

Classical Preparatory School

Reopening Plan for Fall Semester 2020 (Updated: July 16, 2020)



For the purposes of this document, face masks, face coverings, and face shields may be used interchangeably. Please be advised that the information in this document is current as of the date above. Circumstances surrounding the Coronavirus (COVID-19) are rapidly changing, and the accuracy of the information may change moving forward. Classical Prep is developing guidelines for face coverings in the event that these are determined to be mandatory by the district.

***All information is subject to change as deemed necessary.**



Classical Preparatory School

Traditional Education. Transformational Learning.



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Guiding Tenets for Decision Making

- Social distancing will be enforced wherever possible.
- The wearing of masks and/or face shields may be declared mandatory for all staff and scholars if COVID-19 infections remain high. Classical Prep, at this time, will require all scholars to wear a mask to and from their classroom, at arrival and dismissal, moving about the campus when not in an exterior hallway, and on the bus. Secondary scholars and staff will be strongly encouraged to wear masks at all times, unless social distancing is possible. Every scholar must have a mask with them at all times. **All masks must be solid navy, grey, brown, black or white.** Grammar scholars and staff will be required to wear a mask to and from their classroom, at arrival and dismissal, moving about the campus **when not in an exterior hallway**, and may remove them once they get to class.
- To the extent possible, cohorts of scholars will be created, and not physically interact with other classes of scholars in the building.
- School buildings will be cleaned thoroughly after school and during the day. Ongoing cleaning protocols will be implemented. Buses will be sanitized after all morning drop offs and at the end of the day.
- Sick employees and scholars will be required to remain at home.
- Large gatherings will be limited to numbers that allow for social distancing.

MOST IMPORTANTLY... DO NOT SEND SCHOLARS TO SCHOOL IF THEY HAVE EXPERIENCED SYMPTOMS:

- **Fever (>100.4)**
- **Cough**
- **Shortness of breath or difficulty breathing**
- **Sore throat**
- **Chills**
- **Muscle pain or body aches**
- **Headache**
- **Loss of taste or smell**

The New School Day

Health and Wellness

What you can expect to see at Classical Prep regarding Health and Wellness

- Signage posted describing signs/symptoms, proper handwashing, social distancing, and when to stay home.
- Staff training on COVID-19 (including transmission, prevention, and use of mask).
- Daily staff screening will be implemented.
- Frequent promotion of daily hygiene and social distancing measures throughout the school building.
- In conjunction with the Department of Health and the Pasco County School District, we have established expectations and procedures for notification of illness. The detailed plan will be communicated as we have more information.

What you can do to support the health and wellness of your child(ren), their peers, and school staff

- Be informed about the school's plan for reopening and ask questions to clarify procedures. It can be viewed on the homepage of our [website](#) or under the "Parent" tab.
- Be patient and understanding when plans and procedures need to change to keep scholars and staff safe.
- Inform the school as soon as a positive COVID test result occurs with any members of your family.
- Follow health care provider or health department directives regarding the need for quarantine or isolation for you or your family.
- It will be your responsibility to screen your child(ren) daily prior to coming to school and report illness concerns immediately. If your child(ren) exhibits any of the following symptoms, fever (>100.4), cough,

shortness of breath or difficulty breathing, sore throat, chills, muscle pain or body aches, headache, or a loss of taste/smell, your child(ren) should remain at home. At this time, temperature checks will not be conducted upon arrival at school.

- Adhere to the school's procedures regarding scholar's exclusion from school and return to class after illness.
- Avoid any after school face-to-face social interactions between your child and their peers unless CDC guidelines are followed.
- Speak with your provider regarding the importance of flu vaccination this season to avoid absences.
- Reinforce/educate your child(ren) on proper handwashing, covering your cough or coughing into a Kleenex, when to wear a mask, and how to social distance.
- Provide Classical Prep with current contact numbers to assist in open communication between school and home.
- Encourage your child(ren) to eat healthy, exercise, and develop good sleeping habits.
- Provide your child(ren) with an age appropriate explanation of COVID-19 and ask what questions they may have to ensure they have accurate information and to relieve their fears. For more information, please visit <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>
- Practice ways your child(ren) can greet/interact with peers that does not involve contact.
- Provide a personal mask in solid navy, grey, brown, black or white and hand sanitizer for your child(ren).
- Encourage your child(ren) to wear a face covering, wash hands frequently, and follow good general hygiene practices. Educate your child(ren) to consistently self-regulate their behaviors in following CDC and school guidelines for the safety of themselves, other scholars, and staff. Educate them about hand washing, social distancing, refraining from touching others, and refraining from touching their faces.

Mental Health and Wellness

- It's important to understand that we are all in this pandemic together, just as your family has been impacted by COVID: your child(ren)'s classmates, teachers, administrators and all school staff have been impacted as well.
- The safety and well-being of our community is extremely important as we begin to prepare to reopen our schools. New procedures and ways of work will be established to ensure safety in our schools, as the on-going support of our families is important.

What you can expect to see at Classical Prep

- Classical Prep is aware that all of our scholars and families have been impacted in some way by COVID, and we are prepared to continue to support them when they return in the fall regardless of which of the two-options is selected.
- Resources are available to assist your child(ren) with mental health needs, ranging from direct support from your dean of students, student support services, front office staff and clinic assistants, as well as linking your child(ren) with community resources if needed.
- There will be more frequent scholar check-ins occurring in the fall to ensure scholars aren't missed who may need additional emotional or mental health support.

Facility and Safety

What you can expect to see at Classical Prep

- Social distancing will be maintained where possible. One-way traffic flow for inside buildings may be created where feasible to improve social distancing of scholars and staff.
- Scheduling will be designed to keep scholars in cohorts as much as possible to reduce exposure.
- Everybody will be collectively responsible for cleaning and sanitizing as appropriate by age.
- Enhanced daily and weekly cleaning activities, including disinfecting touch points around the campus, will occur throughout the day.
- Various signage will be posted around campus regarding facility safety.
- AC cleaning and maintenance frequency will be increased.
- Cleaning supplies and hand sanitizer will be kept in each classroom and restocked as needed.
- Hand sanitizing stations have been installed outside each classroom and in high-traffic locations where hand washing is not available.
- A second clinic in the upper and lower school will be available to scholars exhibiting symptoms.
- An additional boys' and girls' bathroom for strictly student use has been added in the Meridian building.
- Additional sinks in all scholar restrooms for handwashing have been installed.
- Air purifiers to eliminate risks by reducing odors, air pollutants, bacteria and cold and virus causing germs in all classrooms and common areas have been installed.
- Drinking fountains will not be in use. However, your child will have access to water bottle filling stations to use with their own reusable water bottles in all buildings.
- Lost and found items will only be saved if they are labeled and will immediately be returned to the scholar. Items without any names will be discarded. Please be sure to label **ALL** of your child(ren)'s belongings.

Food and Nutrition Services

- More frequent sanitation on high touch points in the serving line including tray slide and milk box; sanitizing between classes/cohorts.
- Social distancing decals/tape on the floor throughout the serving line.
- Hand sanitizer will be available after the point of sale in the Prytaneum.
- More frequent sanitation in the Prytaneum (door handles, etc.).
- An enter/exit flow will be established in the Prytaneum.
- Food service employees will be required to wear masks in addition to the already established health and safety protocols based on Health Department guidelines.
- Breakfast and lunch will be served in the Prytaneum and consumed in the classroom and/or outdoors when possible.
- Use of disposable cutlery and trays will continue.
- All condiments will be in pre-portioned packages and not in self-serve dispensers.
- There will be streamlined menu offerings in order to promote efficiency through the serving line.
- If you prefer that your child(ren) does not handle cash and/or check for the payment of their meal, you can place money on your child's meal account at www.myschoolbucks.com.

Physical Education

- Scholars in grades 4 and 5 **will not** be changing out for PE for semester 1 (and will be revisited for semester 2).
- For the safety of all scholars in grades 6-12, they **will not** be changing into PE uniforms for semester 1 (and will be revisited for semester 2). Scholars may wear their PE shirt underneath their dress shirt to school. During PE class, they can remove their dress shirt and tie if they have their PE shirt underneath, however, they will need to return to their dress shirt/tie after PE is over.
- All scholars will remain in their uniform bottoms for PE.
- Scholars in grades 6-12 may wear athletic shoes in solid black with black laces throughout the school day to eliminate the need for them to change into athletic shoes for PE (in lieu of solid black dress shoes). If PE is not on a scholar's schedule, dress black shoes are required.
- PE classes for grades 4-12 will be adjusted to limit access to equipment.
- Coaches will clean and sanitize any equipment used between classes.
- Locations will vary in outdoor locations as much as possible.

Transportation

- Scholars utilizing transportation are expected to wear a **parent-provided** face covering (in solid navy, grey, brown, black or white) while being transported and follow seating directions from school bus staff. Limited emergency mask supplies will be on each bus; however, parents should be providing masks to their child(ren) who ride the bus daily.
- School buses will be sanitized twice daily and have high-touch areas wiped in between groups transported.
- Hand sanitizer stations have been installed on school buses for scholar use.
- Siblings will be directed to sit together and scholars will be spaced out as much as possible on the bus.
- Windows will be open to help circulate fresh air when weather permits.

Technology

- If you choose Remote Live Instruction (RLI) and do not have access to a laptop at home, you can request one to be provided by Classical Prep. The request can be sent to techsupport@classicalprep.org.
- If you have more than one child, you will need a laptop for each child.
- More information regarding Remote Live Instruction is listed below.

Uniforms

- Grammar school scholars will not be required to wear dress uniforms on Mondays for semester 1 (and will be revisited for semester 2).
- Scholars in grades 6-12 may wear athletic shoes in solid black with black laces throughout the school day to eliminate the need for them to change into athletic shoes for PE (in lieu of solid black dress shoes). If PE

is not on a scholar's schedule, dress black shoes are required.

- Every scholar must have a parent provided mask with them at all times. All masks must be solid navy, grey, brown, black or white.

Instructional

- AP course offerings will remain the same.
- Supplies will not be shared in the classrooms. More specific information about what classroom supplies should and should not be brought will be provided by teachers at a later date.
- Classroom utilities (pencil sharpeners, hole punches) will be sanitized between classes and throughout the day. Scholars will be instructed to sanitize hands prior to and after using them. Parents are encouraged to provide small manual pencil sharpeners with built in waste containers that could be used at a scholar's desk.
- Once a family decides which mode of schooling (RLI or classroom) is best for their child(ren), this will be their mode of instruction for semester 1. Requests for changes in instructional models must be submitted in writing to the dean and decisions will be made on a case to case basis.

Visitors and Volunteers On Campus

Visitors

- Visitors are required to set appointments in advance. Please call 813-803-7903 or contact the person you would like to make an appointment with via email. This includes notifying the school if you need to pick up your child(ren) early **for any reason**.
- Visitors and family members will not be able to eat lunch with scholars during semester 1 (and will be revisited for semester 2).
- Meetings involving visitors (PSC, SAC, IEP, LEP, 504, parent conferences) should follow the current guidelines from the Governor's office or be held virtually.

Volunteers

- Volunteers will need prior authorization before arriving on campus and will receive clear guidance on scope of work.
- Volunteers will need an appointment to be on campus.
- Volunteers will be allowed only in designated areas, away from scholar interaction.

Remote Live Instruction (RLI)

What you can expect with Remote Learning Instruction (RLI)

- Instruction will take place primarily online with live, real-time instruction (“synchronous instruction”).
- Scholars will access their classroom through a digital platform and follow their schedule throughout the day with their teacher and peers.
- Laptops will be provided if needed for each scholar participating in RLI.
- Scholars will join their classes every day, **in uniform**, and be responsible for the same assignments as their classroom peers.
- Scholars will be expected to maintain proper classroom behavior consistent with being present in the physical classroom (ie: paying attention, staying seated during instruction, not talking out of turn, etc.).
- Attendance will be taken in every class throughout the day.
- Scholars will be able to participate in athletics on campus while taking RLI.

Beyond the School Day

Extra-Curricular Activities and Athletics

- Strict cleaning procedures and guidelines for athletic venues, sports equipment, locker rooms, and restrooms will be adhered.
- Use of masks will be based on current district and FHSAA procedures.
- Social distancing guidelines will be required in all athletic facilities.
- Limited crowds will be allowed based on facility capacity.
- No field trips will be planned for semester 1 of the school year (and will be revisited for semester 2).
- Athletes will be required to wear masks (in solid navy, grey, brown, black or white) on all bus trips to and from games and practices.
- Schools will follow the district approved [“Return to Athletics”](#) guidelines.
- After school extra-curricular activities and clubs have a smaller, more select crowd, and therefore offer less exposure. Virtual options will also be considered when appropriate.

Before School Care

- In an effort to socially distance and keep scholars in cohorts as much as possible, Classical Prep will not offer before school care for the 2020-21 school year.
- Drop-off time will be for the regular school day, as outlined in the family handbook.

After School Programs

- The YMCA will continue to offer after school care on Classical Prep's campus from 3:45 p.m. to 6:30 p.m. daily.
- The YMCA will be following the Center for Disease Control (CDC) guidelines for COVID-19 and will implement all safety measures. They will continue to monitor government and CDC guidelines and adjust as needed.
- If your child(ren) becomes ill, please keep them at home.
- Contact the Suncoast YMCA at 352-686-9622 for more information.

Scholar Illness Procedures

Scholars who develop COVID-19 symptoms outside of school:

- Notify Classical Prep and keep your child (and possibly siblings) home.
- Contact your child's primary care provider for guidance regarding next steps for testing.

Scholars who experience symptoms when they arrive at school or become sick during the school day

- Scholars should notify a staff member as soon as they feel symptoms commonly associated with COVID-19.
- The clinic **must be called** before sending any scholar to the clinic.
- A temperature will be obtained for every scholar who arrives at the clinic with symptoms of illness.
- Scholars with a fever will be immediately directed to the COVID-19 clinic.
- A disposable mask will be placed on any scholar with any COVID-19 like symptoms.
- Parents will be notified for immediate pick up of their child(ren) with the suggestion to call FDOH COVID-19 Hotline at 866-779-6121 or the scholar's primary provider for guidance regarding presenting symptoms if testing for COVID-19 is warranted.

Frequently Asked Questions

Health and Wellness

Will scholars wear masks in classrooms?

The wearing of masks and/or face shields may be declared mandatory for all staff and scholars if COVID-19 infections remain high. Classical Prep, at this time, will require all scholars to wear a mask to and from their classroom, at arrival and dismissal, moving about the campus when not in an exterior hallway, and on the bus. Secondary scholars and staff will be strongly encouraged to wear masks at all times, unless social distancing is possible. Every scholar must have a mask with them at all times. All masks must be solid navy, grey, brown, black or white. Grammar scholars and staff will be required to wear a mask to and from their classroom, at arrival and dismissal, moving about the campus **when not in an exterior hallway**, and may remove them once they get to class.

Will scholars be expected to socially distance?

Scholars will be socially distanced to the extent possible. At the grammar school level, where social distancing will be extremely difficult, scholars will spend most of the school day interacting only with scholars in their class. By limiting their exposure to a small number of scholars, we reduce the chance of infection. And if a scholar becomes ill, the immediate class is affected, not the entire school.

What steps will be taken to ensure that surfaces are clean in classrooms?

School custodians will clean frequently touched surfaces throughout the day and conduct overall cleanings at the conclusion of every day. Other non-custodial staff members will be expected to do their part, keeping surfaces clean with provided cleaning supplies. Teachers will have access to cleaning supplies for their classroom.

What other steps are being taken to ensure a healthy environment?

Classical Prep will partner with parents in educating scholars on the importance of hand washing, hygiene, and social distancing. Hand sanitizer will be made available in classrooms and workplaces. The schedule for cleaning air conditioning units and/or changing filters has been increased. Air purifiers to eliminate risks by reducing odors, air pollutants, bacteria and cold and virus causing germs in all classrooms and common areas have been installed.

What will Classical Prep do if a classmate or staff member exhibits symptoms of COVID-19?

We will send a clear message to parents and staff that if they are exhibiting any symptoms, they should not come to school or report to work. If a scholar exhibits symptoms at school, they will be taken to the school's clinic set aside for possible COVID-19 cases and their parent or guardian will be notified to immediately take them home and to visit a medical professional.

What if a scholar or staff member tests positive for COVID-19?

We will notify families, while not specifically identifying the scholar or staff member. We will cooperate with the Health Department as they conduct the appropriate notifications of individuals who have been in contact with the person infected.

My scholar has health issues that make wearing a mask impossible. Will he/she have to still wear a mask?

Accommodations will be considered relative to this expectation. Please communicate concerns with school staff for further direction.

Mental Health

If my child(ren) is anxious or concerned about returning to school, what can I do to help?

Talk to your child(ren) and find out the reason for their concern. Provide them reassurance and answer their questions, share information pertaining to their concern and seek answers if you are unaware. For more information, please visit <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>

Where can I find resources regarding emotional and mental health for my child?

Pasco County Schools has a Mental Health Awareness website that provides many great resources designed to provide a parent/guardian/scholar with a variety of educational and community resources to help support positive change within their scholar: http://www.pasco.k12.fl.us/mental_health

Food and Nutrition

If I select the Remote Live Instruction option for my child will they still be permitted to receive their free or reduced meals?

School Nutrition Programs operate under the regulations of the United States Department of Agriculture. Waivers were just released by USDA to allow flexibility in this area. We will be receiving additional guidance from the state on the details of how we can provide meals to scholars that select this option.

Will classroom celebrations with food still be permitted?

We are working with our new food service company to provide options for celebrations. Please watch for updated information as it becomes available.

If I select the Remote Live Instruction option for my child for the 2020-21 school year, what happens to the money remaining on their meal account?

All funds roll to the next school year and are available to use. However, families can request a refund from mySchoolbucks.

Transportation

Will scholars be required to wear masks?

Scholars utilizing transportation are expected to wear a **parent-provided** face covering (in solid navy, grey, brown, black or white) while being transported.

How will social distancing be enforced on school buses?

Scholars are expected to wear a face covering as social distancing will not always be possible on school buses. Siblings will be directed to sit together and scholars will utilize space available to distance when possible.

Technology

If we choose the online options and we don't have a device, can we get one like we did in the spring?

For the Remote Live Instruction option, you can sign out a laptop from Classical Prep adhering to CPS Device Policy. Please contact techsupport@classicalprep.org.

If we have several children utilizing RLI, do we need laptops for each child?

Yes, you will need a device for each child. Classical Prep will sign out a device for each child in a household that will need one for Remote Live Instruction.

Athletics

Will athletes be required to wear masks?

No, but they will need to wear them while riding the bus to and from the game.

Will parents still be allowed to attend games?

Yes, however, we will be limiting crowds based on facility capacity.

Will sports still be offered next school year?

Presently, we are planning for sports to resume. We will offer the same sports as usual with some restrictions related to social distancing and enhanced cleaning procedures. scholars will be required to wear a mask on any bus trips to games. We will also be limiting crowds at games based on the capacity of the venue.

If a scholar chooses the Remote Live Instruction, are they able to try out for school sports?

Yes, your child(ren) will be able to participate in sports.

Other General Questions

Will scholars in grades K-5 still have recess?

Recess will continue to be an important part of grammar school scholars' day, but will be adjusted to limit access to equipment. Scholars will remain in cohorts to the extent possible.