



2020-2021 Parent Student Handbook Addendum

***Please note that due to special circumstances this year, policies in this handbook replace or refine the ordinary policies listed in the regular Parent Student Handbook. The school reserves the right to interpret and update these policies as needed.**

Link to [Reopening Guide](#)

Cohort Model

PK-8 students will be in cohorts. Cohorts will be spread throughout the building in designated learning spaces which allows appropriate social distancing in accordance with CDC guidelines. Students will remain in cohorts throughout the day for instruction, lunch, and recess.

For grades K-8 there will be 4-5 cohorts per grade level. Based on square footage in classrooms/learning spaces, we have determined that our capacity for cohorts is the following:

- PK is capped and will remain at 13 students per cohort per State guidelines.
- K-5 will not exceed 18 students per cohort. (We can however, safely accommodate 20, but have retained a little cushion to allow flexibility)
- Gr. 6-8 will not exceed 23 students per cohort.

Pick-up/Drop-off

In-person learners have all established a Pick-up/Drop-off Window. On Phase-in Day, students will be issued car tags with color codings that reflect those times. Any carpools must be arranged through the School. Students will not be admitted from vehicles that do not represent an approved carpool. Students will not be dismissed to a vehicle that does not represent an approved carpool. While those tags are color coded, those colors refer to the time window you have chosen, not the route you take in the parking lot. Upon arrival in the 15 minute window you selected, enter the parking lot through the entrance closest to Waugh Chapel Road, then follow the route based on the grades indicated. For multiple students, work right to left, dropping off at each relevant station. Refer to the diagram below.



In the afternoon, the traffic pattern will be the same. Students assigned to the given pickup window will walk out to their pickup zone. As parents arrive, students will enter their vehicle and move on to the next pickup zone or depart the campus. Staff will be on hand at each zone to keep students from intermingling. **It is critically important that parents not enter the parking lot prior to their pickup window. If you arrive early, please do not enter the parking lot until your designated time window.**

Materials and Student Supplies

Students will not utilize lockers or cubbies. The school has purchased individual tubs, crates, or similar organizational items for each student in which they will keep personal items and extra books or materials.

Each in-person student will maintain an individual set of materials that will not be shared or used by any other student. These materials will be school supplies purchased by the parents as well as materials (such as manipulatives and art supplies) that have been purchased by the school for a student's use.

Cleaning and Disinfecting

Before the start of school, Mr. T's Cleaning Service will prepare the school facility as it does every summer including treating the floors, windows, and other surfaces. Additionally, the facility will receive sanitization and the application of a protectant through JanPro. This process will be repeated every 90 days to maintain this persistent protection model.

Additionally, school facilities staff have a schedule to routinely clean high-touch areas within the school throughout the day. Mr. T's will also clean the building each evening. Third parties or outside groups will not be using the facilities at this time.

We have purchased the following PPE and are making the following changes to the facility:

- Standing sanitizer dispensers for entrances and hallways, teachers will also have sanitizer in classrooms
- Directional and social distancing signage for hallways, bathrooms and some classroom areas (such as the locker areas)
- Sneeze guards as needed, such as on teacher desks to create a space if they need to work in proximity with a student.
- Standing dividers with some flexibility for teachers in lecture hall
- Sneeze guards for student tables as needed, such as those in kindergarten
- Classroom packs of emergency PPE - set of extra masks, hand sanitizers, etc.
- All rooms have occupancy limit signage posted
- All water fountains will be equipped with touchless water bottle refilling stations
- In student bathrooms, sinks, toilets, urinals have been closed as applicable to allow for appropriate social distancing
- Faculty and staff have been assigned to designated faculty restrooms to avoid overuse of any one restroom

Ventilation

Our HVAC system has been serviced and switched to allow for open air flow (no recycling of indoor air). Our filtration system meets guidelines (and we are also exploring an upgrade). Teachers will also be able to open windows for increased ventilation as needed.

Lunch and Food Service

Students will remain with their cohorts for lunch and recess. Lunch will take place in the classroom. Tommy's Food Service will be offering a simple menu of lunches for purchase beginning September 14. They are following Health Department Guidelines for food service and all meals will be individually packaged and delivered to students who ordered them. Orders must be placed by Friday, the week prior.

In areas in which the students are less than 6ft from one another, systems will be implemented to ensure that while they eat lunch and are without masks, they are able to maintain the proper distance. This may be that half of a cohort is at recess while the other half eats and then vice versa or some comparable system.

Masks

Masks will also be required of all students and staff while inside the building and in conformity with State and County guidelines. Masks must be solid colors or regular patterns (striped, floral, etc.). No logos, characters, words, etc.

Recess Protocols

Teachers will have different rules and expectations for recess play depending on the age and needs of their individual classes. Playground equipment can be used with proper cleaning protocol enforced as well as social distancing. Physical dividers may be utilized to help space

children apart but allow for social interaction. There are many games that teachers can lead or suggest (depending again on age level) that do not involve touch. The playground equipment will also receive the JanPro protectant treatment.

Special Area Classes

Specials classes will be offered via pre-recorded videos which the cohort teacher can access. Remote learners will also have access to these classes. The specials teachers will also be engaged as remote instructors for the remote learners and have other duties within the school. They may occasionally engage in special in-person lessons as the year progresses. We will not be offering Spanish or technology specials for the first trimester.

Curriculum

In a socially distanced hybrid learning mode, schools will be teaching the AOB curriculum while adhering to health and safety guidelines. Teachers will maximize classroom and facility space to distance students. Inventive teaching strategies will be used to allow for physical distancing while still encouraging discussion, collaboration, exploration, discovery, socialization, and movement. Personnel will be reassigned as necessary to limit exposure and to maximize teaching effectiveness. Students regardless of the mode of instruction (e.g. in-person or remote) must adhere to school policies regarding the use of technology. Unacceptable uses of technology include violating the rights or privacy of others by photographing, recording or filming an individual without consent.

Discipline

In order to avoid unnecessary exposure of students or faculty, after-school detentions will not be issued for at least Trimester 1. Students may be moved to designated seating areas of the room meant to provide a mental reset for students without removing them from the room. These areas will be cleaned between usage to avoid cross-contamination.

Students may be asked to step outside of the classroom for brief periods of time. This may be to help the student decompress from a frustrating situation or recompose themselves after a goofy moment. Students should know that this is neither permission nor direction to leave the area of the classroom to go to the bathroom, refill their water bottles, go to the Nurse etc.

If a circumstance arises to the level where a student must be removed from the classroom in order to allow Administrative intervention, the teacher will contact the office in order for a staff member to respond and escort the student to the front office. Office staff will ensure that the student is seated in the Conference Room where an administrator will join them to review the nature of the incident. **It is important for students and parents to recognize that a student being sent to the office is NOT a presumption that the student is automatically responsible for the incident.** Rather, it is a tool used to defuse a situation where traditional means may not allow for it. Once the administrative team has reviewed the recollection of all

relevant parties or other important informational sources, an administrator will communicate the conclusion to the parents, students and relevant faculty.

Immunizations

In accordance with Maryland State Law, School of the Incarnation will be allowing a 20-day grace period from the first day of school for both In-Person and Remote learners to provide records of required immunizations. The State of Maryland states explicitly that there is no intention to extend that grace period beyond 20 days. Maryland law allows for two exemptions from requiring a child to receive the prescribed immunizations. There is a medical exemption where a child with a medical condition that is verified in writing by a medical professional can be exempted if the immunization could cause possible complications with the underlying condition. Maryland also allows parents to exercise a religious exemption from having their child immunized. Under the law it provides that the religion must be a bona fide religion which has as one of its teachings a religious objection to immunizations. At this time this exemption is still being allowed by the Archdiocese of Baltimore. This exemption is being evaluated further and any change in policy will be promptly communicated.

Health Screening

All In-Person learners must have a Health Screening Questionnaire (HSQ) completed on their behalf every day before they leave their homes. **A link to the questionnaire can be found [here](#).** Every morning, a parent or guardian will complete the Knight Check for each of their students, answering questions about symptoms and any contact with people who have contracted COVID-19. Once the Knight Check is completed, an attendance badge will be generated either certifying that their children may attend school in-person for that day or disqualifying all children from in-person attendance. This attendance badge will be used to expedite the students' entry to campus.

Upon arrival at school, a staff member will approach the vehicle and ask for a parent or guardian to display the certification screen from their mobile device. No students will be allowed to exit the vehicle without the explicit permission of a staff member. If a parent or guardian is unable to do so, they may be asked to park in a holding spot while the staff member verifies the certified results of the Knight Check. If the Knight Check has not been submitted, the vehicle will be directed to exit the campus and return home. The students may return once a parent or guardian completes the Knight Check.

If any of the students in a home are barred from entry by the results of the Knight Check, none of the other students living in that home will be allowed to attend in-person that day either.

Case Response

Should a member of our school community a) contract COVID-19, b) demonstrate symptoms resembling COVID-19 or c) come in contact with a COVID-positive individual, we will be following the guidelines of the AOB and the Anne Arundel County Health Department. Our

approach will be first to ensure the well-being of the affected individual, then to anyone who had close contact with that individual and finally to our greater community. For determining what specific steps we will take, we will [use this chart](#), created by the Archdiocese in consultation with the CDC, while also conferring with both the AOB and the AACHD.

Out of State Travel

In an effort to reduce the spread of COVID-19 through the SOTI student body and faculty, if any employee or student (learning or working on-campus) plans to travel to a state with a COVID positivity rate exceeding 10% during the period of their stay, notification of such intention to travel must be communicated in writing to the School administration via [this form](#) at least 5 business days prior to departure. Those travelling will be required to quarantine upon their return until such time as they provide evidence of a negative test result of COVID-19 and are asymptomatic. If a test cannot be obtained, the individual must complete an entire 14 day quarantine. The following website contains information regarding all 50 states, territories and several popular international destinations.

<https://coronavirus.jhu.edu/testing/testing-positivity>

For the purposes of this policy, a positivity rate of 10% is defined as the average rate of positivity through the duration of the travel period.

Athletics and Extracurricular Activities

Both athletic clubs and teams, as well as all other extracurricular clubs or activities, are suspended indefinitely. While we still recognize the importance of meeting students' needs in non-curricular areas, School of the Incarnation is not capable of doing so in a way that is safe for our school community, given the state of the COVID pandemic at this time.

Health Suite

The school nurse will be on site each day to care for the needs of our school community. We have also made modifications to the health suite itself which include the addition of an air filter to improve ventilation. We have established two isolation areas that could be used in the case of an individual displaying symptoms of COVID-19. One is located in the rear of the Health Suite. The second will be located in a tent under the awning at the side of the front entrance. The school nurse will deliver meds to students during the day rather than having the student travel to the health suite. Students will be allowed to step out of the learning space to meet the nurse in the hallway in order to be discrete and to allow for HIPPA regulations. Teachers will be equipped with more robust First Aid kits to preempt unnecessary trips to the Nurse's office for minor needs. Policy on inhalers and EpiPens remains unchanged and depends on the needs of the student.

Absences

In-Person Learners who are “out sick” will have access to remote learning videos but may not receive the specialized attention of a “Remote Learning” student. This is only because Remote Learners may have an established schedule in place that is not announced daily. Those students would be considered “absent” for that school day even if they did attend classes virtually. This is in the student’s best interest since they would automatically receive extensions on assignments. If a student is being required to quarantine for more than 3 school days but are healthy and capable of attending Remote classes, parents should contact Kristin Jacobs to enroll their student in Remote Learning for the length of the quarantine period.

Remote learners are assumed “present” at the start of each day. Once a remote student misses either a livestream or an individual or small group Google Meet, they will be considered absent.