

Parkview Junior Academy's Plan  
for Reopening for the 2020-2021 School Year

**Reopening for In-Person Instruction**

**It is the goal of our school to open with full-time, in-person instruction for all grades preK-8. Most of our constituents are comfortable with this plan with the assumption that safety guidelines are in place.**

Communication Requirements

- **Stakeholders:** Conversations between the principal, board members, and parents are on-going. One of the parents includes a public health professional and one of the board members is a nursing administrator for a hospital. Our school website is used as the primary communication tool with emails, texts, and phone calls used as well. A draft of the reopening plan has been posted on the school website and will be updated as needed.
- **Signage:** Signs are being created to remind staff, parents, students, and outside vendors/visitors of symptoms to watch for, requirements for entering the building, and flow of traffic within the building.
- **Contact Tracing:** Record keeping procedures for purposes of contact tracing have been established.
- **Orientation to Safety Procedures:** Prior to the start of school, a video-conferencing platform will be used to hold a meeting to orient parents and students to expectations, particularly arrival and dismissal for the first day of school. This will also provide an opportunity for parents to ask questions and share concerns. All students will be taught how to follow COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene.
- **PPE:** All students, faculty, staff, and visitors will be encouraged through verbal and written communication (e.g., signage) to adhere to Centers for Disease Control and Prevention (CDC) and DOH guidance regarding the use of personal protective equipment (PPE), specifically acceptable face coverings.

Health and Safety

- **Class size:** The number of students per class at our school is much lower than in public or some private schools. The maximum class size is 16 but anticipated sizes for the coming year range between 8 and 16. Three of the four classes are anticipated to have between 8 and 12 students.
- **Instructional materials:** Students will be given personal supplies rather than sharing communal supplies, wherever practical. This will include common school supplies such as pencils, markers, glue, scissors and rulers as well as art supplies, math manipulatives, and technology resources.
- **Check-in:** Upon arrival students (and any others entering the building) will have their temperature checked with a touch free device. They will be asked the standard

series of questions regarding travel to areas under a travel ban, contact with anyone known to have been exposed to the Coronavirus, and potential symptoms of the disease. They will be reminded to use the hand sanitizer station upon entering the building and reminded to follow the designated flow of traffic. Documentation of these procedures will be maintained. The first week of school and frequently as needed thereafter students will be instructed in proper handwashing and respiratory hygiene.

- **Staff monitoring:** Teachers and teaching assistants will be expected to check their temperature upon awakening in the morning to enable time to devise an alternate plan if they are unable to be in school.
- **Cohorts:** Students will be kept in classroom “cohorts”, with no mixing between groups.
- **Doors:** Interior doors will be left open wherever practical to minimize touching of doorknobs/handles/push plates.
- **Traffic Flow:** The flow of traffic through halls will be managed to avoid students passing in the hallways. This will be accomplished through instruction and signage.
- **Social distancing and PPE:** Social distancing will be practiced during meals and when in lines for transitions, with signs and place markers used to indicate spacing. Social distancing will be used during physical education when face coverings may be impractical and students are breathing heavily. As a general rule, social distancing is impractical in a classroom setting, particularly with younger students. Best practices in education involve students in cooperative learning and movement. When social distancing would interfere with learning, students will be required to wear protective face coverings and to sanitize hands frequently. Our preference is for face shields that come around the side of the face. There are multiple reasons for this preference. Students cannot be reliably expected to use social distancing (most adults cannot be reliably expected to use social distancing as evidenced by any trip through a grocery store). Plexiglass dividers are used in many situations to account for this problem. In a classroom, however, students are likely to stand up and cough, talk, or sneeze over or around a plexiglass divider. A face shield provides the same kind of protection in a portable manner- wherever the student goes, the plastic divider goes. Face shields are preferred to masks because masks are hot, resulting in people often lowering them below the nose; masks slip down and are therefore handled frequently; masks do not allow the teacher and student to see each other’s facial expressions, which is critical for learning and assessment of learning; many parents are expressing concerns about the lack of fresh air available to those wearing masks; face shields allow individuals to function in a nearly normal manner, often forgetting that they are wearing the protection; face shields are easier to clean than cloth face masks and more durable than disposable masks . If face shields have not yet been approved by the time this plan is reviewed, we would request that they be thoughtfully considered for the reasons stated above. Face shields (or masks, if face shields are not approved) will be provided to students and staff.

- **Seating:** Students will have assigned seats and the seat and table/desk surface will be sanitized between students if places change.
- **Air flow:** Academic instruction will be conducted outdoors as much as possible. Gym classes will be outdoors, weather and other circumstances permitting. Use of gym equipment will be minimized and it will be sanitized with an approved cleaner between classes. Gym doors will be opened for as long as weather permits, when classes must be held indoors. Classroom windows will be opened whenever weather permits. Humidifiers will be used during the months when the heat is on. Our furnace uses high efficiency filters which are changed per manufacturer recommendation.
- **Illness during the school day:** If an individual becomes ill during the school day, that person will be isolated in a designated area with appropriate barriers around him/her. Arrangements will be made as quickly as possible for the individual to go home and consult their health care provider. Documentation will be required from the health care provider indicating whether the individual is suspected of having the Coronavirus and might be in need of testing, and when it is safe for the individual to return to school. The local health department will be contacted and their guidelines followed.
- **Cleaning and disinfection:** A regular plan of cleaning and disinfection will be followed and documented throughout the school day. Approved disinfectant spray will be applied to common surfaces such as doorknobs, copier, handles, table/desk tops, countertops, chairs, sinks, toilets and toilet handles at least twice per day and again at the end of the day.
- **Food service:** Standard food service guidelines will be followed. Free breakfast and lunch are provided to any student. These meals may not be available the first week of school in order to facilitate the implementation of the many new procedures. Breakfast will be served in classrooms with students socially distanced at designated spots while eating. Lunch will be served from behind a plexiglass barrier. Condiments will be provided in single serving containers. Social distancing during lunch will be maintained with the use of seating markers. Students will be reminded to use hand sanitizer before and after eating. They will be expected to remain seated throughout lunch. Students will not be permitted to share food. Reminders about students with food allergies will be located in food preparation areas, classrooms and the lunch area. Eating areas will be sanitized between groups. Food preparers will be trained regarding sanitation requirements.
- **Fire code compliance:** No changes which will affect fire code compliance are anticipated.
- **Emergency drills:** Emergency drills will be conducted per state mandate.
- **Transportation:** Approximately half of our students are transported by parents in private cars. These students will be expected to exit their cars upon arrival wearing a mask. Those students who ride buses will be required to wear a mask to get on the bus and throughout the bus ride, through to their entry in school. Public school busing guidelines will be followed. Additional time will be allowed for students to

exit buses in order to accommodate the check-in procedure and minimize congregating in the hall. Students who arrive by car will enter a separate entrance from those who arrive by bus, with managed traffic flow to avoid passing in the halls.

- **Student Social Emotional Well-Being:** A “whole child” focus has always been a part of our educational system. The size of our school lends itself toward a sense of family. Our decreased class size enables us to more easily be in touch with the social/emotional state of individual children. Our instruction always includes various aspects of character development, growth mindset, and student-oriented learning (student goal setting and surveys, for example). The size of our school does not permit or necessitate a school counseling program. Returning students to an experience that is as normal as possible and that safely meets their needs for social interaction is an important goal. Teachers remain in close contact with parents and recommend community resources for needs that cannot be met by teachers or parents. Our school nurse is often helpful in assessing student needs and recommending outside resources. Our approach to challenging student behaviors is always restorative (we use the term “redemptive”).
- **Staff Social Emotional Well-Being:** The small size of our team enables us to be in touch with each other’s needs. Our day begins with staff worship and prayer. Our School Board is highly supportive of whatever needs are brought to them. Counseling services are available to teachers in our educational system.
- **Attendance:** Attendance will be taken as usual when instruction is done in-person. In the event that the school must move to distance learning, clear requirements for attendance will be communicated and used for reporting attendance.
- **Visitors, Volunteers, Vendors:** Visitors to our school will be kept at a minimum and will be expected to follow all safety procedures. Volunteers are the heartbeat of our school and will be needed to help meet safety procedures. They will be trained and expected to follow all safety procedures. Vendors will be admitted to the school only when necessary and will be expected to follow all safety procedures. A log of these individuals will be maintained with information for contact tracing should it become necessary.
- **After School Care:** After school care providers, if available, will be trained and expected to follow the safety guidelines as outlined for the school.
- **School Use by Outside Groups:** School use by outside groups will be minimal with clear and stringent guidelines and checklists for sanitizing following use.

#### Pre-Kindergarten

- Our program consists of a combination preK/K classroom with a full-time teacher and a full-time teaching assistant. Currently we anticipate having 10 or fewer students, several of whom are K age.
- Students will eat in a socially distanced configuration. They will either eat food prepared by the school for the individual, or food brought from home, without sharing.

- Our pre-K classroom has an interior bathroom. An adult will ensure that proper handwashing protocols are followed.
- Napping materials will be sanitized daily, and assigned to specific students for the school year.
- Items brought from home will be discouraged or restricted to use by the owner only.
- Our youngest children are expected to have the greatest difficulty following mask wearing protocol. For this reason, we prefer the use of face shields suited to their size which reach below the chin and come around the side of the face.
- To the extent possible, students will use centers alone; shared materials will be minimized and/or sanitized after each use.
- Students will be provided with individual sets of materials to avoid sharing of common items.
- The pre-K/K class will constitute a cohort that will not mingle with other classes except in emergency situations.
- Physical contact between students such as hand-holding buddy systems will be avoided.
- Safeguards listed above for the general school population apply to pre-K/K students as well.

#### **Monitoring and Containment:**

- **Daily Monitoring:** Daily, ongoing monitoring of the health of students and staff has been outlined above.
- **Overall Program Monitoring/Containment:** If a student or staff is identified as positive, the school will be closed for at least two days to deep clean the school and identify the best course of action through consultation with the local public health department.
- **Multiple cases of illness:** In the event of multiple cases of illness, the school will consult with the local health department and will, upon their recommendation, transition to distance learning.

#### **Closure:**

- **Distance learning:** In the event of the closure of our building, students and teachers in grades K-8 will transition to distance learning. During the 2019-2020 school year, our school moved efficiently to distance learning with no loss of instructional time. Our students have access to 1:1 Chromebooks. Nearly all students had internet access, though in a number of cases, the internet speed was somewhat ineffective. We are working to ensure that all students have access to an adequate internet connection by trying to access funds to pay for improved service, if needed. Distance learning will include physical education and art plans. Distance learning is not deemed appropriate for pre-K students due to their attention span and the amount of screen time involved. Parents of pre-K students will not be charged tuition in the event of a shutdown.

- **Students with IEPs:** Services to students with IEPs are provided by the public-school district, which will be responsible for continuation of services. Classroom teachers will provide accommodations to the best of their ability as outlined in the IEP.
- **Preparation for Possible Distance Learning:** At the start of the school year students will be trained in the use of computers and new platforms which will support distance learning should it become necessary. These include Seesaw, Big Ideas Math which has the option of paper or digital materials, and the MAP assessment system which is completely digital.
- **Reopening:** Following a closure, reopening would be initiated when the local public health department approves, when sufficient numbers of staff are comfortable with doing so, and when families are generally supportive.