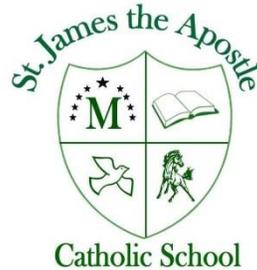


St. James the Apostle Catholic School

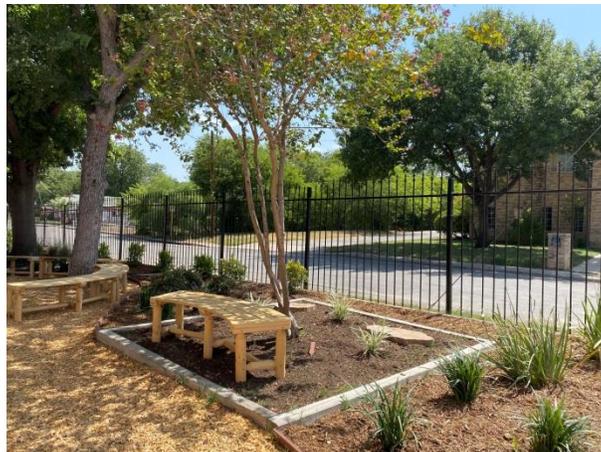


2020 – 2021 Action Plan: Growing Our Spiritual Garden



Mission Statement

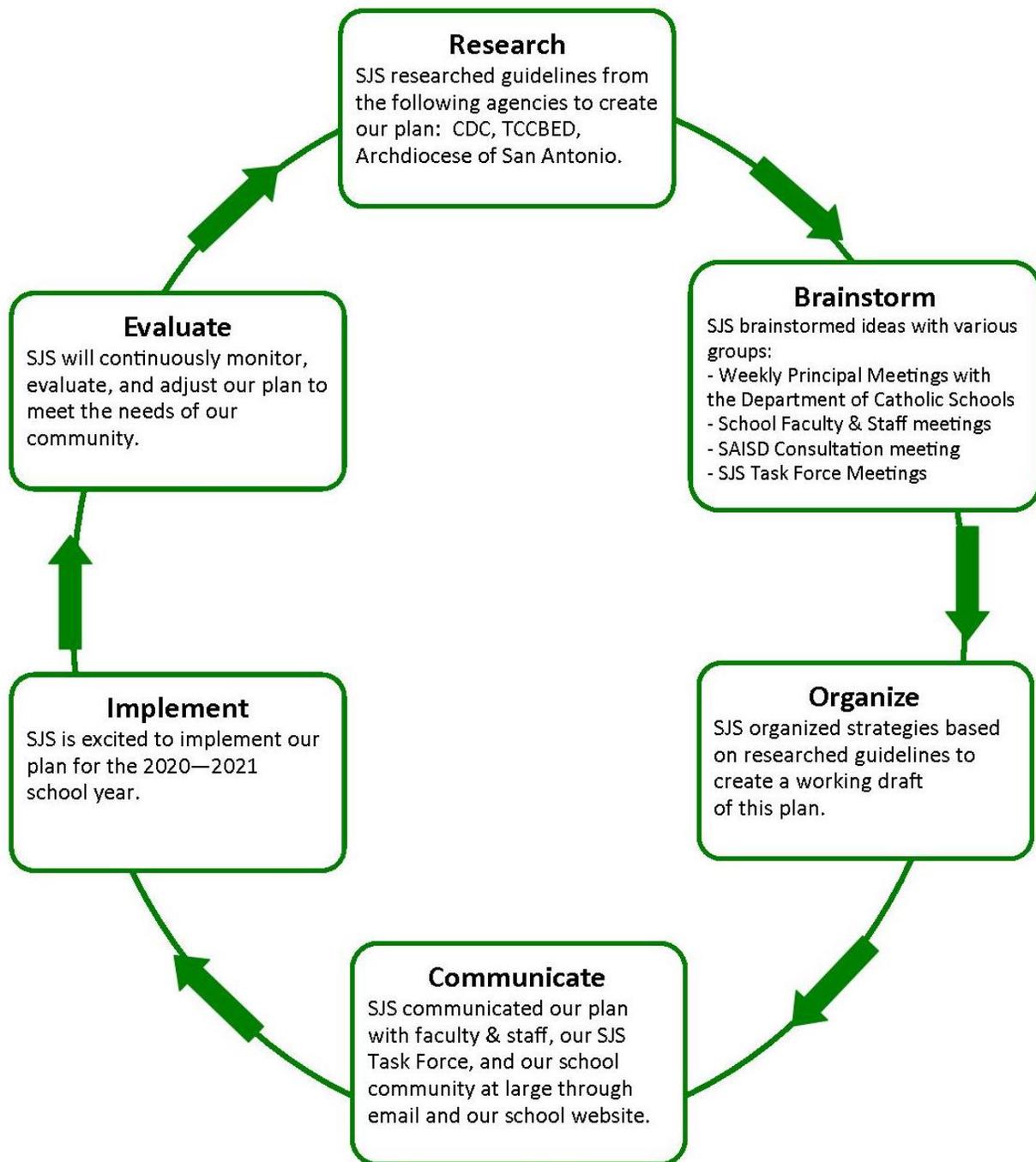
St. James the Apostle Catholic School is a Christ-centered community where children can grow in faith, values of service and academic excellence.



Updated August 15, 2020 (Revisions in blue text)

Process Map

St. James the Apostle Catholic School utilized the below process to create our Action Plan: research, brainstorm, organize, communicate, implement, and evaluate. Guiding bodies include the Center for Disease Control (CDC), the Texas Catholic Conference of Bishops Education Department, which is our governing body (TCCBED), and the Archdiocese of San Antonio. This cyclical process will continue to be employed as we transition through various situations.



Acknowledgements

St. James the Apostle Catholic School worked with our dedicated faculty and staff, members of our SJS 2020-2021 Hopes & Dream, Prospects & Possibilities Task Force Committee, fellow Catholic school principals, and the Department of Catholic Schools to create our Action Plan. We thank all contributors who continue to work with Salesian loving kindness to create a quality Catholic education for our families.

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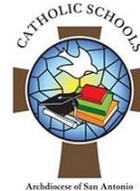
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David Toscano, Sr.
Kristal Toscano
Carol Viagran

Guiding Bodies



“Lord, may you bless the world, give health to our bodies and comfort our hearts. You ask us not to be afraid. Yet, our faith is weak and we are fearful. But you, Lord, will not leave us at the mercy of the storm. Tell us again: Do not be afraid” Mt 28:5). And we, together with Peter, “cast all our anxieties onto you, for you care about us” (1 Pet 5:7).

*-Pope Francis
Strong in the Face of Tribulation:
A Sure Support in Time of Trial*

A Message from Our Administration

July 17, 2020

Dear St. James Families,

May the peace of the Lord be with you!



Our spiritual theme for 2020-2021 is Growing Our Spiritual Garden. To grow a successful garden, one must have a fruitful seed, nourishing soil, clean water, and plenty of sunlight. We thank you for bringing your precious seedlings to us where our St. James the Apostle Catholic School family will provide a nourishing, clean, and sunny atmosphere for your children surrounded by Christ's love. As we journey through this year, we may experience growing pains. We will adapt and change to whatever weather comes our way. In the end, we will reap a bountiful harvest with the joy and love cultivated in our precious students.

When you enter St. James the Apostle Catholic School, you become a member of our Salesian family. As a family, we have worked together to create an Action Plan for the 2020-2021 school year. This plan is a working document founded on research-based practices with the input of students, parents, grandparents, faculty and staff, and community members. St. James the Apostle Catholic School formed a Hopes & Dreams, Prospects & Possibilities Task Force at the end of May. This team has been working diligently to create our plan. We will continuously review, re-evaluate, and revise our plan to meet the needs of our families.

As our plan changes, our mission always remains the same, "St. James the Apostle Catholic School is a Christ-centered community where children can grow in faith, values of service and academic excellence." We invite all families to reach out to us at any time with any concerns, suggestions, or compliments. We appreciate your input as we work together to build the kingdom of God.

Many blessings,

/s/ Dr. Grenardo

Dr. Jennifer Grenardo, Ed.D.
Principal
dr.grenardo@stjameschoolsa.org

/s/ Sr. Debbie

Sr. Debbie Walker, FMA
Vice Principal
sr.debbie.walker@stjameschoolsa.org



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Health & Wellness

Wellness Checklist – How are you feeling today?

Before coming to school, please check to see how your child is feeling. If he/she is exhibiting any of the below symptoms in a way **that is not normal for him/her**, then please keep your child home from school.

- Feeling feverish or a measured temperature **greater than or equal to 100.4 degrees Fahrenheit**
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

If your child is feeling well, then please bring him/her to school. We are excited to greet our students with open arms of love!

Attendance

St. James the Apostle Catholic School will not distribute Perfect Attendance Awards this year. If your child is not feeling well, then please notify your child's teacher via email and keep him/her at home. If your child is feeling well, then please bring him/her to school.

Temperature Checks and Screenings

Everyone will have his/her temperature checked prior to entering school grounds.

- All school personnel will self-screen and take their own temperatures daily.
- Our SJS School Family Members will take your child's temperature with a touchless thermometer before exiting their vehicle in car line.
 - Anyone who records a temperature of 100.0 degrees Fahrenheit or higher will be asked to remain at home and may not enter school grounds.

SJS faculty or staff may take your child's temperature throughout the day if the teacher feels it is necessary. Parents will be notified if there is any concern.

Newly Updated Archdiocesan School Policies as of July 28, 2020 per Superintendent Letter “Archdiocesan safety protocols -- aligned to recommended Centers for Disease Control and Prevention (CDC) guidelines -- have been established to include:

- **Screening Process**
 - Students and visitors will answer screening questions before they are allowed onto campus.

Closed Campus

To limit exposure, St. James the Apostle Catholic School will function as a closed campus.

- Visitors will not be permitted on the campus during the school day other than the front office.
 - Visitors are encouraged to only come on campus for extenuating circumstances.
- At this time, we forgo the use of campus volunteers when possible. Schools will provide alternative means of serving our community.

Arrival & Dismissal - Instructional Videos Coming Soon!

All students will use car line for arrival and dismissal. Family vehicles will enter via the Nunes Street gate and exit via the gate on Prado Street.

- Please drive from Recio to Nunes in order to turn right to enter the school yard.
- When exiting via Prado, please turn right on Nogalitos to limit the backup of traffic.



Suggested Traffic Route Directions

If exiting from I-35, then please travel east on Theo.

- Turn RIGHT on Bordoy St. (the first street).
- Turn LEFT on Recio St.
- Turn LEFT on Nunes St.
- Turn RIGHT into our Nunes St. Gate.

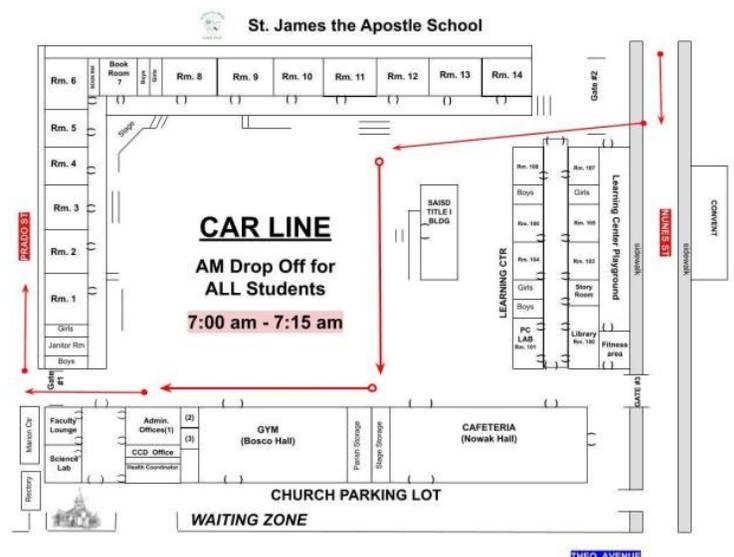


Arrival: Car Line Drop-Off 7:00 am - 7:45 am

7:00 am – 7:15 am - ALL

Between 7:00 am – 7:15 am, all vehicles will follow the path nearest the gym. After having their temperature taken students, will exit the driver’s side and wait in the cafeteria until 7:15 am.

At 7:15 am, 1st-8th grade students will walk to their classrooms, and ELC students will spread out in the gym.





7:15 am – 7:45 am Lower Grade Path ANY child in ELC

Use the **lower grade path** nearest the gym if you have **ANY child in the ELC**. After having their temperature taken, students will exit the driver's side. ELC students will proceed to the gym. 1st-8th grade students will proceed to their supervised classrooms.



7:15 am – 7:45 pm Upper Grade Path – NO ELC child

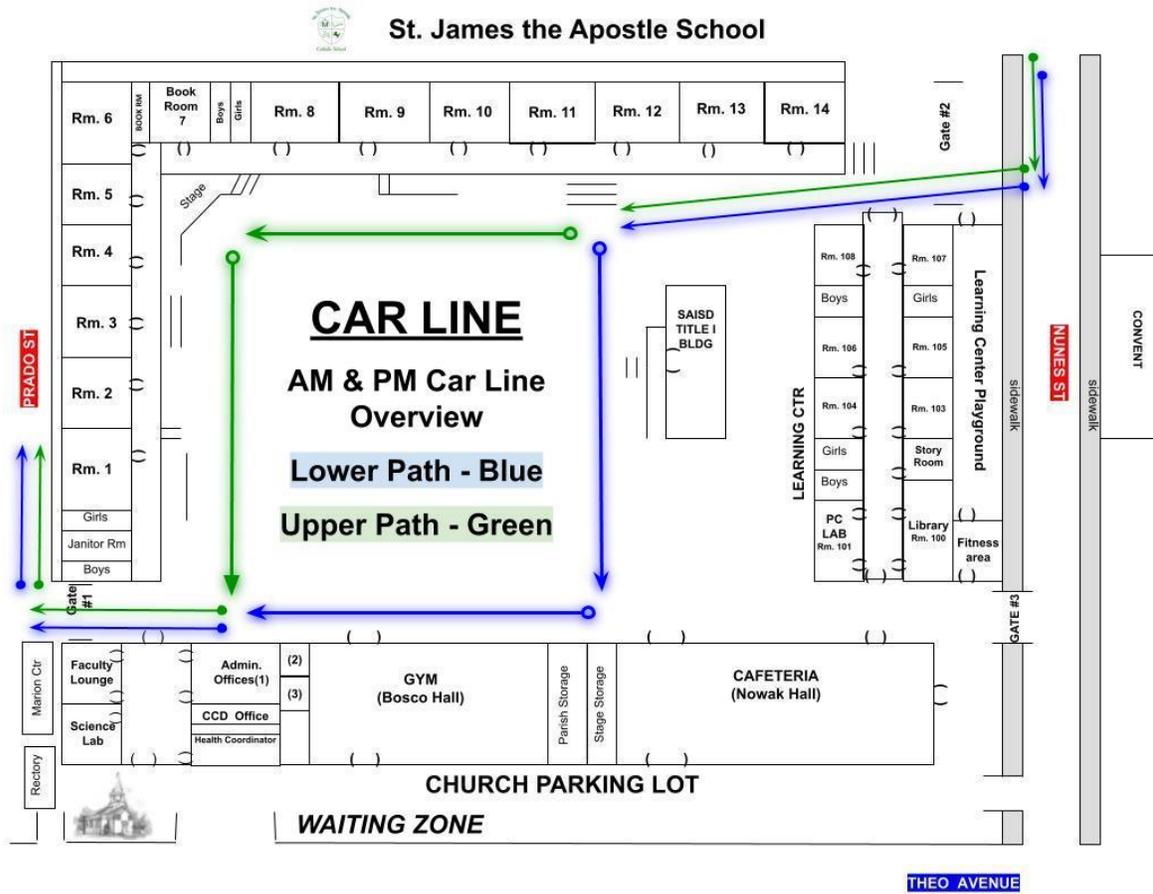
Use upper grade path along the classroom barracks if you do NOT have any children in the ELC. After having their temperature taken, students will exit the passenger's side. 1st-8th grade students will proceed to their supervised classrooms.

Students and parents are encouraged to wear face masks during car line.

- Backpacks should be readily available with your child (not in the trunk of the car).
- A SJS faculty or staff member will take your child's temperature.
- ELC students will immediately proceed to the gym.
- 1st – 8th grade students will immediately proceed to their supervised classrooms by walking along the walkway.

Morning Assembly will be livestreamed to classrooms each morning.

Car Line Map Overview



Dismissal: Car Line Pick-up - Instructional Videos Coming Soon!

To minimize congestion, St. James the Apostle Catholic School will utilize staggered dismissal times for students.

New Dismissal Times

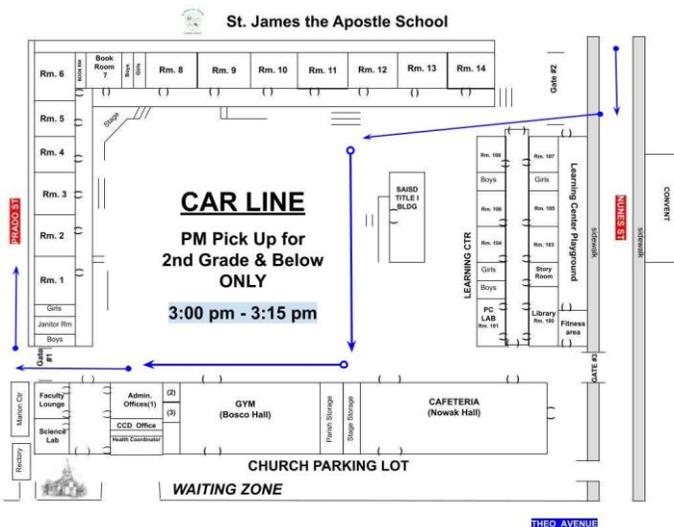
Pre-K 3 – 2nd – 3:00 pm

3rd – 8th Grade – 3:15 pm

Please enter car line ONLY during your designated time slot. If adults arrive early, then they are welcome to wait in their vehicles in the church parking lot. If an upper grade parent/grandparent accidentally enters the lower grade car line, then the person will have to drive around the block and re-enter car line at their child's designated time. Thank you for your cooperation.

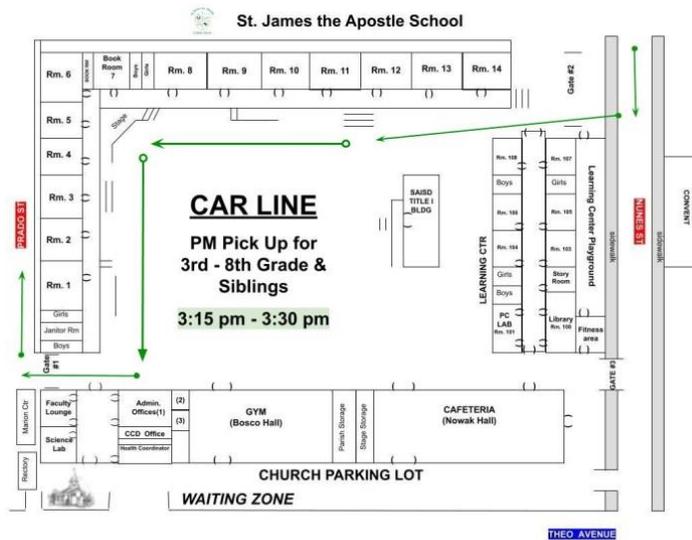
Car Placard in Front Window – Every family will be given 4 school-issued nameplate placards with their child(ren)'s name(s) and grade(s). Please place the placard in the front window on the passenger side. A staff member will read the name over a walkie-talkie to the school office before you enter the Nunes gate. Child(ren)'s names will be called over the intercom. Teachers will supervise and ensure that each child enters the correct car.

PLEASE FOLLOW THE DIRECTIONS OF SCHOOL PERSONNEL.



Pre-K 3 - 2nd Grade ONLY 3:00 pm - 3:15 pm

If you ONLY have children in 2nd grade or lower, then car line pick-up will be from 3:00 pm – 3:15 pm. Vehicles will travel along the lower grade path nearest the gym. Your child(ren) will be called over the intercom system and will come to your vehicle with the assistance of a staff member.



3rd - 8th Grade & lower grade siblings 3:15 pm - 3:30 pm

If you **ONLY** have children in 3rd grade or higher, then car line pick-up will be from 3:15 pm – 3:30 pm. Vehicles will travel along the upper grade path nearest the classroom barracks. Your child(ren) will be called over the intercom system and will come to your vehicle with the assistance of a staff member.

At 3:30 pm, any remaining student will be taken to after school care. Fees will apply. We will always take care of our

precious students. More information on afterschool care procedures will be coming soon.

Parents may **NOT** pick up their child in the last hour of the school day to alleviate crowding in the school office. If students must be picked up early, then please make sure to pick them up before the following times:

- 2 pm on regular school days
- 11 am on noon dismissal days

Face Masks

Everyone will be required to have a face mask with them on campus at all times to be worn at designated times.

- We kindly ask adults to wear their masks when dropping off students in car line due to possible close proximity with school personnel.

Newly Updated Archdiocesan School Policies as of July 28, 2020 per Superintendent Letter “Archdiocesan safety protocols -- aligned to recommended Centers for Disease Control and Prevention (CDC) guidelines -- have been established to include:

- **Masks to be worn at all times except for recess/PE sessions, at which times physical distancing protocols will be maintained.**

Face masks must be one of the following solid school colors: black, navy blue, hunter green, gray, or SJS plaid. Neck Gaiter Masks and face shields are also welcome. Face shields must be plain – no logos or images. Neck Gaiter Masks must also comply with the above colors and be plain.



General Health & Wellness Practices

Hand Washing & Hand Sanitizer - Students, teachers, staff, and campus visitors will be encouraged to sanitize and/or wash hands frequently.

- Each student, faculty member, and staff member will have a personal hand sanitizer for personal use only at each of their desks.
- All will wash hands with soap and water before lunch and use hand sanitizer upon entering the cafeteria.
- All will wash hands with soap and water and use hand sanitizer after recess and P.E.
- Hand washing signs will be posted in the restrooms.
- Staff and students will cover coughs and sneezes with a tissue located at each individual desk. Used tissues will immediately be thrown in a plastic baggie at each desk and then the bag will be discarded at the end of the day. Staff and students will use hand sanitizer immediately after the cough/sneeze.

Personal Water Bottles - All must bring his/her own water bottle for personal use.

- *Clear* water bottles can be used by students, and *only* water may be inside.
- Names should be clearly written on the bottles or containers
- Students will be encouraged to use our touchless refilling station located in the gym.
- Drinking fountains will be sanitized. No one will be allowed to drink from the water fountain.

Increased Cleaning Throughout Facilities - Enhanced cleaning protocols have been established to disinfect the campus daily.

- High touch surfaces will be regularly disinfected throughout the school day.
- Teachers and staff will be provided with the necessary cleaning and disinfecting materials.
- We will ensure safe and correct use and storage of cleaning and disinfecting products.
- Common areas and lunch tables will be cleaned and sanitized after each use.
- Whenever possible, doors will be opened to improve air flow by allowing outside air to circulate in the classrooms.

Classroom Procedures

- Classroom seating will be arranged to maximize strategic social distancing and to limit face-to-face contact.
- Students will use individual items at their own desk or in their own designated cubby: pencil, crayons, scissors, etc.
- Students will continue to use only his/her school-issued Chromebook/device.
- Students will remain in their own desks. Teachers will switch classes.
- Library and Art/Spanish will come to each class. Books and materials will be brought to

- the classroom for the students in that grade to use for an extended period of time.
- Extra time will be scheduled between use of the computer lab to allow for sanitization after each use.
- Classes will alternate the use of the cafeteria, gym, courtyard, and playground to maintain reduced capacity and strategic distancing protocols.
- Travel time to different areas will be staggered to minimize passage of students in different classes.
- For P.E., students will be socially distanced while exercising.

Cafeteria

- Students are encouraged to bring his/her own lunch in disposable bags.
 - Lunches must come with the child at the start of the day - NO LUNCH DROP OFFS IN FRONT OFFICE
- Parents may purchase meals online through Fuentes Catering Service.
- Meals will be served in individual closed containers.
- Signs will be placed on the floors in the walkways, cafeteria, ELC, gym, and office designating 6 foot distancing.
- Students, faculty, and staff will use a designated entrance and exit.
- All will wash hands with soap and water before lunch and use hand sanitizer before entering the cafeteria.
- Closed meal containers will be placed on a table in the cafeteria for individual students to pick up his/her lunch without having to cross one-another or stand in line.
- Students will be seated at least 6 feet apart, while strategically placed to maintain a community, Salesian atmosphere. Additional eating spaces may be utilized.
- Food sharing is not permitted.
- Lunch times will be arranged to provide for distancing with reduced number scheduling.
- Proper sanitation of tables and chairs will occur between groups.
- Each student must bring his/her own snacks.

Restrooms

- Hand washing signs will be posted in the restrooms.
- Teachers will focus on teaching students proper handwashing techniques.
- All will wash hands with soap and water before lunch and use hand sanitizer upon entering the cafeteria.
- All will wash hands with soap and water and use hand sanitizer after recess and P.E.
- Classes will have designated restrooms to use.
- Teachers will encourage social distancing when waiting to use the facilities.
- Facilities will be marked to ensure social distancing.

Recess

- Recess times will be staggered to limit the number of students in the courtyard/playground.
- Each class will use specific assigned and limited balls/equipment during recess which will be sanitized daily if used.
- All will wash hands with soap and water and use hand sanitizer after recess and P.E.

Mental Health Services

- St. James the Apostle Catholic School is committed to the social-emotional development of each child.
- Our school counselor, Mrs. Trevino, will be teaching age-appropriate guidance lessons.
- Our school counselor is also available to meet with students individually or in small groups to meet students' needs.
- Teachers will also continue to monitor and support our students.
- Tele-counseling services are also available to students. To submit a request, please visit <https://stjameschoolsa.org/tele-counseling>.
- Mrs. Trevino can also be reached via email at m.trevino@stjameschoolsa.org.

Learning & Instruction

Unified Online Learning Management System

St. James the Apostle Catholic School will be utilizing a unified online learning management system for the 2020-2021 school year. Whether we are here on campus or at-home, instruction and learning will continue through this unified platform. SJS faculty and staff are currently receiving training on use of this new platform. Parents and students will also receive training at the beginning of the year.

What is itslearning?

itslearning is an online learning management system. itslearning is similar to Google Classroom, Canvas, and Blackboard; however, through itslearning, all information can be found in one location with one login.

- Students will login to itslearning daily and receive all the information they need in one place: teacher videos, instructional tutorials, PowerPoint presentations, assignments, and announcements.
- Teachers will also be able to personalize instruction to meet each student's needs through this system.
- Students will complete and submit assignments through itslearning.
- Teachers will grade and provide real-time feedback through itslearning.
- Everything will take place through this one system.
- itslearning provides a choice of device usage and formats
 - Online system
 - Mobile app (iOS, Android)
 - Accommodates all screen sizes



Features of itslearning

Tools for Communication	Tools for Planning	Tools for Assessment
<ul style="list-style-type: none"> • Newsfeed/Stream • Threaded discussion boards • Communities for collaboration • Instant Messaging • Calendar for events and resource booking • Parent Portal access 	<ul style="list-style-type: none"> • Standards-based customizable planner • Standards-based rubrics <p>All plans are dynamic and shareable both internally and externally.</p>	<ul style="list-style-type: none"> • A variety of test and assignment options including: • Learning Objectives Progress Report • Support for tracking offline activities • Individual Progress reporting

Communication through itslearning

<p style="text-align: center;">Teacher to Teacher</p> <p>Teachers can use communities to collaborate across the district, by grade level or subject area. Others can join communities for special or pedagogical interests.</p>	<p style="text-align: center;">Teacher/School to Parent</p> <p>With a dedicated, customizable Parent Portal, parents have simple and secure access to information about all of their children, which makes teacher-parent communication easier than ever.</p>
<p style="text-align: center;">Teacher to Student</p> <ul style="list-style-type: none"> • Planner: Teachers use the planner not only to plan, organize and align units and lessons to standards, but also to communicate with other teachers and students. • Bulletins: Post bulletins to students as text, video or audio. • Messages: Send instant messages to the entire class, one group, or to individuals. Send messages through the itslearning “your student” profile card with all the student assessments and tasks immediately accessible, or through the recommendation engine, informing students of personalized tasks. • Rubric and Assessment Feedback: Teachers use rubrics not just to score performance, but to give students concrete, actionable feedback on assignments. 	<p style="text-align: center;">Student to Student</p> <ul style="list-style-type: none"> • Discussion Boards: Students can post ideas or collaborate on subjects, using the rich text editor to record audio and video, or embed external media. • Course Group Folders: Groups can have their own course folders to add resources, or communicate through discussion boards, chat and video conferencing. • Digital Student Communities: Students can create communities and invite others to join so they can collaborate on projects, special interests, study groups or clubs.

Welcome Back Plan – Stages of Growth: Gradual Re-immersion

Stage I - Orientation Week – Week 1

At the beginning of the year, teachers will instruct students and parents on how to use the online learning management system in the classroom through our small group orientation sessions the first week of school. Students will also complete school-wide assignments that will be submitted through itslearning at the end of week 1 through Distance Learning. These assignments will also be posted on our School Updates webpage the first day of school so everyone will have access to the assignments the first week.

Stage II - Re-Introduction to Mass and Distance Learning for All – Weeks 2 & 3

Re-Introduction to Mass

As we re-enter our precious Catholic school, Christ also invites us with open arms to celebrate the Eucharist and return to Mass. The most blessed sacrament is the heart of who we are. It is what makes us Catholic. St. James the Apostle Catholic School partners with our parents to teach students our faith. This begins with attending Mass. Parents are invited to attend the 8 a.m. daily Mass with their child(ren) on designated days. After viewing an instructional video, parents will sit with their child(ren) while wearing masks and follow our new Mass protocols. If a parent of a student in a particular grade is unable to take their child, then the child is encouraged to attend Mass with a friend in the same class. Other grades will participate virtually in daily Mass as it will be Live Streamed through our SJS Facebook Page. Together, we will re-enter the Church.

In-Person Parent/Child Mass Days @ 8:00 a.m.

Mon., Aug. 24th – 8th Grade
Tues., Aug. 25th – 7th Grade
Wed., Aug. 26th – 6th Grade
Thurs., Aug. 27th – 5th Grade
Fri., Aug. 28th – 4th Grade

Mon., Aug. 31st – 3rd Grade
Tues., Sept. 1st – 2nd Grade
Wed., Sept. 2nd – 1st Grade
Thurs., Sept. 3rd – Kinder
Fri., Sept. 4th – Pre-K 3 & Pre-K 4

Distance Learning for ALL

All students will participate in Distance Learning for the second and third weeks of school while focusing on a Re-introduction to Mass. Teachers will provide synchronous remote instruction with **daily Live Streamed Mass, 2 Zoom sessions per day, and asynchronous remote instruction through itslearning.**

Distance Learning, in general, is composed of asynchronous instruction and synchronous instruction.

Asynchronous Remote Instruction is a curricular experience where students engage in the learning materials on their own time, interacting intermittently with the teacher via the computer or other electronic devices and involves far more self-guided student instruction. In this method, students learn from instruction that is not necessarily being delivered in-person or in real time. This type of instruction may include various forms of digital and online learning, such as prerecorded video lessons or game-based learning tasks that students complete on their own, and pre-assigned work and formative assessments made available to students on paper. It does not require all participants to be virtually present at the same time

Synchronous Remote Instruction is two-way, real-time, live instruction between teachers and students, through the computer or other electronic devices.

- Teachers will take and post attendance as if the student were physically present in the on-campus classroom.
- Students who are not logged in at the teacher's documented official attendance time will be marked absent.
- Teachers will take and post attendance at a specific schedule.

“Learning Lounge” – Week 2 & 3

Now is the time to come together as a community of faith. There may be a few families who NEED their child(ren) to come to school for two weeks because they do not have anyone to watch them. In this extreme case, St. James the Apostle Catholic School will be able to provide a “Learning Lounge” for a few students. This is based on need, not want. An instructional assistant would be designated to oversee a particular group of students, most likely comprised of different grade levels. The assistants would supervise the students as they participate in Zoom sessions with teachers who reside in different rooms, just like our at-home Distance Learners. Participants would not have access to teachers or additional tutoring. The school would only assist in a supervisory manner. ALL participants would be required to wear a mask at all times, with the exception of lunch and recess (per the new Archdiocesan guidelines). If you have any questions, please contact Sr. Debbie.

Stage III – Small Groups on Campus – Weeks 4 & 5 (for those who elect to participate)

St. James the Apostle Catholic School is devising a gradual re-integration plan where small groups of students would come on campus for 2 or 3 full school days a week to learn and practice safety procedures in addition to completing academic course work. More details will be forthcoming.

Stage IV – Full integration with on-campus and Distance Learning platform – Weeks 6 – 9

After two weeks of small group integration, students will begin to participate in their learning plan of choice for the remainder of the quarter. Those choosing to participate in Distance Learning will remain with that option for the remainder of the quarter. As the in-person students and teachers become more familiar with safety procedures, more synchronous Zoom sessions may possibly be

provided to Distance Learners. In the event that an on-campus student NEEDS to transition to Distance Learning, then that request would be granted once submitted to the administration for approval.

Strong Focus on In-Person Instruction – when we return to campus

St. James the Apostle Catholic School is committed to providing a quality Catholic education for our students with a strong focus on in-person instruction. Our faculty and staff are dedicated to ensuring the spiritual, mental, and physical growth of each child. We nurture and foster a community of love and respect for all.

Teachers will utilize itslearning to guide and facilitate instruction, while also providing enriching in-person experiences. Students will utilize the program to submit some of their assignments and also submit assignments in a traditional manner. Our students will be able to effortlessly transfer from one medium to another – they will be 21st century learners!

Distance Learning Option

Due to an increase in COVID-19 cases in San Antonio, many of our school families are requesting a Distance Learning option for their children in order to remain members of our St. James family. Our primary focus, while allowed by local officials, is on in-person instruction. However, if parents elect to receive curriculum at home, then that option is available.

For families who choose our Distance Learning option, there will be a strong focus on asynchronous instruction. Students will be required to log on to our learning management system and complete and submit assignments on a daily basis. Instruction will be self-guided student instruction with tutorials and game-based learning. Teachers will only be able to provide synchronous instruction with a Zoom session once a week during school hours. The student must attend the scheduled Zoom sessions or he/she will be marked absent. A student is required to have a 90% attendance rate. **After full integration, a teacher may possibly be able to offer more synchronous Zoom sessions from within the classroom.*

Selecting Your Learning Option

After full integration, parents will be able to select a full-time learning option for their child. The option will be followed for the remainder of the quarter, unless a child NEEDS to transition to Distance Learning.

If you would like to select the **long-term Distance Learning** option for your child(ren), then please submit the below information to Mrs. Aguilera in the school office via email at christine.aguilera@stjameschoolsa.org for approval by the administration.

Subject: Distance Learning Option

Parent Name(s):

Child's Name:

Grade:

“I would like to choose the Distance Learning option for my child at St. James the Apostle Catholic School.”

- If a student begins the year with in-person instruction and the parent wants the child to move

to Distance Learning, then the above information must be submitted to Mrs. Aguilera for approval by the administration.

- If a student begins the year with the Distance Learning option and the parent wants the child to come back to our school campus for in-person instruction, then please submit the following information to Mrs. Aguilera via email for approval by the administration.

Subject: Return to Campus Request

Parent Name(s):

Child's Name:

Grade:

"I would like my child to return to campus to receive in-person instruction at St. James the Apostle Catholic School."

Once approval is given for a designated option, the student will continue with that learning option until another request is formally submitted and approved. The goal is to provide consistency for our students, parents, and teachers. It also allows us to logistically plan for in-person instruction.

Distance Learning for All

In the event that everyone participates in Distance Learning, Texas is mandated to follow an at-home decree order again or if an entire class is at home, St. James the Apostle Catholic School is prepared to continue instruction through our unified online platform, which students and parents will have already been utilizing since the beginning of the school year. If distance learning is required for all students, then teachers will provide more synchronous remote instruction with daily Live Streamed Mass, 2 Zoom sessions per day, and asynchronous remote instruction.

Tuition

*Regardless of the option you select for your family, the tuition at St. James the Apostle Catholic School is a fixed rate, and will remain fixed for the entire year, even if all of us are mandated to go to Distance Learning. Our faculty and staff are working extremely hard to meet the ever-changing needs of our community, and we have a fixed budget for the school year. We greatly appreciate your cooperation and support. We love having you as member of our St. James family!

Academic Awards

Whether instruction occurs on campus or at home, students will continue to be recognized for their achievements. Students have the opportunity to earn High Honors, Honor Roll, and AR Awards. Our same grading criteria and guidelines will apply.

Our Faith Community

School Masses

In order to remain within acceptable capacity and to allow for proper social distancing in the church, our new priest, Fr. Sonny Aryanto, has agreed to offer many school Masses. Below is a proposed schedule; exact days are subject to change. The church will be sanitized after each Mass.

Students will attend Mass in cohort groups.

- Mondays - no school Mass
- Tuesdays @ 8 am: 6th Grade, 7th Grade, 8th Grade
- Wednesdays @ 8 am: Pre-K 3 (later in the school year), Pre-K 4, Kinder, 1st Grade
- Thursdays @ 8 am: 2nd Grade, 3rd Grade
- Fridays @ 8 am: 4th Grade, 5th Grade

The Archdiocese Task Force for COVID-19 and civil health officials have issued their guidelines for opening churches. St. James the Apostle Catholic School will be implementing these best practices at school Masses to protect everyone's health.

1. The church seating capacity during this period is 78 - 100 people depending on six-foot social distancing. Same household families can sit together without social distancing.
2. Please stay home if you are experiencing any symptoms of COVID-19 such as fever, chills, shortness of breath, sore throat, loss of taste or smell, diarrhea, or if you have come into contact with someone who has tested positive for COVID-19.
3. The Archbishop strongly encourages the elderly (65 & over) and at-risk population to stay home and watch the Masses by Facebook Livestreaming or a recording of the Mass on the SJS Facebook Page.
4. Please arrive early for Mass and help us follow the guidelines, especially for the new entry and exit procedures for each Mass, seating arrangements and lining up for Holy Communion.
5. Everyone is mandated to wear a face mask when you enter the church and wear it for the duration of the Mass. This includes the priest during Communion, altar servers, choir, lectors, volunteers and ushers.
6. Sanitizers will be available for use upon entering the church. We ask that you bring your own sanitizer to use during Mass for your own safety and the safety of others around you.
7. At the Sign of Peace, the faithful are asked to greet each other with a simple head bow, or some other gesture or greeting while maintaining the required six-foot radial distance.
8. You will receive Holy Communion only in your hand. The use of hand sanitizers by parishioners before Holy Communion is highly recommended. All parishioners should line up for Communion to receive the Eucharist or a blessing from the priest.
9. The pews, chairs, common traffic areas and restrooms will be disinfected after every Mass.
10. All hymnals and missals have been removed from the church and a projected PowerPoint presentation will be provided. Bulletins and offertory baskets will be available at the designated exits.
11. Holy water fonts will remain empty.

12. Regrettably, priest and deacons will not stand at the entry areas before or after Mass.

School Mass Guidelines (after full re-integration)

- Everyone must wear a mask at all times.
- Since temperature checks were taken upon school arrival for students, temperature checks before Mass for students will not occur due to redundancy.
- Temperatures of parishioners and parents will be taken at the back of the church upon entry.
- All students will enter through the same entrance, separate from the public and be seated in the front of the church.
- Students will be seated 6 feet apart in alternating rows at the front of the church.
- Students will attend Mass in cohorts.
- Parishioners and parents will have designated seating in the back of the church.
- One student will be designated to do the First Reading, Responsorial Psalm, and Prayers of the Faithful as to not have multiple people using the microphone.
- Altar servers will not be utilized at this time.
- All students will exit using the same exit, separate from the public.

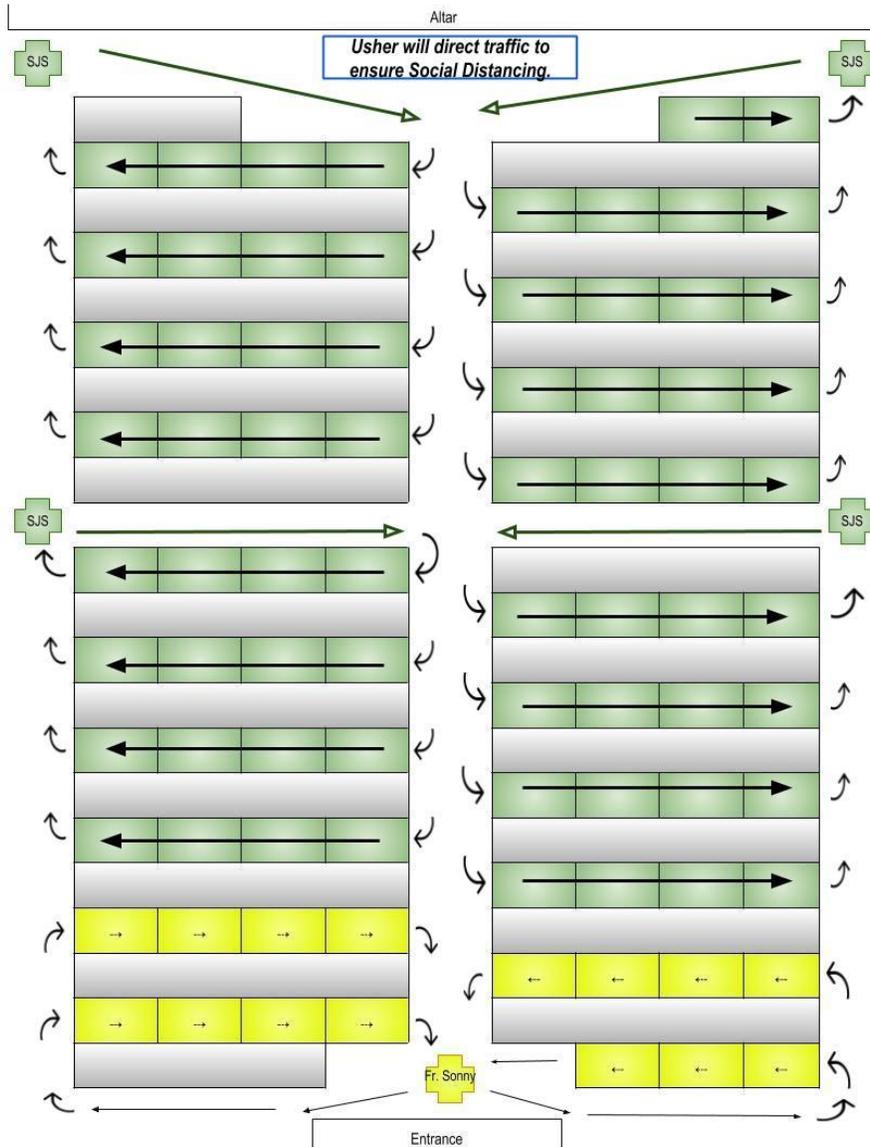
Those viewing Mass from home are invited to say the Act of Spiritual Communion.



Act of Spiritual Communion

My Jesus, I believe that You are in the Blessed Sacrament. I love You above all things, and I long for You in my soul. Since I cannot now receive You sacramentally, come at least spiritually into my heart. As though You have already come, I embrace You and unite myself entirely to You; never permit me to be separated from You. Amen.

Instructional videos – coming soon!



Reception of Communion or a Blessing

- Everyone will come forward to receive communion or a blessing as to not cross each other. Our Pre-K 3, Pre-K 4, Kinder, and 1st grade cohort will not come forward; they will receive a communal blessing from their seats.
- Students will exit the pews and travel to the outside rows. School personnel will serve as Eucharistic ministers for all of our students. Students will then travel down the center aisle back to their seat. Social distancing will be ensured by school personnel.
- All parishioners and parents will receive communion or a blessing from the priest at the back of the church by entering the center aisle in a single line while maintaining social distancing, and then return to their seats via the outside rows.
- Parishioners and parents will not cross students and school personnel.

Field Trips

St. James the Apostle Catholic School will continue to host virtual field trips and guest speakers via Zoom to continue to enhance our students' learning experience.

Events

All gatherings and events will follow government mandated directives. If visitors are allowed on campus, masks must be worn and temperature checks will be conducted upon entry to the school grounds.

Birthday Celebrations

Celebration of our students' birthdays is extremely important. Due to our current situation, no food, treats, or goodie bags are allowed to be shared with other students for safety purposes. However, we will still have fun ways to celebrate each student's birthday.

- **Birthday School-wide Announcement** - Dr. G and Sr. Debbie will announce anyone who has a birthday each day over Morning Announcements. The student will stand and be recognized by his/her classmates, who will sing "Happy Birthday" and "The Blessing Song" to him/her. Students with birthdays on the weekend will be recognized on Friday or Monday of their birthday week.
- **Birthday Symbol** - Teachers will have a special birthday symbol that the birthday student will keep on his/her desk for the day.
- **Birthday Special Helper Task** - Teachers will also have a special classroom helper task for birthday students (line leader, board eraser, first choice of recess equip., or other) depending on the grade.
- **Monthly Designated Birthday Free-Dress Day** - St. James will also continue to have a designated free-dress day for birthdays of the month on the third Wednesday of each month.



Growing Our Spiritual Garden 2020-2021

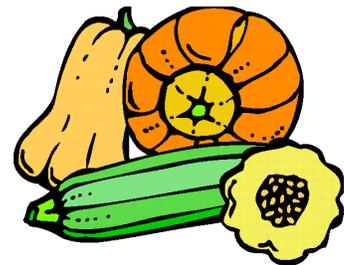


Plant Three Rows of Peas:

1. Peace of Mind
2. Peace of Heart
3. Peace of Soul

Plant Four Rows of Squash:

1. Squash Gossip
2. Squash Indifference
3. Squash Grumbling
4. Squash Selfishness



Plant Four Rows of Lettuce:

1. Lettuce Be Faithful
2. Lettuce Be Kind
3. Lettuce Be Patient
4. Lettuce Really Love One Another

No Garden Is Without Turnips:

1. Turnip for Meetings
2. Turnip for Service
3. Turnip to Help One Another



To Conclude Our Garden We Must Have Thyme:

1. Thyme for Each Other
2. Thyme for Family
3. Thyme for Friends

Water freely with patience
and cultivate with love.

There is much fruit in your garden because you reap what you sow.



2020-2021 School Calendar



St. James the Apostle Catholic School

907 W. Theo Ave. San Antonio, Texas 78225

Phone: (210) 924-1201 Fax: (210) 924-0201

2020-2021

2020-2021 School Calendar

Calendar Subject to Change

First Day of School: August 17, 2020

Legend

Office Closed.....

Summer Office Hours (9am-1pm).....

Office Hours (7:30am-4:00pm).....

No School.....

Half Day.....

Bad Weather Make Up Days.....

July 2020

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August 2020 [1]

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2020 [2]

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2020 [3]

M	T	W	TH	F
		1	2	
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2020 [4]

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2020 [5]

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Last Day of School

8th Grade.....May 21

PK3 thru 7th Grade..... May 28

January 2021 [6]

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2021 [7]

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 2021 [8]

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Calendar Subject to Change

School Office Information

Phone: (210) 924 - 1201

Fax: (210) 924 - 0201

April 2021 [9]

M	T	W	TH	F
		1	2	
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2021 [10]

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 2021

M	T	W	TH	F
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Important Links

School's Website: www.stjameschoolsa.org

Parents Web Login <https://logins2.renweb.com/Logins/ParentsWeb-Login.aspx> District Code: **SJM-TX**

School's Facebook Page: <https://www.facebook.com/St-James-the-Apostle-Catholic-School-112503532133104/>

FACTS Link: <https://online.factsmtg.com/signin/3FCFW>

Calendar Subject to Change

Contingencies

Designated COVID-19 Point of Contact

Dr. Jennifer Grenardo, Ed.D., Principal, can be reached via email at dr.grenardo@stjameschoolsa.org or at 210-924-1201.

Community Response Efforts

St. James the Apostle Catholic School will continue to participate in our community response efforts.

- San Antonio Metro Health: <https://covid19.sanantonio.gov/Home>
- CDC (Centers for Disease Control): <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Archdiocese of San Antonio Department of Catholic Schools: <https://www.archsa.org/schools>

What Happens If?

What happens if my child develops a fever while at school?

- Just as we have always done in the past, we will call you to pick up your child. The child will be removed from class and placed in a quiet area with an adult until you arrive.

If my child is ill, when can he/she come back to school?

- If your child is ill for any of the below reasons, then please follow our previous SJS Health and Safety Guidelines.

SJS GUIDELINES FOR SENDING/KEEPING STUDENTS HOME FROM SCHOOL

- Oral temperature of 100 degrees or above – Must be fever free for 24 hours
- Vomiting, nausea/severe abdominal pain – Must be symptom free for 24 hours
- Marked drowsiness or malaise – Must be symptom free for 24 hours
- Sore throat/acute cold or persistent cough – Must be completely symptom free
- Red, inflamed, or discharging eyes – Must have a written physician release to return to school
- Swollen glands around jaws, ears, or neck - Must have a written physician release to return to school
- Suspected scabies or impetigo – Must have a written physician release to return to school
- Earache – completely symptom free
- Pediculosis (lice) – Lice and nit free
- Wound, skin, and soft tissue infections – Exclude until drainage is contained and covered with a clean dry bandage
- Any skin lesion in the weeping stage – Must be covered and diagnosed as non-infectious

If an individual receives a firm diagnosed confirmation of COVID-19, when can the person return to school?

- “In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
 1. at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications)

2. the individual has improvement in symptoms (e.g., cough, shortness of breath);
 3. and at least ten days have passed since symptoms first appeared.
- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
 - If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay-at-home period, the individual must either obtain a note from a medical doctor –licensed in the state of Texas, clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID-19 via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.
 - Individuals—including students, teachers, staff, volunteers or other campus visitors—who have had close contact with someone who is lab-confirmed to have COVID-19, as narrowly defined in this document and as determined by the appropriate public health agency, should stay at home through the 14-day incubation period, and should not be allowed on campus.
 - Catholic schools should screen individuals after the incubation period has concluded, and if the individual did not experience COVID-19 symptoms during that period, the individual can be allowed back on campus. If the individual experienced symptoms, they must stay at home until the conditions outlined above have been met.”
 - Texas Catholic Conference of Bishops Education Department (TCCB ED)

If someone in the class, student or teacher, is diagnosed, will SJS tell me?

- Yes.
 1. “If an individual who has been in a school is lab-confirmed to have COVID-19, St. James the Apostle Catholic School must notify our superintendent and our local health department, in accordance with applicable federal, state and local laws and regulations.
 2. Our school will close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.
 3. Consistent with Archdiocesan and school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, St. James the Apostle Catholic School will notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate on any on campus activities.”
 - Texas Catholic Conference of Bishops Education Department (TCCB ED)

It is important to note that in all likelihood, we will have cases of COVID on our campus. We must remain calm and level headed, practice social distancing, wear face coverings, sanitize our surfaces frequently, and wash hands often.

If my child has been in “close contact” with someone who is lab-confirmed to have COVID- 19, then what should I do?

“For clarity, close contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
- b. being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield; if either occurred at any time in the last 14 days at the same time the infected individual was infectious.

Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.”

- Texas Catholic Conference of Bishops Education Department (TCCB ED)

- Please notify SJS and keep your child home for 14 days. Your child’s teacher will provide materials for your child. Instruction can continue from home, and your child will not be marked absent as long as he/she continues to complete work through our learning management system.

What happens if my child's teacher has to stay at home?

- If your child's teacher is quarantining but not ill, he/she will continue to teach the class using Zoom with the assistance of an instructional assistant, and instruction will continue.

Communication

St. James the Apostle Catholic School will continue to communicate with parents to share updates.

- Our weekly newsletter will continue to be emailed to families and posted on our school website every Friday: <https://stjameschoolsa.org/newsletter>
- Email and text blasts will be sent as needed with important messages. This information will also be posted on our School Updates webpage: <https://stjameschoolsa.org/school-updates>
- PLEASE make sure that your email and cell phone information are correct in our system.
- Parents are welcome to call the school office or email us at any time. We are here for you!

Prayer

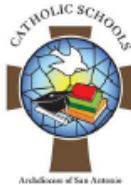


God Sees Me and Loves Me!

Addenda

Below are updates. These changes are reflected and highlighted throughout the Action Plan.

Superintendent Letter – July 28, 2020



Department of Catholic Schools

Archdiocese of San Antonio
2718 W. Woodlawn Ave.
San Antonio, TX 78228
(210) 734-2620 Fax: (210) 734-9112
www.sacatholicchools.org

July 28, 2020

Dear Catholic School Communities,

Catholic schools are at the heart of living our Catholic tradition and supporting parents in passing on our faith. It is a ministry of the Church committed to providing our community the academic and spiritual benefits of a Catholic education, even in this time of great challenge.

The Archdiocese of San Antonio consists of 38 schools located in 19 counties in south central Texas. Each school is uniquely prepared to respond to the challenges of the coronavirus pandemic based on student enrollment, facility capacity, and other local considerations.

All schools within the archdiocese have been working diligently since the conclusion of the spring semester to make their campuses ready for the upcoming 2020-2021 academic year through curriculum planning and by preparing their physical spaces for a safe return to campuses. Many lessons were learned during the abrupt shift to distance learning in March. The archdiocese is committed to opening campuses for in-class instruction when the administration, faculty and staff of each school are confident and comfortable with the measures taken to return in a safe and responsible manner.

While it is not possible to eliminate all risk in furthering the spread of COVID-19, there are numerous steps which schools can take to significantly reduce the risks for students, teachers, staff, and their families. We believe we are implementing best practices according to the latest public health information. Measures will be stringently implemented to help prevent the virus from entering the school and to mitigate the likelihood of community spread on campus. Among the practices to be implemented are:

- Academic programming which will allow parents to choose any one of three options to meet the individual learning needs of their child, while also meeting the health considerations of their family members.
 - On-Campus Synchronous Instruction
 - Asynchronous Instruction in which students attend school remotely in an on-line platform that does not consist of “live” instruction.
 - Hybrid Option that combines synchronous instruction while working remotely from home.
- The first day of school will be determined by each campus based on campus readiness of the physical space and training of faculty and staff in new safety protocols. The first day will occur between August 17, 2020 and September 8, 2020.
- For families choosing the on-campus instruction option, a conservative re-integration process will be implemented the first three weeks of instruction. This process will allow for the school year to begin by gradually bringing students back on campus in small groups. This transition process will allow for an opportunity to focus on the following:

- Student and parent comfort and confidence in understanding expectations for established protocols.
- Teacher comfort and confidence in classroom management procedures and safety protocols with these smaller groups of students.
- Evaluation of the efficiency and effectiveness of planned protocols and making adjustments as quickly as needed.
- Archdiocesan safety protocols -- aligned to recommended Centers for Disease Control and Prevention (CDC) guidelines -- have been established to include:
 - Physical Distancing
 - Masks to be worn at all times except for recess/PE sessions, at which times physical distancing protocols will be maintained.
 - Screening Process
 - Students and visitors will answer screening questions before they are allowed onto campus.
 - Students and visitors will have temperature checks.
 - Greatly restricting access onto campus, which will especially impact visitors and volunteers.
 - Facilities will be regularly and frequently cleaned and disinfected in a professional manner.

Schools will communicate directly to their local communities their planned first day of school and the process for on-campus instruction for those families choosing that option. Parent input in this process is greatly appreciated and needed. Campus plans must be submitted to the archdiocesan Department of Catholic Schools prior to August 1.

Changes to the public health situation will most likely necessitate that this guidance will be adjusted over the course of the academic year, including additional restrictions to school operations.

Led by our faith, Catholic schools affirm parents as our partners in the education of their children. We will continue to work together, as we always have, to ensure a safe return to campus this fall. We will keep our parents informed of new information and our collaboration with parents will be essential in our successful on-campus experience. United in our effort to create a safe environment and in commitment to our Catholic schools, our schools and parents will continue to live the Gospel through the education of their children.

Prayers and blessings for our entire community as we begin this next chapter in the COVID-19 experience.

Marti West

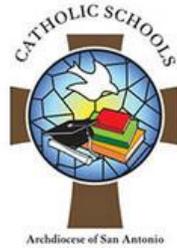
Marti West
 Superintendent of Catholic Schools
 Archdiocese of San Antonio

Forming Hearts • Building Minds • Changing Lives

Newly Updated Archdiocesan School Policies as of July 28, 2020 per Superintendent Letter “Archdiocesan safety protocols -- aligned to recommended Centers for Disease Control and Prevention (CDC) guidelines -- have been established to include:

- Physical Distancing
- **Masks to be worn at all times except for recess/PE sessions, at which times physical distancing protocols will be maintained.**
- Screening Process
 - Students and visitors will answer **screening questions** before they are allowed onto campus.
 - Students and visitors will have temperature checks.
 - Greatly restricting access onto campus, which will especially impact visitors and volunteers.
- Facilities will be regularly and frequently cleaned and disinfected in a professional manner.”

Archdiocese of San Antonio
Department of Catholic Schools



Protocols for 2020-2021 School Year August 13, 2020

To view, click here: [DCS COVID-19 Protocols](#)

St. James the Apostle Catholic School

St. James the Apostle Catholic School has put in place preventative measures to reduce the spread of COVID-19. One of these preventative measures includes answering screening questions. As was shared at the beginning of the 2020-2021 school year through our orientation sessions, we thank you for partnering with us to report any screening questions that would be answered as YES as of Aug. 1, 2020 to present. These questions apply to members living within the same household. Thank you for your cooperation and support in helping to keep our St. James community healthy and safe.

COVID-19 REPORTING FORM

Please complete and submit the below form with information as of
August 1, 2020 - present.

This form is for members within the **SAME HOUSEHOLD.**

[COVID-19 REPORTING FORM](#)