

St. Jane de Chantal School – Bethesda, Maryland

**Return to School Plan 2020-21 School Year**

**Introduction:**

As we approach the beginning of the 2020-21 school year. We have established a plan to reduce the impact of Covid-19 on students and teachers of St. Jane de Chantal School. The Faculty of de Chantal have met in teams and as an entire faculty to create this document. Our priority is the safety and health of all the children and all the teachers. Due to the size of our enrollment and the physical limitations of our school building we will follow a hybrid approach to education. The children will be divided into two teams; (Blue and Green) these teams will be alphabetical to accommodate families. Each group will go to school two days and distance learn two days and all students will be distance learning one day a week.

**Priorities**:

1. **Safety**​:​ - We will work to ensure the safety of all students and staff. We will adhere to all guidelines set forth by the State of Maryland and Montgomery County Health Department and CDC to provide a safe environment that minimizes the risk of COVID-19.

1. **Student Well Being -** ​We will provide a learning environment that supports student growth in​ both academics and faith formation. We will support children’s spiritual, social and emotional wellbeing by partnering with teachers and parents providing opportunities for connection, prayer, and community.

1. **Family Support** - Mrs. Hamilton and faculty will continue to communicate frequently with Parents. We will offer opportunities via ZOOM for Parent Educational Gatherings; for back-to- school nights; for technical training and for emotional support. We will partner with our families to ensure our children’s access to technology are met. When possible, Mrs. Hamilton and Fr. Giese will provide additional tuition assistance to families negatively impacted by COVID-19.

1. **Enrollment -** ​We will work to maintain a viable enrollment that allows for an outstanding​ academic program.

This document will be updated as required. The school principal, Mrs. Hamilton will share the updated document on the school website and distribute the updated version to parents via the school messaging systems.

**Health and Safety**

**Community Agreement**

All families must sign a copy of the St. Jane de Chantal COVID-19 Agreement and agree to partner with the school to keep all students and staff safe and healthy. Parents must agree to keep children home when they are not feeling well, have COVID-like symptoms, or have potentially been exposed to an individual with COVID-19 infection.

**Preparation for Illnesses**

People with COVID-19 have had a wide-range of symptoms reported - ranging from mild symptoms to severe illness. Symptoms may appear 2 - 14 days after exposure to the virus.

People with these symptoms may have COVID-19:

* Fever and/or chills.
* Cough.
* Shortness of breath or difficulty breathing.
* Fatigue.
* Muscle or body aches.
* Headache.
* New loss of taste or smell.
* Sore throat.
* Congestion or runny nose.
* Nausea or vomiting.
* Diarrhea.

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

**Health Questionnaire**

Students and staff will complete a daily health questionnaire. Results will be recorded and sent to School Nurse.

* Temperature check using a non-contact thermometer
* Complete a health questionnaire including a series of questions:

○ Did you take your temperature today? What was your temperature?

○ Have you been near someone with a confirmed case of COVID-19 in the past 14 days?

○ Do you have a cough, shortness of breath, or a sore throat?

○ Have you had a fever (temperature greater than 100.4 F) in the last 24 hours ○ Have you recently lost your sense of taste or smell?

○ Do you have any health/wellness questions/concerns?

○ Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19?

**Social Distancing**

Social distancing is an effective way to prevent potential infection. All de Chantal teachers, staff, and students must practice the CDC’s recommended distance from one another and eliminate contact with others.

In order to comply with CDC Social Distance Guidelines St. Jane de Chantal School will:

* Assure that no more than 12 students will be clustered in one class.
* Encourage six feet of distancing between individuals.
* Create a pattern for traffic flow in the building and practice with students how to move, when permitted, in the building.
* Group the same children and staff together each day and throughout each school day/week.
* Assign each student an area in the classroom where he/she will complete work and store supplies.
* Turn desks to face the same direction (rather than facing each other) to reduce transmission of the virus.
* Ask and remind students not to share any supplies, toys, etc.
* Allow students to eat lunch and recreate in their classrooms.
* Limit non-essential visitors.
* Not allow mixing between groups during the school day.
* Not permit large group gatherings and activities that require children to sit or stand in close proximity.
* Cancel activities such as field trips, special performances and assemblies, athletic events and practices, and school-wide in-person parent meetings.
* Monitor bathroom usage to ensure that bathrooms are cleaned according to CDC guidelines.
* Reduce congestion in the main office and other typically crowded areas of the school.
* Review with staff and students best practices for social distancing.

**Face Coverings**

Wearing coverings may help prevent the spread of COVID-19 and is therefore ***required*** ​for all de Chantal teachers, staff, students, and essential visitors.

Even when cloth face coverings are worn, all de Chantal teachers, staff and students must continue practicing proper physical distancing.

**Required Supplies**

Parents are asked to send the following items, in addition to traditional school supplies, to school each day with their child:

* Three (3) face masks.
* A filled water bottle
* One (1) bottle of hand sanitizer

**Protocols for Identified Illness**

* Sick staff members or students are not to return to school until they have met CDC’s [criteria to discontinue home isolation.](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html#discontinue-isolation)
* If a student or staff member has been in close proximity to a person who is positive for COVID-19, the student or staff member should not come to school until evaluated by a healthcare provider or have completed their quarantine period without becoming symptomatic or diagnosed with COVID-19.
* If any student or staff member has been in close contact with a person who is awaiting a COVID-19 test result, the student or staff member should not enter the school until the close contact tests negative. If the close contact tests positive, then the student or staff member should seek guidance from their healthcare provider and not return to school until cleared by that provider. A written note from the healthcare provider must accompany the student or staff member upon his/her return to school.
* Staff and children with temperatures at or above 100.4 and/or exhibit one or more symptoms of COVID-19, will be immediately isolated to a designated area in the school until they can be transported from the school safely by a relative/emergency contact.

In the event that a student or staff member has tested positive for COVID-19, the school will:

* Notify the Montgomery County Health Department and the Archdiocese of Washington Catholic Schools Office.
* In consultation with the Montgomery County Health Department, notify staff and families regarding the positive test result and the procedures that will be followed.

**Essential Visitors**

No non-essential visitors will be allowed to enter the school buildings.

**Communication Plan for Campus Closure**

Immediately following notification of a decision to close the campus the principal will notify faculty and parents of a school closure via school wide communications. During any period for which the campus must remain closed, all students will attend classes virtually using appropriate digital platforms.

**Frequent Cleaning and Disinfection**

* Implement a routinely clean and disinfect surfaces and objects that are frequently touched.
	1. Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
* Cleaning and disinfection of high-touch surfaces at least daily, and as often as possible especially any shared objects or equipment will be cleaned, disinfected and when appropriate sanitized between uses.
* High touch surfaces will be cleaned frequently including:
	1. Door Knobs and handles

○ Stair railings

○ Bathroom Faucets and fixtures

○ Classroom desks and chairs

○ Light switches

○ Shared equipment (athletic equipment)

○ Shared toys

○ Classroom sinks/handles

* When possible, students will have individual materials and will not share. This includes

○ Notebooks, pens and pencils

○ Technology devices (ipads or Chromebooks)

○ Art Supplies - crayons, markers, and paints

○ Preschool Toys – play-doh, blocks, legos, and sensory bins (kinetic sand, rice, etc)

* Place signage in every classroom/bathroom reminding staff of cleaning protocols.
* Each group will be assigned to a particular bathroom and have a bathroom schedule in order to clean and disinfect bathrooms after each group has finished.

**Routines and Schedules**

**Modified School Schedule**

Due to the increased need for cleaning, social distancing, and teacher training and planning, we will adopt modified school hours and a rotating in-person instructional schedule.

**Lunch Protocols**

Lunch will be eaten in the classroom. Students should bring their own lunch each day. If hot lunches are offered; teachers will bring lunch to the classrooms

**Recess Protocols**

Students will participate in socially distant recreational activities each day. Student groups will not mix with other groups while playing in their designated play spaces.

**Arrival of Students**

Students and staff will arrive through an assigned entry point at the school and will be temperature-checked upon arrival. Parents will not be permitted to bring students into school upon arrival or any other time during the school day.

* Arrival times will be managed to allow for crowding and mandated six-feet social distancing.
* Anyone dropping children at a school entry point must wear a face mask.
* Staff and students entering the building must have a face mask. This includes parents driving children to school.
* Upon arrival at school, as children exit family car, they will join their classroom and enter building with teacher. (All at appropriate social distance)
* To assist students, arrow indicators will be clearly displayed on walls and on floors, outlining the correct flow of traffic.

**Dismissal of Students**

Students and staff will exit through an assigned exit door at the school.

* Pick up times will be managed to allow for crowding and mandated six-feet social distancing. All parents will remain in cars during dismissal procedures.
* Parents will have last name visible in the front car window as they approach Pick-up zone.
* Teachers will use walkie-talkies to communicate names of students to homeroom teachers.
* Students will be escorted to cars; Parents do not get out of cars.
* Anyone picking up children at the exit door must wear a face mask.
* To assist students and families, arrow indicators will be clearly displayed outlining the correct flow of traffic.

**Extended Care**

Morning Care and After Care are suspended indefinitely.

**School Masses**

To minimize movement once inside the school building, school in-person Masses will be suspended for (at least) the First Quarter of the school year.

**Communal Areas**

Spaces like cafeteria and gymnasium may be used for instructional purposes only, which will allow for appropriate social distancing.

Students will be assigned to use a particular bathroom. Bathrooms will be cleaned and disinfected after each group’s use. Guidelines for hand washing will be placed over each sink in every bathroom.

**General Communication**

School administration will continue to communicate with families on all matters related to school life.

* Individual classroom teachers will continue to share projects, academic highlights and shout outs through school social media.
* Mrs. Hamilton will continue to connect with parents.
* Alerts and reminders will be sent through our school messaging system.

**Curriculum and Instruction**

**Educational Approach**

Teachers will create a curriculum based from standardized assessment data, reading and math assessments, and child readiness. Lessons will be designed to follow ADW Standards in each grade and academic subject. Teachers will utilize Web-Cameras daily providing distance-learning students with simultaneous lessons.

**Technology**

Each child will be given and de Chantal Chromebook. Students are responsible for cleaning and repair of the de Chantal Chromebook.

**Grading**

Students will be graded based on the Archdiocese of Washington grading scale. Teachers will utilize a variety of instructional strategies and assessment practices to determine a students’ mastery of content.

**Distance Learning**

In the event of an unexpected school closure, all instruction will be transferred to distance learning.