placed to provide hygiene advice and reminders.
- There will be increased frequency of cleaning all frequently touched surfaces and bathrooms, including walls (to the appropriate height based on age of students).
- The number of students in the hallway at the same time will be limited by staggering release from classrooms.
- Physical barriers, such as plexiglass sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks), have been installed.
- Locker use is suspended to keep traffic in hallways to a minimum.
- Additional entry/exit points have been established to ensure a balance of social distancing and security protocols.

Other Considerations:

- Use of supplies and equipment is limited to one group of children at a time and will be cleaned and disinfected between use.
- Students' supplies should not be shared to minimize sharing of high touch materials to the extent possible.
- Sharing electronic devices, toys, books, and other games or learning aids will be avoided, or thoroughly cleaned and disinfected between use.
- Students' supplies will be kept at their desks and extra supplies should come to school in a ziploc bag labeled with the students' names. No toys or extra items should be brought to school at this time.
- Increase circulation of outdoor air as much as possible, for example, by opening windows and classroom doors unless doing so poses a safety or health risk.
- Ensure students have time to wash or sanitize their hands before lunch and after recess.
- During recess, students will remain with their cohort in a designated area, which will be delineated by cones, etc.
- The practice of handwashing or hand sanitizing will be built in throughout the day, during transition times.

FACILITIES CLEANING

The safety of our employees and students is 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 will be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and students and reduce the risk of spread of infection. We will require employees to maintain this safety standard by

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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. Additionally, extra custodial cleaners have been employed during the school day to clean bathrooms and frequently touched surfaces throughout the school day. EPA approved disinfecting wipes stations are supplied in each classroom to clean surfaces and toys throughout the day. Commercial Cleaning Corporation is our cleaning and disinfecting company. We have purchased Electrostatic Disinfection Technology, so in addition to effective and efficient cleaning of even hard-to-reach surfaces, the electrostatic disinfection technology applies disinfectants and sanitizers to 3-D surfaces for a 360-degree complete clean and disinfection.

GENERAL DISINFECTATION 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	Contact township for information	As per township requirements
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 bathrooms.
- Children ages 5 and younger will be supervised when using hand sanitizer.
- Students should wash or sanitize hands for at least 20 seconds at regular intervals, including before eating, after recess, 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 mats 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 to wash hands with soap and water or sanitize, 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
 - when students come in from outdoor play or recess
 - wash hands with soap and water if hands are sticky, greasy, or soiled

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.

SIGNAGE

Signage will be placed throughout the offices and school.



BUS DRIVERS/BUS PROTOCOLS

Schools will follow the protocols outlined by the local district providing busing.

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 of restrooms. There will be limited shared use of restrooms. There will be assigned times for classes to use the restrooms with frequent cleaning throughout the day. If a child needs to use the bathroom at a time other than their scheduled times, the teacher will contact the office via intercom to ensure the maximum capacity is not exceeded. Students will be educated and signs will be posted about the maximum number of students allowed in the bathroom at a time.

RECESS, PHYSICAL EDUCATION

- Outdoor recess will be held, weather permitting, in designated areas by cohorts/classes with at least 6 feet of open space between them.
- Cones, flags, tape, or other signs will be used to create boundaries between groups.
- Students and staff must always wash or sanitize hands immediately after outdoor playtime.
- Masks will be worn during recess and Physical Education.
- The use of playground equipment will be staggered and frequent disinfecting protocols have been established. A complete inventory of outdoor spaces will be completed and zones will be designated to ensure separation among student cohorts (six feet for social distancing).
- In order to mitigate risk, in PE class, we will limit and/or eliminate direct contact with equipment (lessons with no equipment) and not allow sharing of equipment. If equipment must be shared, it will be cleaned and disinfected between each use.
- Specific areas for each class will be designated during recess to avoid cohort mixing.
- Physical Education and recess will focus on individual pursuits or skills and games and activities that require no physical contact and do not require students to be in close physical proximity to each other. Health education units are planned.
- Activity breaks during classroom learning will be provided to limit the amount of time students are sedentary.
- Physical Education will be held outside, weather permitting.

VISITORS ON CAMPUS

Until further notice there will be no visitors allowed on campus or in the school building. Fewer people entering the school building allows for greater implementation of safety measures. While this policy is in place, parents/guardians may request phone conferences.

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A drop off box outside of the Ryders Lane school entrance will be placed for mail or packages. Please ring the bell at the main entrance (Ryders Lane) to inform Mrs. Tkacenko that items were left in the drop off box.

Students must arrive on time and enter through their designated entrance.

For students who require an early dismissal for reasons other than sickness, parents/guardians must call the School Office to notify us of the early dismissal and call when arriving on campus. The student will be called down to the office for dismissal. Parents/guardians will enter the vestibule area at the Ryders Lane entrance to sign student out. If the student returns to school, parent/guardian is expected to take the student's temperature and screen for symptoms of COVID-19. If students arrive late due to a preapproved late arrival, please call the School Office and ring the bell at the Ryders Lane entrance.

LUNCH

Students will be required to bring snack, lunch, drinks, and utensils every day and will eat in self-contained classrooms. There will be no lunch served until further notice.

- Students are not allowed to share food.
- Disposable food service items will not be provided.
- Students may bring lunch boxes with ice packs for personal use.
- Proper hand washing or sanitizing is encouraged before and after meals.

SNACKS AND FOOD DELIVERY

Bringing refreshments to share during school is prohibited in order to limit the risk of contamination. Snack time is permitted, but students should bring their own snack items and drinks to school. The school will not provide snacks to students until further notice. 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. Water bottles may be kept at students' desks. Birthdays may be celebrated with a dress down, but food and items may not be brought or sent in at this time.

COMMUNICATION WITH FAMILIES

To stay updated on the most current information:

1. Teachers and parents/guardians need to check their email often.
2. Visit the school website.
3. Follow our social media platforms.
4. Class Dojo PK-2 and Google Classroom Grades K-8 will be utilized.
5. Check PowerSchool Student Information System for grades.
6. Register for Honeywell Alert System.
7. Read the weekly principal letter and newsletter.

ACADEMICS AND HOME-BASED LEARNING

Presently, the State of New Jersey is returning to a traditional face-to-face classroom instruction in September 2020. We will be prepared to provide other models of instruction if necessary.

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 will be made to provide these students with instruction. The school will provide instruction to these students via live streaming of classes, which does allow for interaction between teacher and students at home. Students will be expected to attend their regularly scheduled classes via live streaming. If parent/guardian opts for home learning via live streaming, it will be for 5 days per week according to the school calendar. Students may not bounce back and forth between live streaming and face-to-face instruction unless the student is temporarily absent due to illness or the re-admittance protocol. Classroom spots with social distancing requirements in place have been reserved for enrolled students whose parents/guardians have chosen live streaming, so enrolled students may resume face-to-face instruction after the parent/guardian notifies the School Office that they wish to do so. Tuition for the distance learning is the same as the in-person learning option.

St. Bartholomew School's goal is to design flexible instructional plans that work best in both traditional face-to-face and remote environments. The following has been considered:

- Creating quarterly plans to facilitate more meaningful, interdisciplinary units that can be delivered face-to-face or remotely.
- Ensuring all instructional experiences include modeling, guided instruction, collaborative work, and independent work rather than over-reliance on independent work during remote learning. This requires strategic use of synchronous and asynchronous lessons.
- Reviewing and implementing best practices in synchronous and asynchronous instruction to meet student needs and engagement.
- Making adjustments to school-based Accommodation Plans for students with disabilities to account for accommodations and modifications needed in a remote learning environment.
- Ensuring meaningful support is provided for English Learners and their families including that teachers, students, and parents/guardians are adept at utilizing translation tools.
- Creation by the guidance counselor an "early warning system" to identify and intervene with students who may be exhibiting academic and/or behavioral concerns.
- Developing a plan for benchmark screening and intervention delivery during face-to-face and remote learning.
- Online professional learning experience for teachers via LINCspring, a virtual platform that provides a personalized experience and coaching platform that transfers to the classroom and effectively impacts classroom practice, has been established.

- Most textbooks and consumables are online, and books are permitted to go home at this time. Homework assignments will be posted on the teachers' websites.
- More detailed information about livestreaming will be forthcoming.

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. At this time, Mass will be live streamed in the classrooms. Holy Communion will be offered at the classrooms following Mass with hand sanitizing before and after and wearing of masks. Masks may be removed when student is socially distanced behind the plexiglass to consume the Body of Christ. Special events, such as Buddy Ceremony, will be held virtually at this time.

SOCIAL EMOTIONAL LEARNING

The guidance counselor is creating a cohesive program to address social emotional learning in order to continue to foster a positive learning environment during the pandemic. The guidance counselor will meet with cohorts to inform students of services.

The Educational Services Commission of New Jersey will continue to provide compensatory education, supplemental instruction, speech/language, and ESL based on students' ISPs and for those who meet the requirements for compensatory education.

Teachers will continue to modify and make accommodations as directed in the ISP or Accommodation Plan.

GRADING AND ATTENDANCE POLICY

To receive credit for the courses for this school year students are expected to complete the assignments. The grading policy is located in the school handbook.

REMOTE LEARNING

In the event that the school has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work. Also, please see the Virtual Learning Plan, which is posted on our website.

ST. BARTHOLOMEW SCHOOL RETURN TO SCHOOL PLAN

St. Bartholomew School will continue to use Google Classroom for grades K-8 and Class Dojo may be used for PK-2. Google Classroom and Class DoJo will be another communication method for parents/guardians to be able to contact the classroom teachers.

St. Bartholomew School will provide daily online virtual instruction for all students following the in-school schedule.

ONLINE INSTRUCTION

The Virtual Learning Plan is posted on our school website. Please refer to the plan in the event we are required to return to remote learning.

Zoom/Google Meets is our online component to help deliver daily live instruction from the classroom teacher, which will follow the in-school schedule. Work will be sent via Google Classroom or Class Dojo and will be posted on teachers' websites.

EXTRACURRICULAR ACTIVITIES/BEFORE AND AFTERCARE PROGRAMS

- Extracurricular activities are suspended at this time. When they resume, we will adhere to all applicable social distancing requirements and hygiene protocol during any extracurricular activities.
- Use of school facilities is restricted to school-sponsored groups at this time.
- Cleaning/disinfecting schedule will not allow for in-person gatherings outside school hours with the exception of After School Care.
- Once the school building is vacated, no one may return until school reopens the next school day.
- After School Care students will be divided by age groups and, depending on enrollment, will be held in various rooms with appropriate supervision. Students may go outdoors, weather permitting. Students are required to bring their own snacks and drinks. Frequent hand hygiene with soap and water or hand sanitizer is required, including before and after eating, after coughing, sneezing, or blowing nose, and after outdoor play. Masks are mandatory for staff and students. At this time, students must be registered for ASC. There will be no drop-ins permitted until further notice.

The Pastor and Principal are the final recourse and reserve the right to amend this plan. Parents/guardians will be given prompt notification.