



Saint John Paul II School

PARENT/STUDENT HANDBOOK

2020-2021

87 S. Main Street Middletown, CT 06457

Phone: 860-347-2978 FAX: 860-347-7267

www.jpil.org email: office@jpil.org

SCHOOL OFFICE HOURS

7:00am – 3:00 pm
And by appointment

Principal: Lawrence Fitzgerald
principal@jpii.org

Director of Advancement, Communications and Marketing: Tiffany Ruvolo
truvolo@jpii.org

Business Manager: Mrs. Betsy Leyden
bizmgr@jpii.org

Office Phone: 860-347-2978
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School Website: www.jpii.org

FACULTY AND STAFF 2019-20

PreK	Mrs. Joan Smith
Kindergarten	Mrs. Patricia Cala
Grade 1	Mrs. Nicole Kelly
Grade 2	Mrs. Theresa Sammataro
Grade 3	Mrs. Ulli Dzimian
Grade 4	Mrs. Anna Dennehy
Grade 5	Mrs. Kathy Pelletier
Middle School Math	Mrs. Allison Donnelly
Grade 6 HR; 6-8 Science	
Grade 8 HR; Lit/Rel	Ms. Emilia Lynch
Grade 7 HR; SS/LA	Mrs. Amanda Hearn
Spanish 1-5	Mrs. Emilie Triay
Spanish 6-8	Victor Triay, Ph.D.
Art K-8	Mrs. Barbara Lee
Comp Sci K-8	Mrs. Karen Hoover
Music; Band	Mrs. Jill Hernandez
Physical Education; AD	Mr. Branislav Obrenovic
PreK Teacher Asst.	Mrs. Patti Vadasz
K Teacher Asst	Mrs. Kathy Pelletier
Paraprofessional	Mrs. Nicole Milardo
After Care Director	Mrs. Nicole Milardo
After Care Assistant	Mrs. Sophia Formica
Aftercare	Ms. Gabrielle Bruckner
Aftercare	Ms. Sabrina Corsino

School Nurse
Elearning

Mrs. Mariana Kriger, R.N.
Mrs. Kathy Riordan

Saint John Paul II School

Saint John Paul II School is a pre-Kindergarten through 8th grade Catholic Regional Diocesan Elementary and Middle School under the Diocese of Norwich Schools Office supported by the parishes of the Deanery of Middletown.

What distinguishes Catholic education? His Holiness, Pope Benedict XVI, addressing a gathering of educators, stated, "First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth." As a Catholic school, all dimensions of education are presented in light of the gospel of Jesus Christ. A Catholic school education seeks to educate not only the mind with a love for truth but also to touch the hearts and form the consciences of its students to pursue what is good, right, and just.

Saint John Paul II School seeks to provide this kind of education, rooted in the wisdom of the Church's teaching on faith and morals, recognizing that each child who enters our doors is imbued with a dignity derived from his or her Creator. Our commitment is to provide a rigorous student-focused academic and faith-filled school environment where all children flourish and grow spiritually, intellectually, emotionally, morally, and socially. Recognizing that parents are the "first and primary educators" of their children, we partner together as a community of students, faculty, and families, living and growing in the example of Jesus Christ, to foster and support learning.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Saint John Paul II, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Connecticut guidelines in secular subject areas, provide a strong academic program. The curriculum is marked by current content and research-based approaches to instruction. We emphasize principles, higher order thinking, and application. We strive to offer a program that makes use of many sources of reading material, a wide variety of technology tools and a multi-text approach to the content areas.

Mission Statement of Saint John Paul II School

The mission of the school is to engage each student in these dual priorities: a challenging academic program that will promote life-long learning and a Catholic, Gospel-based faith formation. We achieve this through a structured, family-centered, safe environment that values diversity and enriches the life experience of its students.

Philosophy

Saint John Paul II School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

Statements of Belief

We believe that:

- Jesus is the way to salvation.
- The creed is the formal expression of our Catholic belief.
- Each child is an image of God.
- Academic excellence and faith formation are complementary.
- School activates each child's God-given talents.
- Social justice is an essential manifestation of a Catholic education.
- Catholic schools provide faith formation to each student and his/her family.
- School success flows from a partnership of home, school, and church.
- Teamwork is essential for success.
- Educating the whole child includes faith formation.
- Children benefit when parents model Christian values and actively display a Catholic commitment.
- School faculty models learning, love, respect, and a commitment in all they do.
- Children are unique and the school responds within its resources.
- Schools develop socially responsible students who make valuable contributions to society.
- A certified, highly qualified faculty contributes to student success.
- An accredited school communicates a standard of success.

History

Catholic education has a rich tradition in Middletown. For over 100 years, parish Catholic Schools of St. Mary, St. John, and St. Sebastian Churches provided education to students Pre-Kindergarten through eighth grade.

To ensure the preservation of Catholic elementary education well into the future, the Diocese School Office recommended a plan to Bishop Michael R. Cote, D.D., Bishop of Norwich, to join the parish schools, St. Mary School and St. John School, into one regional Catholic elementary school for the Middletown region. The plan to extend Catholic education is predicated on the support, not just of the local parishes whose schools are joining, but of all the parishes of the Middletown Deanery. The regional school would be the school of all the Middletown deanery parishes.

The plan was approved, and Saint John Paul II School became the first regional elementary school in the diocese. Housed on the former St. Mary School campus, Saint John Paul II School opened its doors to students in the fall of 2013.

Building a vibrant Catholic identity is central to our vision. Our patron, Saint John Paul II, provides these words to guide us:

Catholic school is a place where students live a shared experience of faith and God, and where they learn the riches of Catholic culture...Catholic schools must help students to deepen their relationship with God and to discover that all things human have their deepest meaning in the person and teaching of Jesus Christ.

As the Catholic elementary-middle school in Middletown, Saint John Paul II Regional School now draws from the rich heritage of St. Mary, St. John, and St. Sebastian Schools and moves forward with new vitality and vision for the

future of our young people. We work closely with Mercy and Xavier High Schools, to ensure our students are rigorously prepared for high school and afforded the opportunity for a complete Catholic education PreK-12th grade, should he or she choose. Our desire is to instill the habits of heart and mind that will last a lifetime.

School Guidelines & Protocols

Saint John Paul II School is a Diocesan school and abides by the policies stated in the *Diocese of Norwich Manual of Policies and Procedures* prepared by the Diocese School Office. A copy of the manual is available in the school office. The following guidelines (arranged alphabetically) support or implement these policies locally.

When a student is absent from school, a parent/guardian should call the office by 8:00 AM each day of the absence. If the office does not receive a call, will attempt to contact the parent. This policy is for the protection of the Saint John Paul II students. **A written statement with parent/guardian signature giving reasons for the absence or tardiness must be sent in upon the student's return.** Emails, while encouraged to keep the teacher and office informed of the student's situation, do not replace the signed note. These are kept on file in the office for one year. *By definition of state statute*, a student is **truant** who has four unexcused absences in a month or ten unexcused absences in one school year, so written explanations are imperative. ***If a student is absent due to illness for three or more consecutive days, a doctor's note is required before the student is permitted to return to school. This note must clearly state that the student is well enough to return.***

Students absent from school **may not** participate in school related activities that occur after school hours.

Parents will be notified in writing if absences approach this limit, if being tardy to school becomes excessive, or when absences, tardies, or frequent dismissals begin affecting the child's academic progress. When a child reaches ten unexcused absences in a school year, the principal will hold a conference with the parent/guardian and homeroom teacher. Parents will also be notified in writing of excessive absence. Twenty (20) or the equivalent of 20 days including tardies are considered truant and can be cause for a student to be retained in the current grade for another year.

Tardies to School

Grades PK-4

Students who arrive after the tardy bell (**7:35 am**) will be considered tardy and must report to the school office for a tardy slip. Parents of Pre-Kindergarten and Kindergarten students arriving late must bring their child to the office for a tardy slip rather than to the PK or Kindergarten building. Staff will bring the child to class. Kindergarten teachers will be in the classroom and unavailable to attend the door in the kindergarten building after **7:35 am**.

When a student has accumulated five unexcused tardies, parents will be notified and asked to meet with the principal in order to resolve the problem.

Grades 5-8

Students who arrive after the tardy bell (7:40 a.m.) will be considered tardy and must report to the office for a tardy slip to present to the designated teachers. Teachers do not admit students late to class without a tardy slip. Parents will be notified when a student accumulates five tardies to school and asked to meet with the principal to resolve the

problem. When a student accumulates his/her sixth unexcused tardy, he/she will be required to serve an afterschool detention. Every subsequent unexcused tardy in a trimester will result in a detention.

Appointments and Vacations

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Should absence for any reason other than illness seem unavoidable, parents are requested to consult with the Principal and present a written reason for the absence to the school office.

Teachers are not required to give make-up tests or assignments for extended absences not attributed to illness or bereavement. ***No assignment will be provided in anticipation of the vacation.***

Students needing medical **appointments during school hours** require a written note by the parent. Parents are required to sign their child out at the office. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 hours or more will be counted as absent for ½ a day. **Three (3) early withdrawals**, each of which are less than 3 hours are considered a one-half day absence.

Absence Due to Illness

Students should be fever free without medication for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.

Make up work due to absence: Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

Please do not request homework be sent home for single day absences. Teachers will provide missed work upon the student's return. Daily homework assignments are also posted on the student's class Portal webpages daily, so missed work will be easily accessible. When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:00 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00 and 2:30 pm or sent home with a sibling.

Teachers are not required to give make-up tests or assignments for extended absences not attributed to illness or bereavement. ***No assignment will be provided in anticipation of the vacation.*** Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date and may require staying after school to make up.

Accreditation

John Paul II School is accredited through the New England Association of Colleges and Schools. In addition, the National Standards and Benchmarks for Effective Catholic and Elementary Schools provide a standard to assess and strengthen our operation.

Admission

Nondiscriminatory Policy

Saint John Paul II School admits students of any race, color, religion and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, religion and national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to Saint John Paul II School:

1. Siblings of current students
2. Members of parishes of the Middletown Deanery
3. Members of other parishes
4. Non-Catholic students

Prekindergarten and Kindergarten

Prior to the start of school, PreK4 students will be scheduled for the Brigance Developmental Screening.

Children entering Pre-K must be four (4) years of age by December 31st. The Brigance Early Childhood Developmental Inventory will be administered to all incoming prekindergarten students prior to entering school. This assessment provides information on the developmental readiness of the child and serves as a benchmark for his or her growth throughout the year. The PreK teacher conducts the screening. Results will be shared with parents. Appointments will be made through the school office. The Brigance Inventory is administered again at the end of the school year.

Children entering Kindergarten must be five (5) years of age by December 31st. New students (not already enrolled in the JP II PreK) will also be scheduled for the Brigance Early Childhood Developmental Inventory.

Asthma Policy

Saint John Paul II School recognizes that asthma an important condition affecting many school children and positively welcomes all pupils with asthma.

The school encourages children to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who encounter children with asthma are provided with proper training from the trained school nurse. Training is updated as needed.

Asthma Medication

Immediate access to reliever inhalers is vital. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent. Inhalers are kept in the nurse's office for easy access and sent with teachers on class field trips. Teachers and administration are trained in administering medication in the absence of the school nurse.

Record Keeping

At the beginning of each school year, or when a child joins Saint John Paul II School, parents are asked to submit a child's medical record. From this information, the school keeps its asthma register, which is available for all school staff. If medication changes in between times, parents are asked to inform the school.

The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals that are potential triggers for children with asthma.

Food Allergy Policy

Saint John Paul II School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes many pupils with food allergies. In order to minimize the incidence of life-threatening allergic reactions, Saint John Paul II School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student whose parent/guardian, and physicians have informed the school in writing that the student has a potentially life threatening allergy.

The school takes all precautions to maintain a peanut/tree nut aware environment. No nuts or nut products, including peanut butter or Nutella, are to be sent to school. Any food for parties, school events, should be nut-free and produced in a nut-free environment. Labels should be provided to the school nurse prior to serving "treats" if at all possible.

Classrooms

Teachers are familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called, and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the school nurse. Information will be kept about students' food allergies in the classroom and in the emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom or lunchroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Application Process

New Student Registration will be processed when these are completed.

- Registration Form submitted
- Registration Fee \$75 per family
- Financial Agreement
- FACTS enrollment form (if paying in installment)
- Parish Affiliation form (if requesting affiliated Catholic tuition)

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- 20 Hour Service Commitment Form
- Copy of any records from a previous school (K-8), if applicable
- Copy of Birth Certificate
- Baptismal Certificate (if Catholic) ^[1]_[SEP]

Upon acceptance, the following items are to be turned in to the school office prior to the student entering school.

- Release of Records, including copies of IEP's (if applicable)
- Health form & Immunization Record

Students applying for Admission in Grades 1-8 must submit a copy of the current report card and standardized test results, if applicable. These will be reviewed to determine whether the program at Saint John Paul II School will meet the educational needs of the students. An interview with the principal, parent and student is part of the admission process.

Testing in reading, writing, and/or math areas may be required for new incoming students.

Non-Catholic students are welcome to Saint John Paul II School with understanding that parents accept the philosophy of Saint John Paul II School. We welcome all faiths.

At the start of school, parents are required to submit the following forms:

- Photo/Video Release
- Technology Usage Agreement
- Approved pick up
- Emergency Cards

Arrival and Dismissal (See Annex A concerning the 2020-21 school year)

Morning supervision is provided beginning at 7:00 am. Students may not arrive to school prior to that time. As a school community, we gather in the gym each morning at 7:20 for prayer, announcements, and special recognitions. School begins at 7:40am. Students arriving after 7:40 are tardy and must report to the office for a pass before going to the classroom (see Absences section). Pre-Kindergarten students are not considered tardy until 7:40am.

Parents dropping off in the morning enter the parking lot near the PreK building and exit near the church. (This is the flow of traffic for arrival and dismissal and for all school events.) Parents may pull up to the cones in front of the school to drop off OR may park and walk their child to the school.

School ends at 1:50 p.m. Bus students are dismissed from the gym first; followed by car riders. Teachers will bring the students in an orderly manner to the pick-up area. Students walking home must have written permission from a parent. Students riding home with another parent must have a note from both parents, and the parent picking up must be on the approved pick up list provided at the beginning of the school year. Car riders who are not picked up by the end of dismissal are sent to after-care.

Car riders will not be allowed to cross the parking lot to get into a car. A parent or designee must walk over to the designated area to pick up the child.

If you must arrange for early release, please do so before 1:30pm. Beginning at 1:30 pm the office will not release students until after all dismissal procedures are completed at 2:00pm. Do NOT go the classroom to pick up your child. Sign your child out in the office and the office staff will dismiss your child to the office.

Athletics (Subject to COVID-19)

Saint John Paul II School offers interscholastic cross country (grades 6-8), JV (grades 4-6) and Varsity (grades 7-8) basketball, and JV (grades 3-5) and Varsity (6-8) soccer. Students are required to submit a physical form prior to playing.

Student athletes participating must stay current with homework and school assignments on a weekly basis to be able to play in the game that week (see attached signature page). ***Members of the teams must maintain grades of C- or higher or face suspension from the team.*** A pay-to-play fee is assessed for each sport.

Buckley Amendment

Saint John Paul II School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding student records and the rights of non-custodial parents. Parents should provide copies of any court documents that affect parent-school communication, custodial arrangements, bus or pick up requirements, etc.

Bullying and Cyberbullying

Saint John Paul II School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest, online, in written notes, in text messages, etc.**) face detention, suspension, and/or expulsion.

The school may discipline students for off-campus behavior which has a detrimental effect on the on-campus educational environment, or which threatens the safety of school property, or the welfare of the staff and other students, including threats or cyber-bullying on social websites such as Facebook or through text messaging.

The school adheres to the Anti-bullying definition of the Diocese of Norwich:

Any behavior deemed by the school administration to be considered as bullying shall result in disciplinary actions, which may include detention, suspension and expulsion from school. Any student who retaliates against another student for reporting bullying may be subject to disciplinary actions, which may include detention, suspension and expulsion from school. Bullying is defined as any overt action by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activity, which acts are repeated against the same student over time. Bullying includes intimidation or assault; extortion; oral, written or electronic threats; teasing; 'putdowns', name-calling; threatening looks, gestures or actions; cruel rumors; false accusation; and social isolation.

Suspected bullying behavior will be investigated and students found to be engaged in such behavior face consequences of suspension or expulsion.

Busing

Busing for students in K-8 is available to residents of Middletown. Middletown Public Schools oversees the busing, which is provided by DATTCO. Bus routes are mailed from DATTCO to parents and to Saint John Paul II School office in August. Parents should inform the school office as soon as possible if pick up or drop off routines change. DATTCO can be reached at 860-635-8234. ***DATTCO expects students be at the bus stop at least 10 minutes prior to scheduled pick-up and remain for at least 10 minutes after scheduled pick-up.***

Each child is expected to obey the following safety rules regarding the bus:

- ❖ Students should wait for the bus safely away from traffic with the monitor
- ❖ Students will remain in their seats while the bus is in motion
- ❖ Eating food and drinking beverages is not allowed on the bus
- ❖ Children may not change from one bus to another without the written permission of the parent and the principal
- ❖ Children may leave the bus only at their home or at school
- ❖ Children should follow other rules of the bus driver

If a pupil is reported for misconduct by the bus driver, the parent will be notified via a Bus Incident Report sent from the Principal's Office. Repeated misbehavior on the bus will result in loss of the right to use the bus for a specified period.

Cell Phones

Cell phones must remain **in the off position in the child's backpack** during school. ***Unless directed by their teacher, students may not use their phone during the school day.*** If the student does not comply and has the phone out during the day, the cell phone will be confiscated and delivered to the principal. The cell phone will have to be picked up by a parent. If the student breaks the rule a second time, a parent will be notified, and the student will have to deliver the phone to the office upon arrival to school for the remainder of the school year. At no time during the day should a cell phone be in the classroom or out of the student's bag.

Under no circumstance is the student to take photos or video with a cell phone on the school campus or at any school event. The phone will be confiscated. Posting pictures taken during school is grounds for discipline, including suspension. Expulsion is also a possibility if the content is harmful to another student or the school.

Cell phones may NOT be used during After-care.

Cheating

Cheating of any type is not acceptable behavior. Academic integrity is an important value of Saint John Paul II School. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating could face suspension from the team.

Child Abuse Laws

Saint John Paul II School abides by the Child Abuse laws of the State of Connecticut. This law mandates that **all cases of suspected abuse and/or neglect be reported to Child Protective Services.** Teachers and school staff are mandated reporters.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school that are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books, pictures, music, knives, guns, matches, cigarettes, pagers, laser lights, cameras, or anything that will detract from a learning situation are not allowed in school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of inappropriate items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Crisis Plan

The school has regular practice drills for lockdowns. Throughout the year, these are conducted and reviewed by the Middletown Police Department. Fire Drills are conducted by the Middletown Fire Department. All teachers and staff are aware of the procedure to follow to keep children safe. Copies of the plan are posted in yellow binders in strategic areas of the school. Staff practices emergency drills throughout the school year.

Discipline

RESPECT, REVERENCE, RESPONSIBILITY

In all areas of learning, discipline is foundational in the development of the whole person. Growth in self-discipline and a loving respect for God and all persons is encouraged and nourished through the code of conduct of the school. Parents, faculty and students work together to create a Catholic school environment where students are learning to be disciples. Discipline for students should be corrective, not punitive, with emphasis on developing responsibility within the child for his or her actions.

Basic components of the respectful environment include:

- Teachers have a right to teach. No student will stop the teacher from teaching.
- Students have a right to learn. No student will stop another student from learning.

Based upon a desire to live as Jesus taught us, students:

- Will be honest and commit to integrity
- Will be respectful and courteous toward all teachers and adults
- Will refrain from harassment of any kind
- Will use respectful language
- Will speak respectfully to and about others
- Will respect all school and personal property
- Will refrain from any deliberate disruption in the school
- Will adhere to school policies (e.g., dress code, cell phone, internet, etc.)
- Will, at all times, whether at school or in the community (physical or online), conduct themselves in a manner which reflects the Catholic values of the school

- Will take responsibility to actively participate in learning and complete all assigned schoolwork.
- Will reverence God, never taking His name in vain, and respecting His presence in the Mass.

Students are under school jurisdiction from the time they leave home to the time they return. The school may discipline students for off-campus behavior which has a detrimental effect on the on-campus educational environment, or which threatens the safety of school property or the welfare of the staff and other students, including threats or cyberbullying on social websites such as Facebook, Instagram, Twitter, etc. Possession, sales or use of alcohol, drugs, tobacco products, or any other controlled substance, on or near the school campus, at a school activity, or on the school bus is strictly forbidden. Violation of this regulation may result in immediate expulsion from school. Weapons, or facsimiles, of any kind are not tolerated. Serious offenses will be reported to the police.

Detention

Detention may be issued for a breach of classroom and/or school rules, such as conduct, dress code, or frequent tardy violations. Parents are provided with a Detention Form with written notification of the detention and the reason. The day, date, and time of the detention are at the discretion of the teacher or principal. If the teacher issues the detention, he or she will monitor. If the principal issues the detention, he/she will monitor. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

Students may also be assigned to lunch or after school study detention to complete make up homework or classwork which has not been completed. Teachers will monitor.

Suspension

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$75.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the duration of their suspension. Students must complete all class work and tests from the days of suspension.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Saint John Paul II School. Students who have been expelled will not be allowed to return to the school for the remainder of the school year. They may reapply with permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Saint John Paul II School.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Early Dismissals, Delays and School Cancellations

Parents are notified by text, email, and/or voice message of school cancellations via the school alert system. Cancellations will also be posted on the website and on local TV stations.

Early dismissals are 11:30 am, unless otherwise announced. When early dismissal is due to inclement weather, extended care and after school activities will be cancelled and all students will be dismissed at that time. Notification will be made through the school alert system, TV announcement, and school website. On early dismissal days due to teacher professional development, there will be extended care.

Late openings due to weather will be announced on local TV stations, the school website and through the alert system. Parents may also sign up for text alerts of school delays/cancellations by signing up at any of the local TV station websites. (www.wfsb.com; www.nbcconnecticut.com; www.ctnow.com) On delayed opening days, school will begin at 9:30am.

Extended Day Program

Extended Day Program is available after school from school dismissal until 6:00 pm. The cost is \$6.50 per hour (second child in a family \$4.50 per hour). Parents may utilize the program full time or as needed. Parents utilizing extended care full time may sign up at the beginning of the school year. Parents utilizing Extended Day as needed must send a note or call the school office on the day their child(ren) will be attending Extended Day. ***Snacks are not provided***; therefore parents should provide their child with juice or water and a snack. Students in grades 3-8 will be in a quiet supervised setting to work on homework from 2:00-3:00 pm, (3rd-5th graders with the EDP supervisor and middle school students in grades 6-8 in Learning Lab with a teacher.

Parents/guardians pick students up in the parish center. They must sign the student out. When not picked up by a parent/guardian, children will be released only to persons on the parents' approved pick up list. They will be asked to provide appropriate ID.

Parents picking up late (after 6:00 pm) will be assessed a \$50/hr. late fee accrued in 15-minute intervals due to the additional cost of staffing and inconvenience to the after-care providers.

Parents are billed biweekly by the business manager for extended care fees. Payments are made to *Saint John Paul II School* and can be mailed or sent into the school office in an envelope marked "After-care." If a parent is entitled to reimbursement for childcare from an employer, or requires a tax document, the parent should submit the required paperwork to the Business Manager.

Financial Information

FINANCIAL ASSISTANCE FORMS are available ON-LINE at www.factsmgt.com/aid. *The application is available on January 1st to FACTS® Grant and Aid Assessment. The deadline for applications is the first week of march.

Payment Options: (*Please read carefully as our payment options have changed.*)

- Pay in full by August 1 (prior to the start of school) or
- Enroll in the FACTS® Tuition Management Service and pay 11 monthly payments (July – May).
- Please note that you may pay in full for one child and utilize FACTS® for another or pay more at the onset and budget the remainder of your payments.

Enrollment/Re-Enrollment

- The non-refundable enrollment fee should be submitted with the application. Returning students must reserve their spot by paying the Enrollment Fee by the date designated.

FACTS® Tuition Management Service Overview

- There is an annual non-refundable administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by FACTS® – please do not make this payment to the school.
- Pay tuition over 11 months via automatic deduction.
- You are notified by email that your FACTS account is set up at which time you can set up your financial institution information and payment date.
- All families not selecting the FACTS® tuition plan will be expected to make one direct payment to Saint John Paul II School for the entire amount of tuition no later than August 1. You may drop off your payment to the school office or to the School Business Manager.
- Student enrollment is not complete until parents have scheduled FACTS payments
- A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.
- Please address tuition payment questions to the Business Manager, Betsy Leyden.
- Tuition payments form the primary source of financial support for the academic programs of St. John Paul II School Tuition payments are the responsibility of the parent/guardian. Failure to pay tuition seriously jeopardizes the fiscal health and stability of the school.
- **Accordingly, the financial policies are:**
 - Families are required to establish a FACTS account for the payment of tuition and incidental billing.
 - The annual tuition and fees may be divided into eleven (11) monthly installments due July through May. All tuition must be paid in full by June 1.
 - **8th graders will not be allowed to walk at graduation, nor will academic records be forwarded if tuition and fees are still outstanding as of June.**
 - If a payment has been missed through FACTS, a second attempt will be made by FACTS on the next collection date per the FACTS Agreement.
 - After two consecutive payments have been missed, parents must contact the business manager and/or principal to arrange a payment plan acceptable to the school.
 - Should extenuating circumstances occur which inhibit the parent's ability to pay tuition, it is the responsibility of the parent to make contact with the school principal or business manager as soon as possible to make alternate arrangements for payment.
 - No family may return to the school if payments for the previous school year, including all fees and After Care invoices, have not been paid in full by August 1.
 - Past due tuition balances will be pursued through legal action.
 - No student's name will be added to a class list in August if a FACTS Agreement or payment in full has not been received. If a response has not been received by August 1. JP II will assume that you will not be returning, and your place will be offered to the next family on the waiting list.
 - The School has the right to refuse class admittance to any student whose account is delinquent more than sixty (60) days. The Student may return to class when the delinquent account is current, and the Principal agrees to reinstate the student.
 - A returning student's account must be current two (2) weeks prior to the student's last day of school of the current school year. If the account is not current, the student may not be permitted to enroll

for the upcoming school year, and the school reserves the right to take a family from the waiting list to fill the class slot at that time.

- **Any delinquent payments must be paid in certified funds. This policy is not meant to be punitive, but in fairness to all families and our mission to educate, we expect our families to maintain current tuition accounts.** The School has a history of working in good faith with families in need, but families must communicate with the School, commit to a payment plan that is acceptable to all parties, and fulfill the terms of the approved payment plan.

Emergency Drills

State Law requires that schools hold fire and lock-down drills regularly. The Diocese requires a minimum of ten practice drills per year.

Saint John Paul II School has implemented a “crisis plan” in case of a lockdown emergency. These have been established with the assistance of the Middletown Police Department, who conduct our lock-down drills. Three Lock Down Drills are practiced: *Intruder Inside the Building* and *Intruder Outside the Building, requiring a lock-down of the perimeter.*

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. Teachers request a field trip at least one month prior to the event. If approved, the school nurse will review any necessary medical requirements for students with medical plans.
9. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
10. If your child fails to bring his/her permission slip home, call the office or contact the teacher for a new form or write a note. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
11. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
12. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
13. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
14. All monies collected for the field trip are non-refundable.
15. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
16. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures only the

“official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.

17. Only parents with Virtus Training certification may serve as chaperones.
18. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
19. All chaperones must be 25 years of age or older.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should not be delivered at school unless an invitation is being given to every student in the entire grade (or from boys to all other boys; girls to all other girls).

Valentines will not be distributed at school unless the student brings one for every student in the class.

Grading Scale

Prekindergarten and Kindergarten are assessed with a skills-based report card. Skills in PreK – grade 3 are assessed using the following criteria:

- E: exceeding expectations*
- M: meeting expectations*
- P: progressing toward expectations*
- N: not introduced at this time*
- I: Needs improvement*

Grades 4-8 are assigned letter grades based on the following scale:

- Grades 4-8**
- A = 90 – 100*
- B = 80 – 89*
- C = 70 – 79*
- D = 60 – 69*
- F = Below 60*

Honor Roll

Students in grades 6-8 are awarded High Honors for achieving all A- or above- for the trimester or Honors all grades B- or above for the trimester.

Home and School Association

Saint John Paul II Home and School Association works to support and enhance the educational ministry of the school. Fund-raising, parent education, community building, and supporting the mission of the school are goals of this organization.

The Bylaws of the Home and School Association are posted on the school website.

Parents agree upon admission to a minimum of 20 hours per family of volunteer time per school year. This helps us to defray expenses and build a strong, committed community. This obligation can be fulfilled in many ways. Parents who are not able to meet the time requirement may “buy out” the hours by a one-time payment of \$300 per family. The HSA monitors volunteer hours and provides a periodic update of hours served. In June, families are billed \$15/hour for hours not served during the year.

Officers for 2020-2021 are:

President- Kellie Troiano & Meghan L'Heureux (hsapresidentkm@gmail.com)
Secretary- Ninette Lapila (nlapila@yahoo.com)
Treasurer- Elizabeth Diaz (diazelizabeta@outlook.com)

Home-School Communication

In order to ensure that all communication from school reaches home in a timely manner, Saint John Paul II School uses several means of communication: A Monday email of general school announcements through the e-communication LION'S ROAR, occasional mid-week announcements in the GROWL monthly PRINCIPAL'S NEWSLETTER, frequent posting on the “parent”, “student” and “calendar” sections of the website; student and parent portal announcements; Facebook; twitter; and by text message. In addition, each teacher maintains up to date class information which parents and students can access through Portals. Teachers will also have a system for providing schoolwork and teacher communications to get home. Important items are delivered hard copy to the student. ***Parents are expected to check the website and their Parent Portals regularly.***

Parents may communicate with teachers via email. During the school week, teachers will respond within a 24-hour period. Our teachers have families themselves and are not expected to check, or answer emails, during the weekend.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted. A rule of thumb, though it will vary with individual students, is 10 minutes per grade level per night. (For example: 1st grade – 10 minutes, 5th grade 50 minutes.) Eighth graders should expect ninety minutes of homework per night.

Homework is assigned to students Monday through Friday. The school encourages project-based learning, so projects may extend over a weekend.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception.

Homework Policy Due to Illness

When a student is **absent for three or more days**, a parent may call the school office in the morning to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:00 PM – 2:30 PM or sent home with a sibling.

For **short absences**, students should check Portals for daily assignments or should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness to make up work. For example, a student who was absent three days should be given three school days to complete the missed work.

Library

The school has a well-equipped automated library. PreK-5th grade students have a scheduled library period with the librarian once a week and are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to local food banks). Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or report cards until their account is cleared.

Lockers

Sixth to eighth grade students are assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated outside nor should stickers be attached inside. Student schedules and personal items for learning may be posted on the interior of a student's locker door.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school office to be placed in the Lost and Found basket. ***Items placed in the Lost and Found remain there for two weeks. After two weeks, uniform items are added to the uniform exchange and other items are donated to charity.***

Students who lose a library book, textbook, planner, or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Lunch Program

Saint John Paul II School offers a hot lunch program five days a week and is run by the Home and School Association and catered by David Alan Catering. The lunch program is not mandatory, and students may bring their lunch if they do not choose to purchase hot lunch. Students should not bring glass bottles, soft drinks or excessive amounts of candy. Parents dropping lunch off for their child should bring it to the office, not to the classroom.

Students eat in the parish center lunchroom Monday – Friday. Bake sales and other school fundraisers may take place on these days but should be scheduled with the principal.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be delivered to the School Nurse in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

All non-prescription medication (cough drops, lip balm, lozenges, etc.) should be taken to the School Nurse with the following information provided by a physician. Non-prescription medicine will not be administered without a physician's note:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

Medication that may need to be administered during school must be delivered to the school nurse by the parent/guardian with a doctor's directions. Any unused medication will be returned to the parent at the close of the school year. Students may not deliver medication to or from school.

The school nurse provides annual training on the proper procedures for administering medications and informs staff of any pertinent student health information.

Off-Campus Conduct

The administration of Saint John Paul II School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes but is not limited to cyber-bullying.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up to date.

Parents As Partners

As partners in the educational process at Saint John Paul II School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has nutritional lunch

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to schoolbooks or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address, email, or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters, regularly review the website and Portals, and to show interest in the student's total education;

To support the religious and educational goals of the school;

If Catholic, to attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

Parent's Role in Education

Saint John Paul II School considers it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and

psychologically. Your choice of Saint John Paul II School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Saint John Paul II School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Scripture provides a model in Matthew Chapter 18 to guide us in handling disagreement or conflict. Go first to the person with whom you have a disagreement. If it is a teacher, talk to the teacher first before going to the principal or other parents. Try to resolve the situation. If it is another parent, go first to that parent. The Scripture teaches that if the situation is still not resolved, then bring in a third person. Following these principles will contribute to a respectful, cooperative school environment.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits that provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Promotion Policy and Retention Policy

Advancement to the next grade in Saint John Paul II School is based on a student's daily performance, test results, social and emotional development, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students may also, if indicated by their success plan, take individual classes at a more advanced level.

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be distributed three (3) times during the academic school year, approximately every thirteen (13) weeks.

Progress Reports will be posted mid-way between each grading period. Progress reports are issued electronically via Parent and Student Portals. In addition, teachers in grades 3-8 will post grades weekly.

No student will be given a final Report Card if tuition, library fines, or Extended Day Program or other fees are in arrears.

Sacraments

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Saint John Paul II School. In accordance with Diocese guidelines, Saint John Paul II encourages our students to receive the sacraments of First Reconciliation and First Holy Communion at their local parish.

While the school provides catechesis in religion classes on the sacraments, parents should make arrangements with their local parish for the reception of the Sacraments and additional instruction as the Parish requires.

School Office Hours

The school office is open on all school days from **7:00 AM – 3:00 PM** and by appointment. Summer hours are Tuesday, Wednesday, Thursday, 9:00am-2:00 PM.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports are issued.

School Safety

Saint John Paul II School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest online, in a text, by phone, or instant message**) face detention, suspension, and/or expulsion. (See Bullying policy).

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Service Projects

The purpose of the stewardship program for students in pre- Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Each year, students will participate in various service projects.

Student Directory

The parent-student directory is available through the Parent Portals system. When accessing your account, check the box giving permission to be included in the online directory. The Student Directory should be used to acquaint parents with the names of their child's classmates and parents. These directories should not be **used** or **sold** for other purposes. The directory is posted privately on Portals, so it is visible only to persons with a school Portals account, *not to the public*.

Student Records

Saint John Paul II adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Saint John Paul II School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents. No records will be sent to transferring schools of students whose financial commitment is in arrears.

TECHNOLOGY ACCEPTABLE USE AND CONDUCT POLICY

TECHNOLOGY ACCEPTABLE USE AND CONDUCT POLICY

Saint John Paul II Regional Catholic School
2020-2021

The primary goal of JPPII's available technology is to enhance learning experiences and student achievement. However, certain legal and ethical restrictions apply.

These rules apply to any use of JPPII's technology resources, while on or off campus.

Technology resources refers to all aspects of JPPII's owned or leased equipment, including all technology-related hardware, software and services.

1. Educational Purpose

- Academic work always takes priority over any other use of technology resources.
- JPPII has the right to place reasonable restrictions on the material accessed or posted using school resources.

2. Student Internet Access

- Students may not access JPPII's Wi-Fi with personal devices
- **Grades PK-5** will only use school technology with direct supervision.
- **Grades 3-5** will have online only access to Office 365 using assigned JPPII.org accounts and passwords. Grade 5 will also have email access.
- **Grades 6-8** will have an assigned laptop with e-mail access via assigned JPPII.org accounts and full access to Office 365 apps and the Internet. Students are expected to honor the rules at all times as set forth in the 1-1 computer user agreement.

3. Student Conduct and Online Footprint

Good digital citizenship is good citizenship. The following rules of citizenship should guide all use of technology at JPII:

- Respect and Protect Yourself
- Respect and Protect Others
- Respect and Protect Property

Please read and review with your child the following sections that apply:

Grades K-5

- I will only use the tablet/computer (devices) when there is an adult in the room with me.
- I will not share any information about myself, or anyone else, on the devices.
- I will not speak to people I don't already know on a device without permission.
- I will tell my teachers/parents if anyone on the devices asks me questions about myself.
- I will tell my teacher if I see anything on the devices that makes me uncomfortable.
- I will not copy anything from a device or the internet and claim it is my work.

Grades 5-8

- *All the above plus*
- I will only use my email for communicating with others in the JPII community or people that have been approved by my teacher(s) or parent(s).
- I will tell my teachers and parents if anyone I don't know sends me email.
- I will not share any email without the permission of the original person who wrote it.
 - I will not open any attachments sent to me via email without the permission of my teachers/parents.
 - I will not use my computer to access non-school related content on the internet.
 - I will be an Upstander online and will not use technology to be mean to others.
 - I will not change the system functions or network configurations or use a VPN.

4. Video and Audio Recording:

- **ALL** recording technology is always banned from use for any purpose in restrooms.

At no time are students authorized to video, photograph, or audio record others in the school building, on school property, or at school activities *without the prior consent of a teacher, coach, or school administrator.*

5. Legal Issues and Jurisdiction:

- All content created, sent, accessed or downloaded using any part of JPII's network resources must abide by the rules stated in this policy.
- JPII reserves the right to monitor the network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. This may include, if needed, to remotely access, open, examine and/or delete electronic files that violate the Acceptable Use Policy.

Students violating these rules shall be subject to reasonable discipline, the device shall be confiscated, and future use of technology may be restricted.

7. Disclaimer:

- Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the morals and standards of JPPII.
- JPPII makes no warranties with respect to school network resources nor does it take responsibility for:
 - the content of any advice or information received by an account holder;
 - the costs, liability or damages incurred as a result of access to school technology resources or the Internet;
 - any consequences of service interruptions.

8. Staff Responsibilities

- Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the morals and standards of JPPII.
- Staff will ensure the proper handling and care of technology resources by students and report any suspicious behavior or misuse (whether intentional or accidental) to the Principal and the Technology Director.
 - Staff will ensure the proper handling and care of technology resources by students and report any suspicious behavior or misuse (whether intentional or accidental) to the Principal and the Technology Coordinator

Telephone

Permission to use the telephone must be obtained from the teacher and/or school administration. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. **do not** constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Testing

The *Iowa Test of Basic Skills* is administered in Grades 2 through 4. MAP testing is administered three times a year to students in grades 5-8. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8. *Stanford Achievement* is administered in Kindergarten at the end of the school year. Benchmark assessments include *The Developmental Reading Assessment* (DRA2) three times a year in grades K-3 and as indicated in 4-8; Benchmark writing pieces; unit testing; and other formative and summative assessments.

Middle School students (Grades 6 – 8) may be given a maximum of three quizzes or two tests per day.

Seventh and eighth grade students will take Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

Title IX

John Paul II School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. (See previous section on Student Records for transcript information.)

Uniform Guidelines

The official vendors for our uniforms are Land's End and Dennis Uniforms. Except for the summer polo shirt, PE shirt/sweatshirts, and PE sweatpants/shorts, uniform pieces must be purchased via the vendor of your choice. Uniforms can be ordered from their websites <https://www.dennisuniform.com/> (school number: **OR00SJ**) or at the Dennis uniform store in Orange and www.landsend.com/ (School number: **900157058**).

Be sure to use the “school checklist” to order required items.

Saint John Paul II School Uniform Checklist

PREKINDERGARTEN UNIFORM REQUIREMENTS

Summer Uniform: September 2-October 31; May 1 - End of School

Boys:	Girls:
<ul style="list-style-type: none">• Navy chino pants or shorts• Red polo with school logo• Athletic socks	<ul style="list-style-type: none">• Navy knit skort or navy chino shorts• Red polo with school logo• Athletic socks

Winter Uniform: November 1-April 30

Boys:	Girls:
<ul style="list-style-type: none">• Navy chino pants• Red polo with school logo• Athletic socks	<ul style="list-style-type: none">• Navy knit skort• Red polo with school logo• Athletic socks or tights

PE - Boys and Girls

- Navy sweatpants or shorts
- Gray uniform t-shirt
- Navy Sweatshirt (optional, but recommended for winter)

SHOES – Boy and Girls:

PreK students may wear sneakers with the daily uniform as well as the PE uniform.

**KINDERGARTEN through FOURTH GRADE
UNIFORM REQUIREMENTS**

Summer Uniforms: September 2-October 31; May 1-end of school

Boys:	Girls:
<ul style="list-style-type: none"> • Navy Chino shorts or pants • Red polo with school logo (tucked in) • Sneakers • Athletic socks • Brown or Black belt (grades 3 & up) 	<ul style="list-style-type: none"> • Navy Chino shorts or navy blue skort • Red polo with school logo (tucked in) • Sneakers • Athletic socks • Brown or Black belt with shorts (grades 3 & up)

Winter Uniforms: November 1 - April 30

Boys:	Girls:
<ul style="list-style-type: none"> • Navy Chino pants • White oxford shirt (tucked in) • School tie • Navy or black crew socks • Solid colored black, brown, or navy dress shoes • Brown or black belt (grades 3 & up) 	<ul style="list-style-type: none"> • Navy Chino pants or school jumper • White peter pan shirt (tucked in if wearing pants) • Navy knee highs or tights • Solid colored black, brown, or navy dress shoes • Brown or black belt with pants (grades 3 & up)

PE Uniforms (Boys and Girls) must be purchased from Land’s End or Dennis. Athletic socks can be worn on PE days and can be purchased at the retailer of choice.

- Navy sweatpants or shorts (Land’s End)
- Blue PE Shirt (Land’s End)
- Navy sweatshirt (Land’s End)
- Sneakers

**FIFTH through EIGHTH GRADE
UNIFORM REQUIREMENTS**

Summer Uniforms: September 2-October 31; May 1-end of school

Boys:	Girls:
<ul style="list-style-type: none"> • Navy Chino shorts or pants • Red polo with school logo (tucked in) • Sneakers • Athletic socks • Brown or black belt 	<ul style="list-style-type: none"> • Navy Chino shorts or uniform skort • Red polo with school logo (tucked in) • Sneakers • Athletic socks • Brown or black belt with shorts

Winter Uniforms: November 1 - April 30

Boys:	Girls:
<ul style="list-style-type: none"> • Navy Chino pants • White oxford shirt (tucked in) • School tie • Navy or black crew socks • Solid colored black, brown, or navy dress shoes • Brown or black belt 	<ul style="list-style-type: none"> • Navy Chino pants or uniform skort • White oxford shirt (tucked in) • School tie • Navy knee highs or tights • Solid colored black, brown, or navy dress shoes • Brown or black belt with pants

PE Uniforms (Boys and Girls) must be purchased from Land’s End or Dennis. Athletic socks can be worn on PE days and can be purchased at the retailer of choice.

- Navy sweatpants or shorts (Land’s End/Dennis)
- Blue PE shirt (Land’s End/Dennis)
- Navy sweatshirt (Land’s End/Dennis)
- Sneakers

All GIRLS: No make-up, nail polish or false nails are permitted. Jewelry is limited to one pair of earrings - studs or small hoops- and a single bracelet. Natural hair color only - no dye. Headbands must be simple and plain red, white, or blue, or the school plaid unless it is a theme day.

All BOYS: Hair must not be over the collar. **No earrings or jewelry.**

Religious pendants and medals are not considered jewelry.

SPiritWEAR is NOT considered part of the school uniform and cannot be worn during the school day or on PE days. OUTERWEAR permitted during the school day consists of the blue fleece or the 1/4 zip sweatshirt provide by Dennis Uniforms or Land’s End. Sweatshirts are only permitted with the PE uniform

All SHIRTS MUST BE TUCKED INTO PANTS/ SKORTS AT ALL TIME. During cold weather months, students may wear sweatpants over shorts or under the jumper/skort when outside.

Out of uniform/Dress Down Days (N.U.T. days)

Students may wear:

- *jeans
- *sneakers
- *short socks
- *shorts (no shorter than three inches above the knee)
- *skirts (no shorter than three inches above the knee)
- *skorts (no shorter than three inches above the knee)
- *t-shirts
- *sweatshirts/sweatpants
- *jogging suits
- *jewelry
- *dresses
- *slacks
- *crocs (not slides)

Students may not wear:

- *flip-flop sandals
- *open back shoes
- *tank tops or strapless tops
- *T-shirts with inappropriate writing
- *sneakers that convert to roller skates
- *biker shorts/yoga pants/leggings
- *pajama pants
- *make-up
- *low cut blouses/tops
- *clothing that is extremely tight
- *hats

Good Rule: If you think you shouldn't wear it, you shouldn't.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL

Volunteering (relaxed during the school year 2020-2021)

We welcome the involvement of parents. There are many opportunities to volunteer through HSA, the school office, library, room parent, skilled services, etc. Parents may not volunteer as students since this is a violation of the Buckley Amendment. All persons volunteering with children must first take the Safe Environments training and be fingerprinted for a background check.

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Vendors must sign in before working in the building and wear visitor's identification while in the building.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop into a classroom to see their child during the day. This is an interruption to the teacher and to the educational process. You may, however, schedule an appointment with the teacher to visit the classroom

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for registration fee
- Registered students who withdraw prior to 3rd trimester are responsible for a \$100 withdrawal fee and the tuition through the month of withdrawal.
- Registered students who withdraw in the 3rd trimester are responsible for the full tuition amount and the \$100 withdrawal fee.

Right to Amend

St. John Paul II School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via e-mail communication. Amendments will also be posted on the website or Portals system.

Parent- Student Handbook/Technology Acceptable Use and Conduct

Saint John Paul II Regional Catholic School

2020-2021

Parents: I have read and discussed the contents of this handbook with my child and agree to adhere to the guidelines. I give permission for his or her use of resources. I understand that computer/tablet access is conditional upon adherence to the agreement, and that I will be held responsible for the cost of repairs or replacement of technology resources damaged by my child. Although students are supervised using technology, and their use is electronically monitored, I am aware of the possibility that my child may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Student's Name: _____ Grade: _____

Print Student's Name: _____ Grade: _____

Print Student's Name: _____ Grade: _____

Print Student's Name: _____ Grade: _____

Print Parent's Name: _____

Parent's Signature: _____ Date: _____

COVID-19 Response Addendum



Saint John Paul II School

87 South Main Street Middletown, CT 06457 860-347-2978 www.jpil.org

July 23, 2020

School Day for 2020-2021 School Year

Everyone will wear masks/face shields daily Cloths masks will come from home.

Arrival:

- Teachers will be in their classroom at 6:45 to prepare for arrival of students
- Mr. Fitzgerald will be outside to greet bus arrivals and car riders from 7:00am-7:35am (we may need additional staff)
- Every student will be sent straight to their classroom
- Every student will unpack inside their classroom. No lockers or shared hallway storage of personal belongings.
- 7:30 Announcements and morning prayer over the intercom by Ms. Ruvolo and an 8th grader each day
- Day begins at 7:35am. Students arriving past this time are tardy.

Schedule:

NOTE: The plans are still being constructed and which plan used will depend on State/Local Guidelines and are subject to change at any time.

- Plan A- all students return to school in each classroom
- Plan B- there will be an A/B schedule were students are in school every other day OR alternate days Monday-Friday with all distance learning on Fridays
- Plan C- the entire school is home with distance learning

Weekly Schedule:

- The weekly schedule will include the following:
 1. Recess and Bathroom breaks: Each individual class will have scheduled morning and afternoon recess and bathroom breaks. Grades 6-8 have 1 recess break.
 2. All lunches are in the classroom and must be provided from home. The hot lunch program has been suspended for the time being. Lunches may not require refrigeration or a microwave nor may they contain tree nut products.

3. Enrichment Subjects have been scheduled for each grade (Art, PE, Library, Computer Science, Music) The teachers will go to the classrooms except for PE. PE will happen outside weather permitting
4. In the event of an A/B schedule, enrichment subjects that can be taught remotely will be moved online. Enrichment classes will still be taught in the event the school goes to a full online schedule as well.

Dismissal:

- 1:30 dismissal begins- Ms. Ruvolo and an 8th grader will say the closing prayer and make the afternoon announcements
- Mr. Fitzgerald will be outside along with Ms. Lynch and Mrs. Hoover. One will manage the daily dismissal roster and one will wear a vest and direct traffic for the car riders entering the parking lot.
- Daily announcements and dismissal changes will be recorded in Teams for teachers to check prior to afternoon announcements.
- All students will remain in their classrooms. Bus riders will be dismissed first by classroom teachers when each bus number is called. Grades 1-4 will exit the building through the Hubbard street entrance. Grades 5-8 will exit the building via the side door below the main office.
- Once the buses have left, adults picking up car riders may enter the parking lot in their vehicles. No vehicles may get in line between buses. Those who arrive early will be asked to park and will only be allowed to join the line when a spot opens up.
- Cars will move in a horseshoe loop up around the parking lot to the top of the church sidewalk. The school will provide signage/directions to assist with directional flow.
- Each car needs a clearly visible sign with the family last name and student's grade to expedite dismissal
- Car riders will be called in the order in which the cars arrive. Waiting cars will not pull forward until directed to by staff.
- Aftercare students will be dismissed last. At this time, we are assuming the students will go to the church hall. The reopening committee is developing a plan to accommodate safety and number restrictions on how the students will interact in aftercare
- At this time there is no plan to offer in-person afternoon clubs, sports, or other activities

Miscellaneous items:

- Parents/Guardians will be responsible for taking their child(ren)'s temperature each morning and monitoring them for signs of illness. Children with elevated temperatures or who show any signs of illness MUST be kept home. Adults should familiarize themselves with the signs and symptoms of COVID-19 and notify the school if their child(ren) exhibit any of the symptoms. Parents/Guardians are responsible for any COVID testing.
- Faculty, staff, and student body will supply their own masks. The school will provide face shields in school for students who need them

- Classrooms will be configured to maximize social distancing in accordance with state and local guidelines. Each student will have to have a personal kit of materials that is not shared.
- Traffic in the main building will be regulated. The floors will be marked clearly for all to see and follow.
- Bathroom distancing includes every other stall will be blocked off, and bathrooms will be disinfected regularly throughout the day
- Students will remain within their classroom or outside throughout the day. Teachers will rotate to the classrooms in all grades, with the exception of PE, which will be held outdoors as often as possible.
- Mask/face shields will not need to be worn during snack, lunch, and any outdoor time.
- The dome on the playground will be off limits. Each class will be given a bin of playground equipment that cannot be shared with another class. Equipment will need to be disinfected after each use. No toys from home may be brought to school.
- Water fountains cannot be used by the students. Every student will need to bring a water bottle from home. Each classroom will have water containers and teachers will fill the students' water bottles for them.
- Classroom doors will remain open during the day, and each classroom will have screens and a window fan (exhaust only) to assist with air circulation
- Bathroom trips outside of scheduled classroom breaks are at teacher discretion.
- The school has a janitor who will be in the building daily, cleaning the railings, bathrooms, and any other essential cleaning that is necessary during the school day.



St. John Paul II Catholic School

87 S. Main Street
Middletown, CT 06457

Telephone: 860.347.2978
Facsimile: 860.347.7267
Website: www.jpjii.org

A Parent Guide for Reopening St. John Paul II Catholic School

WHAT YOU CAN EXPECT THIS YEAR

In late July, St. John Paul II Catholic School developed “Reopening Our Schools: A Planning Framework for the 2020-21 School Year”. This plan is designed to help schools and parents successfully and safely reopen our school buildings to students this fall. The plan also reflects important guidance from the Connecticut Department of Education (CDOE), the Connecticut Department of Health and Human Services (DHHS), and the Centers for Disease Control and Prevention (CDC). St. John Paul II School has a long history of providing high quality Catholic education. We look forward to continuing this tradition in the school year to come.

ALL STUDENT IN-PERSON LEARNING

Our plan allows us to welcome back all students for full-day instruction, five days a week, in our school buildings.

COHORT MODEL

Students in Pre-K through 8th grade will be assigned to a “cohort”, a specified group. Students within a cohort should remain physically distant - 6 feet apart. To contain any illness, cohorts will not interact with each other during the day. If children attend before or aftercare, they will be placed in a cohort combining grades (e.g., PK-1, 2-4, 5-8), due to numbers.

BUILDING LAYOUT

In order to keep cohorts intact, schools are evaluating pick-up and drop-off procedures, routes within the school building, etc. Signage and tape on the floors will be used to assist clarity in traffic flow.

FACE COVERINGS

All individuals over the age of 2 will be required to wear a cloth face mask when they arrive at school. Face coverings may only be removed during designated times and activities (while seated at their individual desks in the classroom and during lunch), if students remain physically distant, six feet away from each other. Students with specialized needs may have the option for alternative appropriate face coverings with prior approval.

TEMPERATURE CHECKS

Parents will be required to take the temperatures of their children daily, prior to dropping them off at school. Temperature checks may also occur as students enter the school building and as needed throughout the day.

INFECTION PROTOCOLS

Our plan provides for clear guidance on how to address individuals with COVID-19 symptoms and/or positive COVID-19 tests.

REMOTE LEARNING OPTION

Families who choose not to have their children return to school in person will have a remote learning option

through the school that **must be approved by Mr. Fitzgerald. Please contact him directly at principal@jpii.org.**

IN PREPARATION:

The Administration, Faculty and Staff has met or exceeded the guidelines provided from the CDC to prepare for school reopening.

- Touch free hand sanitizer stations are placed at the entrance of the school as well as the entrance to each classroom floor.
- Touch-free soap dispensers with antibacterial soap have been installed in each bathroom
- Every classroom now has screens for the windows and a dual exhaust fan to draw air out of the rooms. The combination of ceiling fans, open classroom doors and windows, with the exhaust fans will provide the necessary movement of air.
- Every classroom has touch-free, refillable hand sanitizer units.
- Classrooms now have 13-gallon trashcans, with bags, to accommodate the anticipated increase of garbage. The trashcans will be without lids.
- Breakaway lanyards are being provided to attach to face masks to prevent them from falling to the ground.
- Hallways will have directional arrows that must be adhered to.
- Water-bottle refill fountains will replace existing water fountains. Classrooms will also have 5-gallon water jugs, with dispensers to be used by the teacher for filling bottles.
- The school has employed a custodian to continuously disinfect the building during school hours. Our Janitorial service will come in after school hours to clean and disinfect in preparation for the next school day.

FREQUENTLY ASKED QUESTIONS

We know that parents have many questions about school. In this document, we have outlined many of the frequently asked questions (FAQ) received from parents about our reopening plan. These questions are divided into four sections, each addressing an important aspect of our reopening process, and are subject to change as the situation changes:

1. **Health and Safety:** These questions include but are not limited to physical distancing, face coverings, and facility cleaning.
2. **Infection Protocols:** These questions address how schools will respond when a student or employee becomes ill.
3. **Academics and Programming:** These questions relate to how classes will be taught, information about school events (such as Masses or assemblies), and extracurricular activities.
4. **Tuition:** Questions about tuition payments during the upcoming school year.

Please note that the School Reopening Plan contains general guidance from the CDSE. St. John Paul II School uses these guidelines to its own unique school setting. As such, if you have specific questions about how these guidelines apply to your school, we encourage you to contact your school's principal.

HEALTH AND SAFETY

Q: What does “reopening our schools” really mean?

A: Gathering as a school community is an integral part of Catholic education. Our plan is to reopen our school buildings to students this fall. This means that all students are welcome to return to classes for in-person instruction five days a week. This plan addresses numerous aspects of the reopening process, and how schools will function once reopened.

Q: Will students be safe when school is reopened?

A: Safety is always our top priority in Catholic education. In constructing this plan, we have closely studied guidance from federal and state authorities and can implement the requirements.

Q: Will all students be allowed to return to school at the beginning of the year?

A: Yes. Our plan provides for the return of all Catholic school students for full five day a week instruction.

Q: Will students need to wear face coverings at school?

A: Yes. As per directives of the State of Connecticut, all individuals above the age of two will be required to wear cloth face masks/face shields or a combination of both while at school, with certain exceptions. Face coverings may be removed for periods of time under certain circumstances (such as when a student is seated at their individual assigned desk, six feet apart from others, and lunch). When face coverings are removed, students must remain at least six feet apart.

Q: Do I need to purchase face coverings for my child?

A: Yes. Parents must send their children to school with cloth face coverings. Cloth face coverings must be cleaned after each use and parents should send an extra 2 or 3 cloth face coverings to school to be held by the teacher in case a student forgets to bring one or needs to change during the day. Due to the variety of quality in the disposable masks, cloth face coverings are recommended. Face shields will be provided by the school to be left at school at the end of each day and disinfected by the teacher. Students will not share face shields.

Q: Will teachers teach children how to use face coverings?

A: Yes. We know that students (especially young children) will need training to learn how to properly wear face coverings. We will spend time at the beginning of the year helping children learn how to safely keep face coverings in place. *We encourage parents and families to spend time prior to the start of school, working with your children on wearing a face covering for longer periods of time.*

Q: Will students be required to physically distance at school?

A: Our plan calls for each student to be part of a larger group of students called a “cohort.” When students are with their cohort, they will strive to remain 6 feet apart. Homeroom teachers are also part of cohorts and can walk around their classroom to monitor student classwork. When students are around other cohorts, they should remain at least six feet apart from those other cohort students and will be required to wear face coverings. We believe the cohort model provides for better containment should there be a positive case of COVID-19 (see the Infection Protocol section).

Q: Will parents/families be required to take their child’s temperature every day before coming to school?

A: Yes. A high fever is a key symptom of COVID-19. Parents will be required to take their child’s temperature every day before taking their child to school. If your child has had a fever of over 100.4°F within the last 24 hours, your child should be kept home from school. You should contact your child’s doctor and the school’s main office. Similarly, you should ask your child if he/she has any of the other symptoms of COVID-19, such as a sore throat, coughing, or nausea. If your child complains of these symptoms, you should keep him/her home and contact your doctor and the school office. For more information about how to handle the potential illness of your child, please see the Infection Protocol section.

Q: How will drop-off and pick-up at school be handled?

A: Please refer to the attached document titled *School Day for 2020-2021 School Year*

Q: What does the plan require regarding safety and cleaning of school buildings?

A: The plan includes specific requirements for the ongoing cleaning and sanitizing of all school buildings. Buildings will be cleaned frequently, focusing on high traffic areas and common surfaces. Windows and/or vents will be opened to maximize air flow. Our plan includes instructions for faculty and staff on managing shared areas such as hallways, gymnasium, and bathrooms.

Q: How will lunch take place when school reopens?

A: Schools must think differently about lunchtime. Students will be eating lunch with their cohorts in their homeroom classes. Lunches must be brought from home in containers easily opened by your child. The school does not have the capability of heating lunches or keeping them cold. We ask that you please plan accordingly.

Q: What about recess?

A: All students will have recess and will follow defined safety requirements. Cohorts must be physically distant from one another and will have an assigned recess schedule. If recess is outdoors, depending on the activity, face coverings may be removed if students stay at least six feet apart.

Q: Can parents/family members come into the schools to drop off and/or pick up their child?

A: Parents will not be able to enter the building for drop-off or pick-up. Staff will meet parents and their children outside the building.

Q: Will extended care be available this year?

A: Yes. We will continue to offer extended care. Our plan includes specific requirements for such care (including staff and students wearing face coverings).

Q: My child and/or another member of my household is in an at-risk group for COVID-19. Should I send my child to school?

A: The CDC has defined conditions in which certain people may be more at risk for severe illness through COVID-19. If your child or another member of your household is at-risk, we encourage you to speak to your doctor. Ultimately, you must decide whether you believe it is safe for your child to attend school. A remote learning option will be available for families who decide that their children will not return to school in person (see next question).

Q: What do I do if I do not feel safe sending my child back to school?

A: We are carefully preparing for our students' safe return to school this fall. However, we understand that some families still may not wish to return. Some families may include individuals in at-risk groups for COVID-19, while others may feel more general concern. As such, the school is developing a remote learning option that will be available to any family that does not wish to return. The family will remain enrolled at their current school and will be required to continue paying tuition. The school will work with you and your student to provide a high-quality remote learning alternative. If you feel you do not wish to return for in-person instruction this year (or at least at the start of the year), **please contact Mr. Fitzgerald about the remote learning option.**

Q: Is it okay for my family to travel out of town during the COVID-19 pandemic?

A: We recommend that you do not travel out of town during the current pandemic. However, if you or a member of your household travels to another country or to a state identified by the State of Connecticut guidelines as having a surge in COVID-19 cases, you will be expected to wait for 14 days until returning your child to school or provide a negative COVID-19 test result taken within 72 hours.

Q: What happens if there is a COVID-19 surge in Connecticut and the state imposes more restrictions on schools?

A: If a COVID-19 surge occurs, we will work closely with state officials to determine whether we can continue in-person instruction. St. John Paul II School is prepared to switch from in-person to remote learning immediately should the governor of Connecticut issue a Stay at Home order.

INFECTION PROTOCOLS

Q: What are the symptoms of COVID-19?

A: The CDC has identified several symptoms of COVID-19, including high fever (above 100.4°F), sore throat, coughing, nausea, headache, muscle aches, loss of taste or smell, runny nose, fatigue, diarrhea and difficulty breathing.

Q: What should I do if my child has symptoms of COVID-19?

A: If your child shows symptoms of COVID-19, you should contact your doctor. Your doctor may ask that your child participate in a COVID-19 test. You should alert your school's main office and do not bring your child to school. If COVID-19 symptoms occur during the school day, your child will be immediately sent to the office and you will be contacted to pick your child up from school in the required, designated isolation room. **You will be required to provide a note from your doctor on return to school.**

Q: My child had COVID-19-like symptoms but tested negative for COVID-19. When can he/she return to school?

A: If your child does not have COVID-19 but has another illness, you must keep your child home until the following three requirements are met: 1. Your child is symptom free (no fever, sore throat, diarrhea, runny nose, difficulty breathing, nausea) for 24 hours; 2. A doctor's note clearing your child to return to school; 3. Provide a negative COVID-19 test.

Q: What should I do if my child tests positive for COVID-19?

A: You should immediately contact your doctor for additional instructions. You should also contact your school's main office so they can contact CDC and parents of students in that classroom. You should not send your child to school. **Privacy laws prevent the school staff from sharing the student's or staff's name if they have a positive test.** It is likely the entire class of students will be put in quarantine. CDC may require testing of all students/staff in contact and possibly the school.

Q: When can a student return to school after receiving a positive COVID-19 test?

A: If a student tests positive for COVID-19, or does not seek medical attention, students must not return to school until at least 14 days have passed since symptoms first appeared. In addition, parents must provide a negative Covid test to the school, and a doctor's clearing the student to return to school.

Q: What should I do if a member of my household (who is not my child) tests positive for COVID-19?

A: You should immediately contact your school's main office. Your school will require you to keep your child home from school for at least 14 days. If your family member recovers from COVID-19 (through meeting the criteria in the previous question) AND your child is symptom free, showing no COVID-19 to allow your child to return.

Q: Can my student participate in remote learning while in quarantine?

A: Students will be able to participate in remote learning while in quarantine, with approval from the principal.

Q: What happens if my child's teacher tests positive for COVID-19?

A: Should any employee have COVID-19 symptoms or test positive for COVID-19, schools will follow the same protocols used for students (see above). If a teacher becomes sick and is unable to work, your school will provide a substitute teacher. The school will contact all parents of the student in the classroom will be notified. The school will contact CDC to guide on testing recommendation and cleaning.

Q: What happens if another student in my child's class tests positive for COVID-19?

A: Your school will make all parents aware that a student has tested positive for COVID-19. The school may be closed for approximately two to five days for cleaning and sanitizing. All students in the cohort will be monitored closely for COVID-19 symptoms. If more than one student tests positive for COVID-19, it is likely that the entire cohort will be isolated (sent home) for at least 14 days. CDC will be contacted and guide the school in the quarantine and cleaning process. Students will be able to participate through remote learning while the cohort is at home.

Q: Could my child's school building be closed due to COVID-19 this year?

A: We will do our best to ensure a safe and healthy environment in the coming year. However, if a state-wide Stay at Home order is issued, we may need to close the school building and transition all students to remote learning for a time. Parents will be updated regularly should a school closure be required.

ACADEMICS AND PROGRAMMING

Q: Will my child's curriculum be changed this year?

A: St. John Paul II School will continue to deliver high-quality instruction in core subjects (religion, language arts, math, science and social studies). Special requirements will be in place for departmentalized classes and special area subjects (see sections below). The implementation of safety and health requirements (outlined earlier in this FAQ) will create new complexities in instruction, but our commitment remains to provide your child an academically rigorous, faith-based education.

Q: Will my child's classroom look different?

A: We have instructed teachers to spread out desks and tables in classrooms as much as possible. Face masks/face shields, or a combination of both will be required if six-foot spacing between students is not possible. In order to maximize floor space, teachers will be removing non-essential furniture and other items. We have also asked that desks and tables be arranged so that they all face the front of the room. These strategies will minimize risk of any infection in the classroom.

Q: Will students share school supplies?

A: No. Students will not share school supplies (e.g., books, crayons, technology, etc.), including for such subjects as art and music. Exceptions may be made for activities outdoors (such as outdoor physical education classes). If it is impossible to avoid sharing supplies, such as computers in a computer lab, such supplies will be cleaned after every use. Laptops and tablets will be sanitized after each cohort use.

Q: I have a child in preschool or kindergarten. Is high-quality learning possible?

A: Yes. We are working closely with our early education teachers to continue the best possible instruction in preschool and kindergarten. While health and safety requirements are in place, our teachers will continue to work hard to support your children's intellectual, emotional and spiritual growth.

Q: Will students still change classes or classrooms?

A: Prior to the pandemic, many of our schools offered departmentalization, in which students changed classes for core subjects (religion, language arts, math, science and social studies). This model was particularly common at the Middle School. In order to protect classes in cohorts, most students will not move to different classrooms in departmentalized settings. Instead, teachers will go to the students' homerooms and teach there. The non-homeroom teacher will remain six feet apart from students.

Q: Will schools still offer classes in special subject areas (e.g., art, music, physical education (PE), library)?

A: Yes. As with departmentalization (see last question), special subject area teachers will travel to each homeroom for instruction whenever possible. If students visit spaces such as the gymnasium, or library, the room and supplies/materials will be cleaned after every cohort.

Q: Will tests be given this year?

A: Yes. It is important that we continue to gauge student academic growth throughout the school year. As such, students and families should anticipate tests to be administered in your child's class. These tests will include the NWEA tests for grades 1-8, SeSAT for Kindergarten and Brigance Testing in PreK.

Q: Will students participate in field trips?

A: Due to the COVID-19 pandemic, schools will not arrange in-person field trips during the 2020-21 school year, or until such time field trips are deemed safe.

Q: My child has an Individualized Service Plan (ISP) because of an identified learning, behavioral or physical need. Will the needs of my child still be met this year?

A: As each Individualized Service Plan (ISP) is different, the school will be evaluating each plan to determine whether additional accommodations or modifications are needed for COVID-19-related health and safety protocols. The school will contact you if it is determined that changes need to occur. If you have urgent questions, contact the school directly.

Q: If a parent wants to meet with the teacher or principal, how can these meetings occur?

A: These meetings can take place virtually, via phone or video chat.

Q: Can we still have stakeholder group meetings, such as the School Board and Home-School Association?

A: Such meetings should take place virtually.

Q: What about fundraising and community events, such as an annual gala?

A: Fundraising and community events will be reimaged to comply with physical distancing guidelines.

Q: Will school Masses still take place?

A: The school has created a plan for parishes that allows for the celebration of Mass under specific conditions. Schools must follow this plan, through close coordination with the Father Richard and the other priests from our Deanery, in determining whether/how Masses will be celebrated. In some cases, the Masses will be livestreamed.

Q: Will First Communion, Reconciliation, and Confirmation take place this year?

A: Please contact your individual churches regarding receiving Sacraments.

Q: How will extracurricular activities be impacted this year?

A: Our plan provides guidance on extracurricular activities. Highlights include:

- Athletics: Our sports programs will adhere to the Connecticut Interscholastic Athletic Conference (CIAC). We are awaiting further information from the CIAC regarding athletics. More information will be provided to parents as it is known.
- Choir, Drama/School Play, Christmas Program: Schools must conduct such programs virtually or cancel them for the coming school year.
- Other Activities: For other activities, schools must meet specific health and safety requirements. If such requirements cannot be met, these activities must be conducted virtually or canceled.

TUITION AND FEES

Q: Will schools still collect tuition this year?

A: Yes. While this school year may look different, the school will continue to provide a rigorous academic experience while supporting the moral and spiritual development of each student. Our school depends upon tuition revenue to pay our employees who do this work and support other school-related expenses.

Q: Will I still have to pay full tuition should the school need to move back into remote learning?

A: Yes, the school needs to continue to pay teachers and school staff to support your children during remote learning.

Q: I am having difficulty paying tuition, as my own workplace has been impacted by COVID-19. What do I do? A: We know that some families may have difficulties paying tuition due to the loss of pay during workplace closures. If this is happening to you, please contact Mr. Fitzgerald. We understand your situation and will do our very best to work with you.

If you have any other questions about the coming school year, please contact Mr. Fitzgerald directly. We welcome your inquiries.

St. John Paul II Catholic School

2020-2021

Reopening Plans and Procedures based on CDSE guidelines

[CSDE reopening guidelines](#)

1. Operations Plan

Facilities

Requirements

- Maximize social distancing between student workstations, achieving 6 feet when feasible, when determining the classroom layout. Desks should face in the same direction (rather than facing each other), or students should sit on only one side of tables, spaced apart.
- Where necessary, assess other space that may be repurposed for instruction in the school, in municipal or other community space, or if the school will require additional modular space.
- Maximize space between the teacher and students due to the risk of increased droplets from teachers during instruction. If a teacher removes face covering or mask during instruction, spacing should be increased beyond six feet.

St. John Paul II School plan

Students will be kept 6 feet apart where possible and wear face masks/shields when social distancing is not possible. The school will provide face shields for every student and teacher which will be kept at the school and disinfected by the classroom teacher. Masks MUST be worn on the school bus and in aftercare.

1. Re-opening of Facilities Before First Day of Classes

Requirements

- Comply with DPH [Guidance for Cleaning and Disinfecting of Schools](#) during COVID-19.
- Comply with DPH [Return to Service Guidance](#) for Building Water Systems

St. John Paul II School plan

Facilities will be deep cleaned and disinfected with 7-day kill prior to first day of classes.

Water fountains will NOT be used for drinking. Students must bring their own water bottles from home. Water bottles will not be provided by the school.

Classrooms will have 5 gallon jugs of water to make water bottle refills easier and more sanitary.

2. Signs and Messages

Requirements

- Ensure all signs and messages related to stopping the spread are accessible for students with disabilities and in languages appropriate for the school population.

St. John Paul II School plan

The school has purchased, printed and laminated signs that will be placed throughout the school and in the bathrooms. Vinyl footprints and directional arrows will be placed on the floor to maximize Social Distancing in the halls and common areas.

3. Ventilation

Requirements

- Comply with DPH [Guidance for School Systems for the Operation of Central and non- Central Ventilation Systems](#) during the COVID-19 pandemic

St. John Paul II School plan

In addition to the existing ceiling fans, window screens and dual fans will be purchased and installed in each classroom. These fans will be used on reverse only to draw out the heat and help to prevent the recirculation of germs throughout the classroom.

4. No-Touch Usage

Guidance

- Enable no-touch usage of items such as doors, trashcans, and bathroom fixtures, where possible.
- Where no touch technologies are not available, prop open doors in accordance with fire and safety codes, and remove trash lids.

St. John Paul II School plan

Classroom and bathroom doors will be propped open during the school day. Trash-can lids will be removed from the bathroom trash cans to allow for a no touch disposal.

No touch trashcans will be installed in every classroom.

5. Training Related to Facilities

Requirements

1. Identify the training needs of staff related to health and safety protocols; perform such training prior to the first day of classes.
2. For consistency and to facilitate refresher training, consider designating 1-2 people in each building to serve as trainers.
3. Plan an in-person or online training that includes: social distancing; cleaning protocols; and hygiene practices. Require attendance by all students and staff, and make available to families who are interested. Consider repeating this training during the first months that school reopens, and as needed.
4. Ensure training is provided to substitutes or others who may enter the school outside of the first day or typical calendar start.

St. John Paul II School plan

Administration, faculty, and staff have the necessary knowledge for cleaning to ensure the safety of all members of the school community.

Teachers already disinfect all classroom surfaces every day after school and as required throughout the day

6. Bathroom Protocols

Requirements

- Comply with DPH [guidance for cleaning and disinfecting of schools](#) during COVID-19.
- Maximize use of disposable towels in lieu of hand dryers, due to ventilation considerations. Turn off and avoid use of hand dryers.

[Cleaning and Disinfecting Public Spaces for COVID-19](#)

St. John Paul II School plan

The school does not utilize electronic hand dryers so this is not applicable. Custodian will clean and disinfect bathrooms throughout the day.

Daily Operations

Flexibility and Compartmentalization of Protective Measures

Requirements

- Develop the policies and protocols related to facilities and operations with the understanding that schools may need to react quickly to changing conditions.
- Ensure options to increase, or relax restrictions are available throughout the school year to respond effectively to changes in public health data. This requires compartmentalized solutions that can be deployed or recalled in a timely and organized way. [See also Cancellation of Classes, Remote Learning, and Reopening Plan, page 24.](#)

Class Groups and Teams (Cohorts)

- The purpose of cohorting is to limit the number of students who are exposed to or may be diagnosed with COVID-19 if there is community transmission in a school. Maintaining stable cohorts helps to mitigate the risk of spreading COVID-19. ● A “cohort” is a group or team of students and educators with consistent members that stay together throughout the school day.

St. John Paul II School plan

Grades PK - 5 are self-contained classrooms and remain together as a cohort throughout the day.

Our Middle School students will remain with their homeroom group in their homeroom classroom. Teachers will rotate to each of the classes.

In the case of Advanced and on-grade math classes in the middle school, Math/Science classes will be held in the tower classroom and the math/science teachers will rotate.

Foot Traffic, Hallways, and Shared Areas

Guidance

- Limit face-to-face encounters by designating foot-traffic patterns — such as one-way hallways and staircases — and by designating entrance-only and exit-only doors, when feasible.
- Install markings on floors to illustrate foot-traffic expectations.
- Consider staggering passing in hall by changing schedules around periods to ensure students change rooms, if necessary, at different times.
- Keep traffic moving in stairways and halls.

St. John Paul II School plan

Vinyl footprints and directional arrows will be placed on the floor to maximize Social Distancing in the halls and common areas.

Hallway directions will be designated by arrows and footprints.

Outside Time and Playgrounds

Guidance

- Schools should assess ways to minimize exposure from playground and fitness equipment use, including but not limited to ensuring only the team cohort uses it at the same time, hand washing before and after use or use of hand sanitizer, and disinfecting fitness equipment or other smaller outside equipment after each group of students' use.
- Consider staggering recess times for each class/cohort.
- Plan increased supervision to monitor social distancing, as appropriate.

St. John Paul II School plan

Recess times are staggered and classes will go out one at a time.

The dome will be off limits.

Each classroom will have its own bin of playground equipment that will be disinfected after each use.

Other Individuals Entering the School Building

Requirements

Develop consistent policies to address when clubs, before- and after-school programs, or other voluntary groups may be allowed to use school space. Include ways to safely allow access for before- and after-school and childcare programs.

Guidance

Consider limiting or restricting nonessential volunteers and visitors, and activities held in the school such as assemblies or larger gatherings. Have a clear policy defining essential building access for parents, such as for PPT meetings, or consider virtual meetings when possible.

St. John Paul II School plan

Individuals will be allowed to enter the building to conduct official school business only. All individual who enter the building must wear a face mask. This includes parents/guardians who need to pick a child up early.

Child Nutrition

St. John Paul II School plan

- St. John Paul II Hot lunch program will be suspended indefinitely.
- All lunches will be eaten in the classroom with their cohort.
- All lunches, drinks, and snacks must be brought from home.
- The school will not provide snacks or lunch.
- No nut products allowed.
- Students will not have access to a refrigerator, or a microwave so please plan accordingly.

Transportation

Pick Up/Drop Off

Guidance

- Assess if a staggered arrival and drop off, properly communicated, will enhance safety protocols in place.
- Plan vehicle flow and logistics particularly if there are more family transport vehicles.
- Consider arrival/departure procedures that limit unnecessary entrance of parents and guardians into the building.

St. John Paul II School plan

ARRIVAL:

- Doors open at 7:00 am. If you arrive prior to that time, you will need to park and wait in the car with your child until the doors open.
- *NOTE: PreK & Kindergarten.* Parents will be allowed to park and walk their child to the door of the building where they will be met by a teacher. Parents must wear a mask and will not be allowed into the building.

- Grades 1-8 car riders will be dropped off by the Hubbard Street entrance where they will be met by a member of the staff. Students must wear masks into the building and will move directly to their designated classroom.
- The school day begins at 7:35 am. Students who arrive after this time are tardy and need to report to the office before going to their classrooms.

DISMISSAL:

- All students will be dismissed from their classrooms. Bus riders will be dismissed first, one bus at a time.
- Car riders:
- Parents/Guardians may not enter the parking lot while buses are arriving or get in line between buses. Anyone who arrives early must park and wait until all others are dismissed before getting in line. The suggested pickup time to arrive is 1:50pm and may change depending on bus schedules.
- Parents/Guardians will remain in their vehicle and pull up in a horseshoe loop.
- To assist with an efficient and accurate dismissal, please have a sign in the car window with the student/family name clearly visible.

Buses, Vans and Student Transportation Vehicles

Requirements

Protective strategies for bus transportation should align with the forthcoming tiered system established by DPH to assist leaders define the decision-making approach applied to individual school districts.

St. John Paul II School plan

All bus safety protocols are dictated by the DATTCO bus service.
All students must wear a mask at all times on the bus.

2. Health Practices and Protocols

Standard Public Health Practices and Adequate Supplies

Requirements

- Ensure that students are educated and engaged in the new expectations related to all public health policies and protocols. As part of this requirement,

assess the best approach to communicating the information for the age group, and plan to set aside time at the beginning of the school year, as well as frequent reminders, to review the new policies and protocols.

- Familiarize all participants of the standard public health practices used to prevent the spread of diseases. These practices include, but are not limited to:
 1. social distancing,
 2. frequent hand washing and use of hand sanitizer,
 3. use of face coverings that completely cover the nose and mouth,
 4. respiratory and cough etiquette, and
 5. enhanced cleaning/disinfection of surfaces.
- Provide adequate supplies, including soap, hand sanitizer with at least 60% ethyl alcohol or 70% isopropyl alcohol (for staff and older students who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot-pedal trash cans.

St. John Paul II School plan

Faculty and staff will ensure that students are educated and engaged in the new expectations related to all public health policies and protocols.

These include, but are not limited to, standard public health practices used to prevent the spread of diseases, including those listed above.

St. John Paul II will provide all supplies including soap, hand sanitizer, paper towels, tissues, disinfectant wipes, face shields, and no touch trash cans.

NOTE: Face masks will NOT be provided by the school and must be worn from home.

Immunizations and Health Assessments

Requirements

- **Immunizations:** [Guidance from the Department of Public Health was issued dated June 17, 2020](#) emphasizing the importance of protecting students by staying up to date on immunizations.
- **Health Assessments:** [Guidance from the CSDE was issued dated June 26, 2020](#) outlining the requirements for [Health Assessments](#) prior to students enrolling in school.

St. John Paul II School plan

The school complies with all requirements for immunizations and health records.

Reporting Illnesses and Addressing Vulnerable Populations

Requirements

1. Staying at Home

- a. Instruct students and staff to inform the school if they are sick with COVID-19 related symptoms, particularly if they had a known contact with someone diagnosed with COVID-19 and have also had contact with the school population. They must stay home when they are sick, especially if they have COVID-19 symptoms such as fever and cough. The Equal Employment Opportunity Commission (EEOC) has provided [guidance](#) that confirms that, during a pandemic, it is permissible to ask employees if they are experiencing symptoms of the pandemic virus (such as fever, chills, cough, shortness of breath, or sore throat.) Employers must maintain all information about employee or student illness as a confidential medical record.
- b. Develop consistent protocols for information reporting, and a point person to appropriately receive and safeguard this information, such as the school nurse, district nursing supervisor, or principal.
- c. Educate staff and families about when to [stay home](#). Schools should properly communicate the content of this or any updated guidance. Instruct staff and students (or their parents and guardians) to perform a self-assessment prior to leaving for school to identify fever and other possible COVID-19 symptoms. Communicate this expectation and provide parents with reminders about the [symptoms consistent with COVID-19](#) that require keeping their students at home. Examples include a check-list for parents or a web-based application such as Connecticut [How We Feel](#).
- d. Establish and communicate school-wide sick protocols, including signs and symptoms of COVID-19, and temperature thresholds requiring students or staff to stay home.
- e. Consistent with the applicable laws and school policies, offer options for school and work to staff and students with special healthcare needs (e.g., remote learning options, alternate or modified job responsibilities).

2. Returning to School After an Illness

- a. Follow the relevant public health guidelines in place at that time and communicate with the local public health official related to the return. Review LEA policies to ensure they are consistent with those guidelines. At present, CDC's criteria to help inform when employees should return to work includes: [If they have been sick with COVID-19](#)

- b. [If they have recently had close contact with a person with COVID-19](#)

Material Sharing

Guidance

- Develop protocols to minimize the need to have multiple students sharing high touch materials to the extent possible. Plan in advance by determining if additional supplies are necessary. These materials include, but are not limited to books, computers, calculators, writing utensils, computer keyboards/headphones, and art supplies.
- Appropriately clean, disinfect, or sanitize materials at the end of each school day, consistent with [CDC guidelines](#).

St. John Paul II School plan

Each student will have their own kit of supplies which will be disinfected at the end of each day.

Students will not share materials in the classroom.

3. Containment Plan

Requirements

- Include in the LEA reopening plan written protocols for containment and immediate response if an individual has signs or symptoms of COVID-19, there is a known exposure, or a member of the school community has a confirmed diagnosis of COVID-19. The purpose of containment plans are to decrease the risks of spreading COVID-19, and shall include the following: Immediate coordination with the local health department, including being ready to comply with requests for information from the local health department to assist with contact tracing.
- Identification of a response team within the school and LEA with specific responsibilities.
- Consideration of what signs and symptoms exhibited by students or staff would require their immediate dismissal from school; for what period of time; and conditions for their re-admittance to school.
- If any person who has been present in school has a confirmed diagnosis of COVID-19, the local health department must be notified immediately.

- Identify an “isolation room” (besides the health office) to accommodate students who exhibit symptoms consistent with COVID-19 until a parent or guardian arrives. Students should remain supervised in the isolation room. For the purposes of contact tracing, schools should log all persons who entered the room. The individual supervising the room must be equipped with proper PPE.
- Initiate recommended [CDC cleaning procedures](#) following a confirmed COVID-19 case.
- Review [CDC guidance](#) to ensure compliance with most up to date information regarding containment.
- Create a consistent policy for dismissal of students or staff who exhibit symptoms of COVID-19 and must be dismissed from school. Include input, where appropriate, from the local health department, school medical advisor and school nurse supervisor.

St. John Paul II School plan

Under the direction of the school nurse, the health of all faculty and students will be monitored daily.

Any person exhibiting and symptoms of COVID-19 will be isolated immediately in the nurse’s office. Family will be notified.

9. Cancellation of Classes, Remote Learning, and Reopening Plans

Cancellation of Classes

Requirements

- Develop a plan for school class cancellations and reopening to be implemented in the event that the superintendent, their designee, or state government suspends or cancels in-school classes for some or all participants.
- Notify and consult with the CSDE immediately if the LEA is contemplating class cancellations.
- Assume that any decision about school closure, reopening, or cancellation of school events will be made in coordination/collaboration with local health officials, and with the advice of the school medical advisor (if any) and school nurse supervisor.
- Anticipate that recommendations for the geographic scope (e.g., a single school, multiple schools, the full district, regionally), whether it will be partial or total, and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.

- Include a communication plan and clear policies for faculty and staff regarding individual roles and responsibilities in the event of a shutdown occurring during the school year.
- Prioritize ongoing educational opportunities when drafting the plan for shutdown. Materials for continuity of learning must be made available to allow for school sessions to continue remotely.

Future Planning for Remote Blended Learning

Requirements

- Be prepared to provide remote blended learning opportunities immediately upon cancellation of in-school classes.
- Develop a plan for extended absences and communicate it with parents or guardians in the event of a second extended closure. Particular attention must be placed on communicating the distribution of food and devices or learning materials. Materials must be modified for use by students who are differently abled or multilingual.

Reopening Plan

If class cancellations were initiated and a determination must be made about the approach to reopening, consult the most up-to-date [decision tree related to schools](#) from the CDC. As of the date of this guidance, the decision tree is available [on page 27](#).

Also review the forthcoming DPH guidance.

St. John Paul II School plan

The following plans have been devised as per the CDC, state, and local guidelines. Please note that the exact format of reopening is subject to change at any time due to the circumstances of the pandemic. The school will inform parents of the exact nature of reopening and any changes to policy as we are informed by state and local authorities.

St. John Paul II School is preparing for as many contingencies as possible and will be ready to implement any of the following plans, or to switch between them as needed in the future. All other requirements/guidelines will be in effect for any re-opening plan that involves students in the school buildings.

In order to move smoothly between the plans, the whole school will use Microsoft TEAMS for posting/receiving assignments, making handouts/documents available, and for general communication between teachers and students. Parents with students in grades PreK-2 will be provided their own logins and need to check TEAMS daily, while

students in grades 3-8 will be expected to check TEAMS daily on their own. Parents of students in grades 3-8 will need to use their child(ren)'s accounts to log in to TEAMS.

A. All students return to school

In this scenario, all students return to school with a full day schedule starting on August 31, 2020. Students will stay in their cohort (classroom group) and all classes/enrichment will take place in the classroom with the exception of Phys. Ed., which will take place outdoors as often as possible.

In addition, the middle school students will stay in their classrooms with the exception of ongrade/advanced math classes. One will stay in the cohort classroom and the other will move to the tower classroom. The math and science teachers will rotate between the two for each grade and the tower will be disinfected between classes.

B. A day/B day – 50% capacity hybrid in-person/online

In this scenario, half the students will come to school on “A” days and the other half on “B” days. In preparing for this plan, families have been assigned to A and B days (see A Day/B Day document).

On A days, students assigned to A day will be in school while students assigned to B day will be at home completing work assigned on TEAMS, and vice-versa for B days. In most cases, this “off” day work will be follow-up/practice from what they learned while in school the previous day. Some lessons may be recorded at the teacher’s discretion and posted for students to watch/review on “off” days.

Enrichment classes would be delivered via a combination of in-person and online classes in order to maximize core subjects/skills in person. Those enrichment classes that can be delivered online will move to the off day with the expectation of live student participation in online classes or viewing class recordings the same day.

There are two potential schedules for A day/B day plans either of which St. John Paul II School will be prepared to implement:

1. Alternating A and B days each week so that in the span of 2 weeks each group will have been in school for 5 days. For example, the first week would be ABABA while the second week would be BABAB, with this pattern repeating while this plan is in effect.
2. A days would be on Mondays and Wednesdays, B days would be on Tuesdays and Thursdays, and Fridays would be distance learning for all students.

C. Full distance learning

In this scenario, St. John Paul II School will return to using TEAMS and other online resources as the main mode of teaching/learning. Teachers are receiving on-going professional development in the use of TEAMS and other educational technologies in order to ensure consistent high quality instruction continues without interruption.

Those students who would not otherwise have an easily accessible device will be provided one by the school in the event of a closure. Students/Guardians are responsible for the care and maintenance of the devices and must return them to the school the same day school reopens or as otherwise communicated by the school administration.

Arrival/Dismissal (Please see the Pickup/Dropoff section earlier in this document for full details.)

Arrival and Dismissal policies have changed and will be implemented in any scenario in which students will be in the school.

Social-Emotional Learning (SEL) and Mental Health

Requirements

- Develop a detailed plan to re-engage all students, staff and families. Particularly identify strategies to identify and engage populations and specific students that have been disengaged.
- Prepare staff to identify issues related to abuse and neglect in the context of the pandemic and comply with all mandated reporting requirements.

Guidance

- Provide a period of time for students to acclimate back to school. Focus on the whole child and use this period to reestablish routines and relationships.
- Intensify communication efforts with all families and at the same time provide additional supports for students who are struggling or at risk.
- Communicate the importance of SEL as a foundational and necessary aspect of a highly functioning school community.
- Consult the available resources on SEL, for example, the Collaborative for Academic, Social, and Emotional Learning (CASEL) publication, [Leveraging the Power of SEL as You Prepare to Reopen and Renew your School Community](#).
- Consider staff in addressing SEL and mental health support. Design opportunities for adults to connect, heal, and cultivate their own SEL competence. Work with school and district-based mental health staff, psychologists, counselors, social workers, and school nurses to lead these efforts.
- Ensure access to mental health and trauma support for adults.

- Incorporate SEL and mental health support activities into online learning by employing activities such as wellness checks, discussion circles about important issues, and lessons that directly address SEL and mental health.
- Consult the multiple support resources related to SEL and mental health that may be accessed here: [COVID-19 Resources for Families and Educators](#).
- Review and incorporate the [Kindergarten through Grade 3 Social, Emotional, and Intellectual Habits Framework](#) as it represents the knowledge, skills, and dispositions that form an essential blueprint for college and career readiness to achieve academic success and social/emotional learning.

St. John Paul II School plan

Saint John Paul II faculty and staff received professional development in SocialEmotional Learning last school year.

This year, the school will be implementing a new Social Emotional Learning Program utilizing JOI Friendly curriculum for all grades.

After-school Programming

- After-school programs can play an important role in providing support for students during traditional after-school hours, including days in which students are engaged in remote learning and not scheduled to be in class. Traditional after-school programs do not need to operate only after school dismissal and can support families on days when students are not scheduled for classroom instruction. As schools reopen and parents return to working outside the home, after-school programs can assist in providing safe places to provide care for students while simultaneously providing support and assistance to enhance remote learning.

Requirements

- Programs receiving funding from the CSDE through the State After School, Extended School Hours (ESH) and 21st Century Community Learning Centers (21CCLC) programs, consult with the CSDE for individual grant-specific guidance.
- Follow the requirements outlined in this document, as applicable, including but not limited to requiring the use of face coverings that cover the nose and mouth, and maximizing social distancing.

Guidance

- Consider the logistics of after-school program space utilization to ensure that social distancing requirements are maintained and students are exposed to the fewest practicable number of other students and staff.
- Consider utilization of classrooms for on-site after-school programming that minimizes students' exposure to other students and common areas. For example: staff participating in the after-school program use the same classroom that students are in during the school day and provide after school care from the end of the school day until 5 p.m.
- Maximize social distancing and limit exposure to other students during classroom instruction, after-school activities, meals, bathroom usage and transportation.
- Apply the same cohorting recommendations for the school day, when feasible.

St. John Paul II School plan

St. John Paul II School will provide aftercare following all safety protocols for students and staff.

Professional Development

Requirements

- Prioritize mandatory training for staff, before the beginning of the school year, that covers signs and symptoms of COVID-19, Standard Public Health protocols, Hygiene Practices, PPE, Reporting Illnesses, and supporting SEL. Plan ongoing training as changes occur in recommendations and public health data.

St. John Paul II School plan

In addition to the above requirement, St. John Paul II faculty is participating in ongoing training this summer to prepare for increased use of educational technology and curriculum differentiation to be prepared for any of the school reopening formats that may be implemented.