



Sacred Heart School

COVID-19 Handbook Addendum

2020-2021

Sacred Heart School is committed to keeping our campus community safe and healthy. Community safety during a pandemic is a collective responsibility. The ability of Sacred Heart School to thrive during COVID-19 is contingent on each family and its shared understanding that we each have a role in taking steps to promote not only our own health and safety but the health and safety of others on campus. COVID has brought temporary changes in our campus operations and in our expectations for students in order to keep all of us on campus safe and healthy. Expectations for students and families are as follows:

Attendance

Sacred Heart encourages students and staff to stay home when appropriate. Students can stay at home without fear of reprisal. **We will not have perfect attendance awards to encourage students to stay home if necessary.**

Students must stay home if they have tested positive or a family member has tested positive for or are showing COVID-19 symptoms. Staff and students who have recently had close contact with a person with COVID-19 must also stay home and monitor their health.

In the event that your child has COVID-19 or any communicable disease, the parent must notify the office immediately. Do not bring your child to school if they exhibit any symptoms. A note from a physician or clinic must clear the child to return to school or two negative COVID-19 tests within 24 hours. Children must be healthy (without the benefit of medicine) for 72 hours before returning to school. If your child vomits prior to that school day they are to remain home. If your child vomits at school or exhibits any symptoms associated with COVID-19, they will be placed in an isolation room. The child must be picked up within 30 minutes of being notified by the school.

Students will be able to make up work for excused absences.

Classroom Visitations

All visitors must report to the school office. No visitors will be allowed in the classrooms.

Conferences

Parent-Teacher Conferences will take place via ZOOM in November. Parents wishing for an appointment with a teacher must call the school office, email, or send a note directly to the faculty member. Please refer to the Family Handbook for further information.

Dances

Dances will be temporarily suspended for the 2020-2021 school year. We will watch for guidance from the Center for Disease Control (CDC) and local officials and resume dances when it is safe to do so.

Dismissal

Parents must remain in their cars during dismissal when driving onto campus through the Stone Street parking lot. This year we will be using the PIKmykid app. More details will be sent directly to parents/guardians. Anyone picking up a student on campus must have access to this APP or your student's personal ID number. **Only cars with the SHS parking permits will be allowed to enter onto the parking lot through the rolling black gates. No pedestrian traffic will be allowed anywhere on campus during dismissal.** Pick up times are staggered and are listed below. Parents are expected to arrive no earlier than their designated pick up times:

3:00 pm dismissal for students

Times for cars to arrive

Parents of students in grades 1, 2, 3, arrive at 2:45 pm **(No earlier)**

Parents of students in grades 4 & 5 arrive at 3:00 pm **(No earlier)**

Parents of students in grades 6, 7, 8, arrive at 3:05 pm **(No earlier)**

2:00 pm dismissal for students

Times for cars to arrive

Parents of students in grades K, 1, 2, 3, arrive at 1:45 pm **(No earlier)**

Parents of students in grades 4 & 5 arrive at 2:00 pm **(No earlier)**

Parents of students in grades 6, 7, 8 arrive at 2:05 pm **(No earlier)**

12:30 pm dismissal for students

Times for cars to arrive

Parents of students in grades K, 1, 2, 3, arrive at 12:20 pm **(No earlier)**

Parents of students in grades 4 & 5 arrive at 12:30 pm **(No earlier)**

Parents of students in grades 6, 7, 8 arrive at 12:35 pm **(No earlier)**

Cars exiting the Stone Street parking lot are only allowed to turn right. Left turns are NOT permitted and illegal. Please obey all traffic signs and wait to exit the lot through the flow of traffic. Cars are not permitted to back up and drive around waiting cars. Failure to adhere to the dismissal procedure may result in the loss of the parking permits. Please respect all staff member's directions in the parking lot.

Parents must notify the PIKmyKID APP if a child is permitted to walk or ride a bike home. **If your child is leaving with anyone other than a parent, the parent must grant permission via the PIKmyKid App by 1:45 pm.**

Students not picked up 15 minutes after dismissal time will be placed in Extended Care and charged at the drop-in rate. Parents will be expected to pay that drop-in rate and the time of pick up or no later than the following school day.

Distance Learning

Sacred Heart intends to provide a traditional model of instruction for the 2020-2021 school year. In the event Local or State Officials recommend our community to go into a shelter-in-place, we will immediately switch to a distance learning model.

In the event that the school or a class is to go into short-term distance learning, the expectations of attendance, assignments, behavior, and grading, that are stated in the “Family Handbook” will continue to be enforced. Students must come to each virtual class session neatly dressed and well groomed according to Family Handbook guidelines.

Students will be expected to submit assignments via Seesaw, Google Classroom, and other platforms which will be implemented throughout the school year.

Educational Trips

Educational Trips will be temporarily suspended for the 2020-2021 school year. We will watch for guidance from the Center for Disease Control (CDC) and local officials and resume educational trips when it is safe to do so. Teachers will create virtual experiences for their students as well as live stream presentations.

Extended Care Program

Morning Check-In: Parents must sign in the child each morning when dropped off. Parents must wear a mask and bring their own pen. In an emergency drop off situation, the parent must inform the extension supervisor of the situation and **pay the non-registered drop-in rate of \$15.00 at that time.**

Afternoon Check-In: Registered students must sign in to extension at the check-in desk. In an emergency drop off situation, the parent must change the child’s status in the PIKmyKid App. **The non-registered payment of \$20 regular dismissal / \$25 minimum day dismissal is expected at the time of pick up.** An authorized adult must sign the student out of extended care each day and indicate the time of pick up on the sheet. They will park in the Stone Street Parking Lot and walk through the pedestrian gate. A \$20.00 late fee will be charged for students picked up between 5:45 – 6:00 pm and an additional \$5.00 per minute for students picked up after 6:00 pm.

Emails

Fourth through eighth grade students have access to school-issued Google email accounts. When emailing teachers, students **MUST** use proper etiquette. Emails **MUST**:

- Include a greeting (Dear, Hi, etc.)
- Exclude text-speak
- Be written in complete sentences
- Be polite (no CAPS)
- Proper closing (Thank you for your time, Sincerely, etc.)

- Include student name

Emails that do not follow these guidelines will be returned to the student to redo before the teacher responds.

Teachers will copy (cc) the parents when emailing a student or responding to a student email in regards to a missing assignment and/or behavior.

Extracurricular Activities

With the exception of Student Council, extracurricular activities will be temporarily suspended for the 2020-2021 school year. We will watch for guidance from the Center for Disease Control (CDC) and local officials and resume extracurricular activities when it is safe to do so.

General Information

Office Hours

The main office is open from 7:45 am to 4:00 pm each school day.

School Hours

Traditional school hours will start staggered as we adjust to more physical distancing. Details will be provided upon approaching a return to on campus instruction. Additionally, break and lunch times will also be staggered to allow for students to continue to be physically distant from other classes. Your child's teacher will share her classroom schedule with you.

Lunch is not served on minimum days. The purpose of these days are for teachers' meetings and faculty in-service. Dates for minimum days are marked on the school's website calendar and on Beehively. All students not enrolled in Extended Care must be picked up no later than 15 minutes after dismissal.

Health Policies

Students may not be sent to school if they have had a fever or complain of illness. **Students must be free of fever, without the benefit of medication, for at least 72 hours before returning to school per the CDC.** The school secretary or other persons designated by the Principal under the direction of the Superintendent shall assist such students in taking their medication.

Parents must screen students before arriving on campus each day for symptoms related to COVID-19. Students' temperatures will be checked two times a day. Bringing your child to school and getting their temperature checked is an acknowledgement that your child has been symptom-free (fever, aches, chills, sore throat, cough, runny nose, etc) for at least 72 hours.

The Diocese of Monterey recognizes that certain students may need to take prescribed or over-the-counter medication during the school day. Prescribed and non prescribed medication must be turned into the front office along with a "Physician Order and Parental Authorization to Administer Medication" form. We also recognize that students may have chronic health conditions that have symptoms associated with COVID-19. The school must receive a note from the student's doctor regarding specific symptoms in order to come to school with any signs/ symptoms of illness.

“Continual neglect of good health and/or hygiene practices which constitute a hazard to other students, i.e., lice, pink eye, impetigo, or other communicable diseases or conditions, including the constant reoccurrences of these, can result in expulsion.” (Diocesan Handbook, Section (5620)

Liturgies

One class will host our liturgical services.. Each student will be seated a minimum of six feet apart and wear masks. The other classes will participate via a live stream mass in the classroom.

Prayer services will be held in the same manner as mass. One class will host. The other students will live stream the mass. Parents will not be allowed to celebrate Mass with students this year (please see section Visitors).

Lockers

Students in grades 4-5 will be issued a locker. Lockers are located outside the upper grade classrooms. **Students are not permitted to keep any personal items in their lockers (mirrors, posters, stickers, hairbrushes, etc.).** Students may put a shelf in their locker for organizational purposes. Only schoolbooks and school related materials are to be kept in the lockers. Students will only be permitted to access lockers during designated times: before homeroom, before and after snack and lunch recess, and after school. Students are not permitted at the lockers during recesses. **Once class has begun students may not access lockers to retrieve items without the teacher’s permission. Students must take books and school related materials out of their lockers at the end of the school day.**

Lunch

Sacred Heart is a closed campus at lunchtime. Students may bring their own lunch. Parents may only drop off lunch in an emergency situation. **Extended Care and the front office will not heat up a child’s lunch.** A fresh made hot lunch and a salad bar are available for purchase on a weekly and monthly basis. Online ordering is available through Beehively. **All orders for the following week must be submitted online every Sunday by 5:00 pm.** Snack items from the “Saint’s Café” must be purchased online following the same guidelines as salad bar and hot lunch. **All snack orders for the following week must be submitted online every Sunday by 5 pm.** Food allergies in your child’s class will need to be respected. **The following food items are NOT permitted: fast food, caffeinated drinks, sodas, or energy drink beverages.** Glass containers are NOT permitted on campus.

Outdoor Science School

Outdoor science school will be temporarily suspended for the 2020-2021 school year. We will watch for guidance from the Center for Disease Control (CDC) and local officials and resume outdoor science school when it is safe to do so.

Parties

Room parents will coordinate classroom parties with the teacher. Parties will follow all health and safety guidelines and not include food or refreshments.

Birthday Treats

Your child's teacher will make his or her birthday special in the classroom. Please do not send any balloons, treats, food, or goodie bags with your child. * See Birthday Free Dress Section.

Playground

The playground is temporarily closed pending further guidance from the CDC and local health officials.

Visitors

Outside visitors (including parents/ guardians) will not be allowed on campus. Any person coming to campus must enter through the front office.

Technology

To prepare our students with 21st Century skills, Sacred Heart School transitioned the middle school to one-to-one devices in the 2019-2020 school year. Technology will be used to support, enhance, and engage the curriculum.

Bring Your Own Device "BYOD" (K-3)

Students in TK-3 may bring a personal tablet that runs Google Chrome to school in lieu of borrowing an iPad from the classroom. Smartphones and eReaders (Kindle, Nook etc.) are not acceptable devices for the BYOD program. Uses in the classroom are for educational purposes and are subject to individual teacher approval. The student's device must be managed by our technology company KTG Technology at a nominal cost for the school year. It is recommended that the device be "clean" of apps and games that are not specific to your child's classroom before bringing it to class. Teachers will have the right to deny use and/ or remove any apps that are a distraction to the child. Sacred Heart School offers filtered and managed wireless access. This means that students will need to log on to access the internet through the school network and their internet usage will be monitored and limited to educationally appropriate sites. Sacred Heart School assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen.

- Personal devices may be subject to investigation in accordance with District Policy.
- Students are expected to exhibit digital responsibility and follow the Acceptable Use Policy while using technology.
- Use of technology is a privilege, not a right. This privilege can be revoked.

Cell Phones

Sacred Heart School discourages student possession of cell phones and any other devices that connect to the internet (Smart watches, e-readers, etc) on campus. However, if a middle school student must bring a cell phone to school, he/she must place it in classroom storage for safe-keeping for the entire school day. It will be returned at the end of the school day. The cell phone is to be off (not vibrate mode) until the student is off campus at the end of the school day.

Any time a student is found using a cell phone or music device, or with the item on or out, he/she will receive a yellow slip and the item will be confiscated. On the first offense, the

student will be given a yellow slip and may reclaim the item at the end of the school day. On the **second offense**, the student will be given a yellow slip, the parent must pick up the item, and a "Cell Phone Contract" will be signed by the student and parent describing the consequences for further violations. **Inadvertent or accidental ringing of a cell phone will result in a one-time warning.** Subsequent incidents of this nature will be counted as a first offense in the above policy.

These items, along with headphones and earbuds, are the most commonly lost or stolen items at school, and we cannot and will not be responsible for such items. We strongly recommend that you keep all valuable items at home.

This policy will also be in place for students that attend after school care, Extension.

Chromebooks

Chromebooks may be purchased or rented at the beginning of the school year. Prior to being issued a Chromebook, middle school parents and students are required to sign the contracts titled, "Middle School 1:1 Chromebook Policies and Procedures" and "Sacred Heart Technology Agreement."

Chromebooks will be required to be brought to school every day, fully charged. They may not stay in a student's locker or in the classroom overnight, as the school is not responsible for any damage or lost/stolen items.