



## St. John Fisher School Summary of School Plan for 2021-22

### **General Guidelines**

- All students will receive daily in-person instruction following the [annual calendar](#). Therefore, SJF will not conduct any live digital instruction as the teachers will be focused on full day in-person instruction
- Face covering (“mask” a cloth, paper, or disposable face covering that covers the nose and mouth; may or may not be medical grade) will be required indoors for all individuals two years and older, including all students, staff, contractors, volunteers and visitors ([OAR 333-019-1015](#)). Face coverings are not required outdoors and SJF faculty and staff are not responsible for ensuring that students wear masks outside
- Employees and students are to practice staying the recommended distance (at least 3 ft) from others and eliminating contact with others whenever possible. Plexiglass shields are no longer required and will not be on students desks this year
- In addition to the new HVAC and boiler units that were installed in the summer of 2015, each classroom and the Corrado Family Center have new air purifiers with H13 True HEPA filters
- All faculty, staff, students and families: please limit where you go and what you touch. Let’s continue being careful so we can continue to keep our students, faculty and staff healthy!

### **Cleaning and Hygiene Protocols**

- St. John Fisher School follows the published Communicable Disease Guidelines from the Oregon Department of Education, the Oregon Health Authority and [Multnomah Education Service District](#).
- Wash hands and/or utilize hand sanitizer each time you are in/out of classrooms and/or bathrooms
- Designated cleaning time in teacher/assistant schedule to clean frequently used areas
- Wash hands or utilize hand sanitizer before/after lunch

### **Screening, Attendance and Illness Policy**

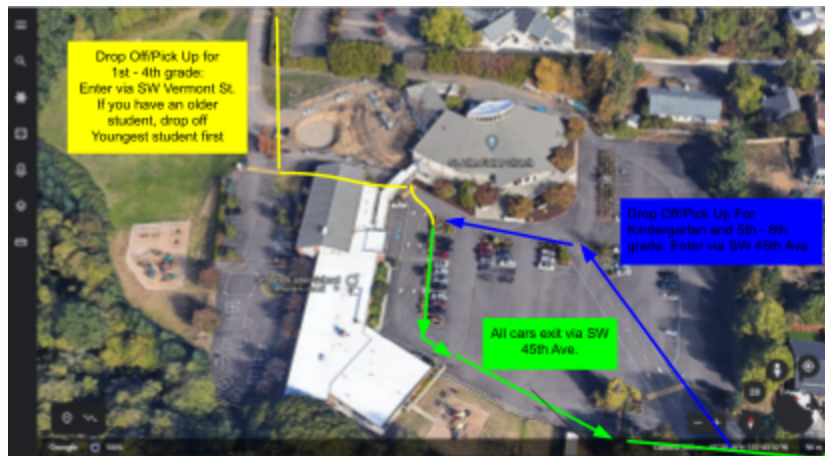
- Parents are asked to screen their students each morning before sending to school using the [Parent Daily Symptom Checker Flowchart](#)
  - SJF will not be taking temperatures as part of the check in process
  - Primary COVID-19 symptoms include: cough, temperature over 100.4, chills, shortness of breath, difficulty breathing and new loss of taste and smell
  - Unfortunately, data now shows that as covid has progressed it can now present with the original symptoms of fever, cough, chills, shortness of breath, loss of taste/smell, but also common cold symptoms. Therefore if your child has the above or any other symptoms such as headache, sore throat, or runny nose students should stay home until further discussion with their primary care physician regarding testing
  - As always, faculty, staff and students who are ill must stay home from school

- Should a child become ill at school, particularly if they have COVID-19 symptoms, the student will be isolated in our health room until the parent, or their parents designee, arrives to pick them up
  - Adequate space and staff supervision and symptom monitoring by school staff will be provided until the student is able to go home
  - Abbot BinaxNOW rapid tests are available for those faculty, staff or students that display primary symptoms of COVID-19 during school hours. The tests are to be self administered by the student and SJF must have a consent form on file to be able to have students self administer the test. For more information on the Abbot BinaxNOW test and how it works please click [here](#).
  - Additional testing resources are available [here](#) and scroll down to “COVID-19 Testing Options.”
- St. John Fisher will work with the Multnomah County Health Department on restricting a student and/or staff member known to have been diagnosed and/or exposed (e.g. by a household member) to COVID-19
  - At this time, if a student or unvaccinated staff member is exposed to COVID-19, they will have to quarantine. The amount of time will depend on feedback from the Multnomah County Health Department.

### **Drop Off and Pick Up:**

To maintain cleanliness of our facility, all students will be dropped off and picked up via the carline. Parents are asked to remain in their cars at all times. We have added additional supervision along the carline to ensure safety to/from parent cars and the school building.

- **Drop off:** Will begin each morning at 8:00am. Students should be in class by 8:15am. To assist with traffic flow and flow of the students coming into the building, we would appreciate families with the last name of A-K to arrive from 8:00-8:05 and families with the last name starting with L-Z to arrive from 8:05-8:15.
  - When you arrive, please have your child ready to get out of the car with their mask and backpack handy. This will help with our traffic flow.
- **Pick up:** Pick up for K-4th will begin at 3:00 on Monday, Tuesday, Thursday and Friday and 2:00 on Wednesday. Pick up for 5th - 8th will begin at 3:05 on Monday, Tuesday, Thursday and Friday and 2:05 on Wednesday. To assist with traffic flow, we would appreciate families in K-4 with only 1 child to come close to 3:00/2:00 and families with siblings in 5th - 8th come closer to 3:05-3:10/2:05-2:10.



1st - 4th Grade: All cars carrying students from grades 1st - 4th will enter campus via Vermont St. entrance. "Car line" will stop at the yellow speed bump. An SJF Employee will be at the yellow speed bump to direct traffic. 3 additional faculty/staff members will be stationed along the carline to ensure safety. First 4 cars may have students exit the vehicle and then proceed to their designated door for entry. Teachers will be stationed at their classroom door and students will apply hand sanitizer before entry.

To exit the campus, once signaled from the teacher, cars will proceed and merge with cars entering from 45th Ave. entrance to form 1 line. A teacher/supervisor will be in this area. If you have a student in K, 5th - 8th, they will exit the car once you merge and get to the front of the school. Families will wait in the carline until the teacher signals they may exit campus. All cars should exit via the 45th Ave entrance/exit, preferably turning right.

Kindergarten, 5th - 8th Grade: Cars with students from Kindergarten or 5th - 8th only (no 1st - 4th grade student) will enter campus via 45th Ave entrance following the white arrows through the parking lot. At the flag pole, cars coming from 45th Ave will merge with cars coming from Vermont St. entrance to form 1 line in front of the school. An SJF teacher will be at the stop sign to direct traffic. 3 additional faculty/staff will be stationed along the front of the school to ensure safety. First 6 cars in line may have students exit. Students will then walk on campus to their designated entrance, utilizing social distance protocol from car to entrance. Parents may not park their car and walk students to the school entrance.

Families will wait in the carline till the teacher signals they may exit campus. All cars should exit via the 45th Ave entrance/exit, preferably turning right.

### **Walking/Biking to School**

Students are allowed to walk and/or bike to school. For the safety of the children, we ask that walkers/bikers enter campus like our 1st through 4th grade families, via the entrance off of Vermont, and use the sidewalk to walk along the grass to the bike racks located near the entrance of the lower school playground. They can then proceed to their designated entrance for 1st - 4th grade or utilize the cafeteria entrance if they are in kindergarten or 5th - 8th grade.

### **Tardy/Leave During School Day**

Students who are tardy or who are leaving campus early for an appointment, should enter/exit through the main school doors and check in/out with the office. Parents do not need to enter the school for this check in/out process.

### **Recess/Bathrooms**

Students have recess twice a day: 10 min in morning and 20 min after lunch. Recess will be divided into 3 sections: K - 2nd, 3rd - 5th and 6th - 8th with no more than 75 students out at 1 time with at least 1 supervisor per grade. Similar to the 2020-21 academic year, for the first trimester, each classroom will have a station and rotate between 2 areas on the blacktop and the play structure. Additionally, we will continue to schedule hand washing and restroom breaks for the students to help with the flow of students into/out of the restrooms.

### **Lunch Protocols**

We are excited to be opening the Corrado Family Center for our students to use as our cafeteria this fall! We have purchased additional round tables and chairs to meet the recommended 3 ft. distance per individual and the occupancy for our half of the center is 150 so there is plenty of room to spread out and enjoy lunch. Students will eat with their classmates, 5 per table. To accommodate contact tracing protocols, we will have the students maintain a stable table group each week. Once students are done eating, they will be instructed to put their masks back on until they are called to outdoor recess or class. Appropriate cleaning protocols will be followed between each meal service and air purifiers are located in the Corrado Family Center as well. Lunch times are: K-2nd: 11:30-11:50, 3rd - 5th: 11:55-12:15, 6th - 8th: 12:20-12:40

Additionally, Chef Ken and Chef Kris are excited to utilize our new Corrado Family Center industrial kitchen to provide hot lunch service. Students may pre-order meals by the 20th of each month. Meals include an entree, side and dessert and are available most school days Tuesday through Friday. To help maintain cleanliness, meals will be served via Chef Ken, Chef Kris, our parent volunteers and/or through individual packaging.

Cost:

- Entree, side and dessert: \$3.75 per meal
- Add additional entree: \$1.25 (\$5.00 total)
- Families will be billed via FACTS

### **Mass**

Our entire school community celebrates Mass each Wednesday at 1pm in our church. For the first trimester, students will sit with their classmates, with exception to those who choose to participate in our Glee Club (optional choir for 3rd - 8th grade students). Families are welcome to join in our Mass and can sit with their children as space permits. Given this particular service is part of the school day, all attendees must follow the ODE guidelines regarding wearing masks.

### **Extended Care**

St. John Fisher School Extended Care Program is here to provide quality and consistent care for before and after school to the students of St. John Fisher School. It follows all regulations set forth by the Children's Care Division of the State of Oregon.

The morning care program will operate before school Monday through Friday from 7:00am. to 8:00am. Students will then be dismissed to their classrooms. There is no morning care on "late start" days due to inclement weather.

Our after school program will operate from school dismissal time until 6:00pm. To leave a message for extended care, please call (503) 246-3234 ex.35 and/or E-mail Susan Robinson at [srobinson@sjfschool.org](mailto:srobinson@sjfschool.org).

Care will be provided on early release days and teacher inservice days, provided there are eight children who are signed up--in advance-- for those days. National holidays, Christmas and spring breaks, and inclement weather school closings will not have extended care.

Cost:

- Morning extended care only: \$5.00 per child, per morning
- After school care only: \$15.00 per child, per day
- Before and after school: \$17.00 per child, per day
- Noon dismissal days: \$25 per child, per day (pre registration required)
- Full day inservice: \$40 per child, per day (pre registration required)
- A \$1.00 per minute charge will be applied after 6:00pm to help defray the cost of staff overtime.

### **Volunteers**

We will have parent volunteers on campus in the coming school year! Here is a review of the volunteer requirements that must be fulfilled prior to any volunteer time at SJF:

- **NEW** Volunteers - First Year Service Requirements
  1. Clear Background Check
    - a. Email Mrs. Wasman at [mwasman@sjfschool.org](mailto:mwasman@sjfschool.org) to request the background check
  2. Signed Standards of Conduct Form
    - a. Mrs. Wasman will get this for you with your background check
  3. CASE (Creating A Safe Environment) Group Training
    - a. CASE training dates at SJF will be announced soon.
    - b. You can find training options via the Archdiocese webpage [here](#) as well
- **ONGOING** Volunteers - Continuing Their Service with Minors
  1. Academy Yearly Update completed online. "*It Happened to Me*" is the assigned course for the 21-22 school year

### **Technology Platforms**

#### **Google Education Suite**

- All students grades K-8 will utilize the Google Docs for Education Suite and Google Classroom
- To logon to your SJF Google Account:
  - Username: [firstname.lastname@sjfschool.org](mailto:firstname.lastname@sjfschool.org)
    - EX: [merrit.holub@sjfschool.org](mailto:merrit.holub@sjfschool.org)
  - Password: sjfpp#####
    - The 4 digit sequence aligns with your library code and includes a special character as well
  - Should you forget your username/password, you are welcome to contact the classroom teacher, our Office Administrator, Mrs. Michele Wasman at [mwasman@sjfschool.org](mailto:mwasman@sjfschool.org) and/or our Technology and Innovation Specialist, Mr. Pat Maher at [pmaher@sjfschool.org](mailto:pmaher@sjfschool.org)

### FACTS - Coming in September!

- FACTS is now our “Intranet” program where you will be able to find school related information for all grades including the calendar, handbooks, school newsletters and grades for students in 6th - 8th. It replaces SchoolSpeak as our school information system
- Usernames and passwords will be distributed at Back to School Night

### PortaPortal

- This unique website will host hyperlinks for individual classroom “Frequently Used Websites.”
- The website is <https://portaportal.com/>
- Then, head to “Guest Access” and the code is sjfgrade
  - sjfk for kindergarten
  - sjf1 for 1st grade
  - sjf2 for 2nd grade
  - etc...