

Return to On-Campus Instruction



Revised 03/19/2021

ST. JOSEPH ELEMENTARY SCHOOL

6200 E. WILLOW ST.

LONG BEACH, CA 90815

562-596-6115

WWW.SJKNIGHTS.NET

The Return to Campus

The school and the COVID-19 task force team, consisting of our Health and Safety Committee (8 parents who are professionally fully licensed physicians), school staff and administration, have been preparing for the return to in-person instruction. The school applied to the county for a waiver to allow for in-person instruction for students in grades TK – 2 on October 22. As of March 22, 2021, we will be able to provide in-person instruction for all of our students seeking face-to-face instruction.

We acknowledge that we are still facing the challenges of a pandemic. This document outlines the adjustments that St. Joseph Elementary School has made to be in alignment with public health guidelines.

At-Home Health Screenings

Parents are strongly advised to monitor for symptoms at home and to keep sick children at home until they are fever and vomit free (without medication) for three days. Parents will use the “Daily Home Screening Tool” (attached), to symptoms screen their children prior to arrival.

Arrival

We have one entrance that is open at drop off and pick-up time for students and one designated entrance and exit for staff, based on the location of the classroom. Drop off time for students is between 7:30 AM and 8:00 AM. Parents will use a “Daily Home Screening Tool” (attached) to symptom screen their children prior to arrival. Once in the parking lot, parents are directed to a traffic lane where student temperatures will be taken by a designated staff member while still in their parent’s car. If the child does not have a temperature over 100.4 degrees, they will then exit their car and walk directly to the classroom. Cars will be directed to the exit. Arrival time for staff is 7:15 AM. Staff will use “Daily Home Screening Tool” (attached) to symptoms screen prior to arrival. Staff temperatures will be taken by a designated staff member before entering into the building.

Arrival and Pick Up

Students will be walked out to the parking lot by their homeroom teacher to wait for their parent to drive through the traffic pattern and pick them up. Cars will be lined up in 8 lanes prior to their entry into the pick-up lane. Students in grades AK-5 will be dismissed out to the parking lot at 2:45 PM. Students in grades 6-8 will be dismissed out to the parking lot at 3:00 PM. Parents with children in grades 6-8 should not enter the parking lot until 3:00 PM in order to avoid congestion.

Arrival Schedule:

*All Grades: Mondays 9:00 AM
 Tuesday – Friday 8:00 AM*

Pick-Up Schedule:

*AK – 5: 2:45 – 3:15 PM
Grades 6-8: 3:00 – 3:15 PM*

Office Schedule

The school office will be open 7:30 AM - 3:30 PM. Parents should email Mrs. Gianessi or Ms. Garcia with questions before calling or dropping in.

- Contact Ms. Caroline Garcia at cgarcia@sjknights.net for medical matters, immunizations, registration, and cumulative records.
- Contact Mrs. Julie Gianessi at jgianessi@sjknights.net for calendar, tuition, financial matters, enrollment, or to schedule a meeting with Ms. Alvarez.
- Parent drop-ins to the office are not currently available. Please email or call the office first.
- If you have a scheduled appointment you must: wear a cloth mask, be free from COVID-19 symptoms, and be free from contact with a person known to be infected with COVID-19 in the last 14 days. Physical distancing guidelines will be enforced.

On-Campus Screening/Symptoms Monitoring:

All staff and students will be monitored throughout the day for signs of illness. Daily health checks will be performed at school consisting of temperature check and health screening. Does “health screening” mean watching for signs of illness during the school day? Students will be monitored for signs of illness throughout the day. Each classroom is equipped with no-touch thermometers. If a child has a temperature of 100.4 degrees or higher, a member from the school office will escort the student from the classroom to the isolation room. Parents will be called immediately. All staff will use the “Daily Home Screening Tool” to perform symptoms screening. Temperature checks will be performed upon arrival to the school.

Any staff member with a fever of 100.4 degrees or higher, or who is experiencing other COVID-19 symptoms will be sent home to begin immediate 14-day quarantine. Any student exhibiting symptoms will immediately be placed in the school’s isolation room until they can be transported home or to a healthcare facility. The school will electronically submit a Weekly Exposure Form to the Long Beach Department of Health and Human Services and the Los Angeles County Department of Health and Human Services to report positive cases, exposures, hospitalizations or deaths due to COVID-19. The principal will communicate with exposed school community members using SchoolSpeak, the school’s student information system. In the instance that our school experiences multiple positive cases of COVID-19 in a 14-day period, we may need to, in consultation with local health authorities and the Archdiocese of Los Angeles, consider a partial or full campus closure.

Surveillance Testing:

Every 2 months, all staff that are not fully vaccinated will participate in COVID-19 surveillance testing. Testing results will be reported to the Long Beach Department of Health and Human Services. Testing can be accessed through the employee healthcare providers and through 2 sites in Long Beach.

Face Coverings/Physical Distancing:

All staff and all students are required to wear a clean cloth or disposable face mask and to keep a physical distance of 4-6 feet. The face mask must fit securely around the ears. Everyone entering campus must wear a facial covering and must keep a physical distance of 6 feet. Medical grade masks, face shields and rubber gloves will be provided for staff members that will care for sick students. Students also have access to face shields for added protection, upon request. Students will remove their facial coverings while eating. All staff must wash and replace their face coverings on a daily basis. All parents are instructed to provide 2 clean face coverings per day for their children. The school has an ample supply of cloth and paper face coverings for students and staff members that may have forgotten to bring them.

All desks and student worktables in the classrooms have desk shields for added protection for students and teachers. All teacher and student desks and work tables are separated by a distance of 3 to 6 feet.

Staff will revisit plans frequently during our weekly staff meetings. Signs are displayed around campus, especially in highly visible areas. The signs promote everyday protective measures like physical distancing, handwashing, and mask wearing. The school has also shared with staff and families the following resources from the Los Angeles County Public Health and the CDC about what COVID-19 is and how it is transmitted, along with ongoing reminders on topics such as wearing facial coverings, hand hygiene, etc. in principal newsletters.
<https://publichealthsb.org/what-is-covid-19/> <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Vision Statement

St. Joseph Catholic School, serving as a ministry of St. Joseph Catholic Parish, is dedicated to celebrating and educating the whole child. Recognizing parents as the primary educators of their children, we work collaboratively to foster a love for all that is genuinely true, good and beautiful.

We are committed to providing a rigorous Distance Learning curriculum that motivates students toward an intrinsic love of learning, leading them to an understanding that learning is desirable for its own sake. We seek to immerse our students in a Christ-centered environment, so they may develop the courage to seek the Wisdom to trust in and cooperate with God's grace in their lives, thus empowering them to use the gifts that God has given them to live happy integrated lives as disciples of Christ in our diverse and technological world.

Student-Learning Expectations

I am a Disciple of Christ, who:

- *keeps myself open to God's will in my life*
- *deepens my relationship with Jesus Christ through prayer, meditation and*
- *participation in the sacramental life of the Church*
- *integrates Gospel values by living the Great Commandment*
- *performs the Corporal and Spiritual Works of Mercy*
- *actively participates in school and parish Liturgies*
- *cultivates a knowledge of Scripture, Church beliefs, history and tradition*
- *acts with integrity*

I am a Tenacious Scholar, who:

- *pursues academic excellence*
- *nurtures an intrinsic love of learning for its own sake*
- *demonstrates mastery of core subjects to the best of my ability*
- *consistently engages in a rigorous curriculum*
- *employs critical thinking skills*
- *works independently and collaboratively to produce quality work*
- *develops research skills using varied forms of media*

I am a 21st Century Learner, who:

- *strives to be an integrated person committed to wellness and wholeness*
- *works in collaboration with others to problem solve real-life situations*
- *is a good steward of God's Creation appreciating and caring for our environment*
- *appreciates cultures by becoming globally aware and conversant on world affairs*
- *effectively uses technology to enhance learning in an ethical manner*

On-Campus Schedule for Grades AK – 8

We will offer in person instruction for students AK – 8, based on guidance from public health. The school day will begin at 8:00 AM (9:00 AM on Mondays) for all students and will end at 2:40 PM for grades AK - 5 and 3:00 PM for grades 6-8.

Five full days of Face-to-Face Instruction and Distance Learning – A full time, five days per week Face-to-Face schedule has been developed for any St. Joseph student that desires to come back on campus. Distance Learning instruction remains in place for all other students.

Stable Groups: St. Joseph Elementary School will have students remain in their grade level stable groups throughout the school day to reduce infection possibilities. Most grade-level groups have been split into sub-groups due to numbers of total students in a particular grade. Desks are facing one direction, equipped with desk shields made of clear, plastic plexiglass. Students will use individual baskets placed next to the desk to store books and supplies. They will be assigned to specific play areas on our large campus and will not mix with other stable groups. Playground supervisors and an assigned teacher will provide supervision during recess and lunch.

Restroom and Handwashing Breaks are as follows:

	AM Handwash /Snack	Recess & Restroom	Before Lunch Handwash	Lunch	Lunch Recess & Restroom	PM Handwash
AK	8:45	9:00-9:30	11:00	11:15	11:30-12:00	1:30
K	8:45	9:00-9:30	11:00	11:15	11:30-12:00	1:45
1	9:15	9:30-10:00	11:30	11:45	12:00-12:30	2:00
2	9:15	9:30-10:00	11:30	11:45	12:00-12:30	2:15
3	10:15	10:00-10:15	12:30	12:35	12:00-12:30	2:15
4	10:15	10:00-10:15	12:30	12:35	12:00-12:30	2:15
5	9:50	10:15-10:30	11:50	12:10	12:30-1:00	2:15
6	10:00	10:15-10:30	12:00	12:10	12:30-1:00	2:15
7	10:10	10:15-10:30	12:05	12:15	12:30-1:00	2:15
8	10:00	10:15-10:30	12:00	12:10	12:30-1:00	2:15

Student Lunches

At this time, we will not be offering Choice Lunch as an option for our students for the remainder of the school year. Please send your child to school with a lunch packed at home.

Distance Learning Option for Grades AK – 8

St. Joseph Elementary School will continue to offer Distance Learning via on-line streaming, for students in grades TK – 8 throughout the entire school year for students choosing not to return to campus and for students that are required to stay at home due to illness or quarantine. The learning schedule for students on campus and for the students in distance learning will be mostly the same.

Attendance

Students' record of attendance will continue daily.

☐ On-Campus Students:

- Attendance will be taken by the teacher and recorded in the school student information system.*
- Parents are required to call or send an email to the office by 9:00 am regarding an absence.*
- Parents are required to request Distance Learning for their child due to an extended absence, such as quarantine or surgery.*

☐ Distance Learning Students:

Student attendance will be taken daily and at all live class sessions.

- Students will attend all live Zoom meetings throughout the school day. If a student misses a meeting, they will receive a half day absence on that day.*
- Parents should email classroom teachers if their child will not be attending school for the entire day or for a portion of the day.*
- An absence will only be considered excused if the parent provides a photo of a doctor's or dentist note.*
- Zoom Waiting Rooms will be open at 7:50 AM for students to prepare for the school day.*
- Classes will begin promptly at 8 AM.*
- Late arrival to any live class session will affect a student's work habits grade.*

School Dress Code

- Students will be required to wear any form of the St. Joseph Uniform, including shoes, jewelry, and hair. (Please see p. 49-54 in the Parent Handbook, located at www.sjknights.net)*
 - For example, it is permissible for a student to choose to wear the PE uniform every day for the remainder of the school year, however, all items, including shoes, hair, jewelry, etc. must be acceptable according to the Parent Handbook.*
- Students may wear non-uniform jackets on cold days.*

St. Joseph Catholic School Honor Code

We at St. Joseph Catholic School strive to be people of integrity. In all of our words and actions, we seek to be honest, fair, responsible, generous, considerate, respectful, humble, reliable, and kind. We ask our entire school community to join us in dedicating ourselves to the following:

❖ As Knights we are Disciples of Christ. We love God with all our heart, mind, and soul; we love our neighbors as ourselves.

❖ As Knights we are Tenacious Scholars. We persevere in a rigorous learning process in order to achieve at the highest level of which we are personally capable.

❖ As Knights we are 21st Century Learners. We demonstrate care for the health and well-being of ourselves and others. We strive to be moral and ethical global citizens who are sensitive to the concerns and needs of others.

We are Knights and we stand together to make sure that we learn, grow, and mature in a manner that allows us to move forward and be the people that our parents, teachers, and administrators know we can be.

I pledge to demonstrate love for God and my neighbor. I pledge to be diligent and honest in my academic work. I pledge to care for myself and to be considerate of the needs of others. I pledge to support my fellow students in upholding the values of St. Joseph School.

What is Academic Integrity?

St. Joseph Catholic School is dedicated to academic integrity. Academic dishonesty is the opposite of academic integrity and it violates the St. Joseph Honor Code. In order to help all St. Joseph Knights better understand the definition of academic dishonesty, we have created an outline of those actions that do not align with our school wide expectations.

CHEATING violates the Honor Code of the Knights.

What is cheating? This includes but is not limited to:

- *Receiving help or sharing information for an assignment that has been identified as an independent assignment*
- *Copying or allowing someone to copy answers*
- *Using any kind of study aids, notes, books, phones, or electronic devices on a test without the teacher's express permission to do so*
- *Obtaining a copy of the test prior to the testing date*
- *Communicating with other students in any way during a test*
- *Using any electronic device that gives you an unfair advantage*

PLAGIARISM violates the Honor Code of the Knights.

What is plagiarism? This includes but is not limited to:

Copying sentences, phrases, paragraphs, or images without using appropriate citation and documentation

- *Paraphrasing/putting into your own words without crediting the original source through citation and bibliography. This includes all published resources in paper or digital form, and interviews.*
- *Using a direct quote or image without crediting the original source through citation and bibliography. This includes all published resources in paper or digital form, and interviews*
- *Turning in another student's work as your own.*
- *Downloading from the internet or any other electronic source a research paper or article either in full or in part and turning it in as your own*
- *Having another person complete an assignment, either partially or completely, that is then submitted as your own work*

LYING violates the Honor Code of the Knights.

What is lying? This includes but is not limited to:

- *Forging the signature of another*
- *Adding/deleting/manipulating information on academic work or assessments*
- *Tampering with official records, passes, or any other administrative documents*
- *Lying or failing to give complete information to faculty or school administration*

Consequences for Academic Dishonesty violations will be handled on a case by case manner depending on severity or repeat behavior and may include, but are not limited to the following :

- *No credit for the assignment*
- *Conference with parents or guardians, administration, and other stakeholders*
- *Disciplinary action by administration*
- *Removal from St. Joseph Catholic School*

Acceptable Use Policy

Caring for the iPad

- 1. Never drop or place heavy objects such as books, on top of the iPad in order to protect the screen from cracking.*
- 2. Please keep the protective case and the attached keyboard on the iPad at all times.*
- 3. If your screen or keyboard is dirty, only use a clean soft cloth to clean the screen. Cleaners and wipes are prohibited.*
- 4. Defacing of the iPad and its case and keyboard is prohibited. No stickers, writing with pens, pencils or markers is allowed on any part of the iPad, keyboard or case.*
- 5. If the iPad case/keyboard is ruined and needs to be replaced, the student is responsible. Cost of the case is \$70.00.*

Safeguarding and Maintaining as an Academic Tool

- 1. Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means exist.*
- 2. Preloaded apps and all materials provided by St. Joseph Elementary School may not be deleted.*
- 3. The whereabouts of the iPad should be known at all times. It is the student's responsibility to keep their iPad safe and secure.*
- 4. The whereabouts of the iPad should be known at all times. It is the student's responsibility to keep their iPad safe and secure.*
- 5. iPads belonging to other students are not to be tampered with in any manner.*
- 6. If an iPad is found unattended, it should be given to the nearest faculty/staff member.*

Lost, Damaged or Stolen iPad

- 1. If the iPad is lost, stolen, or damaged, please let any faculty/staff member know.*
- 2. Replacement cost for an iPad is approximately \$329.00.*

Prohibited Uses

- 1. All material on the iPad must adhere to the values and mission of St. Joseph Elementary School.*
- 2. Students are not allowed to send, access, upload, or download any inappropriate material of any kind.*
- 3. The iPads communication functions (messaging, texting, facetime, camera, and microphone) functions are not to be used anytime unless your teacher has directed you to do so for academic reasons.*
- 4. Media inappropriate for school should not be stored on the iPads, or used as a screensaver or background photo.*
- 5. Adding profiles are prohibited.*
- 6. Students are prohibited from trying to gain access to another student's iPad, accounts, files, or data.*
- 7. Do not attempt to destroy hardware, software or data.*
- 8. Do not attempt to repair your iPad on your own. Any damage must be reported to a teacher or staff member.*
- 9. The use of any social media (Instagram, Facebook, Snapchat, etc..) is prohibited.*

COVID-19 Health and Wellness Protocols

A COVID-19 Compliance Team consisting of the principal, 2 staff members and 2 parent members has been formed to ensure the education and safety of all school staff and students. The two parent members of the school Compliance Team are medical doctors. Three members of the school Compliance Team have earned certification after participating in an online training course through Johns Hopkins.

Health and Hygiene Practices/Handwashing:

Students and staff must wash (or sanitize with FDA-approved sanitizers when washing is not possible) their hands and wipe down high-use items and areas regularly. Students and staff are trained and reminded frequently on proper hygiene, cleaning, physical distancing protocols, etc.

Students and staff will be given frequent opportunities to wash their hands for a minimum of 20 seconds with soap, rubbing thoroughly after application and using paper towels to dry hands thoroughly. The school has two sets of restrooms designated for student use. Each restroom has four sinks with touchless faucets. All of the student toilets are also touch free. Three classrooms have sinks in them.

Frequently scheduled mandatory handwashing breaks or opportunities will occur before and after eating, after using the restroom, after outdoor play and before and after any group activities. Student and staff break times are staggered throughout the day. Hand washing time is written into each teacher's daily plan. Each classroom is equipped with a large bottle of hand sanitizer. Students will use hand sanitizer upon entering the classroom and may keep a small bottle of hand sanitizer at their desks to be used throughout the day.

The school will always maintain sufficient protective equipment on hand to comply with the California Department of Public Health (CDPH) guidance for students and staff appropriate for each classification or duty, as well as relevant California Division of Occupational Safety and Health Administration (Cal/OSHA) requirements. The school currently has and will maintain a sufficient supply of Personal Protective Equipment (PPE) including hand sanitizers, soap, tissues, paper towels, gloves masks and shields.

Cleaning and Disinfecting:

St. Joseph school will maintain safety by continuously cleaning and disinfecting throughout the day:

<i>Campus Maintenance Procedures</i>	
Category	Frequency
<i>Workspace (classrooms, office)</i>	<i>At the end of each use/Once a day</i>
<i>Appliances (refrigerators, microwave)</i>	<i>Daily</i>
<i>Electronic Equipment (copy machines, shared computers, devices, printers, telephones)</i>	<i>At the end of each use and day</i>
<i>General Used Objects (handles, light switches)</i>	<i>At least 2 times a day</i>
<i>Student and Teacher Restrooms</i>	<i>Twice a Day</i>
<i>Faucets</i>	<i>Twice a Day</i>
<i>Common Areas (Library, Gym)</i>	<i>At the end of each use and day</i>

The school has purchased EPA-registered products from List N (disinfectants for use against SARS-CoV-2). The school custodians will also use a ULV sprayer in the bathrooms, classrooms, and lunch tables.

In the classroom all students will have their own items. Students will have their own pencils, crayons, markers, scissors and bag of classroom manipulatives. All items will be stored in the students' baskets located next to their desk.

MEASURES TO ENSURE PHYSICAL DISTANCING BY STAFF, STUDENTS AND VISITORS

Physical Distancing Practices:

All students will remain with their grade level classmates and practice physical distancing of 3-6 feet. Our large campus allows for multiple play areas for various stable groups. Recess and lunch times will be staggered. Snacks and lunch will be eaten inside the classrooms. Stable groups will go to morning recess and lunch recess together but will be assigned specific play areas on the campus to play, ensuring that the groups do not mix. Play spaces will be designated by colored cones corresponding to each grade level. Play spaces will rotate each week.

There are physical distancing markers throughout the campus, tables and grass area. Desks are spaced 3-6 feet apart in the classroom with a desk shield. Teachers will utilize outdoor space for learning as much as possible. All of the doors and windows are open during the school day to provide for proper ventilation and air circulation.

Staff will also be physically distanced during the school day. Staff breaks are staggered and will not allow for more than 5 to be in the designated space at any given time. Breaks may be taken indoors or outdoors on a secluded patio. The size of this space allows for staff to employ adequate physical distance at all times.

Reporting Positive Cases

We will adhere to the reporting protocols set forth by the CDPH, the Long Beach Public Health Department, and the Archdiocese of Los Angeles.

Handling a Positive Case of COVID-19:

Margaret Alvarez is the COVID-19 point person who is responsible for:

- ☐ establishing and enforcing all COVID-19 safety protocols,*
- ☐ ensuring that staff and students receive education about COVID-19, and*
- ☐ serving as a liaison to the Department of Public Health in the event of an outbreak on campus.*

As stated above, isolation will occur in the school faculty room when students or staff exhibit symptoms. A plan is in place for disinfecting all affected areas afterward. St. Joseph Elementary School will follow the local public health agency's specific protocols and sample communications.

If there is a positive case of COVID-19, St. Joseph Elementary School will participate in weekly reporting to the county, local city, follow all county health public health reporting procedures and complete the ADLA COVID-19 Report Form & Instructions to report it to the Los Angeles Archdiocese.

If St. Joseph Elementary School is contacted by the health department or any other entity with the directive to partially or entirely close, the school will contact the ADLA Assistant Superintendent for guidance and support.

Responding to Positive Cases

After a confirmed case is reported, specific safety protocols must be followed, and the information about the case will be appropriately shared with the school community.

Plan for Partial or Full Campus Closure

St. Joseph Elementary School will support all students through Distance Learning if the county health department requires the campus to close.

If there is a positive case of COVID-19, St. Joseph Elementary School will participate in weekly reporting to the local city, follow all county health public health reporting procedures and complete the ADLA COVID-19 Report Form & Instructions to report it to the Los Angeles Archdiocese. The school will follow Los Angeles County's Exposure Management Plan.

If St. Joseph Elementary School is contacted by the health department or any other entity with the directive to partially or entirely close, the school will contact the ADLA Assistant Superintendent for guidance and support.

Considerations for Partial or Full Closure

When the school experiences multiple positive cases in 14 days, St. Joseph Elementary School will consult the Archdiocese of Los Angeles and local health officials to consider partial or full closure.

Communications Plan

The superintendent will inform students, staff and parents about cases and exposures to COVID-19. The superintendent will review the privacy requirements such as FERPA and HIPAA, before sending any communication.

St. Joseph Elementary School will follow the Long Beach Health and Human Services COVID-19 Exposure Management Plan, Protocol for K-12 Schools Appendix X2 and the Los Angeles Archdiocese guidelines. The school will use communication below to communicate cases of exposure at the school to the Archdiocese.