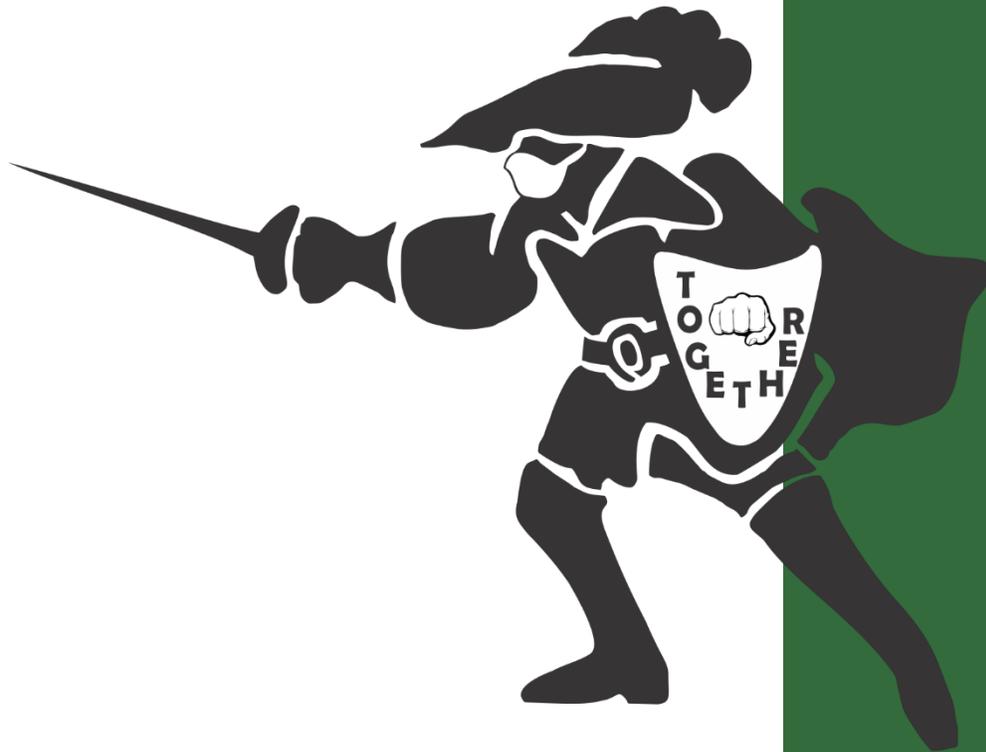


# COVID-19 Addendum to Handbook St. Bernadette School



**Confirmation needed:**

**PARENT AND STUDENT AWARENESS OF THE POLICIES AND PRACTICES FOUND IN THIS ADDENDUM**

This addendum has been developed to provide families with our current plans to return to school during the COVID-19 pandemic. Except for the practices noted in this addendum, the Handbook updated in 2019 remains in effect and includes information about school communication, our instructional practices, the dress code, policies for discipline, harassment/bullying, attendance, other medical issues and emergency procedures, and the expectations of students and parents in our school community. The Parent/Student Handbook can be found [on our website](#).

The practices in this addendum override any parallel practices or issues found in our Parent-Student Handbook. They have been written in compliance with the Archdiocese of Cincinnati's [COVID-19 Return to School Guidance for Administrators](#), Ohio's [COVID-19 Health and Prevention Guidance for K-12 Schools](#), and they adhere, as much as possible, to the most recent [CDC Considerations for Schools](#)

These policies and practices directly address responses from our school families on three surveys administered throughout the summer of 2020 and the vaccination survey of August, 2021, and include consultation with local pediatricians and nurses, documents from Cincinnati Children's Hospital and Medical Center, input from the Clermont County Department of Public Health, research of policies from schools in our area and across the country, contributions from the members of St. Bernadette's COVID Task Force and the faculty and staff at St. Bernadette School.

All families attending school at St. Bernadette this year are asked to do the following by Monday, August 23rd.

1. Read and understand the policies of St. Bernadette School as found in the [Parent-Student Handbook](#).
2. Sign the Acknowledgement form regarding our handbook, which follows this page.
3. Read this COVID-19 Addendum to the Parent-Student Handbook in its entirety.
4. Sign the COVID-19 Acknowledgement of Risks, provided by the Archdiocese to all families attending Catholic schools. It can be found at the end of this addendum.
5. Return both acknowledgement forms to campus. Forms may be dropped off at school in the bin marked "Forms for Next Year" found in the bus lane between our main building and the modular building.

Signed documents can also be mailed to:

St. Bernadette School  
1453 Locust Lake Road  
Amelia, OH 45102

**Given the highly contagious nature of COVID-19, the extraordinary spread of the Delta variant, and the extreme regard we have for all our families and staff, no student will be permitted on campus for class unless these signed acknowledgement forms are on file in the main office. We require these forms as verification of the student's and parents' cooperation and commitment to mitigating the spread of this virus, thus enabling a safer return to our campus. Parents are expected to explain these policies to their student(s) and support the implementation of the policies. Failure to follow these policies may indicate that a family needs to enroll in their district school.**

*The administration reserves the right to make changes to these policies at any time. Our knowledge of this virus is constantly growing, and guidance from public health officials continues to evolve. If changes are made, they will be widely communicated to all our families, and posted on the website.*

1453 Locust Lake Rd  
Amelia, Ohio 45102  
513-753-4744

## ACKNOWLEDGEMENT OF PARENT-STUDENT HANDBOOK

My child(ren) and I have been given access to an electronic copy at <http://stbameliaschool.org> of the St. Bernadette School Parent-Student Handbook. We have read and agree to abide by this handbook.

The handbook contains information that my child(ren) and I may need during the school year. All students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Parent-Student Handbook. If I have any questions regarding this handbook, I should direct those questions to the principal, Mrs. Ingram.

Printed name (or Signature) of student: \_\_\_\_\_ Gr. \_\_\_\_\_

Printed name (or Signature) of student: \_\_\_\_\_ Gr. \_\_\_\_\_

Printed name (or Signature) of student: \_\_\_\_\_ Gr. \_\_\_\_\_

Printed name (or Signature) of student: \_\_\_\_\_ Gr. \_\_\_\_\_

Printed name (or Signature) of student: \_\_\_\_\_ Gr. \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE SIGN AND RETURN TO SCHOOL BY MONDAY, AUGUST 23, 2021**

*This form should be accompanied by the signed COVID-19 Acknowledgement of Risks form found at the back of the COVID-19 Addendum to the Handbook*

## ROOM LOCATIONS: 2021-2022

Usage	Teacher	Location
Kindergarten	Sr. Judy	Stievenard Hall
1 <sup>st</sup> Grade	Mrs. Cayton	Main Building
2 <sup>nd</sup> Grade	Mrs. Duffey	Main Building
3 <sup>rd</sup> Grade	Ms. Giwer	Main Building
4 <sup>th</sup> Grade	Mrs. Alvey	Main Building
5 <sup>th</sup> Grade	Mrs. Schooley	Modular
5 <sup>th</sup> Grade	Mrs. Van Huss	Modular
6 <sup>th</sup> Grade	Mrs. Mattei	Main Building
7 <sup>th</sup> Grade	Mrs. Roesel	Modular
8 <sup>th</sup> Grade	Mrs. Proffitt	Modular
8 <sup>th</sup> Grade	Mr. Shaffer	Modular
Music	Mrs. Lana	small classroom near restroom
Art	Mr. Hoffmann	Art Room
Gym classes	Mr. Reardon	Gym
Latchkey	AM Mrs. Mattei, PM Mrs. Seitz	AM Main Building/PM Cafeteria
Speech services	Mrs. Stansbury	Auxiliary Modular
Academic intervention/reading	Ms. Dorsey	Auxiliary Modular
School Psychologist	Mrs. Conway-Hensley	Auxiliary Modular
Teacher Resources/Work Space	(small classroom near faculty room)	Connector hallway to Stievenard

### Dress Code for COVID Protection

REQUIRED: Cloth Face coverings

- Masks with a minimum of two layers of cloth (or a polymer sponge) that cover the nose and mouth and stay securely on the face. Ear loops, ties, headband hooks, and elastic straps are all effective. We prefer plain colors, but prints are also permitted. Students are encouraged to have at least one “crazy” mask to wear on special days – just for fun, or for a fund-raiser. **All** fabrics must be appropriate for a Catholic school environment – no slogans, political statements, names or symbols, nothing gory, scary or of a sexual nature, etc.
- Gaiters that stay on the face well. Gaiters that can grip the bridge of the nose and are adjustable to fit, or come in various sizes are most effective for younger children. Some have pockets for filters, as well. Gaiter fabrics must also be appropriate for a Catholic school environment.

APPROVED: Clear Face masks. These are masks that fit over the nose and below the chin. Some versions are completely clear, some have a clear panel for the mouth to be viewable.

ALLOWED FOR SOME STUDENTS, or in addition to Face Masks: Face shields. These must fit tight against the forehead of the wearer. They must be plain in nature (no animal shields with characteristic ears, etc. extending), wrap around the width of the face, and hang below the chin. See further information under Face Masks and Shields.

EYE COVERINGS: Students who wear corrective lenses are protecting their eyes from infection, and students whose eyes are exposed may use a face shield for additional protection, or wear clear, non-prescriptive lenses.

## School Day Procedures during the COVID-19 Pandemic

### IN THE MORNINGS

**CAR-RIDERS:** Parents will pull their car up to the orange cones and remain in the vehicle. Children will exit the car, wearing a cloth face-covering, on the side of the cones.

If a parent needs to assist their child in exiting the car, the parent must park behind the gym and walk the child to the playground, using the sidewalk between the gym and storage sheds. Parents dropping off children should be wearing a face mask while walking the child to the playground area. No adult may be in the company of school children or staff without a face covering when indoors, or when within 6 feet.

Parents who wish to enter the building will need a cloth face covering and be free of any COVID symptoms. Parents may go only as far as the main office to conduct any necessary business. If other people are in the hallway or office, social distancing of 6' will be expected.

Bus-riders will be dropped off in the bus lane on the West end of the playground area each morning. All bus-riders must wear a face mask and any other rules will be communicated by the sponsoring school district. Bus-riders should keep their face mask on until/if they are told by a teacher they may remove it.

### CHILD'S ARRIVAL TO SCHOOL

Students of all grades must be wearing a cloth face covering upon arrival to school. (For exceptions to wearing cloth face coverings throughout the school day, see the section on Face Masks and Shields, below.)

7:30-7:45 – Free time outside (for rainy or very cold days, students will report to the gym):

- Masks must be worn
- Playground or gym equipment may **not** be used.

Students are brought into the classrooms by teacher at 7:45.

7:45-7:59 – Students arriving during this time must wear a cloth face covering and should proceed directly to their homeroom. Parents may not accompany them to the classroom.

8:00 or after - Students arriving late to school proceed directly to the main office and must be wearing a cloth face covering.

### STUDENT BELONGINGS

Goals: to keep learning materials close by, to avoid sharing of materials, and to keep students from congregating face-to-face in common spaces like coat areas, lockers, etc. unnecessarily.

- Backpacks will be kept on hooks in the hall, in the classroom, or under/beside the student's desk, depending on the set up in the classroom or the wishes of the homeroom teacher. Students will be reminded to keep distance from other people frequently and teachers may stagger the instruction to children to hang backpacks or coats in order to reduce close face-to-face contact.
- Students in grades 3-8 will have the option to use a crate by their desk to keep textbooks, notebooks and (where applicable) devices handy. Homerooms in the modular may use the lockers there, but locker assignments and access to the lockers will be staggered for safety.
- Kindergarteners will have their materials in a chair pocket or on their table.
- First – fourth graders will keep their books in their desks, unless a crate is requested/needed.
- Students must have their own supplies and writing implements for school. They may not "borrow" pencils, markers, pens, etc. from teachers or other students. Parents are asked to have an abundance of pencils and pens available for their students, and students are asked to keep extras in their backpacks.

## FACE MASKS AND SHIELDS

Goals: to reduce exposure to COVID-19 even from asymptomatic classmates; to protect teachers; to align with best practices for classroom health.

- Students should always have at least two masks at school. The student's name must be somewhere on the mask, and could be on the front, in easy-to-read letters, if the parent chooses. Regular school attire for masks is a cloth mask. There will be disposable masks available for students in the main office but this is only for the occasional need. Families should plan to have a good supply of cloth face masks available at home. **Masks that have been worn during the day should be washed in soap and water at home every night.**
- All students will be given opportunities for mask breaks. We believe it is better for their skin and for their overall ability to comply with wearing face masks if they know there will be time to take them off and breathe more freely. These mask breaks will take place – as much as is humanly possible – outside, although teachers may use their discretion. We acknowledge that wearing masks is at first uncomfortable or irritating. We understand they can make a student feel hot and this will be especially true in rooms that are not air-conditioned. We encourage families to practice with their students in public.
- Face shields may always be worn by any student in addition to a cloth face covering. Using face shields in lieu of a cloth face mask is an exception that may be needed in some circumstances. Students with documented health or developmental issues may need to wear a clear face mask or a shield instead of a cloth face covering. Documentation in the main office for this accommodation is **required**.
- Although face shields may protect the wearer *somewhat*, they do nothing to reduce the virus in the classroom air. Therefore, if a student wearing a face shield should test positive for COVID, any students in close contact will have to quarantine, even if they were masked at the time.
- Teachers may be using face shields or clear face masks intermittently to enhance communication to the class, but teachers, vaccinated or not, will be wearing cloth face coverings in all other cases.

## LUNCHES

- When students are at school for half-days or Early Dismissal days, lunch times will not be used.
- On regular school days, lunch times will be staggered by grade groupings and students will eat in the Cafeteria, sitting at least 3' apart.
- Hot lunches are being prepared in our kitchen and provided by West Clermont School district; parents will receive ordering information directly from them. After school is in session for a couple of weeks, a la carte items and snacks will be available for purchase.

## RECESS

Goals: to provide students with play time, unstructured face-to-face peer communication, and gross motor exercise.

- We acknowledge that recess is a critical time for social skill usage and development, for peer communication, and for seeing students from other homerooms to foster our school community. Children who are face-to-face for short periods of time (especially while outside, and for less than 10 minutes) are far less likely to be infected with an airborne illness, but it is possible. Masks are still recommended outside if people are within 6' each other but given the nature of recess, communal play, and social interactions, masks will not be required on the playground. Health Department data reveals that the COVID virus is very vulnerable to UV light, so being outdoors automatically reduces the need for a mask. Recesses will remain staggered by grade groupings (K-2, 3-5, 6-8) with a grace period between recesses. These are reasonable measures that speak to the heart of the health guidelines. **If a parent is uncomfortable with this practice, or your child is immunosuppressed and additional measures need to be taken, please contact Mrs. Ingram.** You will be encouraged to speak with your pediatrician to get advice about outdoor recess and if a mask is needed for your child while on the playground,

we ask that you discuss this clearly with your student. We will inform all staff, and we will work with your child's peers to normalize and ease the situation. Every child should have a chance to play outdoors and we want all of our students to be as safe and feel as normal as possible while playing outside.

- Children are permitted to use the playground equipment during their recesses. Hand-sanitizer will be available on the playground and children will be reminded to use it frequently while using common equipment.
- All of these measures are subject to change depending on rates of illness or other considerations.

### **BATHROOM BREAKS, HANDWASHING, AND WATER FOUNTAINS**

As usual, teachers will take their classes for bathroom and/or water breaks during the day, and students may ask to use the bathroom or the water fountain in between those opportunities too, but with these changes in mind:

- Teachers will be staggering the whole-class trips to minimize passing other classes in the hallway.
- All students will be encouraged to use bathroom breaks as an opportunity to wash hands with soap and water.
- Students will continue to wait in the hallway for the class to finish, but masks must be worn, and students should practice as much social distancing as possible.
- A handwashing station is available in the modular.
- Students will not be able to use the sipping nozzle on the water fountains, but will be able to fill personal water bottles at those stations.
- The drinking fountain in the cafeteria will not be operational and it is not a bottle station.

### **END OF THE DAY DISMISSAL**

Students will wear face masks for dismissal.

We do not have a car-rider pick-up plan that allows the parent to stay in the car. However, we are splitting parking areas by grade level, and assigning waiting zones. If you are picking up children in multiple grades, wait first in the area for the youngest.

- Drivers for students in grades 5, 7 and 8 should park behind the gym. Students in these grades will exit directly from the modular, not the main doors. **Parents should exit their cars and wait by the playground so faculty can see that students and parents have connected.** Please honor social distancing or wear your mask.
- Drivers for students in grades K-4 and grade 6 should park in the main parking lot, exit their cars and wait in the following areas, honoring social distancing, or wearing a mask.
  - Kindergarten parents – wait outside Stievenard Hall, on the sidewalk closest to the parking lot.
  - 1<sup>st</sup>-4<sup>th</sup> grade parents and 6<sup>th</sup> grade parents – wait by the wall of the art room, just beyond Stievenard Hall, and across from the cafeteria.

### **SCHOOL PROTOCOLS FOR ILLNESS**

Perfect Attendance Awards will not be given until a vaccine is proven safe and readily available to school-aged children. When in doubt, please keep a sick child home.

Students who self-report general discomfort, headache, sore throat, nausea, or any other symptoms will be assessed in the main office. Parents will be contacted and probably be asked to take the child home.

Teachers or other adults may notice that a child seems unwell and will send the child for us to screen in the office.

If a student has a high-risk COVID symptom, such as a new cough, shortness of breath or difficulty breathing, or a new loss of taste or smell, the parent should seek an evaluation from a health care provider immediately, and the student will be isolated at school until released to a parent.

If there is a combination of two or more low-risk COVID symptoms such as fever, headache, muscle and body aches, fatigue, sore throat, runny nose, congestion, nausea, vomiting and diarrhea, the student will be isolated until released to a parent and the family should seek the assessment of a health care provider before the student can return to school.

Contacting parents has always been our practice when a student seems ill or has a fever. Because COVID-19 has so many different symptoms, parents may be asked to pick up children from school more frequently than they have in the past. Depending on your pediatrician's assessment and protocol, the child may or may not need a test for COVID-19. Removing a sick child from the classroom is routine until a parent arrives.

After being evaluated by a health care provider, those with a negative COVID-19 test or possessing an alternative diagnosis can return to school after 24 hours if there is no fever and if symptoms are improving.

## TESTING POSITIVE FOR COVID-19

In all cases, we will follow the guidance from the Department of Public Health, who will have information about the spread in the community at large to assist our responses. We are constantly getting updates about this illness and our responses may change over time and with additional guidance. We will inform DPH of known cases or vice versa. If their staffing permits, families may be contacted by DPH, and protocols will be instructed, but by and large those instructions will come from the main office. Close contacts will be identified to DPH. Beyond our obligation to cooperate with DPH, personal privacy will be respected by the administration. A St. Bernadette family may **request** that we use their name, or personally let other parents know if their child has been in close-contact with someone diagnosed with COVID-19, or tests positive, after notifying the school. In the absence of a family's permission, other families will only be told that a positive test has occurred when their children have been in close contact. Some specific situations to consider are:

- **A family member** of a student tests positive, with or without symptoms

The student and all members of that family are to quarantine at home for 14 days. Administration is not permitted to reveal the name of the family without permission, and if the *student* tests negative, there may not be a need to notify the class at all, but the student would need to stay home for the full 14 days, regardless. COVID testing is at the discretion of your health care provider and it may be that a 14 day quarantine is all that is required. Remote learning for the quarantining student(s) will be possible and is always recommended.

- **A student or a teacher** tests positive

If someone tests positive for the coronavirus, they can return to school if it has been 10 days since their symptoms started, their symptoms are improving and if they have gone 24 hours with no fever. You will be notified if a child in your student's homeroom has tested positive, as will the homeroom of any siblings, but names will not be used without permission. Depending on the severity of symptoms, a student may continue to learn on-line, but in the case of a sick teacher (with any illness), it may be necessary to make instructional adjustments, particularly if we are unable to secure a substitute teacher who can live-stream to a quarantined class

- **A non-teaching staff member, intervention specialist, or regular volunteer** tests positive

Revealing the name of anyone who tests positive is contrary to personal privacy and against HIPAA. We will remain as transparent as possible within the law and will notify affected families without revealing the source unless we are given to permission to name the adult.

- **Quarantining**

Close contacts of the student who tests positive will need to quarantine for 10 days. The quarantine period can be reduced to seven days if the close contact student gets tested for COVID on or after the 5<sup>th</sup> day, had no

symptoms, and the test is negative. **If the close contact occurred only in school where masks are being worn consistently, there is no need for quarantining.** Only those cases where the close contact occurred outside of school, or at school without masks being worn (lunch time, recess, practices, games) will need to quarantine. Close contact is defined as being within 6' of the classmate, without a mask for 15 minutes or more over a 24-hour period. The need to quarantine may not extend to students in the homeroom of a sibling. For example, if none of those students were in close contact with the student who tested positive, their attendance may resume as normal.

## General Provisions for Mitigating the Spread of COVID-19 in the Building

### HAND SANITIZER

- There is FDA approved hand sanitizer in every room on campus.
- Additional hand sanitizer stations are in our hallways and on the playground during recesses.
- If your child has a sensitivity to hand sanitizer, please provide us with a portable alternative for intermittent hygiene practices.

### AIRFLOW

A guiding principle in trying to keep the rate of infection low is to keep exposure to germs at a minimum. This includes the concept of “diluting” the concentration of germs in the air of enclosed spaces. The following measures are used to increase air flow in our classrooms:

- 1) High volume window fans for each classroom in the main building. Fans will pull air out of the room while outside air is brought in passively through an open window.
- 2) All classroom doors will remain open, as long as noise levels can be tolerated.
- 3) The large exhaust fans (one in Stievenard, and one in the hallway by the restrooms) will remain on to pull air from classrooms.
- 4) Main doors may be propped open at the end of hallways (see safety considerations later in this document) if infection rates climb or we otherwise feel the need to do so.
- 5) Modular classrooms, which are air-conditioned, will have air filters in the rooms. These are stand-alone units, and may require a closed door, depending on the manufacturer’s recommendation for efficiency. Air filters will be added to the main building classrooms on cold weather days.
- 6) Modular entrance and exit doors may be propped open periodically.
- 7) When students are outside for recess or learning opportunities, or are in gym class, air-flow measures will be more effective for those classrooms and any viral load will be reduced.
- 8) Both the cafeteria and Stievenard (kindergarten classroom) are air-conditioned and also have functional windows. Depending on the comfort of those youngest children, we may leave the A/C on and air out the rooms by opening windows whenever possible (lunch/recess, or gym times). If the temperature is mild, outside air will be best. Air filters are used in both areas.

### VACCINATIONS FOR COVID-19

Vaccinations for COVID-19 are widely available for persons 12 and older. Our data from 2020-2021 shows that the children who contracted COVID most often caught it from a parent. We ask that parents vaccinate themselves to reduce the likelihood of their child(ren) getting COVID, particularly the Delta variant, which is driving the increase in pediatric cases and admissions to hospitals in every state. Unless your pediatrician advises otherwise, please consider vaccinating any children ages 12 and older, especially if you also have younger children in the school.

Vaccination for COVID-19 is **not currently required of anyone**, but is strongly advised by the CDC.

## DISINFECTING THE SCHOOL

- Maintenance staff will be following the recommended protocols for disinfecting all high-touch areas in the building throughout the school day.
- Students will be using disinfectant wipes and anti-viral sprays to clean their own work areas.
- Teachers will be wiping down their classrooms after dismissal.
- Our cleaning service will prioritize time for disinfecting entire classrooms where positive cases occur.

## COLD WEATHER AND FLU SEASON

When we have cold mornings, inclement weather, and/or are in the flu season, the rate of all illness is likely to increase. In order to remain in session:

- 1) Illness among faculty needs to remain low to zero. We have very few people willing and able to substitute during COVID. Moreover, people who substitute teach in multiple environments raise the risk of exposure to our community, so the best solution is to keep our own faculty healthy. Thus,
  - a. Your student has to do his or best to wear a mask, maintain social distancing, and practice good hygiene at school and everywhere. So does the family.
  - b. You and your family need to limit – as much as possible – your interactions with people outside your immediate family. We encourage all members of our school community to consider us one of the exceptions to leaving your home. Please continue to stay home as much as you can.
  - c. Stay away from crowds, and do not travel to “hot spots.” The movement of this virus across the country is directly related to community spread – including importing the illness from other locations. If you need a get-away, consider something with a lot of open air activities and little to no contact with other people, such as staying at a cabin in the woods, where your family is self-sufficient and free from contamination from other people.
- 2) Illnesses among students need to stay low, or have a low level of contagion.
  - a. Flu vaccines are strongly encouraged for everyone in our school community, including all members of your family. If this is something you seldom choose, **this** is the year to do it, and do it as early as possible.
  - b. Stay focused. Potentially, this could be our healthiest year yet between wearing masks, increasing our vigilance in hand-washing, avoiding touching our faces, and keeping our distance. **Last year, using masks, air-flow, and hygiene, we had a remarkably low incident of random illnesses**, but it’s easy to get tired of this kind of vigilance unless you make it second nature. Stay focused and stay consistent so these safety measure become a way of life.
  - c. Keep your child home from school if he or she is exhibiting any symptoms of illness. We know how to make learning from home possible and have a device for all children in grades 1-8, so even if the symptoms are mild, it’s possible your child can continue “going to school” from home until the symptoms pass.
  - d. Take your child’s temperature at home each morning. If your child has a fever do NOT dose with fever reducer and send him or her to school. Children with a fever of 100.4<sup>0</sup> must stay home and cannot return to school until fever-free, without medicine, for at least 24 hours. This protocol may increase to 48 hours, depending on additional guidance from public health, and the rate of COVID infections in our area.
  - e. Notify us about all of your child’s illnesses. We will be keeping track of illness in our school community. The rate of illness – any kind – will be an important indicator in our decision about if and when to move to a different instructional model.
  - f. Do all you can to remain healthy, in general. This includes good rest, food that is good for your body, and any recommendations your doctor has to improve your overall immunity.

## SCHOOL-WIDE REMOTE INSTRUCTION

In all cases of remote instruction, the parent accepts the responsibility for supervising the student's engagement and productivity as is appropriate to the age and maturity of the child.

School-wide remote instruction will only happen if:

- 1) The state of Ohio closes all schools temporarily or
- 2) We have so great an outbreak that our teachers cannot teach in the building, or the majority of our students are ill.

Once we are in a remote learning modality, a high rate of community spread will probably mean a longer period of remote learning, however, it would not automatically force us into remote learning if our specific school community is able to keep infection rates low and the decision remains at the local level.

Despite that optimism, we encourage families to prepare for the possibility of remote learning by planning for it now. No matter how well each one of us obeys the recommended guidelines, we are still living in a larger community and not everyone in it will take the recommended measures for our collective well-being. Parents are encouraged to keep employers informed about school plans, know the limits of their flexibility to stay home, and set up contingency plans for supervising learning at home as much as possible.

## REMOTE LEARNING and ATTENDANCE

Intermittent remote learning because of isolation for COVID, quarantine, or an extended absence for other medical reasons is always permissible during the pandemic. In these cases the teacher must be informed immediately of the family's need for temporary home instruction, and instructional materials and technology will vary from teacher. Not all learning from home will be synchronous or available asynchronously.

Our experiences last year and our deliberate use of remote days of learning helped us establish good practices for our school community. Students who were learning remotely and who were engaged in the class were marked "Remote-Present." Students who were supposed to be learning remotely but did not engage with the class were marked "Remote-Absent." Although some issues were specific to students' motivation or reliable connectivity, students were able to stay current remotely when necessary. We will continue this practice, as well as the following:

- Students are issued a device and are able to take it home if needed for remote learning. Teachers will be asked to limit the number of online resources students are expected to use at a time, but are encouraged to use the most helpful ones for their curriculum.
- We may assign more online homework activities throughout the fall to keep skills fresh. Much of this is usually done during the school day, but by assigning these resources for students to use at home, parents might observe and become more comfortable.
- Teachers will communicate the expectations we have for students and parents in a remote environment and present those ahead of time.
- The expectations will address attendance in live-stream instruction or independent remote instruction, the student's accountability for completing assignments or assessments, when and how to contact the teacher, and overall participation and engagement.
- In the unlikely event we need to go to a 100% on-line experience for the entire school, instruction will adjust yet again, and is likely to be a combination of live-streamed instruction, and access to recorded or printed instruction.

**Parents who wish to take their children out of the classroom for personal reasons may not request remote learning or advanced learning materials.** The student will be considered "Absent – unexcused" and the parent accepts responsibility for the student's missed education upon the student's return to school.

## **LATCHKEY SERVICES**

We are resuming normal latchkey access this year. Morning latchkey is supervised by Mrs. Mattei in the main building. Afternoon latchkey is coordinated by Mrs. Kristine Seitz and supervised in the cafeteria. Latchkey services are intended for families who need latchkey for work commitments. Families should not choose latchkey for socialization with friends, playing outside after school, babysitting while tending to personal errands, etc. Families will need to pre-register and specify the days on which latchkey will be needed on a routine basis. More information about registering for latchkey will be available at Meet the Teacher night and in the main office.

## **SAFETY DRILLS AND EMERGENCIES**

Safety drills will proceed as usual, even though the children may be in close proximity to one another during the drill. Students will be instructed to wear their face masks during tornado, fire, and lockdown drills. In the event of a true emergency, our primary concern will be keeping all children and staff free from serious harm. We always address the gravest issues first, and practices like social distancing and protective masks would not be considered at all until any imminent danger had passed and everyone was safe and accounted for.

We have spent a great deal of time, money, and energy over the past few years to develop practices that improve the security in our building and protect our community from a cataclysmic campus event. Propping open our main doors to improve air flow flies in the face of those practices and this decision will only be made after consulting with our community safety partners: police, fire, and public health. As in all matters of student safety, the most immediate threats are considered first, and any change to best practices has to be examined carefully.

*The administration reserves the right to make changes to these policies at any time. Our knowledge of this virus is constantly growing, and guidance from public health officials continues to evolve. If changes are made, they will be widely communicated to all our families, and posted on the website.*

## COVID-19 Acknowledgement of Risks

We, the undersigned parent(s) and student, acknowledge and agree that, as a student at St. Bernadette and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other St. Bernadette staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at St. Bernadette, there is an elevated risk of student contracting the disease simply by being in the building, on the premises, or at any St. Bernadette function. The same is true for parent(s) of a student at St. Bernadette.

By signing below, we acknowledge and agree that after carefully reading the Handbook Addendum, considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person St. Bernadette functions is the choice of each family, including ours. If student or parent(s) who visit St. Bernadette have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to St. Bernadette, attend any St. Bernadette function, or visit St. Bernadette. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at St. Bernadette or any St. Bernadette function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to St. Bernadette, its faculty, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19. Specifically, we agree that neither student nor parent(s) will come to St. Bernadette or attend any St. Bernadette function in person, if in the 14 days prior to coming to St. Bernadette or any St. Bernadette function, student or parent(s) has had any of the following: new cough, shortness of breath, difficulty breathing, fever of 100.4 °F or higher (intermittent or constant), chills, new muscle pains or body aches, headache, sore throat, congestion or runny nose, new loss of taste or smell, or gastrointestinal symptoms like nausea, vomiting, or diarrhea. This does not apply if these symptoms have been affirmatively diagnosed by a healthcare provider as being caused by some non-contagious illness or condition. In such case, we agree to obtain supporting documentation from our healthcare provider and share such documentation with St. Bernadette. Additionally, we agree that neither student nor parent(s) will come to St. Bernadette or any St. Bernadette function if in the last 14 days, student or parent(s) has had prolonged (more than 10 minutes) close contact (within 6 feet) with anyone, including a family member, diagnosed with or suspected of having COVID-19.

Printed name (or Signature) of student: \_\_\_\_\_ Gr. \_\_\_\_\_

Printed name (or Signature) of student: \_\_\_\_\_ Gr. \_\_\_\_\_

Printed name (or Signature) of student: \_\_\_\_\_ Gr. \_\_\_\_\_

Printed name (or Signature) of student: \_\_\_\_\_ Gr. \_\_\_\_\_

Printed name (or Signature) of student: \_\_\_\_\_ Gr. \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

*Return this signed form to school by Monday, August 23, 2021*