



RE-ENTRY PLAN 2020 - 2021

A message from Administration

Dear St. John Family,

We have created this plan to aid in navigating the reestablishment of our school where students, families, and employees feel safe and to reduce the impact of COVID-19 conditions upon returning to our schools, while continuing to build ways of keeping those who choose or need to be home connected in a real and meaningful way. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), Department of Health (DOH), and World Health Organization (WHO). We continue to look at best practices in education while listening to the recommendations being made by the Department of Education (DOE), Office of Early Learning (OEL), the National Catholic Education Association (NCEA), and the Florida Catholic Conference School Executive Committee (FCCSEC) and Accreditation Committee (FCCA). In addition, we are governed by the Office for Catholic Schools (OCS) of the Diocese of Pensacola-Tallahassee and must abide by the diocesan re-entry guidelines published and previously provided to our school family. Regular updates will be made to this plan based on information provided by all the organizations mentioned above, and applicable federal, state, and local agencies.

You are the primary educators of your children, and we value your collaboration and the trust you place in us, especially during these unprecedented times. We will continue to deliver an excellent Catholic education where our priority is placed on the continued spiritual and academic growth of every member of our school family.

Our priorities are:

Safety: Mitigating and slowing the growth of COVID-19 in the context of a return to work and schools mindset. Understanding that there is inherent risk in returning from social distancing while in a pandemic, we also understand that we are part of a societal decision that accepts balancing COVID-19 risk against the need for life to continue.

Presence: Keeping school open. Our optimal learning environment is the faith-filled classroom. We do not want to burden parents with challenging schedules that require them to stay home and out of work; we want our students at school in their cohort for the full day, when possible.

Growth: Despite limitations, we want our children to continue their academic progress at grade level in all core academic standards and in their faith.

Spiritual Development: Our Catholic identity is woven within the lessons that are delivered by our dedicated teachers. No matter what model of instruction we may find ourselves operating within, we will continue to practice our faith daily. Together, we will continue to walk as disciples of Christ.

This document will be updated regularly and shared with parents/guardians via School Messenger.

Peace and blessings,

Fr. Kevin McQuone

Mrs. Hinds

Mrs. Brooks

Ms. Zicarelli

Mr. Focke

COVID-19 RE-ENTRY PLAN

2020-2021 AVAILABLE OPTIONS



St. John Catholic Academy is scheduled to open this fall for the 2020-2021 academic school year. It is our top priority to ensure the health and safety of our students, families, faculty, and staff. We are mindful of the fact that due to underlying health conditions or other factors, you may not wish for your son or daughter to return to campus in August, so we are offering two separate options. Families will be able to reevaluate their students' learning options each quarter. **An option will need to be chosen by August 14. A sign up form will be emailed out soon.** *In the event that an unexpected hardship occurs with the option signed up for, reach out to Administration immediately.*

Option #1

Traditional On-Campus Learning

As a family, you have determined that you are comfortable with your son or daughter returning to on-campus learning. **If a family is quarantined, students will transition to temporary Integrated Learning.*

Option #2

Sustained Integrated Learning

As a family, you have determined that you are NOT comfortable with your son or daughter returning to on-campus learning and would like to move forward with sustained Integrated Learning. This plan is available for kindergarten through 8th grade only.

St. John Catholic Academy educates students for academic success and forms disciples of Christ for life

Ready for school?



Practice good hygiene by washing hands and face after breakfast



Check your temperature and screen for symptoms before leaving home



Be sure you have:

- backpack & lunchbox
- reusable water bottle & snack
- school materials & books
- full dress code
- other personal items

Parents will not be allowed to drop off items during the school day. We must decrease the number of individuals entering the school to reduce the risk of exposure.



Clean these items regularly and make sure all belongings are labeled with name:

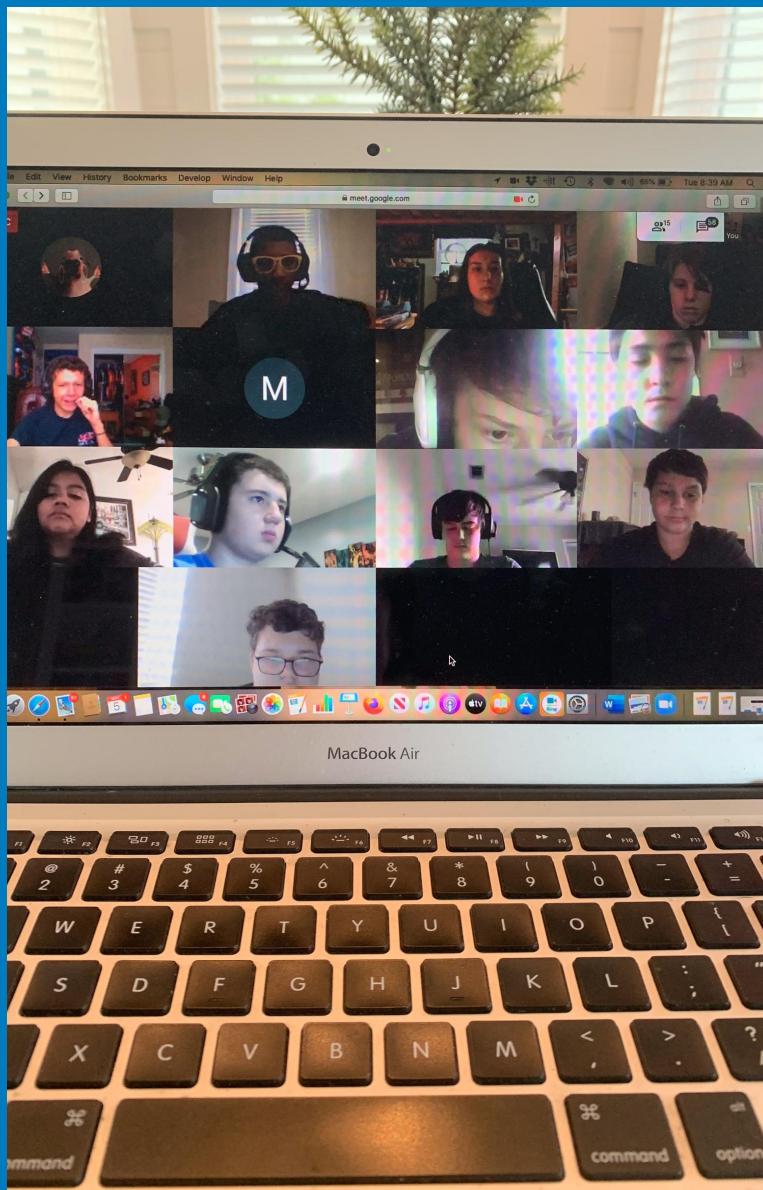
- mask
- water bottle
- outerwear
- backpacks & lunchboxes



Due to a variety of reasons, but ultimately with the safety of the students and faculty in mind, St. John Catholic Academy will have an innovative kickoff to the 2020-2021 school year.

As previously scheduled, our first day of school will be August 10, but this will be a soft opening. Our soft opening will consist of two weeks of temporary Integrated Learning, where teachers are teaching in their classrooms and students are learning from home. These instructional days will be half days, where students are expected to log in at 7:50am and will be dismissed at noon daily. There will be no additional homework assigned during these two weeks.

This will give teachers and students an opportunity learn and become comfortable with this platform in the case where a family chooses Option #2 Sustained Integrated Learning, or becomes ill and needs to participate in temporary Integrated Learning until they can return to school. This additional time will also allow us afternoons to test car line procedure with our new thermometers and technology as well as opportunities to provide in-service training to teachers for enhanced safety measures. Additionally, with the back order of certain items, equipment, and gear, the additional two weeks also allows us more time to become better equipped for your child's safety when they return to campus on August 24. By opening with Integrated Learning on August 10, we should not need to adjust the end date of our school calendar, like some schools may be required to.



If the school is required to shut down, students who choose Option #1 Traditional Learning will transition to eLearning. If that happens, we will be better equipped to handle the transition than we were last spring when the schools shut down immediately and unexpectedly. Although our teachers and staff did a phenomenal job with very limited time to prepare for teaching from home last school year, we do not anticipate any possible future closings. Ultimately, our utmost desire is to keep our school and preschool safe and open. To date, Florida childcare centers have not been mandated to close for even a single day since the COVID-19 pandemic began. If our school is required to close, ideally the preschool will remain open. St. John Catholic Academy administration is exploring a childcare option for school aged students who have registered for extended care to attend their eLearning sessions while at school under the supervision of preschool staff. This option, if approved, would be limited in space and parents who are essential personnel would have priority enrollment.

Exciting New School Enhancements

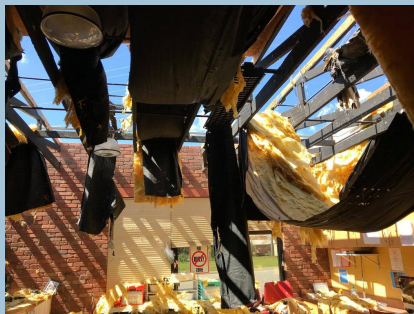
While the pandemic has demanded much time and energy, we remain committed to expanding services, enhancing facilities, and developing our curriculum. We are very excited to share how we are investing in our school's excellence for many years to come.

Preschool Debut

Thursday, August 27, will mark the opening day of preschool at St. John Catholic Academy. While we have welcomed three and four year old students for a number of years, we will now be accepting **infants six weeks old through Pre-K**. Our preschool will also be overseeing our extended care and summer programs. We hope to add a Federal Food Service Program over the course of this school year to serve all of our students from babies through eighth grade, as well as faculty and staff too! Please welcome our new Preschool Director, Mrs. Lisa Brooks, and her team of preschool teachers. More information coming soon to our website! Look for the Preschool and Faculty & Staff tabs soon to learn more. **Call today to enroll or apply for a preschool teaching position.**

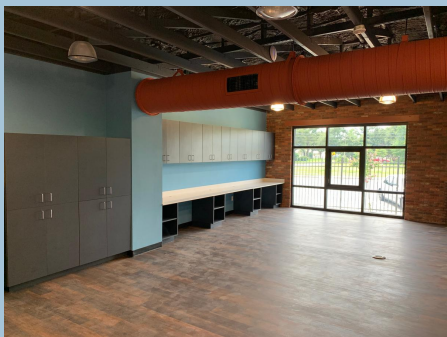


Improved Campus Renovations



Hurricane Damage

Renovated Classroom



Hurricane Michael decimated our campus, but now our campus is safer and more beautiful than ever. The most significant improvements will include: safer perimeter fencing, secure reception area complete with monitored two point entry system, renovated classrooms, added bathrooms, energy efficient windows, self contained HVAC systems, designated sick bay area, on-campus playground for preschool and kindergarten classes, commercial grade kitchen and renovated hall, custom cabinetry, new furniture, etc. While the hurricane recovery has been a long journey, we are happy to be back home and are confident that the new measures put in place only enhance our teachers and students safety and the beautification will contribute to a conducive environment for learning.

Exciting New School Enhancements

School Name Change

In an effort to encapsulate the full experience here at our school, we are starting the journey with a re-branding campaign which will encompass our new preschool and Classical Liberal Arts Education. We already know what a wonderful school we have, and we are about to explode with making it even better than we ever thought it could be, while at the same time sharing that messaging with others. We are in the process of legally changing our name to **St. John Catholic Academy**. More details to come soon! Don't worry parents, you will NOT need to purchase new uniforms when the word "SCHOOL" changes to "ACADEMY" but if you have the old logo from 2018-2019 school year, you will need to update uniforms with the new shield logo.

Classical Curriculum

At the beginning of the 2018-2019 school year, we rolled out a soft opening of the **Classical Liberal Arts Education** model. Weeks later, Hurricane Michael hit our school and put those plans on hold. This school year, during our first two weeks (of temporary Integrated Learning), we will spend a significant amount of time teaching our students new concepts that will enable our children to achieve critical thinking skills versus the more traditional method many other types of schools use of "teaching to the test." This program will allow students to understand the joyful pursuit of faith, wisdom, and virtue. Christ is the center and the reason for every aspect of the student's education. Catholic Liberal Education (from Latin libra, which means free) is ordered to the truth that sets us free. This formation frees us for growth in faith, wisdom, and virtue. While recent attention has been at the revival of liberal learning in higher education, we understand that these habits of mind and heart must first be cultivated in the very young. The sacramental and moral imagination is nurtured in childhood.

Option #1 Traditional On-Campus Learning (K-8)

At-Home-Screenings: Completing the CDC checklist and temperature check on your child prior to leaving for school will help prevent the possibility of immediate return home. Also, please take into consideration that if another member of your family is sick, and/or your child is feeling under the weather, staying at home can prevent others from getting sick.

ARRIVAL

- All students must be received through a car line. There will be one car line for school aged students open 7:40am-7:50am and one car line for Preschool/ Before Care, open 7:00am-9:00am.
- Car line procedures/routes will slightly change, see handbook for details.
- Student temperatures will be taken in car line. Parents may not leave car line until students are confirmed fever-free.
- Walkers/bikers will not be granted entrance until further notice due to COVID.
- Students in 1st-8th grade are asked to wear a mask from car to classroom, as well as all other transition periods and where social distancing cannot be maintained.
- All students must go directly to their classroom.
- Middle school students will visit lockers per the locker schedule.

SCHOOL DAY

- The classroom space available and number of students in each class allows for strategic social distancing practices.
- Class sizes will be limited and no more than 20 students will be accepted into each grade level.
- Assigned seats will be spaced as far apart as possible.
- Each student in classes of 10 or more will be provided with an assigned clear desk shield.
- Under the supervision of teachers, the students will regularly clean desks, shields, and electronic devices.
- Middle school students will rotate to different classrooms, and are considered to be a single cohort due to the size of middle school enrollment.
- Classes will be separated for recess with their own set of equipment.
- Each student will use their own school supplies (label).
- Student temperatures will be taken midday.

DISMISSAL

- Students in 1st-8th grade are asked to wear a mask during dismissal.
- Students will remain in the classroom until dismissed via the Concierge Pad app.
- Staff will be at car line and will dismiss students in the order in which cars are lined up.
- After care students will remain in the classroom until car line is complete and then move to their assigned after care location.
- There is no need to utilize both car lines. Older students will exit school grounds with younger (preschool) students through preschool car line, if applicable.
- See school handbook for new route instructions and diagram, available by the end of July.

*If student is found to have a temperature of 100.4 F or greater during the school day, the student will put on a mask and go immediately to the front office. The student will wait in the isolation room until picked up by a parent or guardian.



Enhanced cleaning processes during the school day



Practice social distancing and wear masks



Reduced group sizes and limited contact when possible

Preschool Procedures

At-Home-Screenings: Completing the CDC checklist and temperature check on your child prior to leaving for school will help prevent the possibility of immediate return home. Also, please take into consideration that if another member of your family is sick, and/or your child is feeling under the weather, staying at home can prevent others from getting sick.

ARRIVAL

- Preschool students and older siblings will enter the building via preschool car line. *School age students are not admitted into preschool car line or preschool entrance after 7:50am.*
- Preschool car line closes at 9:00am and reopens at 2:45pm daily. If preschool parents need access between these hours, entry is granted through the front office of the school only.
- Staff will assist parents with mobile digital sign in/out technology upon arrival and dismissal.
- Student temperatures will be taken in car line; parents may not leave the area until their child/ren are confirmed fever-free.

SCHOOL DAY

- Students will be spaced as far apart as possible.
- Teachers will clean desks, surfaces, floors, and toys regularly.
- Nap cots will be assigned. Bedding will be sent home for laundering each Wednesday and Friday. Bring at least two sets of crib sheets at the beginning of each week.
- Student temperatures will be taken mid day.
- Any preschool student who does not appear to feel well may be sent home at the Director's discretion, even if there are no presenting symptoms.

DISMISSAL

- Dismissal is via car line.
- Staff will assist parents with mobile digital sign in/out technology upon arrival and dismissal.
- VPK (part time) students will exit the preschool building through the northeastern door of the campus at noon daily.
- Car line reopens at 2:45pm each afternoon. Preschool students and older siblings will be dismissed through the northeastern door of the campus, close to the church parking lot. See car line map in student handbook for details.
- Students will remain in their classroom until their family name is called.
- We are implementing technology so you can communicate your presence in car line to staff at pick up time.

*If student is found to have a temperature of 100.4 F or greater during the school day, the student will wait in the office until picked up by a parent or guardian. Student must be picked up as soon as possible, but no longer than 60 minutes.



Practice frequent handwashing and sanitizing



Specials teachers will travel to the classrooms when possible



Eliminate shared supplies when possible

Option #2

Sustained Integrated Learning Procedures

The digital Integrated Learning school day will be synchronous, from 7:50am until 2:50pm Monday through Friday, and will offer the same academic opportunities and value as the traditional on-campus option. Half day schedules are 7:50am until 12:00 noon. We are currently determining if there is a way to shorten the online time commitment for students in Kindergarten through third grade.

Students will participate daily in the same class discussions, lectures, assignments, projects, and assessments as on-campus learners. Students with Individual Learning Plans will be monitored by their resource teacher to ensure the necessary supports are in place.

Student Expectations

- ✓ Log in on time to scheduled classes virtually
- ✓ Adhere to the St. John Catholic Academy Conduct and Discipline Code including uniforms (see handbook)
- ✓ Meet the same assignment and assessment deadlines as on-campus learners
- ✓ Participate in class discussions and activities
- ✓ Take an active role in the Integrated Learning experience and ask for help from the teachers when needed

Integrated Learning Expectations

Parents are expected to be partners in the Integrated Learning process by establishing productive work habits and following the schedules given by the teachers for class times and assignment deadlines.



Each student will be held to the same attendance requirements as traditional students. To ensure punctuality, stick to a normal school sleep schedule.



The at-home learning environment should be a comfortable and quiet area with access to all materials needed for Integrated Learning.



Online learners will be held to the same standard as a normal school day. This includes being in uniform while on camera and in class.



Electronic distractions such as cellphones, video games, music, television, etc. are prohibited during regular school day class time.

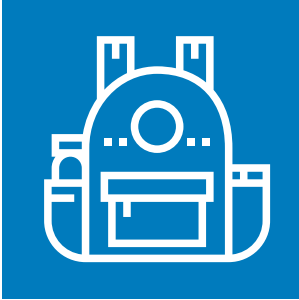


If there is an IT issue during Integrated Learning, students should seek immediate assistance.

Email IT@sjseagles.org
or call the school at (850)763-1775.

Campus Improvements & Safety Protocols

We are continuing to evaluate our campus and make the necessary improvements to reduce the possible exposure to not only the coronavirus but also all viruses, bacteria, and molds.



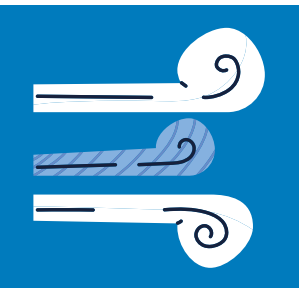
Electrostatic Disinfection backpack sprayer will be used regularly throughout the school, in addition to daily custodial staff cleaning and bi-weekly professional commercial cleaning.



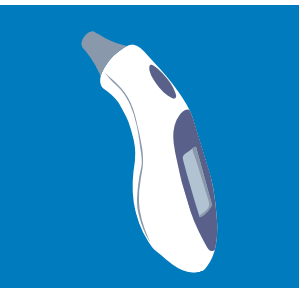
Added 16 additional sinks school wide, as well as a private bathroom to the kindergarten classroom, first grade classroom, and a shared bathroom for two and three year old classrooms.



Installed hands free sanitizer dispensers in classrooms and throughout the school in common areas.



Each classroom has a self-contained HVAC system, complete with its own thermostat and air duct. Bipolar Ionization Systems will be installed in each unit to improve the air quality and reduce the number of viruses, bacteria, and molds throughout the school and church.

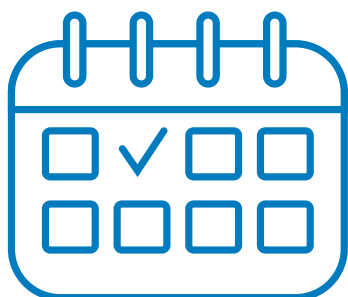


Purchased touchless infrared thermometers for every classroom to take temperatures regularly. ConciergePad will be used to track temperatures, contact parents, and simplify car line procedures.

Addressing Learning Needs

Because of the pandemic, some student learning may have been hindered, creating gaps in education. In order to address this issue, students must be assessed early in the school year, at the end of the first semester, and again in the spring.

All Catholic Schools within the Diocese of Pensacola-Tallahassee will be conducting formative testing on all school aged students. These assessments will provide a baseline level on each student. The first phase will be administered in September and should consist of a short online assessment. The second phase will occur in December prior to Christmas break and lastly, our students will participate in the week long Terra Nova standardized testing in March, prior to spring break.



Our school will use a combination of online and paper based testing. Moby Max and STAR Reading/Math will also be used as markers for assessment of learning. This testing plan will allow teachers to gauge and address any potential learning gaps of their individual students and classes.

Lunch Options

- **Bring from home**
- **Order from www.MyHotLunchBox.com**

*Students who forget to bring a lunch or forget to place an order through My Hot Lunchbox will be given a lunch at school. Students who forget or misplace their water bottle will be provided one. Parents' FACTS accounts will be charged for lunches and water bottles provided by the school. Parents will not be able to drop off lunches or have food delivered to the school. We must decrease the number of individuals entering the school to reduce the risk of exposure.

Parents: It is VERY IMPORTANT that students do not trade snacks or share food. Please discuss precautionary behavior with your children. See handbook for additional lunch protocols.



Students must bring personal water bottles and will be able to use the water bottle filling stations. Drinking fountains will not be available. A limited supply of water bottles may be available in the front office and will be distributed as needed.

FACTS accounts will be charged accordingly.

Lunch will be eaten in classrooms

Teachers will be given the option to host lunch outside, weather permitting, if social distancing can be ensured. The school is looking into the purchase of sun shades for the court yard area.

Recess will be staggered and each cohort will have their own recess equipment. Safety measures will be followed.

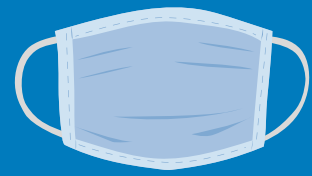
Birthday treats must be store bought and individually wrapped and sealed. Be considerate of students who may have food allergies. A list of classroom allergies may be obtained from the front office.



There will be a daily break time.

Be sure to pack an additional snack for break, if desired.

Use of Masks



General

- All faculty and staff will wear masks/face shields in the hallways during transitions, in common areas, while attending mass, and when strategic social distancing is not possible
- Parents/volunteers/visitors will be required to wear masks at all times while on campus
- Any exceptions to rules regarding masks must be granted through School Administration only

School Students

- Students in first through eighth grade will wear a mask to and from car line, as well as all other transition periods, in common areas, while attending mass, and when strategic social distancing is not possible
- Students will not be expected to wear masks while seated in their assigned seat, strategically socially distanced from others
- Masks will not be worn while eating lunch, snack, at recess, or PE
- Masks are optional for kindergarten students

Preschool Students

- Masks are discouraged for preschool students and prohibited for children aged two and under
- Student masks are prohibited during nap time

All types/colors of masks are acceptable so long as there are no political/offensive/scary markings. Graphics on the mask can not be distracting to others. A safety lanyard will be provided by the school to help students keep up with masks. Additional safety lanyards will be provided as needed and FACTS accounts will be charged accordingly. St. John Catholic Academy Logo Masks will soon be available at [LandsEnd.com](https://www.LandsEnd.com)

Note that we will follow all local Health Department directives in regards to the COVID-19 pandemic, including face covering instructions. Guidelines may be updated frequently.

Email FAQ@SJSEagles.org with questions. We will post regular updates on our website.

Weekly School Mass Changes



- Kindergarten through fifth grade will attend weekly Mass on Wednesdays
- Middle school will attend weekly Mass on Tuesdays
- Each grade level will wear appropriate chapel uniform on the day in which their class attends Mass
- Students (first through eighth grades), faculty, and staff will wear masks during Mass
- Preschoolers will learn about the Mass and much more through weekly lessons in the Catechesis of the Good Shepherd
- Integrated Learning students are expected to virtually attend Mass with their class
- There will be a designated seating area for students during School Mass; Students must sit with their class
- Students late to Mass or late to school on the day Mass is scheduled, will not be allowed entrance to school until Mass is over and their cohort is back on campus; All late arrivals must enter through the school office, not the church
- Parents are welcome and encouraged to attend Mass, but must sit in the general population area, while the student sits with their class
- Classes will spread out in order to maintain proper social distancing from other classes

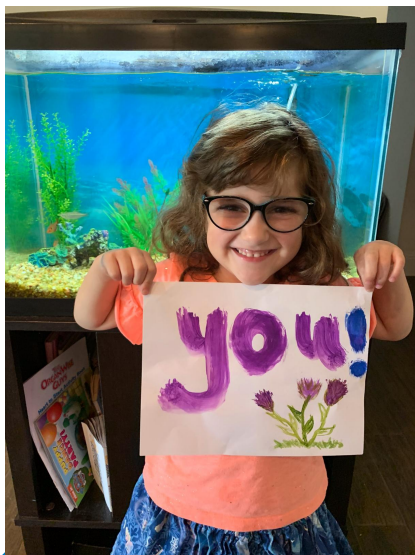
Visitors and Volunteers

Visitors and Volunteers will have limited access to the school campus in an effort to reduce the risk of exposure to our students, faculty, and staff. This will be reevaluated at the end of each quarter.

Parents/volunteers/visitors will be required to wear masks at all times while on campus.

Parents/guardians are requested to call/email ahead to schedule an appointment with faculty/staff before coming on campus.

All school tours will be scheduled after regular school day hours, if possible. There will be no student shadowing until further notice.



Visitor Screening Protocol:

Check in at the front office

ID scanned through Raptor

Temperature taken

**Complete COVID Screening
Questionnaire & Sign Waiver**

**Mask required for entry and at all times
while on campus**

Beyond The Bell

Art
Music
Library
Technology
Foreign Language
Physical Education
Special Area Classes

Students will be able to enjoy our special area classes. Protocols are developed individually for each area, since they are all different. There will be no sharing of art materials between students. Middle School students will not dress out for PE until further notice. Shared technology will be sanitized between uses.

Field Trips
Children's Choir
Intramural Sports
After School Clubs
Extracurricular Activities

All activities that could create additional exposure to COVID-19 are suspended for the time being. These activities will be reevaluated regularly and reinstated when we believe it is safe to do so.

Extended Care for school age

Before Care

Open from 7:00am to 7:40am. FACTS Accounts will be charged \$5/day for before care if the student is signed in any time between 7:00am-7:40am. Before care will be in the parish hall and children will enter through the preschool car line (see handbook). Parents may NOT drop and leave, as in the past. Temperature checks must be conducted and standard car line procedures followed. Unsupervised students may not be left outside of school fences/buildings.

After Care

Open from 3:00pm to 5:30pm. FACTS Accounts will be charged \$5/hour or any part of an hour if student is signed in. **After care may be limited** during COVID due to room restrictions (no mass gatherings). Parents needing aftercare services for their children will be required to **register in advance**, so that we can staff accordingly. New Extended Care registration forms can be found on our website under Parent Info tab on August 1. After care dismissal will be through preschool car line, unless otherwise notified.

What will the response be if there is a confirmed case of COVID-19 in the school?



If a student or staff member tests positive for COVID-19 or has been in close contact with someone who has tested positive, the Director of School Operations or designee will contact the local health authority. Our school has been provided with a designated RN at the Bay County Health Department.

In addition, a general notification will be sent to individuals listed on the contact tracing form (or their parents, if a minor) while respecting the privacy of the COVID positive individual. The school has detailed protocols and will follow all guidelines in place by the local health authority.

Glossary

- **Cohort**- a group of individuals treated as one unit. Most grade levels are considered a cohort. Middle school is combined as one cohort.
- **eLearning** - virtual learning with reduced face time when the entire school is shut down and both teachers and students are teaching/learning from home. (Last year's virtual learning model)
- **Integrated Learning**- Regular classroom teaching where students join via online access. Video and transmission is live via iPad on tripod; no recordings will be uploaded. Synchronous with regular school day.
 - *Sustained* - Internet based learning for the entire quarter
 - *Temporary*- Internet based learning while on quarantine, or other short periods of time (such as the first two weeks of school, or in the extreme case of a temporary class closure)
- **ConciergePad**- Pandemic related app based software used for curbside service, car line, symptom recording purposes, and more
- **HiMama!**- Preschool (and extended care) app based software used to communicate with parents

**“Our love should not be just words and talk;
it must be true love, which shows itself in action.”
-St. John the Evangelist**



Thank you for your steadfast support of St. John Catholic Academy as we navigate this unprecedented time together to fulfill our mission to educate children for academic success and create disciples of Christ for life.