

Butte County Waiver Application Cover Form

(for use by a Local Education Agency or equivalent)

Instructions:

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district please submit one application for elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

Background Information:

Name of Applicant/District (Local Educational Agency or Equivalent):

St. Thomas the Apostle

School Type: Traditional Public School

Charter School

Private, Independent, or Faith-Based School

Number of Schools: 1 Enrollment: 102

Superintendent (or equivalent) Name: Lincoln Snyder

Address: 1380 Bird Street
Address Line 1 & 2

Oroville, Ca, 95965
City State Zip

Proposed Grades Reopening: TK K 1st 2nd 3rd 4th 5th 6th

Proposed # of Students per Grade: 9 16 13 10 4 12 12 11

Proposed Reopening Date: ASAP

School Website Link where the Reopening Plan is Posted:

www.stschool.net

Name of Person Completing Application: Kasia Heinert

Phone Number: 530-534-6969 Email: kheinert@stschool.net

Signature:  Date: 8-11-20

I. Consultation

Phone number and email for the public to contact the District/School about the waiver:

Phone Number: 530-534-6969 Email: kheinert@stschool.net

Please confirm consultation with the following groups and provide a detailed description of the consultation process. Include the Name of Organization(s), Date(s) Consulted, and any relevant information such as meeting minutes or notes. Attach additional documentation if needed.

📄 Labor Organizations

St. Thomas the Apostle does not have a union or labor association.

📄 School Site Staff

**If no labor organization represents staff at the school, please describe the process for consultation with school staff*

St. Thomas the Apostle has a small staff of 5 teachers and 4 support staff. We are in constant communication with each other on a regular basis during the school year, as well as, during the summer. The principal has had several one on one conversations with each staff member about our protocol.

August 3, 2020

St. Thomas teachers and staff met for our typical beginning of the year Back to School meeting. We started at 8 am and finished at 2 pm. During this time, we thoroughly went over our school's Return to School Protocol that has been submitted to the Catholic Schools Department and Butte County Public Health. All teachers and staff have an electronic and hard copy of this protocol that they will be following. They are also aware that this is a fluid document that may change again. When and if it does change, the principal will make them aware of the changes.

■ **Parent and Community Organizations**

August 10, 2020

St. Thomas CSAC (Catholic School Advisory Committee--that is made up of parents of St. Thomas students) and St. Thomas Parish Council (that is made up of parishioners of St. Thomas the Apostle Church) met via Zoom at 6 pm. During this combined meeting, the CSAC and the Parish Council was given an electronic copy of our Return to School Protocol 4.1. They are also aware that this document is housed on our school website. They, like the teachers and staff, are aware that this is a fluid document that may change again. When and if it does change, the principal will make them aware of the changes. A recording of this meeting is posted on our website under our Covid button.

August 10th-ongoing

Each teacher will be meeting with their student's parents one on one and going over the school's Return to School protocol. They will also inform them where the Return to Protocol is on the website--(all families have their own electronic copy as well).

II. **Elementary School Reopening Plans**

Please confirm that elementary school reopening plan(s) addressing following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent):

■ **Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

■ **Cohorting:** How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

■ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

■ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced.

■ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

■ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

■ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff, including contact information, to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

■ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

■ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application, enforcement of the plan, and information related to testing and contact tracing requirements.

■ **Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections in accordance with CDPH guidance.

■ **Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.

■ **Communication Plans:** How the superintendent will communicate with students, staff, parents, and the local health department about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Additional Resources:

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs
<https://files.covid19.ca.gov/pdf/quidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools
<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year
<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

Agenda

August 3, 2020

1. Prayer
2. Check-in—how are you doing?
3. Misbehaving children--COVID--students will need to be dealt with in the classrooms (cannot send students to other rooms)--if need be, send to office
4. School Speak--**reminder**certificates, forms, etc...all under the forms tab under the Staff section
5. Sacraments—First Communion (yearly) and Confirmation (in a Confirmation year--this will be in the Spring)—need to emphasize in **ALL** grades the importance of Mass attendance in order to receive sacraments. All teachers must track Mass attendance.
6. Housekeeping:
 - a. Professionalism in the front office—be mindful of who is in the office at **ALL** times—DO NOT talk about students, parents, co-workers, etc....also, DO NOT openly discipline a child in the office—please pull them into my office or your classroom,
 - b. Recess--no 9:45 or 10:05 recess--you can take your class out for breaks during the day--lunch will be done by Alex and Linda--please be sure to adhere to schedule in COVID protocol
 - d. sick days--after first 3 days, each day after a doctor's note will be **mandatory**—only 50% of your sick days can be used for immediate family (husband and kids—parent of employee)
 - e. vacation days (hourly employees) or personal days (2 days for teachers) must be approved 2 weeks in advance (request form is on School Speak)—sick and vacation leave forms **MUST** be filled out by you and **NOT** Tamara.
 - f. **NO** cell phone usage during class, recess, or work hours—please use on your breaks only--**this MUST not happen**—if you are using it for the time, that's fine—should be a quick check and then put immediately away.
7. Faculty Handbook review
 - a. Teacher's Hours—30 minutes before school/30 minutes after school ends--teachers will start in classrooms immediately at 7:50 (MUST be at school and in classroom before then)--be sure that you are prepared for the day the night before--according to protocol, there will be **NO** time

- b. Teacher and Staff Dress—CSD dress code that was implemented last year
- c. Playground Supervision

- 1. **NO** playground balls in the morning--COVID--all students will go directly to classrooms--teachers will monitor class according to the protocol

- d. Social media policy—diocesan policy—do not friend/follow current students on social media—once they have graduated—perfectly fine—also remember that you are representative of St. Thomas at **ALL** times (24/7)—please be mindful of your actions/words on social media.

- e. Bells (morning, lunch, etc.)—need to enforce the children stopping and waiting for the whistle—also walk to line after the whistle—and of course—walk quietly in the halls at all times especially when you are near the office or passing other classrooms/library—keep them off the grass in the quadrangle--COVID--we will follow protocol

8. Student Dress Code/Discipline—please review Dress Code with students in your classroom--we will not be doing the fashion show this year :(****Dress Code policy is in Parent/Student Handbook located on School Speak**

9. School sweatshirts that are accepted—navy blue (K-6), hunter green or burgundy (7-8) crew neck, zip up, or hoodie (with school logo)—also, Navy blue sweaters are acceptable for K-6 and hunter green or burgundy sweaters for 7-8 (logo does not have to be on sweaters)

10. Communication with parents-- please reach out, at the very least, once a week on your School Speak grade level page to your parents—give a rundown of what is going on in your room, etc...

- a. Please use classroom calendars on School Speak to denote swim times, field trips, special events—this helps office when they get a phone call--COVID--all field trips are on hold unto given permission by CSD

11. School Speak—please keep your online grade book current at **ALL** times—*Notify parents well in advance if their child is receiving a D or F—they can be viewed online but aren't always utilized and shouldn't be assumed that they know.*

- a. Grades—give homework regularly and return it corrected in a timely manner—**Do not send home papers that have not been corrected (or are unmarked)**...this makes for confusion for the parents—make sure that you have plenty of grades for each subject—not just 2 or 3...cannot base a grade off that.

b. GPA (Michelle, Ann, Candy)

1. A, A- 4 pts
2. B-, B, B+ 3 pts
3. C-, C, C+ 2 pts
4. D-, D, D+ 1 pt
5. F 0 pts

12. Honor Roll (Grades 3rd-8th)

Each academic trimester, students who earn Honors, High Honors, or Principal's List will be placed on the Honor Roll.

Principal's List: Students 3rd - 8th grade who achieve a Grade Point Average (G.P.A.) of 4.0

High Honors: Student 3rd - 8th grade who achieve a Grade Point Average (G.P.A.) of 3.5-3.9

Honors: Student 3rd - 8th grade who achieve a Grade Point Average (G.P.A.) of 3.0-3.4

13. Progress Reports—will be published on School Speak each trimester--no more paper reports sent home--be sure to remind parents of this

14. Absolutely **NO** children are to be in the classrooms unattended ever—before, during, or after school—this is a huge liability.

15. Liturgy Planning—**copy of the liturgy planning guide**—website for the daily readings is www.usccb.org--COVID--will resume reading at Mass when we are back to normal

16. Sick call procedure—**please call me in the morning—530-701-2676**

17. 2020-2021 Schedules—before/after school duties

a. Morning duty—teachers will each take a morning before school duty--lunch duty is covered by Alex--after school duty--teachers—continue the same as last year--all teachers come out--COVID--before and after school will follow protocol for COVID

ii. Sports kids need to go to Extended Day and coaches will pick them up from there—need to be sure to remind them—green slips (grade checks) each Monday again--COVID--sports are suspended until further notice

18. First Aid Kits (blue backpacks)—need to be updated—please look at yours and let Kasia know what needs to be replaced (if anything)—things that need to be in them are: band aides, rubber gloves—most have extra items that are not replaced yearly

-Kasia will make copies of your students' emergency forms and a whole school roster and put them in a binder for you—this binder goes with you on field trips, fire drills, etc...I would keep it in the blue backpack—easy to grab for fire drills

19. Fire drills—make sure both doors (if you have two doors) are locked when you leave the classroom—please practice first week of school so students know where to go—first couple drills will be announced—Nov. drill will be unannounced

20. Virtues program—Candy--give schedule to teachers

23. Return to School Protocol—go over in-depth—questions and answers



Kasia Heinert <kheinert@stschool.net>

(no subject)

1 message

Kelly Floyd <kfloyd@stschool.net>

Tue, Aug 11, 2020 at 3:18 PM

To: Kasia Heinert <kheinert@stschool.net>

To whom it may concern,

I Kelly Floyd, first and second grade teacher, am more than confident that the St. Thomas staff can provide a safe environment for staff and students on campus. We have thoroughly discussed our protocol that has been approved by the CDC and will continually stay up to date on current Covid 19 information.

St. Thomas is unique in that we have very large classrooms along with high ceilings allowing for us to be at capacity (25 students) and maintain social distancing. Our small staff also reduces potential exposure to Covid 19. I am eager and excited to return to in person school as soon as possible.

Thank you,
Kelly Floyd



Kasia Heinert <kheinert@stschool.net>

Support for in-person teaching

1 message

Candy Knauth <cknauth@stschool.net>
To: Kasia Heinert <kheinert@stschool.net>

Tue, Aug 11, 2020 at 3:24 PM

Attn: Butte County Public Health

To Whom it May Concern:

My name is Candy Knauth and I teach 7th and 8th grade at St. Thomas the Apostle school in Oroville. I would like to show my support for in-person learning for the upcoming school year. Our teachers and staff have met and implemented all safety requirements for both ourselves and our students. With the smaller class sizes we have and the multiple outside areas we can utilize, it is not difficult to comply with the current state/public health requirements. I know my co-workers and students and their families are anxiously awaiting the return to in person learning at St. Thomas the Apostle.

Thank you for your consideration in this matter.

Candy Knauth

August 11, 2020

Butte County Public Health Department

To Whom It May Concern;

I am the third and fourth grade teacher at St. Thomas the Apostle School in Oroville. I fully support our school in providing in-person learning. Our principal and staff have been working hard to create safety measures and protocols that will create a safe learning environment.

Our entire staff have been given appropriate PPE's (face masks, face shields, and hand sanitizer). St. Thomas has large classrooms with small class sizes that allow us to properly social distance. We also have two large outdoor areas where teachers plan to conduct lessons throughout the day. Our school also plans to stagger recesses so that different classes will not intermingle at any time. It is my firm belief that our school can open safely with all of our protocols and procedures in place. I hope you will consider allowing us to open.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Michelle Przekop". The signature is written in a cursive style with a large, looped initial "M".

Michelle Przekop



ST. THOMAS THE APOSTLE SCHOOL

1380 Bird Street ~ Oroville, CA 95965 ~ (530) 534-6969

August 11, 2020

Butte County Public Health

To Whom it May Concern:

I am the bookkeeper and computer teacher for St. Thomas the Apostle School. I would like to show my support for our school to return to in-person learning for the 2020-2021 school year. We are a small school that has capability of putting into practice our Return to School Protocol with little to no problems. Our classrooms are quite large that we are able to get quite a large amount of space between desks for our students. We have access to two areas where are child would be able to play while socially distancing. Our administrative team has been working diligently throughout the summer to put into place those safety measures that are outlined in the protocol. On August 3rd, our principal, Kasia Heinert, thoroughly discussed at length the protocol with the teachers and staff of St. Thomas the Apostle at our Back to School Teacher/Staff meeting.

Thank you for your consideration in this matter.

A handwritten signature in black ink, consisting of a large, stylized loop followed by a long horizontal stroke that tapers off to the right.

Tamara Landers

Bookkeeper/Computer teacher