



## ST. ALOYSIUS ELEMENTARY ACADEMY

721 Westside Avenue  
Jersey City, New Jersey 07306

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Dear Parents, Guardians and Students,

I hope all is well with everyone. As the newly appointed principal at Saint Aloysius Elementary Academy, I am honored and pleased to be working with such dedicated professionals, wonderful parents/guardians, and terrific staff. I would like to take this time to thank all the parents and guardians for your patience and consideration during this time.

First, we would like to assure you that we are making every effort at meeting the safety guidelines set forth by the State Department of Health, such as:

- ✓ Students and staff will have their temperatures checked daily before they can enter the building.
- ✓ Mask-wearing will be observed by everyone in the building at all times.
- ✓ Class sizes are small due to the two options given. We can observe the 6ft distance in every classroom.
- ✓ Each classroom will have sanitizing equipment.
- ✓ There will be one-way passing in all hallways to, from, and between classes.
- ✓ Lunch will be held in each individual homeroom. The following are the options for lunch:
  - Students who have the option to partake in the school lunch program
  - Students could bring their own lunch from home (disposable if possible)

Following is a summary of key points for the remote learning students:

- ✓ We will be using **G-Suite for Education** as our Learning Management System.
  - Each course will have its own **Google Classroom** where assignments, assessments, and other important course information will be posted in grades K-8
  - Each Student in Grades K-8 will be given a school Google account to log on to Google Classroom.
  - PreK classes will use **SeeSaw** (more information to follow)
  - Teachers will provide livestream instruction daily starting at 8:45AM. This will ensure that all remote learning students are prepared to begin their day.
  - When on remote, assessments will be administered via **Google Forms and other additional platforms**.
  - Grades will be updated on PowerSchool regularly.
  - Students taking advantage of remote learning, a date will be provided soon for the pick-up of supplies.
- ✓ Classes with students who have opted to go remote will be live streamed. These students will be able to hear their teacher and classmates as well as be heard themselves.
- ✓ Parents will be given the opportunity to come off remote and into face-to-face learning **only** one time after the end of the first trimester.

I am happy to let you know that teachers will continue to undergo training on Google Classroom, mainly through video tutorials that our Technology Coordinator Ms. Salazar will oversee, plus some more helpful online resources.



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Please take note of the following important dates/events for September:

- Labor Day Weekend: **September 4<sup>th</sup>-7<sup>th</sup>**
- Faculty In-service: **September 8<sup>th</sup>**.
- First day of school for grades 1-8, 12 noon dismissal: **September 9<sup>th</sup>**
- First day of school for Kindergarten as they join 1-8 grade, 12 noon dismissal: **September 10<sup>th</sup>**
- First day of school for both PreK programs as they join K-8 grade, 12 noon dismissal: **September 11<sup>th</sup>**
- First FULL day of school for all students, Before/After care and lunch programs begin, **September 14<sup>th</sup>**
- Back to school night, each individual homeroom teacher will meet with the parents to go over rules as well as to show the classroom virtually, this is the time to ask any questions you may have to the teacher or the principal, more information forthcoming: **September 23<sup>rd</sup>**
- Grade 8 parent meeting via zoom (tentative): **September 30<sup>th</sup>**

Given the fluidity of the COVID-19 situation we are dealing with, should there be any changes to our reopening plan between now and September 9<sup>th</sup>, we will reach out to all families directly. Please keep checking the website, Social Media, and other means of communication from the school. Saint Aloysius Elementary Academy will continue to ensure that all CDC requirements are met. If you have questions or concerns, please feel free to email your child's teacher or myself. We will continue to communicate with you any concrete information as it becomes available. Please keep in mind that all plans are subject to change in keeping with mandates from the Governor as well as the Archdiocese of Newark.

We are counting on extra helpings of your understanding and patience. We appreciate all your patience and understanding during this time. We are doing everything possible to ensure a safe return of God's little ones. I have attached two different documents to this letter, one being for students who have chosen to do face-to-face learning, and the other document is for students who have chosen virtual learning. Please continue to pray for all of us as we are praying for you during this time. May God bless all of you and hope to see all of you very soon.

Blessings,

Jorge L. Rivera  
Principal





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### FACE-TO-FACE LEARNING Student Program

When school re-opens on Wednesday, September 9 for grades 1-8<sup>th</sup>, Thursday, September 10 Kindergarten will join grades 1-8, and Friday, September 11, both PreK programs will join the rest of the grades. Those students that have decided to return to campus for face-to-face instruction will join their teachers and classmates in their designated homerooms. You will be notified by your homeroom teacher, so you will be aware of which class you have been assigned. We have taken many precautionary measures recommended by the CDC, Archdiocese of Newark, and school representatives to prepare for a safe return to school. Below are the key details for Face-to-Face students:

- **ARRIVAL:** We at Saint Aloysius Academy will be open for students starting at 7 **a.m.** for the Before Care Program. This program is designed for any parents who need to drop off their child(ren) earlier, this is a paid program and more information will follow. Students will not gather in grade level groups (in the Courtyard, Cafeteria, or Gym). Teachers and/or Teacher Assistants will be standing by their homeroom doors to receive the students. Students will report directly to their homeroom classes. Morning prayer, pledge, and announcements will be done in the homeroom. Late students (final bell to start school is at 8:35 a.m.) will have to be screened at main entrance and report directly to homeroom. Our designated staff member that screens students who are late will also keep a log to ensure attendance record is accurate. No paper slips will be given as this creates cross contamination. We will provide your student's temperature check at the designated entrance of the building prior to entry.
- **ENTRANCE:** Entrances for the student body will be as follows:
  - Grades Pre-K 3 and 4 will use the Convent Courtyard doors
  - Grades K, 1, 2, and 6 will use Kensington Ave. doors
  - Grades 4 and 5 will use Main Entrance
  - Grades 3, 7, and 8 will use the Annex Entrance
- **TEMPERATURE CHECKS:** Students will have their temperatures checked prior to entering the school building each morning (**students must have their temperature checked prior to entering the building.**) A child that has a temperature of 100 or higher will be discretely sent to the isolation room until a parent or guardian is able to pick them up. In the event we have multiple children with a temperature higher than 100, we will open additional rooms to accommodate and abide by the 6 feet social distancing guidelines, the students in isolation will remain confidential. We encourage you to check your child(s) temperature prior to leaving your home if you suspect they are ill. If a child exhibits a cough, shortness of breath, or has been in direct contact with someone who has tested positive for COVID-19, **they must stay home.** Random temperature checks will be done throughout the day. Any child running a fever during the day will need to go home. Parents must pick up their child from school once contacted in a timely manner.



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- **INTERNATIONAL/HOT SPOT TRAVEL:** All staff members and students who travel internationally or to U.S. designated “Hot Spots” (as identified by the CDC) will be required to self-quarantine for 14 days prior to returning to the school, we would also require a negative test result with documentation before returning to the school building (remote learning will be implemented for quarantined students.)
- **SANITIZING STATIONS:** Students will sanitize and/or wash their hands first thing in the morning before class starts and multiple times throughout the day. New touchless sanitizing stations will be installed and available at each entrance, so when students get their temperatures checked, then they will proceed to the hand sanitizing station to clean their hands. There will be more sanitizing stations placed throughout the building.
- **MASKS:** Wearing masks by students and staff will be required before entering the building. Parents are required to purchase masks for their child(ren), in the event that a child forgets or does not have a mask that day, the school will provide a mask. If a pattern emerges, a charge may be assessed.
  - Students may wear masks of the disposable kind, provided that they have three additional masks in their possession in case of damage to the mask.
  - Students may also have cloth masks of solid color and minimal design as well as an additional mask in their possession in case of damage to the mask. Cloth masks must be cleaned daily and have no words or messages as well as no offensive language or images.
- **SCHOOL MASS:** We will communicate about Masses once we have more information to provide. We will continue to do morning prayers as well as prayer services until further notice. We thank you for your patience and understanding.
- **VOLUNTEERS/VISITORS:** In order to minimize exposure, only students and staff will be permitted to enter the school building. In order to minimize exposure, we ask that parents call the main office to schedule any meetings needed with any of our staff members. These meetings will be held via Zoom until further notice. This will ensure social distancing and crowd control are managed safely.
- **HAND SANITIZER:** Classrooms will be provided with extra supplies of sanitary wipes and hand sanitizer for the use during instructional time.
- **MAINTENANCE:** Custodial staff, teachers, and other faculty will assist with sanitizing the classrooms, bathrooms, cafeteria, and all contact surfaces such as doorknobs, and other frequently touched surfaces throughout each day. We have shifted individuals on our team to focus on this effort all day while the students are at school. Proper ventilation will be a major focus. After each school day a professional cleaning company will come to sanitize and disinfect the building to prepare for the next school day.
- **STUDENT DESKS:** Classrooms with student desks will be arranged in single rows with all students facing the front of the classroom. Desks or workspaces will observe social distancing to help minimize exposure to others. We will mark the spaces where the desks will sit 6 feet apart, so they will remain social distanced at all times.



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- **SIGNAGE**: Directional signage will be displayed in hallways to assist with travel patterns. 6 feet social distancing stickers will be placed strategically (and 8 feet apart) throughout the campus as a visual aid and reminder for students and staff. A mask signage will be posted at each entrance and throughout the building as a reminder to wear your masks. Temperature check signs will be placed at each door. All posted reminder signs will have pictures to associate with the wording.
- **STUDENT MOVEMENT**: Students will only travel for select activities in order to maintain CDC recommendations for sanitation and they will remain with their cohort at all times. There will be no academic class changes until further notice. Teachers for the departmentalized grades will be doing the rotations. Students will be permitted to travel for recess. There will be a schedule for classes to go out for recess, keeping the social distancing in mind. This will be fluid and subject to change as state regulations apply. Special area teachers (Art, PE, Music, and Spanish) will travel to the student homeroom for classes.
- **LUNCH**: Classes will use their homerooms for lunch in order to maintain reduced capacity and strategic distancing protocols. If sending lunch from home, please use completely disposable lunches whenever possible. Our enhanced cleaning staff will sanitize all surfaces before and after each lunch.
- **HOT LUNCH PROGRAM**: The NJ State hot lunch program will continue to be provided. Our dedicated cafeteria staff members will be wrapping the lunches and delivering them to each homeroom. They will be following all sanitary protocols to ensure no cross contamination takes place. Students are still welcome to bring a bag lunch as well. No sharing of food!
- **DISMISSAL**: We will have a staggered dismissal to ensure the students practice social distancing as much as possible. We will begin our dismissal at 2:45 and end at 3:15. Students will be exiting the same doors they entered. Your patience and cooperation are greatly appreciated!
- **MEET THE TEACHER**: Meet the Teacher will be a virtual experience to avoid a mass gathering. More details will be forthcoming. Pre-K students will be contacted by their teachers for supply drop off times/dates and format.
- **STUDENT SUPPLIES**: There will be no shared student supplies. Students should bring their supplies into school (whatever can fit into their backpack) the first several days of school. Their items should be labeled with their name visible. We are trying to minimize cross contamination, so we ask that the students only use their own supplies.



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### REMOTE LEARNING FROM HOME Student Program

When school re-opens on Wednesday, September 9 for grades 1-8, Thursday, September 10 Kindergarten will join grades 1-8, and Friday, September 11' both PreK programs will join the rest of the grades. Those students that have decided to learn from home remotely will join their teachers and classmates in their designated remote homerooms. You will be notified by your homeroom teacher, so you know which class you have been assigned. Below are the key details for Remote students:

- **START OF DAY:** Virtual students will be expected to start their day at **8:45 a.m. Students will need to be ready to begin live streaming of instruction at this time.** Teachers will take virtual attendance at 8:45 a.m. Students will be expected to participate in course work on a daily basis during regular school hours.
- **REMOTE STUDENT UNIFORM:** Virtual students will be expected to abide by school dress code including haircuts, etc. Virtual students must wear a uniform shirt when attending live streaming instruction, there will be no hoodies, hats, etc. Students should not be eating during Live stream this will ensure that students are focused and getting their full academic experience virtually. This will be strongly enforced.
- **GOOGLE CLASSROOM:** The students will be using the Google Classroom to do their remote learning. This is the platform we used at the end of last school year. Teachers will assign work within the Google Classroom. Students will also be responsible for uploading assignments to the system as needed. This will be for grades K-8, the PreK program will be using Seesaw.
- **LIVE STREAMING/INSTRUCTIONAL VIDEO:** The teacher will be providing live streaming of instruction provided in the physical classroom. The video will only show the teacher. Students are responsible for being available for all instruction throughout the school day. Some video may be recorded and uploaded for later use. Special Area teachers (Art, Music, P.E., and Spanish) will not provide live streaming instruction so as to focus screen time on core subject areas. These teachers will provide instruction and assignments via Google Classroom. They will be available to support virtual students as needed. Please report any technical difficulty to your homeroom teacher ASAP.
- **STUDENT DEVICE CAMERAS:** Student device cameras should be left on during live streaming instruction and any other affiliated virtual class work involving their teacher. This is our best way to monitor student attendance, focus, and overall engagement. This will ensure your student gets the most out of their virtual educational experience. Students should not use artificial screen backgrounds. Please report any technical difficulty to your homeroom teacher ASAP.



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- **HOURS OF INSTRUCTIONAL LIVE STREAMING TIME:** Your student should be prepared to be available for 3-5 hours of live streaming instruction for core subject areas (Religion, Math,

English/Language Arts, Science, etc.) Live streaming of instruction during these class periods may vary based on the specific needs of the course for a given day.

- **VIRTUAL STUDENT ILLNESS:** Parents should notify the teacher if their student becomes ill at home and is unable to work. An ill child able to work at home will be counted as present.
- **EXTRACURRICULAR ACTIVITIES:** Once we get more information in regard to extracurricular activities and clubs, we will provide this information to you.
- **ACADEMIC/BEHAVIORAL EXPECTATIONS:** Virtual students will have the same academic expectations as Face-to-Face students. Virtual students should adhere to the Saint Aloysius Digital Learning Policies. Please review these policies carefully (they will be posted to the website very soon.) Virtual students will not be permitted to record or take pictures of live stream video!
- **SCHOOL MASS:** We will communicate about Masses once we have more information to provide. We will continue to do morning prayers as well as prayer services until further notice. We thank you for your patience and understanding.
- **VIRTUAL STUDENT SCHEDULES:** Virtual students will receive an academic schedule to assist them with preparation for their classes and live stream responsibilities.
- **CURRICULUM AND CONSUMABLES:** All curriculum (physical books, and consumables) will be provided by the school. These materials will be available for pick up from the school via drive-through. More specific details on prescheduled pick up times by grade level will be forthcoming as we are waiting for the final numbers of the survey. This information will be going out in the upcoming days.
- **TEACHER VIRTUAL OFFICE HOURS:** Designated teachers will be available to assist students via appointment. Students will be able to ask questions during live stream instruction sessions but can reach out to their teacher via Google Classroom to schedule a support video conference. Appointments for assistance must be through email. Designated teachers to assist students in difficulties will have virtual office hrs available Mondays and Wednesdays from 3:30-4:30.
- **VIRTUAL LEARNING ENVIRONMENT:** Parents should ensure their virtual students have an optimal learning environment in their own home. Parents (or family members/guardians) should supervise, support, and remain informed of their student's virtual learning. This will ensure optimal learning conditions and protection of privacy



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for student learning and academic records. Please review the Acceptable Use Policy as well.

**VIRTUAL LEARNING VS. Face-to-Face LEARNING:** Parents can make a one-time decision to transition back to Face-to-Face learning at the end of the first trimester, based on their family circumstances, pre-existing medical conditions, and COVID-19 levels. Please contact Administration for approval to return and to develop a transition plan that ensures student success. Students will not be able to go back and forth in order to ensure continuity of learning