

St. Luke Catholic School

Faith . Service . Excellence . Stewardship



Beginning the Year in Distance Learning A Handbook for Parents

COVID-19 Addendum to the Family Handbook
2020-2021

Fully Accredited By:

Western Catholic Education Association (WCEA) and Western Association of Schools and Colleges (WASC)

"Continuing the Legacy...Educating the Future"

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With guidelines from local, state, and public health officials, we will make alterations as necessary.
This document outlines guidelines related to starting the school year in Distance Learning.
We reserve the right to make additions, amendments, and deletions at any time.

Letter from Our Superintendent of Catholic Schools

Dear Catholic School Families, Educators and Pastors,

I pray this correspondence finds you and your family safe and well this summer. Today, Governor Gavin Newsom announced that all TK-12 schools in California will be held to new requirements for resuming in-person instruction. As a result, the Catholic schools of the Archdiocese of Los Angeles will open the 2020-21 school year with distance learning. All three counties served by the Archdiocese of Los Angeles are currently on the state's monitoring list and are likely to remain through August. The criteria for the return to in-person instruction is based on the state's local health jurisdiction (LHJ) monitoring list. If a county is placed on the state's monitoring list, the schools in that county will not be permitted to conduct instruction in-person. Once the LHJ has been removed from the state's monitoring list for 14 consecutive days, in-person instruction will be allowed to resume – this is when we will return to campuses. More information about the status of counties can be found at:

<https://covid19.ca.gov/roadmap-counties/>

The decision by the governor is a sobering reflection of the state of public health in our region. Despite nearly five months of sacrifice, patience and prayer, the rate of COVID-19 transmission in our region has increased significantly since our return to campus announcement on June 15th. Though our return to our beloved campuses will be delayed for now, we will return. Until then, our schools will open at a distance and our community will once again rise to the occasion. Our schools have been working extraordinarily hard to prepare to welcome back students this fall. We are so proud of their incredible efforts in planning for both in-person and distance, while simultaneously focusing on making campuses safe for students and staff. Though the circumstances may not afford us the opportunity to start the school year in-person, our preparation efforts will pay-off when we are able to safely return to campuses. Our schools prove every day that a true education of the whole person cannot exist without the presence of God. We are being called to be hopeful, resilient and faithful people. As one Catholic community, God calls us to come together once again for our children during difficult times. We will band together as we did in the spring because our Catholic schools are a gift – it's where our students learn and love, and our families grow in faith and community. On behalf of Archbishop José Gomez and our entire school ministry, thank you for your partnership, commitment, and solidarity.

Yours in Christ,

Paul M. Escala Superintendent of Schools

Letter from the Principal, Ms. Yvette Jefferys

During this time, we ask for God to be present in our lives as we move into a beautiful new school year! It is with excitement and joy that we await all the many blessings of a new year. We thank God for our health and for uniting us all as one family during this rapidly changing world in which we live. We ask for GOD's grace and guidance in all we do here at St. Luke Catholic School.

As the Principal of St. Luke Catholic School, I would like to start by saying first and foremost, thank you for your commitment to Catholic Education, to your child's school, and to your children! Your partnership and patience has truly made an impact as we continue to adjust to education in our ever-changing world. When we moved from the school's physical site in March of 2020 to a Distance Learning Model, our teachers and students did so with such determination and patience. Our teachers had in-services and some had additional assistance to be able to most effectively meet the needs of our students. Our children quickly learned how to access their Google Classrooms, Zooms, and different educational sites. As parents, your versatility, attitudes, and determination to assist your son/daughter were commendable! Together, we were able to continue to meet the educational needs of the most important people in our lives-your children!

Your children are our hope and we want St. Luke Catholic School to be a place where your son/daughter feels safe, comfortable, and a place where he/she may continue to grow in their Catholic faith and academic excellence, while being supported on a virtual platform. Our ultimate hope is that we will be able to return to in-person instruction when it is safe to do so. In the meantime, we aim to provide your son/daughter with a rigorous Distance Learning Model.

We are dedicated to your child/children and they are our number one priority in all we do at St. Luke Catholic School! In every decision, they are ever-present in our thoughts and we work to meet their educational needs. Therefore, we will be commencing the 2020-2021 school year with our Distance Learning Model. We will continue to be committed to following the advice of health experts throughout our school year. We are relying on the guidance and expertise of the Centers for Disease Control and Prevention, the state of California, the governor, and the Los Angeles County Public Health agencies to determine when it will be prudent to return to in-person instruction. The health and well-being of our students and teachers remains at the forefront of our decisions.

Initially, when it was determined that we may return to in-person instruction in the fall, a survey was distributed to gain some insight into how comfortable parents/guardians were feeling in regards to the return to school. Most parents/guardians felt that both a combination of in-school and Distance Learning would be a great way to start. However, based upon orders from our local government, we will only be allowed to commence with Distance Learning.

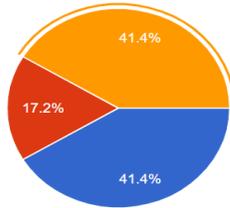
We intend to have a rigorous Distance Learning Platform in order to meet the standards and objectives for your child's grade level. Our goal is to provide your son/daughter with a quality Catholic education that meets and exceeds your expectations.

We remain eternally grateful to you, our parents/guardians, students, teachers, and staff who remain committed to Catholic education and to St. Luke Catholic School! I pray for our return to in-person instruction when it is safe to do so and not before. May God guide the leaders of our world, country, state, and local government to make good decisions for our future! And may the good Lord watch over and protect our entire School Family and extended family in the coming months ahead!

Blessings and Love,
Ms. Yvette Jefferys

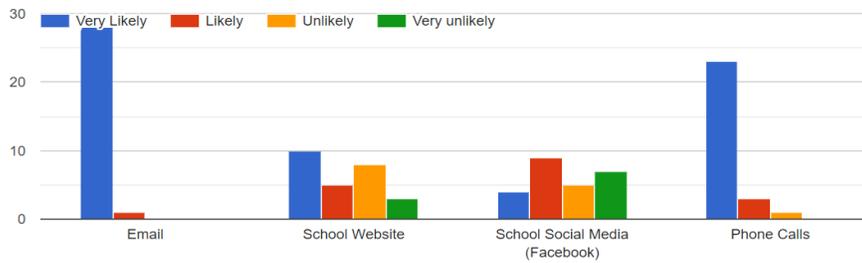
Results of Google Classroom Survey from Ms. Jefferys to St. Luke Parents/Guardians

School is scheduled to begin on August 12th. Assuming that Los Angeles County continues to re-open with social distancing protocols in place, in which way would you most prefer our school to reopen in 2020-2021? (Select one answer.)

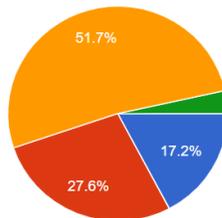


- Physically in the school building with safety measures applied.
- Fully online with current St. Luke teachers delivering standardized course content virtually.
- A combination of options A and B with students attending school physically and online in a way that minimizes face-to-face contact with other students.

How likely are you to rely on the following methods of communication with St. Luke Catholic School?



What do you foresee will be your household's work arrangement in the fall?

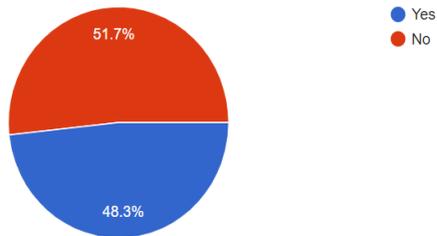


- All caregivers working from home.
- All caregivers working outside of the home.
- Some caregivers work inside the home while others work outside of the home.
- Does not apply (all caregivers are homemakers, unemployed, etc.).

If St. Luke Catholic School could provide a Split Day Schedule, what would be your preference?



Are you an essential worker? The standard definition of an essential employee is someone that performs work involving the safety of human life and the protection of property, according to the 2013 Essential Services Act.



According to the correspondence from Superintendent Paul Escala sent July 17, 2020:
*“All three counties served by the Archdiocese of Los Angeles are currently on the state’s monitoring list and are likely to remain through August. The criteria for the return to in-person instruction is based on the state’s local health jurisdiction (LHJ) monitoring list. If a county is placed on the state’s monitoring list, the schools in that county will not be permitted to conduct instruction in person. **Once the LHJ has been removed from the state’s monitoring list for 14 consecutive days, in-person instruction will be allowed to resume – this is when we will return to campuses.**”*

The Value of St. Luke Catholic School

We believe that all children are created in the image of God, deserving of love, and filled with the potential to achieve success and find true happiness. Good enough is never good enough. We hold a deep commitment to learn, grow, and strive for excellence in everything we do. We lead by example. We are St. Luke Catholic School!

Since the teachers all left campus on June 19, 2020, those of us that stayed to either facilitate the front office, work Distance Learning Summer School, or prepare for the school year, have been having a blast! We have painted the hallways, painted a few classrooms, cleaned out closets, shampooed all carpets, dusted blinds, windowsills, and tried our hardest to make your campus beautiful for your return. Then, we got news that we would need to open with Distance Learning. Either way though, we are prepared for a FABULOUS year!

No matter what platform, rest assured we will be giving your child/children the individualized attention that they deserve. St. Luke Catholic School’s classroom environment is small, but mighty! Therefore, our small size allows for a stronger connection between the teacher and your student and the ability to address the needs of each child.

Our Catholic faith is at the core of all that we do. Daily prayer, weekly liturgies, assemblies, and discussions around our Catholic faith are at the center of all we do at St. Luke Catholic School.

Your child is not just a member of our school family. Your child makes our family complete! They are an imperative part to us functioning as one unit centered in Christ. We are St. Luke Catholic School and we are here to support your child each and every step of the way!

In the spring of 2020, we transitioned rapidly to distance learning and we all learned together how to navigate this new instructional landscape. As we begin the 2020-2021 school year in distance learning, we are able to build on what we learned during the spring. We have made adjustments and refinements for our school’s distance learning plan. We are ready!

What is Distance Learning?

According to the California Department of Education (2020), “distance learning means instruction in which the student and instructor are in different locations. This may include interacting through the use of a computer and communications technology.”

Students receive instruction remotely through synchronous and asynchronous engagement. Synchronous learning occurs in real time using live lessons led by the teacher. Asynchronous learning happens on one's own time using materials provided by the teacher.

Distance Learning Model

We so want to be in the classroom with our school children and the second that the local governing agencies, state government, and the public health officials give us the green light, and it is safe to do so-we will open. The sanctity of life is of utmost importance to all of us here in the St. Luke Catholic Community and we want to preserve it! Therefore, for now, we will abide by the order to begin the school year through Distance Learning.

Distance Learning Mission Statement

St. Luke the Evangelist Catholic School is a family community that provides a strong spiritual and academic foundation. We strive to educate the whole child. In partnership with parents, our goal is to graduate life-long learners as effective witnesses of Christ in the world.

The school Mission Statement is an important part of who we are as a school. Whether we are on campus in our classrooms, or on a Distance Learning platform, we promise to give you the dedication and attention that your child needs. We aim to continue to support students' academic progress and spiritual development by making Distance Learning days engaging and supportive, while being as flexible as we can for families. We are here to serve!

Our distance learning plan is designed with the following key features:

- **Asynchronous** learning to ensure the opportunity to learn for all students based on schedule and connectivity (12:00 PM-3:00 PM)
- **Synchronous** video conferencing to support learning and socio-emotional needs of students through social interaction with peers and teachers (7:55 AM-12:00 PM)
- A commitment to monitoring and improving this plan during the time of its implementation

While Distance Learning does not replicate on-site learning, teachers can deliver powerful instruction based on a robust curriculum that allows students to meet expected grade-level standards in an online environment aligned with the mission of our Catholic schools.

Academic Planning

The St. Luke Catholic School faculty and staff are committed to providing a quality academic environment for its students. Therefore, the staff will employ a variety of educational strategies to meet the needs of all students, while beginning the year working remotely.

St. Luke Catholic School will be providing Asynchronous and Synchronous classes to ensure that we cover the wide range of standards at every grade level. We do not want any children left behind. More than ever, we want to ensure that our students are receiving the rigorous and

robust education that Catholic schools are known for and that will guide the students into a successful future.

The Asynchronous classes that will be provided will be Spanish, Music, PE, and Art. The students will be given this material online and will have a week to complete the tasks.

The Synchronous classes will be Language Arts, Math, Science, Social Studies, and Religion.

We will do our best to have students alternate between the various teachers in order to meet the students' needs. We will be providing instruction during the actual school day from 7:55 AM to 3:00 PM. The teachers are employed during these hours and we want them to have set times to work, as well as balance their family life.

The teachers will be working directly from their classrooms. This will benefit the students because it will make the students feel more comfortable as they are actually being taught from their classroom setting. In addition, we ask that you please have a designated space for them to do their school work. They should not be lying down or on the couch. They should be up and ready for their school day with the supplies they need for learning. We want our students to be ready for success.

The teachers will facilitate Synchronous real time instruction from 7:55 AM-12:00 PM each day. Asynchronous independent work, study time, and homework may take place in the afternoon from 12:00 PM-3:00 PM, or whenever you as a parent/guardian feel it is more suitable. This should ensure that everyone is finished with their school day by the regular 3:00 PM dismissal. We have arranged 45-minute block times with the teachers of each subject. This summer, we have been working with the ADLA Academic Excellence Team to ensure that we are off to a great start for an incredible school year!

Office Schedule

The office will be open from 7:30 AM-3:30 PM. Parents/Guardians may ring the doorbell. We will let you in or let you know how long the wait will be. Upon ringing the doorbell, Ms. Braun/another office assistant will take your temperature. When visiting the office, please remember to wear your mask and maintain your social distance.

Instructional Schedule

We have developed distance learning instructional schedules that take into consideration the traditional school schedule, developmental age, and instructional minutes guidance.

Schedules

The school schedules have been modified to allow for adequate instructional time. In addition, students will work on Accelerated Reading, Math Platforms, other learning platforms, Google Classroom, etc. We will try extremely hard for the school day to end by 3:00 PM, this will include the homework, as well. The day will not be as long for the students in grades TK-5, as they do not have as many different teachers to meet with throughout the day. The social and emotional well-being of every child is extremely important to us. Please reach out to your

child's teacher, if your child needs additional assistance. We are all more than happy to assist in any way that we can.

We recognize that communication lines will need to be open between parents/guardians and teachers. We want to be flexible and work to maintain a rigorous curriculum for the students of St. Luke Catholic School. We know that at times we will need to adjust to meet the needs of all of our students. We are committed to our school families. Please know that we are here to assist you in any way that we can.

This summer, during our online summer school program, we made adjustments to more closely resemble how school would look this fall, if at any time we had to go into a Distance Learning model. It worked well and the teachers felt confident that it was beneficial to the students as well. In order to ensure that we are providing a rigorous curriculum for our students, we will implement the same model for the fall. We want to work with our school schedule. The time we are regularly scheduled to be in school (7:55 AM-3:00 PM) to ensure that teachers have time to prepare, correct, and get ready for the next day.

Transitional Kindergarten and Kindergarten, you will check in with Mrs. Desy beginning at 7:55 AM for focus time. Your schedule will be separate from the rest of the school. Mrs. Desy will ensure that the standards and objectives are being met. In addition, you will have music, arts and crafts, as well as PE time.

We are asking that all students sign on with their homeroom teacher at 7:55 AM daily. We will have Religion, Math, and Language Arts (comprised of grammar, reading, writing, spelling, and handwriting) daily. We will have Science twice a week for grades 1-8. In addition, students will have Social Studies, Spanish, Art, PE, and Music.

In grades 1-8, students will be online, beginning the regular school day at 7:55 AM-10:15 AM. Students will have recess from 10:15 AM-10:30 AM. They will then log back on with their teachers from 10:30 AM-12:00 PM. Lunch will be from 12:00 PM-12:40 PM. The students will then have time to do their independent work. All students should be completely done with everything by 3:00 PM. This would be our regular school day.

Each day will have a minimum number of instructional minutes (including all synchronous and asynchronous work). The following is a guideline for daily minutes, but is not meant to be a strict guide.

TK-1st Grade: 180 minutes/Synchronous and Asynchronous

In Transitional Kindergarten/Kindergarten, many subjects combine at different times taking care of the requirements for a particular subject's minutes

- ELA 90 minutes/Accelerated Reading/Handwriting/Focus Time/Story and Song Time/Phonics/Individual Reading/Listening
- Math 30 minutes/Counting/Date
- Religion 30 minutes
- Social Studies 10 minutes/Weather/Stories from ELA
- Science (weekly, along with "The World Famous Mrs. Desy Nature Walks")

2nd-5th Grade: 240 minutes/Synchronous and Asynchronous

- ELA 120 minutes
- Math 60 minutes
- Social Studies/Science 30 minutes (twice a week)
- Religion 30 minutes

6th-8th Grade: 255 minutes/Synchronous and Asynchronous

- ELA 105 minutes (note: it is essential that writing and comprehension skills are incorporated into other subjects as well)
- Math 60 minutes
- Social Studies/Science 30 minutes (twice a week)
- Religion 30 minutes

We will try to use Fridays as a day for testing and wrapping up the week.

Picking Up Resources

You will receive your child's schedule at the Back-to-School Meet and Greet when you pick up your child's educational materials. The Back-to-School Meet and Greet will be from 7:30 AM to 12:30 PM on the first day of school on Wednesday, August 12, 2020. Please call Ms. Braun to schedule your appointment. We want to ensure that we maintain social distancing during this time. In addition, we ask that you please wear facial masks when you come. Before you enter the school building, your temperature will be taken. If you are feeling sick, please refrain from coming to school.

The regular school schedule will begin after the first week of school. The first week of school will be used to orient students and establish relationships. The schedule for the first week of school will be 7:55 AM-12:30 PM, but not set in stone because this time will be utilized for tours, rules, procedures, and expectations of each teacher.

Attendance

Student attendance will be taken daily. Teachers will take attendance by seeing you online during their classes. In addition, there will be a daily Google Form to complete. There needs to be some evidence of completed student work in order to be marked "present" for the day. Teachers will record attendance by 3:00 PM each day and it will be recorded on Gradelink. If your child is unable to participate in the day's distance learning due to illness or other reasons, Please indicate that in the Google Form. In addition, please email the school office just as if your son/daughter was not in school. Then, it will be recorded as an absence. Teachers can send you the missed assignments, but the teachers will be unable to send you the time that your son/daughter missed in class.

Communication

Communication will primarily be sent through two systems:

- Gradelink and Google Classroom - Our Student Information System (SIS) is used to manage student records of the school and communication with families.

- Google Classroom - Each classroom will be using a Learning Management System (LMS) to communicate and organize student learning. Teachers will communicate with students through this platform. Google Classroom will be utilized at each grade-level. Spelling words will be posted each Friday for the following week for Grades TK-8. In addition, teachers will send out a weekly newsletter every Monday. Ms. Jefferys will send a school newsletter every Monday morning. These two newsletters will ensure that parents/guardians are able to know what the weekly happenings will be. Of course, the newsletters will include more events once we return to in-person instruction and are able to resume school activities/extra-curricular activities.

Student understanding and growth will be monitored through specifically designed questions and assessment strategies. Teachers will be intentional about providing regular feedback to students on progress related to learning activities. Teachers will provide feedback via Google Classroom on the assignments being submitted. In addition, teachers will provide feedback during class collaboration.

Parents/Guardians are asked to communicate with teachers via school email or please call the front office and leave a message for the teacher to call you.

grade1@stluketemplecity.org	Mrs. Diana Rosas
grade2@stluketemplecity.org	Mrs. Tiffany Carmona
grade3@stluketemplecity.org	Ms. Veronica Mendez
grade4@stluketemplecity.org	Mr. Michael Moya
grade5@stluketemplecity.org	Mr. Pascual Diaz
grade7@stluketemplecity.org	Mrs. Lori Peterson
grade8@stluketemplecity.org	Mrs. Melissa Bocanegra
science@stluketemplecity.org	Mrs. Ana De Castro
vp@stluketemplecity.org	Mrs. Carol Desy (TK / K)

Please remember that the teachers' priority is time with the students. Teachers will respond as soon as possible, but within 24 hours.

Teachers will also hold virtual office hours. The purpose of virtual office hours are to help students who are seeking additional assistance. The virtual office hours are 12:40 PM-3:00 PM for all teachers with the exception of Mrs. Peterson. You may email Mrs. Peterson for an appointment time. Please email the specific teacher to arrange time for your child to meet via Zoom.

The school administration will provide weekly updates every Monday morning via email. In addition, the school newsletter will be posted on the school website. As updates become available from the Archdiocese, Ms. Jefferys will email as necessary.

Orientation and Community Building

Each teacher will hold a virtual parent orientation session to provide an overview to the class on Tuesday, August 11, 2020 at 6:00 PM. This will include information regarding how students will connect on the first day of regular classes. The class meetings will be informational and will

last no more than 15 minutes. Each teacher will do a Zoom with the parents/guardians in his/her homeroom.

In addition, please watch out for the upcoming school newsletters on Mondays for some community building events.

Technology Support

Please email your child's teacher if you have issues with pop-up blockers or anything related to your device. The teacher will help you through it, if they are able to, or they will direct you to someone on staff who will assist you.

Expectations for a Distance Learning Environment

To facilitate a successful distance learning environment, we have established these student and parent norms/expectations.

Student Expectations when engaging with online resources/platforms or when participating in a Zoom conference.

Students should:

- Be up, dressed, and ready to begin learning at 7:55 AM. Students should not be in pajamas. We would like for students to wear a St. Luke shirt. This can be the school uniform shirt, walk-a-thon shirt/fiesta shirt/etc.
(Getting dressed for school helps your child feel more productive because it signals to his/her brain that he/she is in school mode. Our school is asking for the shirt to be worn during online learning to keep the students focused and create a sense of unity in the task of learning. This is the same purpose of having our teachers teach from your child's classroom. The classroom is a connection that will help the students to feel more comfortable in the learning environment, knowing that they are a part of a group that cares about them and is an extension of their home family.)
- Sit at a desk/table with minimal distractions around you. Students should have a designated place to work. Students should not be reclining in bed or on a couch.
- Mute yourself when you join a Zoom meeting.
- Listen with your whole body, eyes on the speaker, ears listening, body calm.
- Share/respond when invited to by the teacher in a strong, presenter voice level.
- Leave the meeting when instructed by your teacher.
- Respect teacher and classmate privacy by not recording or taking screenshot images or content.
- Students' screen names should be their first and last names.
- Only access online educational websites and apps that are approved and provided by your teachers.
- Report something that is inappropriate by telling your teachers and/or parent about the situation.
- Be respectful when posting comments.
- Submit assignments/posts that reflect your personal best work.
- Only share your classroom content and account information with your parents/guardians.

Parent/Guardian support in a Distance Learning Environment

When your child is participating in online resources/platforms or when participating in a Zoom Parents/Guardians should:

- Designate a space for your son/daughter to work daily.
- Make sure your son/daughter arrives on time to class.
- If you need to communicate with a teacher, please email them. Please do not meet with them while they are on Zoom with their class.
- Be aware of the educational websites and apps that have been approved for use by your child.
- Bookmark websites and apps to make them easily accessible for your child.
- Support your child with logging in.
- As much as possible, allow your child to independently complete the work so that the teacher has an accurate representation of his/her understanding.
- Ensure that students are not accessing non-approved websites or apps.

How to be a Distance Learning Student

The teacher will be reviewing class specific guidelines, however, as a school, we have the following expectations: Please arrive on time, dressed in a St. Luke Catholic School shirt with all your supplies and materials. Please be completely ready to begin your day. Make sure your first and last name is displayed with no additional material. Make sure your camera is on and that there are no other screen savers or pictures. Students should not be eating or drinking while online with their teachers. The teachers will give your child breaks and their lunch time. If a student needs to use the restroom, they may go quickly and return. Students should all be respectful of each other. Make sure that you are submitting your own work.

How to be a Distance Learning Parent

To support the teacher, parents/guardians are asked to ensure that your son/daughter is on time to school. The students and teachers are asked to be online by 7:55 AM. Students will be marked late if they arrive to class late, just as if they physically arrive to school late. Please make a study space for your son/daughter. This will help your son/daughter to realize how important school work is to you. We ask that you please communicate with your son/daughter's teacher via school email. The Google Classroom and Zoom platforms are for the children to interact with their teachers and peers. The first couple days your son/daughter may need help, but after the first couple times, they should be able to maneuver through their schedules relatively easily. Children are such little sponges when it comes to technology. The exact schedule will be given to you when you come for the Back-to-School Meet and Greet.

Establish routines and expectations

It is important to develop good habits from the start. Create a routine and talk about how it's working over time. Help students get up, get dressed, and ready to learn by 7:55 AM. Keep normal bedtime routines, including normal rules for digital devices.

Choose a good place to learn

Set up a physical location that's dedicated to school-focused activities. Make sure it is quiet, free from distractions and has a good internet connection. Make sure an adult monitors online learning. Keep doors open, and practice good digital safety. Ensure that all needed materials are nearby.

Stay in touch

Teachers will mainly be communicating regularly through email and virtual learning environments. Make sure everyone knows how to find the help they need to be successful.

Help students 'own' their learning

No one expects parents/guardians to be full-time teachers or to be educational and content matter experts. Provide support and encouragement, and expect your children to do their part. Struggling is allowed and encouraged! Don't help too much. Becoming independent takes lots of practice.

Begin and end the day by checking-in

In the morning, you might ask:

- What classes/subject do you have today?
- How will you spend your time?
- What resources do you need?
- What can I do to help?

At the end of the day you might ask:

- How far did you get in your learning tasks today?
- What did you discover? What was hard?
- What could we do to make tomorrow better?
- What can we do to organize you for tomorrow?

Encourage physical activity and exercise

Living and working at home, we will all need some room to let off steam. Moving (independently and together as a family) is vital to health, well-being, and readiness for learning.

Manage stress and make the most of an unusual situation

We are going through a time of major upheaval to our normal routines and ways of life, and there's a great deal of anxiety in the world right now. Emotions may be running high, and children may be worried or fearful. Parents/Guardians may be stressed as well, and children are often keenly aware of trouble. Children benefit when they get age-appropriate factual information and ongoing reassurance from trusted adults. In these circumstances, it's often possible to reframe challenges as opportunities.

Monitor time on-screen and online

Distance learning does not mean staring at computer screens seven and a half hours every day. Teachers will aim to build in a variety of on-line and off-line tasks. Work together to find ways to prevent 'down time' from becoming just more 'screen time.' Podcasts and audiobooks (many free through library apps) are great options.

Connect safely with friends, and be kind

Help your children maintain contact with friends through safe online technologies, but monitor your child's online use. Remind your child to be polite, respectful, and appropriate in their communications, and to follow school guidelines in their interactions with others. Report unkindness and other problems so that everyone maintains healthy relationships and positive interactions.

Once we return to in-person instruction (on campus) Re-Opening Safety Measures

Once we are permitted to return to in-person instruction, we want to ensure that we do it in the safest way possible. The purpose of this document is to indicate the various safety measures that will be put into place in response to the COVID-19 Pandemic. The measures outlined in this document are intended to keep all students and staff on campus as safe as possible while providing a quality Catholic education. While some of these guidelines may be inconvenient, the guidelines will be implemented with the sole purpose of providing a safe school environment.

The following measures are subject to change and update as needed per the guidance of ADLA and County Public health officials. Should such changes take place, families will be notified by the school administration. As of today, the state and local government, as well as the County Public Health Agencies are recommending schools to all start with a Distance Learning Model.

Schedules

The school schedule, once we reopen, will be modified to allow for social distancing. The goal is to minimize contact with others to the extent possible in a school setting.

Drop off and Pick Up

Please note the changes to the school schedule for this school year when we return to in-person instruction.

All parents/guardians will need to utilize carline for drop off and pick up. (The exception will be those enrolled and paying for before and after school care.) Everyone in the car should be wearing a mask, unless under 3 years old. The use of carline will enable you to drive up, a staff member will take the temperature of your son/daughter, and ask a few health screening questions. Anyone with a fever (100.4 or greater) will not be allowed to exit the vehicle. We are asking for the carline procedure to be utilized so that we do not have so many people entering campus. This will help to keep the number of people on campus to a minimum. In addition, we want to ensure the safety of our students and staff. Once the students are dropped off, we ask that they line up in their designated areas, maintaining social distancing at all times. This will not be difficult to accommodate, since we are truly blessed with a large campus.

Recess

The students will be allowed to eat their snacks, while maintaining social distancing. At this time, we have not received guidelines on what playtime will look like. We may have to look into some types of activities that do not require students to be too close together.

Lunch

Grades TK-4 will eat from 12:00 PM-12:20 PM, while maintaining social distancing.
Grades 5-8 will eat from 12:20 PM-12:40 PM, while maintaining social distancing.
The different eating times will enable us to easily social distance and allow for the students to be comfortable while eating and talking. We remain unsure about playtime/talk time, etc. and will wait to see guidelines from the CDC. The guidelines constantly change, so we want to wait to hear when we are given permission by public health officials to open.

Physical/Social Distancing

Physical distancing, along with the use of other safety practices, such as masks/shields, will be employed by the St. Luke Catholic School staff throughout the school day. As part of the social distancing strategies outlined below, the goal of the staff is to keep students in their respective grades as much as possible, so that any possible infection can be contained. Physical gatherings, such as assemblies with the entire school, will not take place; also recess and lunch time will primarily take place with their classes assigned to their respective areas.

Physical Distancing in the Classroom

Student desks and other seating areas will be arranged so that there is social distancing between each student in the classroom, as well as other learning areas of the school (library, computer lab, science lab, etc.). The teacher area will be separated from the students' area as well.

Physical Distancing Outside the Classroom

St. Luke Catholic School will employ various procedures and schedules to ensure that physical distancing is maintained outside the classroom. For instance, the schedules for recess, lunch, etc. have been modified to better accommodate distancing and requirements for use of the facilities and proper hand washing techniques.

Use of Other Spaces for Instruction

The St. Luke Catholic School staff will utilize additional spaces on campus as needed to further maximize physical distancing. These spaces include the parish hall, outdoor lunch area, computer lab, science lab, and the library.

Wearing Face Coverings (Masks and Shields)

The use of cloth face coverings and shields will be an important measure in helping to keep students and staff safe while on campus. The St. Luke Catholic School staff will take time to educate students on the appropriateness of face coverings, but the need for reinforcement at home is crucial to our success. As parents/guardians are the primary educators of their children, we want to ensure that we are in this partnership together. Additionally, because of the personal nature of face coverings, each family is responsible for procuring face coverings for their child(ren), and for making sure the face covering is cleaned regularly. Students in Grades 3-8 must wear a mask/shield. This may be changed, if necessary. Students in grades TK-Grade 3 will wear shields. The purpose of the shield in the lower grades is so that the teacher and students may see each other's faces, not only making it less scary, but also helping with phonological instruction.

Students

Students at St. Luke Catholic School are asked to use either a cloth face covering or face shields during the school day. The option for face coverings or shields is given because some students- due to specific health reasons- may not be able to wear cloth coverings for extended periods of time; the same may be true for students in the early childhood grades. Students will keep their face coverings on to the degree that it makes sense during the day. In other words, face coverings will not be required during times when the students are eating their snacks or their lunches. In those cases, other measures, such as social distancing will be utilized to keep our students safe.

We will post signs in highly visible locations that promote proper hand washing and other protective measures that describe how to stop the spread of germs. In addition, each child will be asked to bring his/her own water containers for drinking during recess and lunch. We will eliminate the use of the drinking fountains, as this could be a possible way to spread the COVID-19 virus.

Visitors

We will refrain from having people on campus, other than students and staff. This will ensure that we are able to prevent the spread of COVID-19 and to keep all of us on campus safe. The office will be open for normal business for parents/guardians. Please wear a mask when you enter and keep the social distance at all times. We will take temperatures, just to ensure that we are taking every precaution possible for our students and staff.

Maintaining a Healthy Environment Health Screening (At Home)

Parents/guardians should monitor each day for symptoms at home. Children who are sick must remain home until they are fever/vomit free for a minimum of 24 hours without any medication. (Temperature should be below 100.4 degrees Fahrenheit.) Parents/guardians are asked to err on the side of caution for the safety of all. You can always contact the school, if you have any questions about your child's health status related to school attendance.

Health Checks (At School)

Before entering campus, all students and teachers/staff will be required to engage in symptom screening as they exit their vehicles. All students will respond to a brief health screening protocol. The screening will include questions concerning cough, shortness of breath, fever, and any other abnormal symptoms the student may be experiencing. In addition, they will be asked if anyone in their home has had COVID-19 symptoms or a positive test. All students must use sanitizer as they exit their vehicle.

Temperature Checks

Before entering campus, all students/teachers/staff will have their temperatures checked by staff with a no-touch thermometer. If a student has a fever, he/she will not be permitted to step out of their vehicle and must be taken home. The temperature checks and health screenings will take place at carline to ensure that students who may have any symptoms remain in their vehicles and do not infect any other students on campus.

When a Student/Teacher/Staff Member Presents Symptoms

St. Luke Catholic School will have designated people to monitor the students/teachers/staff of the school throughout the day for signs of illness. Students/Staff who develop symptoms of illness while at school will be separated from others right away. The person will be sent home as quickly as possible and the area that the person came in contact with will be cleaned and disinfected after the 24 hour wait time that has been established by the CDC. We will follow established guidelines for triaging students in the office, recognizing not all symptoms are COVID-19 related. Parents/Guardians will be advised that students are not to return until they have met CDC criteria to discontinue home isolation, if identified as positive for COVID-19. Any student, teacher, or staff who didn't display COVID-19 symptoms in the morning, but begins to display symptoms throughout the day must keep their face mask on and will go home immediately.

Handling a Positive Case of COVID-19

As stated above, anyone who displays COVID-19 symptoms will be sent home immediately and all areas that the person was in or near will be disinfected after the 24 hour wait period as mandated by the CDC. If a positive case is verified, St. Luke Catholic School will follow all county public health procedures and notify the archdiocese immediately. St. Luke Catholic School will follow the protocols and guidelines from the archdiocese, including notifying public health officials and quarantining students and staff, as necessary. All affected areas will be thoroughly cleaned and disinfected.

Hygiene, Cleaning, and Disinfecting Proper Hygiene

Students and staff will be trained and reminded frequently on proper hygiene, cleaning, and physical distancing protocols. Students and staff are responsible for maintaining proper hygiene

throughout the day, including the regular washing of hands and wiping down of high use items (by a staff member) and areas at regular intervals throughout the day.

At a minimum, hand washing breaks will take place:

- Before and after eating
- After using the restroom
- After outdoor play
- Before and after any group activity

The restrooms will be cleaned and disinfected at designated times throughout the day.

Cleaning and Disinfecting

The St. Luke Catholic School campus will be thoroughly cleaned and disinfected to meet public health requirements and keep high use areas clean throughout the day. Hand sanitizers, the washing of hands, tissues, no-touch trash cans, and paper towels will be frequently utilized throughout the school day and whenever necessary to ensure the safety of our students/staff. St. Luke Catholic School utilizes Personal Protective Equipment (PPE) in accordance with the California Department of Public Health (CDPH). These include not only a proper supply of gloves, masks/shields, and cleaning equipment, but also the purchase of no-touch thermometers for daily screenings. Each classroom will have sanitizer, tissues, paper towels, and disinfectant readily available for use throughout the day.

Extra-Curricular Activities

As of now, they are limiting after school activities. For now, there can be no after school sports program. We will try to make other activities work with social distancing in place when it is safe to do so.

Supplies and Materials

Each child's belongings will be kept in either personal storage areas or personal cubbies/desks. Appropriate belongings will be taken home each day to be cleaned.

Teachers/Staff will limit the sharing of high touch materials (art equipment, books) to the extent possible. These items will be cleaned and disinfected between uses. The same goes for the use of electronic devices, clothing, toys, and other games/learning aides. Chromebooks, iPads, computers will all be cleaned between use.

Facilities

School facilities during the 2020-2021 will be limited to school/parish during the 2020-2021 year (per the discretion of the Pastor). For now, the facilities are closed to all, with the exception of teachers, staff, and maintenance workers.

Finances

In the face of a global pandemic, the school realizes that the economy is fragile and that a family's work situation can change very quickly. With this understanding, the school would like to be informed of any changes in job status. Please provide us with a letter from your employer, if you are furloughed or let go due to COVID-19. We cannot carry families that are beyond 30 days late in payment, unless there is a plan in place. This is why communication is extremely important.

At the same time, the cost to educate a child at St. Luke Catholic School is much more than what is paid in tuition. The school's expenses do not change even if the school is required to utilize Distance Learning at any point during the school year. In fact, overall costs for the coming year will be higher due to the purchase of additional PPE and the lack of some of our fundraisers. In addition, we were unable to have our Annual Wine Tasting event in the spring. That event usually generates between \$6,000.00-\$8,000.00. The money raised at that event typically helps families needing tuition assistance

Development and Fundraising

Despite the impact of the COVID-19 Pandemic, the importance of fundraising for the school remains as constant as ever. Fundraising, among other things, allows us to keep our tuition rates at an affordable level. In addition, because we cannot have any gatherings as of yet, we will not be able to have any of our smaller fundraisers such as Taco Night, Oktoberfest, Halloween Mini Carnival, etc. All of these events offset the cost of tuition. The only thing we will be able to still do is the Lions' Club Raffle. We ask for families to go over and above on this because more than likely, it will be our only fundraiser in the fall.

Common Sense and Adaptability

The guidelines found in the Addendum to the Family Handbook are intended for the sole purpose of keeping our students, staff, and families as safe as possible during the year. The school is more likely to provide uninterrupted face-to-face instruction, if together, we can provide and maintain a safe school environment. This means home and school working together. We are St. Luke Catholic School!

Any of the above is subject to change depending upon increased infections in the broader community, and the recommendations from public health officials and the ADLA. The hope, of course, is to be less restrictive over time, if and when, the public health situation improves.