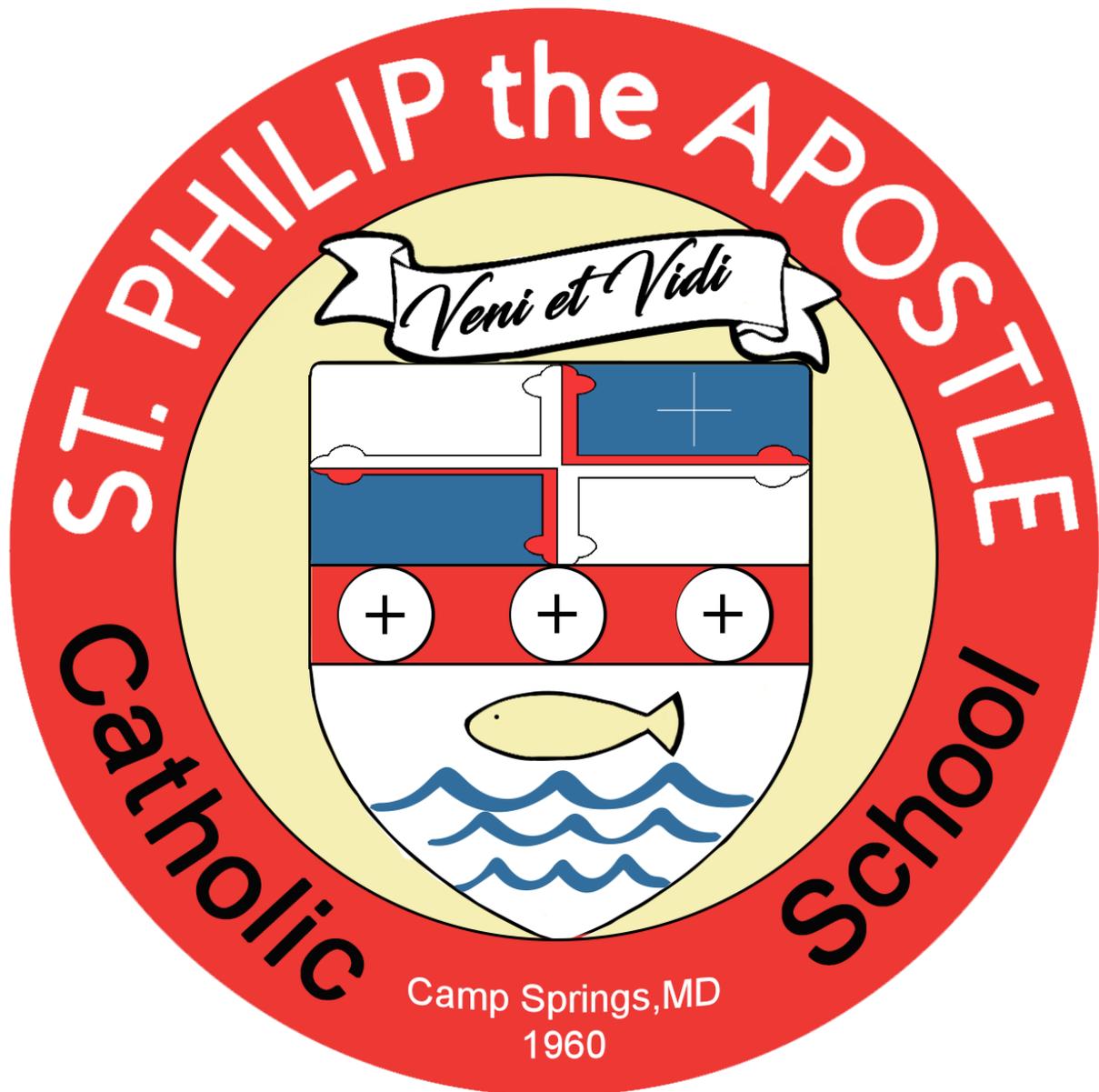


St. Philip the Apostle Fall 2020 Reopening Plan



Dear St. Philip the Apostle Families:

These past 6 months have thrown our worlds into a situation none of us expected nor really understood at the time. We were given no choice but to close our campus and transfer all our teaching and learning experiences to the internet. While several county schools struggled to make this transition, we at St. Philip the Apostle School were able to begin our online learning journey with zero time lost and our children made the transition to at-home distance learning in a matter of days. That speaks to the extent of our dedication to providing an excellent education to our St. Philip children and a community of service for our families.

We have taken great care to determine how we will bring our children back to campus and to develop a reopening plan designed with their safety and academic progress in mind. We surveyed parents and teachers to determine everyone's preferences, carefully monitored local and state government recommendations, and we assembled a Reopening Task Force in order to consult individuals with specific areas of expertise who could offer the necessary perspectives. The Task Force consisted of three teachers, a college professor, two principals, a day care provider, two nurses, a child development expert, a lawyer, Father Lewis and me. We met several times to discuss possibilities and we kept coming back to the same questions of safety, community consensus and the continued viability of our school. We gathered in prayer and invited the Holy Spirit into our midst, confident the Father would guide us.

We wish to thank the members of the Reopening Task Force who dedicated their time and talents to this very important endeavor. Their unwavering support and valuable expertise in their respective fields contributed greatly to the creation of this opening plan.

The following is a detailed overview of our reopening plan which will be carried out in 4 stages. We will assess conditions every 4-6 weeks to determine whether we will move to the next stage and will introduce the details of subsequent stages as they become imminent.

Thank you for your continued support and faith in our mission. You remain in our prayers always.

TABLE OF CONTENTS

Stages of Reopening – 1
Overview Stage 1: Safety First – 2
More Specifically – 3
Campus Preparation – 5
Teacher Preparation – 6
Distance Learning – 6
In the Building – 7
In Case of a Suspected Case of COVID-19 – 8
Catholic Identity – 10
Our Daily Schedule – 11
Because School is More Than the Three R's – 12
Our Newest Family Members 12
Dress Code – 12
School Entry & Exit Procedures – 13
Academics – 14
Assessment – 15
Communication – 15
What Do We Need from You? – 16
Onward Together in Faith – 17

***** STAGE 0 *****

SHOULD CONDITIONS DETERIORATE BETWEEN NOW AND THE OPENING OF SCHOOL, ALL CHILDREN WILL REMAIN HOME IN DISTANCE LEARNING

STAGE 1 – REOPENING - SEPTEMBER 8, 2020

Pre-K and Kindergarten children, in person instruction

Children will attend school from 8 am to 1 pm

Monday, Tuesday, Thursday and Friday

Grades 1 through 8 students begin online for at-home distance learning

Midday break for lunch

Engaging lessons designed to foster student participation

Enrichment activities

STAGE 2 – PHASE-IN HYBRID LEARNING

Grades 1 -8 will begin classes on a hybrid model with half of each class attending on alternate days.

All grades will attend full days of school.

Children will receive instruction in school 2 days per week and live virtual classes 3 days at home. Half of each class on Mondays & Thursdays in school, Tuesdays, Wednesdays & Fridays at home.

Half on Tuesdays & Fridays in school, Mondays, Wednesdays & Thursdays at home

STAGE 3 – PHASE-IN HYBRID LEARNING

All grades present 4 days per week

Will receive in-person direct instruction Monday, Tuesday, Thursday & Friday

At-home distance learning on Wednesdays

Teachers remain available and will have regular office hours

STAGE 4 – IN-SCHOOL DIRECT INSTRUCTION

All grades present in school 5 days

At this point, all restrictions will have been lifted and in-person instruction will be provided to all students Monday – Friday

OVERVIEW - STAGE 1 – REOPENING

SAFETY FIRST

What are we doing to ensure a safe, healthy campus environment?

Our priority is to provide a campus environment that is healthy and safe for all members of the St. Philip the Apostle School community. To that end, we will implement the following:

- Screening program developed in collaboration with our delegating school nurse and other health experts in our community.
- Signage encouraging physical distancing and proper hand hygiene practices displayed prominently throughout the building
- Designated space for isolation of students, faculty or staff with possible symptoms of COVID-19 until they can safely leave campus.
- School-wide policy on expected behaviors related to COVID-19 for all members of the STPA community.
- Face covering and physical distancing requirements
- Installation of plexiglass barriers in high-contact locations throughout campus.
- Regular cleaning and disinfection of high touch surfaces
- Additional PPE to be provided to faculty and staff who meet with students in person
- Enhanced cleaning protocols, aligning with current CDC guidance
- Health screening and self-monitoring
- Virtual COVID-19 awareness and safety training programs for all members of the STPA community

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1960

MORE SPECIFICALLY...

- Students will be reminded to wash hands often and thoroughly
- Breaks will be implemented so students will have dedicated times for hand washing and hygiene practices
- Children at higher risk are encouraged to remain home for distance learning.
- Daily arrival screenings will take place at the vehicle to eliminate lines and gatherings.
- Employees will be encouraged to check their temperatures before leaving home and will be checked again upon arrival. They will be encouraged to self-monitor throughout the day.
- Suspected cases will be isolated in a designated area. Parents will be notified to pick up immediately through a separate entrance. We will follow the suggested guidelines given by the CSO in the Reopening Guidelines document.
- Facial coverings (masks) will be required of all faculty and staff and all children.
- Teachers will be responsible for constant cleaning of all touched surfaces. Classrooms will be disinfected whenever children are not present.
- Teachers will wipe down surfaces often to maintain cleanliness throughout the day.
- Children will have the opportunity to go out and play with their class at staggered intervals and will be distanced from other classes.
- Playground equipment will be cleaned after each group use.
- All water dispensers will be available for refill of reusable water bottles only. The mouth pieces of all water fountains are disabled, and students will not be permitted to drink directly from the fountain.
- Children must bring their own refillable water bottles daily
- Lunches and snacks will be eaten in the classrooms. Teachers will schedule their lunches and snacks as usual within their daily schedules.

- There will be no hot lunch served. All lunches must be brought from home.
- Desks and all frequently used classroom surfaces (tables, chairs, doorknobs, shelving units, cubbies, etc.) will be wiped/sanitized when the teachers arrive in the morning, prior to eating snack/lunch, and again at the end of the day.
- Toys and other frequently touched items will be cleaned with soap and water and then disinfected with a diluted bleach solution.
- Disinfectant wipes may be used if available.
- Students must have individual supplies to use throughout the day and teachers will store these supplies in individual student containers. Supplies may not be shared with other students.
- Toys/manipulatives that cannot be sanitized such as machine washable toys, play-doh, sand, etc. will be removed
- Play-doh can be used if it is labeled for each individual child and stored as such. It cannot be shared or combined with another student's supply.
- Toys/manipulatives that have been placed in the mouth or coughed/sneezed on will be placed in a basket/box labeled "soiled toys" to be washed for later use.
- These will not return to circulation until properly disinfected.
- Toys/manipulatives that were used for one group of children will also be placed in a basket/box to clean before rotating to a new group of children.
- All used toys/manipulatives will be cleaned/sanitized at the end of the day and/or prior to being put away.
- Teachers will remain with their children during lunches and will not congregate with each other in the teacher's lounge or other community locations.
- All deliveries will come to the main entrance and packages will be left at the door. Heavy packages will be brought inside and left in the foyer.
- Essential visitors will be previously scheduled and screened upon arrival.
- Volunteers entering the building will be kept to a minimum to limit the risk of exposure and will be screened accordingly.

An education and training program for children and families will be given during the week prior to school opening. This will include website content, social media posts, and videos, and other methods as they are appropriate. These are designed to educate the community on best practices in relation to social distancing recommendations and all precautionary measures needed to prevent the spread of CoViD-19. Training will be available to children and families through online learning platforms and email.

CAMPUS PREPARATION

What are we doing to prepare the building for our children?

This is a great question and we are taking several steps to deep clean and disinfect the building before the children return. The following steps are being taken to prepare the building.

- We have hired a reputable cleaning company to completely clean and sanitize the entire building.
- Bathrooms will be cleaned and disinfected after each class break. A schedule will be posted for teachers and cleaning staff.
- Our HVAC system is being serviced to clean the air ducts and install disinfecting units within the system to ensure the air is being purified and clean, fresh air is being recirculated throughout the building.
- Furniture will be minimized and strategically placed to accommodate appropriate distancing of children within each classroom.
- The Advanced Math Classroom will be reallocated to become a designated isolation space for the separation of children or adults who exhibit symptoms of illness.

TEACHER PREPARATION

What have the teachers been doing all summer?

Even though you haven't heard from us in a little while, we have all been working very hard to prepare for our reunion. Teachers have been researching new and exciting ways to bring lessons to the children which will prove interesting and engaging. Once distance learning became a real possibility for the beginning of the new school year, all teachers began to plan ways to improve upon our virtual learning efforts of this past Spring. As quickly and effectively as we were able to adapt to a new way of teaching, we all understand that with time and planning, there is tremendous opportunity for improvement. That is exactly what our teachers have been devoting a significant amount of time to doing.

Teachers have been attending virtual learning webinars, technology training and have done individual research in efforts to identify new technology and programs to assist them in bringing their lessons to life. We are focusing on creating an engaging environment which will inspire the children to be excited about learning. The teachers are developing projects designed for problem solving and critical thinking. Supplementary technology programs are being procured so children will have various ways in which to practice their lessons, thus leaving little room for boredom and even eliminating the need for burdensome amounts of homework.

DISTANCE LEARNING

How will distance learning be different from the spring experience?

We have had more time to plan and to learn about ways to engage our children in a distance learning model. There will be a uniform schedule which will be designed to limit screen time, maximize student engagement and minimize the need for an abundance of homework. *That does not mean there won't be any.* But the daily schedule will be such that there will be time to complete practice exercises and confer with teachers during the school day, thus limiting the need for a great deal of homework. Projects for lesson reinforcement will be assigned.

Efforts will be made to ensure everyone can get connected. If you have a technological need, please contact the Main Office. We will do our best to make sure all students are able to participate in distance learning. We do not want the lack of technology to be a deterrent if we can help.

All distance learning classes are mandatory, and children must log in on time each day. Attendance will be taken in Rediker for each class. The teachers will be noting attendance for tardy arrivals. School policy on absences and tardiness will apply as usual. Parents must contact the Main Office as well as the teacher when children will be absent from virtual classes.

Children must wear their school uniforms even when attending school online. The red polo, the white oxford button down shirt or the navy PE shirt are all acceptable. However, the skirt, jumpers, uniform pants and ties are not mandatory for children in distance learning. Children not in uniform will be asked to turn off their screen and change into the proper attire. Parents will be notified when children are out of uniform.

The used uniform exchange will be open for purchase of lightly used shirts, pants, jumpers, shorts, etc. We will notify you of dates and times.

IN THE BUILDING

What happens once children are in the building?

The following procedures will be in place to ensure safe and proper use of our building and allow for social distancing guidelines to be enforced.

- Daily hours will be shortened (Pre-K and Kindergarten), and children will attend in-school classes four days (Mon, Tues, Thurs, Fri). Wednesday will be for widespread cleaning and disinfecting as well as teacher planning and one on one sessions with students working online.
- Cafeteria / Social Hall will be considered for additional classroom space for purposes of social distancing should enrollment dictate the necessity.

- The church can be used for additional classroom space if needed.
 - The church is cleaned thoroughly every morning after Mass.
 - Pews are sprayed and high touch areas are wiped down.
 - Pews are marked closed to allow distancing.
- Dismissal will be staggered per class and parents will pull up to the main entrance to pick up their children individually.
- Families with multiple children will be dismissed together.
- The Advanced Math room will be modified to serve as a designated isolation area for suspected illnesses.
- Signs will be displayed in order to promote health and hygiene practices as well as serve to remind students to maintain safe distances.

IN CASE OF A SUSPECTED CASE OF COVID-19

What happens if a case is suspected or if someone tests positive for CoViD-19?

In the event there is a suspected case of COVID-19 in the building, the following steps will be taken immediately:

- The individual will be isolated immediately to the established isolation space, and arrangements made for them to leave the premises with the recommendation to contact their healthcare provider.
- Surfaces in their workspace/classroom will be cleaned and disinfected.
- The faculty & staff will don PPE, for care of ill staff or students.
- If not masked, the ill individual will be masked immediately
 - Per National Association of School Nurses (NASN), if masking small children and/or special needs individuals is not appropriate or effective for their developmental stage, an increase in distancing may be the best course of action.
- A family member will be contacted for immediate pick up, the time of call will be noted so the length of school nurse/designee exposure is captured.

- The family member will be encouraged to contact a physician or other healthcare provider for more thorough COVID-19 screening and possible COVID-19 testing.
 - Per NASN, schools and ELCs are not expected to screen students or staff to identify cases of COVID-19. If a school has cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps.
- We will begin preliminary tracing and additional documentation for that child/staff member, ensuring that additional signs and symptoms are discussed and captured.
 - Documentation will be necessary and vital in this stage in order to begin contact tracing that will assist local health departments in their efforts to understand the spread of COVID-19.
- Those at the facility with close contact (within 6 feet) of the child or adult during this time would be considered exposed and should leave the premises and follow the exposure protocols established by the health department.
- Once the child has been picked up from the health room, the area will be disinfected according to CDC and NASN recommendations.
- We will follow up with family or staff members to ask about pending tests.
- Local health officials will be notified.
 - These officials will help us determine a course of action for our school.
- Per the CDC, we will dismiss students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school/program and for custodial staff to clean and disinfect the affected facilities.
- We will work with the local health officials to determine appropriate next steps, including whether extended dismissal duration is needed to stop or slow further spread of COVID-19.

- If necessary, the class/teacher(s) most in contact with the infected individual will be quarantined and more extensive measures will be taken such as closure of the school building for thorough cleaning and disinfecting.

CATHOLIC IDENTITY

As a community of faith, Christ is at the heart of all that we do. It is our mission to continue celebrating the sacraments regularly and fostering a vivid and robust prayer life for all of our students. To that end, the following will take place:

- Children will attend Mass weekly as usual.
- Masses will be live streamed for those who are learning at home.
- Those children in the building will have the opportunity to attend Mass in the church while following all social distancing guidelines as pews have been cordoned off to facilitate this.
- The whole school community will gather (virtually) for prayer three times a day. Gathering prayer is at 8 am each morning and again at 11:00 before lunch, and prayer at dismissal will be held at 3 pm, whether in class or online.
- All children and faculty are expected to join in during prayer times.
- Each teacher is encouraged to pray with the children at the beginning of each class in order to align with normal operating procedures.
- Each teacher is tasked to develop a service project for their class (can be COVID-related but not required).
- Children in middle school will be required to perform acts of service for hours credited toward graduation.

OUR DAILY SCHEDULE

What will the day look like?

The morning starts with a live broadcast of the prayer and morning announcements, followed by three to four class periods. Each class period features at least 30 minutes of live instruction with your student's assigned teacher.

Children will be instructed to complete guided practice away from the screen after each period of instruction. Short, 15-minute breaks are built in throughout the day. This type of teaching is referred to as synchronous instruction.

Prompt attendance in virtual classes is required. Attendance will be taken and recorded in Rediker as usual.

All communications will be hosted by Google Classroom. All classes will be hosted by Google Meet or Zoom.

The following is a sample schedule to demonstrate screen time and breaks. It is not the final schedule:

Times	Loaves Day	Fishes Day
8:00-8:15	Prayer and Announcements	
8:15-8:30	Homeroom/Morning Meeting	
8:30-9:30	Period 1	Period 2
9:45-10:45	Period 3	Period 4
10:45-12:00	Lunch	
12:00-1:00	Period 5	Period 6
1:15-2:15	Study hall	
2:15-2:55	Enrichment/Specials	
3:00	Whole School Prayer & Dismissal	

While each period is blocked for 1 hour, the expectation is that teachers offer live instruction for a minimum of 30 minutes for primary and intermediate grades and 45 minutes for middle school. Then the students will have a guided practice activity for the remainder of the scheduled time. Teachers should be available for immediate feedback should a student need assistance during that time.

BECAUSE SCHOOL IS MORE THAN THE THREE R's

How are the social and emotional needs of students supported?

We at St. Philip the Apostle School are very concerned with the well-being of our students, both physically and emotionally. We understand it is important they still have time to play and be children. This includes being able to visit with each other in a non-academic setting that just allows them to be themselves and see their friends.

In order to facilitate these moments, we plan to offer a **Lunch Bunch** program twice weekly in each class for the children to gather with their friends and play games, share thoughts, pray, watch movies and just be children.

OUR NEWEST FAMILY MEMBERS

Welcome to the family!

Well this is a different way to start a new school year! We have many new families joining our community this year. We welcome all newcomers and can't wait to meet you all in person. For now, though, we will have to stick to the internet and meet each other virtually. Stay tuned for information for our welcome event and orientation.

We are also looking for family sponsors to partner with our new families and help them get acclimated to life at St. Philip the Apostle. Please contact the Main Office to sign up to be a sponsor. Our new families will be grateful.

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DRESS CODE

Our dress code, even in the virtual setting, is founded on the belief that uniforms decrease distractions, simplify the morning routine, increase respect for each student, and prepare students for success by teaching professional dress expectations. By wearing the uniform in the virtual world, students will affirm the mindset of learning.

All children will be required to wear either their red St. Philip polo, the white oxford button down or their blue PE shirt while in class online. While in distance learning, students are not required to wear the uniform pants, jumper or skirt, or the shirt and tie. Students in Pre-K and Kindergarten who are attending school on campus must be in their school uniform.

The used uniform exchange will be open for purchase of lightly used shirts, pants, jumpers, shorts, etc. We will notify you of dates and times.

Face coverings are to be worn as part of the uniform and should be solid black, red, white or navy in color. Gators (stretchy material worn around the neck), fleece masks and bandanas are prohibited. Acceptable masks should be N-95, standard surgical, or layered cotton. They should not contain writing or distracting designs.

SCHOOL ENTRY AND EXIT PROCEDURES

All children entering the building will be screened before leaving their vehicles. The following procedures will take place before children are permitted to enter the building.

- Temperatures will be taken at the car
- Parents will sign a screening agreement which states the child has not been given fever reducing medication that morning.
- Masks are required for all children entering the building.
- Children will enter through the main entrance and go directly to their classroom.
- There will be no gathering in the foyer as is customary.
- Late arrivals must be escorted to the front entrance, ring the doorbell and go through the screening process before being permitted to enter.
- Parents must remain with their children until they are admitted into the building.
- Children exhibiting a fever of 100.4 or higher will not be permitted to leave the vehicle and parents will be asked to return home.

- Children may not return to school unless free of fever for 72 hours without the aid of fever reducing medication.
- Parents are asked to closely monitor children for any symptoms and make the decision to keep the child home should signs of illness present.

The following are exit procedures which will be in place at dismissal.

- Pre-Kindergarten children will be dismissed at 1:00 pm.
- Parents will pull up to the main entrance and wait in their vehicle
- The child's name should be displayed and clearly visible on the passenger side of the car.
 - These display cards will be provided by the school.
- The child will be called from the classroom in the order by which the cars are present.
- Kindergarten will be dismissed at 1:15, immediately following Pre-Kindergarten and will follow the same procedure.
- Kindergarten parents are asked to wait until signaled before pulling into the lane so as to ensure all Pre-K vehicles have departed.
- This is a single file operation. No cars will be permitted to pull around another car to exit the premises. Please be sure to follow all guidance from the attendants.

ACADEMICS

St. Philip the Apostle School remains dedicated to providing the superior standard of education which has characterized our school for the past 6 decades. In this, our 60th anniversary year, despite these very unusual times, we are certainly going to continue that tradition.

In addition to our very talented and educated faculty, we now have a Resource teacher who is dedicated to meeting with each child with an ICEP or CAP plan individually to ensure their needs are being met. She will also meet with all

teachers to ensure best practices for differentiated learning and assessment are in place. We are committed to meeting all children where they are and working to bring them to their highest potential.

- Teachers will include information related to the novel coronavirus (COVID-19) as it relates to social justice, current events, core subjects, and health and safety practices.
- Teachers will continue to hold students to the highest standard of excellence expected at St. Philip the Apostle School while maintaining fair and equitable methodologies for teaching and grading.

ASSESSMENT

- Scantron testing will take place in person in September.
- Parents will be notified of the testing schedule during the first week of school.
- A maximum number of children will be permitted in each session to facilitate social distancing.
- Parents will not be permitted to enter the building at any time, but will be asked to remain in the parking lot to be available when their student has completed the test.

COMMUNICATION

We will be moving to Google Classroom as a school-wide learning and communication platform. All communication between school and families will take place via Google Classroom and email.

Children and parents will receive training on new technology prior to the start of classes. More information and scheduling will be provided.

WHAT DO WE NEED FROM YOU?

Parent Service

Many of you know and understand that the Coronavirus pandemic has placed hardship on our families. The same has been the case for our school. As a result, we have had to make some adjustments to our faculty and some of our programs will not be represented this year. These include Art, Music and Spanish. We plan to continue to incorporate these subjects into our core lessons, but we wish to expand our enrichment offerings to other areas of interest.

Parent service hours will continue to be an important aspect of membership in our community. We are seeking parent volunteers to offer enrichment classes. These can be in the spirit of those traditional programs, or something different and exciting to broaden the scope of our enrichment offerings. Possible ideas are American Sign Language, virtual crafts, cooking or baking demonstrations, fun games, yoga for children, etc. If you have an idea for a class and would be available to teach something new to our children, please contact the Main Office and we will further explore your ideas.

We will also need parent volunteers to help with lunches and breaks for the teachers. These are critical volunteer positions. Parents must be fingerprinted and Virtus trained in order to work directly with children whether online or in person. Ideally, parents volunteering in the building will be available for a block of days to help minimize the amount of people in contact with children.

In addition, we have several new families joining our community. We would like to ask your help in welcoming them to the St. Philip's family. Our goal is to match a current St. Philip's family with a new St. Philip's family ideally matching based on grade level. All we ask is that sponsor families reach out to your assigned new family, welcome them, answer questions, be available if they need anything, and check on them periodically. If you have any questions or would like to volunteer to be a sponsor family, please contact the front office.

We will also inform you of additional service opportunities as conditions permit. Since we are entering a significant anniversary year, we will be planning events throughout which will undoubtedly require your volunteer service. However, the fluidity of current events will dictate the scheduling and organization of all activities.

ONWARD TOGETHER IN FAITH

We are all together on this Journey

This plan, while designed with many factors in consideration, may not be what you might have expected, and it may even pose some inconveniences for your family and circumstances. For this we apologize. However, everything we have detailed herein has been developed with you, our precious families, in mind. Our school's very existence depends on your support and your collaboration and we need and want you with us on this Journey.

Our plan is not only to weather the storm that is this Global Pandemic, but to conquer it and flourish despite the hardships we now face. This is our chance to rewrite our future; to grow our community and emerge bigger and stronger than ever before. We can only accomplish this goal with your help. So please continue to trust us, hang with us, volunteer to work with us, and pray for us as we, the community of St. Philip the Apostle Catholic School, forge Onward Together in Faith.

May God bless you and may He bless St. Philip the Apostle Catholic School.

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1960