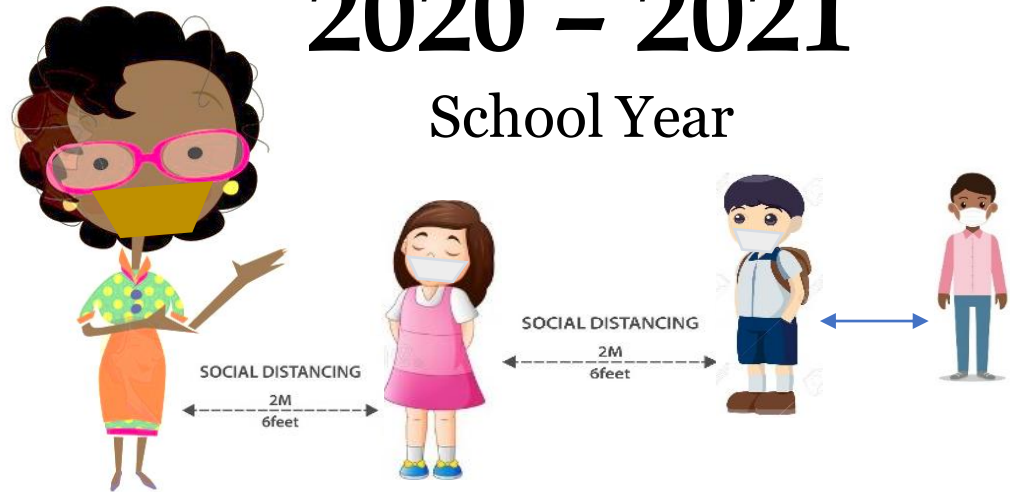




St. Cecilia's School

Face to Face Instruction Guide for **2020 – 2021** School Year





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Message from the Administration



Mrs. Denise Cooper-Louis
Principal



Mrs. Marie Rodgers
Vice Principal

December 17, 2020

Dear Parents and Guardians:

The Catholic Board of Education has worked diligently with the Ministry of Education and Health, principals and staff to develop a comprehensive face to face reopening plan for the remainder of the 2020 – 2021 school year. Finally, after weeks of planning and preparation we are pleased to announce the hybrid reopening of school on January 5, 2021 providing that there are no new announcements from the Competent Authority to revert to full virtual instruction. Classrooms have been configured to adhere to the physical distancing policy outlined by The Ministry of Education. Class sizes have been reduced.

We will need the full cooperation and support of all partners involved i.e., staff, students, parents and guardians. The health and safety of our students, parents, teachers and staff are our utmost priority.

We look forward to seeing you in January. We are all in this together. We can do this!

Regards.

A handwritten signature in black ink that reads "Denise Cooper-Louis".

Denise Cooper-Louis
Principal

A handwritten signature in black ink that reads "Marie F. Rodgers".

Marie Rodgers
Vice Principal



Health and Safety



We all want to do what is best to keep our families safe. A significant way to do this is to avoid crowding and keep the number of persons on premise to a minimum, practice social distancing and wear our masks.

Therefore parents, guardians and visitors will not be allowed on campus unless they have business with the office. Classroom visits will not be allowed. Students will be released from the gate and be directed to their designated area.

Please communicate with teachers virtually, by phone or set an appointment to meet.

A limited number of three to four persons will be admitted to the office by the security at any given time. They will be given an office pass. All others must wait, socially distanced, outside of the gate or feel free to telephone the office after 9:00 a.m. for assistance.



Health and Safety



- All students, teachers and administrators will have temperatures checked at the beginning of the school day.
- Persons with temperatures at or above 100.4 °F will be tested two more times. If temperature does not go below 100.4 °F the individual will have to go home.
- If a child has a high fever or signs of respiratory symptoms (cough, cold, fever, headache, difficulty breathing or chest pain) the teacher will send a well-child with a note to the office or Nurse Hawkins if she is at school. The parents will be contacted to collect the child. They will remain out of school until he or she has been fever-free for 24 hours without the use of fever reducing medication. The child with respiratory symptoms would require a “Fit to Return to School” note from a doctor.
- **PLEASE ENSURE THAT THE OFFICE CAN REACH YOU DURING SCHOOL HOURS.**



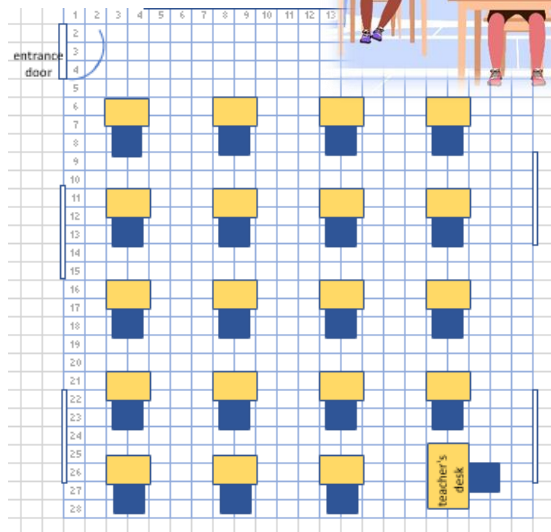
Health and Safety



- Face shields can be worn with masks as an additional layer of protection.
- Face shields cannot be worn without a mask.
- Spare masks should be packed along with a bag or a container (with you child's name and grade). Hand sanitizers and disinfectant wipes should be packed daily.
- Hand sanitizers will be available at school entry points and in all classrooms.
- Students will be required to wash their hands with soap and water before and after break, lunch and return from recess. This is built into the class schedule.
- During the day, students will be reminded of the importance of social distancing.



Facility Management



- School will be cleaned & sanitized at the end of each day.
- Bathrooms will be sanitized three times per day.
- Area rugs, beanbags, cushions, etc. will be removed from classrooms to reduce spread of germs.
- All staff, teachers, and students will be trained to ensure hygienic policies and procedures are understood and adhered to.
- Students will sit at least three feet apart.
- All desks are positioned to face the same direction.



Uniform

Grades 4 - 6

Students are to come to school dressed in complete uniform

HAIR: All Students K-6

Boys hair must be properly groomed daily. It must be close cut. No afros, high tops, Mohawks, hair bleaching or coloring, hair sculpture and designs, are not allowed.

Girls hair must be properly groomed daily. No hair extensions (braids, locks, twists, curls, wigs), hair bleaching/coloring and adult pin-ups and hair styles are not allowed. They are allowed to wear white or pink hair accessories. NO BEADS.

Girls: white Peter Pan collar shirt with school's crest
Pink flared skirt
White socks and black flat shoes

Boys: white shirt with crest on the pocket
Navy blue tie
Navy blue long pants with a black belt
Black school shoes and navy-blue socks

Face Masks: All Students K – 6
boys – solid navy blue
girls – pastel pink





Uniform

Grades K - 3

Outer Wear: All Students K-6

Students are to wear either solid navy-blue a buttoned-down cardigan or a solid navy-blue jacket (no hoody or designs).

They can wear a navy-blue tam on colder days.

Please ensure that your child's name is labeled on their outer wear.

Girls: White Peter Pan collar shirt
Pink Jumper
White socks and black flat shoes

Boys: White shirt with crest on the pocket
Navy blue tie
Navy blue short pants with a black belt
Black school shoes and navy-blue socks

Face Masks: All Students K – 6
boys – solid navy blue
girls – pastel pink

ALL: Come dressed in PE uniform on PE days

Face Masks on P.E. days: red





Arrival Procedure

It is essential that you **precheck your children before leaving home** to ensure that :

- their temperature is normal, they have their masks and an extra mask if it is needed
- they are not sick
- they have all their school supplies (labeled as they will not be allowed to share supplies)
- They have packed bottled water, a snack, and lunch. These will also be on sale at school.
- they should also be reminded to stay in place to await your arrival so you can get in and out quickly.
- **NOTE:** PLEASE LET YOUR CHILD KNOW WHO IS COMING FOR THEM AT THE END OF THE DAY. IF FOR SOME REASON THERE IS A CHANGE, PLEASE LET THE OFFICE KNOW BEFORE DISMISSAL. THE NEW PERSON IS TO HAVE A **WRITTEN AND SIGNED NOTE** FROM YOU VERIFYING THAT THEY ARE AUTHORIZED TO COLLECT YOUR CHILD(REN).

- The gate will be opened at 8:00 a.m. for students to be allowed in. Teachers arrive at 8:15 a.m. Students will be dismissed to their classroom once the teacher settles in.
- Students must observe social distancing as they wait in the meantime.
- There is to be no running around or playing as they wait. Movement will be limited.
- Masks must be worn covering the nose and the mouth.



Arrival Procedure

- Temperatures will be taken during homeroom.
- Parents/Guardians are NOT allowed on premises unless there is business to be dealt with at the office.
- Parents will conference with teachers via the following: virtually/telephone calls/WhatsApp/ or Google Meet.
- Students who arrive at 8:30 a.m. are **late** and will be screened at the Third Street gate and given a LATE pass/ticket after clearance.
- **VISITORS** will be required to sign in at the security booth. They will be required to give their name, phone number and email. The reason for this information is if you need to be traced for possible exposure to COVID-19.



Learning Experience



- Students will only be able to associate with students in their homerooms and will follow social distancing protocols.
- Snacks and lunch will be eaten in the classrooms. Students have the option of bringing a packed lunch or purchasing from the kitchen. These must be pre-ordered during homeroom . They will later be delivered to the classrooms.
- A twenty-minute recess will be staggered per class. Each class will have a designated area for recess with adequate supervision to ensure distancing. Sports games and gadget sharing will not be allowed.
- Students will be required to wash their hands before reentering the classroom after recess.



Learning Experience



The Ministry of Education has granted permission to reopen under hybrid conditions. Only fifty percent (50%) of the student population can attend in person at a time.

Therefore, Kindergarten and grades 1 will attend each day because they need more foundational, concrete, face to face instruction. Grade 6 will attend daily as well because they are preparing for high school exams.

Grades 2, 3, 4 and 5 will attend on staggered days. We will operate on a two-week cycle for these classes to receive an equal number of face-to-face instruction. They will go through weeks one and two then start again at week one.

Please see the following schedule:



Learning Experience



WEEKS 1 AND 3

Week 1/3: **MONDAY**

Face to face:
Grades K,1, and 6
Grades: 2 and 3

Google Classroom
at Home:
Grades 4 and 5

Week 1/3: **TUESDAY**

Face to face:
Grades K,1, and 6
Grades: 4 and 5

Google Classroom
at Home:
Grades 2 and 3

Week 1/3: **WEDNESDAY**

Face to face:
Grades K,1, and 6
Grades: 2 and 3

Google Classroom
at Home:
Grades 4 and 5

Week 1/3: **THURSDAY**

Face to face:
Grades K,1, and 6
Grades: 4 and 5

Google Classroom
at Home:
Grades 2 and 3

Week 1/3: **FRIDAY**

Face to face:
Grades K,1, and 6
Grades: 2 and 3

Google Classroom
at Home:
Grades 4 and 5



Learning Experience



WEEKS 2 AND 4

Week 2/4: **MONDAY**

Face to face:
Grades K,1, and 6
Grades: 4 and 5

Google Classroom
at Home:
Grades 2 and 3

Week 2/4: **TUESDAY**

Face to face:
Grades K,1, and 6
Grades: 2 and 3

Google Classroom
at Home:
Grades 4 and 5

Week 2/4: **WEDNESDAY**

Face to face:
Grades K,1, and 6
Grades: 4 and 5

Google Classroom
at Home:
Grades 2 and 3

Week 2/4: **THURSDAY**

Face to face:
Grades K,1, and 6
Grades: 2 and 3

Google Classroom
at Home:
Grades 4 and 5

Week 2/4: **FRIDAY**

Face to face:
Grades K,1, and 6
Grades: 4 and 5

Google Classroom
at Home:
Grades 2 and 3



Learning Experience

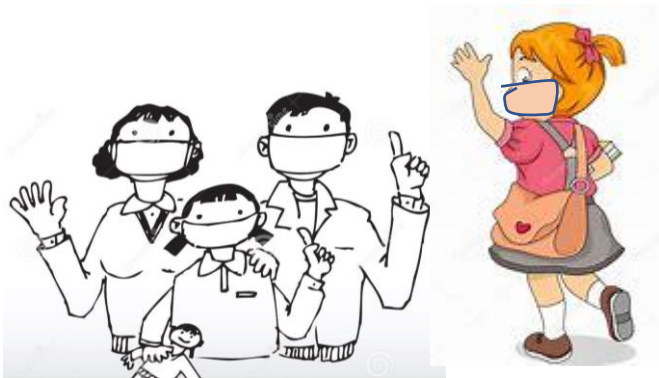


While on campus, the school is required to adhere to the following protocols:

- Primary school students will remain in their homerooms for most of the time. Specialist teachers will come to the homeroom to teach their lessons.
- The CBE Guidance Counselling Department will ensure structures are in place to support the social, emotional and mental well being of students, faculty, staff and families.
- Students will not be allowed to share materials and/or books, food, etc.
- There will not be any assemblies, Mass, etc. nor any extracurricular activities.



Dismissal and Collection Procedure



Parents with multiple children can pick up all children at the time designated for the oldest child (e.g. Children in grades 1 and 6, pick up will be at 2:30 p.m.).

PICK UP TIMES: Parents are to park along the perimeter or on the church's parking lot.

Please **DO NOT BLOCK THE GATE**

The student will be released to you once you are identified to them.

Social Distancing is expected.

Grades K – 2 2:00 p.m. Student will be released from the pavilion area.

Grades 3 – 6 2:30 p.m. Students will be released from the black top area near the security booth.

ALL STUDENTS MUST BE PICKED UP BY 2:40 P.M.

PLEASE BE ON TIME



COVID-19 Prayer of Solidarity



Prayer of Pope Francis during the Coronavirus Pandemic

O Mary, you always shine on our path
as a sign of salvation and hope.
We entrust ourselves to you, Health of the Sick,
who at the cross took part in Jesus' pain, keeping your faith firm.
You, Salvation of the Roman People,
know what we need,
and we are sure you will provide
so that, as in Cana of Galilee,
we may return to joy and to feasting
after this time of trial.
Help us, Mother of Divine Love,
to conform ourselves to the will of the Father
and to do as we are told by Jesus,
who has taken upon himself our sufferings
and carried our sorrows
to lead us, through the cross,
to the joy of resurrection.

Amen