



*I am, I can,
I ought, I will*

July 24, 2020 edition

SCCS PANDEMIC HANDBOOK

The purpose of the *SCCS Pandemic Handbook* is to help South City Community School teachers, staff, parents, and students stay on track as a school family as we unite to accomplish our unchanging mission—to cultivate the love of learning—even in the midst of a global pandemic. As a Charlotte Mason school, we still believe that education is an atmosphere, a discipline, and a life. We see our children as beautiful persons made in God’s image, who learn best in meaningful relationships with others. We are ready to share the risks, hardships, and rewards of this school year together, “for the children’s sake!”

Our intention is to prioritize a return to in-person school whenever it is possible to do so safely. A successful return to in-person school during a pandemic will depend upon us uniting as a community to follow the most up-to-date, evidence-based health and safety protocols, while also staying attuned to the advice of local health officials and governing bodies.

If, in spite of our best efforts, in-person school becomes unsafe or untenable, we will pivot to either full at-home learning or a hybrid model. We have re-imagined *SCCS at Home* with the

intention of providing an improved, more values-aligned learning experience than what we experienced during our emergency shift to at-home learning in the spring of 2020.

The *SCCS Pandemic Handbook* will be our source for shared guidelines throughout the 2020-21 school year, but we anticipate making revisions as needed. Each revised edition will have the date clearly marked on the cover page. We will send each new edition by email as a PDF to our entire community with a list of specific changes.

The most up-to-date edition of the *SCCS Pandemic Handbook* will be available at all times on the COVID-19 page of our website.

We are ready to share
the risks, hardships, and
rewards of this school
year together.

In-person School



Our plan for in-person school will apply whenever students are in the building, whether in a full return to school, or within a hybrid model.

MORNING DROP-OFF & AFTERNOON DISMISSAL

A new procedure for student arrival and dismissal will be put into place that allows for morning health screenings and social distancing between students, parents, and staff. Parents will receive full details on drop-off and dismissal before the start of school in August. Non-essential guests inside the building will be limited, so parents will no longer accompany students in and out of the building.

SICK POLICIES

SCCS is acquiring Magnus Health, a HIPAA-compliant digital platform for tracking student health data. We will be utilizing a Magnus phone app specifically designed for COVID that will be available to all faculty, staff, and parents. Using the app, faculty and staff will be required to complete a health screening and self-report any COVID related symptoms daily before the start of each school day. Parents will complete the same screening on behalf of each student before the start of each school day. The school will receive notification when a student answers yes to any

COVID symptoms. Students who have not completed the screening will be assisted by a staff member (including having their temperature checked) before entering the building.

The room behind our front desk reception area, formerly our teacher work room, will now be a dedicated space for students who present with any symptoms during the school day.

We will practice a higher level of adherence and accountability to our regular sick policy, per our *Family Handbook*.

For more on contingency plans and how we will handle cases of COVID-19 in our community, see *Contingency Plans* below.

CLOTH FACE COVERINGS & PPE

Our teachers will be trained in how to help students wear masks properly, and also be committed to a gentle approach. We hope to create a school culture where mask-wearing is seen as an act of kindness and concern for the welfare of all.

Adults will be required to wear a face mask in the building at all times, except when providing reading or literacy instruction that requires students to see how the mouth moves. Teachers will be trained in how to

briefly move their mask aside for momentary literary instruction.

We will provide students with five CDC-compliant, reusable face masks. A limited number of SCCS logo masks will also be available if families would like to purchase extras. We will also have extra clean face coverings on site to replace soiled ones as needed.

Fourth through eighth graders are required to wear masks in the building at all times.

Kindergarten through third graders will be encouraged to wear masks at all times indoors and required to wear masks in the building any time they are not in their own classroom.

All preschool students will attend school in the PK building and will not be required to wear masks during the school day.

We will have an open conversation with any parent of a student who presents a medical exemption for mask wearing.

Because we plan to maximize outdoor time, teachers and students will enjoy mask-free time while outdoors during the school day.

We are exploring the use of clear face shields in situations where mask wearing is not an option.

Cloth face coverings will be required for guests.

FACILITIES & HYGIENE

We are partnering with a professional cleaning service (the same cleaning service that cleans the multi-site facility of The Journey Church) to ensure daily thorough cleaning of our facilities. During the school day our staff will be disinfecting high-touch areas such as railings and door handles. The janitorial service will clean again nightly.

During staff training week in August, representatives from our professional cleaning partner are providing a training session to all faculty and staff on how to best sanitize high-touch surfaces throughout the day.

Every classroom will have a wall mounted hand sanitizer or pump for sanitizing upon entering and exiting.

We will institute guidelines for teacher-to-teacher interactions to support social distancing among teachers and staff and enable contact tracing.

Teachers will regularly remind students to avoid touching their face, nose, and mouth and ask them to sanitize their hands when they do. Classroom teachers and students will be practicing a higher level of regular sanitation habits within their school day routines. Increased hand washing will be practiced by staff and students. (See *Classroom Routines*.)

Drinking fountains will only be used for filling water bottles.

We are exploring ways to maintain healthy air quality in classrooms. Teachers may turn off air conditioner and open windows to facilitate air flow while at recess.

CLASSROOM ROUTINES

Students will be kept in classroom and grade level cohorts to ensure that they interact with a limited number of adults and other children through the course of a school day.

Hallways will be marked with signs and floor decals to help students social distance in the building. Back stairwells will be one-way.

Teachers will take learning outdoors often and for longer periods of time, as weather permits, which is also in keeping with our Charlotte Mason educational philosophy. Students may bring their own camp chair for use outdoors (inexpensive chairs can be purchased here).

We are assessing each classroom separately to ensure that students will be seated three feet apart at tables, desks, and/or spots on the floor. New furniture will be purchased as needed.

Students will wash hands before lunch and snack and sanitize hands afterward. Classrooms will not use tablecloths and tables will be sanitized before lunch.

Chapel services will be held remotely and attended in classrooms, with classmates via video. There will be no other school-wide assemblies.

Bathroom breaks will be staggered to prevent crowding. Different classrooms must take bathroom breaks at different times. Students who need to go to the bathroom individually will wait on a designated spot if the bathroom is being used by another class cohort.

Recess times will be staggered and classes will keep to different zones

on the playground or utilize other green spaces on campus to prevent class intermingling. There will be no sandbox at recess. Each class will have their own set of balls, chalk, etc. Classrooms will turn off air conditioning and open classroom windows while out at recess.

Students will be encouraged to observe a certain level of social distance while in class.

Students will have separate supply pouches/caddies for school supplies (pencils, crayons, scissors, etc.). There will be fewer shared items (such as pillows) in classrooms.

Specials classes (art and music) will be conducted in the classrooms. Specials teachers will be given extra time in between classes to sanitize.

At the end of each school day, students will routinely wipe down tables and high touch areas (door knobs, tops of chairs, personal cubby/supply areas, etc.)

EVENTS, GUESTS, AND PARENT INVOLVEMENT

Non-essential visitors to the building will be limited. All visitors will be screened for symptoms and checked in and out to maintain an accurate record of all visitors for the purposes of contact tracing. Visitors will receive a identifying badge.

Classrooms will log anyone who visits the room for any period longer than 15 minutes.

Large-group indoor events like Open House and Grandparents & Friends Day could potentially be canceled, structured differently, or moved outdoors or online.

In-person School

Outdoor events like the annual Walk, Run, & Ride will likely proceed as usual if outdoor gatherings are permitted by the City of St. Louis.

Indoor parent involvement opportunities will be limited or structured differently.

EXTRACURRICULAR ACTIVITIES & ENRICHMENT TRIPS

Enrichment Trips (other than nature walks in Tower Grove Park) may be canceled, structured differently, or replaced with outside visiting speakers.

Indoor extracurricular activities such as Choir, Shakespeare, and Chess Club may be either cancelled, structured differently, or conducted online.

Outdoor activities like soccer will be parent-led and governed by the hosting league.

STUDENT SUPPORT SERVICES

We will pull students out of class rather than having teachers push into the classrooms.

We are still considering best practices for mixed-grade intervention groups that require students to come into close contact with children outside of their regular classroom cohorts. Should we choose to go forward with any regular meetings of mixed age groups, the children who participate will likely be required to wear masks regardless of age and observe at least six feet of social distance.

EXTENDED DAY

All Extended Day Programs, including Before, After, and Late Care, will be held in designated classrooms.

Classroom and school-wide routines for hygiene, social distancing, and PPE will apply to Extended Day staff and children

Outdoor play will be prioritized and all activities moved outdoors when feasible.

Outdoor play will be prioritized over play in the gymnasium during Late Care.

When feasible, children may be assigned to a small group cohort with a single supervising staff member.

Procedures for signing in and out of Extended Day will align with the arrival and dismissal procedures of the school in order to limit the number of people entering the building and to minimize unnecessary student interaction.





Contingency Plans

If a student, teacher, or cohort needs to quarantine, we will respond with adaptability and support.

Although we are not able to offer a full program of online schooling, we are committed to supporting uninterrupted learning throughout the course of the school year as we navigate a variety of possible scenarios and utilize our resources creatively.

What will we do if a teacher, student, or staff member is experiencing symptoms of COVID-19 when at home?

Any SCCS teacher, student, or staff member with a fever of 100°F or higher must not enter the building and must stay home and monitor symptoms.

Anyone experiencing a fever or other symptoms of COVID-19, should follow CDC guidelines, separate from other people, and seek care from their medical provider.

What will we do if a teacher, student, or staff member is experiencing symptoms of COVID-19 during the school/work day?

When a student or staff member develops any symptoms of illness consistent with COVID-19 (e.g., new onset or worsening cough **OR** shortness of breath **OR** at least two of the following symptoms: fever of 100.4°F, chills, muscle ache, headache, sore throat, loss of taste or smell) in a school, we will:

- Isolate the person in a separate room while they wait to

be picked up or until they are able to leave the facility on their own.

- Ensure that they have hygiene supplies available, including a cloth mask, facial tissues, and alcohol-based hand rub.
- Remind staff who are monitoring the student or staff member with symptoms to practice social distancing when possible.
- Close off the space used for isolation after the ill person leaves. Open it after proper cleaning and disinfecting.
- Clean and disinfect high-touch surfaces, focusing on areas where the person is known to have been and items they have touched (e.g., individual desk, recently used classroom items, shared equipment).
- Wear gloves when cleaning, and wash hands after removing gloves.

What will we do if a case is identified?

If an individual in our school building tests positive for COVID-19 we will work with our local health department but we anticipate that we will put some of the following parameters will be in place:

- Identify who the individual was in contact with, within a 6-foot space, for at least 15 minutes. If specific contacts cannot be identified, quarantine everyone who was in the same room or other areas.

- We will keep room logs in order to assist with contact tracing. By staying within classroom cohorts, the number of students required to be quarantined can be minimized.
- Per the St. Louis County Health Department suggestions, if over 5% of the student body in a building or district test positive any day, 4% test positive over two days in a row or 3% test positive for three days in a row, then that building or district should close for 10 days (percentages may change when better scientific data becomes available).
- In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the staff or students, a school may close for 1-2 days for cleaning and disinfection of that building or exposed area if unable to clean during the nighttime closing.

How will we make our decisions going forward?

Through regular meetings with the Independent Schools of St. Louis (ISSL), we will be receiving ongoing guidance from the infectious disease specialists at St. Louis Children's Hospital of Washington University and other local health experts. We will utilize the informed advice of local medical experts to make wise decisions for our whole community.

SCCS at Home



The following chart describes how we are planning to conduct at-home learning this year as we build upon and refine the emergency learning we experienced in the spring of 2020.

GOOGLE CLASSROOM

We plan to continue using Google Classroom as we did in the spring. We anticipate a smoother set-up and more intentional use as our teachers will have their online classrooms set up and ready to go during training week.

Students in third grade and up will receive training and practice in how to turn in assignments, etc.

MORNING MEETING

Morning Meeting (15-20 minutes) will be held live for each class every morning and scheduled so as not to overlap with sibling classes.

Daily instructional time

Teachers will provide one live instructional time each day (20-30 minutes), with a particular emphasis on math. This could be recorded for students who cannot attend on time.

ASSIGNMENTS

Teachers will post projects and assignments for the week ahead by 3:00 p.m. on Friday.

Love of Learning Fridays will continue to give parents, students, and teachers a day to end the week well and prepare for the following week.

Assignments will be more project-based in ELA, social studies, sci-

ence, so that students can work over multiple days without screen time.

PARENT & STUDENT EXPECTATIONS

This year we will provide parents with more clarity about parent and student expectations. Parents will receive a Parent & Student Expectations packet before the start of the school year.

AT-HOME SCHEDULE

As mentioned, teachers will post lessons in Google Classroom by 3:00 p.m. Friday to give parents an opportunity to better schedule and prepare materials.

Our Parent & Student Expectations packet will include guidance on time management, structure at home, and sample schedules for parents to follow.

Kindergarten through second graders will be encouraged to have school work completed by lunch and use the afternoon for nature study, play, handwork, and enrichment activities.

TIERED ASSIGNMENTS

We will likely keep the system of tiered assignments we used in the spring, but also design projects that “kill two birds with one stone,” com-

pressing material where possible.

SCREEN TIME

Assignments given by the week and with advance notice should make it possible to check in with Google Classroom as frequently.

Project based learning hopefully will provide more screen independent work.

Teachers will provide more materials for families to work with (i.e., we can provide a copy of a book to the whole class so that families can read aloud together rather than listen to the teacher read aloud).

Hopefully the public library will stay open for curbside and provide an alternative to online research.

We will no longer be utilizing YouTube for videos, but are shifting to a more secure, ad-free platform.

PHYSICAL MATERIALS

We will have a process in place for families to regularly check more materials out from the school’s Lending Library.

Assuming our public libraries continue to provide curbside pick-up, we expect that parents and students will utilize the public library.

Math games and manipulatives are an important part of our math cur-

riculum as they take the place of drilling and memorization in learning math facts. We will ensure that students have the math game materials they need, and can play at home with family members, or on video chat, if possible, with classmates.

SOCIAL CONNECTION

We will continue to facilitate opportunities for classmates to socialize online and also encourage and extend more offline options like letter writing, drive-by visits, drop-offs,

etc. Room parents will be encouraged to organize pen pals and other community building activities.

Hybrid School



In the event that a governing body dictates a limit on the number of people who can gather, or a differentiated approach for different age groups, we will consider shifting to the following schedule for some or all students.

MONDAY & WEDNESDAY

Cohort A

TUESDAY & THURSDAY

Cohort B

LOVE OF LEARNING FRIDAYS

Outdoor meetings or other ways of fostering connections.

Because SCCS has the advantage of ample facility space and smaller class sizes, we do not foresee the need to shift to a hybrid schedule unless advised to do so by health experts.