

St. Peter the Apostle School
Start-of-School Procedures for 2020-2021
As of August 27, 2020, 1:30 p.m.

Facility Cleaning

Buildings have been cleaned thoroughly for the opening of school.

The Public Health Department will supply PPE to the school for students and faculty. This includes face masks, face shields, gloves, and protective outer wear. (Students should come to school with a face mask, but if it is lost or damaged, one will be provided.)

Classroom surfaces and items touched by students will be cleaned at the beginning and end of each school day and throughout the day as needed.

Door knobs and bathroom surfaces (sinks and toilet seats) will be cleaned every two hours by staff specifically assigned to this task.

Covid Testing

The staff have been tested and after the first four weeks of school, 25% of the staff will be retested each week. Families may opt to have their student(s) tested at various sites throughout the County that are designated for students.

Daily Screening

Daily home health screening should be completed before coming to school each day. Parents should check a student's temperature at home every morning using an oral, tympanic, or temporal scanner; students with a temperature greater than 100.4 should stay home. Consider coronavirus testing if no other explanation is available.

Parents are required to ask their children about or monitor for any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the parent to keep the student home from school.

Students sent home from school should be kept home until they have tested negative or are completely recovered according to CDC guidelines: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html (Please paste this link in your browser.)

If your student is ill, please contact the school nurse on 328-1191, ext. 113, and leave the following information:

Student's Name
Symptoms of Illness
Action Taken

The nurse will contact you to discuss your student.

School Response to Positive Cases

The protocol for responding to positive cases is as follows:

- Students who develop a fever or become ill at school should be transported by their parents or guardians, or ambulance if clinically unstable, for off-site testing. These students will be kept in an area of quarantine with a surgical mask in place until they can be transported off campus. **Parents will be requested to pick up students within 1 hour.**
- The school nurse will provide the family with a list of testing sites.
- If the school becomes aware that that a person who tested positive was in the school building at the same time as students, we are required to notify you.

Masks and Hand Sanitizer

Students and adults are required to bring their own masks – free of words and symbols – to school. A school logo is permitted.

Teachers may wear a face shield if they are more than 6 feet away from students. If they are within six feet of others, they will wear a face mask. Teachers may also opt to wear masks at all times instead of using a face shield.

Masks should be worn by all individuals in common areas, i.e., gym, hallways, restrooms, and school yard.

For students in grades K to 8, masks are required at all times, other than at snack time and/or lunch.

Masks in the classroom are not mandatory for students in PreK. If a parent/guardian wishes to have a student in PreK wear a mask in the classroom, a written request should be sent to the homeroom teacher, Mrs. Burtell, at burtell@stpeternewcastle.org.

If a student is unable to wear a traditional mask due to health reasons, a note from their healthcare provider is required, and a face shield must be used as an alternative.

Hand sanitizer will be available throughout the school. In the event a parent or guardian does not wish a student to use hand sanitizer, a written request should be sent to the homeroom teacher.

School Day Times

Morning care is available in the gym beginning at 7:00 a.m. There is no charge for morning care.

PreK3, PreK4, and K	7:30 a.m. – 2:30 p.m.
Grades 1, 2, 3, and 4	8:00 a.m. – 3:00 p.m.
Grades 5, 6, 7, and 8	8:15 a.m. – 3:15 p.m.

Extended care is available from dismissal to 6:00 p.m. Charges for extended care do not begin until the dismissal time for a family’s oldest student.

Only essential visitors are permitted in the building, i.e., school employees, Title I teacher, and therapists.

The main office will make use of the “Dutch” door.

No volunteers are permitted in the building.

Appointments may be made for face-to-face meetings with members of the staff. Meetings will occur in the parish office conference room next door to the lower school.

Carpooling:

Carpooling should be consistent. Families should provide the nurse with a list of students in the carpool and update it as changes occur.

Tardiness and Early Dismissal

If your student arrives:	
At or before 8:15 a.m.	<u>Pull up in front of the gym</u> and allow your student to exit the vehicle and enter the gym. A staff member will be present to assist.
After 8:15 a.m.	<u>Pull up in front of the lower school</u> and remain in your vehicle. A staff member will approach your vehicle to assist.

If your student is leaving for early dismissal, please do the following:

1. Contact the office on 328-1191 that you are enroute.
2. Please pull up in front of the lower school and remain in your vehicle. A staff member will ensure your student is contacted and escorted to the car, as needed.
3. The office will maintain a record of the early dismissal, so there is no need to enter the building.

Contacting the Office

Visitors should not enter the building. If you need to reach Mrs. Deater, Mrs. Melchor, or Mr. Zitz, please contact the office on 328-1191 or use the following e-mails:

deater@stpeternewcastle.org

melchor@stpeternewcastle.org

zitz@stpeternewcastle.org

Morning Check-In

All individuals arriving and/or entering the building should be wearing a mask.

Students should report to the front of the gym to have their temperature taken. Students who have a temperature will not be permitted to enter the building and will need to leave the premises with a parent. Students should also use hand sanitizer and remain 6 feet apart while waiting to check in.

Teachers and students should enter and leave the gym using the doors marked for entering and exiting.

Classes should not enter the lower school through the main entrance. Grades K, 1, 2, and 4 should use their exterior classroom doors to enter the building. Grades PreK3 and PreK4 should enter through the set of double blue doors on the left-hand side of the building. Grade 3 should enter through the double blue doors on the right-hand side of building.

Curriculum, Instruction, and Assessment

Core content standards will take precedence in the curriculum.

Instructional minutes will be adjusted in the lower grades to accommodate changes in instruction:

- PreK – Religion, mathematics, and English language arts
- Grades K-2 – Religion, mathematics, English language arts, and science
- Grades 3-4 – Religion, mathematics, English language arts, science, and social studies

Instructional minutes in these grade levels will be addressed through a tiered approach toward specific subjects, i.e., ELA and math may receive additional time when compared to science and social studies.

The diocesan grading policy will be used for core subjects, as appropriate for various grade levels.

Classroom Protocol

Students' desks will be facing in the same direction and five to six feet apart.

Before and after break time and meals, students should use hand sanitizer or wash their hands.

Students in PreK3 who take naps will maintain a distance of six feet apart, and there will be alternate positioning, i.e., no head to head.

Area carpets, upholstered chairs, and extra equipment will be removed from classrooms. Teachers may use spot mats or other similar products for students to sit in during circle time. These mats will be cleaned daily.

Students will remain in their homerooms for the day. Teachers will rotate according to the class schedule.

Students should keep belongings in their desks. With the exception of grade 8, use of student lockers will not be permitted in middle school. Grade 8 should only use lockers to hang coats and/or store weather gear.

Students should not be dispatched to the office with papers for the office.

When a student needs medical attention, the teacher will call the nurse. The nurse will come to the classroom to see the student.

Water fountains will be disabled. Students should bring bottled water.

Teachers may take students outside for meaningful learning or for a walk or stretches as needed. Masks will be required if students cannot remain at least 6 feet apart outside.

Student desks will be wiped with an EPA-approved disinfectant at the beginning of each day. Staff will assume this task for students in PreK – grade 4. Students in grades 5 – 8 may assume this task for their own personal space.

Common Area Signage

Signage in hallways will remind students of social distancing as they walk through hallways.

One student at a time will be permitted in restrooms.

Specials

Teachers of specials will rotate to students' classrooms at the designated time. The library, art room, and music room are unavailable for instruction.

There will be no use of instruments or singing in classrooms. These activities should occur in outdoor spaces.

Students will have gym class outside on the designated days. Social distancing requirements will be observed during gym activities.

Lunch

Masks may be removed for snack time and/or lunch.

Students and staff will use hand sanitizer or wash their hands before and after every meal.

The cafeteria will not be in use for students to consume food. Students will eat lunch in their respective classrooms, and a menu will be available for students who want to purchase a bag lunch from the cafeteria.

Teachers will manage classroom seating to maintain a safe environment for students with food allergies.

Only staff members should handle trash and wear mask and gloves when doing so. Trash will be picked up from the hallways.

Recess

Students will have daily recess and times will be staggered. Social distancing requirements will be observed, and students within the same class will be allowed to share playground balls or other items at the discretion of the recess monitor. These items will be cleaned after the recess is over.

For students in grades 3 to 8, masks should be worn if students cannot remain six feet apart.

Teachers will be able to take students outdoors for a breather or supervised walk.

PreK and kindergarten students may use playground equipment, which will be sprayed with an EPA-approved disinfectant after each use.

Students should use hand sanitizer after recess.

Restroom Use

Only 1 student is permitted in the restroom at a time.

Teachers in classrooms that share a common restroom should coordinate the timing of student breaks and lunch breaks to eliminate social distancing concerns associated with groups of students. There will be markings on the floor outside the bathrooms at which students will stand while waiting to use the bathroom.

Teachers will encourage students to wash their hands regularly.

Dismissal

Students will be dismissed at the following times:

PreK3, PreK4, and K	2:30 p.m.
Grades 1, 2, 3, and 4	3:00 p.m.
Grades 5, 6, 7, and 8	3:15 p.m.

Older students will no longer escort younger students through the car line.

PreK3, PreK4, and K students will be escorted to their cars by their teachers. Parents should remain with their vehicles at all times.

Students in the remaining grades will walk through the car line on their own.

Extended Care

Students will be assigned to and remain in the following areas until pick up:

PreK and K	PreK4 classroom
Grades 1 through 3	Art room organized by grade-level cohort with a 45-minute homework period
Grades 4 through 8	Crowley Hall organized by grade-level cohort

The extended care contact number is 302-328-1191, and this line is manned from dismissal time until 6:00 p.m.

For pick up, parents should come to the main office front door and remain outside. The attendant will ensure that your student is escorted to you there.

Upon arrival to extended care, students should use hand sanitizer.

If students eat in extended care, only staff may handle the trash and should wear a mask and gloves when doing so.

Extended care monitors are encouraged to take students outside for breaks.

Field Trips, and Student Assemblies

All field trips and general assemblies are cancelled through December. Monthly student recognition will occur in a way that aligns with social distancing.

Fundraising events in which people are gathered on campus are cancelled until further notice.

Mass

Our liturgical celebrations will be separate from the adult community while the restrictions are in place. All social distancing guidelines will be observed when students attend Mass.