



StJOHN'S
EPISCOPAL SCHOOL

August 4, 2020

RE: St. John's Episcopal School Waiver for In-Person Instruction

To Whom It May Concern:

Please accept this cover letter and included attachments in support of St. John's Episcopal School's efforts and planning to host on-site learning for the 2020-21 school year.

Over the course of recent months, St. John's has devoted countless hours and resources in order to plan for a safe and successful return to campus for our students, which total 425 children, in early childhood through Grade 8. The School has invested close to two hundred thousand dollars for necessary PPE, cleaning and sanitation equipment, handwashing stations, signage, technology infrastructure, a wellness screening app, and more in order to provide our community the safest possible return-to-campus. We have a large, open campus in which we are segmenting small cohorts of students, leveraging outdoor play, consistent airflow, and an engaging program to support our students. We have adhered to or exceeded local, state, and national guidance for reopening schools, and remain in consistent contact with OC Health Services, the California Dept. of Health, the California Association of Independent Schools, other independent schools in Orange County for continued guidance and best practices.

Additionally, our Early Childhood Center has been operational with students on-site since early July, adhering to and exceeding state licensing guidelines, and our enhanced safety protocols have allowed our community to remain on-site, safe and sound, without any issues to date. We have operated summer camp for campers in grades K-8, which has featured wellness checks, cohort groups, enhanced cleaning and sanitation, face coverings for campers and staff, adjusted drop-off and pick-up procedures and physical distancing—all without issue to date. In short, we have experienced and learned from these practices and are well-prepared to return to on-site learning for the 20-21 school year.

Given guidance from the American Academy of Pediatrics urging for a safe return to campus for students nationwide, we are as prepared as possible to do so safely for our small community. We recognize the challenges and great responsibility for being among the first schools to return its students to campus, and we know—for the sake our community and countless others—we can and will do this well, demonstrating appropriate humility, attention to detail, and recognition that we're adapting school to a pandemic, not vice versa.



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With that in mind, we're eager to share our Return to Campus plan and additional details with you in consideration of our waiver for reopening. Please reach out to me directly with any questions or for additional support information.

Thank you for your consideration,

Patrick McHonett
Head of School

On behalf of:

- St. John's Episcopal School Committee
- St. John's Episcopal School Faculty & Staff
- St. John's Episcopal School Cardinals Community

Attachments:

1. *Waiver Application Form*
2. *Item-by-item guide for reopening considerations via reopening plans*
3. *St. John's 2020-21 Return to Campus Plan*

Waiver Application Form
(Use District/School Letterhead & Logo)
(for use by a Local Education Agency or equivalent)

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district please submit one application for elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

Background Information

Name of Applicant (Local Educational Agency or Equivalent): St. John's Episcopal School

Name of District/School: St. John's Episcopal School

If this is a School District Consolidated Application Yes: ☐ No: ☒
(Please list each school on a separate sheet)

School Type: ☐ Traditional Public School
☐ Charter School
☒ Private, Independent, or Faith-Based School

Number of schools: 1

Enrollment: 265 (K-6)

Superintendent (or equivalent) Name: Patrick McHonett, Head of School

Address:

30382 Via Con Dios

Rancho Santa Margarita, CA 92688

Number of students and number of classes per grade proposed to be reopened:

TK	K	1 st	2 nd	3 rd	4 th	5 th	6 th	
	36 *	40*	30 *	42 *	32 *	41 *	44*	* Each of the grade levels would be divided into three class rooms, allowing for 6-ft physical distancing in all classrooms.

Date of Proposed Reopening:

8/31/20

Name of Person Completing Application:

Patrick McHonett

Phone Number:

949.858.5144 x 222

Email:

pmchonett@stjohns-es.org

Signature:



Date: 8/15/20

I. Consultation

Please confirm consultation with the following groups:

☒ Labor Organization

Name of Organization(s) and Date(s) Consulted:

Entire faculty and staff; consulted throughout the summer via faculty meetings, professional development, return to campus survey, and final review August 3, 2020-- all seek to return to on-site teaching & learning

☒ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

St. John's PTF: Ongoing consultation throughout summer, with PTF Leadership meeting on 8/3;

Full Parent Community receiving ongoing communications for reopening planning throughout summer, with full Return to Campus Plan (attached) communicated on 8/4.

City of Rancho Santa Margarita Town Council Meeting: Return to Campus Plans Outlined on 6/10/20

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

Formulation of Teacher Task Force to partner with administrative leadership and community members to help support and design a safe Return to Campus plan, as well as contingency plans for other learning modalities; Ongoing professional development for all staff in wellness, safety, and security protocols, as well.

II. Elementary School Reopening Plans

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent):

☒ **Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

☒ **Cohorting:** How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

☒ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

- ☒ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced.
- ☒ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.
- ☒ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.
- ☒ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.
- ☒ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.
- ☒ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.
- ☒ **Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.
- ☒ **Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.
- ☒ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.
- ☒ **School Website URL** where reopening plan and waiver are posted.
www.stjohns-es.org

Additional Resources:

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

For Internal Use Only:

Date Received

Health Officer Review

Determination Date



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Brief overview of reopening plans and safety efforts for St. John's Episcopal School. Additional detail is available on the St. John's Episcopal School website and its comprehensive Return to Campus planning document.

Cleaning & Disinfection:

- Handwashing will happen regularly throughout the school day; St. John's has added additional handwashing stations throughout campus. Students must wash hands with soap and water after each restroom use and before eating; when soap and water are not available, students must use hand sanitizer.
- Hand sanitizing will be required upon each entry to a building or classroom. Hand sanitizer will be positioned at all entrances and common areas, as well as in each classroom.
- Shared materials will be avoided or will be cleaned between change of users.
- Classrooms and workspaces will be stocked with cleaning supplies for sanitation of tables, chairs, and materials in between classes or uses.
- Frequently touched areas and restrooms will be cleaned throughout the day.
- The School has purchased and is using an atomizer to sanitize full classrooms and workspaces within minutes with Electrolytically Generated Hypochlorous Acid (HOCl), a non-toxic, EPA-approved disinfectant proven effective against COVID-19.
- Comprehensive cleaning of all classrooms and workspaces will occur daily.
- Only touchless water bottle filling stations will be available for use (other water fountains will be disabled); students must bring their own labeled water bottles that can be refilled throughout the day.
- To encourage airflow throughout campus spaces, classroom doors and windows will remain open throughout the school day, even as air conditioning is running. Additionally the School has upgraded to MERV-13 "hospital grade" air filters in each of our HVAC units throughout campus.

Cohorting:

- Elementary classes will be grouped in small-group cohorts, in order to maintain appropriate physical distancing in classrooms, as well as enable appropriate contact tracing, as necessary. Intermingling with other students/grade-levels, including at



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recess, lunch, and breaks, with be limited, and each cohort group will be assigned a daily designated “fun zone” for recess and breaks, allowing for appropriate social distancing and cleaning of any shared materials between group changes.

Entrance, Egress, and Movement within School:

- Drop-off, pick-up, and campus movement has been dramatically re-imagined in order to support physical distancing and limited contact among students, faculty, and staff. All students and essential visitors will be screened upon entry to campus, with both a touchless temperature check and utilizing a pre-screening wellness app, which will also support contact tracing efforts, as well. Parents or visitors will not be allowed past wellness checks or onto campus during these times. Community spaces where students would typically congregate (entries to restrooms, entries to buildings, etc.), will have social distancing foot markers for lining up with appropriate space between students. All non-essential visitors, including parents, must remain off-campus until further notice.
- Important note: St. John's does not use busses for student transportation, and therefore has no necessary plans for distancing or cleaning in these cases.

Face Coverings & Other Essential Protective Gear:

- Per California mandates for schools, **cloth face coverings or face shields are required for all faculty and staff, as well as students in grades 3-8 while on campus. Students ages 3 through grade 2 are strongly recommended to wear face coverings, as well.**
- For the 2020-21 school year, the School will provide a cloth face mask for all students ages 3 and up, and students may choose to wear those provided, or other cloth face coverings that are school appropriate.
- Students must bring their face coverings to school every day, labeled with their name. In the event an additional face covering is needed, the School will have extra supplies of disposable face masks available. Masks should cover the wearer's mouth and nose and be school appropriate.
- Students not complying with these face covering and other guidelines aimed at protecting community health will face consequences as determined by their respective division principals in conjunction with the Head of School.

Health Screenings for Students & Staff:

- Students, faculty and staff will be required to complete a pre-screening prior to arrival to campus daily, via a wellness and contact tracing app. Additionally, upon arrival to campus, all students will be required to take part in a temperature check and sanitation



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procedures before entering campus. Students presenting with any symptoms of illness or a temperature of 100.0+ will be required to remain home pending consultation with our School Nurse and/or primary care physician.

Healthy Hygiene Practices:

- Handwashing will happen regularly throughout the school day; St. John's has added additional handwashing stations throughout campus. Students must wash hands with soap and water after each restroom use and before eating; when soap and water are not available, students must use hand sanitizer.
- Hand sanitizing will be required upon each entry to a building or classroom. Hand sanitizer will be positioned at all entrances and common areas, as well as in each classroom.
- Shared materials will be avoided or will be cleaned between change of users.
- Classrooms and workspaces will be stocked with cleaning supplies for sanitation of tables, chairs, and materials in between classes or uses.
- Frequently touched areas and restrooms will be cleaned throughout the day.
- The School has purchased and is using an atomizer to sanitize full classrooms and workspaces within minutes with Electrolytically Generated Hypochlorous Acid (HOCl), a non-toxic, EPA-approved disinfectant proven effective against COVID-19.
- Comprehensive cleaning of all classrooms and workspaces will occur daily.
- Only touchless water bottle filling stations will be available for use (other water fountains will be disabled); students must bring their own labeled water bottles that can be refilled throughout the day.
- To encourage airflow throughout campus spaces, classroom doors and windows will remain open throughout the school day, even as air conditioning is running. Additionally the School has upgraded to MERV-13 "hospital grade" air filters in each of our HVAC units throughout campus.

Identification & Tracing of Contacts:

- Wherever possible, assigned seating will be used in classes and student learning areas, to further support contact tracing, as needed. All campus common spaces will have strict usage schedules to help identify contact tracing for any staff or commonly used



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areas, if needed. Cohort grouping in the elementary classes will, ideally, mitigate any wider spread or communication of disease, allowing for swift isolation of specific groups that may have had contact. Additionally, families are required to notify the school if they or anyone they have come in close contact with has tested positive for COVID-19 in order to safely mitigate any risks of exposure and initiate self-quarantine procedures. Finally, continued coordination with the Orange County Health Care Agency will be necessary to consult and coordinate any additional steps required for community safety.

Physical Distancing:

- St. John's will limit the number of persons assembling in classrooms and common areas and maximize distancing between individuals to abide by state and local guidance and regulations whenever possible. All desks in learning spaces have been arranged to maintain 6-ft social distancing, and spaces on campus where students might typically congregate will be marked with appropriate signage and floor icons to ensure social distancing wherever possible.
- All off-campus experiences (including field trips and class trips for Middle Division Field Studies Week) will be postponed, cancelled, virtual, or re-envisioned to meet the students' learning goals.
- Faculty meetings and professional collaborations will be held either virtually or in a physically distanced fashion.

Staff Training & Family Education:

- All faculty and staff will continue to take part in professional development for teaching and learning in a hybrid environment, pertinent social-emotional support professional development with a newly hired School Counselor, and comprehensive training on the health and safety protocols for a safe return to campus.
- All students and families will take place in campus Onboarding Days, individually working with every family on the how and the why of our comprehensive campus safety protocols in order to facilitate a safe return to campus.
- Ongoing information, resources, and guidance continue to be shared with all students, families, and faculty and staff via email and on our St. John's Episcopal School website.

Testing of Students & Staff:

- Per California Department of Health framework, St. John's is prepared to require and support regular testing of faculty and staff for in-person instruction. In coordination



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with the County Health Care Agency, as well as our health insurance provider, we are planning for testing all faculty and staff regularly over time, with 50% of staff being tested at least monthly on a rotating basis. For students and families requiring guidance for testing, we have a resource list of pediatricians, local urgent care and state run testing facilities, as well as guidance for self-quarantine in the event of close- or household-contact with a COVID-19 positive individual.

Triggers for Switching to Distance Learning:

- Per California guidance, we will automatically shift to Full Remote distance learning in the event of a 5% or greater positive testing rate among students, faculty and staff. The School will consult with the Orange County Department of Health for any possible trigger to campus closure beneath that amount. Additionally, in the event of cohort positivity and required self-quarantines of students, faculty, and staff, the School has built a robust distance learning plan that meets needs in both a hybrid and full-remote learning context, ensuring continuity of learning and program as best as possible. Finally, all K-8 students and families have the option to engage with classes via Live-Streaming Experience (LSE), while on-campus learning is provided, in order to best support students' or families' individual circumstances and comfort levels for in the current environment. LSE students will directly engage with their on-site teachers and classmates from the comfort of their homes, and (in turn) potentially further decrease the total amount of students in a given classroom and enable further physical distancing of students.

Communication Plans:

- Communication with the St. John's community has been ongoing throughout the spring and summer. Families have received weekly updates from their child(ren)'s Division Principal, as well as the Head of School, regarding student learning, campus planning and safety protocols, and an anticipated return to campus for the 20-21 school year. The school has continued to rely on community feedback and support via surveys, one-on-one conversations, and an active partnership with its PTF organization. Additionally, the St. John's website contains full Return to Campus plans, FAQs, and additional resources for students, families, faculty and staff.

School Website:

- www.stjohns-es.org



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St. John's Episcopal School
Return to Campus Plan
2020-21 Academic Year

Engage Every Student. Every Day.



The St. John's Episcopal School leadership team, in concert with faculty, staff, School Committee, and PTF, has developed a **Return to Campus** plan that prioritizes the health and safety of our community. We are eager to welcome students back to campus for the 2020-21 school year, while also planning for other necessary scenarios, as well.

While all plans are subject to change, please know that any measures taken will be continuously evaluated over time in order to best support the Mission and Vision of St. John's Episcopal School.

Our Priorities and Approach

- The **health and safety** of everyone in our campus community will continue to be the top priority as we bring students, faculty, and staff back to campus.
- This plan was **shaped by several factors**, including guidelines and research on both learning and health, as well as a growing consensus among peer schools on the best ways to reopen for the 2020-21 school year.
- To be successful in our efforts to not only return to campus, but to remain on campus, we're underscoring the **shared community responsibility** we all bear to keep our campus community healthy.
- Understanding that evolving guidelines and plans are constantly in flux, we ask for all community members' **patience and flexibility** as we work through these unprecedented times together.
- In all efforts, we underscore that our work is aimed at **mitigating transmission of the COVID-19 virus and minimizing risk**, while recognizing that we cannot eliminate this risk altogether.
- We encourage the long view: We should all be prepared for an atypical school year as the world continues to wrestle with a global pandemic. At St. John's Episcopal School, we will do all that is in our power to mitigate those disruptions for our students, families, and staff, trusting that **our shared goals will bring us back to the steady experience** we all treasure.
- We will continue to be **transparent and communicate regularly** with students, families, faculty and staff as plans, details, and decisions take form.

*While this coming school year will be different than anything we've experienced before, the entire St. John's community looks forward to the one-of-a-kind learning experiences that only a St. John's education can provide. **We thank you for the trust that you place in all of us at St. John's Episcopal School as we navigate these uncertain times together.***



Health, Safety, and Wellness



All persons coming onto campus will be required to complete a **temperature check and wellness survey**.

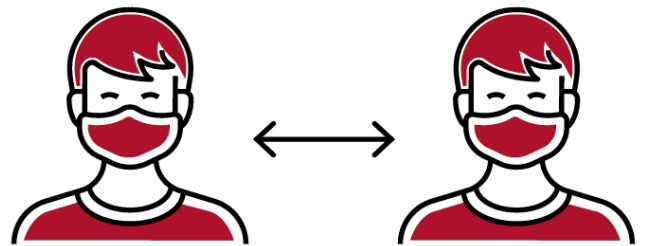


All faculty/staff and students* will be **required to wear face masks**.

**Required for students in grades 3-8; strongly recommended for students age 3 - grade 2, per CA mandate.*



Enhanced **sanitizing and hygiene** protocols will be in place throughout campus.



All persons will be required to practice **social distancing** wherever possible.



No non-essential visitors to campus until further notice.



Addition of School Counselor to **support community social-emotional wellness**.



Wellness Practices

- A daily wellness check will be required of all individuals arriving to campus. St. John's has invested in a mobile app for students, families, and faculty/staff to pre-screen prior to arrival to campus daily, allowing for expedient arrival through wellness checkpoints each morning. Details for downloading the app to follow.
- All students and essential visitors will be screened upon arrival to campus using instant temperature checks. Anyone with a temperature of 100.0 degrees or greater will be asked to return home. Persons who develop symptoms on campus will be isolated and must leave campus as soon as possible to go home or seek medical guidance.
- If a student or household member is exhibiting any symptoms of COVID-19, or anyone in the household has come in contact (contact defined as greater than 15-minutes within 6-feet of distance) with someone who has tested positive for COVID-19, the family must **inform the school and keep the student(s) home**. [Click here for the St. John's COVID-19 sick and reporting policy.](#)



Face Coverings

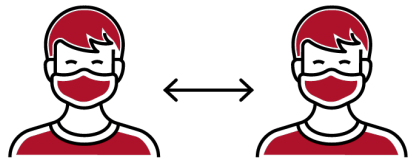
- Per California mandates for schools, **cloth face coverings or face shields are required for all faculty and staff, as well as students in grades 3-8 while on campus. Students ages 3 through grade 2 are strongly recommended to wear face coverings, as well.**
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- Students must bring their face coverings to school every day, labeled with their name. In the event an additional face covering is needed, the School will have extra supplies of disposable face masks available. Masks should cover the wearer's mouth and nose and be school appropriate.
- Students not complying with these face covering and other guidelines aimed at protecting community health will face consequences as determined by their respective division principals in conjunction with the Head of School.



Campus Practices

- Handwashing will happen regularly throughout the school day; St. John's has added additional handwashing stations throughout campus. Students must wash hands with soap and water after each restroom use and before eating; when soap and water are not available, students must use hand sanitizer.
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- To encourage airflow throughout campus spaces, classroom doors and windows will remain open throughout the school day, even as air conditioning is running. Additionally the School has upgraded to MERV-13 "hospital grade" air filters in each of our HVAC units throughout campus.





Social Distancing

Our optimal learning environment entails engaging all students on campus, every day. Thus, we will do everything we can to create safe, decompressed classrooms, offices, and common areas with appropriate spacing.

Classrooms & Shared Spaces

- St. John's will leverage its small class sizes and ample campus spaces, arranging furniture and student placement to maximize the space and create as much room between students as possible.
- Cohorts, small groups and seating charts will be utilized to facilitate contact tracing as much as possible.
- Upon evaluation, we will de-densify larger Middle Division classes by relocating students to other spaces to accommodate appropriate physical distancing.

Visual Markers/Signage

- We will remind our community to follow safety protocols by posting visual markers such as signs, posters, and other prompts throughout campus.
- Signage will indicate appropriate spacing in places where students wait in line, including arrival to campus, outside of restrooms, and other common areas.

Group Gatherings

- St. John's will limit the number of persons assembling in classrooms and common areas and maximize distancing between individuals to abide by state and local guidance and regulations whenever possible.
- All off-campus experiences (including field trips and class trips for Middle Division Field Studies Week) will be postponed, cancelled, virtual, or re-envisioned to meet the students' learning goals.
- All faculty meetings and professional collaborations will be held either virtually or in a physically distanced fashion.



Campus Visitors

- All non-essential visitors, including parents, must remain off-campus until further notice. Should parents wish to meet with a teacher or administrator, they may schedule a time to do so virtually or by telephone.
- Until further notice, campus fellowship events, including spirit days, Wednesday lunches, performances and other experiences bringing parents and guests to campus will be postponed, rescheduled, or re-envisioned to meet their desired community-building goals.



Social-Emotional Wellness

- Recognizing that these are trying times that all students and families process differently, the addition of a School Counselor will help support student and community social-emotional wellness for all students during their return to campus and beyond.
- The School Counselor will meet regularly with individuals and in small groups with students to support an age- and developmentally-appropriate social emotional curriculum, as well as serve as a liaison with community health partners for students with outside supports.
- In conjunction with the School Chaplain, School Nurse, and Learning Specialist, the School Counselor will complete a St. John's Student Wellness Team, supporting all Cardinals' growth in mind, body, and spirit.





Off Campus Learning Scenarios

While we remain hopeful that we can achieve our objective of having all St. John's Cardinals safely on campus throughout the 2020-21 school year, St. John's is prepared to pivot to a remote learning modality quickly and efficiently.

In addition, despite our plans to create as safe an environment as possible, no school can guarantee a virus-free campus. We will support individual family decisions to keep their children at home and offer an engaging **Live-Streaming Experience (LSE)** option for K-8 remote learners to remain engaged in the Cardinal Family until they feel comfortable to return to on-site learning.

Live-Streaming Experience (LSE)

- Students will interact with teachers and classmates in real time on a daily basis, participating in activities, assessments and learning, in the closest approximation to the magic of in-class learning as possible.
- LSE students will experience the same on-campus daily schedule, including breaks and lunch, allowing the closest approximation to a typical St. John's day as a remote learner.
- Unless ill, all LSE students are expected to actively participate in their respective classes throughout the day. All typical rules regarding attendance apply.
- For our planning purposes, families wishing to engage in the LSE option for all or part of the 2020-21 school year will be asked to commit to learning modalities on a monthly basis.
- Students who must temporarily learn from home will immediately engage in the LSE modality until they are cleared to safely return to campus.

Full Remote Learning Scenario

- While our strong desire is to remain on-campus for the entire school year, the rapidly evolving and unpredictable nature of the COVID-19 pandemic compels St. John's to prepare for the possibility that state or local orders could mandate the closure of campus, and that all teaching and learning may have to take place remotely at some point.
- To prepare for a range of teaching and learning scenarios, St. John's has heavily invested in professional development programs for our faculty and in technology infrastructure in order to provide the best possible educational experience for our students, regardless of the way in which it occurs.
- In the event a Full Remote Learning scenario is implemented, distance learning plans will be communicated by each division.
- Per California guidance, a Full Remote scenario would be required if a 5% or greater COVID-19 positivity rate among students, faculty & staff. A school may be expected to re-open after 14-days, through guidance with the county department of health.

Sample Elementary Division On-Campus / LSE Schedule

8:00-8:15	Arrival/Morning Meeting
8:15-9:00	Music*
9:00-9:45	Science
9:45-10:00	Independent Reading
10:00-10:30	Outdoor Snack & Recess
10:30-11:30	Math
11:30-12:10	Social Studies
12:10-1:00	Outdoor Lunch & Recess
1:00-1:30	Grammar & Spelling
1:30-2:20	Writing & Literature
2:20-2:35	Closing Circle
2:35-2:45	Pack up & Carpool

* Enrichments occur on average twice daily, and include PE, Science, Art, Spanish, Music, and Religion

Sample Middle Division On-Campus / LSE Schedule

8:00-9:00	Arrival & Math
9:05-9:50	Spanish
9:50-10:20	Outside Break
10:25-11:10	History
11:15-12:00	Science
12:05-12:25	Chapel
12:30-1:25	Outdoor Lunch & Recess
1:30-2:15	English
2:20-3:05	Life Skills*
3:05	Carpool

*Life Skills is a new class for all 6th grade students incorporating Executive Functioning, Social-Emotional Learning, and Library Science by trimester, setting a foundation for a successful Middle Division experience

Sample Elementary Division Full Remote Schedule

8:45-9:00	Morning Meeting
9:00-10:00	Math whole group lesson & individual work
9:45-10:00	Chapel
10:00-10:30	Break
10:30-11:00	Physical Education*
11:00-11:30	Literature
11:30-12:30	Lunch & Play
12:30-1:00	Science
1:00-1:15	Break
1:15-1:45	Reading & writing whole group instruction
1:45-2:30	Independent practice
2:30-2:45	Closing Circle
2:45-3:30	Student Support

* Enrichments occur on average twice daily, and include PE, Science, Art, Spanish, Music, and Religion

Sample Middle Division Full Remote Schedule

8:00-8:40	Math
8:45-9:25	Mandarin
9:25-9:40	Break
9:45-10:25	Art
10:30-11:10	English
11:15-11:55	History
12:00-12:20	Chapel
12:20-12:55	Lunch Break
1:00-1:40	Virtual Club Meetings
1:40-2:10	Student Support
2:10-3:10	Faculty Collaboration

If Full Remote, St. John's dedicated faculty and staff will be teaching from campus, in order to have access to all teaching materials, top-flight technology, professional & technical support, as well as to be fully prepared for our students to return to campus!

Early Childhood Division at St. John's

As an individually-licensed preschool, the Early Childhood Division at St. John's provides essential growth and support for our youngest Cardinals and their families. Typical K-12 mandates or guidelines do not apply to Early Childhood care, which receives its own set of state guidelines through licensing. As such, St. John's has every intent to follow and exceed its guidelines and remain open for our families needing the nurturing environment for their child during these uncertain times.

The following are just some of the additional guidelines for the Early Childhood Division for the foreseeable future:

- Face coverings/face shields required for all faculty and staff
- Face coverings strongly recommended for students age 3+
- Temperature and wellness screenings upon entry
- Small group cohorts without intermixing of groups
- Limited sharing of classroom materials
- Frequent cleaning and disinfecting of classroom materials between uses
- Designated playground zones for each group, disinfected between rotations



Other Important Information

Recess, Lunch, and Food Service

All K-8 students will continue to eat outside in socially distanced environments and weather permitting. St. John's will continue to partner with Choicelunch for healthy and delicious lunches delivered to campus. Choicelunch has adapted its options for the COVID-19 pandemic, as well, leveraging the 'a la carte' approach so that students receive custom, individually-packed lunches, assembled in the safest manner possible for students. More information is available [here](#).

Additionally, all students will have ample opportunities for outdoor play at recess. Multiple "fun zones" will be established to manage age-appropriate social distancing, contact tracing, and cleaning of equipment and play materials prior to change of group use. Weather permitting, classes will have the opportunity for their own breaks outside for group activities, lessons, and more.

Uniforms

Regardless of modality of learning— on-campus, LSE, or Full Remote— we want to approximate the same in-class experience as closely as possible. Therefore students will be expected to be in St. John's uniform or spirit wear daily for classes, underscoring the intentionality and purpose of our teaching and learning, regardless of venue. Uniforms and spirit wear are available both in-person (by appointment) and [online](#) from the St. John's Spirit Store.

Extended Care

St. John's will continue to offer after-school extended care to families that need this important service. Before-school care for students will be temporarily suspended during this time, in order to facilitate the campus-wide wellness checks for all students and staff arriving to campus each day. Details and hours for after-school extended care will be provided prior to the start of the school year.

Drop-Off & Pick-Up

Until further notice, morning drop-off will take place at three designated spaces to facilitate the necessary wellness checks of every student. Parents will accompany ECC students to wellness checks in front of the ECC entry; Parents will accompany K-2 students to wellness checks at the front entry to campus; and students in grades 3-8 will receive wellness checks in their respective cars at the back parking lot prior to entry to campus. Pick-up for all ECC students will take place at the ECC front entry, while all K-8 students will be picked up in the back carpool parking lot by socially distanced grade-level groupings. Parents or visitors will not be allowed past wellness checks or onto campus during these times. Additional details of procedures will be sent to families prior to the first week of school.

Your Family's Commitment

Social Compact

Please keep in mind that any risk you take for your family could impact our larger Cardinal community's health and wellbeing, as well as our intention to return and remain on campus. In addition to our campus-wide efforts, please consider beyond the St. John's campus the shared responsibility we all bear together:

- Following guidelines regarding health and wellness practices, including facial coverings, frequent handwashing, and consideration of potential for St. John's community spread when attending or hosting social gatherings away from campus.
- Community members should comply with all current public health and travel guidelines.

Attendance

St. John's must be kept apprised of student attendance in all learning modalities. We ask for your help in promptly communicating with your respective Division regarding any absences or illnesses of your student(s).

Additionally, should a student be engaged in either our Live-Streaming Experience from home (while classes are occurring on campus), or if St. John's is in a Full Remote modality, it is an expectation that students are actively keeping pace with teaching and learning at home.

Following an absence for any reason, returning to on-site campus learning will require clearance from the Division and/or the Health Center, depending on the circumstance.

Preparedness

Should your student participate in our Live-Streaming Experience (LSE) while school is occurring on campus, or should St. John's need to move to a Full Remote modality of learning, the School advises families to consider, well in advance, any additional technology or supply needs that would ease this transition. Prior to the beginning of the school year, St. John's will provide families with appropriate supply lists and tips for at-home learners specific to our program in order to support LSE or Full Remote learning.

Acknowledgement

Every family will be required to sign a COVID-19 Acknowledgement Form and Student/Parent Handbook addendum, which will be sent to families soon and must be submitted to the School prior to the start of the school year.



Frequently Asked Questions

Is St. John's implementing a travel policy?

While the School advises caution with respect to unnecessary travel, St. John's is currently not requiring quarantine following travel, unless required by California or national policies for travel to and from specific regions.

What if my child is quarantined for 14-days due to potential exposure to COVID-19?

If your student is quarantined based on the St. John's COVID-19 Sick and Reporting Policy, they will attend school synchronously through our Live-Streaming Experience (LSE) program.

What if my child is sick and cannot attend synchronously through LSE?

In the event a student's illness prevents them from attending classes synchronously, the student/parent should communicate with their teacher/advisor to develop an asynchronous learning plan and to complete any missed work. All direct instruction will be recorded and uploaded to each student's Teams account.

Will families and staff be informed if someone on campus tests positive for COVID-19?

Based on current health department guidelines, and through guidance by the OC Health Department, St. John's will report to all families and staff the occurrence of a confirmed case of COVID-19 on campus, specifying the division in which the case occurred. Students and staff deemed to have had exposure to the confirmed individual (greater than 15-minutes of continuous interaction less than 6-feet away) will be contacted directly by the respective Division and/or Health Center and directed to follow the School's COVID-19 policy. St. John's will not disclose the names of any individual students, faculty, or staff with a suspected or confirmed case of COVID-19 to the school community.

What specific changes have been made to the School's ventilation?

St. John's has upgraded all HVAC air filters from MERV-8, which is standard in schools and public spaces, to MERV-13 "hospital grade" filters. To improve air flow, all doors and windows will remain open as much as possible.

What types of additional cleaning and sanitizing will be occurring?

St. John's has developed an enhanced cleaning protocol, which includes the use of electrostatic sprayers and EPA and CDC approved cleaning solutions effective in killing COVID-19, frequent cleaning between class groups, additional handwashing stations throughout campus, and additional cleaning and disinfection practices at the end of each school day.

How has St. John's invested in technology in preparation for LSE or Full Remote scenarios?

The School has replaced aging laptops and added additional devices for in-class and remote use; upgraded the entire campus firewall and wifi network for necessary streaming of classes; added in-class cameras and monitors to aid in remote content delivery for LSE or Full Remote scenarios; provided professional development for every staff member on best practices for teaching in hybrid and remote modalities; produced ample resources for remote community engagement, including virtual tours for prospective families; upgraded Zoom accounts for community fellowship; and added investment in learning platforms and educational apps.

Frequently Asked Questions (Continued)

Will organized sports be taking place when school starts? Or, at any point during the school year?

St. John's will adhere to the guidelines set forth by the Parochial Athletic League (PAL), in partnership with other league schools, and our own health and safety standards. Until further notice, athletics remain on hold, though we continue to explore options for safe, organized sports to engage our student-athletes across age levels.

Will non-athletic after-school activities on campus like cooking, theater, arts and crafts, and Soccer Shots take place?

Some activities, like arts and crafts, are more conducive to the current parameters of health and wellness than others. We are actively exploring additional options that can provide safe, fun, and enriching experiences for our students on campus after school each day. More details will be made available for limited after-school offerings at the beginning of the school year.

Will PE and recess continue as normal?

St. John's believes that physical activity outdoors is more important than ever. PE faculty will follow best practices, opting for activities that allow for appropriate physical distancing between students. Recess activities will be organized and supervised to maintain appropriate physical distancing and cleaning protocols to support student health and safety.

Will there be opportunities for students to remove their face coverings during the day?

We recognize that wearing face coverings throughout the day can be tiring, even for adults. We remain cognizant of this challenge and look for physically distanced opportunities to allow students to remove their face coverings for short periods of time, beyond when they are eating.



Frequently Asked Questions (Continued)

Is there a tuition adjustment for remote learning?

St. John's Episcopal School will continue to honor the terms of our enrollment contracts, regardless of modality of learning. Whether on-site, fully remote, or engaging the the hybrid, Live-Streaming Experience, St. John's faculty and staff are working to deliver our enhanced value-added program to students and families. The extensive planning and implementation of professional development, technological infrastructure, and enhanced safety and wellness materials and protocols bring added, not reduced, cost to the School, and we are confident that our efforts provide even greater value relative to other educational options.

What are the back-to-school Onboarding Days?

On 8/31, 9/1, and 9/2, families will partake in individual times to come to campus, meet their child's teacher/advisor, receive textbooks or learning materials, see the classrooms and experience the health and safety protocols first-hand, in order to enable a smooth transition to the start of the school year. Onboarding days will occur on campus, regardless of modality of learning, as we believe any learning first starts with a loving, supportive, and safe relationship between students and teachers. Scheduling details will be sent to families mid-August.

What about our favorite St. John's traditions or experiences?

While some aspects of St. John's will be appropriately different in the near-term, key markers of our community will remain the same or be re-imagined to meet their same goals. Vital community connections like Chapel, athletics, after-school offerings, and PTF events are being adapted to support our community needs during this time.

How is the School Community supporting families impacted by the economic fallout of the global pandemic?

In May, St. John's established the St. John's Community Relief Fund, a philanthropic effort raising funds to benefit need-based financial aid requests of families impacted by the pandemic. Unfortunately, some families have faced job furloughs, businesses slowing, or other challenges that would otherwise put their financial obligation to St. John's in jeopardy for the 2020-21 school year. So far, the funds raised by the St. John's Community Relief Fund are supporting over ten students who might not otherwise be able to remain a part of the Cardinal Family this year.

How will the School approach fundraising for 2020-21 and beyond?

Tuition revenue alone does not cover the full costs of a St. John's education, regardless of modality of learning, and the School continues to rely on impactful philanthropic efforts to deliver its one-of-a-kind mission and educational experience. We will continue with our major annual fundraising efforts, including the Cardinal Fund, Cardinella, and Golf Tournament this year, while also being understanding of the strain that some families may be feeling due to the pandemic. Our plan continues to be heavily reliant on the strong community bonds that make St. John's a singular experience and family.

St. John's COVID-19 Sick & Reporting Policy

The following protocols will apply when a student or staff member shows symptoms of illness or is exposed to a COVID-19 symptomatic individual.

Symptomatic individual who tests positive:

- Remain off campus for 10-days from symptom onset AND only allowed to return 72-hours after fever resolution (if present) AND improved symptoms

Symptomatic individual who has not been tested:

- Remain off campus for 10-days from symptom onset AND only allowed to return 72-hours after fever resolution (if present) AND improved symptoms
- May return to school if doctor establishes an alternate diagnosis and presents a doctor's note to confirm the presence of alternate diagnosis that explains symptoms

Symptomatic individual who tests negative:

- Remain off-campus until fever-free for 72-hours (if fever present) AND improved symptoms

Asymptomatic individual exposed (close contact) to symptomatic or COVID-19-positive individual:

- **Important Note: Close contact is defined as greater than 15-minutes of continuous interaction less than 6-feet away**
- Remain off campus for 14-days from last exposure if remaining asymptomatic
- If individual becomes symptomatic, they must remain off campus until they meet criteria listed above of a symptomatic individual who tests positives or is not tested

A COVID-19-positive individual does not need a repeat COVID-19 test or a doctor's note in order to return to campus. They must simply satisfy the terms stated above and coordinate with the Division/Health Center for reentry to campus.

Please note: These protocols are applicable regardless of whether an individual has previously tested positive for COVID-19 or believes that they had the virus at any point previously.

This policy may evolve as additional information and guidance becomes available regarding the COVID-19 virus.

Unless a larger outbreak necessitates city or statewide closures, the Orange County Department of Health is St. John's partner for determining closures and for completing contact tracing. St. John's is obliged to report to OCDH the names of any student or staff with confirmed cases. Based on state and OCDH guidelines, St. John's will report to all families and staff the occurrence of a confirmed case of COVID-19 on campus, specifying the division in which it occurred. Students or staff deemed to have had exposure to the individual will be contacted directly by the respective division and/or Health Center and directed to follow the School's COVID-19 policy. St. John's will not disclose the names of any individual students or staff with a suspected or confirmed case of COVID-19 to the school community.

Questions?

Please contact Missy Blye, R.N, St. John's School Nurse at Nurses@stjohns-es.org



Guidance

Our plan will continue to be informed by continuous monitoring of reliable and expert organizations and authorities to enable St. John's to make decisions that are consistent with guidelines and recommendations, including:

- Centers for Disease Control Prevention
- American Academy of Pediatrics
- National Association of Independent Schools
- California Association of Independent Schools
- California Government
- Orange County Health Services

Questions?

Please contact:
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Administrative Leadership

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Heather Doddridge, *Director of Admissions & Advancement*
Suzy Hardy, *Director of Technology*
Jesse Greenhalgh, *Director of Operations*
Missy Blye, *R.N., School Nurse*

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Malina Shuy, *Elementary Division*