



Opening Plan: Fall 2020

Welcome Back!

Chesapeake Bay Academy is excited to have your child joining us for the 2020-21 school year. Although we know that this year will be different than years past, together we will move forward in partnership as we learn and evolve into the new daily practice of education. CBA never closed during the 2019-20 school year, and we have continued individualized learning services through the summer for those who sought it. What follows below in this document is our fall 2020 plan.

The American Academy of Pediatrics has pointed to the need for students, especially those with learning differences, to return to the classroom as soon as it is safe to do so. While learning loss occurs for all students when children are not in the classroom, research points specifically to the need for children requiring special education services to receive consistent, on-going instruction. CBA's Fall 2020 Plan will insure this on-going instruction throughout the school year. Never has the trust between school and family been more important than now as we join together to create a safe and healthy learning environment for the entire community.

Guiding Principals

CBA will:

- Provide a healthy and safe educational environment for all members of our community
- Provide a personalized education for each student
- Utilize innovative technologies to expand educational opportunities
- Provide a warm and nurturing environment that supports the academic, social, and emotional growth of all community members

Health, Safety & Physical Distancing

Commitment to One Another

At this time the entire CBA community must take responsibility for our combined health and well-being. It will be critical for each of us to acknowledge our responsibility and do our part. Each of us can best assist our joint goal with a single refrain that has the other in mind – namely, “I want to keep *you* safe.”

Come to School or Stay at Home?

If you or your child do not feel well, have COVID-like symptoms, are running a fever or have potentially been exposed to the virus, please remain at home until your symptoms have dissipated and you have been fever free for 72 hours (without medication). Our school nurse is available to consult with you if you have questions about whether your child should report to school.

Entry Screening

Daily temperature checks and health screenings for all CBA community members will be mandatory. Students will be greeted at the circle during morning drop-off and will have their temperatures taken via infrared thermometer. For the safety and well-being of all, students with a temperature at 100.4 degrees or above will be asked to participate digitally from home that day.



In addition to a temperature check, the adult dropping off the student will be required to answer the following questions:

1. Has your child had contact with anyone that you know who has been diagnosed with COVID-19? Contact is defined as 15+ minutes (cumulative total) of close contact with an individual who has been diagnosed, within 6ft. of a symptomatic/positive individual without a mask, or reside with a symptomatic/positive individual.
2. Have you or your child had a positive-COVID test for active virus in the past 10 days?
3. Have you or your child experienced two or more of the following symptoms within 24 hours? Sore throat, chills, headache, muscle pain, loss of taste or smell, diarrhea, cough, or shortness of breath.

Face Masks

CBA is very fortunate to have a large footprint paired with a small population of students. This will allow us to implement the recommended 6-foot social distancing protocol for all students and teachers. That said, for everyone's security face mask use is required for all students. If a physician's note attests to any person's condition that might prevent them from wearing a mask, that student or other person will be offered a face shield or the opportunity to work digitally from home. Students will be expected to arrive at school each day with a clean mask and to follow the guidelines below:

General Guidance

- Students will wear personal, clean, well-maintained masks appropriate for the school environment.
- Students must wear a face mask at all times in hallways, classrooms, and other common areas.
- Students should remain mindful not to unnecessarily touch their masks except for mask removal for meals and breaks.

Students may remove face masks (take a "mask break") when:

- Eating or drinking.
- Engaged in any activity for which maintaining at least 6 feet apart is assured (e.g. face mask breaks, recess, etc.)

Students will be instructed when they may take "mask breaks" and remove their masks, such as during mealtimes, and when outdoors and more than 6 feet apart from other people. When masks are removed, they must be placed below the chin, in a pocket or on the lap. Masks should not be placed on tabletops or other communal surfaces. Mask breaks will be 15 minutes maximum.

Health Monitoring

CBA employs a full-time, licensed nurse to service the health needs of our community. Her role is to provide direct treatment of students, faculty, and staff, to offer on-going health education, to maintain health records including student physicals and immunization records, and to provide professional guidance regarding health-related policies and procedures.

To inform our own COVID related procedures, CBA has worked to consolidate best practices from the foremost authorities on COVID-19 across the country and the world, including guidelines from the Center for Disease Control (CDC), the World Health Organization (WHO), Johns Hopkins University, and the Virginia State Health



Commission. Our school nurse is committed to oversee implementation of those best practices and to take every possible precaution to ensure the continued health and safety of our community.

In Case of Illness

All individuals who are sick are expected to stay home. Any student, faculty, or staff member who becomes ill while in the building will be sent home. A new, second clinic has been created to provide a separate personal space to anyone who begins to feel sick. It will provide the opportunity to isolate the effected individual for their own comfort and for the safety of the school population, at-large.

Limiting the spread of virus is everyone's responsibility. All community members – students, parents, faculty, and staff- will be required to sign a Health & Safety Agreement that describes the individual's commitment to staying at home when sick and seeking appropriate medical care when directed. In addition, parents and guardians will be asked to ensure that they or another caregiver can be available to pick-up an ill child within one hour of being notified of illness.

Contact Tracing

Contact tracing is a key strategy used by health departments to prevent the further spread of infectious diseases such as COVID-19. Contact tracing is the process of identifying, notifying, and monitoring anyone who has come in close contact with an individual who recently tested positive for COVID-19. Depending on a contact's length of exposure, this may include the need for a contact to quarantine at home for a designated period of time.

The school nurse will be implementing a contact tracing program to help mitigate the spread of COVID-19. When notified of a staff member or student with a confirmed case of COVID-19 the school will coordinate with the Virginia Beach Department of Health to report the case and seek further direction regarding mitigation procedures. All student families are expected to notify the school nurse if they become aware of exposures to individuals who have tested positive for COVID-19.

General Hygiene – How to Protect Yourself and Others

Wash your hands often and well

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

- Put 6 feet of distance between yourself and people who do not live in your household.

Cover your mouth and nose with a cloth face mask when around others

- You can spread COVID-19 to others even if you do not feel sick.
- The cloth face mask is meant to *protect other people* in case you are infected.
- Everyone should wear a cloth face mask in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.
- Continue to keep about 6 feet between yourself and others. The cloth face mask is not a substitute for social distancing.



Cover coughs and sneezes

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit. Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol and no methane.

Clean and disinfect

- Clean AND disinfect frequently touched surfaces daily. Use detergent or soap and water prior to disinfection.

Monitor Your Health Daily

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms.
- Take your temperature and follow CDC guidance if symptoms develop.

CBA'S Blended Instructional Readiness

On-Campus and Virtual Learning

The CBA faculty is committed to providing our students with a truly exceptional educational experience. Whether on-campus or virtually we will offer students the strategies and interventions that will allow them to find academic success.

In order to best prepare all community members for the eventualities that may lie ahead during this unprecedented time, schedules that will accommodate students both on-campus and virtually have been prepared in advance, offering us flexibility for as much in-person learning as safety permits and for the best possible virtual program for any or all who may need it.

The On-Campus Plan

Class Size and Groupings

The foundation of CBA's educational philosophy has always been personalized instruction made possible through very small class sizes. This configuration has served our students well from an instructional standpoint, and it is now one of CBA's greatest strengths in the COVID- 19 environment. Small class sizes and student groupings provide increased safety. Accordingly, CBA will limit class size across the building such that all classrooms will honor the CDC recommended 6-foot social distancing guidelines between desks.

Ability-grouping has also been central to CBA's educational delivery, and CBA will now limit the movement between students/classrooms to the maximum extent possible. Hallways will be unidirectional, and all students will wear masks during passing periods.

Curriculum

We will continue to emphasize the core curriculum in our instruction. Thus, Literacy, Mathematics, Science, and Social Studies will serve as the curriculum's foundation, and we will make adaptations to the delivery of the arts (visual, performing, and culinary) and technology-based curricula as necessary.



Building Logistics: Reorganized Drop-Off

To create a consistent flow of appropriately distanced students into the building each day, drop off has been reorganized. The following schedule will be strictly adhered to. To better manage the flow of students into the building, no before-school care will be available.

Arrival Times

7:30 – 7:45 a.m.	Middle School (Grades 6-8)
7:45 – 8:00 a.m.	Lower School (Grades 1-5)
8:00 – 8:15 a.m.	Upper School (Grades 9-12)

Building Flow

All students will enter the building through the front doors. Entry will be staggered as each student will be cleared through the screening process prior to departing the vehicle. All students will wear masks or face shields as they enter.

Lower school will transition using one-way hallways. Middle school will transition throughout the day based on their advocate groups. Upper school students will be assigned a specific stairwell to utilize for transitioning to lunch and dismissal.

Dismissal Times

2:45 p.m.	Middle School (Grades 6-8)
3:00 p.m.	Lower School (Grades 1-5)
3:15 p.m.	Upper School (Grades 9-12)

Signage

Signage directing the flow of traffic through the building, requiring social distancing, and reminding students and adults of required hygiene and other safety protocols will be posted on walls and floors throughout the building.

Visitors

CBA values the participation of all members of our community. The contributions of our family members, community supporters, members of the outside educational community, and vendors are significant to our day-to-day operations. However, at this time it is necessary to limit, to the greatest extent possible, the likelihood of virus exposure to our students, faculty and staff. Therefore, *no community member will be admitted to the building without prior approval*. Parents needing to contact teachers or administrators should email, or in time sensitive matters, call the front desk for assistance.

Lunches

Students will be allowed to leave the classroom for lunch and will have assigned seating. Students will wear masks as they pass through hallways. All lunches will be brought from home. No outside lunch service will be available, at this time.

Cleaning and Sanitation Procedures

To increase and improve our sanitation protocols, CBA has added a daytime custodian to implement new practices and procedures. The custodian's responsibilities will include cleaning & disinfecting eating areas,



cleaning restrooms throughout the day, routinely wiping down doorknobs and other surfaces, and providing assistance to the school nurse in any health-related situations.

All students entering the building will immediately upon arrival be directed to wash their hands or use hand sanitizer, as appropriate. Sanitation stations containing antibacterial wipes and hand sanitizer will be added to the existing hand-sanitizing dispensers across the school.

HVAC

In consultation with the company that provides support for our heating and air conditioning units, adjustments have been made to increase the amount of outside air that enters the building per CDC guidelines. In addition, we are increasing the frequency of our air filter changes and the MERV rating of the air filters.

The On-Campus Schedule

Lower School *(sample schedule)*

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:25	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
8:30 - 10:00	Literacy	Literacy	Literacy	Literacy	Literacy
10:05 - 11:05	Math	Math	Math	Math	Math
11:10 - 11:25	Brain Break/Handwriting	Brain Break/Handwriting	Brain Break/Handwriting	Brain Break/Handwriting	Maker Space
11:30 - 11:45	Recess	Recess	Recess	Recess	
11:50 - 12:20	Lunch	Lunch	Lunch	Lunch	Lunch
12:25 - 12:40	Social Studies/Science	Social Studies/Science	SS/Science	Social Studies/Science	Recess/Class Clean-up
12:45 - 1:20			Art		Art
1:25 - 2:00	Technology	Music	Technology	Music	Social Skills
2:05 - 2:40	PE	PE	PE	PE	PE
2:45 - 3:00	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom

Middle School *(sample schedule)*

	Monday	Tuesday	Wednesday	Thursday	Friday
7:50 - 8:00	Advocate				
8:00 - 8:10	Mindfulness & Announcements				
8:13 - 9:10	PE/Health	PE/Health	PE/Health	PE/Health	PE/Health
9:13 - 10:10	Math	Math	Math	Math	Math
10:13 - 11:10	Life Science	Life Science	Life Science	Life Science	Life Science
11:13 - 11:42	Lunch				
11:45 - 12:40	Art	Art	Art	Art	Art
12:43 - 1:37	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts
1:40 - 2:35	U.S. History	U.S. History	U.S. History	U.S. History	U.S. History
2:38 - 2:45	Advocate				

Upper School *(sample schedule)*

	Monday	Tuesday	Wednesday	Thursday	Friday
8:15 - 9:44	MAKE CBA				
9:47 - 11:16	Economics	Economics	Economics	Economics	Economics
11:19 - 12:48	English	English	English	English	English
12:50 - 1:35	Lunch				
1:40 - 3:15	History	History	History	History	History



The Virtual Plan

Curriculum

We will continue to emphasize the core curriculum in our instruction. Thus, Literacy, Mathematics, Science, and Social Studies will serve as the curriculum's foundation, and we will make adaptations to the delivery of the arts (visual, performing, and culinary) and technology-based curricula as necessary.

Flexibility

CBA is sensitive to the fact that a wide range of factors are likely to enter into (a) the school's decision to teach on-campus or remotely and (b) a family's choice to have students present on-campus when conditions allow or at home when they do not. Our virtual plan incorporates this flexibility to permit instruction to go forward wherever students need to be.

Technology

With our learning management system, *Canvas*, being in place for 3 years prior, CBA was well prepared for online learning when the need abruptly arose during the spring of 2020. CBA administration, board members, and faculty have worked hard over the summer to bring our technological advantages into service in still stronger ways should the need arise.

Telepresence

Through telepresence devices, students who must be at home while others are in school will be able to access live classroom learning and videoconferencing. These devices will assist our faculty with the challenge of simultaneously teaching and producing classroom presentations.

Synchronous (Live) Learning

Students at home will be able to learn remotely through live teacher presentations in which teachers may move about to present information on a white board or go to demonstrate a lesson at a workstation.

Asynchronous (Delayed) Learning

Some instructional content will be recorded, stored, and made available to students through Canvas permitting routine review of instructional material and availability to later view missed content.

Digital Resource Teacher

Always mindful that the additional support of our highly skilled teachers is central to our students' success, this year we will have one instructor who is dedicated solely to supporting students who are learning at home when most students are in the building. The digital resource teacher will provide 30 minutes daily of direct instruction utilizing the content posted in Canvas to drive the curriculum. This teacher will assist students at home with prioritizing their work, providing tutoring support in areas of need, and serving as a liaison to the classroom teacher to consult and recommend modifications, as necessary.



The Virtual Schedule

Lower School *(sample schedule)*

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 9:15	Kiva	Kiva	Kiva	Kiva	Kiva
9:20 - 10:00	Literacy	Literacy	Literacy	Literacy	Literacy
10:20 - 11:00	Math	Math	Math	Math	Math
11:15 - 11:45	Technology	Art	PE	Music	Maker Space
11:50 - 12:20	Lunch	Lunch	Lunch	Lunch	Lunch
12:30 - 1:00	Social Studies/Science	Extra Help	Social Studies/Science	Extra Help	Social Studies/Science

Middle School *(sample schedule)*

	Monday	Tuesday	Wednesday	Thursday	Friday
8:15 - 8:30	Mindfulness & Announcements				
8:30 - 9:15	PE/Health	Independent Work 1-1 Instruction	PE/Health	Independent Work 1-1 Instruction	Study Hall
9:20 - 10:05	Math	Math	Math	Math	PE/Health
10:10 - 10:55	Life Science	Life Science	Life Science	Life Science	Independent Work 1-1 Instruction
10:55 - 11:25	Lunch Break				
11:25 - 12:10	Art	Art	Art	Art	Independent Work 1-1 Instruction
12:15 - 1:00	Language Arts	Language Arts	Language Arts	Language Arts	
1:05 - 1:50	U.S. History	U.S. History	U.S. History	U.S. History	

Upper School *(sample schedule)*

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 10:00	MAKE CBA	Independent Work Small Group Work 1-1 Instruction	MAKE CBA	Independent Work Small Group Work 1-1 Instruction	MAKE CBA
10:00 - 11:00	Economics		Economics		Economics
11:00 - 1:00	Lunch Break		Lunch Break		Lunch Break
1:00 - 2:00	English		English		English
2:00 - 3:00	History		History		History

Moving Forward Together

Please know that CBA's Board of Trustees Executive Committee, in addition to the Re-opening Task Force and the Blended Learning Task Force spent countless hours over the past two months assisting me in planning for the education of your children and the safety of the entire CBA community. Many parents, faculty and staff have contributed to this plan, as well. Despite all that has been considered and anticipated, given the rapid and serious life changes all of us are now managing, more change is likely to require further accommodations altering portions of this plan. We stand ready for that challenge, bolstered by your help and joint commitment. It will be through open, honest, and timely communication that we will embrace the challenges that lie ahead. Thank you for your partnership. We will move forward bravely TOGETHER!

Dr. Judy Jankowski
Head of School



Re-Opening Committee

Jennifer Adams
Stanley F. Baldwin, Esq.
Sarah Chagnon, M.D.
Aaron Cooper
Clifford Cutchins, M.D.
Lauris Geheren

Judy Jankowski, Ed.D.
David Levin, M.D.
Maria McKneely, R.N.
Haniff Miller
Margaret Penix, R.N.
Ret. Cmdr. Lou Schager

Dorinda Stagg
Patrick Thrasher, M.D.
Pamela Trompeter, R.N.
Elizabeth Waranch

Executive Committee

Stanley F. Baldwin, Esq.
Vickie Hawkins-Black, LCSW
Linda Bowers, CPA
William Brittain

Aaron Cooper
Donald Glenum III
Thomas Hasty III
Judy Jankowski, Ed.D.

David Levin, M.D.
Alan Rashkind, Esq.
Ret. Cmdr. Lou Schager
Patrick Thrasher, M.D.

Blended Learning Committee

J.D. Ball, Ph.D., M.D.
Howard Goodwin, DNAP
Liz Hohman
Judy Jankowski, Ed.D.

David Levin, M.D.
William Peachy
Brittany Raifaisen
Donny Reyes

Jared Setnar, M.A.
Franklin Stump

References

- The American Academy of Pediatrics, *COVID-19 Planning Considerations: Guidance for School Re-entry*. <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- The Center for Disease Control, *Interim Guidance for Administrators of US K-12 Schools and Child Care Programs: Plan, Prepare and Respond to Coronavirus Disease 2019*. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>
- The Commonwealth of Virginia, *The Phase Guidance for Virginia Schools, Updated 7/6/2020*. <https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Final-Phase-Guidance-for-Virginia-Schools-6.9.20.pdf>
- The Johns Hopkins University Institute for Education Policy, *The Return: How Should Education Leaders Prepare for Reentry and Beyond*. https://edpolicy.education.jhu.edu/wp-content/uploads/2020/05/CFC-TheReturn_5-13-20FINAL.pdf
- The School District of Philadelphia, *School Year 2020-2021: Advancing Education Safely*. <https://www.philasd.org/coronavirus/schoolstart2020/>