



Upper School 2020-2021 Back to School Policies and Procedures

As we prepare to return to on campus learning, policies and procedures have been updated to provide the best and safest educational experience for our students and faculty/staff during these unprecedented circumstances. Recognizing that conditions have changed throughout these past four months and are likely to change even after school opens, we will continue to be nimble and adjust as conditions evolve.

Please take time to review these mitigation measures with your family so we can all do our part to keep our community safe.

Pre-school year planning:

- Complete summer assignments
- Limit travel and exposure risks two weeks prior to school beginning
- Complete all required paperwork
- Find a **face mask** that works for your student. They will be worn indoors in all classes.
- Familiarize yourself with COVID-19 symptoms to ensure vigilance about monitoring for symptoms before school attendance.

School Opening & Events

- All rooms will be clear of nonessential furniture that might prohibit social distancing
- Desks will be rearranged to ensure distancing and to limit direct face-to-face interactions
- All faculty will be issued cleaning supplies for class sanitization between sections
- We will practice right-size scheduling. Classes will be scheduled in the room that best fits the number of students enrolled and alternate spaces, such as the theatre and Scaglione Family Pavilion, will be considered to facilitate distancing.
- Student Orientation schedule will be limited and socially distanced
- Service and field trips are cancelled until further notice
- Parent Nights and Conferences will be held virtually
- Homecoming will be postponed but we will have a fall spirit week

Daily Considerations & Procedures

- Students and faculty will have their temperature checked daily upon arrival during morning arrival, either before exiting their parents' cars or before entering the building from South Beach. No one with a temperature of above 100.4° will be admitted.
- Anyone with a temperature must be fever-free without fever-reducing medication for 72 hours before returning to school
- NOTE: On-campus temperature check procedures will continue to be reviewed as new tools are becoming available to help schools and families partner to ensure accurate daily temperature and health checks.
- Students and faculty will wear **face masks** at all times when in the school building.
 - In accordance with current CDC guidelines, gaitors/buffs are no longer acceptable face coverings; face shields may be worn with a **face mask**, but not alone. Face masks with breathing valves are also not allowed.
 - CDS will provide one **face mask** for each student. Students will need to wear a clean face mask to school each day.
 - Students will have safe **face mask** breaks during the day.
 - **Face masks** will not need to be worn when outdoors provided students are able to maintain social distancing of at least 6 feet apart.
- Doors to classrooms will remain open when possible to facilitate ventilation and prevent unnecessary touching of door knobs.
- Sanitizer stations will be placed throughout the building and use will be encouraged throughout the day.
- Students must bring a water bottle to school each day; the water fountains will be shut off but the filler stations can still be used.
- Frequent handwashing in restrooms and in classrooms equipped with sinks will be encouraged and/or required throughout the day.
- Seniors will have off campus privileges for all off blocks, including lunch, beginning in August to thin out the on-campus population as much as possible. Seniors can use privileges for lunch when they have no college counseling, advisory, or IB obligations during their advisory block or when they have an off block immediately after lunch.
- Students in other grades with study halls first or last block may come in late or early with parental permission if they would rather study at home. Parents should utilize normal attendance procedures for a tardy arrival or an early dismissal, emailing usabsence@carrollwooddayschool.org, to indicate the late arrival or early dismissal is excused.
- Upon arrival students should go quickly to lockers to gather items for their first two classes and drop off outerwear or extra books. US students should proceed directly to their first period classrooms without lingering in the hallway with friends.

- There will be no assemblies. Student council announcements will be made via video during advisory. Announcements will also be displayed on the screens in the lounges.
- Lounge furniture will be rearranged to encourage distancing.
- Lockers will be arranged by alphabet and not by grade level to deter loitering in the hallways.
- Faculty will be asked to be in the hallways asking students to move quickly to class upon arrival or passing time.
- Students should be in assigned seats to facilitate contact tracing should there be a reported case in our school community.
- During break, class instruction will cease but students will stay in their classrooms until released by grade level to their next class session. One grade per break will be allowed to mingle in the hallway, International Square, or a designated outside area, with faculty on duty monitoring and helping students maintain the appropriate distance from one another.
- Students will help teachers wipe down all shared surfaces and materials before departure from their classrooms.
- Teachers are encouraged to teach outside when possible or send small groups to work out of the classroom to limit classroom populations
- Alternate classroom spaces, such as the theatre and the Scaglione Family Pavilion, will be available for open air classrooms. Moveable whiteboards and increased wifi access will facilitate outdoor class meetings.
- Teachers of large classes are encouraged to think about using a station model for planning to break groups into instructional segments that could be delivered to smaller groups as the other groups work in different locations, utilizing technology to connect when necessary.
- Lunch can be preordered and picked up at the Swain Concession Stand. Prepackaged meals will be available as POS items, but there will not be a la carte items.
- Students will dismiss for lunch by grade level or alphabet each day, beginning at 11:50 am.
- Picnic tables will be spread out in designated areas for lunch, with 3 people maximum at each table. Faculty on duty will enforce this expectation.
- US Breaking Ground Clubs will still meet in appropriately sized spaces, with outdoor meeting spaces mandatory for groups larger than 18.
- School dismissal will be staggered, with 9th grade, athletes, and bus riders dismissing at 3:30 pm, and other grades dismissing in 3 minute intervals thereafter. Teachers who are free or who teach 9th grade should inhabit the hallway to encourage a quick departure from the building.
- Students will be encouraged to have all materials needed for home with them by the end of the day so they do not need to stop at lockers before departing.

- All student athletes will have their temperature checked again before they begin afternoon workouts.
- Athletic events will occur with limited seating capacity and masks mandatory in the stands. Discussion of theatre and music events are ongoing.

Patriot Nation Commitment to our Community

In order to prevent the spread of the COVID-19 and reduce the potential risk of exposure to everyone within our community, we expect all faculty/staff, parents, and students to join with the school's administration in committing to fostering a Community of Care. We are in a unique situation as a community of staff, students and families. As such, we have a shared responsibility for each other's health and safety throughout this unprecedented time. This will require making a commitment to practice social distancing and other good personal hygiene and safety precautions in our daily lives, in and outside of school.

This shared responsibility is imperative if we want to be able to provide and maintain a safe and healthy environment for on-campus learning for all of our students and faculty/staff. We must ALL do our part to prevent the spread of the virus.

PARENT RESPONSIBILITIES

To help prevent the spread of COVID-19, our parents have a responsibility to take the following precautions:

- We are trusting your honesty and integrity, hoping that you will be cautious and take every precaution to protect your own family, as well as, the students and staff at Carrollwood Day School.
- Take your child's temperature before he or she leaves for school.
- Keep your child home if he or she is sick.
- If you have a confirmed case of COVID-19 in your immediate family or cohort group, please notify our school nurse. Mrs. Silvers' email is Nurse@carrollwooddayschool.org
- Please avoid high risk area travel. If you do travel, you may need to self quarantine.
- Provide your student with a clean **face mask** daily and please send an extra **face mask** to school with your student.
- Please help your student practice the proper placement of the mask and hand washing protocol.

STUDENT RESPONSIBILITIES

To help prevent the spread of COVID-19, our students have a responsibility to take the following precautions:

- Always wear a **face mask** when you are indoors on campus. Your mouth and nose must be covered.
- When outdoors, practice appropriate social distancing.

- Wash and or sanitize your hands often.
- Try not to touch your face.
- If you feel sick, tell an adult.
- Please don't share food nor materials.
- Cough or sneeze into your elbow.
- When someone wears a face covering outdoors, recognize that it is their choice and respect their right to do so.
- Remember to wear your **face mask** as soon as you enter the building in the morning. At dismissal you must social distance until you get into your car.
- All students must wear a **face mask** on the CDS school buses.