



RETURN-TO-SCHOOL PLAN 2021-2022

IN RESPONSE TO COVID-19

8-25-21

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Thank you to the taskforce members in the creation of this document. Their expertise and commitment to Catholic education is commendable.

INTRODUCTION

This Reopening Plan exists to foster the health and safety of the students and employees of Saints Philip and James School throughout the Covid-19 pandemic, so that all students may continue to learn in-person for the 2021-2022 school year. To meet this objective, the school administration continues to meet all the guidelines of the Warren County Health Department and the Diocese of Metuchen.

This handbook is subject to change at any time when determined to be necessary by the school administration, The New Jersey Department of Health, and the Diocese of Metuchen.

SOURCES

Center for Disease Control: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#anchor_1589931942037

New Jersey Department of Education:
<https://www.nj.gov/education/reopening/>

[New Jersey Department of Health Guidelines- 8-31-21](#)

Protocol for Employees:

- School teachers and staff are required to wear face masks.

- All school teachers, staff, and substitute teachers must submit proof of Covid-19 Vaccination to the principal and must be fully vaccinated prior to October 18, 2021, or be tested weekly.
- All employees have been educated on handwashing, use of PPE, bloodborne pathogens, social distancing, and symptoms of COVID-19.
- If an employee becomes ill with Covid symptoms at work, they will be asked to leave work and go home and contact their physician.
- Employees returning to work from an approved medical leave should contact the principal before returning. These employees will be asked to submit a healthcare provider's note before returning to work.
- If an employee has been diagnosed with COVID-19, the school, Office of Schools, and Warren County Health Department will be contacted. The health department will determine the next steps.
- If an employee has been vaccinated and has been exposed to Covid-19 they should watch for symptoms. All employees not vaccinated, that have been exposed to Covid-19 will need to go home immediately and be tested.

Protocol for Students:

- Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Students are required to wear masks. Mask breaks will be given at various times of the day, when it is safe to do so. During a mask break, the mask will be stored in an individual sanitary container. Students will not need to wear masks when eating, when socially distanced outdoors, at gym class, or at recess.
- Student health checks will be conducted safely and respectfully, and in accordance with privacy laws and regulations.
- Per regular school policy, students must have a healthcare provider's note after returning to school from a medical absence of 3 or more days, prior to returning to school.
- Families should contact the nurse when a student is absent from school.

Protocol for Symptomatic Staff and Students:

If a staff member or student is exhibiting symptoms of COVID-19, the following procedures will be implemented:

1. If an employee or student is suspected to have COVID symptoms, the individual will be sent home from school to be tested.
2. The nurse and others attending the suspected infected person, will also wear a protective mask and gloves while working with the suspected infected person. If a mask is not tolerated by the child, staff will use a face covering and follow social distancing guidelines (6 ft. away). Adequate amount of personal protective equipment (PPE) will be available if needed and will be stored in the nurse's office and in the isolation room.
3. Students and staff will remain in isolation with continued care, monitoring of symptoms and supervision. Staff will leave school as soon as it is possible to do so. Students will leave school as soon as possible with a parent or authorized adult.
4. The nurse and principal will identify persons who may have come in contact with the suspected infected person.
5. The principal will advise employees that they may have been in contact with an employee or student that may have COVID-19.
6. The isolation area and suspected employee's or student's work area/classroom will be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.
7. Unvaccinated siblings of a student who has symptoms and meets COVID-19 Exclusion Criteria should be excluded from school until the symptomatic individual receives a negative test result. If the symptomatic individual tests positive, the sibling will need to quarantine.
8. Unvaccinated individuals who have been diagnosed with COVID-19 in the past 90 days do NOT need to be excluded from school if: 1) they have engaged in domestic and/or international travel; or 2) if they have had close contact with someone with COVID-19 and are asymptomatic.

9. If administration becomes aware that an individual who has spent time in the school tests positive for COVID-19, they will immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
10. When an individual tests positive for COVID-19, administration will immediately notify local health officials, staff and families of a possible or confirmed case while maintaining confidentiality.

Protocol for Travel

As per the NHDOH schools are encouraged to have a policy for exclusion for students and staff that travel which is consistent with CDC COVID-19 travel recommendations. Therefore, the Saints Philip and James School will follow the following guidelines.

- Travel should be delayed for those who are not fully vaccinated. If travel cannot be delayed, domestic and international travelers who **are not fully vaccinated** should get tested with a viral test 3-5 days after travel **AND** stay home and self-quarantine for a full 7 days after travel, even if they test negative.
- o If testing is not completed post-travel, individuals should self-quarantine for 10 days.
 - International travelers who are fully vaccinated, should also get tested with a viral test 3-5 days after travel, self-monitor for symptoms and isolate and get tested if symptoms develop.
 - For those traveling to/from New Jersey, domestic travel is defined as lasting 24 hours or longer to states or US territories other than Pennsylvania, New York, and Delaware.

Protocol for Reporting Possible Cases of COVID-19:

Saints Philip and James School will provide all requested information when consulting the health department about a possible Covid-19 case associated with the school.

Re-admittance Procedures After Recovery From COVID:

- A student or employee that has been absent from school because of a fever (related to any illness), must be fever free for more than 24 hours before being readmitted to school.
- A student or employee that is symptomatic and is suspected of having Covid, should be immediately tested and quarantined as per the Department of Health Guidelines.
- If there is confirmation of a student or staff having Covid, anyone that may have been in contact with that individual will be notified immediately, as defined by the Department of Health. Those individuals, class, or cohort will need to quarantine and Saints Philip and

James will follow guidelines from the Warren County Health Department when those individuals may return to school.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Saints Philip and James School employees, students, and parents will practice staying approximately 3 feet away from others and eliminating contact with others.

- Students will be seated approximately 3 feet apart and have limited movement around the room.
- Social distancing guidance will support a 3-foot radius around each student desk.
- Additional modifications will be used as needed.
- Signage:
 - Physical Guides will be located throughout the school to remind students of social distancing and hygiene/handwashing and sanitizing procedures.
 - Traffic Flow – Markings on the floor will mark the walking direction throughout the halls in order to help maintain the social distancing.
 - Staircases will be designated UP or DOWN for students to use when traveling from one floor to another.
- When weather allows, windows will be opened to allow for greater air circulation.
- When weather conditions permit, students will be taken outdoors for class and recess.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Masks are required at all times for students and employees. Students will have the opportunity to have mask breaks at specific times during the day (when social distancing).
- All families and visitors on the school property need to wear a mask.
- Families are encouraged to use social distancing on school property.
- Hand sanitizer stations will be available around the school.

- The nurse and any staff coming into contact with a sick student or employee will wear a mask, gown and face shield.

In addition to using PPE, students will be reminded to:

- Wash hands often with soap and water for at least 20 seconds.
- Bring 2 face masks to school (One to wear upon entering the building and throughout most of the day, and an extra mask in a sanitary container or zip lock bag to store in a locker.)
- Use hand sanitizer with at least 60% alcohol several times during the day.
- Avoid touching their eyes, nose, and mouth.
- Cover their mouth and nose with a tissue, or use the inside of your elbow, when they cough or sneeze.

CLASSROOM AND COMMON SPACES

- Limit the number of individuals in a standard classroom space to keep small class sizes.
- *All* students' belongings will be separated from others' and in individually labeled containers, cubbies, or lockers.
- Teachers will disinfect their own personal workspace after each class (desk, computer, etc.) throughout the day, giving special attention to commonly touched surfaces.

Classrooms:

- Classrooms will be cleaned and sanitized daily by the custodial and maintenance staff.
- Students' desks will be at least 3 feet apart.
- Students will be directed under the supervision of their teacher to keep their personal space (including desks, stationary items, etc.) clean.
- Hand sanitizer will be provided in every classroom, in accordance with CDC guidelines.
- Students will not share electronic devices, until they are thoroughly cleaned and disinfected between use.

School Entrances, hallways, and common spaces:

- All frequently used surfaces (including doors, doorknobs, handrails and bathrooms) will be cleaned regularly throughout the school day.
- The library will be made available for one class at a time, to be used as an additional air-conditioned classroom. The library will be cleaned and sanitized after each use.
- Additional time will be added to lunch and recess periods to ensure socially distancing and to ensure that students have time to wash their hands.
- Water Fountains will remain closed except for the touchless fountain in the cafeteria. **Students are encouraged to bring reusable water bottles to school.** Teachers will have a supply of water in the classroom should a child need.
- Classes will follow a schedule for students to use the rest room on a regular basis. (In addition, of course students will be permitted to use the rest room individually if necessary.)
- Partitions/dividers will be used in the main office and in the nurse's office.

RESTROOM USAGE DURING THE SCHOOL DAY

- Classes will be assigned a specific bathroom and time schedule to use the restroom, to allow for regular cleaning and disinfecting.
- SSPJ will post the maximum capacity sign on the door.
- Students will maintain social distancing when using the restroom. (Students will follow a restroom schedule limiting the number of students at one time.)

FACILITIES CLEANING

The safety of our employees and students of Saints Philip and James School is our first priority. Upon re-opening, our school will be completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below. Deep cleaning is triggered when

an active employee or student is identified as positive for COVID-19 based on testing.

- Heavy cleaning of classrooms, restrooms, foyer, office, nurse’s office, and all additional common areas will be done each day.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV’s, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	Several times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day by bus company
Common Areas, Classrooms, and Rest Rooms	Cafeteria, Library, Gym, Classrooms, Computer lab, and other Common Areas	At the end of each use/day; between groups

- Saints Philip and James will maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol) in every classroom and throughout the school, including the entrances and exits, offices, and the cafeteria.
- Children ages 5 and younger will be supervised when using hand sanitizer.
- Students will be encouraged to wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing. This will be taught in an age-appropriate manner (i.e., to sing a song, pray the Hail Mary, while washing hands for younger students).

- Students will use alcohol-based hand sanitizer (at least 60% alcohol) if washing with soap and water is not possible.

For First Floor (PreK- Grade 3)

In addition to Policy and Procedures stated previously:

- Classes will have assigned restrooms and times to limit shared use. A maximum capacity sign will be posted on the door and supervised by the teacher.
- Teacher will remind students of handwashing procedures.
- Teacher will designate times on the schedule to take students out of the classroom to wash hands with soap and water, and/or use hand sanitizer, at a minimum:
 - at the start of the day when children enter the classroom
 - before snacks and lunch
 - after using the toilet
 - after sneezing, wiping, and blowing noses
 - after snacks and lunch
 - when students come in from outdoor play or recess
- Encourage and model to children the proper use of the hand sanitizer provided in the classroom. Use throughout the day during transition times and as mentioned above.

PRE-K

Teachers will:

- use a “Hold-A-Ring” Walking Rope, when applicable.
- arrange cots during nap time, so that students will be able to maintain social distancing by arranging cots, oriented head to foot.
- ensure that group learning activities i.e., reading circles, circle time, will have students spaced apart, in order to maintain social distancing.
- designate times on the schedule for students to wash hands with soap and water, including, at a minimum:
 - at the start of the day when children enter the classroom
 - before snacks and lunch
 - after using the toilet or helping a child use a toilet
 - after sneezing, wiping, and blowing noses
 - after snacks and lunch
 - when students come in from outdoor play or recess

Hand sanitizer or alcohol-based wipes (when there is no visible soiling of hands) by children over 24 months of age, under the supervision of the teacher may be used. The CDC recommends an alcohol-based sanitizer that is at least 60% alcohol and to rub the product over all surfaces of your hands and fingers until your hands are dry, about 20 seconds, then wash hands with soap and water as soon as possible.

BUS DRIVERS/BUS PROTOCOLS

- Saints Philip and James School will follow the protocols outlined by the local district providing busing.
- Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days.
- Students must practice social distancing on the school bus.

RECESS, PHYSICAL EDUCATION, LOCKERS

- Saints Philip and James School will:
 - stagger recess so that when two or more groups are participating in recess at the same time, socially distancing will be encouraged and cohorts will be kept together.
 - use cones, flags, tape, or other signs to create boundaries between groups.
 - use stations and floor markers to ensure separation among students when recess or gym is indoors. (Small groups and specific areas will be designated for each class during recess to avoid cohort mixing.)
 - will require students to wash their hands with soap and water when done with recess or gym or use wipes and hand sanitizer.

CAFETERIA AND MEAL PERIODS

Saints Philip and James school will continue to provide students with the opportunity to purchase lunch and/or snacks through our school cafeteria. Families are strongly encouraged to use our prepaid lunch program.

For Pre-K,

Students in Pre-K will remain in their classroom and the wrapped or covered meals will be brought to them. Student tables will be washed and sanitized before and after snack and lunch.

For Grades Kindergarten- Grade 8:

- Lunch periods will be staggered in the cafeteria.
- Assigned seating will be at least 3 feet apart.
- Tables will be cleaned and disinfected after each use.
- Classes/cohorts will be seated together (using assigned seating).

Our cafeteria staff and teachers on duty in the cafeteria will:

- ensure students are not sharing food.
- use disposable, pre-wrapped utensils.
- will wash and sanitize all lunch equipment and students' lunch trays in the school dishwasher or use disposable suppl.
- wash and sanitize cafeteria tables before and after each lunch.

Snacks

- Tables will be washed and sanitized before snack time.
- Students will be allowed to have a morning snack in the lower grades.
- As per prior school policy, students will not share food or drink.

COMMUNICATION WITH FAMILIES

- Communication to all school families will continue to be sent regularly and any updates related to Coronavirus will be sent when necessary.
- To stay updated on the most current information, families are encouraged to:
 1. check their email often.
 2. Visit the [school website](#) and the teacher's classroom website (<http://sspjnj.org> → Academics)
 3. Check [PowerSchool](#) and student's Google Classroom.
 4. Communicate any questions or concerns with the student's teacher and/or the administration.

VISITORS

- All visitors must wear a mask and comply with all school safety and Covid-19 processes.
- Mail will be placed in a mailbox outside the lobby doors.
- School Families attending school Mass must comply with all school safety and Covid-19 processes.

LEARNING OPTIONS

Remote Learning Plans for Quarantined Students

Presently, the State of New Jersey requires all schools to open with traditional in-class instruction at the beginning of the 2021-2022 school year. At Saints Philip and James School, the health and safety of our school family is a top priority, as well as ensuring that our students recover from pandemic learning loss. Therefore, our goal is to return to a full academic in-person schedule as safely as possible.

In the event that a student or school employee tests positive for COVID in the 2021-2022 school year, Saints Philip and James School, with guidance from the Warren County Health Department, will institute one of two remote learning plans:

- **Individual Quarantine Remote Learning Plan**

This plan will be followed when an individual student, or small group of students, must quarantine due to COVID exposure.

- Students in **Pre-K through Grade 5**, will complete their daily assignments at home. Additionally, the student will have one Google Meet with their homeroom teacher daily to review the day's lessons and assignments.
- Students in **Grades 6-8** will join five Google Meets daily for Language Arts, Math, Social Studies, Science and Religion during the regularly scheduled class time. Specials (Spanish, Art, Music, Health) will post a weekly assignment on Google Classroom. Gym Class is excused during quarantine.

- **Whole Class Quarantine Remote Learning Plan**

This plan will be followed when an entire classroom, or the entire school, must quarantine due to COVID exposure. Students in **Pre-K through Grade 5**, will attend a grade-appropriate number of Google Meets with their teachers daily and complete all assignments posted on Google Classroom. See the *Remote Learning* section of this document for specific grade-level virtual learning plans and expectations.

If Your Child is Sick, Unrelated to Covid-19: If a student is feeling sick due to a separate illness, he/she should not attend Google Meets. Contact the School Nurse at beaugard.elizabeth@spsj.org or 908-859-1244 to report your student out sick. Please refer to the Parent-Student Handbook for more information.

Saints Philip and James School understands that there may be other individual needs of for a student or family. If so, school families are encouraged to contact Principal Donna Kucinski directly at kucinski.donna@spsj.org or at 908-859-1244 ext. 2 to discuss their situation.

CATHOLIC IDENTITY

Catholic schools have a two-fold charge: to provide an education that is academically outstanding and one that is deeply rooted in Catholic identity. Catholic values will be infused intentionally across all grade levels and all subject matter. Participation in liturgy and prayer will continue to be encouraged for both traditional face-to-face and remote settings. Service opportunities will also remain a priority in our school. Holy Mass will be offered to students and teachers and staff at school, meeting the Covid-19 guidelines.

GRADING AND ATTENDANCE POLICY

- To receive credit for courses for this school year, students are expected to satisfactorily complete all assignments on a timely basis as assigned by the teacher.
- Students who are Remote Learning
 - In **Grades 5-8**, will be expected to attend class virtually via Google Meet according to the traditional school day schedule. All assignments are to be completed on time unless otherwise noted by the teacher.
 - In **Pre-K - Grade 4**, will have an additional 24 hours to complete an assignment. This is to accommodate situations in which the parent is not available to assist the student with schoolwork during the traditional school day.
- The grading policy is located in the Saints Philip and James Parent Student Handbook

REMOTE LEARNING

The guidelines and expectations for students during Remote Learning are detailed below. Please note that the Saints Philip and James School Remote Learning Plan will be re-evaluated and revised, if necessary, throughout the 2021-2022 school year, based on compliance with the requirements of Warren County Health Department. Revisions may also be made to improve the effectiveness of remote education for our students.

General Remote Learning Guidelines:

- SSPJ will provide an excellent academic and Catholic education to all students, whether in-person or remote, during this pandemic.
- As public health guidelines permit, sending school work home to students and dropping completed homework off at the school will be permitted. If public health guidelines change, to prevent the risk of virus transmission, this may be revised. Communication will be sent by the principal to all school families, if there is a change to this policy. At such time, all school work and assignments will be transmitted between the teacher and student/parent using Google Classroom only.
- Google Classroom will be used to post daily class schedules and Google Meet links, assign work, submit completed work, and post relevant questions/comments between the teacher and students. Assignments may also be listed on PowerSchool.
- Google Meet will be used for daily live class sessions with the teacher and for one-on-one or small group sessions with only the remote students (i.e. for assessments or additional help). All Meets will be recorded by the teacher.
- Communication between teachers and students will occur via Google Classroom or during Google Meets. SSPJ student’s login information has been provided to all families. Parents/guardians are encouraged to check their child’s online communications regularly, for individual information or to answer time-sensitive questions.
- Communication between teachers and parents will occur via email, phone, or scheduled Google Meet (not during live class meets).

Remote Learning Expectations for Pre-K and Kindergarten:

In order to ensure the success of every student, SSPJ aims to make the school day feel as “normal” as possible for the remote learners. In keeping with that goal, remote students in Pre-K and Kindergarten and their parents must abide by the following expectations:

- Parent/Student must have a device (iPad, tablet, Chromebook, laptop, computer) with internet access. Cell phones may not be used. If the student does not have a personal device, SSPJ will provide a tablet or Chromebook (depending on grade level and availability). A device owned by Saints Philip and James School may only be used by the student. All rules for appropriate use and responsible care of the device as per the *Technology Code of Conduct* apply.

- A printer, ink, and paper may be necessary, and are the responsibility of the family, in order to print out some assignments.
- Teachers will have at least one live Google Meet daily. If a student is unable to join a Google Meet live during the school, the parent/guardian must contact the teacher prior to the missed Meet, or the student will be marked as absent.
- During live Google Meets, students must:
 - Join the Google Meet on time and stay until dismissed by the teacher.
 - Be dressed in appropriate clothing.
 - Follow the classroom rules.
 - Be seated in a quiet work space. (If the student does not have access to a quiet work space during class time, he/she must wear **headphones with a built-in microphone** to minimize disruption to self and the class.)
 - Have an adult seated nearby to help the child mute/unmute during the Meet, when necessary.
 - The camera **must** be turned on so that the teacher can see the student's face during class time.
- All assignments will be posted on Google Classroom and will be due 24 hours after the due date. Being that students at this age level may require their parent's help to complete assignments, this additional 24 hours gives parents some flexibility to work with their children. However, please note that timely completion of assignments ensures that the child does not fall behind his/her class. Whenever possible, parents should make every effort to have their child join the live Google Meets during the school day to ensure academic success.
- For Kindergarten, Special classes such as Music and Art are **required**. Assignments must be turned in on time and any Google Meets should be attended, if possible.
- Teachers will schedule weekly one-on-one or small group Google Meets with the remote students to assess their development and/or assist them.

Remote Learning Expectations for Grades 1-4:

In order to ensure the success of every student, SSPJ aims to make the school day feel as "normal" as possible for the remote learners. In keeping with that goal, remote students in grades 1-4 must abide by the following expectations:

- Students must have a device (iPad, tablet, Chromebook, laptop, computer) for their personal use during normal school hours. Cell phones are may not be used.
- If the student does not have a personal device, SSPJ will provide a tablet or Chromebook (depending on grade level and availability). A device owned by Saints Philip and James School is to only be used by the student. Families and students should follow all rules for appropriate use and responsible care of the device, as per the *Technology Code of Conduct* apply.
- A printer, ink, and paper may be necessary in order to print out some assignments.
- *Individual Quarantine*: The homeroom teacher will have one daily Google Meet with the remote student to review the day’s lessons and work. If a student is unable to join a Google Meet live during the school day, the parent/guardian must contact the teacher prior to the missed Meet, or the child will be marked as absent.
- *Whole Class Quarantine*: Teachers will have live Google Meets multiple times each day. If a student is unable to join a Google Meet live during the school day, the parent/guardian must contact the teacher prior to the missed Meet, or the child will be marked as absent.
- During live Google Meets, students must:
 - Join the Google Meet on time and stay until dismissed by the teacher.
 - Be dressed in appropriate clothing. (At minimum, clothing must be appropriate for a school “dress down” day.)
 - Follow all classroom rules of good conduct and behavior.
 - Be seated in a quiet work space. (i.e.: Laying on a bed is not appropriate.)
 - If the student does not have access to a quiet work space during class time, he/she must wear **headphones with a built-in microphone** to minimize disruption to self and the class.
 - The camera **must** be turned on so that the teacher can see the student’s face during class time.
 - If a student continues to disobey the Technology Code of Conduct during a Google Meet, the teacher may dismiss the student for the remainder of the Meet. All work must still be complete by due date.
- All assignments are posted on Google Classroom and on PowerSchool, and will be due 24 hours after the due date. Being that the student in grades 1-3 may require their parent’s help with using technology, this additional 24 hours gives parents some flexibility to

work with their children. It must be noted that timely completion of assignments ensures that the child does not fall behind the class. Whenever possible, parents/guardians should have the student join the live Google Meets to ensure academic success.

- Special classes such as Music, Spanish, Art, and Health are **required**. Google Meets should be attended or viewed later, and all assignments must be submitted.
- Official grades are posted in PowerSchool, not in Google Classroom. Parents should check PowerSchool regularly.

Remote Learning Expectations for Grades 4-8:

In order to ensure the success of every student, SSPJ aims to make the school day feel as “normal” as possible for the remote learners. In keeping with that goal, remote students in grades 5-8 must abide by the following expectations:

- **Students must use their SSPJ Chromebook** during normal school hours. Cell phones and personal computing devices may not be used. If your student is unable to use their SSPJ Chromebook, contact the school principal at kucinski.donna@spsj.org.
- The student’s SSPJ Chromebook is to be used by the student *only*. All rules for appropriate use and responsible care of the Chromebook as per the *Technology Code of Conduct* apply. The Chromebook must come back to school the day the student returns to in-person learning in good condition.
- A printer, ink, and paper are necessary in order to print out some assignments.
- Students are required to join all scheduled Google Meets during the school day. The Google Meet hyperlink is posted on the top banner of each teacher’s Google Classroom page.
- During remote lessons students must:
 - Join the Google Meet on time and stay until dismissed by the teacher.
 - Be dressed in appropriate clothing. (At minimum, clothing must be appropriate for a school “dress down” day.)
 - Follow all classroom rules of good conduct and behavior.
 - Be seated in a quiet work space. (i.e.: Laying on a bed is not appropriate.)
 - If the student does not have access to a quiet work space during class time, he/she must wear **headphones with a built-in microphone** to minimize disruption to self and the class.
 - The camera **must** be turned on so that the teacher can see the student’s face during class time.

- If a student continues to disobey the code of conduct during a Google Meet, the teacher may dismiss the student for the remainder of the Meet. All work is still due on time.
- All assignments will be posted on Google Classroom and on PowerSchool, and are due by the due date assigned by the teacher. Late work will result in loss of points.
- Special classes such as Music, Spanish, Art, and Health are required. Assignments must be turned in on time. Google Meets must be attended (during whole class quarantine, not individual quarantine).
- Official grades are posted in PowerSchool, not in Google Classroom. Parents should check PowerSchool regularly.

EXTRACURRICULAR ACTIVITIES/BEFORE AND AFTERCARE PROGRAMS

- Saints Philip and James School will adhere to all applicable social distancing requirements and hygiene protocol during any extracurricular activities.
- Large family gatherings will be held in-person, following Department of Health guidelines. (i.e., Back to School Night, Grandparents Day, etc.)
- After School clubs will be planned for the 2021-2022 school year, following Department of Health guidelines.
- Before School and After School Care programs will be permitted, following all social distancing and cleaning and sanitizing guidelines.