

RETURNING SAFELY TO CAMPUS:

# **Reopening Guidelines for the 2020-2021 School Year**

**Version: July 2020**

KEHOE-FRANCE SOUTHSHORE  
COVID-19 HANDBOOK

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# Part I. Guiding Principles

## A. Introduction

Unprecedented times. It is the phrase we've seen and heard again and again in 2020. In creating a reopening focus group of administrators, teachers, parents, and medical professionals, we have talked through varied scenarios of these unprecedented times as thoroughly as possible and created the handbook that follows in order to communicate these decisions to our school community. In the policies that follow you will see a commitment to the following principles:

1. A commitment to the mission of Kehoe-France School in all health and safety protocols, as well as in all models of teaching and learning.
2. Policies that are research-based, clearly communicated, and effectively implemented.
3. A prioritization of the health, safety, and well-being of students and staff.
4. A prioritization of in-person instruction, whenever safely possible, over at-home/distance learning.
5. A balanced approach to risk assessment that is underscored by the focus on in-person instruction, as well as the health and safety of our students and staff.

Our Reopening Focus Group has worked together over many hours to create four potential plans for the school in response to the different phases of our community. Given our entanglement with the situation of our communities, Kehoe-France is prepared to toggle between plans as necessary. Additionally, in the interest of streamlined and consistent communication, this Handbook shall serve as the guide for both staff and families. COVID-19 has proven to be a very fluid situation and we expect this to continue into the 2020-2021 school year. Therefore, while we will remain committed to plans as much as possible and for the sake of continuity of learning for our students, we must all be prepared to remain flexible. Kehoe-France also reserves the right to change the policies outlined below as necessary, based on updated health and safety information and the guidance of medical professionals.

## B. Mission Focused

The mission of Kehoe-France is to give each student a strong academic foundation, promote social skills and physical well-being, and nurture cultural and ethical development in a caring and aesthetically pleasing environment.

We remain committed to this mission through the course of this pandemic and global crisis. We recognize that a commitment to this mission at this time extends beyond the walls of the Kehoe-France school buildings and must include consideration for all members of our school community.

We use our school mission at this time to orient us during these challenging times. It allows us to focus on the priorities of this community, cut through the distractions, and make difficult decisions. Our mission reminds us of the connection we all have to one another in this school community, and the reciprocal obligations to one another.

## **C. Kehoe-France Community Commitments**

In carrying forward with our discussion of our commitment to the school mission, we feel it important to make a statement as well regarding social responsibility and the rights and responsibilities of each member of our school community during this situation, and always.

The procedures and protocols to follow in this document have been created with the utmost care and thought for the health, safety, and development of our students, staff, and teachers. In opening the doors of Kehoe-France, we acknowledge that there will be risks involved with the 2020-2021 school year. It is our intention, however, to make every effort and take every reasonable precaution to mitigate the spread of COVID-19 to the maximum extent possible.

In establishing this “new normal” we recognize that each person’s risk tolerance can look very different from others. We also recognize that a certain level of inconvenience will be faced based on the need for certain protocols. Kehoe-France has always been, and will always be, a place where many perspectives can come together for the greater good of our students and school community. Therefore, we expect our respect for one another and sense of duty to this community to be visible in a myriad of ways, including the following:

Complying willingly with rules and policies designed to keep our community safe and healthy  
Interacting with one another in and out of school in ways that demonstrate a responsibility for prioritizing and maintaining a healthy school environment for all  
Remaining transparent with screening guidelines upon entry to campus, as well as with quarantining policies put into place by the school or CDC

While this is certainly not the school opening that any of us would prefer, it is also a time for our community to truly pioneer through these challenges with mutual respect, trust, and care for one another. It is truly an opportunity for us to come out stronger on the other side, and we expect to do just that.

## Part II. Health & Safety Protocols

### A. Overview of Four Models

#### Lower School (Little Pioneers-Kindergarten):

Topic:	PLAN A:	PLAN B:	PLAN C:	PLAN D:
External Drivers	School closure mandated by Governor	Phase 1 as defined by Louisiana government	Phase 2 or 3 as defined by Louisiana government	Few health and safety regulations needed as defined by Louisiana government, or vaccine for COVID-19 is available
Model for Care or Instruction	Survey families to determine need for childcare and schedule will be made based on availability of staff and space		All students attend class in-person five days a week	
Class Configuration	<ul style="list-style-type: none"><li>Students remain in fixed groups</li><li>Teachers move to students (with exception of PE taking place outside or in the gym)</li><li>Additional furniture removed from classrooms</li></ul>			Students remain in homerooms, but move freely around campus and mix with other students as appropriate
Class Ratios	Little Pioneers & CC-1*: 3 babies/2 adults CC-2 to CC-6 & Preschool: 8 children/2 adults <i>*Once children turn one in CC-1, will follow CC-2 to CC-6 ratios</i>		Little Pioneers & CC-1*: 8 babies/2 adults CC-2 to CC-6: 15 children/w adults Preschool: 17 children/1-2 adults	
General Class Schedule	<ul style="list-style-type: none"><li>Focus on childcare &amp; core academics</li><li>Specialist content offered as online optional activities adhering to pod schedule</li><li>Distance learning activities offered for days not on campus</li></ul>	<ul style="list-style-type: none"><li>Specialists work with classrooms as part of a “pod” schedule lasting approximately five weeks. <i>(Please see Pod Scheduling described in Protective Measures section below.)</i></li><li>Distance learning activities offered for days not on campus</li><li>In Plan C and D distance learning only utilized for periods of quarantine</li><li>Distance learning activities required for kindergarten, optional for all other age groups of Lower School</li></ul>		

## Upper School (1st-7th Grade):

Topic:	PLAN A:	PLAN B:	PLAN C:	PLAN D:
External Drivers	School closure mandated by Governor	Phase 1 as defined by Louisiana government	Phase 2 or 3* as defined by Louisiana government  *Not much is known yet for Phase 3 for schools	Few health and safety regulations needed as defined by Louisiana government, or vaccine for COVID-19 is available
Model for Care or Instruction	Distance learning at home	Students attend school in small groups M, W, F one week and switch to T, Th the following. Siblings follow same alternating schedule	All students attend class in-person five days a week	All students attend class in-person five days a week
Class Configuration	N/A	<ul style="list-style-type: none"> <li>Students remain in fixed groups               <ul style="list-style-type: none"> <li>1st-4th: homeroom</li> <li>5th-7th: math placement</li> </ul> </li> <li>In Plan C after a prolonged period in Phase 3 middle school students may return to use of homerooms in addition to math groupings</li> <li>Teachers move to students (with exception of PE taking place outside or in the gym)</li> <li>Desks or tables in rows, forward facing, spaced to the maximum extent possible</li> <li>Additional furniture removed from classrooms</li> </ul>		<ul style="list-style-type: none"> <li>Students remain in fixed groups, but may mix with other groups as appropriate</li> <li>Students move freely around campus</li> </ul>
Class Ratios (Established by LDOE)	N/A	9 students/1 adult	24 students/1 adult *All KF classes <20 students	Same ratios as Plan C
Class Schedule	<ul style="list-style-type: none"> <li>Distance learning required</li> <li>Specialists follow pod schedule (as detailed below)</li> <li>Specialist activities in 1st through 4th grade optional</li> <li>Specialist activities in 5th-7th grade required</li> </ul>	<ul style="list-style-type: none"> <li>Specialists follow pod schedule</li> <li>Specialists offer in-person instruction only</li> <li>Students complete distance learning assignments on days not on campus</li> </ul>	<ul style="list-style-type: none"> <li>Specialists follow pod schedule</li> <li>Distance learning utilized during periods of quarantine</li> </ul>	

## Virtual Learning:

Students can select this option for a quarter by completing the survey sent by Kehoe-France School. This is a commitment for the quarter, and students cannot move in and out of virtual learning during a quarter. Families will be surveyed each quarter, however, to opt into virtual learning or in-school instruction. More information regarding the educational delivery and expectations are outlined in the Teaching & Learning section of this Handbook and in subsequent information to be shared with families who have selected this option for the first quarter.

## B. Communication

- Our Head of School, Dr. Tanya Price, will send all official communications regarding the closure of Kehoe-France.
- For any student selecting in-person instruction during any quarter of the school year, the family will need to have a signed COVID-19 waiver on file in the front office prior to their start in school. Dr. Price will send the waiver to families selecting this option.
- Families need to make sure they are receiving calls from our One Call phone service, as well as e-mails from Kehoe-France. Contact the front office immediately at office@kehoe-france.com or (504) 733-0472 if communication is not being received.
- Additionally, division principals Sarah Block and Sarah Ficarra will be responsible for communicating specific details of any plan via e-mail and weekly newsletter with all families of their divisions.

## C. Protective Measures

Protocol:	PLAN A:	PLAN B:	PLAN C:
Face Coverings & Social Distancing	<ul style="list-style-type: none"><li>• All teachers and other staff will wear a face mask or face shield at all times around students, with the exception of eating during snack or lunch time. A face mask is preferred and will be used for any close interactions. The use of the face shield is for times of instruction when teachers are adequately spaced from students.</li><li>• For students, a face mask is preferred to a face shield. Face shields should be reserved for students with sensory issues or other special needs that may prohibit him/her from wearing a face mask effectively. This should be discussed with either division principal as appropriate.</li><li>• Face masks should be two- or three-layer traditional masks that fit snugly but comfortably over both the nose and mouth of the wearer. Please avoid the use of bandanas, scarves, running buffs, or other such single layer/substitute materials. Additionally, face masks with valves are not allowed as these expel respiratory droplets into the air.</li><li>• Students in preschool through second grade will wear a face mask during arrival and dismissal and during times of transition/movement around campus (which is minimal), as appropriate. For students younger than preschool, it is not medically recommended to wear a face covering.</li><li>• Students in third through seventh grade will wear a face mask during arrival, dismissal, during times of transition/movement around campus, and in classrooms, specifically when it is difficult to socially distance from peers.</li><li>• Students will not be required to wear face coverings during PE class or outdoor recess as appropriate distancing is enforced, or while eating. PE teachers and homeroom teachers will be making plans and discussing with students the need for social distancing in such instances and as appropriate.</li><li>• Student face masks or face shields should have school appropriate words and graphics and should not be overly distracting.</li><li>• Staff will assist in the teaching of mask etiquette and handling, but these behaviors will also need reinforcement at home as age appropriate.</li><li>• Classrooms will be spaced to the maximum extent possible. Desks and tables will be in rows and forward-facing. Children will be seated at tables by themselves or at opposite ends.</li></ul>		

Protocol:	PLAN A:	PLAN B:	PLAN C:
<b>Hand Washing/Hand Sanitizing</b>	<ul style="list-style-type: none"> <li>• Staff and students will be taught and reinforced in the proper hand hygiene/hand washing techniques to minimize the spread of germs.</li> <li>• Hand hygiene stations will be set-up around campus in classrooms and around various locations.</li> <li>• Students will be supervised, and students and staff will engage in hand washing and/or hand sanitizing at least every two hours, and at the times outlined below: <ul style="list-style-type: none"> <li>◦ Arrival and exit of the classroom</li> <li>◦ Before and after handling food or drinks</li> <li>◦ Before and after handling infant bottles</li> <li>◦ Before and after administering medication or medical ointment</li> <li>◦ Before and after diapering</li> <li>◦ Before and after bathroom use, or providing bathroom assistance to a child</li> <li>◦ After playing outdoors</li> <li>◦ After handling garbage</li> </ul> </li> </ul>		
<b>Classroom Cleaning Protocols</b>	<ul style="list-style-type: none"> <li>• Staff will participate in a rigorous cleaning schedule that involves wiping down all high-touch surfaces (door handles, light switches, faucets, toys, games, desks, etc.) any time students transition/leave the classroom, and/or on an hourly and as needed basis (e.g., during scheduled handwashing and restroom breaks, an assistant or specialist teacher stays back to wipe down the classroom)</li> <li>• Cleaning products will be stored safely and out of the reach of children.</li> <li>• Classroom windows and doors will be opened if cleaning/wiping takes place with students in the classrooms.</li> <li>• Bathrooms will be cleaned hourly.</li> <li>• The school has increased the size of our maintenance team to assist with enhanced cleaning protocols.</li> </ul>		
<b>Temperature Checks &amp; Health Assessments</b>	<ul style="list-style-type: none"> <li>• Staff and students will be screened upon arrival, to be outlined in greater detail in the Arrival/Dismissal section of this plan.</li> <li>• Temperature checks and health assessments may also be completed throughout the day as deemed necessary by trained staff who are observing students, paying close attention for signs of illness.</li> <li>• If a student or staff member begins to exhibit symptoms of illness during the day, he/she will be removed from the group and taken to the school nurse. This individual will be isolated in a designated room and sent home immediately. Staff will disinfect the entire classroom and any materials used by the individual immediately. (Please see Dealing with a COVID-19 Infection or Exposure section for further information regarding symptoms and health of students and staff.)</li> </ul>		
<b>Pod Scheduling</b>	<ul style="list-style-type: none"> <li>• Specialist classes have been rescheduled for this academic year to follow a "pod" approach.</li> <li>• In the pod approach, specialist teachers are only assigned to a few grades at a time, as opposed to seeing entire divisions of the school at any given time.</li> <li>• Helps mitigate risk for these teachers by reducing the number of potential exposures.</li> <li>• Helps prioritize keeping students on campus by avoiding a division-wide quarantine due to specialist illness.</li> <li>• Pods have been determined and assigned with considerations of the curriculum in each content area.</li> <li>• Each pod lasts approximately five weeks, then specialists will move on to a new pod of grade levels.</li> <li>• During a specialist's time in a pod, he/she will see the students by homeroom with a higher frequency that is typically scheduled for specialists. This allows students the experience of a similar amount of time with each specialist for the semester.</li> </ul>		



Protocol:	PLAN A:	PLAN B:	PLAN C:
<b>Staff Attendance &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Kehoe-France will keep an updated sub list available to teachers as needed.</li> <li>• Substitute teachers must adhere to the same protocols as all other school staff.</li> <li>• Kehoe-France is revising their staff attendance policy based on the potential need to quarantine.</li> <li>• Teachers form teams with their same-age group teachers or with a selected partner in 5th-7th grade to share all curricular content and lesson materials, in order to maintain continuity of learning in the event of an unexpected absence or extended illness.</li> <li>• For staff safety, Kehoe-France will adhere to social distancing and face mask guidelines for all staff meetings. Whenever possible, meetings will be scheduled as virtual events so as to minimize exposures across multiple groups.</li> <li>• Parent teacher conferences and meetings will be scheduled virtually in order to minimize exposures for all parties involved.</li> </ul>		
<b>Campus Access</b>	<ul style="list-style-type: none"> <li>• In order to minimize exposures for staff and students, we must limit additional visitors to campus.</li> <li>• Delivery drivers and maintenance persons will be considered essential personnel. These individuals must adhere to our health and safety protocols including but not limited to, wearing a face covering while on campus, practicing proper hand hygiene, and maintaining appropriate social distance. These individuals will be escorted to the appropriate area on campus by school staff and largely kept from student areas.</li> <li>• Therapists who maintain the health and safety protocols outlined above, and who sign all school handbooks will be permitted on campus to work in isolation with students on his/her caseload. Rooms on campus have been designated for this work and these rooms will be cleaned routinely between student use.</li> <li>• Unfortunately, parents and other visitors will not be able to enter campus during these plans. Parent meetings can be scheduled with school staff virtually with the use of Google Meet or Zoom. In Plan C, if there is a prolonged period of time in Phase 3 for the community, school administration will determine when it is appropriate to allow a more open-door policy once again. It is not our intention to close out our families in any way, and we will be looking for ideas to bring our families and community together. We will find ways to safely celebrate all that makes us Kehoe-France!</li> </ul>		
<b>Recess &amp; Playground Equipment</b>	<ul style="list-style-type: none"> <li>• We feel that recess will be more important than ever, and students of all age groups will receive their regularly scheduled amount of recess time.</li> <li>• A recess schedule and map will be provided to staff and strictly adhered to by teachers.</li> <li>• Each classroom will have a designated area for outside play, and students will not interact with students from other groupings.</li> <li>• The only exception to this will be in Plan C, with an extended period of time for the community spent in Phase 3. Administration will determine when and if it is appropriate for groups to mix during recess and break times.</li> <li>• Playground equipment will be wiped down by maintenance staff between groups during the day.</li> </ul>		
<b>Drinks, Snacks, Lunch</b>	<ul style="list-style-type: none"> <li>• Students in preschool through seventh grade should all bring a water bottle to school each day labeled with their first and last name, and ideally their homeroom as well.</li> <li>• Water fountains cannot be used, and there will be refillable water stations for use instead.</li> <li>• Water bottles should ideally not have exposed straws.</li> <li>• Students in Children Center groups through second grade must purchase the snack program from Healthy Course Catering, or they must bring a packed snack each day from home. There will be no more snack calendar and shared snacks at this time.</li> <li>• Unfortunately, birthday treats will not be permissible in these plans. Each student's birthday will be recognized and celebrated in the classroom, however, in a variety of ways. Feel free to pack a special treat for snack for only your child on his/her birthday.</li> </ul>		

Protocol:	PLAN A:	PLAN B:	PLAN C:
Drinks, Snacks, Lunch (Cont.)	<ul style="list-style-type: none"> <li>Students will eat lunch in classrooms with their homeroom. Students can purchase lunch from our Healthy Course Catering lunch program that will be delivered to the classroom, or students can bring lunch from home.</li> <li>Lunches from Healthy Course will be served in to-go containers with lids and individually wrapped utensils.</li> </ul>		
Classroom & Student Materials	<ul style="list-style-type: none"> <li>Furniture will be minimized in classrooms to allow for maximum distancing of students.</li> <li>All desks will be spaced to the maximum extent possible and face in one direction.</li> <li>Sharing of items will be minimized, and children will be provided with their own set of materials when possible.</li> <li>In the instance of shared materials, teachers will disinfect and clean these items before using them with a different group of students.</li> <li>In Lower School, students will be distanced during nap time and arranged head-to-toe to avoid the spread of germs. Mats will be disinfected daily and sent home on Fridays for deep cleaning. Please return them the following Monday.</li> <li>In Lower School, students should only carry in their KF provided bag each day and a lunch kit if they are bringing a home-packed snack/lunch.</li> <li>In Upper School, students should carry their backpacks in each day, and minimize the use of additional bags. Please see Athletics section for further information.</li> <li>In Upper School, when a student's grade level is assigned to PE, it is also acceptable to bring a PE bag with his/her uniform at this time.</li> <li>In 5th-7th grade we will discontinue the use of lockers at this time.</li> <li>Students should leave all other personal belongings at home during this time.</li> </ul>		

*\*\*Plan D will involve a return to "normal" schedules, policies, and protocols as followed pre-pandemic. It may be determined that some health and safety measures are best continued in practice.*

## D. Dealing with a COVID-19 Infection or Exposure

### Health Scenario #1:

A staff member or student has a confirmed case of COVID-19.

#### Steps for Families & School:

- Immediately contact child's school nurse, homeroom teacher, and division principal.
- Families in the impacted group will be notified, while still maintaining confidentiality of the individual.
- All families will be made aware there is a COVID-19 case on campus.
- The Regional Health Director will be contacted.
- The classroom and any other area of the school used by the impacted group will be shut down for cleaning.
- All staff and students of the impacted room must remain at home in quarantine for 14 days.
- Any siblings or children of the individual who tests positive for COVID-19 must also remain at home for 14 days.

- Symptoms of COVID-19 as defined by the CDC: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

### **Requirements for Return:**

- For individuals in the group who do not demonstrate symptoms during quarantine, he/she may return at the conclusion of 14 days.
- For individuals in the group who develop symptoms, he/she should be tested for COVID-19 and/or have a doctor's note to return and meet all the criteria before returning to campus:
  - A minimum of 24 hours without fever, and without the use of fever-reducing medication
  - All symptoms have improved (please see list provided above)
  - 10 days have passed since symptoms first appeared
- For any individual testing positive for COVID-19, he/she must be tested for COVID-19 and/or have a doctor's note to return and meet all the following criteria before returning to campus:
  - A minimum of 24 hours without fever, and without the use of fever-reducing medication
  - All symptoms have improved (please see list provided above)
  - 10 days have passed since symptoms first appeared

### **Health Scenario #2:**

A staff member or student has prolonged exposure and close contact as defined by CDC guidelines with a person outside of school who tests positive for COVID-19.

- Immediately contact school nurse, homeroom teacher, and division principal.
- Enter a 14-day self-quarantine.
- If a staff member or student develops symptoms of illness after an exposure to COVID-19, then the individual will be viewed by the school as a presumptive positive case and we will follow the protocols outlined above in Scenario #1.
- See above for guidance upon returning to campus.

### **Health Scenario #3:**

Staff/Student exhibit symptoms of COVID-19 without positive diagnosis or known exposure.

- Individual must isolate at home and should visit a doctor to determine the cause of symptoms. Individuals with symptoms identified in carpool will be sent home, but other students in the car who can pass the health assessment (including no known exposures to COVID-19) will be allowed onto campus.
- If fever that persists for greater than 48 hours, then individual should schedule an appointment with a doctor.
- If deemed necessary by medical professional, individual tested for COVID-19 and share results with school.
- If COVID-19 test is positive, please follow protocol listed above for positive case.
- If COVID-19 test is negative, the individual must be fever free for 48 hours and free of all other symptoms of illness for a minimum of 24 hours.

## Health Scenario #4:

Exposure during distance learning.

- We make the request that even in times of distance learning, you contact your division principal regarding any direct exposures or infections impacting your student and/or family.
- Having this information will not only help us to better serve your child(ren) during distance learning but will also help us to facilitate a safe return to campus for all, should we move to a new plan.

## E. Arrival & Dismissal

PLAN A:	PLAN B:	PLAN C:
<b>ARRIVAL:</b> <ul style="list-style-type: none"><li>• Carpool/arrival gates will open promptly at 7:30am.</li><li>• Little Pioneer students should be walked to the gate by the Little Pioneer House for the health assessment.</li><li>• Children Center and preschool families should drive through the "little carpool" on main campus.<ul style="list-style-type: none"><li>◦ Parents should assist with removal of the child from the car or booster seat, as staff is unable to assist with this.</li></ul></li><li>• Upper School families should drive through "big carpool."</li><li>• Families with children in both carpool groups may choose to drive through preschool carpool only in the morning.</li><li>• Upon arrival, staff will conduct a health assessment on each student which includes the following questions and having his/her temperature checked:<ul style="list-style-type: none"><li>◦ Any known exposures to COVID-19?</li><li>◦ Any fever in the last 24 hours?</li><li>◦ Any fever-reducing medicine in the last 24 hours?</li><li>◦ Any cough or shortness of breath?</li><li>◦ Any known rash on body?</li></ul></li><li>• If the answer to any of the health assessment questions is a yes, or a student has a temperature of 100.4 or greater or is exhibiting symptoms of illness (e.g., cough has been identified by the CDC as an acceptable reason to send a child home), the student with symptoms identified in carpool will be sent home, but other students in the car who can pass the health assessment (including no known exposures to COVID-19) will be allowed onto campus.<ul style="list-style-type: none"><li>◦ A second temperature can be taken by an alternative thermometer or after a fifteen-minute window.</li></ul></li><li>• Carpool gates close promptly at 8:00am each morning.</li><li>• Parents should wear a face covering during arrival/departure times.</li></ul>		
<b>LATE ARRIVAL/EARLY PICK-UP:</b> <ul style="list-style-type: none"><li>• Please call the school as you near campus. A staff member will meet Little Pioneers at the gate by the Little Pioneer House, or a staff member will open the preschool carpool gate for you to pull in. Please do not walk your child(ren) in.</li><li>• It will still be necessary for you to have your Kehoe-France issued pick-up sign.</li><li>• Family members should wear face coverings during arrival/departure times.</li></ul>		
<b>DISMISSAL:</b> <ul style="list-style-type: none"><li>• The afternoon carpool gates will open promptly in little carpool at 2:35pm and in big carpool at 2:45pm.</li><li>• If you are waiting in line, please pull parallel to Elise into our front parking area as much as possible in order to not block through traffic. Please do not block the driveways of nearby businesses and neighbors.</li></ul>		

PLAN A:	PLAN B:	PLAN C:
<b>DISMISSAL (Cont.):</b> <ul style="list-style-type: none"> <li>Once called, students will either be walked to the car in preschool carpool, or they will be asked to wait in a socially distanced spot in big carpool. Siblings will stand together. Students will be released to cars once staff deems it safe.</li> <li>Parents/adults should remain in the car until the child(ren) are brought to your vehicle.</li> <li>Family members should wear face coverings during arrival/departure times.</li> <li>Unfortunately, we cannot effectively offer afternoon Family Carpool at this time. Therefore, families with children in both age divisions of carpool will need to drive through both lines. We apologize for this inconvenience, and we will return to offering Family Carpool as soon as safely possible. We strongly ask, however, that families driving through both carlines begin in big carpool and then drive through preschool carpool.</li> <li>The afternoon carpool gates will close promptly at 3:35 pm.</li> </ul>		

*\*Plan D will include a return to our typical pre-pandemic carpool times, procedures, and the re-establishment of Family Carpool and the dismissal of students.*

## F. School Calendar & Community Events

PLAN A:	PLAN B:	PLAN C:	PLAN D:
<ul style="list-style-type: none"> <li>In order to adhere to stay-at-home orders, group size limitations, and health and safety protocols for all members of our community, it will be difficult for us to maintain our usual calendar of community events. Therefore, we will need to work together to reimagine what many of our school celebrations and events look like for this school year.</li> <li>We will continue to seek parent volunteers and the support of our families to invent new celebrations and events that bring us together and help us to strengthen who we are as Kehoe-France Pioneers!</li> </ul>			<ul style="list-style-type: none"> <li>We anticipate a return to our traditional class gatherings and celebrations, as well as a return to school-wide events and gatherings.</li> <li>We are not yet able to determine what health and safety protocols may still need to be in place at this time and will make determinations once more information is made available to us.</li> </ul>

## G. Travel

PLAN A:	PLAN B:	PLAN C:	PLAN D:
<b>FIELD TRIPS:</b> <ul style="list-style-type: none"> <li>Off-campus field trips are not permissible in these plans.</li> <li>On-campus field trips (special guest speakers or other visitors) may be permitted in Plan C after a prolonged period spent in Phase 3, as determined by school administration.</li> </ul>			<ul style="list-style-type: none"> <li>Return to school field trips (one per semester for each grade of Upper School) and on-campus field trips for our Lower School students</li> </ul>

PLAN A:	PLAN B:	PLAN C:	PLAN D:
<b>OVERNIGHT/INTERNATIONAL TRIPS:</b> <ul style="list-style-type: none"> <li>School-sponsored field trips that involve overnight or international travel for our Upper School students will not be permissible in Plans A-C.</li> <li>These trips may be postponed until a later date with the hope of moving to our least restrictive plan, but with the understanding we may need to cancel completely.</li> </ul>			<ul style="list-style-type: none"> <li>Return to planning overnight trips and travel.</li> </ul>
<b>FAMILY TRIPS/INTERNATIONAL TRAVEL:</b> <ul style="list-style-type: none"> <li>As we have witnessed thus far in 2020, the “hot spots” for COVID-19 will remain fluid and continuously change. Therefore, when examining the risks associated with travel, we cannot list specific destinations. This is also an important time to recognize that risk tolerance and family and work circumstances are different for everyone, but we also must remain socially responsible in our commitment to the health and safety of this school community as outlined above. We ask for respect and adherence for the following protocols:               <ul style="list-style-type: none"> <li><i>Families should visit the CDC and Louisiana Department of Health to read over travel restrictions/guidelines while planning a trip and at the time of departure and return.</i></li> <li><i>The current recommendations from the CDC are that all international travelers should complete a 14-day self-quarantine upon return to the U.S.</i></li> <li><i>Travel plans that would impact a child’s attendance at school should be communicated fully with the division principal.</i></li> <li><i>If a parent of a student has traveled to a high incidence area, that parent should quarantine away from the child, so that the child may still attend school.</i></li> </ul> </li> </ul>			<ul style="list-style-type: none"> <li>Travel and the associated need for quarantine will be largely unrestricted.</li> </ul>

# Part III. Teaching & Learning Models

## A. Educational Delivery

### Lower School (Little Pioneers-Kindergarten):

PLAN A:	
In-Person Care or Instruction:	Distance Learning:
<ul style="list-style-type: none"><li>• Upon surveying families, division principal will determine how to separate and staff classrooms in accordance with expected ratios.<ul style="list-style-type: none"><li>◦ In this plan, Little Pioneers through two-year-olds will be prioritized for in-person care.</li></ul></li><li>• Based on participation, it is possible that some groups of Lower School will be able to attend school each day for in-person childcare. Others will be placed on a hybrid schedule to accommodate a large number of students who prefer to attend in-person. Hybrid will follow M, W, F one week and T, Th the following.</li></ul>	<ul style="list-style-type: none"><li>• Specialist instruction for all students (in-person or in distance learning) will be offered as optional online activities.<ul style="list-style-type: none"><li>◦ Specialists will continue to adhere to pod scheduling even in distance learning</li></ul></li><li>• Little Pioneer through PK-4 students will have optional asynchronous learning activities offered in core academic areas in the following:<ul style="list-style-type: none"><li>◦ Choosing to stay home in Plan A (separate from Virtual Learning program)</li><li>◦ Home on “off days” of the hybrid model</li><li>◦ A group is home in quarantine</li></ul></li><li>• Kindergarten students will have required asynchronous learning activities provided in core academic areas in the following:<ul style="list-style-type: none"><li>◦ Choosing to stay home in Plan A (separate from Virtual Learning program)</li><li>◦ Home on “off days” of the hybrid model</li><li>◦ A group is home in quarantine</li><li>◦ Teacher has two scheduled “check-in” times each day to answer e-mail and answer questions or meet virtually with students/families at home, if necessary</li></ul></li><li>• If all PK-3, PK-4, and kindergarten students must stay home due to space availability, then the following distance learning plan would occur:<ul style="list-style-type: none"><li>◦ Teachers will provide two scheduled synchronous meetings daily to provide direct instruction and developmentally appropriate, guided activities</li><li>◦ Attendance will be taken</li><li>◦ Additional asynchronous activities focused on core academics that are enriching and developmentally appropriate will be provided</li><li>◦ All aspects optional for PK-3, PK-4</li><li>◦ Activities and attendance required for kindergarten core academics</li></ul></li></ul>

PLAN B:	
In-Person Care or Instruction:	Distance Learning:
<ul style="list-style-type: none"> <li>• Please see the description of the hybrid approach outlined above in Plan A. <ul style="list-style-type: none"> <li>◦ For this plan, the goal is to have all age groups on campus for some in-person care or instruction.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Specialist instruction for students will be offered on days students attend school in-person <ul style="list-style-type: none"> <li>◦ Specialists will continue to adhere to pod scheduling even in distance learning</li> </ul> </li> <li>• All Little Pioneer through PK-4 students will be provided optional asynchronous learning activities in core academic areas on days spent at home or during periods of quarantine.</li> <li>• Kindergarten students will be provided required asynchronous learning activities in core academic areas for days spent at home or during periods of quarantine: <ul style="list-style-type: none"> <li>◦ Teacher has two scheduled “check-in” times each day to answer e-mail and answer questions or meet virtually with students/families at home, if necessary</li> </ul> </li> </ul>

PLAN C:	
In-Person Care or Instruction:	Distance Learning:
<ul style="list-style-type: none"> <li>• Students of all age groups attend in-person, five days a week.</li> <li>• Specialist content is offered in-person based on pod schedules.</li> </ul>	<ul style="list-style-type: none"> <li>• Distance learning protocols from Plan A are followed only during periods of quarantine.</li> </ul>

PLAN D:	
In-Person Care or Instruction:	Distance Learning:
<ul style="list-style-type: none"> <li>• Students of all age groups attend in-person, five days a week.</li> <li>• Specialist content is offered in-person based on pod schedules simply to maintain consistency for the academic year.</li> </ul>	<ul style="list-style-type: none"> <li>• Distance learning protocols from Plan A are followed only during periods of quarantine.</li> </ul>



## Upper School (1st-7th Grade):

PLAN A:	
In-Person Care or Instruction:	Distance Learning:
<ul style="list-style-type: none"> <li>All students in Upper School sent home for distance learning.</li> </ul>	<p>1ST – 3RD GRADE</p> <ul style="list-style-type: none"> <li>Homeroom teachers schedule two synchronous meetings daily to go over the day's lessons, provide direct instruction, and answer questions.               <ul style="list-style-type: none"> <li>Attendance will be taken</li> <li>Meetings will be recorded and shared via Google Drive for those families who cannot assist student with meetings at assigned times.</li> </ul> </li> <li>Specialists follow pod schedule and homeroom's master schedule to provide one synchronous meeting each week to deliver content.               <ul style="list-style-type: none"> <li>Attendance will be taken, but these courses are optional.</li> <li>Meetings will be recorded and shared via Google Drive for those families who cannot assist student with meetings at assigned times.</li> </ul> </li> <li>Asynchronous activities also provided by homeroom teachers (required) and specialists (optional)</li> </ul> <p>4TH – 7TH GRADE</p> <ul style="list-style-type: none"> <li>Students follow master schedule synchronously with core academic and specialist teachers from 8:00 a.m. to 3:05 p.m.               <ul style="list-style-type: none"> <li>Attendance will be taken and is required</li> </ul> </li> <li>Class schedule will allow for ample breaks and lunch</li> <li>Students will also have asynchronous activities to complete, but there will be times worked into classroom schedules so that homework time in the evening is minimized.</li> </ul>

PLAN B:	
In-Person Care or Instruction:	Distance Learning:
<ul style="list-style-type: none"> <li>Students attend in a hybrid schedule.</li> <li>The hybrid schedule will follow M, W, F one week and T, Th the following.</li> <li>Specialists in first through fourth grade provide instruction on a rotating basis for the two groups in each grade level.</li> </ul>	<ul style="list-style-type: none"> <li>On the days that students are at home; they will work on asynchronous activities provided by the teacher from the previous day of in-person instruction.</li> <li>Each homeroom or core academic subject teacher will have two scheduled times each day to check-in with the at-home group and answer e-mails, questions, etc.</li> <li>Specialists in fifth through seventh grade will provide asynchronous activities for the previous time students attended in-person for instruction.</li> <li>Specialists in fifth through seventh grade will have one scheduled time each day to check-in with the at-home group and answer e-mails, questions, etc.</li> <li>Distance learning protocols from Plan A are followed only during periods of quarantine.</li> </ul>

PLAN C:	
In-Person Care or Instruction:	Distance Learning:
<ul style="list-style-type: none"> <li>Students of all age groups attend in-person, five days a week.</li> <li>Specialist content is offered in-person based on pod schedules.</li> </ul>	<ul style="list-style-type: none"> <li>Distance learning protocols from Plan A are followed only during periods of quarantine.</li> </ul>

PLAN D:	
In-Person Care or Instruction:	Distance Learning:
<ul style="list-style-type: none"> <li>Students of all age groups attend in-person, five days a week.</li> <li>Specialist content is offered in-person based on pod schedules simply to maintain consistency for the academic year.</li> </ul>	<ul style="list-style-type: none"> <li>Distance learning protocols from Plan A are followed only during periods of quarantine.</li> </ul>

## Virtual Learning:

PLAN A:	PLAN B:	PLAN C:	PLAN D:
<ul style="list-style-type: none"> <li>A trained and professional educator, who is an employee of Kehoe-France, will conduct the virtual learning using a platform familiar to teachers, students, and families (please see Technology section for further information).</li> <li>The virtual teacher provides a parallel curriculum that mirrors the content occurring with in-person instruction at school.</li> <li>Students will be provided a schedule to follow that will include synchronous and asynchronous instruction, support, and activities from 8:00 a.m. to 3:05 p.m. <ul style="list-style-type: none"> <li>Dependent on the size of the population selecting Virtual Learning, the school will take a multitude of learning approaches, including live streaming, scheduled meetings, and asynchronous activities.</li> </ul> </li> <li>Specialist instruction in first through fourth will provide required online activities following the pod schedule.</li> <li>Specialist instruction in fifth through seventh will be required and will follow the master schedule.</li> <li>Students will be issued necessary textbooks and materials.</li> <li>The school's assessment policy will be followed, as pertinent to each grade level.</li> <li>Additional information will be shared with families selecting virtual learning during the first quarter.</li> </ul>			

## **B. Educational Delivery**

### **a. Lower School**

- All homerooms will have a SeeSaw classroom created to use for in-person and at-home activities and instruction and established at the start of the school year.
- Specialists will each create a SeeSaw classroom, but it will only be necessary for students to access the specialists assigned to their pod at any given point. SeeSaw for Schools is set-up to allow a student to login and see all of his/her classes at the same time, so there will no longer be the need to log in and out of each class using different QR codes.
- Families can use a personal device to engage with online learning. The school will supplement with devices to the students in grade levels with required virtual coursework to the maximum extent possible.

### **b. Upper School**

- All homerooms will have a Google Classroom created to use for in-person and at-home activities and instruction and established at the start of the school year.
- Specialists in first through fourth grade will create Google Classrooms for students based on the pod schedule.
- Specialists in fifth through seventh grade will create Google Classrooms for all students in middle school.
- Families in first through fourth grade will be able to use a personal device of their choosing to engage with online learning. The school will supplement with devices to the maximum extent possible using the same process as the 2019-2020 school year during fourth quarter distance learning.
- Students in fifth through seventh grade will be issued an iPad for the school year to be used for in-school and at-home instruction.

### **c. Virtual Learning**

- Virtual teacher will create a SeeSaw or Google Classroom for each grade level for students enrolled in this program. Students in the same grade level will belong to the same Google Classroom or SeeSaw class.
- Virtual teacher will post all content necessary for all subject areas to this one classroom.
- Families in PK-4 through 4th grade can use a personal device of their choosing for online learning, and the school will supplement with devices to the maximum extent possible.
- Students in 5th through 7th grade who are enrolled in virtual learning will still be issued a school iPad for the year.

## **C. Attendance**

- Those students selecting in-person instruction or virtual school for the 2020-2021 school year will be held to the same attendance regulations as outlined in our Family Handbook, as well as the information shared in the Virtual Learning Handbook.
- Teachers will be taking attendance during in-person and/or online sessions of school.
- Quarantine days will not be specifically counted toward a student's absence totals, but students must also continue to be present in virtual classes in order to avoid being marked absent.

- While we must maintain attendance regulations, we also want to reiterate that we do not want students to attend school if they are experiencing symptoms of illness. Additionally, we know that COVID-19 is creating a multitude of hardships for our families. As is always our school policy, administration reserves the right to coordinate the handling of any extended absences for a student.
- Kehoe-France does not give any awards, prizes, or other recognition regarding a student's attendance.

## D. Individual Student Needs

PLAN A:	PLAN B:	PLAN C:	PLAN D:	VIRTUAL LEARNING:
<ul style="list-style-type: none"> <li>• Students who have Individualized Student Learning Plans (ISLPs) on file with the school will continue to have learning accommodations met as possible or as appropriate during virtual learning</li> </ul>	<ul style="list-style-type: none"> <li>• Students who have Individualized Student Learning Plans (ISLPs) on file with the school will continue to have learning accommodations met as needed during in-person instruction</li> <li>• Students who have Individualized Student Learning Plans (ISLPs) on file with the school will continue to have learning accommodations met as possible or as appropriate during virtual learning (e.g., quarantine, absence, stay-at-home or hybrid learning models)</li> <li>• The school may place students in specific homeroom groupings in order to offer appropriate accommodations while maintaining our fixed groups</li> <li>• Small group and read-aloud testing will be offered by an on-campus learning specialist who is an employee of Kehoe-France</li> <li>• Therapists will be considered essential personnel who will be allowed on-campus for services (see "Campus Access" for more information)</li> <li>• When working with students, therapists will isolate the child (or a small group of students who receive services in the same homeroom) in assigned rooms on campus. These rooms will be thoroughly cleaned before and after use, each time.</li> <li>• Full-time shadows who support students on campus will be considered essential personnel and will be required to adhere to the same protocols and expectations of all school staff. These individuals will also need to be considered in the classroom total numbers.</li> </ul>			<ul style="list-style-type: none"> <li>• Students who have Individualized Student Learning Plans (ISLPs) on file with the school will continue to have learning accommodations met as possible or as appropriate during virtual learning</li> </ul>

## E. Social and Emotional Support

While we work to address the academic needs of our students as we re-open, the social and emotional support of our students is a top priority. Students need to feel safe both physically and psychologically to engage in school, and we will work hard to establish that sense of safety. Our school counselor will work with faculty, parents and outside community members to provide social and emotional support to students and families.

- Facilitated classroom meetings with the school counselor in the first few weeks of school to collectively process the experience. This may need to occur more than once depending on the needs of each class.
- Individual counseling - The school counselor will meet individually with students in need.
  - Students can self-refer, or a parent or faculty member may request that a student meet with the counselor.
    - The school counselor may administer informal social and emotional screenings throughout the year to help identify students who may be struggling.
  - Counseling will be available to students enrolled in virtual learning or if we are engaged in distance learning.
- Informal Check-Ins
  - Some students may need a quick, informal weekly check-in. The counselor will work with faculty, parents and students to determine who may benefit from this.
- Parent Support
  - The school counselor will be available to meet with parents virtually for support and parent coaching.
- Referrals/Wellness Resources
  - Our school counselor is available to provide information on outside providers if necessary, many of whom are familiar with Kehoe-France.
  - Counseling Corner in the newsletter.
- COVID-19 Protective Measures
  - The school counselor will have one student at a time in her office. If the counselor needs to meet with more than one student, she will find a space (i.e., conference room, outside) where the group can meet and be socially distanced.
  - The school counselor will wear a mask or face shield while meeting with students.
  - The counseling office will be cleaned after each visitor.

## Part IV. Additional Programs

### A. Athletics

For the reopening of the Kehoe-France 2020-2021 school year, we will be delaying the start of fall sports until after Labor Day. We want to focus on having the safest reopening possible, which means time to help establish these new protocols and make students comfortable with everything as well as the return to the classroom. Kehoe-France will stay in communication with other schools in the NOAL, as well as other independent schools in order to best determine the path forward.

We will commence with our fall sports seasons with interscholastic boys' flag football, girls' volleyball, and co-ed cross country teams. Swimming will be an intramural program only this fall. Interscholastic teams will be limited to students in fifth-seventh grade. When possible, fourth grade students will be integrated into intramural programs. Information regarding health and safety protocols for coaches and student-athletes will be communicated from the school's athletic department. Parents will need to provide permission for their child(ren) to participate in athletics and understanding that any athletic team is an additional cohort of students to which your child will be exposed. All quarantine protocols outlined above in the health scenarios will be followed for athletic teams as well.

If it is determined during any athletic season of the school year that we cannot safely participate in interscholastic competition, then we will work to build a robust intramural program that persists with our health and safety protocols carried throughout the school day.

### B. Activities

Activities may include (but are not limited to) Band, Choir, Scouts, musical performances/plays, Arts A Go Go, Chess Club, Soccer Shots, and Makerspace Camp. In following with the same decision as athletics, we will be delaying the beginning of any such activities until after the Labor Day weekend. Once again, this will allow us time to assess the health situation in our community, the reopening of school and which plan of teaching and learning we are currently enacting, and to determine the safest way forward with such activities. For parents who are responsible for leading a Scout troop for our girls or boys, we want to encourage the use of virtual meetings to begin the school year. Further protocol regarding the use of campus for Scout meetings will follow after Labor Day as well.

In accordance with guidelines, our vocal music students may sing indoors for certain events or occasions with Ms. Elaine Frost. When singing indoors, students will continue to wear their masks and will be socially distanced from one another. Otherwise, Ms. Frost will continue to take students outdoors for singing as a part of her class. For Mr. Mike Hotstream's band program, the students will be able to begin using wind-blown instruments. Instruments will not be shared between students, and students will be socially distanced from one another while playing. Students will wear a mask in Band at all other times when not actively playing a wind-blown instrument. Students will continue to remain in their same static groups for both of these classes as well. We are also already working to reimagine our first through fourth grade and middle school plays, as the normal planning of such events would require mixing of student groups, many external visitors to campus, and a large

gathering for the actual performance. Once again, however, we want to reassure everyone that we will certainly be carrying forward with these traditions, but they may need to be somewhat altered in order to be done safely and in such a manner that prioritizes minimizing community spread and keeping students in school.

## **C. Before & After Care**

Due to our morning arrival procedures and in addition the restrictions involving static groups, we will not be able to offer Before Care at this time. The only exception to this may be in the Little Pioneer house which is in isolated buildings and can potentially be opened for 7:00 a.m. should there be an identified need. More information will be provided to Little Pioneer families in the coming days.

We are currently working through the survey results and attempting to work with our class lists in order to provide an After Care program while maintaining our same cohorts and following the same health and safety protocols from the school day. More information will be provided to all families in the coming days as well.

## Part V. Handbook Acknowledgement

It is important for everyone to thoroughly read the COVID-19 Handbook. This is to ensure that all staff members, families, and students are educated and informed regarding the policies and procedures of Kehoe-France School regarding COVID-19. In doing so, we can all better serve the children and work as a team.

By clicking on the link below and providing your digital signature this hereby acknowledges you have received and reviewed the Kehoe-France COVID-19 Handbook for the 2020-2021 school year. Only one signature is necessary per household, but all families must complete the signature regardless of their selection of in-person or virtual instruction:

**[COVID-19 HANDBOOK ACKNOWLEDGMENT →](#)**