

# **SAINT PHILIP PREPARATORY SCHOOL**

Re-Opening of School  
September 2020

Saint Philip Preparatory School will begin on September 8, 2020. This school year will be different from any in history, and will require cooperation, collaboration, flexibility, and patience. Trying to predict what September will look like is challenging, particularly due to the fact that mandates from the CDC, State of New Jersey, and the Diocese of Paterson are frequently modified or changed. Our objective is to create and implement a plan that will address the following:

- Ensure the safety of our community
- Provide the most effective education to our student population regardless of the situation
- Adhere to State and health mandates, and function effectively within those mandates
- Be prepared to adapt with limited notice, with the ability to shift between remote and in person learning at any time
- Accommodate students who may be absent for extended periods of time

## **HEALTH AND SAFETY**

Our school nurse will be on duty daily from 9:30 AM – 2:30 PM, attending to our students, following the health guidelines from the Clifton Board of Health. Anyone visiting the Nurse's Office will wear a mask. As a general rule, "If you feel sick, stay home." This is an important area for partnership between parents and schools. We expect all parents to take their child's temperature and observe their overall health before coming to school. If the child has a fever of 100° F or higher, or if the child shows any symptoms of COVID-19\*, he or she should not come to school. If the child appears to be healthy does not have a temperature of 100° F, the parent will complete the daily health form and submit it with the child each morning.

\*Symptoms of COVID-19 include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and diarrhea. All administration, faculty, and staff will be monitored for these symptoms, as well.

If a student shows symptoms of COVID-19 while in school, he or she will be sent to the Nurse's Office. While there, the student will be asked to wear a mask and gloves, as will any adult assisting the student. The student's parents or guardians will be called and the student will leave the school as soon as possible. The student will wait for her or his parents/guardians in the COVID-19 isolation room and be escorted out of the school by an adult to their parents/guardians. Sanitizing the

Nurse's Office will occur throughout the day. The COVID-19 isolation room will be sanitized after each case.

**\*\*We understand that many of our parents work, and many work in New York City. It has become more important than ever, that if parents are unable pick up their child when they are ill, or are determined to have a fever of 100° F (no contact thermometer) they must arrange for someone else to pick up the child. Parents must prepare and identify a person who will arrive at the school to take the child home. The school will require a working telephone number and email address, so we can contact that person without delay should your child become ill and need to go home.**

**For the safety of our students, faculty, and staff, please make this a priority – identify someone who will be able to pick up your child should they become ill.**

All students who are absent from school because they show COVID-19 symptoms must visit a physician. It is expected that students will remain absent from school until they are fever free, without fever reducing medication for 72 hours and other symptoms disappear. Students who are absent for two or more days for medical reasons will be required to have written clearance from a physician to return to school. Students who have tested positive for COVID-19 will be able to return to school after following the guidance of the Clifton Health Department. Students with positive test results should be absent for at least two weeks.

The school will follow the guidance of the Clifton Health Department, which may vary depending on the circumstances of each case. It is likely that you will be advised to keep your child home for at least 14 days. When your family member meets the public health and medical criteria for recovery from COVID-19, and if your child shows no COVID-19 symptoms for the 14- day period, your child may be permitted to return to school upon consultation with public health officials.

The school will make all parents aware that a member of the school community has tested positive for COVID-19. Because each situation is different, the school will consult with the Clifton Health Department to determine the next steps. Students who share a classroom or who may have come in contact with the student who tested positive will be monitored closely for COVID-19 symptoms, according to the recommendations of the Clifton Health Department. Some students may be asked to stay home from school for approximately 14 days. If this occurs, students will be allowed to complete work virtually while the class is away from school.

Signage will be posted throughout the building to provide hygiene and reminders to social distance. In addition, "one way routes" will be created and posted throughout the building and in the classrooms to support social distancing and safety.

Administrators, teachers, and staff will follow the same protocol used for students, as regards COVID-19. If the teacher becomes sick, a substitute teacher will be provided.

Each class will have a supply of disinfectant wipes, hand sanitizers, hand soap, gloves, paper towels, and tissues.

Administration, faculty, and staff will be wearing face shields/masks; in addition to protective gear as needed.

Each night, extensive, thorough disinfecting and sanitizing of the school building will be conducted.

## **INSTRUCTION**

OPTION 1 and OPTION 2:

OPTION 1 –In Class Instruction

OPTION 2 - Remote Learning

1. In class instruction will follow the procedures listed below.
2. Remote Learning will follow the teacher, streaming live instruction, via Google Classroom.

High student expectations for both, in-class and remote learning will continue enhancing their academic potential. This will be a new experience that will require cooperation, patience, flexibility, and foresight however we are steadfast in our commitment in engaging our students with the curriculum and rigor of instruction that has become the hallmark of Saint Philip Preparatory School.

## **OPTION 1 - IN-CLASS INSTRUCTION**

### **Drop Off**

School will open on Tuesday, September 8<sup>th</sup> for grades PK – 8, as a full day of school. In classroom instruction will be held Monday through Friday following proper social distance guidelines, sanitization best practices, altered classroom space arrangements, and individual desk shields.

To avoid groups gathering the children will enter their individual classroom via the exterior classroom door. Older students may be dropped off at the younger siblings class. Pre-Kindergarten will enter the classroom via the exterior door on St. Philip Drive, near the playground. Kindergarten will enter the classroom via the exterior doors on St. Philip Drive. Grades 1 through 3 will enter the classroom via the exterior doors on St. Philip Drive. Grades 5A, 7A, 7B, and 8A will enter the classroom via the exterior doors in the main parking lot. Grades 4A, 4B, 5B, 6A, 6B, and 8B will

enter the classroom via the exterior doors located on Melody Hill, next to the Parish Center.

Doors will open at 7:30 AM, and will close at the morning bell, 8:00 AM. Each day, before entering the school all students will hand in a *completed school health waiver*, which will be completed by the parent. The form may be found on our school website. Students will not be permitted to enter the school without the completed health form - each day.

All students will wear masks.

All students in Grades K – 8 will be in uniform.

Students will go directly to their homerooms, where they will meet the teacher. When in the school building, upon entering any room, all administration, faculty, staff, and students will sanitize their hands with our no contact hand sanitizers located outside of every classroom. In our classrooms we have created a system that allows for social distancing, in addition, students will have personal clear barriers at their individual desks for further safety. Students are encouraged to bring small *unscented\** hand sanitizers and small packages of tissues to keep at their desks. \*We ask that the personal hand sanitizers be unscented due to the medical conditions of some students. Students may not share supplies, pencils, crayons, markers, rulers, protractors...etc. Students will manage their own personal items at their desks.

Each class will have a supply of disinfectant wipes, hand sanitizers, hand soap, gloves, paper towels, and tissues.

Administration, faculty, and staff will be wearing face shields/masks, in addition to protective gear as needed.

Students will follow all posted signage throughout the building, which will create a safe, orderly, distanced, flow of traffic in the halls, as well as in the classrooms.

Morning Assembly at 8:00 AM via our P.A. system.

All SPPS classes will follow their original full day schedule, including Kaleidoscope, and Specials. Our Special teachers (Art, Music, Spanish, Computers, Latin, Gym) will deliver in- class instruction. Gym class, weather permitting may be outdoors. Special Services by the Clifton Public School District will be delivered remotely. \*Most students will remain self- contained in their classrooms throughout the day. We ask that students take their Math and Reading books home with them each night, in the event we are instructed to go remote, without the opportunity to return to the school.

## **TECHNOLOGY**

All students will have their own Chrome Book, designated by number. Technology will be wiped down with sanitizing wipes throughout the day. We will be using G Suite for Education Accounts for our students. All students will be instructed how gain access to the system and to proficiently navigate the various programs therein. Parents please log on to our website -[www.stphilipprep.com](http://www.stphilipprep.com) and click the link - 'School Forms,' to read the Catholic Schools of the Paterson Diocese, Internet and Computer Use Policy for Schools and G Suites for Education Accounts.' Upon reading the documents, please sign and return:

1. Family Agreements and Signatures
2. Paterson Diocese Schools Internet and Computer Use Agreement for Schools

## **Snack**

Snack time for grades PK - 3 will continue. No sharing food. The teacher may not offer food to the students. Please remember to send a snack with your child each day. Until further notice, parents may not provide snacks for birthdays or other celebrations.

## **Bathrooms**

To stagger the use of the bathrooms, breaks will be conducted by class in grades 1 -3 and individually in PK, K, and whenever needed. Grades 4 - 8 will use the bathroom as needed in the Middle School wing. Bathrooms will be disinfected and sanitized throughout the day.

## **Lunch**

We will follow our regular lunch schedule. There will be no cafeteria service. Lunch will be in the child's homeroom with the teacher. All students must bring their lunch and any drinks, especially water they may need, each day. No sharing. The teacher may not offer any food to the students. Before the students go outside for recess we will conduct temperature checks at lunchtime, with no contact thermometers.

Recess, weather permitting, will be outside. Practicing social distancing, we will utilize our main parking lot, and the grassy area on St. Philip Drive.

## **Dismissal**

Dismissal will be via the exterior classroom doors. Pre-Kindergarten will dismiss on to St. Philip Drive via the door near the playground. Kindergarten will dismiss via the exterior doors on St. Philip Drive. Grades 1 - 3 will dismiss via their exterior doors on to St. Philip Drive. Grades 5A, 7A, 7B, and 8A will dismiss via their exterior

classroom doors in to the main parking lot. Grades 4A, 4B, 5B, 6A, 6B and 8B will dismiss via their exterior classroom doors located on Melody Hill next to the Parish Center.

As always, older students will be dismissed with their youngest siblings. The teachers will dismiss the students individually, as parents must ask the teacher for their child, by name. When you have picked up your child, please go directly to your car and leave the school campus. We ask that parents wear a mask and remember to social distance at dismissal. Parents may not walk through the main lobby at dismissal.

**Children/Students playing on school grounds after dismissal is not permitted.**

### **After Care**

Due to social distancing, After Care will be on a limited reservation basis. After Care sign up will be one week in advance. After Care will be located in the gym and in our Early Childhood wing, utilizing social distancing. The form will be online for anyone who needs the service. After Care reservations for the week of September 8<sup>th</sup> will be due August 28<sup>th</sup>. When school begins all After Care forms will be due on Monday morning. Parents will be notified of their After Care status via the main office a week in advance. Each night, extensive disinfecting and sanitizing of the school building will be completed.

### **OPTION 2 - REMOTE LEARNING**

Those families who choose **Option 2, Remote Learning**, will make the choice to have their child instructed by the teacher streaming live, via Google Classroom for **one full marking period**. That is, if you choose Remote Learning your child will remain in a remote learning environment from September 8 through November 16. **Parents will have the opportunity to choose in-class instruction or remain remote, at the next marking period, only.** The SPPS Receipt for Remote Learning form must be submitted to [Debbie Neglia](#) at the school by **August 14, 2020**. The form may be found on our website under 'School Forms.'

Teachers who have remote students will contact those students, to provide them with the necessary books and information they will need for their classes. Students who learn remotely will learn the same curriculum, keep pace with their peers, and will be responsible for all classwork, homework, tests and quizzes. All teachers will post 'office hours' for parental concerns and inquiries, however meetings and visits will be conducted virtually whenever possible.

All students, in-class or remote, are expected to adhere to the rules and policies as stated in the 2020-2021 Saint Philip Preparatory School Handbook. \*Remote students are expected to be in uniform from the waist up for every class

## **TRANSPORTATION**

Busing is either provided by or arranged through the public school district, or in some cases, contracted directly with a bus company. It is possible that school districts may discontinue bus routes for non-public school students so that they can run more routes for district students to meet requirements for fewer students on each bus. If this occurs, you will be notified by your local school district during the month of August. If they do not contract a bus, parents *may be eligible* for aid in lieu of transportation in the amount of \$1,000. We encourage all families who use bus transportation to inquire about the availability of busing or aid, by contacting ***your local school district***.

## **VISITORS**

Visitors to the school will be screened and limited. If you need to come to the school, please call first, so we can prepare; or if you just need to drop something off in the office, you may use the outside bins and we will retrieve the item.

If you are picking up your child early, please remember to send a note to the teacher stating the day and time. Kindly wait outside the main doors for your child.

## **REDIKER PARENT PORTAL**

It is imperative that all parents log on to the **Rediker Parent Portal** to create an account for vital/emergency school information. The invitation will be sent via email in August. Parents will utilize the Parent Portal for emergencies, keeping abreast of their child's academic progress, as well as receiving Report Cards and Progress Reports.

## **HOME AND SCHOOL**

Please forward a working email address to our Home and School, via- [linda.valenti2@gmail.com](mailto:linda.valenti2@gmail.com), to receive the latest school information for all parents. Please email Linda Valenti and check that you are on our list.

## **COMMUNICATION**

Please be sure to visit our website, [www.stphilipprep.com](http://www.stphilipprep.com), to find all the necessary forms required to be submitted to the school.

## **PARENTAL CHOICE**

Our plan is the culmination of months of study and prayerful consideration and represents the best practices to date. We will follow the State of New Jersey guidelines anytime they change. You will know when we know.

Now is the time for you to decide.

Choosing Option 1 – In Class Instruction or Option 2 – Remote Learning is your parental decision. If you decide not to choose either option and choose another educational environment for your child, the following guidelines must be fulfilled before the transfer documents are released:

1. Request for Transfer Card
2. Complete the Exit Form
3. All Tuition balances must be paid in full
4. All Cafeteria, After Care, and On Line giving balances must be paid in full
5. All Home and School balances must be paid in full

However challenging the new semester will be for us all, we are encouraged by our faith in God's Providence. Be assured of our prayer for you and your loved ones and please keep us in yours.