



Handbook Addendum Infection Mitigation Plan 2020-2021

Dated January 26, 2021

This handbook serves as an addendum to the Saint Hilary Parent-Student Handbook. All policies and norms outlined in both this document and the Saint Hilary Parent-Student Handbook will be used in response to the Covid-19 pandemic and to safely reopen our school for our students and faculty.

This Operations Plan has been updated to reflect the State of California's *COVID-19 Reopening In-Person Instruction Framework and Public Health Guidance for K-12 Schools in California, 2020-2021 School Year* issues on January 14, 2021.

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf

As required, the school has posted a COVID-19 Safety Plan (CSP) on the homepage of the school's website. The CSP includes the school's Cal/OSHA COVID-19 Prevention Program (CPP) and the COVID-19 School Guidance Checklist. The detailed plans describing how our school meets the requirements outlined in the CSP elements are found in this Operations Plan.

Dear Saint Hilary

We as a community have shown that we are strong, resilient and focused on ensuring our students are safe, learning and embracing the joy of childhood. During this pandemic we have been challenged, but as we approach the start of the 2020-2021 school year we will continue to be strong, resilient and

focused on doing right by our community. *With our faith as a guide let us embrace this moment knowing that it has a purpose and something to teach each of us.*

As we work to bring students back to campus, know that this is a collective effort. If we are to be successful in keeping everyone safe and learning it is imperative that students, teachers and parents honor the plans, protocols and guidelines listed below. By respecting the protocols and guidelines we continue to honor one another and keep one another safe.

As we learn more this document may be updated. The community will be notified of any changes.

We continue to be #SHSStrong and #SHSProud. Be well and may God keep you safe in the palm of his hand.

Marie Bordeleau

A. Introduction

The mission at Saint Hilary School is to educate students in the context of our Catholic faith and while doing so keep them emotionally, physically, and spiritually safe. As Catholics we value life and as we plan our reopening it is incumbent upon us to make decisions that value the lives, experiences, and perspectives of all our community members.

Saint Hilary School is a community that cares for one another. We place the health and safety of the collective good first and foremost. Collectively, we protect the well-being of our students and faculty at all times. Even during the most difficult times, we value our commitment to our students to develop a strong character, their engagement in learning, and the ability to live their faith in their daily lives. Furthermore, Saint Hilary School remains committed to delivering the quality and rigorous academics in the safest environment possible.

Saint Hilary's Covid-19 Risk Mitigation Plan is based on the following premise:

- Keep our students, teachers and staff healthy
- Keep students in a safe environment that promotes high quality learning
- Keep students socially and emotionally healthy
- Meet and or exceed the health and physical distancing requirements set forth by the MCOE, MDOH and DCS

#SHSSTRONG

#SHSSAFE

#SHSPROUD

B. County of Marin Department of Health (MDOH) Reopen Guidelines

Attached is the link to the Marin County Department of Health and Human Services School reopening guidelines that Saint Hilary will adhere to at all times.

[CLICK HERE for Guidelines](#)

SAINT HILARY SCHOOL PLAN ELEMENTS

The following is a detailed description of our plan to safely re-open Saint Hilary School during the Covid-19 pandemic. ***This plan is subject to change dependent upon future guidelines established by the Center for Disease Control (CDC), County of Marin Department of Health (MDOH), Marin County Office of Education (MCOE), and the SF Archdiocese Department of Catholic Schools (DCS).***¹

A. Family Obligations

Saint Hilary has a strong and committed parent community upon whom we must rely to keep their families' safe outside of school hours. Families must commit to follow and respect all health and physical distancing guidelines and protocols established by the CDC and the MDOH. Parents must commit to the following important elements and sign a waiver to keep our school safe:

- Keep your child home if they are not well
- Limit interactions with other people outside of your immediate family and school
- Accurately complete morning health check each school morning
- Follow and respect the established guidelines and protocols for the school
- Read all communications on updates
- Call the Front Office if you have any questions

Any failure to follow the guidelines and protocols set forth in this document will result in a student being sent home for an indefinite period of time.

Information on the reopening of the school, our plans or updates can be found on the Saint Hilary School website.

B. Key Plan Elements (Overview)

Due to CDS, MDOH and SF Archdiocese guidelines Saint Hilary School will implement a multi-phased approach starting with 100% of the student body on Distance Learning at the start of the 2020-21 academic year.

- **Start of School Year Sessions**

August 18th and 19th: iPad and Password pick up

August 24th (Day 1): Drive Thru Supplies Pick up /School Picture

August 25th (Day 2): Distance Learning Begins

- **Waiver/Learning Pods only**

August 14th: Small Learning Groups or Pods hosted on campus to support distance learning during regular school hours. These pods are limited to 12 students and will be led or monitored by SHS staff members. The purpose of the learning pods is to ensure all students have equal learning advantages and to support those families who work

full-time, have childcare challenges or children who need greater supervision while under distance learning.

- **School Return to Campus**

Saint Hilary School will implement a phased approach of bringing students back onto campus over a multi-week period beginning with our lower grades (Kinder - 2nd) first. Remaining grades will remain on distance learning during this time. Once it is safe and our safety and health protocols have been successfully adopted by all, we will transition additional grades. As grades come onto campus, they will be split into small clusters and placed in separate classrooms to adhere to all physical distancing requirements.

Back to Campus Dates:

September 28	Kindergarten
September 29	Grades 1- 2
October 5	Grades 3-4
October 12	Grades 5-6
October 19	Grade 7-8

As each grade transitions to on-campus, in-person instruction, school will be half-days for that first week. These dates are contingent upon the County staying in Tier 2. The county could mandate a return to remote learning at any time after these start dates.

Families may petition the school to have their child remain on a modified distance learning program and not return for on campus instruction.

- Each grade will consist of a smaller class size (“cluster”) of approximately 15+ students per class.
- Each cluster will be taught by both the primary teachers and aides as they will move between the two cohorts within the grade level as needed. Enrichment teachers will teach classes remotely. Students are not allowed to go into another cluster’s classroom at any time.
- All students, faculty and staff are required to wear facial coverings while on campus. Mask breaks are built into the daily schedule.
- Daily health checks (including temperature) are required for students, teachers and staff each morning prior to entry to school.
- Each family must sign COVID Social Contact before returning to campus.
- Safety procedures are established for no sharing, washing and sanitizing hands, physical distancing, recess, and other key elements.
- Strict safety and health protocols are in place to address COVID-19 exposure and illness on campus, including isolation of student/teacher, remanding of student home, home quarantine, and requirement of doctor visit/letter/testing.
- Stringent and regular cleaning, sanitizing and disinfecting campus, classroom, bathroom cleaning schedules and procedures are established.
- No classroom volunteers. Parents or visitors are not allowed on the school campus other than drop-off, pick-up and scheduled appointments.

- No Hot, BBQ or Pizza lunch will be available.
- No Extended Care will be available.
- No Electives will be offered.
- No morning assemblies or large school gatherings

HEALTH AND SAFETY PROTOCOLS

A. Designated COVID-19 Coordinator

- Saint Hilary School has a designated Health and Safety Director on staff.
- This individual's primary responsibility is to ensure that Saint Hilary's plan and protocols align with the MDOH protocols at all times.
- The Coordinator serves as the primary contact for the MDOH in all matters COVID-19.
- This individual coordinates with staff and families to ensure that the MDOH protocols are followed, implemented and enforced when students and staff exhibit illness during the school day. [CLICK HERE for Details](#)
- Send any requisite notifications, paperwork and information is to MDOH.

B. Daily Health Checks

- Each morning families receive a text and/or email with a link to the required health form to be completed by 7:30 am.
- The Parent is to take the students temperature each morning. The student cannot have a temperature above 100.4.
- No student can come on campus without having completed the health check.
- All answers must be "No" and the student's temperature must be below 100.4 in order for a student to come to school. ***No exceptions will be made.***
- If the student answers Yes to a health screening question or has a temperature of 100.4, the student is to remain at home. Parents are to contact their Healthcare Provider for testing. (Per Marin County Public Health Protocols-see attachment A)
- If a student is unable to come to campus due to a failed health check we will follow the action required by the Marin County Public Health Protocol. (see Attachment A)

C. Intra-School Day Illness

- **COVID-19 Monitoring:** Students and staff will be monitored for signs of illness throughout the day including the following COVID-19 symptoms:
 - Headache or tiredness, unable to participate in routine activities or need more care than staff can provide
 - Fever with behavior changes,
 - Uncontrolled coughing,
 - Difficulty breathing
 - Unusually tired, persistent crying, etc.
 - Open sores, rash, signs of infection, etc.
 - Runny nose with colored mucus

- Teacher is to contact the Health and Safety Director immediately.
- Students will be physically separated from their cohort and sent immediately to the Tiger Den with their mask on for isolation from cohort and others to await pick up by parents.
- Teacher and Staff members will be sent home immediately.
- Health check to be administered by the Health and Safety Director.
- Parents will be contacted by the Front Office immediately to pick up their child from school. **Parents /guardians are required to and must agree to come pick up their child without delay if they are exhibiting these symptoms.**
- Parent must contact their Healthcare provider for COVID-19 testing and report the results to the Front Office.
- Parents are to submit a letter from their Health Care Provider on test results to the Front Office.
- Based on results of the testing, appropriate steps will be taken aligned with MDOH Guidelines per the following:

*If a student or staff member tests negative for COVID-19, the individual may return to the cohort if symptom free without medication for over 24 hours. Saint Hilary Covid-19 Coordinator will notify the MDOH. **Cluster remains open.***

*If a student or staff member tests positive for COVID-19, the individual and their families must quarantine at home for 10 days. Saint Hilary COVID-19 Coordinator will notify the MDOH. **Cluster is closed for 10 days from last exposure.***

Refer to the following [MDOH Guideline document](#) for all protocols being implemented by Saint Hilary School:

- **If student exhibits any of the following non COVID-19 symptoms** throughout the day:
 - Medications for Headache/Migraine
 - Allergic Reaction
 - Dental Issues (other than tooth loss)
 - Head Injury
 - Bee Sting
 - Large scrape or deep cuts
- Teacher will contact the Front Office for assistance, a staff member will come pick up the student and escort them to the Front Office (or Tiger Den).
- For small injuries or medical needs such as minor scrapes, tooth loss, minor bumped head, etc. each class room is equipped with bandaids, ice packs and other supplies in their Medical kit caddy.

D. Critical Safety Protocols

Saint Hilary School has implemented the following safety and health protocols to mitigate the spreading of germs among students, teachers and staff, as well as throughout the campus facilities.

- **Handwashing/Hand Sanitizing**

- Students are to wash their hands before coming to school and throughout the day.
- Frequency includes during assigned bathroom times, before and after recess, before and after lunch, after blowing nose and coughing fit, and other times deemed established by the teacher.
- A stamp will be placed on their hand that comes off to ensure thorough hand washing.
- Hand Sanitizers and stations are placed throughout the schools for use by students and staff.
- Health and safety signs are placed throughout the school as a reminder to use Hand Sanitizer.
- Locations include:
 - Check In Locations
 - School Entry and Exit Doors
 - Front Office
 - Classrooms Entry and Exit Doors
 - Desks
 - Bathrooms Entry and Exit Doors
 - Gym

- **Bathrooms Usage**

- Each grade cluster has its own bathroom assignment:
 - Bathroom #1: K-2 (End of the main building hallway)
 - Bathroom #2: 3-4 (Posh potties)
 - Bathroom #3: 6-8 (Gym)
 - Bathroom #4: 5 (Taratino Hall)
- A separate [Bathroom Schedule](#) has been put in place for use with cleaning and sanitizing times embedded in the schedule. The bathroom schedule mitigates exposure in the hallways throughout the day.
- If a student needs to use the bathroom outside of the scheduled time, the Teachers will give students red cards to be placed in a plastic sleeve so it can be cleaned before next use.
- Health and safety signs reminding students to wash their hands are posted.
- To meet ADA standards, accommodations and access to appropriate bathroom facilities will be made for faculty, staff and students in need of accommodation.

- **Playground/ Recess guidelines**

- Each cohort will have assigned recess times and must stay in their assigned recess area identified by individual grade flags and roped off areas:
 - Small Playground Yard (K-2)
 - Parking lot in front of 3rd - 5th Grade (3-5)
 - Ball Wall (TBD)
 - Parking lot outside Junior High (6-8)

- Gym (K-8)
 - Assigned recess areas will be adjusted during the week to support cohorts' access to GaGa Pit and gym.
- Each cohort will have separate recess equipment and it will be sanitized between use.
- Playground structure will be sanitized after each use.
- **No Sharing**
 - The school has implemented a policy of ***no sharing of items*** or use of communal classroom supplies.
 - Students are to keep personal school supplies in a plastic box in their designated cubby or classroom space.
 - All personal items such as lunch boxes, sweaters, sweatshirts, and backpacks are to be kept in their designated cubby or classroom space except when in use.
 - Health and Safety sign reminders are posted in the classroom.
- **Inter-Classroom Movement**
 - Enrichment teachers or staff may move between classrooms.
 - They must follow all safety and distancing protocols at all times
 - Wear a mask
 - Apply hand sanitizer or wash hands before and after entering and exiting the classrooms
 - Maintain physical distance from students.
- **Travel Policy**

Our primary objective with this policy is to ensure transparency between the school and families so that we support the safety of our community while also honoring the need for families to travel and live their lives as fully as possible during this pandemic. The school is only asking for notification from families and looks forward to working with families to support travel while keeping us all safe.

Saint Hilary School is doing everything we can on campus to mitigate COVID-19 exposure for our students, faculty, and staff. We ask our families and faculty for their assistance by doing the following:

- Maintain a stable social bubble
- Limit to one to two outside of school activities ***that maintains a stable group and follow California State and Marin County Guidelines***
- Limit travel to essential trips and work to avoid known COVID hot spots
- Follow all self-quarantine protocols provided by MDOH as needed

In order to further protect our campus, and to limit exposure to COVID-19, SHS has implemented a policy that requires parents, faculty, and staff to inform the school two weeks prior (or with as much lead time as possible) if a student and their family travel outside of the greater Marin and Greater Bay Area for overnight trips. This includes travel that is part of competitive sports and other extracurricular activities.

We ask parents, faculty, and staff to exercise caution when considering visits to hot spots defined as those cities/regions/states/countries that have:

- Increasing # of cases, and increasing positivity rates over the most recent 14 day period, **OR**
- A Positivity rate of 10% or greater.

If Saint Hilary School determines that COVID guidelines as outlined by the state of California and Marin County were not followed a student may be required to engage in distance learning for a period of time upon returning from travel.

A **Notification of Travel form** has been created for parents, faculty, and staff, to submit to the Front Office two weeks prior (or with as much lead time as possible) to **any travel by a student and their family.**

If your child or a faculty member attempts to return to school after a non-reported trip they will not be allowed to exit their car and enter the school. If this is determined following the start of the day the student will be put in the Tiger's Den and parents called. The student **may be asked** to quarantine for a minimum of 5 days and provide a negative COVID test (rapid PCR or recommended test by your primary care physician) before returning to classes on campus.

E. PPE Requirements

The use of Personal Protection Equipment (PPE) such as face coverings is essential to the mitigation of spreading COVID-19 germs. The MDOH expects that "Face coverings should be worn by staff and all students, as feasible, and are most essential in times when physical distancing is difficult". Wearing a face covering is a sign of compassion for one another as it keeps one another safe from the transmission of germs. Saint Hilary School is committed to the safety of our students and teachers at all times.

- **Use of Facial Coverings**

Students in all grade levels K-8 are required to wear face coverings at all times, while at school, unless exempted.

All staff must use face coverings in accordance with CDPH guidelines

- CDPH recommends disposable 3-ply surgical masks, which are more effective than cloth face coverings
- For staff, bandanas, gaiters and similar face coverings are no longer acceptable.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, a face shield with a drape can be used as long as the wearer maintains physical distance from others

- All students, faculty and staff are required to wear face coverings while on campus, except for health reasons (i.e., asthma, respiratory conditions).
- Face Coverings include surgical masks, cloth masks, and plastic cover transparent shields
- Face Covering breaks will be provided throughout the day
- **Facial Coverings Management**
 - Saint Hilary students are expected to **wear a face covering at all times**, except when a break is approved by the teacher.
 - Face coverings are not a toy and should not be used as one e.g., no superhero masks.
 - Facial covering breaks will be scheduled by the teachers to enable students to breath in the fresh air. Breaks are to occur outside the classroom and all physical distancing requirements must be met.
 - Classroom break outdoors (meditation, prayer break, calisthenics)
 - Outdoor class time
 - PE Class/Recess - if the activity supports physical distancing students may remove their masks
 - Lunch/Snack time
 - Students may be granted a face covering break if seated at a desk doing individual work with sneeze guards in place at teacher's discretion.
- **Dress Code**
 - Approved facial coverings include cloth masks, cloth neck gaiters and plastic cover transparent shields. No bandanas. No full face masks.
 - Patterns and Team Logos are acceptable
 - No political or offensive words, symbols or images may be on the facemakes
 - Change of face mask that does not meet dress code will be exchanged for a disposable face mask at the discretion of the administration
 - LABEL ALL FACE MASKS WITH STUDENT NAME AND GRADE.
 - Consequences:
 - Students not following protocols after appropriate warnings will be sent home immediately.
- **Use of Hand Gloves**
 - Students are not required to use hand gloves
 - Teachers and staff may use hand gloves at own discretion
 - Tiger Den Monitor and Front Office staff will use hand gloves when performing health checks, distributing medicines, caring for open wounds and other physical procedures.

F. Campus Cleaning Protocols

A rigorous and frequent cleaning schedule of the school facilities has been put into place along with the purchase of sophisticated high quality disinfecting equipment (including electrostatic

spray equipment) to ensure that Saint Hilary's facilities and campus are cleaned, sanitized, and disinfected on a frequent or as used basis.

In order to meet these new campus cleaning protocols, Saint Hilary has extended the hours of our janitorial service to be on site each day, all day. In addition, cleaning and sanitizing supplies will be kept in each classroom and throughout the campus to ensure that teachers, and students can regularly sanitize high touch areas and items. Additionally, staff will disinfect regularly and/or as needed.

Campus Cleaning Schedule:

See grid on page 10

Category	Location	Frequency Clean & Sanitize/Disinfect
Classrooms (Teachers/Janitor)	Room Desk & Chairs Frequently touched items (door handles, light switches, intercom) Classroom Equipment (Elmo/TV/printers)	At the end of each cohort session. At the end of each cohort session or a minimum of 2x per session. After each use or at a minimum 2x during cohort session After each use or switch between teacher and aide, or at a minimum twice during each cohort.
Restrooms (All)	Sinks Toilets/Urinals All Handles Trash Bins	4x a day or after each use per bathroom schedule *
Isolation/Sick Room	Tiger Den (former Extended Care area)	After each use and at the end of the school day
Playground/PE/Recess equipment	K-2 Playground Gym Equipment + Recess Equipment +	After each use After each use After each use
Common Areas	Library/Music/Art	Closed to students. Cleaned and sanitized daily After each use
Equipment	Personal Student devices	After each use (student)

	Teacher devices Shared: Copy Machine Printers Laminate Machine Paper Cutter	At each use (teacher) After each use (teacher/staff)
Front Office	Reception Area Front Offices High Touch Areas	At end of each use or at end of each day At least 4x a day
High Touch Items in General Areas	Door Handles Light Switches	At least 4x a day

* If a bathroom stall is used between schedules, a red card system is in place where students will insert a red card into plastic sleeve to indicate the stall needs to be cleaned.

+ Each class cohort will have its own PE and recess equipment that will remain segregated from the other cohorts.

NEW OR CHANGED DAILY SCHOOL PROCEDURES

A. Morning Drop Off

- Drop- Off Hours are
 - Morning Session: 7:40 am - 8:00 am
- There are 3 designated drop off points, clearly marked with a Flag and signs.
 - Point A** : K, 2ND AND 3RD GRADES (in front of (4th Grade)
 - Point B**: 1ST, 4TH AND 5TH GRADES (in front of Gym)
 - Point C**: 6-8 GRADES (in front of Middle School)
- Parents will enter campus through Hilary Drive entrance for elementary school grades and lower Rock Hill Drive for middle school grades.
- Parents with multiple children in the school must drop off each child at the appropriate location.
- Daily morning health check to be completed and submitted by parent by 7:30 am prior to drop off.
- Staff will verify the Health Check form was properly completed.
 - Once a student is cleared and they have placed on their mask they may exit the car.
 - The student will use hand sanitizer, a Clear sticker, and go directly to class following the 6' physical distancing signs and marks on the ground.
 - Students will use the classroom outside doors to enter the classroom. No students will enter or exit through School main doors.
 - If the Health Check is not completed, the parent will be instructed to pull out of the line and drive to the holding section to complete the document. Once completed, the parent drives back into the drop off line.

B. Late Morning Drop-off (Tardies)

- Parent brings student to the front office door and requests admittance
- Front Office confirms Health Check is completed.
- If the Health Check is complete, the student enters school wearing a mask and uses hand sanitizer by Front Door.
- If not, parent and child return to car to complete Health Check
- Students will be let in one at a time.
- Students will use hand sanitizer, be given a Clear sticker, and are to go directly to their classroom using the outside door.

C. Intra School Day or Early Pick-up

- Parents are to provide a minimum of 1 hour notice via email or telephone of the pick-up
- Parents come to the front door and request admittance
- Parents sign the register on the iPad located on the Parent table to the right of the front door.
- Parents exit and wait for child out in front of school building
- Students will be called to the office or instructed to meet their parents outside of the front office building
- Faculty and staff will coordinate so that they remain separated from students in other cohorts

D. Intra School Day Return to School Drop Off

- Parents come to the front door and request admittance
- Parents complete their own health check on the iPad located on the Parent table to the right of the front door followed by their child's health check.
- When the Health Check is completed and confirmed by the Front Office, students will be sent to their classroom escorted by faculty or staff members.

E. End of Day School Pick Up

- Pick up Hours are 3:05 - 3:15 PM
- All students remain in classroom (including Kindergarten)
- Students will be called via walkie-talkies to a designated pick-up spot (spots will be numbers 1-10).
- All students in the same family will meet at one spot.
- Teachers are expected to keep kids in their seats and quiet so names being called can be heard.

F. Attendance/Absences

- Parents are to email the teacher and Front Office if a student is ill and will be absent from school that day.
- If the student is exhibiting COVID-19 symptoms, please state the symptoms in the email.
- Students may return to school three days after symptoms resolve.
- Teachers will take attendance in the classroom and input into Rediker. This is important as we need to provide MDOH with 10 days of attendance records if a student is sick.

G. Drop off Forgotten Items

- Students must have all their belongings required for the school day with them before leaving the house.
- School will not accommodate a separate drop-off procedure for left behind items such as lunch, snack, iPad, homework, library books, musical instrument etc.
- School will not accommodate a separate drop off procedure for after school extra-curricular activities items such as sport equipment, athletic wear, play dates or other items.
- In the event of an emergency such as retainers and/or medicine, please contact the Front Office with an email or phone call. Accommodations may be made to have items dropped off on the table at the Front Office health check station. A faculty/staff member will leave the items outside the classroom door for the student to pick up at recess or lunch

H. Student Office Visits

- Students will no longer be allowed to visit the Front Office without an approved reason
- Students will no longer be allowed to use the Front Office phone to call home during the school day

I. Food on Campus

- Parents are to provide snack food and water bottles for students
- No Hot Lunch, Pizza or BBQ will be provided
- No Snacks will be available at the Front Office

J. No Unauthorized visitors on campus

- No large gatherings/Assemblies
- No Classroom Volunteers
- All parent/teacher/administration meetings will be held on Zoom.
- If an in person meeting is required, then the following protocols must be met:
 - Meeting must be pre-scheduled (Front Office must be notified in advance)
 - Parent must wear a facemask and use hand sanitizer while on campus
 - Parent must follow all SHS safety protocols:
 - Complete health check upon arrival
 - Apply "Cleared sticker"
 - Sign-in
 - Hand sanitizer
 - Staff will escort parent to meeting site
- Classroom observations with third party individuals may occur to support a student's learning (e.g. learning specialists)
 - Meeting must be pre-scheduled (Front Office notified in advance)
 - Visitor must wear a facemask while on campus
 - Visitors must follow all SHS safety protocols
 - Complete health check upon arrival
 - Apply "Cleared sticker"
 - Sign-in
 - Hand sanitizer

- Staff member will escort visitor to meeting site

CLASSROOM PROTOCOLS AND INSTRUCTIONAL PROGRAM

A. Clusters (“cohorts”)

In keeping with maintaining a safe and healthy learning environment for our students and faculty, we are following the MDOE guidelines to create stable classroom clusters for our students. Outdoor facilities will be maximized for educational purposes.

- **Cluster Construction**

- Two smaller classes (clusters) of 15+ will be created for each grade
 - Cohort Red
 - Cohort Blue
- Each Cluster will be taught by the homeroom teacher and aide interchangeably
- Clusters cannot intermingle
- Clusters will not change classrooms during the school day
- Enrichment courses (Music, Spanish, Art and Library) will be taught remotely for clusters classrooms
- Recess to be held in designated areas per clusters

- **Cluster Criteria (Grades K-7)**

The goal is to create a homogenous group of students per cluster for a productive learning environment for all students. The creation of clusters per each grade is being handled by the previous year homeroom teacher and the principal of the school.

- Prior year homeroom teacher will develop an initial cluster list based on the following criteria
 - Even division of boys and girls
 - Learning levels
 - Interests
 - Personalities and Social Dynamics
- Initial cluster lists will be reviewed and approved by Administration
- Clusters will remain in place through the first Trimester

- **Cohort Criteria (Grade 8)**

The criteria of clusters for Grade 8 are essentially the same as Grades K-7 with the major exception of utilizing the Grade 8 Math Groups.

- Both the previous year homeroom teacher and the math teacher will develop the initial list to be reviewed and approved by the administration.
- Clusters will remain in place throughout the first trimester

- **Cluster Management**

The ongoing management of the individual clusters is a process that will be fluid while the following measures are put in place within the first trimester.

- The same curriculum and work will be presented and completed by each student in both clusters per grade.
- No separate assignments, due dates, projects etc.
- Tests will take place on same day
- Teachers will work towards establishing cohesion within the grade. Please note this is a process and will take time.
 - Name each cluster and create an identity and community
 - Host fun learning and physical competitions between clusters
 - Create group projects in which members from each cluster collaborate (using zoom, google tools, etc)
 - Create service projects in which both clusters within the grade can participate

B. Classroom Construction

- Each classroom is being designed to accommodate smaller cohorts
- All clutter and communal supplies have been removed
- Desks will be placed 6' to 8' feet apart
- Under no circumstances should distance between student chairs be less than 4 feet
- Desks will be facing forward to avoid face to face proximity
- Plexiglass sneeze guards will be placed on all student desks
- Desks will be kept clean and clear of all student items.
- Cubbies will be used to hold all students' classroom supplies kept in a clear plastic box in their cubicle
- No use of lockers by Junior High students
- Classroom air circulation is important to keep contagions at a minimum, including doing the following:
 - Each classroom will have a HEPA air purifier
 - Keep windows open during class time
 - Air conditioning (Grades 1-5) when required
- Health and Safety signs clearly displayed in all classrooms
- Outdoor facilities will be utilized for instructional purposes.
- Students should only use their own electronic devices and they should not be shared

C. Curriculum

- Core Curriculum remains innovative and appropriately rigorous
- Some changes may occur with Enrichment classes to accommodate small cohorts
- Music will continue to provide instrument instruction with some modifications:
 - No singing
 - Instruments will **not** be played in the classroom.
 - In class instruction will be focused on fingering and rhythm
 - Practicing and playing an actual instrument will take place at home.
 - Grades 3 - 4 Recorder

- Grade 5 Violin
- Grade 6 Clarinets
- Grade 7 Instruments from prior year
- Grade 8 Instruments from prior year

D. **Daily Class schedules**

Individual class schedules will be published by teachers and accommodate the needs of the cohort model.

E. **Distance Learning Program**

- The school year began with Distance Learning and remains in effect until Phase 2 of the SHS School Re-opening plan is put in place.
 - Learning Pods will be created for those families with extenuating circumstances to take distance learning but remain on campus, in separate clusters, and with oversight.
- The Distance Learning program will include:
 - Virtual classroom instruction by the teacher
 - Individualized programs for each grade
 - Dedicated proctor or mentor for the students
 - Online coursework
 - Learning site/hub (see Classroom Communications).
- Saint Hilary School will offer distance learning to those families who elect not to send their children to campus and/or students who are in quarantine.
- If this option is elected, the student must remain in the program until their class returns to campus. This is for the safety and protection of the existing onsite cohorts.

F. **Mental Health Support**

Access to School psychologist remains available for families

G. **Classroom Communication**

As has been our tradition, SHS will continue to communicate with families on a weekly basis via the school newsletter, homeroom teacher emails and room parent emails.

- Learning Sites: Links to Individual classroom learning sites will be available to parents and students on and off campus via the Parent Portal.
 - Each site will house all applications being used by the class
 - Overview of lessons
 - Homework assignments
 - Teacher Communication
- Available for use by all students, including those off campus.
- Students who are absent are expected to visit their learning site to keep up with missed work
- **After** visiting the learning site if questions remain please email the teacher directly

Appendices

- County of Marin Guidelines [CLICK HERE for Guidelines](#)
- FAQs: [Marin County](#)
- [Notification of Travel Form](#)
- [CDOPH Student Athletic Guidelines](#)
- [SHS Drop-off and Pick up Procedures](#)
- Recess/Play Area Map



- [DCS Responsible Use Policy](#)
- Additional Resources that support decisions made
 - Peer reviewed articles