

**Nurturing** Students  
**Partnering** With Parents  
**Empowering** Christ Followers



### 2020-2021 School year during COVID-19

As a private small school, we are working to diligently focus on what the Massachusetts Department of Elementary and Secondary Education's directives are as it relates to planning and running this upcoming school year to have an In-person learning plan to begin the new school year. We have K4-8th grade currently and will be inviting all grades to come back.

The guidelines following the Education Department comes from two documents that have currently been issued. One was a memorandum on June 5th and the second was a "Reopening Guidance" set of documents released on June 25th all in 2020.

We believe all our planning and strategizing is only as good as the partnering with parents each morning before their child enters school. We will include some of the pages from the June 25th "Reopening Guidance" that help parents better understand COVID-19 in schools and student's susceptibility. Here are what we feel parents can help in partnering with the school.

Observe and interact with your child before leaving for school each morning. If they exhibit more than one COVID-19 symptom, please check their temperature and keep your child home. We encourage you to look over the CDC symptom and best practices sheets that are included in your Parent Handbook. It's important to notify the school early on if your child is not coming to school so we can do our best to set them up with zoom-live-classroom access for that day.

While the Student is in school, If a child is found to have more than one symptom which includes a fever. We will contact the parent immediately and ask for the student to be picked up within the hour of contacting them. The Student while waiting, will sit in our specific designed situational room until the parent arrives. It is imperative for our Teachers and Administration to be very observant during school hours for any symptoms and do periodically use best hygiene practices each school day. If there is a confirmed case of COVID-19 with any one of our students, we will notify our local Town Health Department within 1 business day and partnering with them on making immediate-broader response as a school. If for some reason

we need to stop in-person learning, we would be prepared to offer Zoom Live Classrooms for all grades from 1st-8th and K grades pre-recorded classrooms which would be very similar to our March-June learning times last school year.

Following the MA Education Department's earlier document on June 5th we have secured all supplies that are recommended for the size of our school and to at least last the first 12 weeks beginning on Sept. 2nd when school begins.

From supplies for Staff to supplying accordingly to our situation exam room and partnering with parents to help supply student masks and hand sanitizer we will be ready for the fall with ample supplies.

For operational planning, we will not only be able to run in-person learning under the State Education Department guidelines but also run live-zoom classrooms if needed.

The live-zoom classroom access would be used if a family is concerned to bring their child into an in-person classroom such as a medical condition or other specific reasons (however, we will review every 3 weeks case-by-case on with families on length of using this online service). If a student is sick for any length of days and cannot attend in-person learning. This option is available if the school knows in advance of the student's absents (by 8:00 am of that morning) for Grades 2nd-8th.

All students and staff are required to wear face-covering while in the school building at all times. The exception is if a staff or student has a medical issue where they cannot wear face-covering for long periods. This directive is for Grades 2nd-8th grade students specifically.

All students will have (1) homeroom where they will have their in-person learning experience. In Middle School, Teachers will rotate when needed. This practice is to minimize less travel and touchpoints through a student's school day.

It's important to always practice 6ft of social distancing between students and staff at all times when in transit. Whether you are going to class or lunchroom room or a bathroom break.

All students will be dropped off at the gym door. No parents are allowed in the gym. Each student under the grade of 4th will line up in a designated area in the gym until they are dismissed. It's important that face coverings are in place when the student and parent enter the building and for the student to keep their face covering on in the gym while waiting to be dismissed to class. each class will be dismissed one at a time to their classroom to secure social distancing.

All grades 5th -8th will enter the gym and go directly to their classroom and find their desk in their homerooms (H.R. are disclosed in the Middles School Schedule). Each Middle Schooler needs to understand the importance of social distancing and face-covering directives during these transit and idle durations.

All Classrooms that have student desks will have a min of 4 feet apart from each other and the Teachers desk will be at least 3 feet from the closeted student's desks. We will do our best to keep the best ventilation in play as possible during a school day. Each class will not contain more than 12 students under the social desk distancing guidelines.

Primary grades (K-4th) will eat their lunch in their classrooms. We will have Middle School Students visit our SCA lunchroom for a 20-minute lunch break each school day. Each class will have a designated time and secure space (table) for having lunch and all students will have a min. of 6 feet of social distance sitting and in their commuting. There will be no snack sales at this time. Also, we will NOT heat any food during lunch. Only cold lunches are acceptable at this time. We will provide lunches from outside vendors. We will provide a short recess for all grades which will continue to practice social distancing guidelines.

We will be allowed to provide at least (2) Face covering breaks per class which will last up to 10 minutes in designated times and spaces. During this time students will need to practice a 6 feet social distancing.

All Teachers are required to also have up to (1) hand sanitizer breaks in their classroom a day. Also, we will need to require all students to in a uniform way visit bathroom to wash their hands before eating lunch.

If for some reason someone's face coving breaks or get miss placed during the school day, we will enough supplies to immediately supply the student or teacher with a new mask. This ability is from both SCA families and school supplies.

Dismissal will be coordinated by Administration. The goal is to dismiss all grades to the gym for grades K4-4th and for Middles Schoolers to dismiss from the lower level ramp exit. All students will still be required to practice social distancing and have face coverings in place until they reach the parking lot and are under the guidance of a parent or guardian.

School administration needs to keep an open-door policy as it relates to bringing awareness of an incident or pattern that is happening from the faculty or our students. It is not wrong to mention something or someone who might not be following these guidelines during the school day. By the end of September, all staff will be meeting to appraise how we are doing and if there are any areas to update for improvement or new directives that need to be applied.

It's not normal to want to practice these things but it's vitally important that faculty, parents, and students understand how important these changes are so we can provide the best safe but comfortable environment for everyone involved.

