

# Sts. Peter and Paul Catholic School

## RETURN TO SCHOOL PLAN



The Mission of Sts. Peter and Paul Catholic School is to empower and enable students spiritually and academically to live the Gospel message and the teachings of the Roman Catholic Church while facing the challenges of the 21st Century.

## **Introduction**

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to our school. At Sts. Peter and Paul, we are proud to deliver our high-quality education and fulfill our mission in the context of the exceptional circumstances we are living as we return to school for the 2020-2021 academic year. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and Florida Department of Health (DOH). We continue to look at best practices in education while listening to the recommendations being made by the Department of Education (DOE), Office of Early Learning (OEL), Department of Children and Families (DCF), the National Catholic Education Association (NCEA), and the Florida Catholic Conference (FCC). Regular updates will be made to this plan based on information provided by all the organizations mentioned above, and applicable federal, state and local agencies.

*This document will be updated as needed.*

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## **Cleaning and Sanitizing**

Safely returning to our educational environment is a top priority for all stakeholders at Sts. Peter and Paul. In planning and preparing for a safe return, the school buildings have been thoroughly cleaned and sanitized upon school closure in March. Each HVAC system has been cleaned and disinfected, all classrooms, restrooms, playgrounds, storage areas, and offices have been thoroughly cleaned and disinfected. All classrooms have been painted and will once again be disinfected before the teachers return to school on August 10<sup>th</sup>, 2020. The school has purchased portable ULV hospital grade fog machines and EPA approved sanitizing solutions to sanitize the school daily. A new cleaning company was contracted to provide day porters to clean and disinfect high touch areas and restrooms several times daily; this is in addition to our maintenance staff and our nightly cleaning service. Our nightly cleaning company will provide service ending with the sanitizing of each area to allow for the 2 hours needed before anyone uses the sanitized areas. Playgrounds will be open for students and the equipment will be cleaned after each class uses it.

Our faculty and staff will be responsible to teach proper hand washing and healthy habits to all our students regularly. Teachers are responsible for cleaning and maintaining student and teacher desks daily.

Administration, with data gathered from family surveys will determine the student learning areas as we come closer to the opening date. Surveys have been sent to parents to begin accommodating family needs of live and virtual learning for the 1<sup>st</sup> quarter of the school year. If the need arises and another option survey needs to be completed for the following quarters, it will be done the same as the first quarter and accommodations will be made with the most current CDC guidelines and parental options chosen. All classrooms will be used allowing proper CDC distancing guidelines and the school cafeteria and auditorium will be re-outfitted with appropriate technology and instructional needs to repurpose the areas as classrooms. Maintenance staff and administration is working through the summer months to make all physical accommodations.

Lounges and offices will be strictly off limits to staff assigning only 1 person responsible for copies and laminating needs.

## **Daily Operations/Logistics**

To safely and effectively begin and end our school day, we will be implementing a car line for morning drop off and afternoon pick up. In collaboration with our local authorities, we will have 2 marked points of entry for morning drop off, 1 for Pre-K and students who will be walking to school and a 2<sup>nd</sup> entrance for grades Kindergarten to 8<sup>th</sup>. The carline will be managed by our maintenance and office staff using Concierge to facilitate and efficiently manage the process. After consultation with our local police department, we will not need to have staggered drop off so our K-8<sup>th</sup> grade students will begin to get dropped off at 7:30 a.m. and our drop off car line will end at 8:00 a.m.; our Pre-K 3&4 students will begin drop off at 8:30am and end at 8:45 am. Pick up will begin

at 2:15p.m. for Pre-K, 2:45 for Kindergarten to 2<sup>nd</sup> grade, and 3:00 for 3<sup>rd</sup> to 8<sup>th</sup> grades using the same procedures and exit points as morning drop off. Faculty and staff will have the professional responsibility to self-check their temperature before arriving to school and report any health concerns directly to the principal. Faculty and staff will park their vehicles in the staff parking lot and enter the school building using the doors to their building, they will continue to punch in using the Paylocity app on their phones, or once they get into their classrooms from their classroom computer. Students will have their temperature checked by office staff upon arrival in their parents' vehicle and if their temperature is at or above 100.4 or any other symptom is present, their parents will not be allowed to drop them off. All students and staff entering the school building will use hand sanitizer provided at the entrances to the buildings on our campus. Temperatures may once again be checked by the teacher before lunch if any concerns arise. If any student or staff presents a temperature or any symptoms of COVID-19, they will immediately be taken to the isolation room and the proper protocols will be followed of either having parents take them to receive the appropriate medical care or the school calling for medical care. If faculty or staff members become sick during the day, they will be allowed to go for appropriate medical care either on their own, or if there are severe symptoms, 9-1-1 will immediately be notified. Administration and staff have been carefully following the ADOM, local health authorities, and CDC guidelines to prepare for social distancing measures. Each class will have 1 adult with a maximum of 18 students from 1<sup>st</sup> -8<sup>th</sup> grades: 1 adult and 9 students in Pre-K and Kindergarten classes. With these lower number of people in each learning environment, student desks and tables will be arranged facing 1 direction and each student work area will have approximately 6ft. distance from each other. At this time, students will remain with the same cohort everyday and teachers may or may not be switching from one cohort to another (this depends on the current situation within our community at large and the faculty comfort level to travel to different cohorts). At this point, many of the faculty is gearing up to remain with the same cohort all day to minimize exposure as much as possible. Students will have daily recess which is being worked into their schedule providing adequate distancing measures. Play-grounds will be open with only 1 cohort using the equipment at a time and will be cleaned between cohort usage. The hallways will have signage for one directional entry and exit from the buildings. Students will be attending Mass one classroom each week while the rest of the student body and community will participate via livestream. Emergency drills will be conducted monthly one building at a time to allow for proper social distancing. Lock down drill will be conducted within each cohort as usual.

### **COVID-19 Daily Screenings and Forms (Faculty, Staff, and Student)**

Faculty and staff will have the professional responsibility to self-check their temperature before arriving to school and report any health concerns directly to the principal. Students will have their temperature checked by office staff upon arrival in their parents' vehicle and if their temperature is at or above 100.4 or any other symptom is present, their parents will not be allowed to drop them off. Temperatures may once again be checked by the teacher before lunch if any concerns arise. If any student or staff presents a temperature or any symptoms of COVID-19, they will immediately be taken

to the isolation room and the proper protocols will be followed of either having parents take them to receive the appropriate medical care or the school calling for medical care. The principal, office staff, and school psychologist will all be monitoring the person in isolation regularly. If faculty or staff members become sick during the day, they will be allowed to go for appropriate medical care either on their own, or if there are severe symptoms, 9-1-1 will immediately be notified. Faculty, Staff, students, and visitors will all be required to wear a face covering at all times while in any school building. Teachers will also be provided with a face shield and students will be provided with sneeze guards. Face shields and sneeze guards are the individuals' responsibility to clean and sanitize daily.

COVID-19 case forms will be available. If someone within our school community tests positive for COVID-19, the protocols set forth by the Archdiocese of Miami, and our local health department will be followed. Sts. Peter and Paul will immediately notify any person who may have been exposed offering information from CDC <https://www.cdc.gov/coronavirus/2019-ncov/php/notification-of-exposure.html>. Cases will be kept confidential and only those affected will be notified.

## **Visitors and Volunteers**

Volunteers will not be asked to come into the school building, any interaction needed will be conducted virtually until further notice. Visitors that must come into the school building will be asked to call upon arrival or use our Concierge application for entry to campus. Before entry to a building, maintenance or office personnel will check the temperature and complete the self-screening form. If any temperature or symptoms are present, entry will be denied. The screening forms will be kept by the administrative assistant in the COVID-19 plan binder for the school. If entry is allowed, the visitor must wear a face covering and sanitize their hands before entering the building. Visitors will be accompanied by an employee during their visit and will report their departure to the main office.

## **Cafeteria**

Sts. Peter and Paul will continue to allow students to bring home lunch and snacks. In the event that a parent wishes to use the catering company contracted, pre-packaged lunches will be delivered to the student classrooms. Chit Chat catering will provide a digital menu with payment options online on a weekly basis. The catering company will be responsible for following CDC guidelines for food preparation and PPE for their employees. Chit Chat employees will be asked to follow the visitor entry process before arriving to the kitchen area. Students will have lunch either in their classrooms or outside, following social distancing procedures and only one cohort at a time will be allowed to use each outdoor area at a time. Outdoor areas are: Pre-K playground, K-2 playground, basketball court 1, basketball court 2, flagpole area, Grassy field, Lengyel garden, and Pre-K porch area.

## **Classrooms**

Sts. Peter and Paul is planning to re-open its doors with approximately 350 students. The students and teachers will have teaching and learning environments that will follow CDC guidelines as to social distancing. All special area classrooms will become cohort classrooms and the cafeteria and auditorium spaces will also be used as cohort teaching and learning environments. The cafeteria will be repurposed as a classroom adding a Clearvision interactive board computer system and student desks will be brought in for students and a desk will be in place for the teacher. The auditorium will be repurposed as well with a Clearvision mobile system and student and teacher desks will also be brought in to create the best possible learning environment. In all learning environments, the teacher will have at least a 6ft. area at the front of the classroom and all student desks will be facing the front with approximately 6ft spacing between all learners. All students and teachers are required to wear face covering at all times except when eating and at recess outdoors. Teachers will be provided with face-shields and students will have sneeze guards at their desks, these items are the personal responsibility of the user to clean and disinfect daily. Students will be self-contained in their cohorts and teachers are preparing to remain with the same cohort all day. Once we are all comfortable, the teachers will be prepared to travel from one cohort to another throughout the day. Each cohort will continue the use of restroom logs and the hallways will have adequate directional signage to follow the same direction throughout the buildings. Health and safety signage will be placed throughout the school reminding everyone of handwashing, face coverings, and social distancing. The school will be cleaned nightly ending with the sanitation process with the fogger machines. Day porters will be responsible for cleaning the restrooms and high touch areas 4 times a day. The cafeteria building will be cleaned and sanitized at dismissal of 2<sup>nd</sup> grade to prepare for aftercare to use those spaces at 3:30, this cleaning will be performed by our maintenance personnel and day porters.

## **Training Schedule**

Faculty and staff will be trained on Bloodborne Pathogens, Infection Control Practices for Schools, and the school's re-opening plan on the first day back to work on campus. Trainings will be conducted in the auditorium with 6ft distancing between each participant. Trainings consist of DVD delivery and handbooks for reviewing and documenting covered topics. Students will be trained by their teachers on proper infection control and procedures to follow on the first day of class, this training will be done as part of their first day orientation. Parents will be trained on re-opening plan and policies and procedures via an asynchronous delivery system which will be posted in the parent portal and a verification form will be sent into the teacher by August 21<sup>st</sup>.

## **Communications**

Sts. Peter and Paul will continue to use the mass communication system already in place: school messenger, school website, and portals. All official plans and information will be revised and distributed using these forms of communication.

## **Instructional Continuity Plan (ICP)**

Sts. Peter and Paul administration created a Panther Back to School Team (PBS-team) during the summer months of 2020. This team was formed with a survey sent out to the faculty with the following focus topics: Instructional Technology, Data Driven Curriculum Development, Operations and Logistics, Aftercare/Enrichment Programs, FCC 3-yr. accreditation, Health and Safety, and Communications. These topics were given an anchor person and a team to work with coinciding with survey replies. Parents were sent a PBS- parent option survey including 2 options for their child's educational preference: Back to School 5 days a week or 100% virtual for the first quarter of the 2020-2021 academic year. Survey data indicates 68% of parents prefer to do 100% virtual for the first quarter of the 2020-2021 academic year. While Sts. Peter and Paul is prepared to house all of its approximately 350 students 5 days a week, this data gathered indicates that we will have many students livestreaming away from the brick and mortar building for the 1<sup>st</sup> quarter. This will allow even more social distancing and a safer environment for both teachers and students; there may be a possibility of having teachers who may be of high risk teach virtually from their classrooms without any students physically present. The challenges we may be facing include livestreaming the lessons while students are in the classroom. In order to set up the best possible strategies and practices, we have secured 8 hours of professional development for teachers to learn new technology and software before the beginning of the school year. Teachers have also taken part of digital professional development offered by the ADOM, and our curriculum publishers (Sadlier and Houghton Mifflin) learning how to implement distance learning in their curriculum.

The PBS team has established to administer the STAR testing during the first week of classes to assess students in ELA and Sadlier student assessment will be administered to assess Math. Students may also be taking the BEACON testing during the first 3 weeks of classes. These assessments will be reviewed and compared with the Spring TerraNova data to determine any gaps that must be addressed. Once teachers have determined the gaps, the Data Driven Curriculum Development team will help teachers create a plan to effectively narrow the gaps. This should be done during the first 6 weeks of classes. The school will use a variety of tools to address learning needs like IXL, STAR, Accelerated Reader, Curriculum publisher tools, and teacher professional best practices to help with the best possible student learning plan.

Our Instructional Technology team will be led by our IT coordinator and our outsourced IT company. All students will be issued a school owned iPad that will have all their learning needs uploaded by the start of the school year. Teachers will also be issued school owned iPad and they will still have their classroom workstations to work with. Teacher devices will be issued the week they return to campus and student devices will be distributed the first week of classes. Student distribution will be drive-through style to also train parents on the drop off and pick up process that will be implemented. All devices will be collected at the end of the academic year before issuing the final report card to each student and teachers will return their devices during their end of year check out. A technology needs assessment was conducted in March using a survey



and the data indicated that 98% of students had sufficient internet accessibility and the 2% that did not were able to work with the teachers individually over the telephone to successfully complete distance learning. Another survey will be sent to assess the needs once again at the start of August and if there is a need for internet for a student, we will work with our IT company to provide internet for the student. Parents will be given instructions on how to access the Parent Portal with a YouTube tutorial posted on our website created by our IT coordinator and parents will have more tutorials on their portal for further instructional student needs. Teachers will train students by modeling their expectations using MS tools, the first tutorial will also be on our website for students to access their Portal to get started. All digital tools and tutorials will be shared with teachers using Microsoft one-drive for their use and distribution to their students.

Instructional content will be delivered using a variety of platforms while students are physically in school and receiving instruction virtually. Teachers will livestream to offer synchronous instruction to all students regardless of location. This form of instructional delivery will allow for each class to learn and work on assignments together; students in the classroom can partner up with virtual students and collaborate on many levels. Teachers will also be able to offer Asynchronous lessons by pre-recording lessons at least 2 weeks in advance and students can receive the lesson on-demand during their scheduled class. Teachers will have their classroom desktop computers which have a webcam and the ability to mirror on the SMART tv's in the classes, they will also have iPad that can be mirrored using the apple tv's installed to the SMART tv's as well. Teachers will have the option of which way they want to deliver instruction and the school will purchase any tripods, microphones, or other accessories the teacher will need to successfully deliver content and manage the class on-line and in school. Students will be asked to bring headphones to use during class these headphones will be student personal property and the responsibility of cleaning and disinfecting lies on students. Our school will be using the following software to deliver instruction: Rediker Portals, Microsoft Office teams, SeeSaw, and Showbie. Rediker Portals will be used by all grade levels for information and official grades, Microsoft Office Teams will be used by all to deliver synchronous instruction, SeeSaw will be used by Pre-K 3 to 2<sup>nd</sup> grade to deliver and receive instruction and assignments with feedback, and Showbie will be used by grades 3<sup>rd</sup>-8<sup>th</sup> to deliver and receive instruction and assignments with feedback.

Sts. Peter and Paul will continue using Sadlier for the following subjects allowing for single Sign On platform: Religion, Math, Vocabulary (3<sup>rd</sup>-8<sup>th</sup> grades), Phonics (K-2<sup>nd</sup> grades), and Grammar (6<sup>th</sup>-8<sup>th</sup> grades); Houghton Mifflin will be used for the following subject also allowing for single sign on abilities: ELA (Pre-K-4-5<sup>th</sup> grades), Science (K-8<sup>th</sup> grades), Social Studies (K-8<sup>th</sup> grades). These two publishers offer digital and print curricular resources along with assessments that will be used digitally.

Students with Student Learning Plans at our school will continue to receive the same instruction as the students without learning plans. Our students who have learning plans are those with very mild disabilities such as speech, hearing, and vision impaired. Our students with reading disabilities are referred to our Title 1 program for individual and small group instruction and this will be done virtually as well. Catapult offers our

student services and we have been in communication as to having a pull-out virtual program where the teacher is in the school but may deliver instruction like the rest of the teachers. Our school psychologist will remain in charge of the Student Learning Plan documentation and implementation of such documents.

### **Student Roles and Responsibilities**

- Student must check in with their homeroom teacher daily y 8:00am
- If student is sick and cannot attend class, parents must submit a written note to the teacher within 24 hours or a Dr. note sent via email to the teacher
- Dedicate appropriate time to learning 8:00am to 3:00pm
- Check appropriate online platforms via the LMS (portals) for information on courses, assignments, resources daily
- Attend the regular synchronous engagements offered by each of the teachers
- Identify a comfortable and quiet space to study/learn
- Engage in all learning posted with academic honesty
- Submit all assignments in accordance with provided timeline and/or due dates.
- Ensure own social and emotional balance by keeping healthy habits
- If any situation arises, contact your teacher using portals
- Be respectful at all times during online interaction, real-time live sessions, or turned in written work
- ALL parent/student guideline policies must be adhered to
- Dress daily in your school uniform

### **Parent Roles and Responsibilities**

- Communicate any device or connectivity needs to the school principal via email [principal@stspeter-paul.org](mailto:principal@stspeter-paul.org)
  - Provide an environment conducive to learning (access to supplies, technology, safe and quiet space during daytime). Completing other tasks like running errands and driving/riding in a car while school is in session is not an effective learning strategy.
- If attending school virtually, keep a consistent routine with morning wake up, breakfast, and arrive to virtual school by 8:00am for morning prayer on the school website
- Engage in conversations on posted materials, assignments and communicate with the teacher any questions if your child hasn't already done so
- Monitor online and offline learning and seek support from the school when needed.
- Monitor all social media and digital media your child is engaging in.
- Support student daily attendance, if a student is sick and will not be in class, call or email the school to report the absence
- Support emotional balance by providing ample room and time for reflection, physical activity, conversation, and play

## Extra-Curricular Activities

Sts. Peter and Paul is prepared to offer afterschool care for those parents who need this service and the students will be on campus. It will be held in the cafeteria building once it has been cleaned after dismissal. Students will remain in small cohorts allowing for physical social distancing and masks will remain on during the programmed activities. The afterschool/enrichment team is preparing to offer academic, physical well-being, and spiritual activities during aftercare.

## Schedules

**Pre-K 3 & Pre-K 4** *(sample, each cohort will accommodate times to stagger recess and special areas)*

8:30 Religion  
9:00 ELA  
10:00 Snack/Playground  
11:15 Science  
11:30 Lunch  
12:00 Restroom  
12:15 Nap  
1:15 SS  
1:30 Snack  
1:45 Art/Music/Spanish/P.E.  
2:15 Dismissal

**Kindergarten -2<sup>nd</sup> Grade** *(sample, each cohort will accommodate times to stagger recess and special areas)*

8:15-10:30 ELA  
10:30-11:00 Science/Social Studies  
11:00-11:20 Lunch  
11:20-11:55 Recess/Restroom  
12:00-1:10 Math  
1:10-1:55 Art/Music/Spanish/P.E.  
1:55-2:25 Science/Social Studies  
2:25-3:00 Religion

**3<sup>rd</sup>-5<sup>th</sup> Grade** *(sample, each cohort will accommodate times to stagger recess and special areas)*

8:30-9:10 Religion  
9:10-10:15 Math

10:15-11:00 Art/Music/Spanish/P.E.  
11:00-11:40 Science  
11:40-12:20 Lunch/Recess  
12:20-1:00 Social Studies  
1:00-3:00 ELA

**6<sup>th</sup> – 8<sup>th</sup> Grade** (*sample, each cohort will accommodate times to stagger recess and special areas*)

8:00-9:15 Math  
9:15-10:00 Science  
10:00-10:45 Religion  
10:45-12:15 ELA  
12:15-1:00 Lunch/Recess  
1:00-1:45 Art/Music/Spanish/P.E.  
1:45-2:30 Social Studies  
2:30-3:00 Art/Music/Spanish/P.E.

Attendance at school and participation in school activities pose some risks including the transmission of COVID-19. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from COVID-19 or other communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and to participate in school activities and/or by coming onto the school campus and attending school activities themselves.

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In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe, or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

I hereby authorize my child(ren) to use the digital platforms, tools and applications selected by Sts. Peter and Paul Catholic School to support the Panthers Back to School Program including but not limited to Microsoft office suite, Portals, Seesaw, Showbie, IXL, STAR, Accelerated Reader, Saddlier Connect, Houghton Mifflin, zoom, and teams. I understand that these third-party platforms may maintain their own privacy policies, terms and conditions for which Sts. Peter and Paul Catholic School cannot control or assume responsibility for. I further understand that in order to facilitate program activities, these online

platforms often include video and audio conferencing, recording, and other forms of electronic communication. This Panthers back to School Program as well as those school directives and requirements related to this program of study may be amended at any time at the sole discretion of the school with or without notice.

## **COVERAGE**

This Plan has been promulgated to assist with preventing the spread of COVID-19; however, COVID-19 has been declared a worldwide pandemic by the World Health Organization and is extremely contagious. The Archdiocese cannot guarantee that an employee, student, volunteer, contractor or other campus visitor will not become infected with COVID-19. This Plan, and any other related policies and procedures, may be revised at any time with or without prior notice and the specific provisions may be subject to the discretion of the Superintendent of Schools and School Principals. This Plan may differ from other entities within the Archdiocese of Miami due to varying local laws and the unique nature of the services and population that each entity serves.

**Sts. Peter and Paul Elementary School Name**  
**Panthers Back to School Plan Acknowledgement Form**

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Panthers Back to School Plan and understand the content.

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the Panthers Back to School Plan.

\_\_\_\_\_  
(Print Parent/Legal Guardian Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature Parent/Legal Guardian)

\_\_\_\_\_  
(Print Parent/Legal Guardian Name)

\_\_\_\_\_  
(Signature Parent/Legal Guardian)

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Grade)