

Fall  
2020

# Calvary Road Christian School

**Return to Community Plan**

# Calvary Road Christian School

## Return to Community Plan

Updated July 28

Members of Calvary Road Christian School's Task Force have attended webinars, video conference calls, read articles, and listened to podcasts related to reopening schools. Using these resources along with input from public officials, other school leaders, and survey data from CRCS parents, we have adopted components from many models to create a plan that best fits Calvary Road Christian School for the fall of 2020.

We understand and share your concerns regarding the upcoming school year. We are excited to announce that we will be offering two options for our school families. The first being in-person classroom instruction for a full five days. The second option will be virtual learning with both synchronous and asynchronous instruction. This year, Monday, August 24 will be an Open House day for meeting teachers and exchanging supplies. In-school class instruction will commence on Tuesday, August 25.



Aug  
24

### Important Dates

Back-To-School Open House



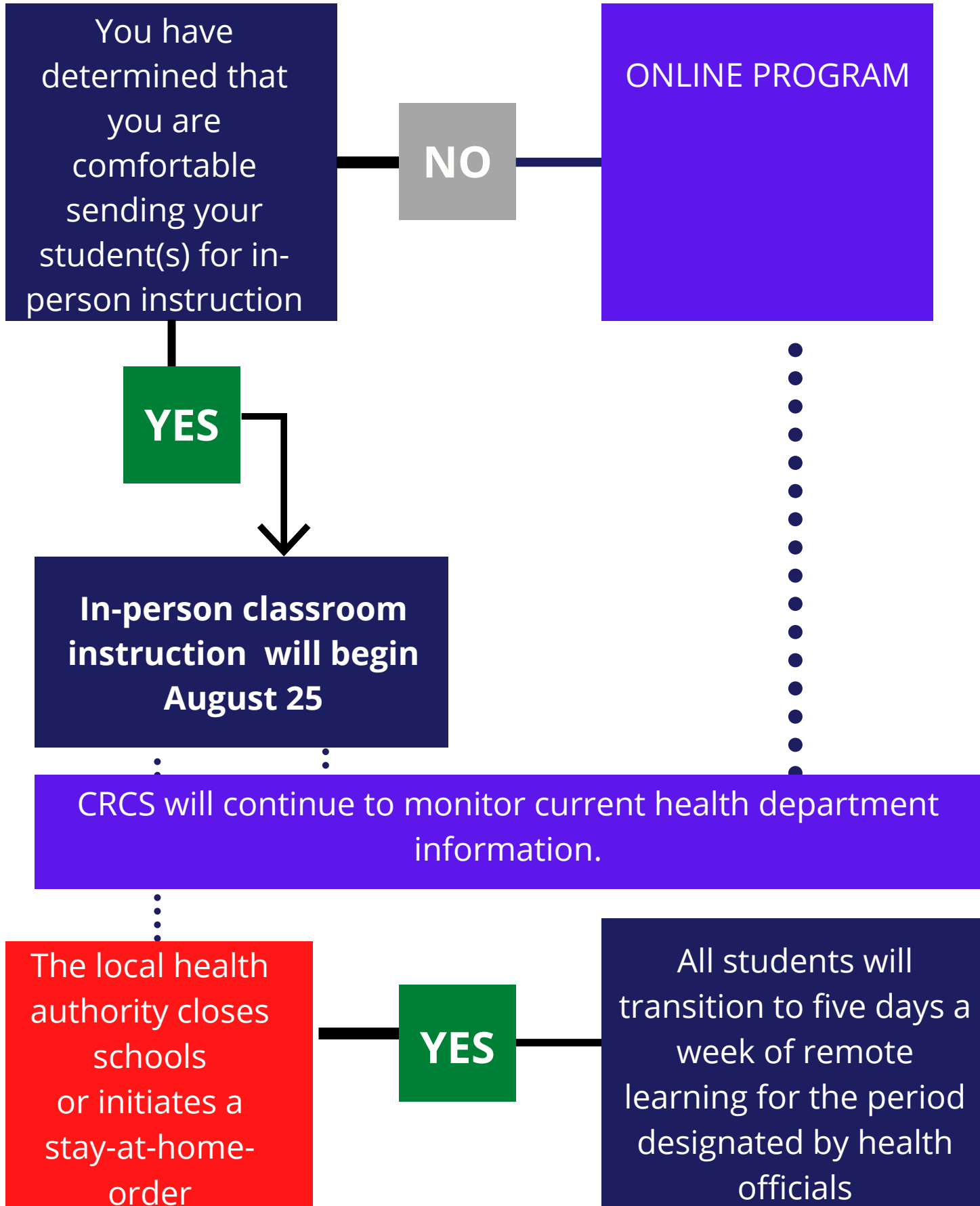
Aug  
25

First Day of School

**This guide is intended as a living document and will be periodically updated in order to ensure the most current guidelines are in place.**

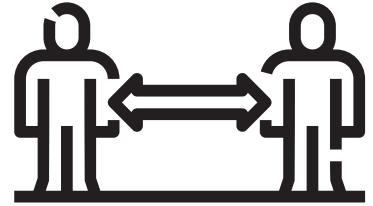
# Approach

We understand that not everyone will be able to immediately participate in on-campus classes. To meet their needs, we will offer an online program of instruction.



# Social Distancing

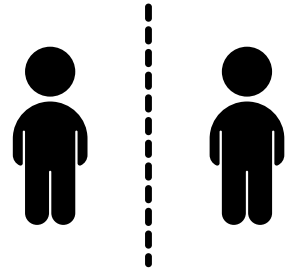
## Elementary K-6



- Staggered entry & dismissal
- Limited movement of classes
- Enrichment classes will meet in student classrooms with exception of Physical Education
- Alternating recess locations and 1 class limit per location
- Chapel via Zoom or video to start year
- Kindergarten will use desks instead of tables
- PE and breaks will be outside weather permitting
- Alternate locations may be used for classroom space
- Sneeze Guards for all students K-6 (3-sided, 27" tall)
- The number of people in the restroom at one time will be limited
- Conscientious movement throughout the building
- Classroom settings will be reconfigured to maximize as much distance as possible
- Use of shared materials minimized
- Office areas will have Plexiglas shields
- All fall field trips are cancelled, virtual field trips are encouraged
- All desks will face the same direction
- Limited visitors in the building
- Parents/Guardians by appointment only

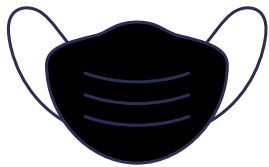
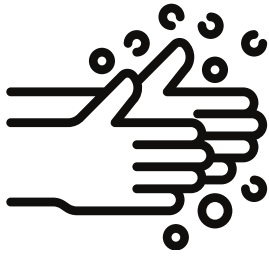
# Social Distancing

## Preschool



- Classes limited to ten in a room
- Limited movement of class
- One class on playground at a time
- Chapel via Zoom or video to start the year
- PE and breaks will be outside weather permitting
- Alternate locations may be used for classroom space
- The number of people in the restrooms at one time will be limited
- Conscientious movement throughout the building
- Classroom settings will be reconfigured to maximize as much distance as possible
- Use of shared materials minimized
- Office areas will have Plexiglas shields
- All fall field trips are cancelled, virtual field trips are encouraged
- Limited visitors in the building

# Personal Hygiene



- Hygiene Education
- Hand washing stations and touch-less hand sanitizing stations will be placed in common areas and entrances throughout the building
- Each classroom will contain hands-free sanitizer
- Hand washing before eating, after being outside and various times throughout the day
- All staff and students over age 10 will wear masks/shields when social distancing is not possible
- Students age 10 and under will wear masks when moving throughout the building
- Masks are not required when outside and social distancing can be maintained
- We understand that prolonged use of face coverings could be difficult and even inappropriate for some students/staff (especially our younger students), and we hope to provide flexibility based on meeting physical distancing criteria. We also know that there will be students on campus who will wear face coverings for longer periods of time, including students/staff who are directed to do so by their healthcare providers
- Masks will not be required when exercising, eating or playing outside
- Visitors when permitted to enter the building are required to wear a mask
- All students are to bring water bottles from home
- Water fountains will be closed initially for drinking, but students may refill water bottles
- If a student does not bring a water bottle, a disposable water bottle will be provided and the student's account will be charged \$1.00

# Cleaning (outside of normal)

## Nightly

- Sanitize all student desks
- All touch points to include door knobs, door pushes, light switches, hand rails and water fountains will be cleaned and sanitized with a disinfectant

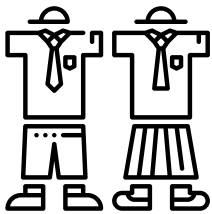


## Daily

- Clean and disinfect restrooms at least 3 times during school hours
- Sanitize all classroom door knobs, restroom door pushes, office door knobs, teacher's lounge door knobs, water fountain, and stairwell handrails at least 6 times during school hours

Frequent cleaning and disinfecting of all classroom supplies, art supplies, PE equipment, toys, playground and recess equipment

# Lost and Found

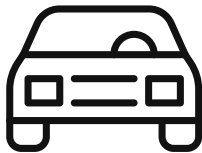


- All masks and personal items must be labeled with first and last names
- All items will only be secured for one week
- Items staying longer than a week, will be donated

# Arrival and Dismissal

The final expectations and procedures are in place to ensure the health, safety and hygiene standards are met.

## Elementary K-6



- Parents / Guardians will pull to the Car Line Loop for all drop offs
- Students will arrive at staggered times
- Face coverings must be worn by all students, employees and parents
- Students may not enter the building before their assigned time unless they are coming with a sibling who arrives earlier
- Students may only enter at their assigned door
- Temperature checks will be taken with non-touch thermometers as students come to the door before admittance. If a temperature exists (100.4), they will not be able to proceed to their classroom
- All students will immediately use hand sanitizer
- Parents / Guardians may not escort their students to their classrooms
- If a child is late, the parent must call the office to schedule a door pickup
- Students must put their items in the proper place before stepping into their classrooms
- Once walking through the door, students must sanitizer their hands



# Preschool Arrival & Dismissal

## Preschool



- Preschool 3's may only arrive by door may only arrive by upstairs door (between doors 3 & 1)
- Preschool 4's may only arrive by door 8
- All Parents / Guardians must wear a mask
- All preschool Parents / Guardians and students must immediately wash their hands
- Temperature checks will be taken with non-touch thermometers as students come to the classroom door. They will NOT be admitted before their temperature is taken
- If students have a temperature they will not be permitted to enter
- Backpacks and jackets may not be placed on the students hook until the temperature is checked
- Parents may not enter the classrooms
- Staff will sign students in and out to prevent multiple touches
- Preschool Parents / Guardians may never walk through the elementary wing. All office visits must take place by appointment

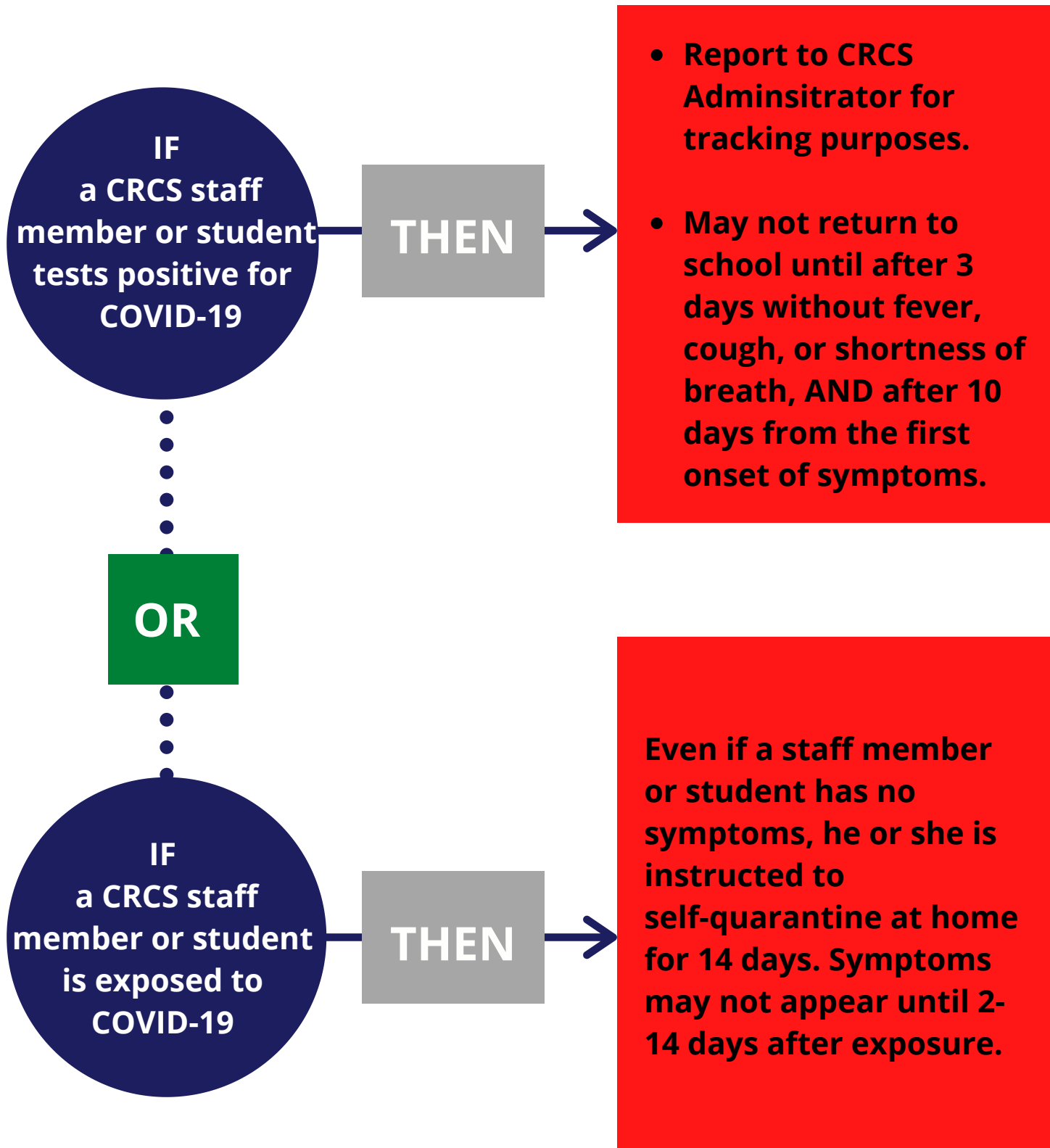
# Health Screening



- All students and visitors must have their temperature checked upon admittance to the building
- Parents / Guardians are urged to take students' temperatures at home before coming to school
- Anyone with a temperature over 100.4 will immediately be sent home
- Students awaiting parent pick-up will wait in designated Isolation Room
- If individuals must go home from the Isolation Room, CRCS staff will escort the student to the car of the family
- Parents / Guardians need to have a plan if they are contacted by the school and advised their child has become ill. Students must be picked up within 1 hour of phone call.
- Parents / Guardians are asked to keep children home if temperature is elevated over 100.4 or they have other symptoms of a cold
- Students must be fever free and symptom free 24 hours before returning to school
- No perfect attendance awards will be given for the 2020-2021 school year
- CRCS staff will monitor all students for COVID-19 symptoms daily
- Fall flu shots for CRCS staff and students will be encouraged
- Parent / Guardian may request that absences due to Health Screening restrictions not be counted as school day absences.

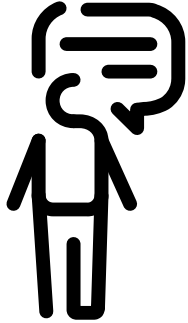
# Health Screening Part II

What if a CRCS staff member or student **becomes ill** with COVID -19 or **is exposed** to someone with COVID-19?



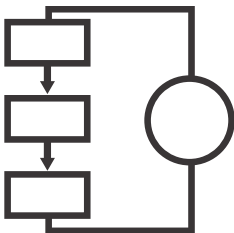
# Health Screening Part III

## CRCS Communications



- Maintain clear communication with the Fairfax County Health Department, employees, and CRCS families about on-going policy adjustments and/or illness outbreaks
- Provide educational materials to staff, students, and families about how to stop the spread of COVID-19, symptoms of COVID-19, and what to do if you feel sick
- Communication protocol in place to report to the Virginia Department of Health (VDH) or Fairfax Health Department:
  - Increased absenteeism
  - Identified cases of COVID-19
  - Those in quarantine due to exposure

## Tracking



- The CRCS Administrator will be the contact person if students become ill with COVID-19
- The Administrative Assistant will maintain tracking of absences and illness in the school community
  - Assist the local health department with contact tracing of those exposed by being less than 6 feet away for longer than 10 minutes of a COVID-19 positive individual
  - Avoid identifying the infected person when contact tracing
- Respect the private health information/identity of each individual in the school who becomes ill

# Elementary Extended Care

## Morning Extended Care

Morning Extended Care will not operate the first week of school.

- Beginning the second week, parents will bring their child to door 4, where they will be met by a staff person who will take their temperature and sign them in to Extended Care
- Parents will not be allowed in the building
- Once in Extended Care, students will sit at a designated table for their class
- Students may bring their own toys or games
- There will be no shared toys
- Toys and games must be kept in the student's backpack for the remainder of the day
- We recognize this is not the best plan for students to get out their morning wiggles, but we also know that this program is essential for some parents
- We hope to return to a more active Extended Care as soon as possible
- Students who do not pay for morning Extended Care, may not be brought before their designated entry time

## Afternoon Extended Care

- Elementary Afternoon Extended Care will be offered on a limited basis for those families that cannot function without it.
- Groups will be kept to a minimum.
- There may be mixing of grade levels.

# Distance Learning

## Two Possible Closure Scenarios



- If a case of COVID-19 appears on the campus, CRCS will most likely close for 2-5 days to conduct a school-wide deep cleaning.
- If the Governor issues a Stay-At-Home Order or the state returns to an earlier phase, CRCS will switch to a Distance Learning approach

### **If we need to return to Distance Learning for a short time, we will...**

- Provide more synchronous/live instruction as well as frequent small group options for students to engage directly with our talented instructors
- Streamline our online platforms to help reduce the need for multiple logins and passwords
- Include instruction and graded work in all subject areas, including specials

# Distance Learning Platforms



SchoolSpeak will continue to be our main communication tool. Parents and students can access grades and update personal information.



For students in Kindergarten - 2nd grade SeeSaw will be the online platform for viewing pictures, video lessons, and uploading your student's documentation of work (pictures, videos, etc.). Questions about SeeSaw can be directed to your child's teacher.



Google Classroom will be used by students in 3rd - 6th. Students will manage their work, discussions, and assignments through this platform. All class assignments, videos, and homework will be located in Google Classroom.



ZOOM is a video conferencing platform that will be used in Preschool- 6th grades to provide LIVE (synchronous) learning and small group instruction meeting space. Meetings can be joined directly from the calendar invite sent from each teacher.



CRCS has purchased Chromebooks for each student to use to enhance their in-school learning as well as ensure an easy transition if we have to move to Distance Learning.

# Virtual Online Program

(For those not comfortable returning to school.)

## Virtual Learning Guidelines

At Calvary Road Christian School (CRCS), we believe students should have access to a high quality education in an interactive, collaborative virtual format. We do not believe students learning should be limited by time or space. With the advancements in technology, students have the ability to connect with other students, be challenged in their academics, and engage in the learning process from home. Our virtual learning program is designed to build 21st century skills which will aid students in their future educations and careers.

## Learning Management Systems

**SeeSaw**- For our students who are in grades Kindergarten through 2nd grade, learning assignments will be assigned on SeeSaw. Student will have an account created for them by the school and will be assigned to a classroom teacher. Each classroom teacher will post a list of the assignments to be completed for the week by Sunday night. It is the student and parents responsibility to review these assignments each day. SeeSaw will also be used by classroom teachers to teach lessons, provide learning activities, and be a platform to receive completed assignments. SeeSaw will also be the platform used by our enrichment staff to provide learning activities.

**Google Classroom**-For those students who are in grades 3rd through 6th, the platform of Google Classroom will be used. Each student will have an account created for them and will be assigned to a classroom teacher. The classroom teacher will post a list of the assignments to be complete for the week by Sunday night. It is the parents and students responsibility to review these assignments each day. Google classroom will also be the platform used by our enrichment staff to provide learning activities.



# Virtual Online Program

## Learning Team

### Classroom Teachers

While students will be working online, they will not be working alone. Your child will be assigned to a classroom teacher. The classroom teacher will be partnering with you throughout the school year. The classroom teacher will assign your child's work in a weekly format. Your child's teacher will also grade and post student's scores on SchoolSpeak.

### Support Staff

Each classroom will have a classroom assistant assigned to their classroom. The classroom assistant works alongside of the classroom teacher in building social skills and supporting learning. Throughout the school year, the classroom assistant may meet with virtual learning students to support lesson concepts and evaluate understanding.

### Enrichment Staff

At CRCS, we believe a well-rounded education includes training in the arts, foreign language training, and physical education. Students who are a part of our virtual learning will join the classroom students in learning skills from our Spanish teacher, music teacher, creative arts teacher, and physical education teacher. For Spanish, virtual learning students will be able to view live lessons alongside of the students on campus. Our art, physical education, and music teachers will be supplying videos of grade level concepts and will post these videos on the students learning platform each week. All enrichment classes will give a pass or fail grade with the exception of Spanish. Spanish class will have assignments, which will receive a scoring grade.

# Virtual Online Program

## Technology

Our virtual learning program requires families to have internet access at home. Each student will be assigned a Chromebook at the beginning of the school year. The Chromebook will be used alongside of the course curriculum. It is the parents and students responsibility to have all materials ready each day. Lessons may contain links from outside websites. While every effort will be taken to maintain these links, we cannot guarantee users will not have trouble accessing from outside host sites. Parents are encouraged to be readily available for issues that may arise.

## Live Teaching

Each day there will be live teaching which our virtual students will join via Zoom. Students are required to attend daily, unless a sick note is sent to the teacher. Students are expected to be in a well-lit area, appropriately dress, attentive, and have appropriate materials with them. Students do not have to be in uniform, but they are expected to be out of their pajamas. During live sessions, students are expected to follow the classroom rules. (i.e. no eating unless class is eating, staying in seat unless class is out of seat, not talking to those around them and paying attention.) The classroom teacher will teach a minimum of two lessons via Zoom each day. Kindergarten – second grades will have Language Arts and Math live streamed. Third – sixth will have Math and one other subject live streamed. The enrichment class of Spanish will also be streamed online. The times of these classes will be established by the classroom teacher and communicated to parents/guardians before the first week of school.

# Virtual Online Program

## Weekly Check-ins

Classroom teacher and/or classroom assistant will meet weekly with each virtual learning students. The classroom teacher will set a time for students to meet through the platform of Zoom. This time will be used to connect and encourage students along with reviewing and assessing student's academic progress.

## Coursework

While technology is a wonderful tool that can aid learning, it does not diminish the need for students to develop handwriting or fine motor skills. Virtual learning will include textbooks provided to each student at the beginning of the year. The classroom teacher will also have additions supplies for students throughout the year, such as hands-on manipulatives or novels. These materials will support students in their academic growth.

## Returning to the Campus

Our virtual learning students are welcome to return to our campus classrooms. CRCS requests each family provide a minimum of one-week notice prior to students return to the classroom.

## Learning at Home Expectations

While our virtual learning students will be involved in daily lessons, parents will be expected to provide support, answer questions, and review assignments with their child each day. All assignments must be submitted within a 48 period from when they are assigned. A letter grade will be subtracted every additional day thereafter.

# Virtual Online Program

## Tips for Requesting Help

- If you have a question, do not hesitate to ask! It is more than likely another student or families has the same questions.
- Be specific! By providing details, teachers will be better prepared to answer questions and provide additional material.
- Questions about Chromebook use can be sent to our Technology Director. ([jim.arthur@cracs.org](mailto:jim.arthur@cracs.org))
- Be patient! Our classroom teachers will be required to teach, monitor, and assist on campus students throughout the school day. Our teachers will respond to emails within 24 hours.

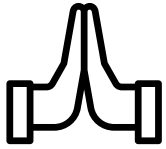
## Exchange Policy

Periodically, parents will be expected to exchange material with the classroom teacher. These exchange times will be communicated to parents at the beginning of the year.

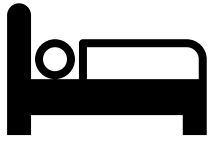
## Plagiarism and Academic Honesty

CRCS strives to maintain a positive learning environment for all students. Students are expected to respect one another in their communication at all times. Students are also expected to have academic integrity and submit work that is their own. Academic integrity is required for each virtual learner. No work, quizzes, or tests should be shared with any other student, family, or organization. Copyright laws along with our code of ethics prohibit the distribution of materials.

# How Can You Help?



Pray for the health and safety of our community, especially for our students and staff as we begin a new school year together.



We ask that all of our families support CRCS's health and wellness protocols by keeping children at home:

- when they are not feeling well
- have COVID-like symptoms
- have potentially been exposed



In addition, we are asking families to perform daily temperature checks of their children before coming to school. If a student has a temperature of 100.4F or higher, he or she should stay home.

**DISCLAIMER:  
DECISIONS MADE FOR THIS REOPENING PLAN  
ARE SUBJECT TO CHANGES. CALVARY ROAD  
CHRISTIAN SCHOOL WILL FOLLOW ANY  
MANDATED REQUIREMENTS ISSUED BY THE  
GOVERNMENT. ALL PARENTS WILL BE ASKED  
TO SIGN A WAIVER WHICH ACKNOWLEDGES  
THAT THERE ARE RISKS ASSOCIATED WITH  
STUDENTS' RETURN TO SCHOOL.**