



ST. JOHN'S COLLEGE

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July 31, 2020

Dear parents/guardians:

Greetings from St. John's College High School!

We want to take a moment to acknowledge the incredible job that was done by our St. John's College High School students, faculty, and parents last academic year to ensure that learning continued during unusual circumstances.

As we welcome you to the start of the academic year 2020 – 2021, we want to assure you that, in the best interest of our students and faculty, our school has met all protocols from the Ministry of Health and the Ministry of Education. We are requesting the St. John's College High School family to assist us in adhering to the guidelines below for the academic year 2020 - 2021.

Also, please note our school website remains sjc.edu.bz and our official Facebook page Saint John's College High School Belize.

A. ACADEMIC REQUIREMENTS

- All students will attend face-to-face classes as scheduled.
- ***Parents are asked to monitor their son's academic progress from the onset of the academic year.***
- All students will be provided with an SJC email address which will be used as the official means of communication with parents and students.
- The SJC email address will be used to access Google Classroom. Students must log in to Google Classroom once the codes are provided by the subject teachers. Google Classroom will be used simultaneously with the face-to-face classes.

- ***Should the Ministry of Education closes schools, SJC will proceed with online classes on Google Classroom as scheduled. All classes will be conducted in a synchronous mode.***
- During Physical Education practical classes, students must maintain a physical distancing requirement of six feet and may not be required to wear masks.
- No contact sports will be offered during Physical Education classes this academic year. Additionally, no intramural games will be allowed at school.
- Students will not be allowed to use the gym after school unless authorized by school personnel.
- For any concerns, parents/guardians are asked to contact teachers via school email or make an appointment to meet with administration.

B. ACCESS TO CAMPUS

- High school students must be dropped off and picked up at main gates; only students with disabilities will be allowed to be dropped off and picked up on campus.
- The campus will be restricted to the general public, except on rainy days and in the case of an emergency.

******For details see attached document on campus gate access guidelines.***

C. ATTIRE

- Students must report to school in uniform and **MUST** always wear a mask. Students are encouraged to use an SJC mask, but a solid navy blue or black mask may be optional. The mask:
 - must be close fitted, but comfortable against the side of the face,
 - it must be properly worn,
 - it must cover the nose and the mouth,
 - it must allow for proper breathing without restrictions.

Appropriate use of face masks is critical in minimizing risks to others nearby.

D. Schedules

- In order to be consistent with the Ministry of Education and Ministry of Health's COVID-19 health response, St. John's College has designed two schedules to protect students, faculty, and families. Students will follow the schedules below:

FIRST AND SECOND FORM

MONDAY, WEDNESDAY, FRIDAY		TUESDAY & THURSDAY	
7:45 a.m.	1 st buzzer	8:30 a.m.	1 st buzzer
7:50 a.m. - 8:10 a.m.	Homeroom	8:35 a.m. - 8:55 a.m.	Homeroom
8:10 a.m. - 8:55 a.m.	1 st Period	8:55 a.m. - 9:40 a.m.	1 st Period
8:55 a.m. - 9:40 a.m.	2 nd Period	9:40 a.m. - 10:25 a.m.	2 nd Period
9:40 a.m. - 10:25 a.m.	3 rd Period	10:25a.m. - 11:10 a.m.	3 rd Period
10:25 a.m. - 11:10 a.m.	4 th Period	11:10 a.m. - 11:55 a.m.	4 th Period
11:10 a.m. - 11:55 a.m.	LUNCH	11:55 a.m. - 12:40 p.m.	LUNCH
11:55 a.m. - 12:40 p.m.	5 th Period	12:40 p.m. - 1:25 p.m.	5 th Period
12:40 p.m. - 1:25 p.m.	6 th Period	1:25 p.m. - 2:10 p.m.	6 th Period
1:25 p.m. - 2:10 p.m.	7 th Period	2:10 p.m. - 2:55 p.m.	7 th Period
2:10 p.m. - 2:55 p.m.	8 th Period	2:55 p.m. - 3:40 p.m.	8 th Period

ARRIVAL: No student will be allowed on campus before 7:15 a.m. Students must arrive no earlier than 15 minutes before start time and, upon arrival, students must report to their homerooms.

DISMISSAL: Students must leave immediately after dismissal. Students will no longer be allowed to stay on campus after classes.

THIRD AND FOURTH FORM

MONDAY, WEDNESDAY, FRIDAY		TUESDAY & THURSDAY	
8:30 a.m.	1 st buzzer	7:45 a.m.	1 st buzzer
8:35 a.m. - 8:55 a.m.	Homeroom	7:50 a.m. - 8:10 a.m.	Homeroom
8:55 a.m. - 9:40 a.m.	1 st Period	8:10 a.m. - 8:55 a.m.	1 st Period
9:40 a.m. - 10:25 a.m.	2 nd Period	8:55 a.m. - 9:40 a.m.	2 nd Period
10:25a.m. - 11:10 a.m.	3 rd Period	9:40 a.m. - 10:25 a.m.	3 rd Period
11:10 a.m. - 11:55 a.m.	4 th Period	10:25 a.m. - 11:10 a.m.	4 th Period
11:55 a.m. - 12:40 p.m.	LUNCH	11:10 a.m. - 11:55 a.m.	LUNCH
12:40 p.m. - 1:25 p.m.	5 th Period	11:55 a.m. - 12:40 p.m.	5 th Period
1:25 p.m. - 2:10 p.m.	6 th Period	12:40 p.m. - 1:25 p.m.	6 th Period
2:10 p.m. - 2:55 p.m.	7 th Period	1:25 p.m. - 2:10 p.m.	7 th Period
2:55 p.m. - 3:40 p.m.	8 th Period	2:10 p.m. - 2:55 p.m.	8 th Period

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E. CLASSROOMS

- All classrooms and facilities have been checked and approved by the Ministry of Education as they meet all health requirements.
- Classrooms are all arranged to meet physical distance requirements.
- All classrooms have labels to ensure seating arrangement remains within physical distance requirements.

- All classrooms will be sanitized daily.
- All labs have been equipped with dividers to avoid physical contact.
- All classrooms have posters indicating health tips and protocols.

F. CAFETERIA GUIDELINES

- Students must bring their lunch or pre-order food from the cafeteria; lunches cannot be dropped off during class or lunch time.
- Students must pre-order lunch every morning in their homerooms; ordered lunch will be delivered to the homerooms, and students must stay within a designated eating area.
- Students must always maintain six feet physical distance (in lines and seated).
- Students must not sit facing each other.
- In eating areas, students can only remove mask until ready to eat and should put it on immediately after finishing their meal.

G. CASHLESS INITIATIVE

Due to the current pandemic, we want our students to have, as much as possible, direct contact with money; hence, SJC is partnering with the Belize Bank to equip the school with point of sale machines, and each students with a debit card. A subsequent letter should follow with details of this initiative.

H. PERSONAL HYGIENE KIT

Hand washing stations equipped with soap and paper towels are at the entrance and beside each building. Students must wash their hands at the wash stations before entering to class.

All students **MUST** bring their personal hygiene kit to school. This kit comprises of the following:

- hand sanitizer
- liquid/ bar soap
- tissue

- wipes or cloth (to clean their personal seating area)

Cleaning personnel will be stationed at the restrooms to sanitize on a regular basis. Classrooms and general areas will also be sanitized on a regular basis.

Optional – students may bring desk dividers. Desk dividers cannot be more than two feet high and should be clear and transparent on all three sides.

I. HEALTH AND SAFETY GUIDANCE

Students must be free of any symptoms potentially related to COVID-19 before coming to school. These symptoms include the following:

- cough
- shortness of breath or difficulty breathing
- fever
- chills
- repeated shaking with chills
- runny nose or new sinus congestion
- muscle pain
- headache
- sore throat
- gastro-intestinal problems
- fatigue
- loss of taste or smell

A student showing any of these symptoms must stay home and the school must be informed of the absence immediately. However, if a student starts to show flu symptoms at school, he will be placed in an isolation room, and parents will be contacted to pick up their son immediately. The school and / or parents will notify Ministry of Health of the situation. Please note that the COVID -19 hotlines for the Ministry of Health are 615 7973 / 223 2722.

J. PHYSICAL DISTANCING

Keeping space between students and others is one of the best ways to avoid being exposed to the COVID-19 virus and to slow its spread. It is important for students to stay away from others when possible, even if they do not have any symptoms.

Physical distancing is important for everyone, especially to help protect people who are risk of getting ill. Therefore, students must adhere to the following physical distancing protocols while in campus:

- Stay at least 6 feet from other persons whenever possible
- Do not gather in groups
- Stay out of crowded places and avoid large gatherings
- No handshake greetings, students should engage in non-contact methods of greetings.
- No breaks during the day except for lunch
- Use designated areas and maintain at least 6 feet separation for lunch.

K. MENTAL AND EMOTIONAL WELLBEING

Students will be offered emotional support during this stressful period. The school counsellor will make appointments to see students in person or via telephone during these times.

****** Please note that these guidelines are subject to change.***