

SAINT JUSTIN MARTYR
CATHOLIC SCHOOL

RETURN TO SCHOOL | 2020-21



In-Person Return to School Plan 2020



“Make me an instrument of your peace.”



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Pastor & Principal Message



Dear St. Justin Martyr School Families,

It is with great pleasure that we are sharing our reopening plan for the 2020-2021 school year. This document is a result of many hours of research and discussion with the St. Justin School Reopening Task Force and our school staff. The plan is designed to keep our staff and students as safe as possible as we open our doors to in-person instruction. During the planning process, we have relied on information from many resources, including the Centers for Disease Control's Considerations for Schools, St. Louis County's Return to School Guidance, the Academy of Pediatrics' COVID-19 Planning Considerations: Guidance for School Re-entry and the Archdiocesan Office of Catholic Education and Formation.

The following plan describes the many procedures that have been established to keep our school community as safe as the current science on the virus and its spread allow us to be. This includes homeroom (cohort) management, mask-wearing requirements, cleaning and disinfecting standards, a daily screening process that will feature questions and temperature checks, and the restriction of guests and visitors on campus.

The current health situation is a very fluid situation and we will continue to monitor community conditions and comply with any changing mandates from the St. Louis County Health Department. If changes to the plan are necessary, they will be communicated to you as quickly as possible.

We believe that a return to full days of in-person instruction is the best way to continue to fulfill our mission of supporting the whole child through faith formation and academic excellence. Your support during these challenging times will be a key factor in our success, and we look forward to partnering with you in the coming days and weeks as we face these challenges together.

We are so grateful to our SJM School Reopening Task Force for their MANY hours of work, research, debate and recommendations. It has been a lively learning process for us all, and their input has been invaluable. St. Justin Martyr, pray for us.

Blessings,

Fr. Bill Kempf

Amy Schroff

St. Justin Martyr Mission

Inspired by the Franciscan Charism, St. Justin Martyr is committed to supporting the whole child through faith development and academic excellence.

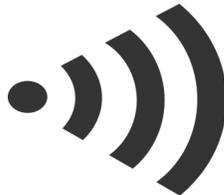


On-Site Learning



- St. Justin recognizes the importance of the academic, as well as the social/emotional facets of in-person learning. Plans have been made to support these important experiences as much as possible with safety plans in place to ensure the health of all.
 - We will continue to offer daily in-person school unless conditions in the greater community force us to go “online” for periods of time throughout the school year.
-

Distance Learning



There are several scenarios which may require “virtual learning”:

- A student or group of students are ill or required to stay at home in quarantine.
- A class may need to quarantine due to a common exposure of students or a spike in COVID-19 cases in the class.
- SJM School COVID-19 case counts trigger a closure by the County Health Department.
- The St. Louis County COVID-19 Case counts cause the County Health Department to close schools until “the area curve” has flattened.

In all these scenarios, we are prepared to provide a robust distance learning experience for all our students. (See the Distance Learning Section of this document for details).

Facilities & Learning Environment

Safety

- **Social Distancing, Student Groups, PPE, Visitors, Cleaning**

Arrival & Dismissal

Lunch

Mass Plans



Social Distancing

- St. Justin is making every attempt to maximize physical distancing to provide the recommended 3-6 feet “where feasible” (CDC guidelines). Partitions will also be available when learning space is limited.
- Students will not congregate outside the building before school and dismissal times will be staggered (see arrival and dismissal procedures).
- We will use visual cues on the floors and in hallways to facilitate appropriate social distancing.
- Restroom use will be limited to one class at a time and there will be limits to the number of students allowed in the restroom.
- Students will use personal supplies, avoiding the sharing of materials whenever possible.

Student Groupings & Movement

- With limited exceptions, students will stay in their classrooms when not outside for recess or outdoor learning sessions.
- Middle School students will remain in their homeroom for all classes while Middle School Staff will move between classrooms to teach.
- Specialty teachers will insert into the classrooms to teach their subjects.
- Hallway movement will be limited to one class at a time.
- All classes will be assigned a specific playground area for recess which will be rotated daily to avoid mixing of grades.
- Cross grade level programs are suspended (Buddies, Family groups).
- PE supplies will be separated by grade and cleaned after each use.
- No field trips will be planned until further notice.
- At this time, Student Patrol Duty is suspended.



Personal Protective Equipment

Masks—must cover nose and mouth

Staff & Students Gr K-8

- Wear all day
- Bring clean mask every day
- Have spare in backpack
- Marked clearly with name

Preschool Students

- Masks may be worn, but are not required.
- If a student chooses to bring a mask, please label with name.

- Students may remove masks inside briefly under direct teacher supervision and outside when they can maintain social distancing or during any physical exertion.
- Students will be instructed on proper wearing and removal of masks.
- Students will be able to leave masks on their desks as they proceed outside single file to recess; there will be no other classes in the hall.
- Students are allowed to wear their masks outside to recess, but it will be their responsibility to store it properly while outside.
- Teachers may wear face shields (in lieu of masks) whenever they can maintain 6 feet distance from students.

Gloves will be worn by:

- temperature check personnel
- any teacher who must initiate close contact with a student because of illness or injury
- any students or staff while cleaning (desks, shared supplies, etc.)

Plastic Shields

- Student desks will have protective plastic dividers.
- Office staff will have protective plastic shields separating their work area from visitor area.



Visitors

- It is our intent to minimize visitors in school as much as possible.
- All school business visitors will undergo a health screening and temperature check prior to entering school.
- Masks and hand sanitization is required for all visitors.
- Parents arriving to pick up or drop off a student will buzz at the main door, but will be allowed only entry into the vestibule to sign out their student and will then return outside the building to wait.
- Only one visitor will be allowed in the vestibule at a time.
- Parents dropping off any student supplies (marked with student's name i.e. lunch bags or boxes, books, Chromebooks) will buzz the school office to let the School Secretary know they have placed these items in the bin provided by the front door.
- For the time being, the parent volunteer playground supervisor duty is suspended.
- Staff members and our paid playground supervisor(s) will monitor outdoor recess. Only SJM staff will monitor indoor recess.

Cleaning

- Janitorial staff and school staff will follow a prescribed schedule to allow cleaning of all needed surfaces, giving particular attention to high-touch surfaces (handrails, door handles, student desks and tables).
- Restrooms will be checked at multiple times during the day to sanitize.
- Staff will clean with EPA-registered disinfectants, wearing gloves.
- Students and staff will follow specific cleaning procedures for shared items such as Chromebooks, iPads and musical instruments.
- Teachers will clean learning manipulatives between use.
- Nightly cleaning of the entire school building with an electrostatic cleaning system will also be completed.



Arrival

- Arrival begins begin at 7:30 and continues until 8am.
- Cars will stop at one of three health screening stations along sidewalk in front of church/school (see Health Screening details page 14).
- Upon completion of the health screen, students will exit the car (with masks on) and proceed directly to and enter the school door assigned by grade:
 - * K-2 will enter the front main door
 - * 3-5 will enter the door outside the Learning Consultant's Office
 - * 6-8 will enter the basement door playground side
- Walkers (with parents accompanying them) will need to stop at one of the screening stations before entering school.
 - * Prior to school beginning, walking families will notify school office of their plans to walk (every day or periodically).
- All students will go directly to their classroom.
- Middle School students will not access their lockers until released by their teacher.
- Students will sanitize their hands upon arrival to the classroom.
- For late arrivals (after 8am), students (with parents accompanying them) will buzz at the main entrance door and the nurse will exit the building to complete health screening and the parent will step in the vestibule to sign in their children.





Dismissal

- Parking lot closes at 3:00 (arrivals after 3:00 proceed to the Late Line).
- All parents must stay within their vehicles.
- Dismissal will be staggered between 3:05 and 3:10, one class will exit at a time through their assigned doors.
- Students will proceed directly to their cars.
- Teachers will accompany all classes out of the building to ensure social distancing in lines and quick exits.
- Walking families should plan on a socially distanced gathering spot to wait for siblings.
- For late pick-up, students will stay with their teachers until the Late Line has completely finished. Any students not picked up via the Late Line will be accompanied back to their classroom by their teacher, who will report to the office. The School Secretary will contact parents or other designated pick-up person. Parents arriving late will have to buzz at the main door to pick up their student, who will be sent out to meet them.





Lunch

- For the time being, the Hot Lunch program is suspended. Students will bring their own lunches and eat at their desks.
- No food containing nuts is allowed in the school building.
- Milk and water will be provided.
- Students should bring their own personal water bottle clearly marked with their name everyday.
- Students will be allowed the use of water fountains for refilling bottles ONLY.
- Staff, and when age-appropriate, students will clean their desk tops before and after lunch using approved disinfecting procedures.
- Students will clean their hands before and after lunch.





Mass Plans

- We plan on offering three morning Masses per week for our students, Tuesday, Wednesday, and Friday.
- We will reduce the number of students seated per Mass to comply with Social Distancing Guidelines for example:
 - * Grades 5,6,7,8 on Tuesday (two classes in church, two watch live stream)
 - * Grades 1,2,3,4 on Wednesday (two classes in church, two watch live stream)
 - * “All School” Mass on Friday (two classes in church, rest of school watch live stream)
 - * With this schedule, students will attend Mass in person three of every four weeks
- Parishioners will be seated socially-appropriate distance from students.
- A Eucharistic Minister will visit those classes live streaming to offer communion to students.
- All students (grades 1-8) and staff will wear masks during Mass.
- Parents should not approach their children during or after Mass in order to maintain the health and safety of all our students.





**Health &
Wellness**

Student Health Screening

Staff Health Screening

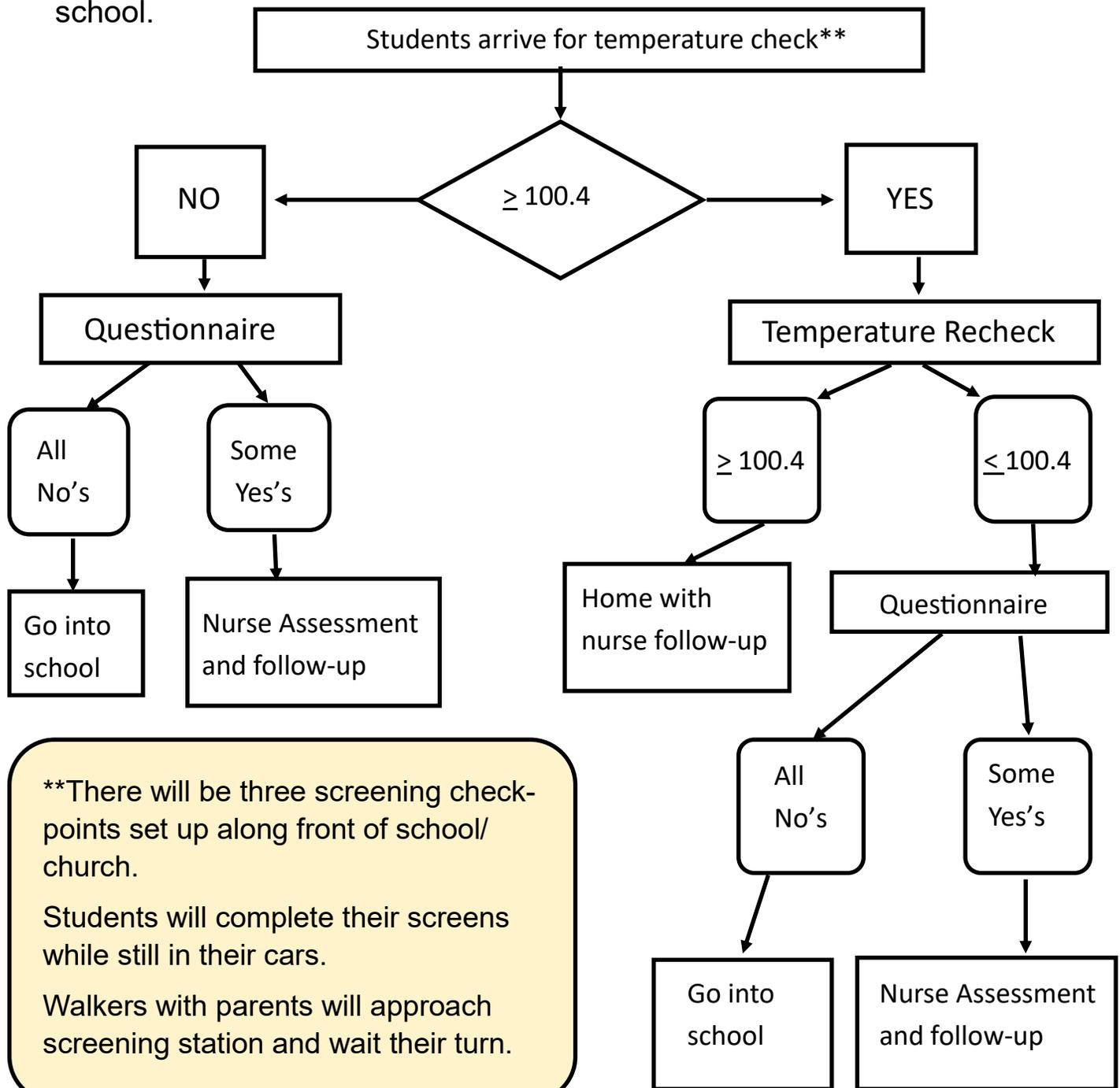
Hand Hygiene

**Illness Management and
follow-up**



Student Health Screening

- Parents are encouraged to monitor fever/illness symptoms prior to bringing their child to school.
- Good communication between any carpool driver and all of his/her passengers' parents is necessary in order to answer the health questions at school.



**There will be three screening checkpoints set up along front of school/church.
 Students will complete their screens while still in their cars.
 Walkers with parents will approach screening station and wait their turn.



Health Screening Questionnaire

The questionnaire will identify individuals who have experienced a new onset of the following symptoms not explained by another known condition:

- fever (100.4 or higher)
- chills, cough, shortness of breath, fatigue or muscle aches
- headache
- new onset of loss of smell or taste
- sore throat, nasal congestion or runny nose
- nausea, vomiting or diarrhea
- close contact with a confirmed COVID –19 case

A “yes” answer to any of these will be further evaluated by our nursing staff and may require the student or staff member to return home.





Staff Health Screening

- All SJM staff will complete a daily temperature check and health questionnaire at home and report any abnormal finding to the school nurse.
- If a staff member has a temperature greater than or equal to 100.4, they must repeat within 15 minutes. If the temperature remains elevated, the staff member will stay home.
- “Yes” answers to any of the questions in the questionnaire will be evaluated by the school nurse who will communicate next steps.
- Staff will contact the school nurse directly with any questions on the above.
- Staff will communicate any travel plans to the school nurse who will evaluate the need for quarantine.

Hand Hygiene

- All students and staff will wash their hands with soap and water at least twice a day.
- Each classroom will have hand sanitizing stations .
- Students and staff will sanitize their hands
 - * upon entering & exiting their classroom
 - * after each restroom break
 - * before and after lunch
 - * after recess
 - * after coughing/sneezing or blowing nose
 - * before and after using any shared equipment
- Teachers will provide regular education and reminders about proper hand hygiene techniques.

Illness Management & Follow Up



First Aid

- * The School Nurse will go to the classroom to assess any student with symptom complaints.
- * She will provide first aid in the classroom if possible.

Observation Room

Any student that presents with COVID-19 symptoms will go directly to our Observation Room in the Rectory basement for further assessment and treatment.

Well Room

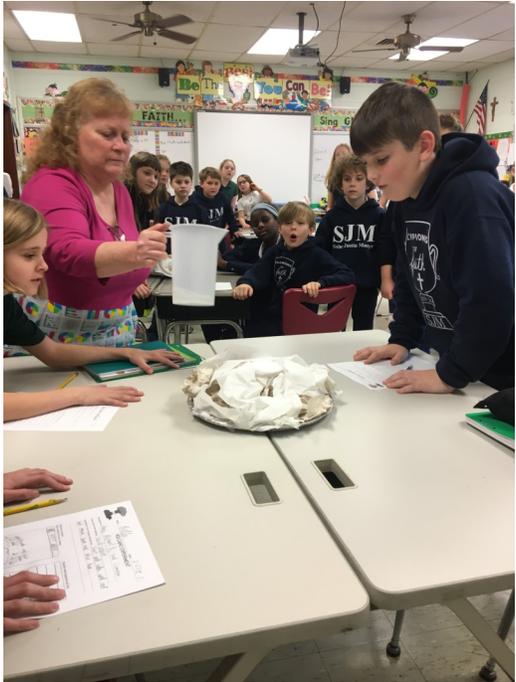
Students needing more advanced first aid (that can't be handled at the classroom), or those receiving medication, will proceed to the Nurse's Office for care.

Staffing

St. Justin has two licensed Registered Nurses on staff daily. One of them will be in the building at all times during the school day. The Archdiocesan School Nurse will provide back up as needed.

- If the nurse determines that a student needs to go home for any reason, a parent or other designated pick up adult will be called.
- Parents (or designated adult) will report to school and buzz the School Secretary to coordinate pick up.
- The School Nurse will escort the child out of the Well Room or the Observation Room to the parent and communicate next steps for health management.
- The School nurse will communicate the return to school criteria with parents in conjunction with current County Health guidelines.
- Broader communication to parents regarding a classmate's illness will be guided by HIPPA and other St. Louis County regulations.
- If a SJM student or staff tests positive for COVID-19, we will notify the school community in a way that protects the confidentiality of the patient.
- We will comply with the St. Louis County Health Department regarding contact tracing and identifying other students and staff requiring quarantine.

Distance (Virtual) Learning





Distance Learning

While in-person instruction is the first choice for education, we must prepare for distance learning to be a part of our school year as well. Based on lessons learned from distance learning in the spring, including parent and student feedback, we are confident that our plans provide high-quality instruction that can pivot from the classroom to home as the need arises.

Distance Learning Plan Outline:

- Grades K-8 will utilize Google Classroom for assignments, teacher-student communication and Google Meet for online instruction and gathering.
- How-to videos and written instructions for Google Classroom and other distance learning components will be provided for parents and students.
- All grades will post weekly lesson plans by Sunday, 5:00 PM.
- Teachers will use a combination of in-person and pre-recorded lessons.
- Online class time will increase for most grades compared to the spring and student schedules will be set and communicated in advance.
- Online “live learning” break out sessions will utilize smaller size groupings to facilitate individualized instruction.
- Teachers will provide feedback on work, assess understanding of concepts and communicate regularly via Google Classroom.
- We will provide increased specific grade-level, as well as school-wide prayer and faith formation opportunities.
- Teachers will host regular “office hours,” including one evening session per week to provide assistance and timely answers to questions.



Distance Learning (cont'd)

- While in-person instruction is the first choice for education, we must prepare for distance learning to be a part of our school year as well. Based on lessons learned from distance learning in the spring, including parent and student feedback, we are confident that our plans provide high-quality instruction that can pivot from the classroom to home as the need arises.
- Distance Learning Plan Outline:
- Learning time recommendations per-day will be used as a guideline for instructional planning. The Archdiocesan and Lindbergh District recommended times are very similar (K-5: approximately 2.5 hours per day; 6-8: approximately 4-5 hours per day)
- Daily attendance will be tracked and all summative assessments will be graded.
- Additional resources and enrichment opportunities will be provided for those students and families who are interested.
- Expectations for students, teachers and parents will be clearly outlined and communicated.

This provides a general outline of our Distance Learning Plan. We will share grade-specific daily schedules and distance learning support materials before the first day of school.

We hope that you will continue to partner with us in our mission to provide academic excellence and faith formation for your children during these periods of distance learning. We believe these plans will ensure our students can easily transition between distance learning and in-person instruction as needed.

Preschool





Preschool

St. Justin Preschool looks forward to welcoming our students into classrooms for a healthy & happy school year. We are following the St. Justin Return to School Guidelines, but wanted to highlight a few differences here.

In addition, we have made several videos to share with families regarding our procedures and what students' days will look like within the classroom. The link for these videos were emailed to preschool parents on July 30th.

Please note, unlike the St. Justin K-8 calendar, our first days will be starting Wednesday, August 26th for all our Wednesday students, with dismissals at regular times (11:45, 2:45, and 3:00).

Preschool Arrival:

- Preschoolers welcomed for arrival 7:30-8:00. The Preschool teachers have created videos for arrival and dismissal. You may share the link for the videos with other caregivers so that they will know what to expect as well!
- Please put your preschooler in their car seat in the back on passenger side of car. Preschoolers may wear a mask, but are not required to do so. Backpacks should be left at home for preschoolers until we announce that we are ready for them to return to preschool classrooms. Your child should have a MARKED water bottle they can use, a healthy snack that is in MARKED package or ziplock they can use, and a (you guessed it) MARKED lunch lunch box ONLY if they are staying beyond the 11:45 dismissal. Due to needs for increased spacing, we are temporarily suspending lunch at school for the half day preschoolers, but dismissal time will remain the same. Please consider sunscreen and mosquito repellent as we will be spending more time outdoors earlier in the morning.
- Please pull in the upper lot off of Eddie and Park. This is the lot with entrance closer to Lindbergh & Robyn than Sappington.
- Please turn right once to lot and drive the perimeter of upper lot, making way to basketball hoop. You will see cones and a preschool teacher. Please wait your turn to pull to first cone for "unbuckle", where you will put your car in PARK and unbuckle your child's car seat.



Preschool Arrival (cont'd)

- When next spot vacant, please proceed to second cone where a PreK teacher will take your preschooler's temperature to make sure under 100.4. If all well with temperature and questions we ask parents, we will open the back car door for your preschooler (with gloved hands and our masks in place). We will walk your child to meet up with their class.
- If there is a need to walk your child further, you may follow previous instructions (get temp check), buckle your child again and then pull into middle section of upper lot where there are parking spots. You may park and walk your child (holding their hand for safety) to church steps, and then follow sidewalk to where the teachers are taking children, stopping at the signs and cones that are marked for you not go further. We need to keep our school with as few visitors as possible at this time. This would be an exceptional case, as we are striving to keep health and safety a priority.
- You will need to continue to follow perimeter of upper lot and exit through the same entrance you came in off Eddie and Park Rd.
- If you have other children in K-8 at St. Justin, you will need to follow arrival procedures for them separately, either prior to or after arrival procedures with your preschool student. You will need to start each arrival from Eddie and Park Rd. rather than moving from one lot to another. Thank you for taking the time to maintain safety!
- Please make every effort to arrive by 8:00, as we are ready to start our day! Any latecomers will need to follow K-8 school late arrival procedures.
- Initially we would like all preschoolers to follow car procedures. These maintain distancing and sign in safety that we will need to establish first, before considering walkers. Thank you for understanding.
- If your student has a temperature equaling or exceeding the 100.4 set in place by guidelines (see guidelines), you will be instructed by preschool teacher to go to another spot and wait five minutes for a second check. We will make sure our thermometer is cool and it will help if your car is also cool. We will recheck temperature five minutes later. Students with an elevated temperature (greater than or equal to 100.4) must return home. Please make sure you have back up plans in case your child needs further care before joining us.



Dismissal:

You will pick up your preschooler largely the same way you dropped off! Here are some differences in the dismissal driving:

- For any 11:45 dismissal, parents will drive to the front of school along the sidewalk to pick up their child (K-8 recess at 11:45 interferes with an upper lot pick up).
- Please have the person picking up your child write your child's last name in large letters on any 8 1/2 x 11 inch piece of paper. Please place that paper in dashboard on PASSENGER side. This will help us bring your preschooler to you!
- Please check video for information and know that you should recheck again the day before school starts, as we may update dismissal video once K-8 schedules are finalized.



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Communication

Methods

How Parents Can Help

Task Force Members



Communication Methods

Return to School Plan

- St. Justin released this document to families on July 30, 2020.
- The guidelines shared in this document are based on the best information at the time of publication. As new research/information becomes available, guidelines may be adjusted and parents will be notified.
- A video demonstrating key elements of our Return to School Plan (drop off, health screening, dismissal, etc.) will be sent to parents by August 7th.
- An in-person or virtual Question and Answer session (TBD) is planned for early August in order to answer additional questions. Because space and time are limited, please submit your questions to Marketing@stjustinmartyr.org. We will address the most commonly asked questions in the meeting and provide written answers for all. More information about the Q&A session will be sent via SKNotify soon.

SKNotify

- The official communication vehicle of school is SKNotify. This includes an email and a voicemail option. Communications regarding Return to School Plan will be sent out via SKNotify every Thursday afternoon until school resumes. Please send the school office any updates in your contact information.

School Website

- The School Website will include a link to this Return to School Plan and ongoing updates regarding any changing plans.

Social Media

- Any posts to the St. Justin website will automatically feed the St. Justin Parish Facebook and Instagram pages. These platforms provide a way to further disseminate information already posted on the website, but they will not be our primary method of communication.



How Parents Can Help

There are so many ways parents can help! One of the most important ways is to understand that this document is fluid and subject to change. The following are other ways we ask for your help:

- Check temperatures and review the daily Health Questionnaire and with all your children before you arrive at school to avoid surprises.
- Please do not disguise any symptoms by giving medications to reduce fever or other symptoms and then send your child to school.
- Report symptoms or exposures related to COVID-19.
- If you are called to pick up your child due to COVID-19 symptoms, please arrive at school within an hour of being called.
- Please organize your plans now to provide childcare at home in case of illness, quarantine or all-school distance learning.
- Please share out of town travel plans with school nurse to discuss return to school plans.
- Provide your children with enough face masks that they can wear a clean one everyday to school and have a spare clean mask in their backpack.
- Practice wearing masks, proper handwashing techniques and explain the necessity of social distancing and group separation while at school.
- LABEL, LABEL, LABEL! Please label all student items entering the school building including face coverings, water bottles, lunch bags or boxes, and clothing. We can not maintain a Lost and Found this year. All lost items will be put into storage until safe to release.



Task Force Members

Fr. Kempf, Pastor

Amy Schroff, Principal

Parents

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