



St. Joan of Arc School

230 South Law Street
Aberdeen, Maryland, 21001

Grounded in Faith, Focused on the Future

Phone (410)272-1387
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school@stjoanarc.org

August 19, 2020

Dear SJA Families,

We have been very busy getting ready for this school year to begin! We welcome all students, in-person and remote. We have missed you so much!



Over the summer, the “new” portion of the school roof was refurbished. New security doors were installed at both entrances. We have been working diligently to prepare for the “new normal” of 2020-21 school year. The detailed SJA re-opening plan is attached and may also be found on the website www.school.stjoanarc.org

This year will look different. An addition to the handbook is: In a socially distanced learning mode, schools will be teaching the AOB curriculum while adhering to health and safety guidelines. Teachers will maximize classroom and facility space to distance students. Inventive teaching strategies will be used to allow for physical distancing while still encouraging discussion, collaboration, exploration, discovery, socialization, and movement. Personnel will be reassigned as necessary to limit exposure and to maximize teaching effectiveness. Students regardless of the mode of instruction (e.g. in-person or remote) must adhere to school policies regarding the use of technology. Unacceptable uses of technology include violating the rights or privacy of others by photographing, recording or filming an individual without consent.

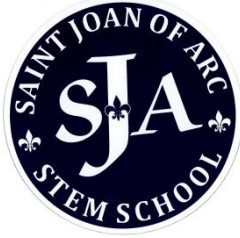
There are *two attachments* to this letter. *The first is for parents of students returning in person.* These parents must sign 2 forms in School Admin. Parents will also need to complete a short wellness survey for **each** student every day in order for that child to enter the school. *The second is for those students who will be returning remotely this year.*

Please look for a video coming out this week which will feature a virtual walkthrough of the school for your information. We will show drop off, pick up, and changes implemented in classrooms for safety.

The Archdiocesan logo for this year is pictured in the top right corner. Jesus told his followers, “*Let your light shine before men in such a way that they may see your good works, and glorify your Father who is in heaven.*” St. Joan of Arc School will continue to let it’s light shine brightly due to the diligence and cooperation of our staff, parents, parish family and students!

Peace and all good,
Mrs. Ginger Bahr, Principal
St. Joan of Arc School
230 South Law Street
Aberdeen, Maryland 21001
Phone (410)272-1387
vbahr@stjoanarc.org





***St. Joan of Arc School
Re-Opening Plan 2020-21***

Basic COVID-19 Procedures

- Anyone entering the building is required to wear a mask
- Visitors on campus will be restricted and strongly discouraged
- Deliveries will be left outside the building to be sanitized and then brought in
- Social distancing guidelines will be followed as recommended by CDC and MSDE
- Directional signage will be used throughout the buildings
 - One staircase to go up to second floor
 - One staircase to descend from second floor
- Hand sanitizer dispensers at entrance of each classroom and at main door
- Every staff member and student will complete a daily wellness survey before entering school
- PreK4 students and AM Extended Care students will follow the MSDE Office of Child Care Guidelines (temperatures will be taken by parent while being viewed and logged by a staff member)
- Isolation area will be separated by room divider on second floor landing
 - Health/safety protocols will be maintained
- There will be no extra-curricular activities for the first trimester; then re-evaluate

Arrival/Dismissal Procedures

- **Arrival Procedures**
 - Turn into alley, but do not discharge students until you make a LEFT TURN into the DROP-OFF ZONE which begins at the exit of the parking lot going out to Edmund Street and ends at the Plater Street entrance.
 - PreK families will be move to a separate row to the left of the drop off zone to meet their teacher
 - Students will exit the vehicles on the passenger side after their car is met by staff member on duty to confirm submission of health screening
 - Students will proceed at a safe distance, enter the building, and go directly to their classroom
 - Students in grades 5-8 enter the front doors
 - Students in grades PK4-4 enter the main (side) door

- AT NO TIME SHOULD A PARENT EXIT THE CAR IN THE DROP OFF ZONE.
- All traffic will exit the parking lot onto Edmund Street. PLEASE DO NOT PASS OTHER CARS IN THE DROP OFF ZONE AS THIS POSES A DANGER TO STUDENTS.
- Students should be dropped off between 7:50AM and 8:10AM only
- **Dismissal Procedures**
 - Vehicles are to turn right to enter the parking lot through the alley entrance on Plater Street only.
 - Vehicles will be lined up in rows beginning at the residential side of the lot. (Parents are asked not to arrive prior to 2:50PM as physical education classes are conducted on this lot.)
 - The school office will be closed from 2:45-3:15PM daily to ensure safe and timely dismissal for all students.
 - All families will receive 2 placards to be placed in the right front passenger side of the windshield of the vehicle picking up the student(s) in that family. The names on the placards of the vehicles parked in the first row will be communicated to the office by the staff member on duty, and those students will be called for dismissal.
 - Students will proceed directly to their vehicles in the first row.
 - Students will be called and proceed to the next row of waiting vehicles when it is safe to do so.
 - The rows will be dismissed through the Edmund Street exit. ALL CARS MUST EXIT WHEN DIRECTED TO DO SO. If your child is not yet in the car, you must exit the parking lot and reenter it through the Plater Street entrance.
 - Since no child may be left unattended, students not picked up 15 minutes after dismissal time will be sent to Extended Care and parents will be charged for at least one hour according to the Extended Care fees

Extended Care

- Extended care will be offered from 7-8AM and from dismissal until 6PM daily
- Extended Care will follow the Office of Child Care Procedures and Guidelines
 - Social distancing by class groups

Lunch/Recess Procedures

- Teachers will develop a schedule for bathroom, recess and lunch breaks to ensure appropriate social distancing in accordance with CDC guidelines
 - Students will be a minimum of 6 feet distance while eating lunch indoors
 - Outdoor areas will be used for lunch when possible
- Students will remain in their assigned seats
- Students will bring their own lunch and snacks; no sharing of food

Instruction

- Students will remain in their assigned seats, teachers will travel to classes
- 1-1 devices will be deployed/each student will use their own device
 - Apps and programs will be pre-loaded
 - Classroom management and filtering software will be pre-loaded
 - Students will turn in assignments online as often as possible
 - Google classroom
 - Class Dojo
- Students will use their own materials and supplies kept in a backpack/chair pocket at their assigned seat
- Student movement between classes will be limited to mitigate risk
- Cameras and soundbars will be utilized by teachers to allow synchronous instruction for students choosing remote learning
 - Students will join using Google Meet
 - Teachers will inform families of the schedule for direct instruction
- Students learning remotely will be required to wear the uniform shirt/may choose full uniform
- Attendance will be taken for all students including remote learners

Social Distancing

- Appropriate social distancing will be maintained in accordance with CDC guidelines
- Directional floor signage in hallways and staircases to promote social distancing

School Sanitization Protocols

- Jan-Pro dispensed Enviro Shield/Endure in all areas of the school on August 17, 2020
 - Individual devices were left out for treatment
- Teachers will clean high touch surfaces throughout the day and after dismissal
 - Door handles, light switches, desks/tables, chairs
- Bel Air Janitorial will clean and disinfect bathrooms, sweep and wash floors, remove all trash daily
- Classrooms have been equipped with hand sanitizers, Envirocleanse spray and wipes, extra masks

Ventilation

- Windows may be opened in each classroom
- Each room has individual filtered heat/air conditioning units
- Fans, if used will blow up

Health & Wellness

- Isolation area will be on second floor landing, separated by 7 foot tall room dividers
 - Any child displaying symptoms of illness will be isolated
 - Parents will be contacted for immediate pick up of student
 - Isolation area will be sanitized when student departs
 - Medical technician will wear appropriate personal protection
- AOB Decision Aid protocol will be followed

Personal Protection Equipment

- All teachers are provided with masks and face shields, disposable gloves, sanitizer
- Medical technician is provided with disposable gowns and gloves, N95 masks, face shields

Catholic Identity

Prayer

- Students will pray together in the beginning of each day during filmed announcements
 - Information about the Saint of the day included in morning announcements
 - Seasonal prayers will be included
- Students will pray together at the end of each day over the intercom
 - Prayers change monthly
- Weekly liturgy will be Virtual on Tuesday morning
- Deacon Ray will continue to visit Religion classes to present topics

Theme

- SJA theme “Be a Light for All to See” Matthew 5:19 will be integrated with AOB theme
 - SJA theme “Let Your Light Shine” Matthew 5:14-16
 - SJA STEM theme “STEM Brightens the Future for All”
 - Essential question: How can we use STEM skills to brighten our future?

Service

- Service projects will be identified and completed that integrate and support Parish service initiatives
- Service projects will be chosen by students in each class to align with Religion curriculum



August 19, 2020

Dear Families,

As we prepare for the start of the school year, we have two forms that need to be completed for students before returning to campus for in-person learning. All families, whether opting for remote or in-person learning, may sign these forms now, but any family who has opted for in-person learning must sign the forms before your child may attend in-person instruction on campus. Each of these forms can be reviewed and submitted electronically through your account in School Admin <https://stjoanarc.schooladminonline.com/>

The **Assumption of Risk Statement** outlines the facts. You will sign to acknowledge your understanding and acknowledgement of the contents of the letter. A separate letter must be signed and returned for each individual child.

The **Acknowledgement Agreement** outlines requirements for in-person attendance to ensure the safety and well-being of all students, staff, and faculty. Parents must initial throughout, and sign the form prior to your student commencing in-person instruction on our school campus. A separate letter must be signed and returned for each individual child.

Please note that your child will not be permitted to attend in-person learning on campus until both of these forms are signed and submitted. Please reach out to the school office with your questions and concerns.

Also, you will be sent a **Wellness Check** each day by email and text. This must be completed electronically every day for every student and staff member in order for them to enter the school building. Thank you for your partnership in ensuring the health and safety of our entire school family.

Peace and all good,

Mrs. Virginia P. Bahr
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August 19, 2020

Dear Families,

Students who are returning remotely will pick up devices and materials on Friday, August 28th, according to the following schedule:

Grade level	Time
PreK & Kindergarten	1-1:30PM
1 st Grade	9-9:30AM
2 nd Grade	9:30-10AM
3 rd Grade	10-10:30AM
4 th Grade	10:30-11AM
5 th Grade	11-11:30AM
6 th Grade	11:30AM-12PM
7 th Grade	12-12:30PM
8 th Grade	12:30-1PM

Families will receive a schedule for direct instruction to help plan synchronous learning. At each grade level, times will vary according to the teacher schedule. Students will join their classes using Google Meet. All times are approximate. Remote instructional minutes are as follows:

***Instructional Minutes/ Distance Learning
Minimum Instructional Time for 2020-21 Academic Year***

Instructional Minutes for Grades K-2

Subject	Minutes per day		Minutes per week	
	Synchronous at-home	Independent at-home	Synchronous at-home	Independent at-home
ELA	30	30	150	150
Math	30	30	150	150
Religion	15	15	75	75
Science	15	15	75	75
Social Studies	15	15	75	75
Specials*	30	15	150	75
PE**	0	30	0	60
Total	285		1335	

*Art, Music, Library, Innovation Lab, Spanish

**PE (twice weekly) will be at home (log required)

Instructional Minutes for Grades 3-8

Subject	Minutes per day		Minutes per week	
	Synchronous at-home	Independent at-home	Synchronous at-home	Independent at-home
ELA	45	30	225	150
Math*	45	30	225	150
Religion	30	15	150	75
Science*	30	15	150	75
Social Studies	30	15	150	75
Specials**	30	15	150	75
PE***	0	45	0	90
Total	375		1740	

**Art, Music, Library (K-5)/Study Skills (6-8), Innovation Lab

Spanish (once weekly PK-5; twice weekly 6-8)

***PE (twice weekly) will be at home (log required)

*7 Math periods per week and *6 Science periods per week (Grades 6-8)

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Welcome to New SJA Staff Welcome Wednesday Post on SJA Facebook Page



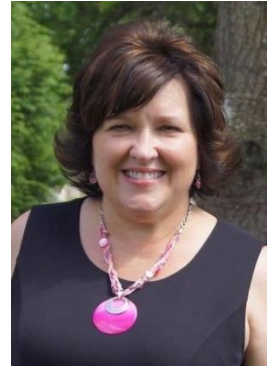
Please welcome Mrs. Tracey Tokarski as SJA's new Assistant Principal!

Mrs. Tokarski will continue as the STEM Coordinator at SJA also.

I grew up on Long Island, NY where I spent most of my free time at the beach.

I attended Notre Dame of Maryland University where I obtained a degree in 1-8 education. I also received a Master's in Leadership in Teaching STEM there, as well as administration and supervision certification.

Please welcome Mrs. Pam Franke to St. Joan of Arc School as the new Business Manager. Pam served as the office manager for the office of Faith Formation and Sacramental Preparation at St. Stephen Parish for 13 years. She is dedicated to making sure all essential office tasks run smoothly. While not at work, Pam enjoys spending time with her husband and two daughters. She also loves spending time with her two dogs, Charlie and Lucy. Pam is excited to join our St. Joan of Arc family for the 2020-2021 school year!



Please welcome Ms. Melissa Field as the new Middle School Math and Science teacher. Ms. Field grew up in Southern California where she attended California Lutheran University and earned her Bachelor's Degree in Liberal Arts, along with a Primary Teaching Credential. She has taught middle school, preschool, and coached many youth soccer teams over the years. Ms. Field lived in Rolla, Missouri for 6 years. While in Rolla her husband earned his PhD in Metallurgical Engineering. Her husband's job brought her and her family to Harford County in 2018 and she is looking forward to settling down here and staying awhile. During her free time Ms. Field enjoys cooking, playing soccer, hiking, and spending time outdoors with her family. She is very excited for the school year to start and can't wait to share her love of science and math with the middle school students at St. Joan of Arc School.

Please welcome Sierra Ficca as our new School Secretary!

I graduated from Towson University in 2017 with my Bachelor's degree in Family and Human Services. I was a preschool teacher for 3 years at the Goddard School in Forest Hill where I fell in love with education. I am currently pursuing my Maryland teaching certificate. In my free time, I love to be with my family, play games, craft on my cricut, go to the beach, and play with my dogs. I am a product of Catholic School from St. Clements to John Carroll. I am looking forward to joining the St. Joan of Arc family!



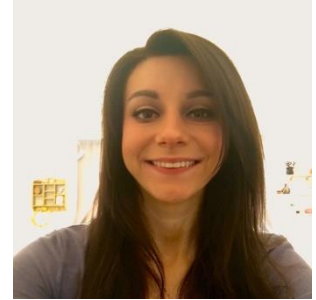
Welcome to New SJA Staff Welcome Wednesday Post on SJA Facebook Page

Please welcome Mrs. Rachael McCall as the new Kindergarten teacher!

I am so excited to be joining the Saint Joan of Arc community this year as the new Kindergarten teacher. I have taught Kindergarten for Howard County Public schools for the last 7 years. I received my degree in English and my certification from PreK-12th from University of Maryland, Baltimore County (UMBC). I have a Masters in Early Childhood Education from Towson University. Kindergarten is my favorite place to be and I can't wait to start this exciting new year with all of you! In my spare time you can find me doing all different types of yoga. Goat yoga and aerial yoga are some of my favorites. I enjoy traveling with my husband and reading on the beach during the summer. When I am at home I am usually snuggling with my two ragdoll cats; Khali and Lucy and watching Disney movies.



Please welcome Ms. Alexa Kopp as the new Middle School Language Arts Teacher. My passion project is writing and illustrating children's books. I have two in progress that I hope to have published in five years. I love animals and have always wanted to travel to Ireland and Italy. I'm obsessed with English Literature, especially the classics!



Please welcome Ms. Megan Reith as the new 3rd grade teacher!

Hi, my name is Megan Reith and I am excited to teach 3rd Grade at SJA. This is not my first time at St. Joan of Arc as I actually attended elementary school here. I have many fond memories of my time as a student here and I hope to foster those same experiences for my students. When I am not teaching I enjoy spending time with my family, reading, relaxing at the pool or beach, and coaching jump rope. As a member and coach for Hoppin' Hawks Jump Rope Team I have had many unique experiences but my favorite memory is performing in the 2013 and 2015 Macy's Thanksgiving Day Parade with team J.U.M.P (Jumpers United for the Macy's Parade).

Please welcome Mrs. Mary Beth Nocket as the new 1st grade teacher!

Mrs. Nocket is a familiar face at SJA and well loved by her students. She has served as Assistant teacher and School Secretary. She recently completed her Bachelor's degree in Education and we are so happy that she agreed to stay on at St. Joan of Arc School!

