



2021-2022

TROJAN OPERATIONAL PLAN 2.0



RETURN TO NORMAL

Dear Saint James Family,

As we prepare for the 2021-2022 school year, we are **cautiously optimistic** that we can return to normalcy as much as possible. We are moving in this direction with a continued commitment to protect the health and safety of our students, faculty, and staff.

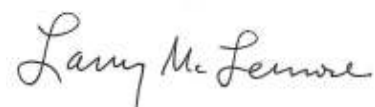
In the pages that follow, you will find our Trojan Operational Plan (or TOP 2.0) for the 2021-2022 school year. As we prepared this plan, we looked at key lessons learned from last year, guidance from a variety of health, local, and state officials, and current vaccination rates among our faculty and staff. From there, we adapted our previous TOP to best suit the unique set-up of our classrooms and campus.

Should a Covid outbreak occur on campus, we are prepared to tighten our protocol and safety measures, and adjust our operational plans, to limit further spread of illness within our school community. This could vary by division, based on the known facts within each division at the time. If this is necessary, we will communicate those adjustments with you as quickly as possible.

In addition, we are making changes to our **remote learning** program for the upcoming school year. We know that our students are better positioned academically, socially, and emotionally when they are on campus, learning together, and participating in all of the extracurricular activities that help us deliver a whole child experience to our students. As such, we will not offer a "voluntary" remote learning option during the 2021-2022 school year. However, unlike many schools, we are offering remote learning for those out for an extended time due to a Covid-related situation. Please refer to page 4 for more information.

Thank you for trusting us and partnering with us to ensure that your students have a successful school year. As always, please contact me or your division-level principal if we can help you further.

With sincerest appreciation,



Dr. Larry McLemore
Head of School

TOP 2.0 PRINCIPLES

Our TOP 2.0 guiding principles remain the same for the 2021-2022 school year.

- Safety is always our number one priority.
- Our students will receive an outstanding education that prepares them for the future.
- The emotional health of our students is more important than ever.
- We must all prepare to remain flexible.
- We are in this together - parents, students, and faculty and staff.

REMAINING FLEXIBLE AND ADAPTABLE

Our plan is to start the 2021-2022 school year on August 6, 2021 in **GREEN**. This means that in most cases we will resume operations following pre-Covid procedures, with some exceptions as you will see on page 4. Even as we seek to return to normal and hope to remain in Green all year, we are prepared to be flexible and adaptable based on the Covid situation at the time. If it worsens, we are prepared to adjust our protocols and procedures, at least temporarily, until things improve.

The number of positive cases and exposure can vary by division, grade, and class; at times, different divisions and even classes within a division may concurrently operate in different "colors." *(For example, one division may remain in green, while another shifts to red due to an increase in cases or exposure.)*

Every core classroom is equipped with technology that allows us to quickly shift operating scenarios if needed.

NOTE: See page 4 for more information on the 2021-2022 remote learning program.

GREEN Campus Learning	YELLOW Campus Learning 2.0	RED Remote Learning
<p>Low Risk - Cases are rare and spread is limited</p> <p>Campus Learning Classes and extracurricular activities are held following pre-Covid procedures.</p> <p>Masks may be handled in a variety of ways throughout the year based on current guidance and other factors. All decisions regarding mask policies will be made and clearly communicated by the school in a timely manner.</p> <p>Lunch is served and all divisions (except Pre-K and at times Kindergarten) will eat in The Commons during their scheduled lunch period.</p> <p>Large gatherings are permissible.</p>	<p>Moderate to Medium Risk - Limited number of cases with known origin</p> <p>Campus Learning 2.0 Hold classes on campus with the option to shift to a flex or hybrid model to be defined as needed by each division based on that division's circumstances.</p> <p><u>Heightened safety measures</u> in place when on campus (see page 4).</p> <ul style="list-style-type: none"> • Masks required • Mandatory temperature checks upon arrival • Visitors are limited • Lunch will be served in The Commons, and classes will rotate days eating in The Commons and in their classrooms <p>Large gatherings are limited, including reduced capacity at some events (based on location).</p>	<p>High Risk - Widespread outbreak locally results in a government-issued mandate OR outbreak within school community results in a class, grade, or division-level closure to mitigate further spread</p> <p>Remote Learning Everyone within the designated class, grade, or division learns remotely.</p> <p>No students on campus for practices or extracurricular activities, unless it is an approved event (e.g., game with playoff implications).</p>

* **STJ WonderWorks** and **Ninth Period** (after school programs) will follow the current operating status for each division. Should a division be in RED, after school options for that division will not be available.

** All **Saint James School athletic programs** will review current Alabama High School Athletic Association (AHSAA) requirements and protocol. Saint James may enforce additional requirements based on our current operating status.

UPDATED SAFETY MEASURES

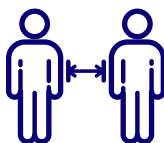
The following updates have been made to our safety protocol for the 2021-2022 school year. Should we shift to YELLOW or RED in any division, heightened safety measures may be put in place, as noted below.



Mask guidance will be communicated by the school and could evolve at any time. Face coverings must be a traditional-style mask that covers the nose and mouth with bands that go around the ears or tie behind the head. Students may wear solid or patterned masks in any colors as long as they are simple and appropriate designs. Neck covers are not permitted. Please ensure that your students are properly wearing a well-fitting and effective mask.



Sanitize and wash hands often. We will reinforce proper hygiene, with a focus on washing hands, not touching faces, and avoiding close contact with classmates. Also, classrooms will be cleaned multiple times a day. Any shared devices will be disinfected after each individual use. Traditional water fountains will be unavailable, and students will be directed to the touchless water bottle refill stations throughout campus.



Social distancing is encouraged. To better protect against illness, we will try to keep desks spaced apart in classrooms. Safe social distancing is considered 6 feet or greater.



Lunch will fully resume in The Commons. If we shift to Yellow or Red, some divisions or classes may be asked to return to the classroom to eat on certain days to allow for safe distancing.



Stay home if you do not feel 100%. If you or your student are experiencing any symptoms commonly associated with Covid, please keep your children home, consult with your pediatrician, and contact your division-level office. Refer to page 5 for more information.



Anyone with a temperature of 100 F or higher will be required to go home and follow the instructions on page 5. Should we shift to Yellow or Red in any division, on-campus screening of faculty, staff, and students will be required each morning upon arrival at school.



Visitor/Volunteers will be permitted. If we shift to Yellow or Red, visitors may be temporarily limited, required to wear a mask, and/or have their temperature checked before entering the building.



All classroom air units throughout the campus have ionization technology that improves air quality and helps minimize the risk of circulation of viruses and bacteria.

REMOTE LEARNING

To best position our students to succeed academically, socially, and emotionally, we are adjusting our remote learning program this school year. **Remote learning will be school initiated only when necessitated by a Covid-related situation**, such as exposure to a positive Covid case or a positive Covid test. In these instances, please contact your division-level principal to discuss the best age-appropriate remote learning plan for your student.

As with all illnesses and injuries, we believe the student's first priority should be focusing on their health and getting better so they can return to school as quickly as appropriate. During short-term absences, students may access assignments through onCampus, and principals, teachers, and counselors will work with you on an appropriate make-up plan after an illness. Saint James has always worked closely with parents to help those students who need to be absent due to illness, injury, or other extenuating circumstances, and we will continue to do so.

WHEN TO STAY HOME

Keeping our students and campus healthy will continue to take parents working hand-in-hand with our dedicated faculty and staff to keep students home if they are ill or have Covid-like symptoms. All Saint James families are expected to follow the protocol as it relates to Covid and other illnesses.

Is the student or a member of the student's household:

- Confirmed positive for Covid-19?
- Awaiting Covid-19 test results?
- Unwell with OR experiencing Covid-like symptoms?

If the answer to any of these is YES,

- The student must stay home.
- Call your doctor.
- Inform the STJ office in your division (elementary, middle, or high school) for guidance on when your student may return.*

Has doctor approved the student's return to school?

- Notify the office (principal and assistant) in your division the day before the student's return to school.
- Provide a doctor's note authorizing the student's return.

Does the student:

- Have a 100 F fever or higher?
- Have other symptoms of illness such as vomiting or diarrhea without a fever?

If the answer to either of these is YES,

- The student must stay home.
- Call your doctor and follow their instructions, which may include a recommended quarantine period.
- Inform the STJ office in your division.
- Rest and recover.

Has the student been fever-free and symptom-free without fever-reducing medicine for 24 hours? Has the doctor approved the student's return to school?

- Notify the office (principal and assistant) in your division the day before the student's return to school.
- Provide a doctor's note authorizing the student's return.

Any student with a confirmed positive Covid test cannot return to school or participate in-person in any school activities until the following occurs*.

- If the student is positive **WITH** Covid-related symptoms: The student MUST have a doctor's note authorizing their return **10 or more days after the test was administered** and ONLY AFTER they have had a temperature lower than 99.4 F for 24 hours (without fever-reduced medicine) and improved symptoms.
- If the student is positive with **NO** Covid-related symptoms (e.g., asymptomatic): The student can return to school **10 days after the test was administered**. They MUST have a doctor's note authorizing their return.

IMPORTANT: If your student is required to quarantine or self-isolate at home, please talk to your division-level principal to discuss the best age-appropriate learning plan for your student during this time.

* Illness protocol is subject to change. For complete protocol on contact tracing, [click here](#). If there is a positive case within the same household, Saint James School will provide a return date for your student based on current CDC and ADPH guidance.

CONTACT US

We are committed to providing your children with a safe environment to learn and an outstanding educational opportunity during the 2021-2022 school year. As you prepare for this school year, please feel free to reach out to the appropriate contact below should you need anything or have any additional questions.

Dr. Larry McLemore, Head of School
lmclmore@stjweb.org

Mrs. Susan Atkins, Academic Dean
satkins@stjweb.org

High School

Mrs. Jennifer Poplin, High School Principal
jpoplin@stjweb.org

Mrs. Bethany Shalayda, Administrative Assistant
bshalayda@stjweb.org

Middle School

Mrs. Shelaine Taylor, Middle School Principal
staylor@stjweb.org

Ms. Emily Cavanaugh, Administrative Assistant
ecavanaugh@stjweb.org

Elementary School

Mrs. Andrea Harris, Elementary School Principal
aharris@stjweb.org

Mrs. Lytoya Tolbert, Administrative Assistant and School Nurse
ltolbert@stjweb.org

Ms. Elizabeth Fritz, Business Office
efritz@stjweb.org

Admissions Office
admissions@stjweb.org

Mr. Andy Clinton, Counselor
aclinton@stjweb.org

Mrs. Joann Reifenberg, Counselor
jreifenberg@stjweb.org

Mrs. Sarah Moncrief, Counselor
smoncrief@stjweb.org

Mrs. Laura Gibson, Counselor
lgibson@stjweb.org

NOTIFICATION AND PRIVACY OF THOSE EXPOSED TO COVID-19

In the unfortunate situation that a student or faculty member is confirmed positive with Covid-19, we are required to notify all individuals considered to be within close contact of the positive case, as defined by the CDC. If you or your student are exposed, confirmed positive, or awaiting test results, it is very important that your student stays home and that you notify your Saint James division-level office immediately so we can communicate within the school as required. **Under no circumstances will we release the name of the individual who has been exposed and/or tested positive.**