

JOHN CURTIS CHRISTIAN SCHOOL
PLAN FOR THE 2020-2021 SCHOOL YEAR
UPDATED 8/9/2020

IF JEFFERSON PARISH IS IN PHASE 1:

T2-3rd grade will be able to attend school on campus. 4th-12th grade will participate in at-home online learning.

IF JEFFERSON PARISH IS IN PHASE 2:

All students in T2-12th grade will be able to attend school on campus.

IF JEFFERSON PARISH IS IN PHASE 3:

All students in T2-12th grade will be able to attend school on campus.

The goal of John Curtis Christian School is to provide our students with a well-rounded education in a safe and nurturing Christian environment. To help fulfill this goal, all students in grades PreK-12 will be required to have internet access at home during the 2020-2021 school year. JCCS will begin face to face instruction on August 19. JCCS is prepared to transition to at-home online learning if required to protect the health of our students and their families.

NEW STUDENT ORIENTATION:

The orientation on August 17 will only be for 1st-12th grade NEW students and all 7th graders. New students and two parents may visit the campus and meet their child's teachers anytime between 9:00 a.m. to 3:00 p.m. Masks and temperature checks will be required to enter the building. Please enter through the main entrance on each campus.

CHROMEBOOKS:

All 1st-6th grade students will be assigned a school-owned Chromebook. 1st -4th grade students will use their Chromebook in the classroom during the school day, but will not carry the Chromebook home. In the event that students in grades 4 and below are mandated to enter at-home learning for an extended period of time, parents will be offered the opportunity to borrow a school-owned Chromebook for their child to use at home. 5th-6th grade students will use their school-owned Chromebook both at home and at school on a daily basis. All 7th-12th grade students are required to purchase their own personal Chromebook to use at home and at school on a daily basis. All new 8th-12th grade students and all 7th graders will receive an email regarding chromebook setup. If a new 7th -12th student needs assistance with setting up their chromebook, they may bring their chromebook to room J-9 during orientation. 5th-6th grade students will receive their chromebooks during the first week of school.

FREQUENT HAND WASHING: Handwashing/hand sanitizer is required upon arrival, at least every two hours, before and after eating, before and after using outdoor play equipment, and at exit. Hand sanitizing stations will be available throughout the school. **However, we recommend that 3rd-12th grade students bring their own personal-sized hand sanitizer.**

ROUTINE CLEANING: Frequently touched surfaces will be cleaned multiple times throughout the school day. When students change classrooms, shared surface spaces will be sanitized. JCCS has contracted a professional cleaning company to clean all buildings at the conclusion of each school day. JCCS has treated all buildings with a fogging/misting process that kills 99.99% of harmful microbes. This treatment will be repeated before the start of school and throughout the year.

SYMPTOM MONITORING: If your child or a staff member has been exposed, is showing symptoms, or awaiting COVID-19 test results, **do not send your child to school. Please notify Michelle Schlette (mschlette@johncurtis.com) at the lower school or Danielle Unger (dunger@johncurtis.com) at the upper school if your child will be absent.** If your child or a staff member has been tested do NOT attend school until you have received confirmation of a negative test result. The student may participate in online learning while at home. JCCS will require documentation from a medical professional to return to school. **We will be flexible with absences in regards to illness.**

Anyone with the following symptoms should stay home:

- 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

JCCS will consult with health and safety officials to determine any additional steps that need to be taken.

Students will be assessed on arrival and throughout the day, including an initial temperature check with a non-contact thermometer. Students showing signs of illness or a fever over 100.4 will be sent home immediately. Parents should take their child's temperature at home, and if the temperature is over 100.4 the child must stay home. A student must be fever free for 24 hours without taking any fever-reducing-medication.

MASKS: Masks must be a solid color with no designs, wording, or embellishments unless it is a JC logo. Masks that have a combination of red, white, and blue colors with a JC logo are acceptable. If you would like to embroider or permanently label your child's legal first and last name in small print on the mask, you may. Disposable masks instead of fabric masks are acceptable.

Masks must be worn correctly over the nose and mouth. Staff and students (3rd grade and up) must wear face coverings, as able, to the maximum extent possible. Any child over age two may wear a face covering. Face coverings should be worn in all areas of the school when physical distancing of 6 feet can not be maintained. This includes classrooms. Most importantly, face coverings should be worn during arrival, dismissal, and any other transition within the school building. Staff and students that are within 6 feet of each other for more than 15 minutes should wear a mask. If teachers are unable to wear a mask within the classroom setting, teachers should maintain a physical distance of 6 feet from students. Each JCCS classroom will have a plexiglass shield for teacher and student protection. The CDC does not recommend a face shield, so a face shield should not be a substitute for a mask. For students or staff members who have a medical exception for a cloth facial covering, a face shield with a drape at the bottom of the shield is allowable as a substitute. The cloth drape must be tucked into clothing at all times and remain tucked in throughout the school day.

PHYSICAL DISTANCING: All classrooms will be configured so that individuals can physically distance themselves to the maximum extent possible. At this time, the use of lockers will be eliminated at both campuses. Students will remain in their desks throughout the class period to the fullest extent possible.

STATIC GROUPS: Students in 6th grade and below will remain in the same classroom throughout the school day with the same group of students. Efforts will be made to limit movement of students in 7th-12th grade.

SEATING CHARTS: All teachers will make seating charts. Students will sit in the same seat the entire semester.

LIMITING OF LARGE GATHERINGS: Upper School Chapels will be virtual. Class changes will be staggered to decrease the number of students in hallways at one time. Arrival and dismissal procedures will be modified to maintain physical distancing.

LIMITING VISITORS: Nonessential visitors, including parents, will not be allowed in the school building. Parents must call the office so that the staff can assist them with their needs.

VENTILATION: Circulation of outdoor air will be increased when possible through opening windows, doors, and ventilation systems.

WATER: Students will be allowed to bring their own water bottle to school each day (labeled with the student's name). We will eliminate the use of shared water fountains. **Spill proof bottles are required for all lower school students.**

BUS TRANSPORTATION: Buses will operate at 50 percent of their normal capacity during Phase 2, and 75 percent of their normal capacity during Phase 3, with appropriate spacing and assigned seats. This may require limited availability for bus transportation. Windows will be rolled down and the air conditioning will be used to increase ventilation. School buses will be sanitized daily.

BEFORE / AFTER CARE: JCCS will only offer before/ after care for lower school students during phases 2 and 3. Due to the maximum group size requirements, space will be limited and your child's spot for the semester must be reserved prior to August 17. The before/after care registration form must be completed in advance.

LUNCH: Our preference is that students bring their own lunch from home. We believe that this is the safest measure to protect our students. Lower School students will remain with their static group and eat lunch together. Upper School students will eat lunch outside with social distancing in place or they may eat in their 3rd or 4th period classroom during their lunch period. JCCS will offer a boxed lunch, not a hot lunch at the beginning of the school year. Microwaves will not be available. More information will be provided prior to the 1st day of school.

LOWER SCHOOL UNIFORM POLICY CHANGE: All lower school students will be allowed to wear the JCCS red or blue mesh(knee-length) shorts or the JCCS khaki shorts to school. We recommend that all students wear shorts during hot weather so that students can participate in outdoor activity.

UPPER SCHOOL BELL SCHEDULE DISMISSAL: Students should follow the directions of the traffic markers on the ground. There will be multiple transitions between each class period.

ARRIVAL/DISMISSAL PROCEDURES: We must adhere to strict drop-off and pick-up times. Students may not arrive before 7:50. Teachers will be in their classrooms by 8 a.m. to receive students. Detailed procedures are on the following pages.

NOTE: These practices may change in accordance with updates from the Centers for Disease Control, Louisiana's Office of Public Health, Louisiana Department of Education, and Ochsner's Safe to Return Program for Schools.

UPPER SCHOOL ARRIVAL/DISMISSAL PROCEDURES

ARRIVAL: Students will enter the building and temperature will be taken at the designated entrance based upon their homeroom classroom. All students will have their temperature taken using contactless thermometers prior to entering the building. Anyone with a temperature greater than 100.4 will not be allowed in the building. Only JCCS students will be allowed to enter the school building. Students should begin arriving for temperature checks at 7:50.

1st period:	Entrance point:
Weight Room / Boys PE	Boys Gym
Girls PE	JCCS Patriot Power driveway
J1, J2, J3, J4	Manguno Drive J hall
J6, J9	Manguno Drive Parent Gate
J10, J12, J13, J16	Back door of J hall
J11	Exterior door of J11
H2, H4	Manguno Drive H hall
H8, H9	Double glass doors by High School office
H11, H12, H13, H14	Back door of H hall

LATE ARRIVALS: At 8:20 a.m. all entrances and gates will be closed except for the main entrance on Manguno Drive.

DISMISSAL: Parents have the option of picking up on Manguno Drive or Celeste Avenue. All student drivers without after school practices will be dismissed at 3:00 and immediately leave campus. All 7th and 8th grade students that are picked up by parents will be dismissed and picked up between 2:45-3:00. All bus students and the remaining 7th period students in the J and H hall will be dismissed at 3:10. No student can remain on campus after 3:30 unless they are required to attend an after school practice.

LOWER SCHOOL ARRIVAL/DISMISSAL PROCEDURES

ARRIVAL:

Parents with multiple children should drop off their children at their youngest child's drop-off location..

All students in **T2- Pre-K3** will be walked to the doors on Marmandie by a parent/guardian every morning. **You must** park behind the Early Learning Center (ELC) on Marmandie.

All students in **Pre-K4 & Kindergarten** should be dropped off in the circle driveway by the ELC building. Speed limit is 2 mph. Do not drop your child off on Jefferson Highway or the parking lot. Students should not be dropped off before 7:50. **Please do not park and walk your child into the PK or Kindergarten buildings.**

All students **1st-6th Grade** must be dropped off in front of the main building in the supervised section of the driveway. Speed limit is 2 mph. Do not drop your child off on Jefferson Highway or the parking lot. Students should not be dropped off before 7:50. **Please do not park and walk your child into the 1st-6th grade building.**

All students will have their temperature taken using contactless thermometers prior to exiting their vehicle. Anyone with a temperature greater than 100.4 will not be allowed in the building. Only JCCS students will be allowed to enter the school building

LATE ARRIVALS:

If a student arrives after 8:20, please call the office at 504-737-0208 to notify the office that you have arrived. A staff member will come to the driveway to perform a temperature check and assist the student in entering the building. Please do not allow a student to exit the car until a staff member has performed a temperature check. **Anyone with a temperature greater than 100.4 will not be allowed in the building. Only JCCS students will be allowed to enter the school building. Parents will not be allowed in the school building when dropping off a late arrival.**

DISMISSAL:

During dismissal, parents with multiple children should pick up their children at their **YOUNGEST CHILD'S DISMISSAL LOCATION** at the **OLDEST SIBLING'S DISMISSAL TIME** . Parents with multiple children should email lgullung@johncurtis.com with a list of their children's names and grade levels to ensure all siblings' teachers send them to the correct location. **Please do not enter the car line until the designated time of the oldest sibling's dismissal time.**

T2-PK3 parents should park and check in at the Marmandie door entrance. A staff member will bring out your child to you. NO PARENTS are allowed to enter the building. Dismissal will begin at 2:30. Students should be picked up by 3:10.

Pre-K4 & Kindergarten students should be picked up in the circle driveway by the ELC building. Dismissal will begin at 2:35. Students should be picked up by 3:05.

1st -2nd students will be picked up in front of the main building in the supervised section of the driveway. Dismissal will begin at 2:45. Students should be picked up by 3:05.

3rd & 4th grade students will be picked up in the circle driveway by the ELC building. Dismissal will begin at 3:05. PLEASE do not arrive before 3:05 as we need to dismiss our younger students first. We reserve the right to ask you to re-enter the line if you arrive before your pick up time. Students should be picked up by 3:25.

5th-6th grade students will be picked up in front of the main building in the supervised section of the driveway. Dismissal will begin at 3:10. Students should be picked up by 3:30.

Any student not picked up by 3:30 pm will be brought to aftercare and will be charged. **Anyone with a temperature greater than 100.4 will not be allowed to go to aftercare.** The office needs to be informed before 12:00 p.m. of any change to transportation or after care.