

Healthy and Happy at Sacred Heart 2020-2021



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Welcome Back

Nothing gives us greater joy than being able to welcome our students, faculty and staff onto campus. In these times, even though we will resume classes on campus, things will not be exactly the same as they were in other years. Everyone will need to be flexible and open to change at short notice. We need to ensure that we make decisions responsibly and are taking thorough measures to create a welcoming, safe and reduced risk environment.

Catering for the physical and emotional needs of our students will ensure they are at their peak, ready for learning. We must also take into consideration our ability to follow government advisories and guidelines.

This Handbook outlines the guiding principles behind our decision making, the various learning models should we need to transition between them, and the day to day routines and guidelines that will become our “new normal” for the foreseeable future. We will continuously monitor developments within Tokyo regarding COVID-19 and will make adjustments to our policies and procedures as required by the authorities. **We will review these policies and procedures on a regular basis, with the aim to reintroduce our full curricular and extra-curricular program as soon as safely possible.**

Guiding Principles and School Mission

The health, safety and welfare of our community come first. The provision of excellence in education that meets our school goals continues to be our ongoing commitment. This is a partnership between the school, parents, students, faculty and staff and we all need to work together as a caring and respectful community.

Rooted in the Goals of the Society of the Sacred Heart, the International School of the Sacred Heart educates young women of the international community in Tokyo to believe, learn, serve, connect, and grow.

The International School of the Sacred Heart is committed to educate to:

I. A Personal and Active Faith in God

The entire school program affirms that there is meaning and value in life and fosters a sense of hope in the individual and in the school community.

II. A Deep Respect for Intellectual Values

The school provides a rigorous education that incorporates all forms of critical thinking and inspires a life-long love of learning.

III. A Social Awareness Which Impels to Action

In our multicultural world, the school prepares and inspires students to be active, informed, and responsible citizens locally, nationally, and globally.

IV. The Building of Community as a Christian Value

The school promotes a safe and welcoming environment in which each person is valued, cared for and respected.

V. Personal Growth in an Atmosphere of Wise Freedom

All members of the school community show respect, acceptance and concern for themselves and for others.

School policies and practices promote self-discipline, responsible decision-making, and accountability.

All members of the school community take personal responsibility for balance in their lives and for their health and well-being.

Cooperation with Tokyo Metropolitan Government Guidelines

All decisions made regarding campus life and school policies will centre around avoidance of the 3Cs, as defined by the Tokyo Metropolitan Government. When students are on campus, AVOID the [“Three Cs”](#)!



Measures Taken to Avoid the 3Cs

The table below shows how the school will implement avoidance of the 3C’s.

Avoid Closed Spaces	<ul style="list-style-type: none"> Keep windows and doors on both sides of the room open for cross ventilation Some classes may be relocated to larger rooms or rooms with better ventilation PE classes held outdoors as much as possible Walk on the left of corridors One way traffic in MS/HS where possible
Avoid Crowded Places	<ul style="list-style-type: none"> Walking on the left-side of the corridors Recess times may be staggered and/or spread out over more than one location
Avoid Close-Contact Settings	<ul style="list-style-type: none"> Spread desks out in rows spaced at least 1 meter apart or otherwise position desks/tables to maximize distance between students Have desks facing in the same direction or otherwise positioned to maximize distance between students Wear a mask at all times In corridors, walk in lines, single file, keep left Limit number of students in the bathroom at one time Limited numbers in HS common rooms

Learning Plans

Our goal is to always provide our students with a developmentally appropriate, high-quality educational program regardless of whether we are on or off campus, but our preference will always be to have our students on campus with their teachers and with access to enriching co-curricular and extra-curricular activities.

Blue Plan

Open Campus - This plan is closest to our regular school program, with COVID-19 related precautions in place. The great majority of faculty and students are on campus amid new norms and mandates for health, hygiene and safety. A small number of students may be unable to return to campus. Limited synchronous streaming of classes will be provided for these students to access the curriculum. All curricular and extracurricular activities will be reviewed with caution and a risk assessment conducted. Depending on the COVID-19 situation in Tokyo, in-person sports and choir may not be provided for students, and competition with other schools may not be possible.

- When the campus is open on the Blue Plan, the focus is on students who are physically present on campus. It is essential that a student stays at home if she herself or a member of her household is unwell. The ill student should not participate in e-learning. For students that are well but must remain at home, the school will continue to offer a limited form of e-learning, also for those students who are under quarantine, students who are not in Japan yet due to government travel restrictions, if someone in the student's household displays COVID-19 symptoms, or for students with a suppressed immune system or underlying health condition.
- E-learning will not be made available to students whose families choose not to send their child to school or for the quarantine period(s) for families who choose to travel. Exceptions will be made for bereavement of a class family member.

<p>Coral Plan</p>	<p>Blended Learning - While the facilities are open to a limited number of students due to physical distancing measures, the student population is divided between those who learn from home and those who learn at school. No in-person extracurricular activities will run at this time, and virtual opportunities will be made available where possible. A special daily schedule and or calendar may be needed.</p> <p>For example: Half a Homeroom in at a time.</p> <p>Two Week schedule:</p> <ul style="list-style-type: none"> • Group A Week 1 Monday, Wednesday, and Friday Week 2 Tuesday, Thursday. • Group B Week 1 Tuesday, Thursday. Week 2 Monday, Wednesday and Friday. • Work will be provided for all students regardless of whether they are learning on or off campus • Limited synchronous streaming of K/JS classes will be provided for the group which is at home. <p>Alphabetical order determines group A or B to accommodate families with siblings.</p> <p>Special considerations for AP, ESL and Learning Support students will be in place.</p> <p>A small number of students may be unable to return to campus at all, for example, a student with a suppressed immune system. Limited synchronous streaming of classes will be provided for these students to access the curriculum.</p>
<p>White Plan</p>	<p>Extended E-Learning - Due to a large infection rate in the community and government advisory to close the campus, or a case of COVID-19 in our school, E-learning (partially synchronous in G3, 4; fully synchronous in MS/HS) is implemented. While limited in-person interactions persist on campus, primarily for faculty and staff, the campus is closed to students and the community.</p>

K3-G12 Blue/Coral/White Plan Teaching and Learning Policy

In the case of an extended closure of the school, student learning will continue via Moodle (in MS/HS), or class Weebly and Google Sites (in K/JS).

Expectations for Administration Team

- This policy will be reviewed and published on the school website and in the Teaching and Learning Policies and Procedures Handbook K-12 in the Faculty Portal.
- Monitor delivery of curriculum: ensure that educational experiences for students are motivating, engaging and meaningful and maintain connection between students, teachers, parents and school.
- When possible, advance notice by school email will be given to parents, students and teachers and staff that an extended E-Learning environment may be imminent e.g. “an advisory has been issued by the government”.
- Continue regular communication with the community (parents, students, staff) by means of email.
- Troubleshoot and problem-solve issues that arise; be available to support teachers, students and parents as needed.
- Ensure that electronic learning platforms are available and technical support is provided for teachers and students when needed.
- Monitor the well-being of community members and take necessary actions.
- Students will not be marked absent for the official period of school closure

Expectations for Teachers

- Everyday teachers provide meaningful learning opportunities and experiences that motivate and engage students, as well as build community in an online platform.
- K/JS HRT's should, at a minimum, begin and end the day with a Google Meet with their students. K/JS Specialist teachers and all MS/HS teachers should begin each lesson with a Google Meet check in. Include a warm and friendly greeting
- Continue to offer a rigorous program of learning and feedback/assessment
 - focus on major concepts that must be covered for the unit
 - provide a high level of detail for all learning experiences
 - provide feedback so that students know where to go next
 - specify formative and summative assessments submission procedures
 - assessments should follow the regular curriculum wherever possible
- Where possible use online group conversations (e.g. Google Meet).
- MS and HS students may be presented with new material via a “flipped” video lesson or reading; in this case, teachers should plan for reflection, assessment, and review of the material.
- Deliver content in manageable chunks, not all at once. Post assignments on the course landing page on Moodle (with all necessary live links) by the time the class is scheduled to start or in the case of K/JS, on the Weebly or Google Site a weekly update of big picture learning goals will be posted.
- Any work will be a continuation of the current documented curriculum timeline where possible.
- Assignments will only be for classes that students would have attended that day.
- Be online when your classes are scheduled between 8:15 a.m. - 3:00 p.m. (K/JS) and 8:30 a.m. - 3:30 p.m. (MS/HS).
- MS/HS please make sure all external links such as Google Classroom, educational apps and other online resources are linked to Moodle landing page.
- Principals must be invited to all Google Classrooms.
- Emails that come in prior to 4:00 p.m. should be responded to that day.
- Provide variety in tasks and aim for balance regarding screen time.
- Parents should not be placed in the role of teaching; students should be able to independently carry out the tasks assigned by teachers that are developmentally appropriate including access to the material or the teacher should teach the lesson via Google Meet, or provide a video recording of the lesson.
- Instructions and expectations need to be explicit, and delivered in multiple formats (written, video or audio) in order to reach all audiences.
- If setting group work, please assign work partners rather than allowing students to choose their own partner and rotate students to be in groups with different students at times so that they can experience a connection with all members of the class.
- Student time spent working should not exceed the regular class time. Be mindful of setting too much work in Middle and High school.
- Personal circumstances of a student will be taken into account regarding completion of work.
- Report to the division principal on the Concern Notes spreadsheet any students who are not attending online sessions, completing set work or are of concern.
- If a student is not completing the work or attending class, the teacher should contact the student by email first, if the student does not reply, the teacher should email the student and the parent. If the teacher does not hear back from either the student or the parent, the division principal will contact both.

Expectations for Students

- Your teachers will provide engaging learning opportunities and experiences in an online platform.
- Follow your school timetable for the day from 8:15 a.m. - 3.00 p.m. (K/JS) and 8.30 a.m. - 3.30 p.m. (MS/HS)
- Check Moodle (MS/HS), or Weebly or Google Sites (K/JS) for assigned work for all classes that would run that day and make sure you are prepared for learning.
- Contact your teacher after the start of your scheduled class if you do not see the posted assignment or if you have questions.
- Assessments will follow and students are expected to complete all assigned work.
- Respect all due dates.
- MS/HS expect to spend no more than your regular class time working on the assignment posted and allow time for homework.
- Take care of yourself - stay in contact with friends on a daily basis, take screen breaks, get some exercise, do things you enjoy.
- During Google Meets cameras must be on (no avatars), microphones off until your turn to speak. Uphold “netiquette” for your group meet. In K/JS every member of the meet shares something verbally.
- No MS/HS Homeroom if doing e-learning under [Blue Plan](#)

Expectations for Parents

- Your teachers will provide engaging learning opportunities and experiences in an online
- The school communicates via ish messages and email.
- Please check the school website, school emails, and social media regularly.
- Create an environment at home so the student can continue to learn and thrive, including respecting the learning space of your child (i.e. promote independent learning).
- Talk to the student about daily routine and support the student to do assigned work.
- Provide encouragement and daily opportunities to be physically active.
- Encourage healthy habits for physical, social and emotional health.
- Monitor children for signs of isolation, anxiety.
- Reach out to school if you have a concern about your child’s learning and/or wellbeing.

ICT Support

- ICT will be available for support and will maintain the IT infrastructure of all platforms and learning tools.
- ICT will help with strategies and use of online tech tools.
- ICT will keep in regular contact with leadership team and support wherever necessary.

Health, Safety and Hygiene at School

While the COVID-19 pandemic is ongoing, the measures outlined below are in place to ensure the health and wellbeing of everyone on campus. Parents of younger children are asked to discuss these measures with their children before they come to the campus, and all students are asked to familiarize themselves with the steps taken for everyone’s safety and comfort. As a community, each of us can do our bit to help prevent the spread of the virus.

- Act as if you have the virus: focus on preventing transmission
- Wash hands correctly and frequently
- Use hand sanitizer when unable to wash hands
- Check temperature at home and record it before coming to school
- Stay home if feeling unwell with cough, fever, vomiting and/or diarrhea, etc.
- Stay home if there is a fever of 37.5 C or higher
- Wear a mask at school: compulsory for all faculty, staff and students. If your child is not used to wearing a mask, please practice this. Students and faculty are requested to come to school with two protective masks a day. Limited supplies of masks will be for sale at the School Shop. Homemade masks are okay. Masks with valves are not permitted.
- Face Shields are not required except for Science, where it will be worn with a mask.
- Avoid touching own or anyone else's face
- Cough into own elbow
- Physically distance whenever possible: 1 - 2 meters
- Stay to the left of corridor when there is 2-way traffic
- MS/HS Students clean desks at end of each class
- Teacher ventilates room every 40 minutes
- Leave classroom doors open whenever possible
- No bake sales
- No large gatherings
- Sanitize hands before and after using school equipment
- No sharing of anything personal e.g. drink bottles, snacks, cell phones, laptops, laptop chargers, pens, pencils, erasers, paper. Sanitize hands before and after sharing classroom equipment, books, K/JS laptops
- Bring personal water bottle, and clean it thoroughly at home each night
- Faculty, staff and students observe the same rules and take the same precautions outside of school as they do in school.
- The school recommends that everyone in our community (parents, students, faculty and staff) get the influenza vaccination this fall.

Data Privacy Policy

Information collected on the Daily Temperature Check form is shared with the student's homeroom teacher, K/JS and MS/HS Principals' Assistants, division principal and the school nurse. Temperature data is deleted after 14 days. The school is an approved user of Google Apps for Education.

Note regarding physical distancing, handwashing and masks: it is not possible to ask younger children to maintain a fixed distance apart over an extended period, and the 2m advice is impractical at all ages within a closed environment such as a classroom. The school will teach children about proper handwashing technique* and how to wear a mask. Particular points to stress for all kinds of masks are hand washing before putting on and on removal; not pulling the mask down periodically when using it and disposing of it correctly upon arrival at home.*

Handwashing*

- Follow the routine of washing hands before school starts and at lunch
- Use liquid soap over bar soap
- Use paper towels to dry your hands off

[Video](#) handwashing appears at 2:30 minutes

Attendance Policy

Check and record temperature on the Daily Temperature Check form before 7:00 a.m. each school day.

Stay home if a temperature of 37.5 C and above is detected, or any other symptoms of COVID-19. (This includes ANY member of the household).

- A parent or caregiver must complete the Daily Temperature check form by 7:00 a.m.
- If a student or a household member has a fever the student stays home until the student or household member is fever free for 48 hours without fever reducing medication. E-learning is not provided while the student has a fever, however, once the fever has abated, e-learning will be provided. If a household member has a fever, e-learning will be provided. Clear communication with the division principal is essential.
- If a student has any **TWO** COVID-19 symptoms the student must stay home and s/he may return to school once they are symptom free for 48 hours. E-learning is not provided while the student displays symptoms. Clear communication with the division principal is essential.
- If a household member has any **TWO** COVID-19 symptoms, the student must stay home and s/he may return to school once the household member is symptom free for 48 hours. E-learning will be provided. Clear communication with the division principal is essential.
- If a student is too sick to be at school they should rest and recover
- If a student tests positive for COVID-19, the school must be informed, and the relevant departments of the Tokyo Metropolitan Government will be notified.
- A doctor's certificate is required for absences due to non-COVID-19 illness for longer than three days or to return to school after a COVID-19 positive diagnosis.

Case-by-case decisions will be made for a student who is deemed high risk for COVID-19. The following categories apply:

- A diagnosed congenital condition which impairs the function of the immune system. These are mostly rare, inherited conditions that people are born with.
- An acquired condition which damages the individual's immune system e.g chronic leukemia
- Treatment with a drug which impairs immune function as an intended effect or as a side effect, for example chemotherapy drugs or medications that suppress the immune system given to organ transplant recipients.

Individual cases need to be reviewed by a doctor.

MS/HS Perfect Attendance certificates will not be awarded SY2021.

K/JS Perfect Attendance certificates will not be awarded SY2021.

Scenario	School Policy	Teaching and Learning format
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<p>1. My child has a fever of 37.5 or above or TWO symptoms of COVID-19 (cough (usually dry), sore throat, shortness of breath, muscle aches, sudden loss of smell/taste, diarrhea, vomiting, headache, conjunctivitis, runny nose, extreme fatigue).</p> <p>You can call: Tel: 03-5320-4509 (Tokyo Metropolitan Government or your local clinic for advice)) Hours: 9:00-21:00 (includes weekends/holidays)</p>	<p>Do not send your child to school until they have been without symptoms for 48 hours (except loss of smell/taste, which can take longer to come back). If a COVID-19 test is performed, please refer to Scenarios below depending on the result.</p>	<p>E-learning is not provided while the child is unwell.</p>
<p>2. A member of my household has a fever of 37.5 C or above or TWO symptoms of COVID-19 (cough (usually dry), sore throat, shortness of breath, muscle aches, sudden loss of smell/taste, diarrhea, vomiting, headache, conjunctivitis, runny nose, extreme fatigue).</p>	<p>Do not send your child to school until the family member has been without symptoms for 48 hours or has tested negative for COVID-19.</p>	<p>E-learning will be provided.</p>
<p>3. My child is well, but someone else in the household tested positive for COVID-19.</p>	<p>Do not send your child to school for fourteen days following the onset of symptoms of the person they live with. The COVID-19 positive family member should self-isolate from the other family members. Only send your child back to school if s/he does not develop symptoms during that time.</p>	<p>E-learning* will be provided.</p>
<p>4. A member of my household has identified as a close contact or as a possible close contact of someone who has been diagnosed with COVID-19.</p>	<p>Do not send your child to school. Contact the division principal. The child should stay home for the number of days decided by a medical doctor or until contact tracing has been completed. Then notify the division principal when the contact tracing has been completed.</p>	<p>E-learning* will be provided.</p>

5. My child has tested positive for COVID-19.	Keep your child home for the number of days specified by your doctor. Do not send them back to school until they have been symptom free for at least 48 hours. Inform your Division Principal of the diagnosis. Medical certificate required.	Child must rest until recovered. If the child is asymptomatic, e-learning* will be provided.
6. My child has TWO symptoms of COVID-19 (cough (usually dry), sore throat, shortness of breath, muscle aches, sudden loss of smell/taste, diarrhea, vomiting, headache, conjunctivitis, runny nose, extreme fatigue). but has tested NEGATIVE for COVID-19.	Do not send your child to school until they have been without symptoms for at least 48 hours (except loss of smell/taste, which can take longer to come back). Please share the negative test result with the School Nurse.	E-learning* will be provided once the child is without symptoms.
7. My child was identified as a close contact of someone outside of the household who has tested positive for COVID-19.	Do not send your child to school for 14 days following the diagnosis of the affected person with whom your child has had contact. Get your child tested. Only send your child back to school if s/he does not develop symptoms after 14 days.	E-learning* will be provided.
8. My child has a pre-existing medical condition which puts them in the special risk categories for COVID-19.	Follow advice of a medical doctor and inform the Division Principal if the doctor's advice is to keep the child home. A medical certificate must be provided.	E-learning* will be provided.
9. I have a family member living within my household who is in the high risk categories.	Your child should attend school as normal unless advised otherwise by your doctor.	If families choose to quarantine a child preventively, E-learning will not be provided. If based on medical advice, with a certificate, E-learning* will be provided.
10. Student or Faculty/ Staff member who has been on campus, tests positive for COVID-19.	Shibuya-ku health authorities are informed and they will guide the school in their recommendation for length of school closure and contact tracing. White plan will be implemented. Monitor all family members for symptoms.	E-learning* will be provided.

11. While the school is under Blue Plan, I don't feel comfortable with the decision to keep school open, and despite Tokyo Metropolitan and Japanese Government advisories, I want to keep my child at home.	The school's recommendation is that healthy children should attend school.	Please contact the relevant division principal. E-learning will not be provided.
12. My family has been unable to return to Tokyo because of Japanese Government travel restrictions.	The Division Principal should be informed and the school expects the student/s to keep up with their studies through E-learning.	E-learning* will be provided
13. My family chooses to leave Japan at any point, while quarantine requirements are in place at the destination and/or upon return to Japan.	Despite having personal reasons for wanting to travel, our priority is the educational best interests of our students ie. keeping our campus open. We therefore recommend that you do not leave Japan this school year.	E-learning will not be provided. An exception is made for January 11-22, 2020 after Winter Break.
14. Someone in my family has returned from an overseas trip and the Japanese Government still has quarantine in place.	The Division Principal should be informed and the person who travelled and all other family members should be monitored for symptoms.	The student should quarantine at home for 14 days and e-learning will be provided. If the returning family member can self-isolate within the home with no contact at all with the student, the student may come to school.
15. If the Japanese government lifts the quarantine period, my family will travel but our return is delayed.	Notify the Division Principal.	E-learning* will not be provided.
16. If the Japanese government lifts quarantine requirements after arrival from international travel.	The school will follow government regulations and would not require quarantine.	The student/faculty/staff may attend school.

* E-learning will involve synchronous access to live classes via Google Meet and work will be set.

Protocol in the event of a COVID-19 case within the school

If a member of the International School of the Sacred Heart faculty, staff or a student has tested positive for COVID-19, the following steps will be taken. The case will be reported to the Ministry of Education (MEXT) and the Ministry of Health, Labour and Welfare. These two ministries will assess the situation in the school and advise the course of action that

must be taken. They will contact trace, PCR test if deemed necessary and make a recommendation regarding the length of school closure. According to MEXT, at the moment, if there is a case, the school would normally close for 1 to 3 days before reopening.

Examples of real situations from MEXT

Example 1	Elementary student tested positive (had symptoms, infection route unknown)	<ul style="list-style-type: none"> - From the next day, closed the whole school for 3 days. Did PCR test for about 40 school members. (all tested negative) - School reopened after 4 days
Example 2	High school student tested positive (no symptoms, infected by family member)	<ul style="list-style-type: none"> - from the next day, close the school for one day. Did PCR test for 3 school members. (all tested negative) - school reopened from the following day
Example 3	Elementary school student tested positive (no symptoms, infected by family member)	National Health Department concluded from epidemiological point of view that there is no one in close contact, and so did not close school. Cleaning was done in affected areas and the school continued open

Sacred Heart would err on the side of caution and go to [White Plan](#) for a longer period of time than the government recommendations. Decisions may be made by division. During this time, identification and inspection of people who were in close contact, would take place, also deep cleaning of the school campus.

If a confirmed case is reported during school hours:
<ol style="list-style-type: none"> 1. Students will be dismissed according to the Minor Emergency Dismissal plan. Parents will be informed by email that students will be dismissed. 2. The school will start on the White Plan for the next three days for transmission prevention and allow time for contact tracing by the Ministry of Health. 3. A decision to reopen or continue e-learning will be made in consultation with Ministries of Health and Education.
If a confirmed case is reported outside of school hours:
<ol style="list-style-type: none"> 1. Parents will be informed by email that the school will be on the White Plan for the following three days. 2. The school building will be closed for three days for transmission prevention and to allow time for contact tracing by the Ministry of Health. 3. A decision to reopen or continue e-learning will be made in consultation with Ministries of Health and Education.

Before Leaving Home in the Morning: Check your Health

Students and faculty members should take their temperature before coming to school and before any medication that can reduce fever is taken eg. for a headache.

- The student's temperature must be recorded and submitted on a Google form on a daily basis. There will be a separate form sent out for each homeroom.
- Anyone with COVID-19 symptoms as specified on the temperature form should not attend school.
- If a student or faculty/staff member has a fever of 37.5 C or above, stay home for 48 hours from being fever free, without fever reducing medication.
- Anyone with a family member at home who has come down with COVID-19 must stay home for two weeks.

Illness at School

If a student becomes ill at school they visit the Nurse's office and their temperature will be taken by the Nurse.

If a student has a fever of 37.5 degrees or over they will be kept in a separate waiting room and their parents will be called and asked to collect them promptly. This is not negotiable for the health and safety of everyone, including the sick student.

If the Nurse's office is busy, there will be a waiting area outside of the office to prevent overcrowding.

Depending on the nature of the illness and symptoms of the student

- parents may be called to collect them
- student may receive immediate treatment and be sent back to class, or
- may be allowed to rest in the Nurse's office for up to 30 minutes.

Nurses will be equipped with personal protective equipment.

If a student or faculty member is found to be COVID-19 positive, the Tokyo Metropolitan Government will be informed and their advisories will be followed.

Some classes may need to self-isolate if a positive case is found or the whole school may need to revert to the White Plan.

Travel to and from School on Public Transportation

Practise the 3Cs

Commuters must wear masks and avoid loud unnecessary conversation while on public transport. International school students do have a reputation for being more vocal on trains; while tolerated normally, this could cause problems in the current climate. Sanitize or wash your hands upon arriving on campus.

Morning Drop Off by Car

Families and students are encouraged to walk or cycle to and from school as much as possible. Parking is only available for **K3 and K4** parents (with your Sacred Heart Grade Level Parking Card on your dashboard). Masks must be worn by everyone at all times when on the campus.

If driving your daughter to school:

MS/HS parents may drive through the carpark for drop off before 8:00 a.m. After 8:00 a.m. please drop your daughter on Gaien Nishi Dori. Please avoid causing congestion on Gaien Nishi Dori.

NEVER leave a car unattended in a Drive-through lane or you may no longer have access to the car park.

MS/HS	May drive through the car park for drop off before 8:00 a.m. or drop off along Gaien Nishi Dori after 8:00 a.m. Drive in through the North gate, and drive out through the usual gate. No parking is allowed.
G1 - G4 Entry Times 8:15 a.m. - G1 8:15 a.m. - G4 & 8:20 a.m. - G2 8:20 a.m. - G3	May drive through the car park between 8:00 - 8:15 a.m.; or drop off G3 and G4 along Gaien Nishi Dori. Drive in through the North gate, and drive out through the usual gate. No parking is allowed.
K5 Entry Time 8:25 a.m.	May drive through the car park between 8:15 - 8:25 a.m. Drive in through the North gate, and drive out through the usual gate. K5 Kindergarten teachers and assistants will collect students in the parking lot at 8:25 a.m. No parking is allowed.
K3, K4 Entry Time 8:25 a.m.	May park in the parking lot. Students dropped off with teachers at the Breezeway. Parking is only available to K3 and K4 parents that have a Sacred Heart Grade Level Parking Card on the dashboard and in a designated parking slot only.

Arriving on Campus

Everyone (students, faculty and staff) enters through the Lodge main entrance, single access point and past the thermal camera with masks on.

If the thermal camera registers a temperature of 37.5 C or above	Have the temperature re-checked with a digital thermometer and if high, wait in the school chapel, meditate for 20 minutes and re-enter for a second temperature check.
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Wash or sanitize hands upon arrival.

MS/HS students may arrive at school from 7.30 a.m. MS go past the thermal camera, out the door to the playground and across to the entrances near the Nurse's office or Art Room. (Up the spiral stairs if it is raining) HS students go past the thermal camera and up the spiral stairs.

MS/HS students must be in their homeroom by 8.20 a.m.

JS students arrive between 8:15 - 8:20 a.m. and go in through the main school entrance past the thermal cameras.

K students arrive at 8:25 a.m. and go in through the main school entrance past the thermal cameras.

G3 and G4	Go in through the main school entrance and down the hall to their lockers.
G1, G2 students	Continue walking down the hall and go to classrooms by usual stairs.
Kindergarten students	Go in through the main school entrance and down the hall to the Kindergarten classrooms.

Dismissal at the End of the Day

Students should go home at the end of the school day unless they are in a faculty supervised activity.

K3 - G12 parents may drive through the parking lot to pick up students but **parking is only available to K3 and K4 parents** in a designated parking slot while they collect their child. KJS Parents should have a Sacred Heart Grade Level Parking Card on the dashboard.

Snacks at Pick up Time: Snacks are not to be eaten at pick up time on the campus. We have strict masking guidelines which should be followed anywhere on campus, even after school.

In order to maintain a continuous flow of traffic please circle the block until your daughter arrives for pickup.

2:45 p.m.	K3, K4 dismissed at the Breezeway
2:50 p.m.	K5 dismissed at the Breezeway
2:55 p.m.	G1, G4 dismissed at the Breezeway
3:00 p.m.	G2 and G3 students are dismissed at Breezeway

Hallways and Lockers

- Walk in single file, allow space between you and others and keep to the left
- Use outside routes when moving between classes if not too time consuming and weather permitting.
- Do not congregate in groups in the corridors.

- MS/HS Lockers must be used without talking, and for drop off/pick up of books only. No lingering allowed.
- Kindergarten and Junior School students will be assigned one cubby or locker per student to reduce congestion and avoid close contact settings.

Classroom Hygiene and Procedures

- Where classrooms have two doors, one door will be marked for entering the room and the other for exiting.
- Students should not line up outside classrooms before class starts - go directly into the room
- Teachers will be in their classrooms with the doors open for students to enter.
- G3-12 Students who don't have a mask should purchase one from the school shop.
- Students will be frequently reminded to observe *coughing and sneezing etiquette* (ie. *coughing into your elbow / clothing etc.*)
- Air in classrooms will be refreshed routinely.
- Classroom doors will be left open when possible for ventilation.
- MS/HS students will clean the top of their desks at the end of each class with disinfectant spray. Before the end of class, the teacher sprays the desks, students wipe their own desks with paper towels. Dispose of paper towel in the garbage bin outside the classroom.
- MS/HS students should not share any equipment, stationery, laptops etc.; JS students will sanitize their hands before and after using the laptops or classroom resources (dictionaries, etc.).
- When MS/HS students are in Science, they should wear a face shield with their mask. This will not be used when doing any experiments that involve heating.

Expectations For Faculty and Staff

- Be warm and welcoming to students and bring joy to their day.
- Wear a mask.
- Implement classroom hygiene procedures.
- Teach students how to handwash and cough correctly.
- Model responsible avoidance of 3Cs.
- Prioritize own physical and emotional well-being.
- Prioritize and monitor the emotional well-being of your students. Treat every student as an individual with distinctive needs.
- If you identify an at-risk student, report it to the Division Principal and/or counselor.

Expectations for Students

- Prioritise your emotional and physical health.
- Bring a positive, flexible and cheerful attitude.
- Bring to school the following items
 - Personal hand sanitizers
 - 2 face masks (1 to wear and a spare) in a labelled ziplock bag
 - Face shield required for Science
 - Water bottle
 - Bring lunch from home or pre order from Cezars Kitchen
 - Bring own cutlery and trash bag
 - Avoid the 3Cs wherever possible.

K/JS Specialist Classes:

- Singing can commence in K/JS music classes: quiet voices, masks on, physically distanced, well-ventilated room.
- All specialist classes will now be taught in their own classrooms with disinfection of tables/desks in between classes.

MS/HS Bell Times

8:20 a.m.	Homeroom
8:30 - 9:10 a.m	Period 1
9:15 - 9:55 a.m.	Period 2
10:00 - 10:40 a.m.	Period 3
10:40 - 10:55 a.m.	Recess
10:55 - 11:35 a.m.	Period 4
11:40 - 12:20 p.m.	Period 5
12:20 - 1:20 p.m.	Lunchtime
1:20 - 2:00 p.m.	Period 6
2:05 - 2:45 p.m.	Period 7
2:50 - 3:30 p.m.	Period 8

Recess, Break and Lunch Times

Students should thoroughly wash or sanitize their hands before eating lunch.

JS/MS/HS students may bring their own lunch from home or have a Grab and Go lunch from Cezars Kitchen

Students should have a zip-lock bag labelled with their name that they place their mask in while eating their lunch.

KJS

K Recesses and Lunch Recess Schedules remain staggered and split to avoid congestion.

JS students will wash hands in their classrooms and go to the Dining Room at 11:35 a.m., taking their home lunches with them. Pre Ordered Cezars lunches will be picked up and they will sit in their assigned seats. When lunch is over, students will take home all lunch boxes and their cutlery with them to the playground at 12:05 p.m.

When collecting lunch from Cezars Kitchen, students should observe physical distancing while queuing.

- Lunches should be eaten quietly with no speaking.
- JS students will have assigned seats with 4 people per table in the Dining Room, with dividers.
- JS students will eat outside on the JS Playground as often as weather permits.

MS/HS Morning Break

Students who bring a snack must have it in their period 3 class quietly under teacher supervision.

No talking is allowed while masks are off for eating.

No eating is permitted in the hallways at this time, an exception is made for period 3 Science and Library classes and then, only with the supervision of their teacher.

Period 3 Science teachers and the Library teacher should supervise students eating snacks in the corridor outside their rooms.

MS/HS Lunch Arrangements

HS students eat in their homeroom or outside from 12.20- 12.40. No talking is allowed while eating and drinking and masks are off. Grade representatives will show a movie. Council and club meetings will take place from 12.45 - 1.10, with no eating or drinking permitted during meetings.

G5 to G8 students eat in the Dining room or outside, and must only seat no more than 4 people per table. Tables are equipped with dividers.

G7 and G8 students may also eat in their homerooms.

In classrooms and common rooms (G10, G11 and G12):

- Student Council grade rep in each homeroom for lunch
- Student Council grade rep shows a movie while students are eating
- Make sure windows are open for ventilation
- Eat without talking
- Students should face in one direction
- When finished eating, put mask back on
- Wipe down table with spray and paper towel after eating
- Dispose of paper towel in designated bin
- Return Cezars Kitchen obento to the baskets next to Ms. Tajiri's office or the Dining Room
- Take all trash home
- Once students have finished lunch, they may stay in the classroom (seated) with masks on, go outside, go to the library or attend club/council meetings
- HS Club and Council meetings are from 12.45 - 1.10 p.m.

Eating Outside:

- Should physically distance if eating outside on the playground or in the Breezeway

Only a limited number of MS/HS students can be permitted into the library at lunchtime to allow for physical distancing.

High School

The maximum number of students permitted at a time in HS Common rooms with 2 metre physical distancing in mind is:

- G10 Common Room: 15
- G11 Common Room: 12
- G12 Common Room: 6

Make sure windows are open for ventilation.

Student Council grade reps manage rotation schedules to give everyone in grade an opportunity to use the common room.

Playground Equipment

Students may play on the swings, slides, sandbox and monkey bars. Grade Level boxes with some play equipment are available for G1 - G4 students.
Soccer may be played but students must wash their hands before and after playing

P.E., Activities and Extracurriculars

ACTIVITIES MUST FINISH BY 4:30 P.M. AND STUDENTS IN ACTIVITIES MUST BE OFF CAMPUS BY 4.30 P.M.

Risk Mitigating measures:

- Frequency of practices will be reduced from previous years
- Length of practices will be reduced from previous years
- Group size in relation to venue size should be considered when running activities

After school in the MS and HS

- Students must leave the campus at 3.30 p.m. if they are not meeting a teacher, or participating in an after school activity.
- The MS/HS Library is open until 4 p.m.
- Students participating in activities must leave the campus by 4:30 p.m.
- **Tutoring sessions must finish by 4.30 p.m.**
- Students are not permitted to gather in groups in places such as coffee shops or karaoke bars after school.
- These measures are to get students home before the evening rush hour.

PE Class and Extracurricular Sports

Outdoor sports without extended close contact offer little extra risk. Sports where there is close contact between players are considered higher risk.

Highest risk situations in PE

1. Rainy days (so cannot use outside spaces) and higher risk if there's a K/JS class using the mini gym at the same time as a MS/HS class in the big gym.
2. Changing rooms
3. Shoe cupboard
4. Equipment
5. Contact sports and activities

General area policies

<ul style="list-style-type: none"> • When entering and exiting area <u>before getting changed</u> students must wash their hands or use their own hand sanitizer. Hand sanitizer will also be available for use in case they don't have their own. • Good ventilation promoted around all areas as much as possible- windows open, fans on, doors open where possible. • MS/HS backpacks or sports bags to be stored on a seat in the B2 bleachers • K/JS shoes will be kept in the gym foyer area. • A one way system will be used in the shoe storage area and students practice distancing when collecting and returning shoes. • K/JS students should come to school in their PE uniform and outdoor sports shoes on the days they have PE. (Bring a spare PE shirt on hot days) • Class split between two changing rooms with door open and curtain across to promote good ventilation but also privacy. • PE kits should get washed after each use. No PE kits to be borrowed from others. • For indoor PE, students are required to wear their masks. For outdoor PE, students are permitted to remove their masks. Each student has to bring a bag with their name on it, to put their mask away upon removal. After PE, students should put their mask back on.
Entrance/exit routes to/from the gym
<ul style="list-style-type: none"> • Main K/JS building staircase for K/JS, stay to the left and single file. • MS/HS enter and exit the gym from the Fitness suite staircase except for period 5 when they should use the K/JS staircase.
Physical distancing
<ul style="list-style-type: none"> • Activities that don't involve close contact will be planned (using certain equipment to help reinforce distancing e.g., markers on floor) • Where possible, classes will be divided into even smaller groups and use different areas (mini gym, gym, playground, fitness suite and field). • Use of markers/cones/tape to mark off areas/distances/one way traffic where possible.
Water breaks
<ul style="list-style-type: none"> • Students strongly encouraged to bring their own water bottles (clearly labelled). • Water fountain still available for filling bottles only. Signs will be posted to encourage use of foot pedal instead of the button. • Water breaks are scheduled at different times to the other class (if there is one class in the mini gym and another in the big gym). • Kindergarten assistants will top up Kindergarten student water bottles prior to PE.
Equipment

- Use of equipment to be minimized as much as possible. Where necessary, each student will use a piece of equipment, no sharing. They are responsible for wiping it down with a sanitized cloth afterwards.
- Before using equipment, students must wash or sanitize their hands.
- Rigorous and regular cleaning schedule required for all indoor PE spaces due to high volumes of students using this area on a daily basis.

KPASS League sports and after school sports clubs

- Keep disruptions to a specific season if possible, as opposed to rescheduling certain sports to be done at a different time of year which would then also impact the following season and the students' choices.

SPORTS

- For the MS/HS **Winter** sports season, Sacred Heart will not compete in the KPASS League and will not compete against any other schools in 'friendlies' for this season
- Coaches may organise internal tournament style competitions on Saturdays, with no visitors or spectators
- Both MS and HS competitions can only be scheduled on Saturdays
- Facilities will be shared amongst divisions of the school
- Mask wearing optional outside, compulsory inside
- HS JV and Varsity teams get priority
- MS and HS training two nights a week for each team where possible
- Students on sports teams must leave the campus by **4:30 p.m.** to avoid evening rush hour

From MEXT on Sept 8 : Afterschool/Extracurricular Activities

- The level of activity depends on the prevalence of COVID-19 in the community.
- Be mindful that the students may not have gotten enough exercise in the last few months to prevent injuries.
- Consider shortening hours or holding activities outdoors when possible

In MS/HS, internal competition between sports teams may take place in October.

High School	<p style="text-align: center;">Basketball</p> <ul style="list-style-type: none"> • Sign ups the week of November 2 • Split practice from November 9 • Separate practices for JV and V • 15-20 max students per team • No competition against other schools • No KPASS games this season • No competitions, no scrimmages • Sanitize balls and hands at beginning and end of practice • Masks must be worn, since training is inside • Practice until 4:25p.m., students off campus by 4:30p.m.
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	<p>Netball</p> <ul style="list-style-type: none"> • sanitize balls and hands at beginning and end of practice • masks must be worn • practice until 4:25 p.m., students off campus by 4:30p.m.
MS Netball	<ul style="list-style-type: none"> • sanitize balls and hands at beginning and end of practice • masks must be worn • practice until 4:25 p.m., students off campus by 4:30p.m.
MS Soccer	<ul style="list-style-type: none"> • Practice two training sessions per week by Grade level • sanitize ball and hands at beginning and end of practice • Can practice until 4:25 p.m, change quickly and leave campus • Coaches can organize Saturday morning games between internal teams (Grade level or mixed grade levels) • No spectators or parents • No competition against other schools
Grade 5 Sport	<ul style="list-style-type: none"> • One night per week until 4:25 p.m. • Masks must be worn • Sanitize hands before and after

Activities during School

HS club and councils	<ul style="list-style-type: none"> • HS Councils meet in the school chapel, AVR, MS, drama and music room. • The Executive Student Council will allocate rooms for club and council meetings. • 12.45 - 1.10 p.m. meetings • No eating or drinking permitted during meetings, eat lunch before going to club/council meetings • Physical distancing required
MS clubs	<ul style="list-style-type: none"> • Can start at 12:35 p.m. • Physical distancing must be observed. • Depending on the nature of the activity student numbers may be limited. • Can meet at lunchtimes or after school (Must leave campus by 4:30 p.m.). • For lunchtime clubs, students should eat their lunch first

Please see the Middle School Principal if you need a room for your club and she will allocate a room.

Music Class, Choir and Orchestra

- Be mindful of the 3Cs advice: risk of infections is highest in Crowded places, Confined spaces and Close contact situations.
- Students should physically distance as much as possible.

- Students may not remove their masks while in the room.
- No sharing of musical instruments.
- If instruments are used, they should be wiped down with disinfectant at the end of the class.
- Students will have their own personal scores of music and will not be permitted to share.
- Teacher will spray music stands and other surfaces touched by students with disinfectant, and students will wipe down the objects with paper towels provided by the teacher.
- Routines prescribed in the Classroom Hygiene and Procedures should be adhered to.

MS/HS Orchestra
<ul style="list-style-type: none"> • Thursday afternoon in Duchesne room with strings • No shared instruments, use only student owned instruments, that can be cleaned. • Woodwind and brass instruments may start in October if proper safety measures can be put in place. • Maximum 40 students per section, 5 rows of 8 students, physically distanced • Monday MS/HS lunchtime: • JS String Ensemble : in person, no wind instruments, 3:00-4:00 p.m. on Wednesdays, masks on (no sharing instruments)
Choirs
<p>Times:</p> <ul style="list-style-type: none"> • <u>JS Choir:</u> in person in the AV Room, 3:00 - 4:00 p.m. on Tuesdays: Grade 2: from 3:00 - 3:30 p.m. and G3/G4 from 3:30 - 4:00 p.m., masks on • <u>MS Choir:</u> Monday after school and Thursday lunchtime in Music room, everyone wears a well fitting mask, rotation schedule, students carry own folders • <u>HS Choirs:</u> everyone wears a well-fitting mask, rehearse on a rotation schedule, students carry own folders • Vocal Ensemble: Tuesday afternoons, Wednesday lunchtimes, limited to 18 students • MS and HS choir rehearsals will start with 30 minutes; more rehearsal time may be added after re-assessing the situation later • on • MS: Monday 3:40-4:10 p.m., Thursday lunch time, HS: Wednesday 3:40-4:10 p.m., Friday 2:50-3:20 p.m. • Number of students in the Choir room during rehearsals: max. 18 • 2 meters distance between each singer in every direction • Optional face shield for singers in addition to mask • ALL windows and doors open during rehearsal time

Use of piano in room 202 for MS/HS student practice during lunchtime:

- Only allowed for 1 student at a time
 - Open window for ventilation
- Key available from Ms. Young
- Sanitize hands before and after playing

KPASS Fine Arts Events

Host schools determine format and safety procedures, and participating schools decide if they will join/not

- Debate - online
- Drama Festival - online
- Vocal Solo and Ensemble and Piano Festival - online
- Artscape - online
- Speech Festival - online
- Brainbowl - online

Tutoring on campus	<ul style="list-style-type: none"> • Student-to-student tutoring permitted (Tuesday to Friday). Masks must be left on, no eating, sanitize desks at the end of the session. MS/HS until 4:30 p.m. • Book room through Facilities Coordinator. • Sacred Heart teachers may tutor and students must leave the campus by 4:30 p.m.
Library	<ul style="list-style-type: none"> • MS/HS Library can remain open until 4:00 p.m. (Students either go home, to the library or an after school activity) Must leave campus immediately once the library closes. • G3 and G4 students may stay in the library until 3:40 p.m. Students bring their own pencil cases and homework.
G2-G4 ASA Thursday Teacher Activities	<ul style="list-style-type: none"> • To begin on November 5 (after the October break) (for six weeks). • K/JS outside vendors ASA • priority is to use our spaces ourselves
ASA Activities (with a fee, outside contract hours):	<ul style="list-style-type: none"> • Sacred Heart Teacher - led ASA may begin the week of Sept. 21 (they can run from after contract hours until 4:30 p.m.) • No outside activity leaders at this time.
SPARX	<ul style="list-style-type: none"> • Maximum 8 students in control room at a time, meeting Fridays at lunch time

Cleaning and Trash

- Cleaning of frequently touched surfaces (door handles, handrails) will be performed at the end of every day.
- Desks will be wiped by students before they leave a classroom. Each classroom will have a cleaning kit: disinfectant spray and cloths for classroom, paper napkins.
- Cleaning of each classroom will take place at the end of each day.
- Students are expected to take home their own trash each day. This includes used masks, lunch trash, snack wrappers, pet bottles, tissues.

Visitors on campus

- No visitors are permitted on campus
- Large Events (more than 50 participants) will not be held until further notice.
- Parents are permitted on campus by appointment with a member of the Administration
- Parents may come on to the campus for school organised parent meetings **(temporarily suspended)**
- Take temperature before leaving home
- Parent meetings may be held in well ventilated AVR **(temporarily suspended)**
- Physical distancing should be maintained at all times **(anywhere on campus)**
- Mask on at all times **(anywhere on campus)**
- Meeting times will be restricted to 45 minutes **(temporarily suspended)**
- One parent per student at parent meetings **(temporarily suspended)**
- No refreshments will be served or should be brought onto the campus

Non-Discrimination Statement

Prejudice and discrimination against infected persons, close contacts and their families, health care professionals who are in close contact with COVID-19 patients and their families, will not be tolerated. The best defence against prejudice and discrimination is knowledge of facts, data and evidence from reliable sources to better understand the virus and spread of the pandemic.



Sources

Alliance of Girls Schools Australasia webinars and research
Chapters International webinars
Council of International Schools webinars and research
East Asia Council of International Schools documentation
Filling in the Blanks: National Research Needs to Guide Decisions about Reopening Schools in the United States: Johns Hopkins University and Centre for Health Security
International Schools Counselor Association
International Schools Services webinars

Japan Council of International Schools resources
Japan Ministry of Foreign Affairs
National Association of School Psychologists
Network of Society of the Sacred Heart schools
RVIS Virtual School Guidelines
TELL Tokyo
Tokyo Metropolitan Government documentation
Tokyo Metropolitan Board of Education documentation
US Centres for Disease Control and Prevention documentation
World Health Organization