



# ROCHAMBEAU

THE FRENCH INTERNATIONAL SCHOOL



# REOPENING PLAN

2020/2021



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# 1 GUIDING PRINCIPLES

**Ensuring the health and safety of our students, parents and staff is paramount.** As such, our decision-making for all aspects of our school operations has been and will continue to be informed by local health authorities and we will follow the guidelines from Montgomery County, the State of Maryland, and the CDC .

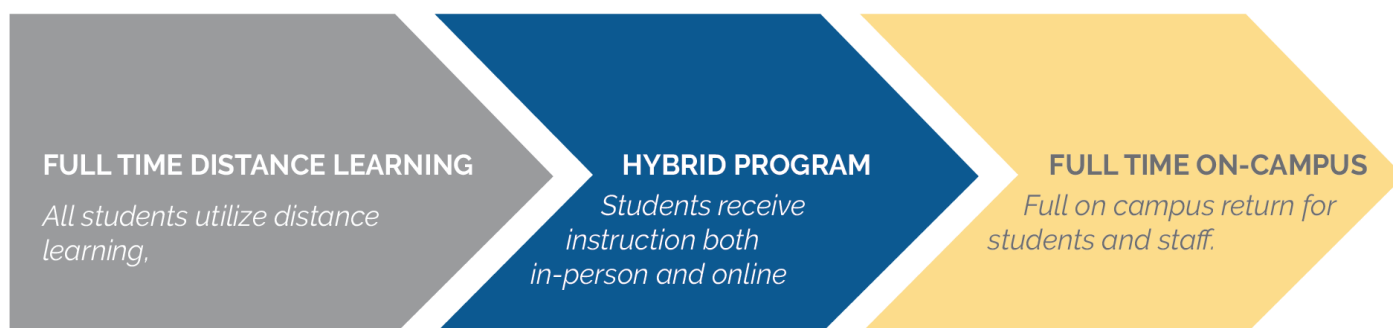
**We have the duty and determination to care for everyone in our school: each Rochambeau student and their family members, but also each and every teacher and staff member who is so dedicated to our school.** Members of our community come to our campuses from across the entire DC region and from diverse populations; many of you travel extensively or

are in contact with people who travel and each student and staff member return home to their families and loved ones every evening. At this time, additional precautions are important to help protect the health and safety of the entire Rochambeau community.

**Our COVID Preparedness Team has identified different back-to-school scenarios** based on research, advice from health and educational experts, and bench-marking of other schools' plans. We have also consulted our community, both families and staff, through surveys and integrated those survey results into our planning process.

We anticipate that all three of the scenarios below will be in place at different points during the 2020-2021 school year:

1. **Full-time distance learning** for all students
2. **Hybrid on-campus and distance learning**
3. **Full-time on-campus instruction for all students** with modifications for new health protocols



It is our responsibility to offer the safest possible environment to learn and work, while cognizant that we can't guarantee a COVID free environment.

On September 8, the Rochambeau 2020-2021 school year began with Full Time Distance Learning for all students.

On October 5, we have begun a phased reopening of our school campuses as part of our Hybrid Program.

As health conditions continue to change and we receive new guidance from county, state and national health agencies, we anticipate making adjustments throughout the school year.

As we return to on-campus instruction, all families (and students 18 or over) will be required to sign Return to School Waiver agreeing to abide by all health and safety protocols and acknowledging an understanding of risk associated with sending their children to School for in-person learning.

# 2 HEALTH AND SAFETY POLICIES AND PROCEDURES

We are committed to providing a healthy and safe environment for all members of our school community. To achieve this will require a combination of policies, procedures, training, and routine enforcement.

Persons who are unable to follow on-campus protocols will not be permitted to participate in on-campus activities, except in cases where a medical or other condition prevents the possibility of compliance.

## A. Health Screenings and Daily Health Questionnaire

Routine compliance with the Daily Health Questionnaire is essential for the health and safety of our school community and so that we may use school resources efficiently.

- **All students, faculty, staff** and any visitor will be required to complete a Daily Health Questionnaire to self-report key health indicators and symptoms, including the individual's physical health (temperature, sore throat, cough, vomiting, etc.) and physical contacts (travel history, close contact with any persons with confirmed cases of COVID-19).
  - » Students, faculty and staff will utilize their school-provided health account, through SNAP, to complete a Daily Health Questionnaire.
  - » Visitors will be provided with a form to complete electronically
- **For Preschool / Maternelle students:** Temperature checks must take place on campus, at the time of student drop-off. Parents/Caregivers should bring their own thermometer and conduct the temperature check in the presence of a school staff member.
- **Randomized temperature checks** will be conducted each day by school nursing staff. This may include whole or partial class groups.
- **If a student arrives at school without a completed Daily Health Questionnaire**, they will be referred to the school nurse or nursing assistant and parents will be contacted and instructed to complete the Daily Health Questionnaire or pick up the student from school immediately.

- **If a student arrives at school repeatedly (3 times or more) without a completed Daily Health Questionnaire:**
  - » The family may be instructed to pick up their child from school, regardless of the results of screening.
  - » The student may be transferred from in-person instruction to the Distance Learning Program.



**DID YOU SUBMIT THE COVID-19  
SCREENING QUESTIONNAIRE  
WITH TEMPERATURE  
FOR YOUR CHILD?**



Log on to: [www.studentehr.com](http://www.studentehr.com)



## B. Health and Hygiene Practices

On campus, the following procedures will be required for all individuals, including students of all ages:

- **Face Coverings (“Masks”) and Personal Protective Equipment (PPE)**

*See Mask Info in Appendix A*

- » Masks are required at all times while indoors. This includes inside all classrooms, commons rooms, school buses, and other shared indoor areas, excluding times when eating or practicing personal hygiene.
- » Masks are required outdoors when maintaining physical distancing of 6 feet or more is not possible.
- » Masks may be removed when eating/drinking in a specified space, but physical distancing of at least 6-feet is required.
- » Masks should be multi-ply tightly woven cloth or multi-ply disposable face covering
- » Face masks with valves will not be permitted.
- » A clean mask is to be worn daily. Cloth face coverings/masks should be washed with soap and water by hand or in a washing machine.
- » School employees will be provided with 2 reusable fabric face coverings, 1 fabric and clear plastic mask covering, and 1 clear plastic face shield
- » School health staff (nurses and nursing assistants) will be equipped with disposable gowns, face coverings, gloves in addition to standard infirmary supplies.
- » All persons should wear a clean mask each day of the week and have available a second (back up) mask in case their mask becomes soiled or wet during each school day.
- » All persons should come equipped with 2 lunch-sized brown-paper bags each day: one labeled “clean” containing a clean face covering and one labeled “in use”. Masks should be stored using the “in use” bag when they are not being worn.

- » School staff will remind students to wear face coverings prior to entering campus buildings and throughout the day. Each campus will have a COVID Point Person to work on compliance issues.

- **Physical distancing:** In order to prevent the spread of COVID-19 and to protect the school community, all individuals are asked to practice physical distancing by maintaining a distance of six feet (about 2 arms’ length) or more, and not gather in groups of more than 25 and stay out of crowded places.

The Maryland Department of Health requires schools to make all reasonable efforts to implement 6 feet physical distancing to the greatest extent possible. In situations where this distancing is difficult to maintain, it is especially important to wear a cloth face covering over the nose, mouth and chin.

- **Rigorously practice hand hygiene** by regularly washing your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer. Students will be provided time for hygiene practices which will include hand-washing / sanitizing:
  - » When entering classrooms
  - » Before boarding a school bus
  - » Before and after eating (snacks or lunch)
  - » Before and after recess / playground breaks
  - » Before departing the school building at the end of the school day
- **Health Isolation Rooms** have been established on each campus for students and staff who demonstrate COVID-19 symptoms. This is separate from the usual school health rooms where students without COVID-19 symptoms could be treated for basic first aid needs.
- **Flu vaccination** is encouraged for students, faculty, staff and school community families.



## C. Classroom Procedures

The following procedures will be in place in order to reduce the likelihood and risks of COVID-19 virus transmission:

- **Limited classroom capacity:** Small class sizes (10-15 students) will be maintained with specific room capacity being determined by the physical size of the room and the ability to maintain 6 feet of separation between persons.
- **Physical Distancing:** Desks will be spaced 6 feet apart, facing one direction. Some furniture and unnecessary items have been removed from classrooms in order to allow for more space between desks and easier cleaning routines.



- **Outdoor spaces** may be used for outdoor classrooms when possible
- **Increased air circulation** will be encouraged by keeping classroom doors and windows open, weather permitting.
- **Plexiglass dividers** will be used in student labs and may be installed in other work spaces where practical



- **Hygiene stations** (i.e. soap and/or hand sanitizer) available in all classrooms and in hallways
- **Lunch and Snack Procedures:** Students will clean their desk space using cleaning materials provided both before and after consuming lunch and snack items.
- **Monitored use of Restrooms:** Students will be assigned designated restroom locations and will use shared restrooms in smaller numbers than typical capacity. Group restrooms with multiple toilets will be marked in order to restrict the proximity and total number of students in the restroom at once.





## Your child's health and safety are of the utmost importance to Rochambeau

- **Classroom supplies** will not be shared among the class but will be labeled or otherwise organized to be assigned to one specific student.
- **Shared items** such as books or instructional aids will be cleaned between uses.
- **Physical Education:** Class activities will be modified to avoid close sustained contacts between students and limit the use of shared sports equipment. Students will engage in activities by class and/or smaller student groups (assigned cohorts). Any essential sport equipment items used in activities will be sanitized between uses by different students. Academic goals of physical education will be maintained.

## D. Physical Distancing

In addition to classroom desk spacing as described above, the following procedures are being implemented to help ensure physical distancing and minimize health risks of virus exposure in other areas of the school building and campus:

- » Observe instructions for circulation within buildings and in outdoor spaces, such as one-way corridors or stairways
- » Designated doorways for ingress and egress
- » Plexiglass dividers in reception areas and other locations where practical and beneficial
- » Training in health protection protocols for all students, faculty and staff
- » Reduced passenger capacity for bus and shuttle operations



## E. Management of ill persons

- **Covid-19 Positive Cases:**  
As a school in Montgomery County, in the event that a student or staff member tests positive for COVID-19, we are mandated to report the case and cooperate with Montgomery County health officials who will undertake contact tracing steps.  
Depending on the contacts within the school, some number of individuals may need to isolate from on-campus instruction for a period of time. Depending on the extent of the outbreak, and/or out of an abundance of caution, this could be limited to a specific class group, to a specific grade, to a whole building, or to an entire school community, depending on the contacts in the unique situation. In this, as in all determinations, we will be following the advice of our local health authorities with whom we are already working closely.  
Students who are not able to attend on campus instruction due to required home isolation will have access to distance learning materials and support. Any school closure or isolation of student(s) or staff member(s) will not be undertaken lightly.  
If a student or staff member is confirmed to have COVID-19, the school will inform the class and community of the positive exposure to COVID-19 but maintain confidentiality as required by the ADA.
- **Before Arriving on Campus:**  
Individuals who report physical health conditions (temperature, sore throat, cough, vomiting, etc.) or physical contacts (travel history, close contacts with COVID-19 positive persons) in their Daily Health Questionnaire will not be permitted to enter the campus.
- **While on Campus:**  
Health Isolation Rooms have been established on each campus for students and staff who demonstrate COVID-19 symptoms. Students or staff members who present symptoms of any illness will be referred to the Health Center on their campus and parents will have to come and pick up children as soon as possible, within 60 min.
- **Returning to Campus after COVID-19 Illness:**  
Persons who have tested positive for COVID-19 are expected to follow instructions from their healthcare provider and CDC guidelines that specify (as of October 1) that a student may end home isolation after meeting all 3 of these criteria: "at least 10 days since symptoms appeared, at least 24 hours with no fever-reducing medication, and symptoms have improved." In addition, we will require documentation of a negative COVID-19 test result and/or a note from a treating healthcare provider. *See Appendix B for CDC guidelines, page 24.*

## F. Modified Access to School Campuses

Access to campuses will be controlled to limit the overall capacity at any one time.

Students, faculty and staff members will be welcome according to their scheduled class and/or work hours. We encourage specific appointments and meetings to take place via online meeting or phone call. In addition:

- **Visitor limitations:** On campus visitors will be limited to only essential functions and should be scheduled in advance. We urge all students and families to be especially attentive to bringing all school supplies and personal belongings with them each school day to avoid book or lunch drop-offs.
- **Health Screening:** All individuals entering campus must have a completed Health Questionnaire before entering any school building. Once on campus, teachers and staff will evaluate students throughout the day, including asking students how they are feeling and observing general wellness. Class temperature checks will be conducted on a random and rotating basis.
- **Arrival and Dismissal:** Students arriving by car should be dropped off and met at designated "Kiss and Ride" areas on each campus. Parents will not enter the school campus or campus buildings except by appointment. (Parents picking up an ill child will follow guidance from our school nurses on a case-by-case basis.)
- **Changes to Arrival and Dismissal times:** We aim to limit the number of student arrivals in close proximity and short intervals. Therefore, arrival and dismissal times will be staggered by grade level and families will be expected to adhere to the modified times. Most grade levels will be assigned 15-min arrival and departure windows.

## G. Cleaning and sanitizing

We will practice and maintain the highest standards for daily cleaning and sanitizing on campus. In addition to the personal hygiene measures outlined above (handwashing, etc.), we are taking several specific steps for on-campus cleaning and sanitizing in line with guidance received by County and State agencies as well as the CDC.

- **Professional Equipment:** We have invested in new, efficient professional sanitation equipment (electrostatic sprayer sanitizing machines) to treat all buildings and buses.



*Victory® Cordless Handheld Electrostatic Disinfectant Sprayer*

- **Increased Cleaning Frequency:** Staff members will provide cleaning and sanitizing of classrooms and common areas throughout the school day, with special attention to high-touch areas.
- **Student Desks:** Desk surfaces for students and teachers will be wiped in between any transition of individuals using the space as well as before and after any meals consumed in that space.
- **Daily Deep Cleaning and Sanitizing:** After school hours, all buildings and buses will be thoroughly cleaned and sanitized each day.
- **Recreation and Sports Equipment:** Playground equipment and structures will be cleaned and sanitized in between use by different student groups.
- **General Guidelines:** All cleaning practices, supplies and solutions will be used in accordance with CDC guidelines.
- **Training:** Cleaning staff will be thoroughly trained in the use of all equipment and supplies. Students, teachers and staff will be instructed in the proper methods for cleaning and sanitizing student desks and personal items.

## H. Quarantine requirements

We will continue to follow guidance from the county, state and national health agencies regarding quarantine times and necessity. As of August 28, we share the strong recommendation from the Maryland Department of Health that all students and families refrain from nonessential travel outside the DC area due to the risk of COVID-19 infections in other states. Specifically, any individuals returning from out-of-state travel are urged to get tested for COVID-19 promptly upon arrival in Maryland (and DC area).

Further, all persons, including students, parents and staff members, traveling to a state with a COVID-19 test positivity rate above 10% are asked to get tested and self-quarantine at home until the test result is received.



This applies to all students, regardless of citizenship.

- List of US state COVID-19 test positivity rates can be found using the [CDC COVID-19 Data Tracker](#).
- Maryland Department of Health [Travel Advisory](#).

Additionally, the CDC recommends that travelers avoid all nonessential international travel because of the COVID-19 pandemic. Persons returning from international travel should follow CDC guidance regarding quarantine following travel.

## I. Arrival and Dismissal

New arrival and dismissal procedures will be implemented to minimize crowding and reduce risks of transmission of illness due to close proximity. Students will be supervised by staff throughout arrival and dismissal.

- New procedures apply to all students, whether arriving/departing by car, bike, foot, or bus.
- Pathways are marked with 6-ft distance markers to encourage waiting students to maintain their distance.
- Signs indicate the entry and exit points for specific class groups to reduce or eliminate the mixing of cohorts of students.
- Students will always be required to wear their face covering during arrival and dismissal.
- Campus entrances and exits are marked to provide guidance for drop-off and pick-up and include reminders about Health Check requirements.
- Arrival and Dismissal times are staggered, allowing 10-15 minute windows of time for each student group by grade or cohort (as determined and communicated by the Head of each school division).
- For students arriving late or requiring early pick-up: Parents/guardians should communicate to school staff with advance notice where possible and will be directed to wait in a designated area while wearing their face covering. The student will be escorted to/from them.



## J. Movement Procedures Within Buildings

While on campus and indoors, students will be instructed and reminded to maintain physical distancing.

- Students will walk only on the right-hand side of all hallways. Campuses will utilize signage on walls to encourage proper movement to limit contact, as well as floor signage to encourage 6-foot distancing where possible.
- One direction / one-way hallways and stairwells will be used when possible to assist with the flow of student movement.
- Staff members will monitor hallways and escort class changes when possible to ensure the steady flow of students with no congregation in hallways and common areas.





# 3 CAMPUS FACILITIES & TRANSPORTATION SERVICES

Our on-campus plans are designed to promote safe behaviors and prevent the spread of illness. The following procedures and plans will be updated as we return to on-campus instruction for students and as further guidance from county, state and national health agencies is received.

- **Air Circulation:** Facilities inspections have been completed and repairs to windows and screens completed, where necessary, to allow classroom doors and windows to be kept open to increase air flow.
- **HVAC Systems and Air Filtration:** HVAC systems have been inspected and serviced. Systems will be run at maximum capacity for air circulation. Air filters are Merv 13 rated and are being replaced every month (exceeding the manufacturer's replacement schedule at every 3 months).
- **Plexiglass dividers** have been installed in reception areas and other locations where practical and beneficial.



- **Multiple Campus entrance points:** To reduce the number of students in close proximity, campuses will utilize multiple entrance points and stagger the timing for drop-offs and pick-ups. Students will be assigned specific entrance points based on their classroom location and/or grade.

- **One Way Directional Changes:** Students and staff must observe instructions for circulation within buildings and in outdoor spaces, such as one-way corridors or stairways. There are also designated doorways for ingress and egress



- **Repositioning Furniture and Fixtures:** Reconfigured spaces will help to maintain physical distancing (6 foot guidelines). This includes repositioned desk and office furniture as well as furniture in common areas (libraries, specialist classrooms, auditorium, etc.).





- **Touchless Faucets:** Restrooms and handwashing stations will be equipped with touchless faucets to reduce the common touch space.



- **Water fountains** have been disabled and will be replaced with touchless water bottle fill stations.



- **Signs and Markings** will be installed throughout the campuses to assist students and staff in following new procedures (e.g., one-way markers) and maintaining physical distancing (e.g., floor markers every 6-ft.)



- **Gathering Spaces** such as cafeterias, auditoriums, libraries will have capacity strictly limited and activities will be carefully monitored. Furniture has been either removed or repositioned to support physical distancing.



- **Lockers and locker rooms** will not be in use as we return to in-person instruction. Students should be prepared to carry their belongings with them throughout the school day and should arrive at school prepared for participation in Physical Education on the appropriate days.
- **School Buses** will operate with the following procedures in place:
  - » **Significantly reduced rider capacity** on each bus with one passenger seated every other seat (except family members may share one seat)
  - » **COVID-19 Health Questionnaire** must be completed by a parent/guardian BEFORE each student boards the bus each day
  - » **Masks are required** for all bus riders while on board as well as while waiting for the school bus if there are other passengers waiting at the stop. Bus drivers will have disposable masks to provide to passengers if necessary, but students are expected to bring their own masks routinely.
  - » **Students will load the bus from back to front** in order to encourage social distancing throughout the bus ride
  - » **Windows will remain open**, even during cool weather conditions
  - » **Cleaning and disinfection** of buses after morning and afternoon routes
  - » **Hand sanitizer** use by all passengers as they enter and exit the bus
  - » **Bus routes** typically offered in previous school years are likely to be different, so you should not expect to use your "usual" bus stop
  - » **Bus stops** will be locations where students are encouraged to stay physically distanced while waiting at the stop. This must be a joint education effort between families and school personnel.

# 4 LEARNING MODES

*The curriculum remains the same in Distance Learning as In-Person (traditional) Instruction, but the specificities of class instruction and school activities are being adapted.*

The current world health pandemic compels us to reconsider the delivery of the Rochambeau curriculum, but not the foundation of our curricular programs. Our teachers possess a great deal of training and experience in their subject areas and our entire school team is dedicated to the principle that we will work in partnership with families to ensure all students receive the high quality education you expect from Rochambeau. We expect all students to make educational progress and achieve grade-level appropriate academic milestones. It is notable that the French curriculum, the foundation of our Rochambeau programs, is structured around teaching in cycles. With 2 - 3 yr cycles, our curriculum is well-suited to making incremental adjustments within school years and still having students achieve cycle milestones.

## SCENARIO 1: Distance Learning 2020-2021

### Overview and Daily Framework

#### A. Preschool

##### Guiding Principles

- Managing time in front the screen
- Balancing the day
- Giving structure
- Prioritizing routines, habits, rituals
- Creating community: social interactions and interactions

##### Daily Framework

- 5-day school week with 4-day/1-day scheduling to facilitate class groups with subject area specialists, groups, and options
- Increased whole class instructional hours (synchronous instruction) - as compared with Spring 2020 programs
- New format for break-out sessions
- Small groups focused on oral expression
- Regular individual meetings
- Daily Office Hours opportunities
- Daily instructional hours between 8:30 am and 3:00 pm, followed by office hours (optional).
- Daily start times vary by grade: MS and GS - 9am
- Mid-day lunch breaks for 90 min
- Petite Section (PS) Class modifications:  
We have decided not to offer Petite Section (PS) classes until at least October 5 as our youngest students have dramatically different needs from our older students that distance learning cannot handle. Our academic team continues to plan to welcome our PS students later this school year as we are able to safely resume on-campus instruction.



## B. Elementary School Program

### Guiding Principles

- Build a class culture and community,
- Establish relationships with families and students,
- Promote collaboration at the students and teachers' level
- Maintain a safe, open and caring environment for everyone

### Daily Framework

- 5-day school week with 4-day/1-day scheduling to facilitate class groups with subject area specialists, groups, and options
- Increased whole class instructional hours (synchronous instruction) - as compared with Spring 2020 programs
- New format for break-out sessions
- Small groups focused on oral expression
- Regular individual meetings
- Daily Office Hours opportunities
- Daily instructional hours between 8:30 am and 3:00 pm, followed by office hours (optional). Daily start times vary by grade: MS and GS - 9am, 1st - 5th grades - 8:30 am.
- Mid-day lunch breaks for 90 min



## C. Middle School Program

### Guiding Principles

- Full day schedule organized around scheduled synchronous and asynchronous sessions
- Build a class culture and community
- Promote collaboration at the students and teachers' level

### Daily Framework

- Full day schedule organized around scheduled synchronous and asynchronous sessions
- Teachers are responsible for defining the framework of the asynchronous sessions (individual and group assignments and individual support for students who need it)
- In a daily schedule including 6 periods, 4 will be synchronous
- In a daily schedule including 8 periods, 5 will be synchronous
- The total number of assigned class periods will vary by grade and options selected
- Each synchronous class lasts 50 min with a 10 min break between each period
- For each 2 hour class, 1.5 hour of synchronous work will be scheduled with a 30 min asynchronous period for individual or group work
- Daily instructional hours between 8:30 am and 3:20 pm, with some additional class times between 3:40 and 5:20 pm to accommodate subject options (not daily)
- Mid-day lunch breaks for 1 hour
- New chromebook devices for Middle School (starting in October/November)



## D. High School Program

### Guiding Principles

- Full course schedule will be maintained including core subjects and options to position students well for college admissions and Bac success and honors
- Preparation for 11th and 12th grade Bac exams will receive the attentive focus of teachers and academic support team
- Full day schedule organized around scheduled synchronous and asynchronous sessions

### Daily Framework

- Teachers are responsible for defining the framework of the asynchronous sessions (individual and group assignments and individual support for students who need it)
- In a daily schedule including 6 periods, 4 will be synchronous
- In a daily schedule including 8 periods, 5 will be synchronous
- The total number of assigned class periods will vary by grade and options selected
- Each synchronous class lasts 50 min with a 10 min break between each period
- For each 2 hour class, 1.5 hour of synchronous work will be scheduled with a 30 min asynchronous period for individual or group work
- Daily instructional hours between 8:30 am and 3:20 pm, with some additional class times between 3:40 and 5:20 pm to accommodate subject options (not daily)
- Mid-day lunch breaks for 1 hour
- Distance learning schedules will be adapted from traditional in-person instructional schedules to reflect differences in online learning times as compared to in-person. Notably, where some high school students might be scheduled for 38 hours of on-campus instruction, sustaining 38 hours of screen time learning would be neither necessary nor effective.
- University Counseling team will continue to prepare students and guide families in their application process with individual and group meetings as well as virtual visits with representatives of top universities.

## SCENARIO 2: HYBRID - On-Campus and Distance Learning

### Overview and Daily Framework

When it is determined to be safe for students and faculty to return to in-person instruction students would be permitted on campus in small class groups (approx. 10 - 20) and the overall occupancy of the school building would be reduced by about 50%. To adhere to health guidelines, students in some grades would receive instruction both in-person and online (Distance Learning) in alternating week rotations.

#### A phased approach to students' return to campus:

1. **Each phase lasts for a duration of 1 - 3 weeks.** This enables students to establish critical routines, adapt to the physical environment, and carefully observe social distancing protocols. This also enables school staff to measure the effectiveness of prevention efforts.
2. **Some class groups will receive priority** for a return to in-person, on-campus instruction. Based on the results of the Parent Survey, as well as pedagogical studies about the learning styles for young students, we will give priority to the youngest and the most vulnerable students.
3. **Reduced class sizes** will be in place for all students attending in-person instruction in any phase. The size of the class group will take into consideration the capacity limits of the class meeting room based on maintaining 6 ft. distance between individuals. (Most classes will include 10-15 students, with some up to 20 students and meeting in larger gathering spaces).
4. **Some student class groups will be divided** and will attend in-person classes in rotation during A / B weeks, with students being provided distance learning instruction for their week of instruction when not on campus.
5. **Some grade levels will be moved from their typically assigned campus location** to accommodate our physical distancing plans:
  - Bradley Campus: PS, MS (Pre-K) and GS (K) for students under age 5
  - Rollingwood Campus: GS (K) and grades 1
  - Forest Road Campus: grades 2 through 12

#### Grade Assignments for each Phase:

##### Phase 1 - Monday, October 5th

- PS (3 y.o.) Preschool classes - at Bradley Campus (morning only, ½ day on campus)
- MS (4 y.o.) Preschool classes - at Bradley Campus (morning ½ day on campus, afternoon distance learning)
- CP / 1st grade - at Rollingwood Campus
- Immersion for CP, CE1 and CE2 - at Rollingwood Campus
- CE1 / 2nd grade - at Forest Road Campus



##### Phase 2 - Monday, October 26th

- GS / Kindergarten - GSA and GSC classes meet at Bradley Campus
- GS / Kindergarten - GSB class meets at Rollingwood Campus (morning ½ day on campus, afternoon distance learning)
- CE2 / 3rd grade - at Forest Road campus
- Terminale / 12th grade lab classes only (SPC and SVT) - at Forest Road campus. 2-hour lab sessions, only on Tuesdays.



##### Phase 3 - Monday, November 9th

**All classes with split class groups, A/B/C alternating weeks on-campus / distance learning**

- CM1 / 4th grade - at Forest Road campus (4 days per week on campus, Thursday distance learning)
- CM2 / 5th grade - at Forest Road Campus (4 days per week on campus, Thursday distance learning)
- 1ère / 11th grade lab classes only (SPC and SVT) - at Forest Road campus. 2-hour lab sessions on specific days as assigned. **Start-date: November 17th.**



## Scenario 2: Guiding Principles

### Nursery school (PS, MS and GS classes)

- **Daily in-person half-day schedules from (approx. 9am to 12:30pm).** This schedule for in-person instruction will enable the full delivery of our educational programming but maintain compliance with the childcare requirements that children are always with the same cohort of students and teachers.
- **Daily afternoon instruction via distance learning** for MS and GS classes.
- **Distance learning will remain an option for MS and GS students who prefer it.** Students will continue to receive live instruction from their teachers. The new schedule will include morning instruction in English, Flsco, SLS and other asynchronous work, and afternoon instruction provided in French
- **Return to school for the TPS will be postponed** until we can reopen without restrictions. We do not believe social distancing is compatible with the social and emotional needs of 2 year old students.

### Elementary School (CP/ 1st grade - CM2/ 5th grade)

- **Full-time In-person instruction** will be offered for CP/1st grade, CE1/2nd grade (including Immersion classes) and CE2/3rd grade with potential adjustments based on the available capacity and resources.
- **A hybrid reopening** will be offered to CM1/4th grade and CM2/5th grade levels. Students in these grades will be organized into 3 groups (A, B, C) so that students who choose on-campus instruction will attend 2 weeks out of every 3 week cycle.  
 Week 1: Group A + B  
 Week 2: Group B + C  
 Week 3: Group A + C  
  
 On campus program for CM1 / 4th grade and CM2 / 5th grade takes place 4 days per week (Monday, Tuesday, Wednesday and Friday). Thursday will remain distance learning for all students in these grades.
- **A full-time distance learning option will remain an option for all elementary students.** For CP/1st grade and CE1/2nd grade, at least one teacher for each grade will be dedicated to distance learning so that the current schedule will be maintained. (Additional teachers would be assigned based on the number of students enrolled in distance learning.) For CE2/3rd grade - CM2/5th grade, students will participate in their assigned class through live-streaming from their teachers and will continue to have access to office hours for additional support.

### Secondary School (6e/ 6th grade - Terminale/ 12th grade)

- **During the initial phase of on-campus,** the secondary school remained on full distance learning mode. On-campus visits have been organized for specific activities or programs. For on-campus instruction, student cohort groups will be established and maintained, physical distancing will be in place, enhanced cleaning and sanitizing protocols will be practiced.
- **As students return to for in-person instruction, priority will be given to students in key transition years as well as exam preparation years.**
- **A hybrid reopening (alternating one week in-person and one week online)** may be offered to some secondary grade levels in order to better provide an environment for physical distancing. Students continuing in distance learning will participate in their assigned classes through live-streaming from their teachers.

## SCENARIO 3: Adapted FULL-TIME On-Campus Instruction

All students are invited to return to full-time instruction on-campus. Classes will be conducted with regular class sizes (18-25 students) and enhanced health protocols will be maintained in alignment with guidance received from county, state and national health agencies. This may include any/all of the Health and Safety Policies and Protocols outlined earlier in this document (one-way movement in hallways/corridors, health isolation rooms on campus, daily Health Questionnaire, staggered arrival / dismissal times for students, modified Physical Education class activities, etc.)

### » Distance Learning Class Options Will Be Maintained Throughout 2020-2021

Families in the 2020-2021 school year will have the option for their child(ren) to participate in distance learning classes even at the time when the campuses reopen for in-person instruction.

This may take several formats and may depend on the specific class and/or circumstances involved. Our classrooms are now all equipped to support live-streaming of classes OR there may be a teacher dedicated to the distance learning curriculum.

The organization of this will depend on the grade level of the students, the number of students in a particular class group, and the overall learning needs of the students.

### » The Decision to Reopen Our Campuses for In-Person Instruction

The determination of when to reopen our campuses for in-person instruction rests with the Board of Trustees, though the work of gathering information and preparing our plans has been a collaborative effort of our Covid Preparedness Team of School Directors and Administrators as well as the "COVID-19 Data Evaluation Working Group" of school medical staff and volunteer parent health advisors tapped by the Board to assist in this work.

The Board's decisions are being informed by several key criteria:

- **Health Data:** The local, state, national and international health metrics and reports from COVID Data group.
- **The Maryland State Department of Education** guidelines confirming a hybrid reopening for schools would be permissible under the current health conditions.
- **School Resources and Needs:** A sufficient alignment of our school's resources (classroom spaces, new health procedures, availability of teachers, technology innovations) and needs expressed by families, especially at the Primary grades.
- **Montgomery County Recommendations:** The guidance advising private schools to remain closed was initially issued in August but expires on October 1.

*We recognize that the return to in-person instruction is not without some measure of risk for students, families, teachers and our wider community. We understand that each family will make their own decision about whether and when to participate in on-campus instruction. We will do our part to minimize health risks by following the health guidelines from Montgomery County, State of Maryland and CDC.*



# 5 STUDENT WELL-BEING

We recognize that this is a challenging time for our community members to understand and cope with the changes in our lives and the impacts of this world health pandemic.

Whether our students are physically distanced or participating in in-person learning, we have **5 goals for Social Emotional support of students in Fall 2020:**

## 5 Goals for Social Emotional support of students:

1. Help students feel connected
2. Build connections with new students
3. Link social and emotional learning with academic topics
4. Help students develop positive self-talk and self-perception
5. Help both teachers and students practice self-care

To accomplish these goals we have a dedicated teaching staff including, 1 school counselor for primary grades, 1 school counselor for secondary grades, and a "vie scolaire" team for secondary grades.

## Specific measures in place for the 2020 Fall Semester:

- Training for all teachers during professional development before the start of school
- Work with students to understand and address impacts of COVID-19 on student (personal) emotional wellbeing
- Interventions, at least once per week, in class to present different activities on connectedness, mood check, etc.
- Work with students individually or in small groups, according to their needs
- In secondary, "vie scolaire" staff will check in with students on a regular basis

Additionally, our counselors will continue their series of e-newsletters that include family resource articles, tips for mindfulness and stress management, mental health resources, and more.

### CONFLICT RESOLUTION FOR KIDS

#### LA RÉOLUTION DES CONFLITS POUR LES ENFANTS

**Maternelle (TPS - GS)**

Il est important de commencer à enseigner et à [modéliser](#) l'utilisation des [techniques](#) de résolution des conflits dès le plus jeune âge car les jeunes enfants apprennent plus vite et pour la vie ! Voici [quelques stratégies](#) utiles.

It is important to start teaching and modeling conflict resolution techniques early because younger children learn faster and for life! Here are some [useful strategies](#).

**Elémentaire (CP - CM2)**

Thomas et Moby enseignent aux enfants des stratégies de [résolution des conflits](#), en restant calme et en faisant des compromis. Pour aller plus loin, voici d'autres [ressources](#) !

[Tim and Moby](#) teach kids important conflict resolution strategies, staying calm, and compromising. [Support](#) your child's learning with more conflict resolution [tips](#).

**Collège (6e - 3e)**

Malheureusement, l'âge ne résout pas tout, et parfois les conflits deviennent même plus complexes pendant l'adolescence. Voici quelques [idées](#) pour aider vos enfants.

Unfortunately, age does not solve everything, and sometimes conflicts even become more complex during adolescence. [Help](#) your older children learn about conflict resolution.

**CONFLICT RESOLUTION STEPS**

- 1. Stop the conflict**  
Stop everything in the room.  
"Arrêtez tout dans la pièce."
- 2. Name the problem**  
Take 10 seconds to think about the problem.  
"Prenez 10 secondes pour réfléchir au problème."
- 3. Think of solutions**  
Everyone works together to find the problem.  
"Tout le monde travaille ensemble pour trouver le problème."
- 4. Make a choice**  
Choose a solution together.  
"Choisissez une solution ensemble."



## 6 Tips for Coping with Covid-19 Stress

Fear and anxiety about a new disease and what could happen can be overwhelming and cause strong emotions in adults and children. Coping with stress in a healthy way will make you, the people you care about, and your community stronger.

### Take care of your body



Take deep breaths, stretch, or meditate. Try to eat healthy, well-balanced meals. Exercise regularly. Get plenty of sleep.

### Make time to unwind



Try to do some other activities you enjoy that takes your mind off things.

### Connect with others



Talk with people you trust about your concerns and how you are feeling.

### Take a break from Social Media



Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting.

### Take care of your emotional health



Taking care of your emotional health will help you think clearly and react to the urgent needs to protect yourself and your family.

### Know support services



Know where and how to get treatment and other support services and resources, including counseling or therapy (in person or through telehealth services).



# 6 TECHNOLOGICAL TOOLS AND INFRASTRUCTURE

We are focused on providing students and teachers with technology tools that enable them to be successful. In 2020-2021, new technology learning platforms will be used in connection with training for students, faculty, and families. This will enhance flexibility in learning formats and improve communications. We will also provide adaptations in each classroom to facilitate in-person and distance learning, including live streaming capabilities

## » Technology Learning Platforms

New technology learning platforms will be used in 2020-2021 to enhance flexibility in learning formats and improve communications:

- Brightspace
- Zoom
- and more

**Continuing utilization of some technology platforms,** varying by grade and class, but with integrations into new learning platforms:

- Google suite of products and apps
- Seesaw
- Pronote
- Padlet
- and others

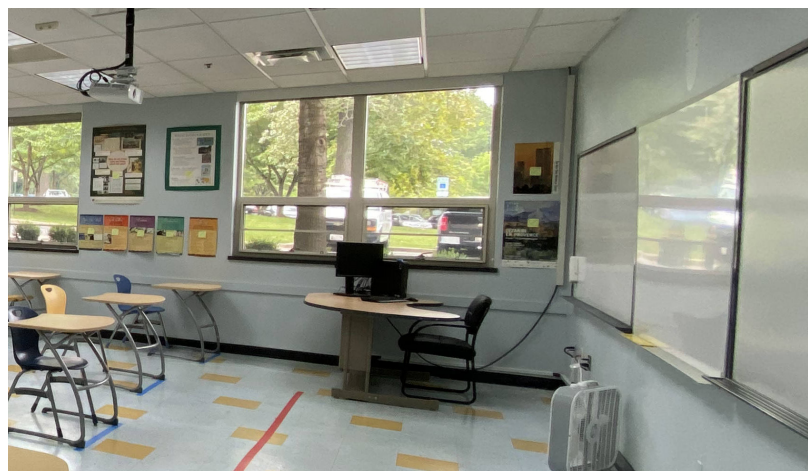
## » Student Device Plan 2020-2021

- 3rd - 9th grades (CE2 - 3ème) will receive school-issued iPads at the start of the school year
- 6th - 9th grades (6ème - 3ème) will receive new Chromebook devices later in the fall (December/January due to sourcing delays outside our control); those students will return their iPad devices at that time
- Kindergarten, 1st and 2nd grades (GS - CE1) will receive school-issued iPads in mid-late Fall 2020 (October/November)
- 10th - 12th grades (2nde - Terminale) will continue to utilize personal technologies according to our BYOD "bring your own device" practices
- E-textbooks will be used for some subjects and by some classes where pedagogically appropriate. In those cases, the necessary licenses will be added to school-issued devices.

## » Classroom Technology

All classrooms have been equipped with new equipment to enable interactive teaching and learning, including live streaming capabilities:

- interactive display boards
- new projectors
- 360 web cameras



# 7 EXTRACURRICULAR ACTIVITIES

We are developing our plans to offer small group activities both online and in person. We will only offer in-person activities that conform with the health and safety guidance from county, state and national health agencies.

# 8 APPENDICES

## » Appendix A - Mask Info

*Below is a letter sent by Rochambeau to parents.*

Dear Parents,

**The health office staff at Rochambeau are committed to doing all we can to reduce the risk of spreading the coronavirus and other contagious diseases. Although we cannot bring the risk of contracting the virus to zero percent, if everyone does their part and works together, we will get as close as we can.**

**We must work together as a community. Please closely monitor the health of your child and keep them home when necessary.**

**It only takes one person to put the school community at risk. One student carrying the virus could lead to their classmates being quarantined, a staff member becoming ill or the virus being carried home to a vulnerable family member.**

*Please read the following carefully:*

Your child will need to have at least 5 fitted, fabric face coverings or masks prior to the beginning of the school year. A cloth mask needs to fit well (no gaps) covering the mouth and nose and be comfortable enough to keep on. Your child should wear a clean one each day of the week and have available a second (back up) mask in case their mask becomes soiled or wet during each school day. Send in 2 lunch-sized brown-paper bags each day: one labeled "clean" containing a clean face covering and one labeled "in use". Your child will store their mask in the "in use" bag when they are not wearing it.

Please follow these instructions regarding the use of masks:

1. Handling of mask: wash your hands with soap and water or use hand sanitizer before putting on or removing your mask.
2. How to put on and take off: handle by straps, do not touch fabric.
3. Storage of any mask: store in paper bag or paper envelope not plastic when not in use.
4. Care of fabric face coverings or masks: use one per day then wash. Fabric masks should be machine washed or washed in a sink using regular laundry soap and allowed to air dry.

Masks do make us feel safer, but any benefit of wearing a mask will be quickly negated if we lose our resolve about **social distancing and hand washing**. Face masks mostly protect others if we are carriers of the virus.



## Information resources about masks:

- If you need advice on buying a mask [click here](#)
- How to make a cloth face covering [click here](#)
- How to properly wear a mask [see the video](#)





### Information about handwashing and cleaning:

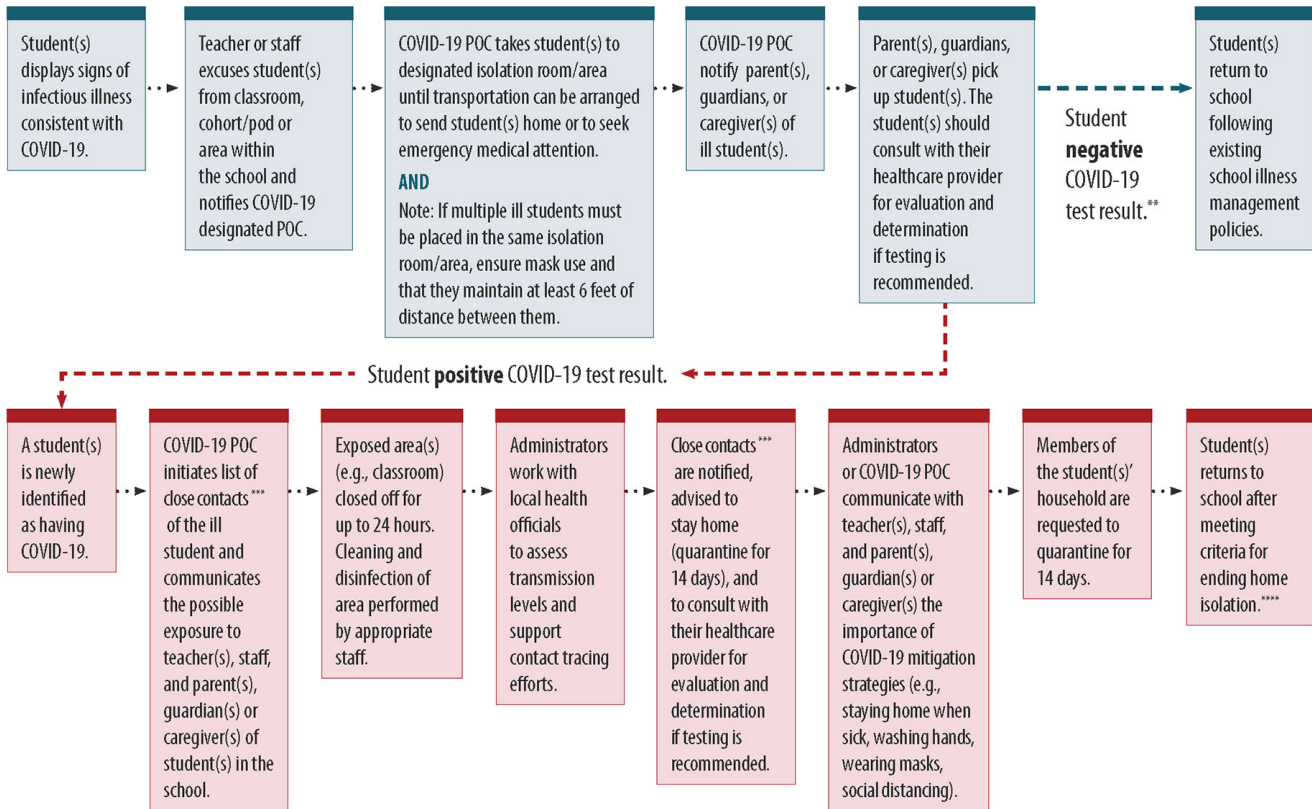
- Please review with your children the importance of frequent and proper hand washing. **Proper handwashing with pictures**
- Please reinforce the cleaning of frequently touched surfaces especially phones and computers. A cloth may be spritzed with rubbing alcohol and used to wipe off the keyboard or use a disinfecting wipe.



Remember social distancing at all times 2 meters, or 6 feet.

## Appendix B - CDC Guidelines

### WHAT TO DO IF A STUDENT BECOMES SICK AT SCHOOL OR REPORTS A NEW COVID-19 DIAGNOSIS\*



CS 319661A August 31, 2020 1:11 PM

**Note:** COVID-19 POC = the designated point of contact (a staff person that is responsible for responding to COVID-19 concerns, such as a nurse)

\* Scenario based on geographic area with community transmission of SARS-CoV-2 the virus that causes COVID-19.

\*\* With no known close contact

\*\*\* Close contact is defined as someone who was within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask.

\*\*\*\* Student can end home isolation after meeting all of the following three criteria: at least 10 days since symptoms appeared, at least 24 hours with no fever-reducing medication, and symptoms have improved.

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

Chart source: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/student-becomes-sick-diagnosis-flowchart.html>





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