



WELCOME TO ST. SERRA

2020-2021 School Opening Guidelines

#BackToSerra #SerraStrong #Solidarity

WELCOME TO THE 2020-2021 SCHOOL YEAR!

Welcome back Serra Bears! This school year we are celebrating the theme of **solidarity**, because we know when we work together, we are #SerraStrong. Here is important information on the 2020-2021 school year:

OUR CURRENT STATUS

- **Preschool**

- Preschool will open for in-person instruction on September 14th. Orientation days are September 9th and 10th. An email regarding these orientations was sent to preschool families previously. If you have not received it, please contact Mrs. Toni Botterill at tbotterill@serraschool.org.

- **Grades TK - 6**

- St. Serra will open its doors for the first day of school on September 8th for students TK through Grade 6.
- Our vision for returning to campus is to “crawl before we walk”. Therefore, on September 8th and 9th, we will have approximately half of our TK - Grade 6 students on campus each day. This will allow our teachers and staff the time to teach students the protocols and safety procedures we have developed.

For September 8th and 9th, we will divide students as follows:

- **Grades TK - 6 Students with last names A - K**
 - September 8th will be on campus for a full day, in-person
 - September 9th will be a non-school day
- **Grades TK - 6 Students with last names L - Z**
 - September 8th will be a non-school day
 - September 9th will be on campus for a full day, in-person
- As a safety precaution, parents will not be able to escort their children to class due to COVID-19 restrictions. Staff will be present to assist students into their classroom. We understand this is different from previous years and thank you in advance for your cooperation. This does not apply to Preschool parents.
- On Thursday, September 10th, all TK - Grade 6 students will return to campus for in-person learning. **The previously scheduled Drive Thru Meet and Greet for Grades TK - 6 will no longer be necessary and students will receive their supplies when they come to campus.**

OUR CURRENT STATUS (CONT.)

- **Grades 7 & 8**

- The state of CA now says OC schools are on track to reopen to students on Tuesday, September 22, according to County Health Officer Dr. Chau. As a result, St. Serra's grades 7 and 8 would be eligible for reopening for in-person instruction on September 22, 2020

- **Meet and Greet**

- The Meet and Greet will be for all 7th and 8th graders to pick up supplies, textbooks, consumable workbooks and meet their teachers. **Distance Learning will begin on September 9th.**
- Tuesday, September 8th will be a drive thru.
 - Hours of Meet and Greet: 10 a.m. through 1 p.m.
 - Please bring the following with you:
 - A piece of paper that has your child's name and homeroom teacher listed on it.
 - **Family Health Commitment Form** (found in this document) needs to be signed and returned at this time.
 - Parents will need to enter campus through the Antonio Parkway entrance and park near the gym. Please remain in your car.
 - A staff member will retrieve all materials and bring them to your car.
 - Please exit the campus via the Antonio Pkwy exit.

- **7th and 8th Grade Distance Learning Schedule and Expectations**

- A how-to guide on logging into Canvas will be communicated in a separate email later this week.
- Students are expected to sign in to their morning Homeroom daily. Attendance will be taken and attendance in all classes are required - we will not record live Zoom classes.
 - Teachers will be on the Zoom session for the entire class period.
 - Assignment due dates will be adhered to and late work assignments will only be accepted per the grade level Back to School Night packet.
 - If a student misses a class due illness, he/she will need to make up all missing assignments.
 - Students and parents must follow the chain of command by communicating to the teacher first.
- On zooms, all students are expected to:
 - Create a designated area of learning, distraction-free.
 - Abide by school dress code policies for non-uniform dress.
 - Be present visually on screen.
 - Respectfully listen and mute when necessary/asked by the teacher.
 - Remove all distractions from the work area to be able to focus solely on the lesson (i.e. cell phones, video games, television, etc.)
 - Stay on topic in small group zoom discussions to not distract others.
 - Collaborate with peers respectfully.
 - Recording or photographing any zoom sessions is not allowed.

OUR CURRENT STATUS (CONT.)

- **Grades 7 & 8 Distance Learning Schedule**

Time	Schedule September 9 th through September 21 st (Excludes Friday, September 11 th , see schedule below)
8:00 - 8:15	Teachers available via email
8:15 - 8:30	Homeroom check in/SerraVision
8:30 - 9:00	Period 1
9:05 - 9:35	Period 2
9:35 - 9:40	Mini Break
9:40 - 10:10	Period 3
10:15 - 10:45	Period 4
10:45 - 10:55	Break
10:55 - 11:25	Period 5
11:30 - 12:00	Period 6
12:00 - 12:35	Say Angelus on your own at Noon Lunch Break
12:40 - 1:10	Period 7
1:15 - 1:45	Period 8
1:50 - 3:00	Dedicated teacher office hours for student assistance/questions as needed Individual/small group Zoom meetings Email communication

Time	Friday, September 11
8:00 - 8:15	Teachers available via email.
8:15 - 8:30	Homeroom check in/SerraVision
8:30 - 8:50	Period 1
8:55 - 9:15	Period 2
9:20 - 9:40	Period 3
9:45 - 10:05	Period 4
10:05 - 10:15	Break
10:15 - 10:35	Period 5
10:40 - 11:00	Period 6
11:05 - 11:25	Period 7
11:30 - 11:50	Period 8
12:00 - 1:00	Teacher Lunch Break
1:00 - 3:00	Teacher prep time (Professional Development, lesson planning, collaboration, grading, etc.)

- **Live Classroom Streaming**

- Your child may be enrolled in a class where live streaming is taking place.
- Students will utilize their school-issued device to participate in the live classroom streaming program.
- Care has been taken to ensure that the teacher is able to focus their attention on the students in the classroom, as well as those learning from home.

HEALTH AND SAFETY PROTOCOLS

- This document includes detailed information on our health and safety protocols that will be implemented throughout our campus. St. Serra committed to these protocols when we submitted our waiver application. Protocols are based on CDC (Center for Disease Control) and CDPH (California Department of Public Health) guidelines. Staff and faculty will teach the students all of these protocols.
- All COVID-19 positive tests (cases) or known close contacts of cases in students and staff will be reported to the Health Care Agency (within one business day).
- **COVID-19 Testing Resources:**
 - Families Covered by Medical Insurance
 - Orange County COVID-19 Super Site for Orange County
 - Available to Orange County residents at no-cost for people who meet Public Health priorities for testing (symptomatic or close contacts) and cannot get a test through their medical provider (doctor).
 - Symptomatic COVID-19 Testing
 - Available through the Orange County COVID-19 Testing Network (from community health centers that offer testing and care, even if you do not have health insurance).
 - COVID-19 Testing Locations Map





STUDENT HEALTH SCREENINGS

All parents are required to sign a COVID-19 “Family Health Commitment” Form, which include the following stipulations:

- Parent agrees to check child’s temperature each morning.
- Parent agrees to follow established protocol if child has symptoms of COVID-19, is exposed to COVID-19 or tests positive for COVID-19.
- When your child arrives on campus, staff will check their temperature while the parent waits in the vehicle to be cleared.
- If the child tests 100.4 F or more, the child will remain with the parent.

SYMPTOMS OF COVID-19

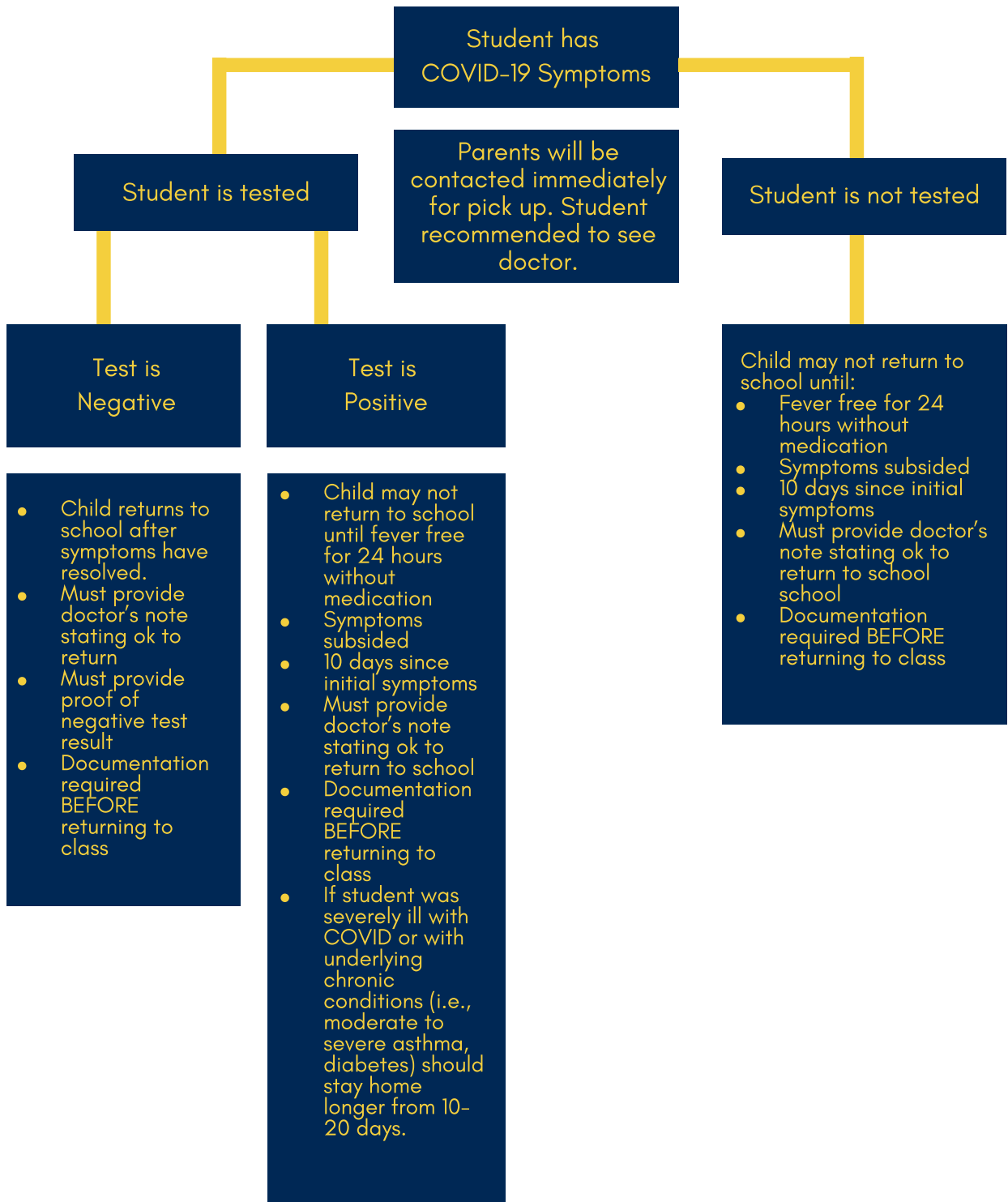
- | | | |
|------------------|------------------------|--------------|
| • Fever | • Shortness of breath | • Runny nose |
| • Chills | • Difficulty breathing | • Nausea |
| • Headache | • Unusual fatigue | • Vomiting |
| • Sore throat | • Body/muscle aches | • Diarrhea |
| • Cough | • Loss of taste/smell | |
| • Conjunctivitis | • Congestion | |





STUDENT HEALTH SCREENINGS (CONT.)

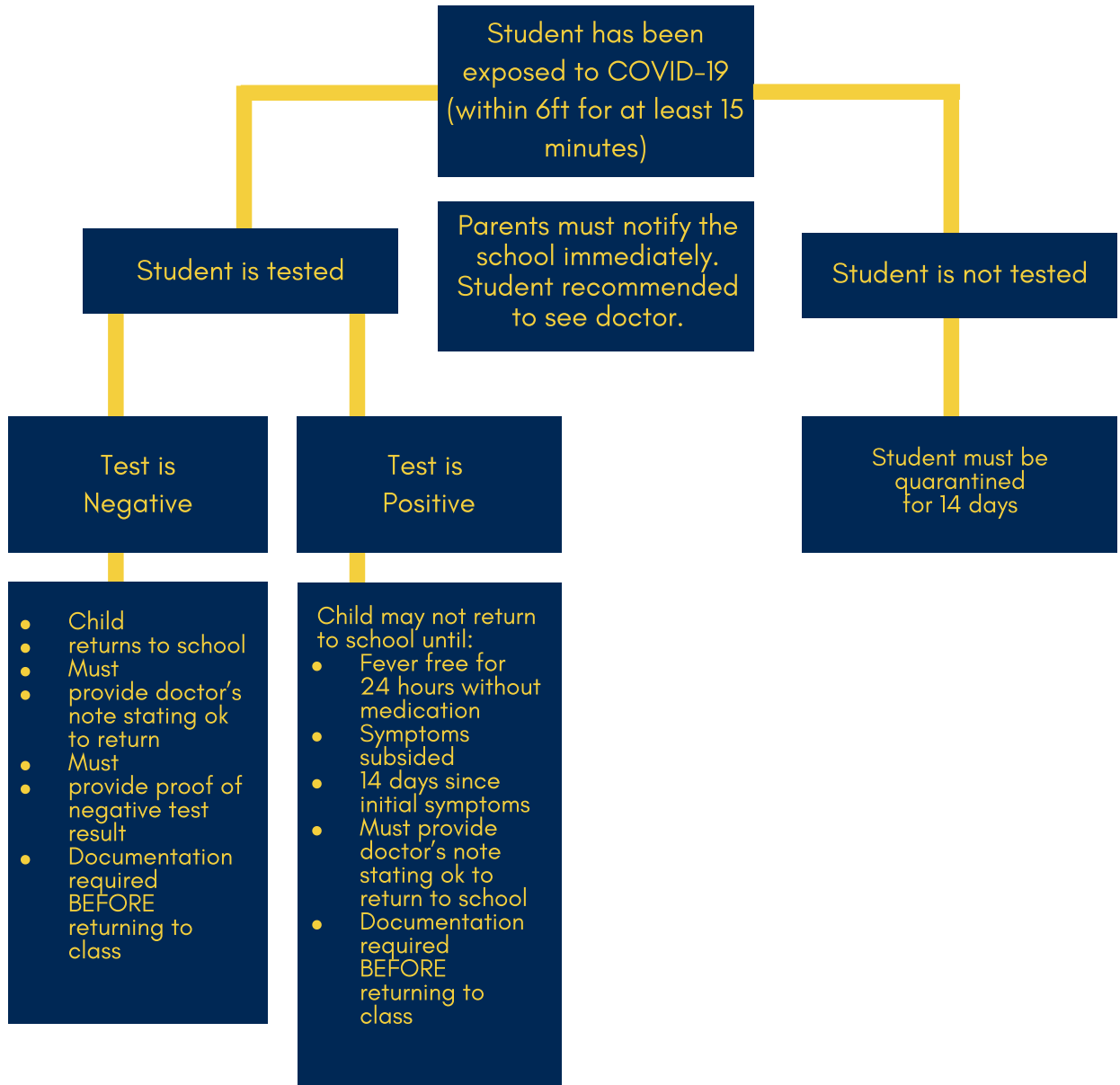
PROTOCOLS FOR COVID-19 SYMPTOMS





STUDENT HEALTH SCREENINGS (CONT.)

PROTOCOLS FOR COVID-19 EXPOSURE



**THIS FORM MUST BE SIGNED AND RETURNED BEFORE YOUR CHILD
CAN RETURN ON CAMPUS THIS SCHOOL YEAR**



COVID-19 FAMILY HEALTH COMMITMENT 2020-2021

It has always been our policy at St. Junipero Serra Catholic School ("SJSC") that parents should not send their child to school if he or she is sick. As we are faced with life during a pandemic, each family commits to the following additional practices to promote health, wellness, and safety.

Symptoms of COVID-19: The symptoms of COVID-19 include, but are not limited to: fever, chills, headache, sore throat, cough, shortness of breath, difficulty breathing, unusual fatigue, body/muscle aches, loss of taste/smell, congestion, runny nose, nausea, vomiting and diarrhea.

My signature below indicates that my family agrees to the following additional health expectations to ensure the well-being our school community.

Daily Temperature Checks/Reporting of Symptoms

1. I will take my child's temperature at home each morning before school. By bringing my child to school, I am certifying that my child's temperature was below 100.4°F when it was taken and that my child had no other symptoms of COVID-19 listed above. I understand that my child's temperature will be taken before they enter the school each day.
2. I agree that, if my child has a fever in the morning, I will not administer fever/pain reducing medication to temporarily lower the fever so my child can attend school.

Display of Symptoms or Positive COVID-19 Test

3. If my child becomes sick during the school day, I will pick up my child within 30 minutes of being contacted.
4. If my child displays symptoms of COVID-19, I am encouraged to contact my child's physician and have my child tested for COVID-19. If my child tests negative, my child may return to school, but I must provide SJSC with a doctor's note clearing my child to return to school AND proof of a negative COVID-19 test. If my child is not tested, he/she will not return to school until ALL of the following are met (1) Fever free for 24 hours without fever reducing medications (2) Symptoms have completely subsided (3) Ten days have passed since initial symptoms occurred (4) I provide SJSC with a doctor's note clearing my child to return to school. The child may not re-enter the classroom until the doctor's note is received in the Health Room.
5. If my child tests positive for COVID-19, he/she will not return to school until ALL of the following conditions are met: (1) Fever free for 24 hours without fever reducing medications, (2) Symptoms have completely subsided (3) Ten days since diagnosis (4) I provide SJSC with a doctor's note clearing my child to return to school. The child

may not re-enter the classroom until the doctor's note is received in the Health Room.

6. My child will not attend school if he/she exhibits difficulty breathing or is receiving repeated breathing treatments (nebulizers, inhalers) during the day. This does not include inhalers used for exercise-induced asthma. I understand that difficulty breathing can be a serious COVID-19 symptom.
7. My child will be free from vomiting, diarrhea, abdominal pain and upset stomach 24 hours before returning to school.
8. Because various symptoms can mimic COVID-19, I agree to err on the side of caution and not send my child to school if he/she is experiencing multiple minor symptoms including sneezing, scratchy throat, headache, runny nose, irritated or red eyes, itching or rash.

Close Contact With COVID-19

9. My child will not attend school if he/she has been in close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19. I will contact my physician, and I am encouraged to have my child tested for COVID-19.
10. I will make myself aware of any quarantine or other COVID-19 requirements that may be in place anywhere my child travels, and I agree to follow these requirements.

Parents may use the school's Health Room email address to provide doctors' notes and proof of test results and for any other questions or issues at healthroom@serraschool.org. Or parents may take these documents directly to the Health Room near the front office of the school.

My signature below indicates that my family agrees to the following additional health expectations to ensure the well-being our school community.

Student Name: _____
Please print clearly

Name of Parent or Guardian: _____
Please print clearly

Signature of Parent or Guardian: _____
Date



ON CAMPUS LOGISTICS

After School Sports, Programs and Homework Club

- After School sports and after school programs are on hold until further notice.
- Homework Club will be offered starting in October for Grades 1 – 8. For more information, please contact Mrs. Ellen Burrola at eburrola@serraschool.org.

Air Quality

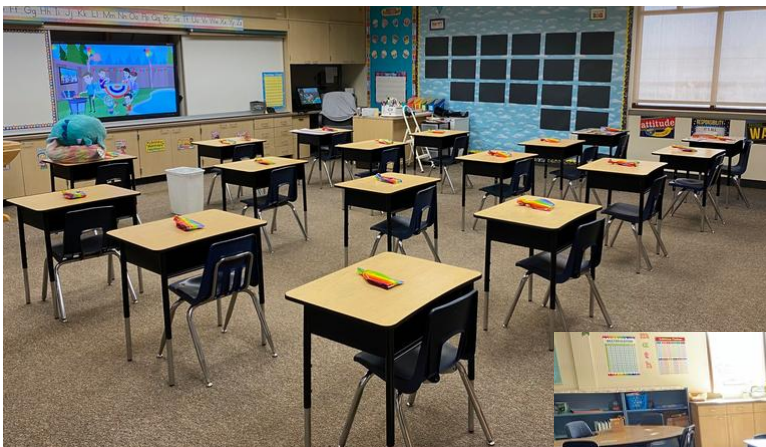
- The classroom buildings will have additional fresh air flow throughout them. This will be accomplished by opening the exterior doors and making adjustments to our HVAC system that will increase the amount of fresh air into the buildings.
- We will be replacing our HVAC filters with special MERV 13 Filters that remove 98% of particulates. Click [here](#) to learn more about MERV 13 Filters.

Bus Transportation and Field Trips

- Bus transportation will not be offered to students this school year.
- Per the Diocese of Orange, all overnight trips and off-campus field trips are cancelled this year.

Classroom Environment

- Student desks are spaced 4.5 to 6 ft. apart. Some classes have been moved into larger spaces to accommodate physical distancing guidelines.
- Clear plexiglass desk shields have been installed for Preschool, TK and Kindergarten classrooms to support physical distancing.
- Plexiglass barriers have been installed at the reception desk and computer help desk.





ON CAMPUS LOGISTICS (CONT.)



Cohorting

- Students will be kept in small groups as much as feasible during classroom instruction, lunch, and recess.

Disinfection and Cleaning

- High touch surfaces, as well as shared objects, will be cleaned frequently throughout the day.
- Nightly deep cleaning will take place using an electrostatic sprayer that will safely disinfect all surfaces using special “List N” disinfectant products. Click [here](#) to learn more about the electrostatic sprayer.
- Classrooms will be stocked with disinfectant supplies including soap, paper towels, hand sanitizer, tissues, etc. as needed to increase healthy hygiene practices.
- Custodial staff will disinfect high-touch areas throughout the course of the day.
- Teachers will disinfect classroom surfaces and high touch areas at any time during the day when students are out of the room.



ON CAMPUS LOGISTICS (CONT.)

Extended Care

- Modifications will be made to ensure that physical distancing guidelines are maintained at all times.
- Activities will take place outside as much as possible.
- Snacks provided will be individually wrapped and contact-free.
- Grades TK-6 will be available mornings only beginning Tuesday, September 8th
- All grades will be available mornings and afternoons beginning Monday, September 21st
- Monthly enrolled students only for the month of September (no "drop ins") (fees will be prorated to account for actual days used)
- Please register at <https://payit.nelnet.net/form/x6xUzvnB>. For more information, please contact Jessica Garcia at jgarcia@serraschool.org

Face Mask Protocol: Mask guidelines will be adhered to as follows in accordance with CDPH and the CDC:

- **Staff:** All staff and faculty are required to wear face coverings/masks at all times.
- **Students:** All students must have a face covering/mask while on campus.

Age	Face Covering Requirement
Under 2 years old	No
2 years old - 2nd grade	Strongly encouraged
3rd grade - 8th grade	Yes

Health Room

- All students must have their immunizations up to date! There will be no exceptions and no extensions regarding the immunization of students. St. Serra will follow state guidelines with this very important matter.

The California Immunization law mandates (AB277) that all new students are current on their immunizations and the physical exam before school begins. Students who are not current on their immunizations and the physical exam will not be allowed to attend school until these required health records have been submitted to the Health Room. All schools must be in compliance with the state laws and we are obligated to abide by the law.

- An **isolation room** has been created adjacent to the Health Office for any staff member or student who shows positive signs of COVID-19.
- Health Room staff will be wearing additional protective attire.



ON CAMPUS LOGISTICS (CONT.)

Healthy Hygiene Practices

- Hand sanitizer will be readily available throughout the campus, including at each entrance, and in all classrooms.
- Students will be required to sanitize their hands upon entry to the campus.
- Students will be encouraged to wash their hands frequently throughout the day.
- Students will be required to wash their hands after using the restroom, and before/after recess and lunch.
- Signs will be posted in every restroom and classroom on campus reminding students to wash their hands and instructing them how to wash their hands properly.
- Students will be discouraged from touching their own faces. If a student does, they will be asked to use a hand sanitizer or wash their hands.
- Students will be asked to keep their hands to themselves.

Limited Sharing of Items

- Use of shared items will be minimized by requiring students to carry all their books, laptops and supplies in an individual backpack throughout the day.
- Water fountains will be covered and students will need to bring a water bottle from home. The refilling stations will be available.
- Students must not bring toys to school that will be shared with others.

Lockers

- Students in Grades 5 - 8 will not be provided a school locker this school year.
- Rolling backpacks will be acceptable for all students for the 2020-2021 school year.

Lunch

- There will only be two students, each facing the same direction (toward the chapel), seated at a lunch table.
- Lunch and recess times are staggered to minimize the number of students eating at one time.
- Hot Lunch service, provided by Choice Lunch, will be phased in as guidelines permit.
- In-N-Out lunches will not be offered this year.
- Students will be discouraged from sharing food or drink.
- Students should bring their own water bottles from home. Water refill stations will be open for use.
- Classroom lunch buckets will not be available for storing lunches. Students will take their own lunch containers to the classroom after lunch.
- Lunch containers must stay at the students' desk with their backpacks. Lunch containers will not be stored in cubbies.



ON CAMPUS LOGISTICS (CONT.)

On Campus Events

- Events that require large gatherings will be limited this year.
- Back to School Nights will be held virtually. Specific information will be sent prior to the event. They are scheduled as follows:
 - **Grades 5 - 8** : Thursday, September 17th 6:30 p.m. – 8:00 p.m.
 - **Grades 2 - 4**: Tuesday, September 22nd 6:30 p.m. – 8:00 p.m.
 - **Preschool - Grade 1**: Tuesday, September 29th 6:30 p.m – 8:00 p.m.

Restrooms

- Limited to two students in the restroom at one time.

Sneeze Guards



- Students in grades 1 through 8 will be provided trifold sneeze guards that are made of a lightweight plastic.
- Sneeze guards will stay in the students homeroom at the end of each day. The custodial staff will disinfect the classrooms and sneeze guards with the electrostatic sprayer each night.
- One sneeze guard will be provided to each student by St. Serra. Additional sneeze guards can be purchased at the Student Store if needed.



ON CAMPUS LOGISTICS (CONT.)

Social and Emotional Well-being

- Our licensed school psychologist is available to assist students if they seek attention.
- There will be a social-emotional wellness lesson, at least once a week, during the homeroom period while in Distance Learning.

Stairwells and Hallways

- Staff, students, parents and visitors must follow posted visual markers throughout campus, such as signs, posters, and floor markings.
- Hallways and stairwells will require walking in a one-way direction following appropriate signage.
- Floor markers will indicate physical distancing for students standing in lines.





ON CAMPUS LOGISTICS (CONT.)

Student Drop-off and Pick-up

- Please allow for additional time during morning drop-off as there may be delays due to new protocols (student temperature checks). We ask for your patience as we safely admit our students on campus.
- Afternoon pick-up begins at 2:40 p.m. for all grades.
- Students will remain in their homeroom classrooms for afternoon dismissal and will walk to the pick-up line to enter their cars as their name is called over the PA system.

Student Uniforms

- Uniform orders can be placed online and picked up curbside at Dennis Uniform 23322 Madero Ste B, Mission Viejo, CA 92691.
 - Uniform Descriptions
 - Sizing Information
 - Suggested Shopping Checklist
- **Step 1:** Place order online (you will receive a confirmation email explaining delays in shipping, please disregard and continue to step 2)
- **Step 2:** Text Curbside # 949-458-0014 (include your desired pick up date, time and students name)
 - Special curbside hours at Dennis Uniform for Serra families:
 - Thursday, September 3rd - 10:00am - 3:00pm
 - Friday, September 4th - 10:00am - 2:00pm
 - Saturday, September 5th - 10:00 - 1:30pm

Volunteers & Service Hours

- No volunteers on campus until further notice. Our service hours requirement will resume later this school year.

All on-campus logistics are subject to change. Thank you to our COVID-19 team including our medical experts who have assisted us in creating these guidelines.

2020-2021 SCHOOL CALENDAR

NOTE: DATES ARE SUBJECT TO CHANGE

Month	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
August	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
September		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
October				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
November	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
December		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
January	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29					
February	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26					
March	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
April				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
May	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
June		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
LEGEND:		First Day/Last Day of School TK-8				Preschool First Day of School				Minimum Day: 4-Hours Instruction				School Not in Session				NO Educator Formation Days				Parent-Teacher Conferences			

First Day of School

TK-8: September 8
Preschool: Sept. 14/Sept. 15

Last Day of School

Kindergarten: June 9
TK: June 10
Preschool: June 10 and 11
Grades 1-7: June 16

Back-to-School Nights

Grades 5-8: September 17

Grades 2-4: September 22

Preschool, Pre-K, TK, Kinder
& 1st Grade: September 29

Non-School Days

Labor Day: Sept 7

Thanksgiving Break:

November 25-27
(return November 30)

Christmas Break:

December 21 - January 1
(return January 4)

Martin Luther King: Jan. 18

President's Day: Feb. 15

Easter Break:

April 1 (minimum day)

April 2-9 (return April 12)

Memorial Day: May 31

Parent-Teacher Conferences

October 28 - October 30

Trimester End Dates

Trimester one - December 4

Trimester two - March 12

Trimester three - June 16