



CTTCS Re-Entry Plan "Stronger Together"

"The body does not consist of one member but of many."

1 Corinthians 12:14



August 7, 2020

Introduction


Dear Families and Friends of CTTCS,

“The body does not consist of one member but of many.” (1 Cor 12:14). In St. Paul’s first letter to the Corinthians, he exhorts us about the “oneness” of the Body of Christ: the Body to which we all belong. Simply put, when we are working together, we are the strongest. Just like the fingers do not work without the tendons, ligaments, and muscles of the whole hand and arm, we do not work in insolation. The body (either the physical body or the Body of Christ) only works when all the parts are working in unison. Teamwork, or oneness, is how we live together in harmony as we continue to do God’s will here on Earth. Thus, this return-to-school plan being aptly named “Stronger Together” creates a plan where we all work together as a group of individuals to form the Body that is Christ the Teacher Catholic School. For when we are one, we are ***Stronger Together***.

We want to thank you for your patience and understanding during this taxing spring and summer. The road ahead is still uncertain, but we are confident that our plan, presented here, takes into account our school community’s needs, your parent feedback, and above all: the health and wellness of our students and staff while providing a well-rounded Catholic education.

The guidance that formed this document was based on a variety of sources: the Diocese of Wilmington, Delaware Department of Health, Governor Carney’s office, CDC, and the American Academy of Pediatrics. The guidance set forth in this document is implemented in the hope to diminish the spread of illness. As with any working plan, this document is a living document and will be revised as new guidance is received and mandated or recommended by the State of Delaware and the Diocese of Wilmington.

The decision to go hybrid (explained in this document under **“Attendance”**) was a consultative process between the office of Governor Carney and the Catholic Diocese of Wilmington Catholic Schools Office. This schedule will be in place until the second week of October and will be reassessed and updated at that time. An updated calendar will be provided as well when it is finalized. **The first day of school will be either September 3 or 4, depending on your child’s hybrid arrangement. You can expect to learn which group your child is in by August 17 at the latest.** Please understand that we studied a variety of schedules before we came to the conclusion that this schedule provided students with (1) the most face-to-face hours to connect and form a positive relationship with teachers, (2) the best opportunity to re-connect and make much-needed peer bonds, and (3) a consistent schedule. It also allows for recess and special classes on a consistent basis. It also reduces class sizes, for the time being, from 30-32 students to 15-17 students, allowing for physical and social distancing and gives teachers exciting, new opportunities for interaction with their students in the classroom. We also studied a variety of on/off schedules as well as a half-day model. Every scenario was mapped out and asked “What is best for our students, staff, and families?” When compared to the other models, our selected model provides the most productive



experience for all children without jeopardizing the excellence in education that CTTCS is known for. We realize it is not a plan that will be easy.

As we begin this new school year, CTTCS will focus on the “**Four W’s:**” (1) **Wear your mask,** (2) **Watch your distance,** (3) **Wash your hands,** and (4) **Wellness screenings.** Signs with the four W’s will be posted throughout the building and we will create a culture among students, families, and staff to be hospitable to others while reminding them, with an attitude of mercy and respect, to follow the “Four W’s.” It is our hope that we will create a positive environment in which to help others take care of one another as Jesus calls us to do through service. This integration of our four pillars will ensure a successful re-entry into our school building.

Please carefully read and re-read this document. We understand that this school year will be the most unconventional and difficult of all; however, your patience and positivity are key to starting the school year smoothly. Your positive attitude with and in front of your children will help to set the tone in their classrooms and for their teachers.

In closing, we thank you for your patience, your time, and your questions. After reading through this document two or three times, please reflect and send us any questions with a possible resolution. While we have been working daily on our re-entry since June 23rd, we hope we have anticipated all questions and concerns, but would be happy to engage in thoughtful, positive dialog surrounding our plans and how we came to our final conclusions.

We thank you for sharing your most prized treasures: your children with us each day. We cannot wait to see them (and you!) back on our campus in September.

Thank you for putting your faith and trust in us during this trying time. There is no greater gift than a Catholic education and the trust you place in our institution speaks volumes to the community and your children. We are so happy that you are part of the CTTCS family!

In closing, a quote from our patroness, the Venerable Catherine McAuley: “The simplest and most practical lesson I know is to resolve to be good today, but better tomorrow.” As we begin this new school year let us take each day and place it in God’s hands: one day at a time.

For when we place our trust in each other and in our God, we then are truly are **Stronger Together.**

In Mercy,

Mr. Stephen Adams, Principal

Mrs. Kathy Lee, Assistant Principal

Attendance

- **Pre-Kindergarten, Kindergarten, and First Grade**

- All students will report daily, Monday-Friday, to their classrooms.
- These students will be spread out 4-6 feet and grouped into some shared spaces with teachers and classroom aides.
- Rooms will practice all protocols regarding distancing and cleaning as outlined in this document.

- **Second through Eighth Grades**

- Students will report on a rotating basis, every other day. One week students will attend in person on Monday, Wednesday, Friday, and on opposite weeks they will attend in person on Tuesday and Thursday.
- Students will be in a “**maroon**” or a “**gold**” group based on their last names. You will be notified no later than August 17 as to which homeroom your child is in, as well as the reporting group they are in.
- A calendar will be provided so families know which day(s) they report from the first day of school until October 12. October 12 is the date that the Diocese set for reevaluation of the hybrid schedule.
- On the days that students are at home, they will be given a list of review, reinforcement, practice, and enrichment activities on a platform called Google Classroom. On these days the students will have a check-in with a teacher to pray together, answer any questions about assignments, and troubleshoot any technical issues. The check-in will last approximately 30 minutes each day and will be scheduled at the same time and with the same teacher.
- Your child’s teacher will provide more information regarding the check-ins during a virtual Back to School Night as well as due dates for work completed at home.
- Attendance will be taken at online meetings, as directed by the Diocese of Wilmington Schools Office.
- Information is forthcoming regarding the at-home virtual environment as we move closer to the start of the school year in order to give our teachers time for planning and professional development.

● **Software & Programs**

- In response to parent concerns around the software platforms that were used last spring, we have decided to utilize common programs in all grade levels. Training on these programs will be given by Ms. Luce on a website that is being developed.

● **Technical Support**

- Ms. Cindy Luce, Instructional Technology Coach, will be available during each school day for students at home from 8:30am-2:30pm to help with technical issues via Google Meet. She will also be available for one hour each evening. More information will be provided when it is ready.

● **Adjustments and Modifications**

- This hybrid schedule is in effect from the first day of school until October 12. After that date, necessary changes may be made to the program based on what we learn during our first six weeks.

Arrival & Dismissal

● **Prior to Arriving to School**

- All children who are staying home due to illness (even if not Covid-related) must report the absence to school. Please call the school and leave a message on the absence line or send an email to office@christtheteacher.org with the reason for your child's absence. This will help us track data and keep in touch with you if needed. If you do not report the absence in the morning, we will give you a call during the school day.
- All families are asked to complete the following checklist for their children each morning before coming to school. If you answer 'yes' to any of these questions, please keep your child home, seek out advice from your child's doctor(s) and send an email to the following four persons: the main office, the school principal, the school nurse, and the child's homeroom teacher.
 - Do you have a temperature of 100.4°F or higher?
 - Do you have any of the following symptoms: shortness of breath, cough, fatigue, muscle aches, new loss of taste or smell, sore throat, vomiting, or diarrhea?
 - Have you been in close contact (i.e., within 6 feet for more than a few minutes) with a person with confirmed COVID-19 during the past 14 days?

● **Arrival**

- Will remain from 7:35-7:45am. All students should be in the building by 7:45 at the latest.

- Parents/guardians are required to remain in their vehicles.
- Pre-K: Enter in through the front door of the main building by the first grade classrooms, closer to the playground. This is not the new building doorway. Parents must hand their child off to the teacher or aide everyday in PreK. The entry will be marked.
- Kindergarten: On September 3 and 4, parents park in the large parking lot and walk their children to the front door and the Kindergarten teachers will greet the students. Students will be sent directly into the building to be met by the teaching assistants. Beginning on September 8, Kindergarten children are expected to enter the building independently starting at 7:35am. Teachers and staff will be there to guide them on their first few independent days. More direction will be given by the Kindergarten teachers.
- Gr. K-4: Enter by the main doors opposite the Front Office.
- Gr. 5-8: Enter by the main doors at the Front Office.
- All students must be able to enter the building independently.
- When children enter the classrooms, they will use hand sanitizer.
- Please maintain 6 feet apart during arrival time.
- All students must wear masks during arrival.
- **Dismissal**
 - Will remain at 2:57pm.
 - Parents are requested to not congregate at the front of the building, but wait outside their vehicles until the children come out of the building. Please maintain six feet of distance between one another.
 - Masks must be worn by all students and parents during dismissal.
 - PreK students must be picked up at the entrance to the new building at dismissal time.
- **Late Arrival**
 - After 7:50, parents must park their cars and walk their children up to the main door (wearing masks).
 - Students may not be sent unaccompanied to the front door.
 - Parents will ring the bell and wait for the students to be admitted.
 - Parents will not enter the building.
- **Early Dismissal**
 - Is discouraged. We cannot process early dismissals after 2:30pm.
 - A note or email must be sent to your child's teacher and the front office in the morning.
 - Procedure: Call when you arrive on campus. Park your car, walk to the front door. Place your ID in the window. Your child will be sent out when he or she is ready.

Athletics

- Only outdoor sports will be permitted during this time: cross country, soccer, and softball. Volleyball will be postponed until the spring season.
- More communication regarding fall sports will come from Mr. Hackett.
- At this time, the gym is not open to outside groups.

Classroom Spaces

- Class sizes will be spread out in PreK, K and grade 1, and significantly reduced in grades 2-8.
- Students will be spaced three to six feet between desks.
- Student desks will be facing in one direction.
- All area carpets and extra equipment will be removed from the classrooms.
- PreK students will maintain a six foot distance while napping.
- Students will alternate the time to visiting cubbies, lockers, and center areas.
- Windows will be open to allow for ventilation. The one classroom without a window has a HEPA-filter air purifying system.
- Technology will be sanitized after each use.

Cleaning

- All areas and classrooms will be disinfected regularly throughout the day, as well as during the evening by our cleaning contractors.
- BioProtect is a chemical approved by the EPA and CDC to treat surfaces with an electromagnetic spray that prevents the growth of bacteria and viruses. All surfaces in the school will be treated using this method every 3-4 weeks in addition to the nightly cleaning procedures.
- The playground will be disinfected after each use.
- Areas that are touched often will be disinfected on a regular basis throughout the school day.
- Toys, equipment, and shared supplies will be disinfected after each use.

Common Areas

- **Bathrooms**
 - Number of persons is never more than the number of sinks in a bathroom.

- Signage will be displayed on bathroom doors reflecting the maximum number of persons allowed in a bathroom at one time.
- Place markers at which students stand to wait for bathroom use will be spaced outside of bathrooms.
- Hand washing and hygiene signs will be posted.
- **Hallways**
 - All students will wear masks.
 - Students will respect social distancing.
 - Appropriate signage will be displayed.
 - Classes will follow posted direction markers.
 - Staggered times will be used for grades using lockers.
- **Specials Classrooms**
 - Most specialist teachers (Art, Spanish, Music, etc.) will instruct in the homeroom classrooms.
 - The gymnasium will be available for PE classes, though outdoor classes will be utilized as much as possible.
 - Music lessons will not include singing.
 - Art materials will be sanitized after each use.
 - Disinfected library books will be available on a rotating basis.
- **Water Fountains**
 - Students are asked to bring a full water bottle to school each day.
 - Students need to be able to open and close their water bottles without assistance. We recommend flip top bottles for younger students instead of screw tops.
 - We plan to have water bottle filling stations installed in the school over the summer.
 - Drinking fountains will be turned off.

Extended Day (Before and After Care)

- Both programs are still open.
- Drop Off and Pick Up remain in the back of the school.
- **Before Care**
 - Opens at 6:45am (earlier time).
 - No drop-offs after 7:30am.
 - Students will be appropriately spaced in the cafeteria and have time outside in cohorts.
 - Drop Off Procedure:



- PreK parents/guardians-walk students to the back door (wearing masks)
- Gr. K-8 parents/guardians remain in cars. Students walk to the back door independently (wearing masks)
- **After Care**
 - From 3:00pm to 6:00pm.
 - Students will be appropriately spaced in the cafeteria and have time outside in cohorts.
 - Procedure:
 - All sign outs will be in the back door lobby to the cafeteria. Parents will not be permitted past the lobby.
 - Masks required at all times while signing out.

Health Protocols

- **Screening**
 - See section above on “Arrival & Dismissal”
- **Protocol When a Student is Sick**
 - Students who are sent home with a fever may only return after they are fever-free for 24 hours without the help of fever reducers (Tylenol, Advil, etc.).
 - Students who are sent home during the school day (or after care) due to illness must be picked up within 60 minutes.
 - The school nurse will provide additional information regarding when the student can return to school to the parent/guardian upon pick up.

Hygiene

- **Handwashing/Hand sanitizing**
 - At home, parents should reinforce good handwashing practices.
 - Teachers will provide opportunities throughout the day for hand washing and hand sanitizing.
 - Students will wash or sanitize hands before and after eating a snack and/or lunch.
 - Hand sanitizer is considered an over the counter medication in Delaware. Any parent who does not want their children to use hand sanitizer should send a hand-written, signed note to the nurse immediately.
 - Teachers will have access to hand sanitizer throughout the day.

Lunch/Snack

- **Snack**

- Snack time will still be provided throughout the school day at varying times. Please provide your child with a snack that can be opened independently by your child. Items such as twist tops, tube yogurts, etc., are difficult for many children to open and would require a teacher putting their hands on the item that may go into your child's mouth. Please use time at home to practice opening difficult containers or packages.

- **Lunch Spaces**

- Students in grades PreK4, Kindergarten, and First Grade will eat lunch in the cafeteria at three separate lunch periods, socially distanced and facing the same direction.
- Students in PreK3 and Grades 2-8 will eat in their classrooms.
- Students must stay in their assigned seats and remove their masks while eating.
- Lunchroom moderators will disinfect tables after lunch.
- As always, if your child has a food allergy, please alert the school nurse so we can ensure a safe environment for lunch and snack time.
- See the above note under "Snacks" regarding opening of difficult items.

- **Hot Lunch Program**

- Our hot lunch program will still be offered. Lunches will be individually packaged and wrapped in grab-and-go style containers.

Personal Protective Equipment (PPE)

- **Masks**

- Must be worn by all students (PreK-8), staff, and visitors as soon as they arrive on campus.
- **Masks must be a solid color, print, plaid, geometric design, etc. No words/writing, photos, or questionable masks or branding are permitted. Storybook/superheroes are permitted. Sports logos are permitted.**
- Face gaiters are a permissible option; however, they must be of double thickness (two-ply cotton material).
- Students should bring an extra mask with them each day in case they need to change it.
- Wash masks every night in hot, soapy water.
- Students in Grades 3-8 must wear a mask at all times when they are in the building.



- Teachers will wear face shields and masks.
- PreK, K, 1, and 2 students must wear a mask while traveling to other areas of the building and at arrival and dismissal. PreK, K, 1, and 2 students are recommended but not required to wear masks in the classrooms. Parents who wish for their child to wear a mask in the classroom must send a note to their child’s homeroom teacher.
- We suggest that parents send students with a zip-lock bag, labeled with the students’ names, to place their mask in while not using it (lunch, recess, etc.)
- **We ask that you mark the front of your child’s mask with their first name so that teachers can more easily learn new names.**
- Families should model good mask behavior at home (remove from ear loops only, do not pull down mask from front, do not touch front, inside or outside of mask, do not wear mask below nose, wash/sanitize hands before and after removing, change mask when damp).
- All adults who enter campus must wear a mask.
- The nurse will wear a mask and gloves when interacting with students.
- The maintenance crew will wear masks and gloves while cleaning the building.
- **Gloves**
 - Gloves have not been proven to be necessary for students or staff to wear. Instead, an emphasis should be placed on proper handwashing and sanitizing.

Recess/Playground

- Students will go outside and play as much as possible. Recess will be scheduled.
- Students will wear masks on the playground if they are less than 6 feet apart.
- Playground equipment will be sanitized after use.
- The number of students outside at one time will be limited.
- Students will be encouraged to play games that align with social distancing requirements.

Responding to Positive Tests

- A positive-tested infection in our school community will trigger a priority response from the Division of Public Health (DPH). **Each case will be uniquely handled by the nurse and DPH.**
- The school nurse will contact DPH and report the case.
- The school nurse will work with DPH to identify those requiring quarantining or testing, through the implementation of contact tracing.

- Families will be notified of the presence of any positive COVID-19 cases in the classroom, in cooperation with DPH. This will be done in a way that maintains confidentiality, but raises awareness and encourages observations for any symptoms at home.
- The school nurse will work with DPH in regards to the treatment of the individual who tested positive:
 - The individual will self isolate for a time period that depends on when he/she developed symptoms or had the test done.
 - The individual will be instructed to stay in touch with DPH.
 - DPH will issue an email to the individual (or a parent/guardian for a student) when the individual is cleared to return to school.
- Close contacts of the individual who tested positive will be required to quarantine. This will be decided on a **case by case basis** by the use of contact tracing by the school nurse and DPH.

Social Emotional Concerns

- Teachers will be prepared, through professional development, and with consultation with the school counselor, to address any social and emotional concerns of students.
- Classroom guidance, solution-focused counseling, and parent consultation will be available to all students and families.

School Events

- No large gatherings will take place on campus until further notice.
- Students will still attend Mass at St. Margaret's with their classes in small groups.
- Field trips will not take place until further notice.
- After school activities may take place with school staff as moderators and in small groups.
- Back to School Night will take place virtually. More information will be detailed in upcoming school and teacher communications.

Tuition Policy

- CTTCS is aware of the unfamiliar circumstances brought about by the COVID situation.
- Normally, July tuition is non-refundable if a parent withdraws a student after the payment is made. A full July tuition payment generally holds a seat for the child and pays for materials purchased for use by the student in the classroom.

- Due to the uncertainty surrounding the virus, CTTCS is altering our current policy to create flexibility for families. If a child is un-enrolled on or before August 15, 2020, one-half of your total July payment will be reimbursed. If the family decides to re-enroll their child in CTTCS on or before January 4, 2021, the remaining July tuition that was not reimbursed will be applied to the revised tuition bill for the 2020-2021 school year. After January 4, 2021, the remaining July tuition is forfeited and cannot be applied to any subsequent school years, used to pay off debt, or applied as a registration fee.
- If a family withdraws their students on or after August 16, but before the first day of school, half of the total tuition paid will be refunded, and the other half can be applied if the student returns during the 2020-2021 school year, before January 4, 2021. If you have any questions regarding this policy, please contact our Business Office for clarification.

Uniforms

- By this point, all uniforms should be purchased from Rush Uniforms. If not, we suggest purchasing quickly as the first day of school is fast approaching.
- The regular school dress uniform is highly preferred every day.
- However, the P.E. uniform can be substituted in an emergency and when necessary due to laundering needs.
- The P.E. uniform is required on gym class days.
- For grades 2-8 when participating in video check-ins, students must wear appropriate clothes. It is suggested that students wear their CTTCS polo or gym shirt while online.
- This policy will be reevaluated at the beginning of October.

Visitors & Volunteers

- Campus will be limited to faculty, staff, students, and essential visitors (deliveries, service vendors, etc.) until further notice.
- At this time no volunteers, parents, or other visitors will be permitted in the building.
- Authorized visitors are required to wear a mask and complete a health screening.
- Visitors will not be permitted to enter the building at morning drop-off or pick-up.

Materials Utilized in this Plan

American Academy of Pediatrics Guidance for School Reentry:

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>.

BioProtect Cleaning: <https://www.actioncleanup.com/training-videos/covid-19-cleanups>.

CDC Considerations for Schools: Operating Schools During Covid 19:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>.

Forward in Faith: Diocese of Wilmington Start of School Plan:

<https://cdowschools.org/2020-2021/GR/Pandemic/SOSFINAL073120.pdf>.

Victory Electromagnetic Sprayer:

<https://victorycomplete.com/product/professional-cordless-electrostatic-sprayer/>

Thank You!

Mr. Adams expresses his deepest gratitude to the dedicated committee of faculty and staff who spent many hours and days of their summer break to develop and assist in the plan to return to school:

Mrs. Kelli Colella, Chair*

Mrs. Kathy Lee

Mrs. Chriss Zimmerman*

Ms. Cindy Luce*

Mrs. Shelly Gallo

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Mrs. Davena Williams

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Mrs. Kristen Paskevicius

Mrs. Melissa Taylor

Miss Jaclyn Stevenson

*(*indicates members who also served on the Diocese of Wilmington reentry committee)*