

PARENT-STUDENT HANDBOOK COVID POLICIES & PROCEDURES

Special Staggered Arrival & Dismissal Times (**May be subject to change)

Monday - Friday

Arrival Times	Last Name
7:40 a.m.	A - E
7:45 a.m.	F - L
7:50 a.m.	M - R
7:55 a.m.	S - Z
8:00 a.m.	Preschool students with older siblings @ SJF
8:05 a.m.	Preschool students who are the oldest in the family

Monday, Tuesday, Thursday, and Friday

Dismissal Times	Last Name
2:40 p.m.	All Full-Day Preschool
2:45 p.m.	A - H
2:50 p.m.	I - P
2:55 p.m.	Q - Z

Wednesday – Early Dismissal Schedule

Dismissal Times	Last Name
12:30 p.m.	All Full-Day Preschool
12:35 p.m.	A - H
12:40 p.m.	I - P
12:45 p.m.	Q - Z

*Parents and students **cannot congregate** around the building. **When students arrive, they are to walk directly to their door and enter upon arrival.** Parents and caregivers are encouraged to remain in their cars or on the perimeter of campus in order to adhere to our social distance and safety guidelines.

- **Classroom Cohorts:** This year students must remain in their classrooms for instruction throughout the day. Some special teachers as well as upper-level departmentalized teachers will travel to each classroom. **The cohort model maintains a safe environment by eliminating the interaction between cohorts, which allows single classes to be quarantined in the event of infection, rather than closing the entire school building.*
- **Entering the Building:** *Students will need to wear a mask and have their temperature checked prior to entering the building each day.* Specials teachers and other staff members will be stationed at each door to conduct these checks. Similar to the past, students have been assigned a specific door to enter with their class. **Students are only allowed to enter and exit that specific door each day. During these checks, students will be asked the following questions: Do you feel sick in any way? Do you have a cough or a sore throat? Please discuss this with your children and help them get used to this new way of entering our building. *If you are running late, and anticipate an arrival AFTER 7:55 a.m., please contact the main office: 773.445.4737. In an effort to follow safety precautions and protocol, please do your absolute best to arrive on-time during your scheduled arrival time.**
- **The final bell and start of the school day is at 8:00 a.m.** Students will be marked tardy if they arrive after 8.
- **Masks** will be required to be worn throughout the entire day for every student and staff member. Students can remove their masks to eat lunch, during a water break, **while outside** and **safely social distancing** during physical education class, recess, breaks, walks, etc. Each student will be provided with one SJF mask. However, you will likely want to have more than one mask for your child. Our kids are encouraged to choose masks that reflect their personality, interests, etc., but masks should not display anything inappropriate or be political in nature. Our goal is to make sure every child at SJF feels safe and comfortable, and what appears on masks needs to reflect the utmost sensitivity, especially during these very challenging times. Triple layered gator masks are allowed.
- **Lanyards:** Students will be provided with a lanyard to attach their mask to in order to prevent it from falling on the floor during the times in which they can remove their masks throughout the day.
- **Social Distancing:** Every classroom **including pre-school** will have desks instead of tables this year to allow for social distancing in the classrooms. All desks will be spread out as much as possible and all excess furniture, area rugs, etc. have been removed in order to allow for this stipulation. Classrooms with more than 19 students in a classroom are equipped with plexi-glass barriers on each desk.

- **Lunch:** Students will eat lunch in their classrooms and/or outside whenever possible! As a reminder, lunch will be served on our early dismissal days (WEDNESDAYS) to Pre-K and Kindergarten students only. All other students may bring a snack. **Our Hot Lunch Program is suspended for the immediate future, including milk. Students may bring their lunch in a lunch box or disposable bag.**
- **Water bottles** are allowed; each student should bring a re-usable water bottle to school each day.
- **Back-up Care-givers & COVID-19 Symptoms and Cohort Exposure Guidance per Archdiocesan Guidelines:** It is necessary for your family to have a plan in place for if/when your child becomes ill or is exhibiting a fever or two or more of the COVID-19 symptoms during the school day. **If this occurs, the student AND HIS/HER SIBLINGS will be sent to the office and quickly directed to our quarantine room in order to be sent home.**

SJF LOCAL DECISION TREE, September 2020

1. When a student has **2 or more Covid symptoms or fever**: *student and siblings will be sent home.* The School Office will send an email to parents instructing that **a doctor's note is required in order to return to school.**
2. When a **student is absent due to illness**: The School Office will send an email to parents.
 - a. **1 symptom** requires monitoring for fever or additional symptoms. **Student can return to school after parents respond to the email, documenting that all symptoms are gone and 24 hrs. fever free.**
 - b. **2 symptoms** require a doctor's note to return to school or 14-day quarantine. **All siblings must also stay home during that time either until a doctor's note is shared or the quarantine is completed.**
3. **Make-up Work when Ill:**
 - a. Homework may be sent home with a sibling or parents can do a "curbside" pick-up. **Homework CANNOT BE SENT HOME WITH FRIENDS AND NEIGHBORS.**
4. **Early Dismissal:**
 - a. All **students will dismiss from the main office doors.** Parents will be expected to wait outside.
5. **Forgotten items:**
 - a. **Forgotten items are not to be brought to school.**
 - b. Cups will be provided to homerooms for students who forget water bottles.
 - c. If a student forgets his/her lunch, the school will provide cheese crackers and uncrustables.
 - d. **STUDENTS ARE NOT TO SHARE LUNCHES, SNACKS, FOOD, DRINKS** of any sort with their peers/friends/classmates!

COVID-19 DECISION TREE:

Situation	Actions/ Involvement	Potential Outcomes
<p>A child is exhibiting symptoms during Wellness Check or while in school</p> <p><u>Symptoms of COVID-19</u></p>	<p>Teacher: Removes student from class.</p> <p>Principal: Isolate student in isolation room; calls parents to pick up student.</p> <p>Parent/Guardian: Required to pick up student from school as well as siblings or any other member of household that may be working or volunteering at any OCS school; recommended to have student tested for COVID.</p> <p>Student: Remains home until cleared.</p>	<p>STUDENT TESTS POSITIVE</p> <ul style="list-style-type: none"> • Principal contacts Task Force Team at the Arch • Principal sends an Exposure Letter to school community and Cohort Quarantine Letter to cohort. • Cohort quarantines for 14 days from last contact. • Student must complete 10 days isolation from date of first symptom and be fever free for 24 hours without fever-reducing meds and other symptoms 75% improved. <p>STUDENT TEST NEGATIVE</p> <ul style="list-style-type: none"> • Student must be fever-free for 24 hour with no fever reducing meds and other symptoms 75% improved. Follow health care providers directions, recommended treatment and return to school guidance. • Dr's note documenting alternative diagnosis or negative Covid-19 test required to return to school. <p>STUDENT DOES NOT TEST</p> <ul style="list-style-type: none"> • Student remains in self-quarantine for 10 days from symptoms onset, must be fever-free for 24 hour with no fever reducing meds and other symptoms 75% improved before returning. • Depending on evaluation of factors, decision may be made to quarantine cohort.
<p>Student household</p>	<p>Parent/ Guardian: Notify</p>	<p>HOUSEHOLD MEMBER TESTS</p>

<p>member exhibits symptoms</p>	<p>school that student will remain home pending family member's test results.</p> <p>Student: Remains home until cleared.</p> <p>Principal: Communicates regularly with the family to get updates on the symptoms.</p>	<p>POSITIVE</p> <ul style="list-style-type: none"> • Student quarantines for 14 days at home from last exposure to household member • If student continues contact with the infected household member, the quarantine for 14 days from the time when their family member has met the criteria for release, or from last close contact from positive household member. It's possible for student quarantines for up to 24 days. • If student tests positive, follow guidelines above.
<p>Student's household member travels to a state listed on the Chicago Travel Quarantine list</p>	<p>Parent: Monitor health</p> <p>Student: Permitted to attend school</p>	<p>TRAVELING HOUSEHOLD MEMBER TEST POSITIVE</p> <ul style="list-style-type: none"> • Same guidelines as household member tests positive (above). <p>TRAVELING HOUSEHOLD MEMBER SYMPTOMATIC BUT DOES NOT TEST</p> <ul style="list-style-type: none"> • Student quarantines for 14 days from last contact. <p>TRAVELING HOUSEHOLD MEMBER TESTS NEGATIVE</p> <ul style="list-style-type: none"> • Student returns to school
<p>Student travels to a state listed on the Chicago Travel Quarantine list</p>	<p>Student: Quarantines for 14 days.</p>	
<p>Student's teammate on travel sports team, who attends a different school, tests positive.</p>	<p>Parent/ Guardian: Informs principal that students will be quarantining due to possible exposure.</p> <p>Student: Quarantines for 14 days from last contact.</p> <p>Principal: Inform teacher student will be remote learner.</p>	
<p>Cohort Teacher is</p>	<p>Teacher: Removes self from</p>	<p>TEACHER TESTS POSITIVE</p>

<p>symptomatic</p>	<p>classroom, isolates immediately and stays home pending test results.</p> <p>Principal: Arranges for substitute teacher to step in.</p> <p>Students: Remain in school unless/until teacher tests positive, then quarantined.</p>	<ul style="list-style-type: none"> • Principal notifies the Arch. • Principal sends an Exposure Letter to school community and Cohort. Quarantine Letter to cohort. • Teacher must complete 10 days isolation from date of first- symptom and be fever-free for 24 hrs without fever reducing meds and other symptoms 75% improved. • Cohort quarantines for 14 days from last contact. <p>TEACHER TESTS NEGATIVE</p> <ul style="list-style-type: none"> • Teacher must be fever- free for 24 hours with no fever-reducing meds and symptoms 75% improved. Follow healthcare provider directions, recommended treatment and return to school guidance. • Doctor's note documenting alternative diagnosis or negative COVID-19 test required to return to school.
<p>Specials Teacher/ Substitute Teacher is symptomatic</p>	<p>Teacher: Removes self from classroom, isolated immediately and stays home pending test results.</p> <p>Principal: Arranges for alternative teacher, confirms teacher has not been in close contact with other faculty/staff/students and volunteers (Special teachers are to stay 6 feet away in the classroom since they are not considered part of the Cohort).</p> <p>Students: Remain in school unless substitute teacher tests positive, then quarantine.</p>	<p>TEACHER TESTS POSITIVE</p> <ul style="list-style-type: none"> • Principal notifies the Arch. • Principal sends an Exposure Letter to school community and Cohort. Quarantine Letter to cohort. • Teacher must complete 10 days isolation from date of first- symptom and be fever-free for 24 hrs without fever reducing meds and other symptoms 75% improved. • Any staff/ faculty/ volunteers/ students who were in close contact must quarantine for 14 days from last contact. <p>TEACHER TESTS NEGATIVE</p> <ul style="list-style-type: none"> • Teacher must be fever- free for 24 hours with no fever-

		<p>reducing meds and symptoms 75% improved. Follow healthcare provider directions, recommended treatment and return to school guidance.</p> <ul style="list-style-type: none"> • Doctor's note documenting alternative diagnosis or negative COVID-19 test required to return to school.
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SJF's Schoolwide Cleaning and Disinfecting Procedures to Prevent the Spread of Infection

- Regular and consistent cleaning and disinfecting is necessary to reduce exposure. EPA approved disinfectant and cleaning supplies will be housed in every classroom, out of the reach of children, and will be used to kill germs.
- Frequently touched surfaces (e.g., door handles/knobs, desktops/tabletops, countertops, chairs, light switches, pencil sharpeners, computer keyboards, hands-on learning items, phones, toys, cubbies/coat and backpack areas, sinks and faucets) will be cleaned on a daily basis.
- Classroom surfaces and bathrooms will be cleaned and sanitized several times throughout the day, but specifically before and after snack/lunch, recess/playtime and at the end of the day. The school buildings will receive a deep clean on Wednesdays and Saturdays.
- Formal bathroom breaks will be scheduled throughout the day. Areas in each of the bathrooms will be taped off and only a limited number of students will be allowed in the bathroom at once to allow for safe and proper social distancing.
- Gloves and other appropriate PPE will be used during cleaning and disinfecting.
- Teachers will train students how to properly wear and adjust their masks and consistently work with students to ensure appropriate hand washing, sanitizing and disinfecting takes place frequently throughout each day.

Policy Changes for 5th - 8th Grade (Covid)

Academic Eligibility Study Halls

Due to Covid protocols and safety measures, St. John Fisher School will not offer Mandatory Academic Eligibility Study Halls until further notice. We will continue to monitor students' progress and work with students who are struggling in one or more classes.

Demerits & Detentions

Students can still earn demerits and detentions. Demerits will be issued to students who choose not to follow the safety guidelines outlined in this handbook addendum as well as classroom/school health and safety protocols including but not limited to proper mask wearing, social distancing, proper bathroom safety guidelines etc. Detentions can be issued for an accumulation of three demerits as well as more serious level two or three infractions. In order to not disrupt the health and safety protocols of the cohort model, detention will not be handled in the usual way until further notice. Administration will determine how each student will serve his/her detention.

Remote Learning Protocols for Students

Behavior Standards for E-Learning

Students are expected to behave respectfully and maturely during any remote learning. This means that any behavior during a live class must be in line with the "academic and behavior policies" as defined by the Parent-Student Handbook.

Appearance Standards for E-Learning

Students are to practice good hygiene and wear appropriate clothing. While students are not required to wear school uniforms, students should not wear hats, hoods or clothing that contains inappropriate messages or images.

Remote Learning Academic Dishonesty Policy:

You are expected to do your own work at all times. Cheating in any form will not be tolerated. Cheating is defined as but not limited to plagiarism (taking credit for someone else's work), copying from another student, submitting someone else's work for credit. As stated in the Parent-Student Handbook, "At the discretion of the teacher, students will receive a failing grade and a detention on any assignments or tests when cheating/plagiarism has occurred."

Google Meet Expectations & Etiquette

- Please show up at the correct time and stay in the Meet for the entire time.
- Find a quiet place away from distractions such as siblings, TV, pets, etc.
- Mute your microphone until you are called upon to speak.
- If you are called to speak, unmute your microphone, so your teacher and class can hear you.
- If you have a question, type it in the chat.
- Keep the sidebar chat on topic.
- If you are responding to another student in the chat, type his or her name before the response.
- Refrain from chewing gum or eating food in front of the camera.
- Hang up at the end of the Meet.
- Use the restroom before class. If necessary, ask to be excused.
- Always be respectful and responsible!