

Classical Preparatory School

Reopening Plan for Fall Semester 2020 (Updated: August 18, 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 has developed guidelines for face coverings as a result of the emergency rule released 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 is required for all staff, students, visitors and contractors while on Classical Prep's campus. Please refer to the appendix at the end of this document for the full guidelines. Every scholar must have a mask with them at all times. **All masks must be solid navy, grey, brown, black or white.**
- 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.
- 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.

New 8/17/20 Illness Policy

Scholars who develop symptoms **outside of school** should stay home and parents must notify the school by emailing the office manager at info@classicalprep.org. **All families are required to perform a daily self-screening of their child(ren) prior to arriving on campus.** Scholars who experience symptoms **when they arrive** at school or **during the school day** should notify a staff member as soon as possible. For a list of symptoms see the [CDC website](#).

- If a scholar is brought to the clinic with symptoms, parents will be notified for immediate pick up. Please have a backup plan in place for someone who can pick up your child in case you will not be available

immediately.

- Scholars who have COVID-like symptoms will be required to stay home until the following criteria have been met:
 - At least 10 days have passed since symptoms first appeared **AND**
 - At least 24 hours after the last fever has resolved without taking medication to reduce fever **AND**
 - Symptoms have improved
- Scholars may return in fewer than ten days with verification of one of the following:
 - Medical documentation of alternate diagnosis as the reason for symptoms **OR**
 - Documentation of negative COVID-19 test (blood antibody test not accepted).
- Please be sure to provide the school with current contact information for all emergency contacts.
- For more details on Pasco's COVID response protocol, please click [HERE](#).

Classical Prep staff members will consult with our assigned registered school nurse (RN) on a case by case basis to make the best decision for your scholar and our school community. While we are hopeful that Classical Prep will not need to close, it is important for your family to create a plan should the need for closures or periods of quarantine occur. You may need to consider the feasibility of teleworking, taking leave from work, or identifying someone who can supervise your scholar in the event of closures or quarantines. We thank you for your patience and understanding as we work diligently to keep our scholars and staff safe. If you have any questions or concerns, please contact info@classicalprep.org or call the school at 813-803-7903.

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](#).
- **New 8/12/20** Develop a plan as a family to protect household members who are at [increased risk for severe illness](#). Please contact your healthcare provider to discuss steps that can be taken to protect vulnerable members of your household. In some instances, RLI may be the best option for you.
- 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. Please click here for the [student self-screening form](#). 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.

New 8/12/20 Medication administration procedure changes for this school year

- Parents will schedule an appointment with the clinic assistant to drop-off or pick-up medications. Parents will remain in their vehicles during medication/paperwork exchange.
- Unfortunately, the clinic will no longer be able to safely administer nebulizer treatments at school. This is due to the uncertainty of whether aerosols generated by nebulizer treatment are infectious. Parents will need to consult with their pediatrician and follow their guidance. Inhalers with spacers can still be used.
- Unfortunately, the clinic will not be able to administer prescription and over the counter medications as to not risk masking possible COVID-like symptoms, such as headache, stomachache, cough, etc. Health services will revisit this decision in the near future as soon as circumstances improve.

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.

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. Please refer to the appendix at the end of this document for the full guidelines.

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 to.
- 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:

- **Update 8/12/20** Notify Classical Prep and keep your child (and possibly siblings) home and parents must notify the school by emailing the office manager at info@classicalprep.org. Please relay details and contact information to the school for follow up. **All information that is sent to this email will be confidential.**
- Contact your child's primary care provider for guidance regarding next steps for testing.
- **New 8/12/20** If your child gets a COVID test, he/she is expected to stay home until test results have been obtained. If results are delayed, the scholar can return when symptoms are gone and it has been at least 10 days since symptoms first began.
- **New 8/12/20** If a positive COVID-19 test result is obtained, please contact the email above.
- **New 8/12/20** Scholars may return in fewer than 10 days with verification of medical documentation of alternate diagnosis or a negative COVID-19 test result.

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

- **Updated 8/12/20** Scholars should notify a staff member as soon as they feel symptoms commonly associated with COVID-19. For a list of symptoms see the [CDC website](#).
- 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.
- **Updated 8/12/20** If scholar is excluded due to illness, 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 his/her primary provider for guidance regarding presenting symptoms if testing for COVID-19 is warranted. Upon pickup, you will be provided with a [Student Illness Exclusion Letter](#) and information on the transition to RLI learning during quarantine.
- **New 8/12/20** It is important to understand that some of the COVID-19 symptoms are common in other childhood illnesses like cold, flu, seasonal allergies and asthma. Trained health staff will consult with registered school nurses (RNs) to make the best decision regarding exclusion that will keep our school community safe.

New 8/12/20 Return to school guidelines for scholars

- Scholars who have COVID-like symptoms will be required to stay home until the following criteria have been met:
 - At least 10 days have passed since symptoms first appeared **AND**
 - At least *24 hours after the last fever* has resolved without taking medication to reduce fever **AND**
 - Symptoms have improved.
- Scholars may return in fewer than ten days with verification of one of the following:

- Medical documentation of alternate diagnosis as the reason for symptoms OR
- Documentation of negative COVID-19 test (blood antibody test not accepted).
- Clinic Assistant/School Nurse (RN) will be responsible for follow-up care for students with COVID like symptoms or students exposed to a positive COVID individual.

Frequently Asked Questions

Health and Wellness

New 8/17/20 What is Classical Prep's Illness Policy?

Please visit our website to view the [illness policy](#).

Will scholars wear masks in classrooms?

Yes, all staff, students, visitors and contractors will be required to wear a mask while on Classical Prep's property. To view Classical Prep's Face Covering Guidelines, please visit the appendix at the end of this document.

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?

New 8/12/20 All students participating in Remote Live Instruction (RLI) will have the opportunity to pick up breakfast and lunch from Classical Prep. Meal distribution will take place each Wednesday from 10:00 a.m. to 10:30 a.m. All meal distribution will take place out of the Borealis building (Building #2). Parents will drive up to the end of the sidewalk in front of Borealis. Parents and children must remain inside the vehicle at all times.

New 8/12/20 SLA Management staff will be available to bring the meals to your car. Parents will be asked to provide the name and ID number for each child they are picking up meals for so each child's account may be

charged accordingly. Meals will only be distributed to current Classical Prep scholars that are participating in RLI. Families will be provided with 5 breakfast meals and 5 lunch meals. The meals will be served cold and you will be provided with reheating instructions. There is no specific menu for meal pick up, however the meals will be a combination of items that are being served on campus that week.

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.

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.

Appendix A: Face Coverings and PPE Guidance

PROCEDURES AND GUIDANCE:

**Face Coverings, Personal Protective Equipment (PPE), and Application of Code of Conduct
Necessitated by COVID-19**

Purpose:

Classical Preparatory School has been directed and authorized to implement the School Board's recent emergency rule in order to minimize the spread of COVID-19, to reduce the risk of exposure, and to protect the health, safety, and welfare of students, staff, and the community. In accordance with the restrictions and purposes set forth in that emergency rule, along with any restrictions set forth by Florida and Federal law, the Superintendent, with assistance of District staff (hereinafter, collectively referred to as "District"), has created and hereby directs staff to implement procedures set forth herein.

Face Covering and Social Distancing and Hygienical Requirements:

All employees, contractors, visitors, and students MUST wear a mask or other face covering while on school property and/or engaged in school activities. This rule of general application is subject to the enumerated exemptions and exceptions set forth herein. Please review this important information regarding additional requirements and the safe use of face coverings.

Proper social distancing MUST always be observed to the maximum extent possible. Students, staff, and visitors must remain six (6) feet away from persons that are not members of their household whenever feasible and possible.

All individuals should wash their hands often with soap and water or use hand sanitizer, which has been placed throughout the school buildings.

Conduct:

Additionally, in an effort to minimize the spread of COVID-19, and to reduce the risk of exposure, the following conduct is identified as prohibited and contrary to Policy:

Level I

- Persons that are exhibiting symptoms such as an elevated temperature, fever, coughing, sneezing, or flu-like symptoms are not permitted on CPS-owned property or at school-sponsored events.
- Students, staff, contractors, and visitors who are not members of the same household must engage in proper social distancing, which requires them to remain at least six (6) feet apart whenever feasible and possible.
- Students, staff, contractors, and visitors must utilize and wear face coverings in a manner that is consistent with the School Board's emergency rule and these procedures. Students that refuse to abide by these face covering requirements should be counseled, along with their parent/guardian(s), regarding that behavior.

Level II

- Students may not steal, hide, vandalize, destroy, or otherwise intentionally interfere with another person's ability to wear a face covering.
- Facial coverings that are not being utilized under any of the permissible circumstances contained in this rule are to be stored in the owner's pocket or on their person. Such coverings or equipment are not to be laid on tables, desks, drawers or any other location.

- Facial coverings that are not new and unused are not to be shared.
- Students may not purposefully engage in conduct that would lead to the intentional spread of COVID-19 or otherwise behave in a manner that could lead a reasonable person to believe that they are attempting to cause the intentional spread of COVID-19.
- Spitting on CPS-owned property in areas trafficked by persons is not permitted during the COVID-19 state of emergency.
- Students should not share writing utensils, eating utensils, drinks, snacks, or food in such a way that could lead to an increased risk of exposure to COVID-19.
- Students are to avoid public displays of affection such as hugging, kissing, and otherwise being in close proximity that is not consistent with social distancing.

Consequences:

School officials and staff are to apply the following procedures in response to the above identified conduct:

Procedures: The response to prohibited conduct is recommended to be administered progressively as the specific circumstances warrant as follows:

- Classroom Teacher or Staff Member: The “counseling” sessions set forth above must consist of the following, at a minimum:
 - Provide no more than three verbal warnings or reminders to the student;
 - If after three verbal warnings or reminders, the student still refuses to wear the mask appropriately, call administration for support;
- Administration: The “counseling” sessions set forth above must consist of the following, at a minimum:
 - At least one, but no more than three, verbal warnings or reminders to the student by staff;
 - After the above warnings or reminders have been provided, then there must be an in-person, telephonic, or virtual conference with both the student and the parent/guardian(s) simultaneously;
 - During the conference with the student and parent/guardian(s), all parties will engage in a review of current CDC guidance;
 - During the conference, the parent/guardian(s) will be notified that continued noncompliance with the emergency rule will result in the student being removed from the brick and mortar school, and to be educated utilizing Remote Live Instruction;
 - The student will be sent home with a form to be signed, acknowledging that the counseling session was completed. This form must be returned before the student can return to campus. (A digital form will be offered.)
- Prior to changing the educational location of a student due to non-compliance with the emergency rules and procedures, administration shall:
 - Ensure that counseling sessions have previously occurred;
 - Provide one opportunity for the student to correct and become compliant;
 - Make a determination if the student continues with non-compliance or engages in non-compliance again in the near future. If either scenario occurs, the parent will be contacted and notified that it has been determined that their student is no longer conducting themselves in a safe manner and will be transitioned to RLI effective immediately;

- Arrange for necessary materials to be collected for the student to successfully engage in and complete all tasks assigned via RLI, making every effort to ensure that the student leaves with those materials the same day. If required materials are not available within the same day, administration will make arrangements with the parent to pick up any remaining materials as soon as they are available.
- With regard to all prohibited conduct, it is contemplated that any removal of a student from the brick and mortar educational environment is a non-disciplinary change in educational location for the purposes of protecting students and staff, and the student is not to be disciplined for these actions. However, particularly with regard to the conduct identified as Level II, to the extent that the student becomes combative, disrespectful, or disruptive as a result of the situation, or otherwise engages in a behavior that is a violation of the Student Code of Conduct (SCOC), then the student may be disciplined for such behavior according to the SCOC. Non-Students that refuse to engage in social distancing are to be removed from CPS-owned property and may be trespassed when administration feels it is appropriate.
- Administrators are directed to take any and all reasonable steps in preparing and maintaining schools and CPS-owned property in such a way as to fulfill and implement the provisions and purposes of the School Board's emergency rule as well as the content of this process and procedures document.

Additional Guidance:

When to Wear/Remove Face Coverings:

- Remember, COVID-19 is primarily transmitted through speaking, coughing, or sneezing.
- The face covering must cover your nose and mouth completely.
- A face covering is required in all school buildings and during all school-sponsored events and activities, and at any time that a person is on CPS-owned property except as otherwise stated herein. This requirement is applicable to all students, employees, contractors, parent/guardian(s), and visitors on CPS-owned property and/or attending a CPS-sponsored event.
- Athletes are encouraged, but not required, to wear face coverings during practice and play. Students participating in Physical Education class will be required to wear a face covering unless engaged in outdoor activities where proper social distancing can be maintained. Staff must take into account the need to wear face coverings during Physical Education classes when indoors or when social distancing cannot be maintained outdoors, and the activities must be such that are appropriate and consistent with face covering usage.
- Everyone is responsible for supplying their own face coverings and optional personal protective equipment (PPE). Personal protective equipment cannot be used without a face covering. School buildings will be stocked with a limited number of disposable face masks for emergency situations only.
- The face covering should be put on upon arrival at Classical Prep, before exiting your vehicle in the parking lot, when proper social distancing is not possible.
- The face covering must remain over the mouth and nose at all times while inside all buildings; when working in or walking through both indoor and outdoor common areas such as hallways, stairways; and whenever you are in any room, including classrooms, or enclosed area where people are present.
- Face coverings may be removed outdoors where social distances of six (6) feet exist and at the end of the day after exiting the building when social distances of six (6) feet exist.

- Since eating and drinking with a face covering in place is not possible, it can be removed during meal or snack times. The practice of “cohorting” and/or social distancing of at least six (6) feet is still recommended during these times.
- Schools will create “mask break” opportunities for students where appropriate.

Face Coverings and Personal Protective Equipment:

- For the purpose of this rule, face coverings will be interpreted to include masks and neck gaiters made of a suitable and safe material that will cover the wearer’s nose and mouth and prevent or reduce the release of respiratory droplets from the wearer’s mouth or nose. **All masks and neck gaiters must be solid navy, grey, brown, black or white.**
- Face coverings must cover both the nose and mouth. Face coverings must be worn in accordance with established guidelines. Ineffective mesh face coverings or purposefully wearing face coverings incorrectly or punching holes in them or otherwise modifying them in such a way that degrades effectiveness is prohibited.
- Face coverings and personal protective equipment may not be worn in a manner that conceals the wearer’s face. Face coverings such as ski masks, gas masks, Halloween masks, costume masks, ninja masks, pantyhose, full face masks, or other face coverings that obstruct a wearer’s vision or face are not allowed absent a legally protected right.
- Face coverings and optional personal protective equipment (personal protective equipment cannot be used without a face covering) must otherwise comply with the applicable standards of dress as set forth in the Family Handbook, and shall not contain profane, offensive, or disruptive subject matter thereon. Failure to abide with this provision will subject the student wearer to discipline under the Student Code of Conduct and the student may be sent home when the mask contains content that would be inappropriate for continued use in the educational environment. Non-students may be removed from the school or CSP-owned property for failure to comply with this provision.
- Face coverings and optional personal protective equipment must be utilized by one person alone. Such coverings and equipment should not be shared.
- Face coverings and optional personal protective equipment may not be utilized in a manner that disrupts the educational environment. Any disruption of the educational environment may subject the student to discipline under the Student Code of Conduct.

Proper Care of Your Face Covering:

If using a disposable face covering, it should be discarded after each use.

Cloth face coverings should be washed after each use, at least once per day. Use detergent and hot water. Dry the face covering completely on your dryer’s highest heat setting. If you do not have a dryer, dry the face covering in direct sunlight if possible. If you must reuse your face covering before you wash it, wash your hands after you put it back on and do not touch your face. Throw away cloth face coverings that:

- No longer cover your nose and mouth;
- Are stretched out or do not stay on your face;
- Have damaged ties or straps;
- Have holes or tears in the fabric;

- Have been exposed to or contaminated by COVID-19.

Permissible and Optional Personal Protective Equipment and Precautions:

As the situation regarding COVID-19 changes, the School, parents, students, and staff may find it important and necessary to utilize other forms of optional personal protective equipment (PPE), which may include, but is not limited to, face shields, clear or tinted eyewear, respirators, or other garments or equipment designed to protect the wearer or third parties from infection. In addition, staff may use non-latex gloves. To the extent that the usage of such items does not otherwise violate the other provisions contained in the emergency rule or these procedures, or otherwise create a substantial and material disruption of the educational environment, then the School may allow such additional personal protective equipment (PPE) to be used with prior approval.

To the extent that the use of PPE becomes prevalent, then the School may amend these procedures to provide further guidance on the use of PPE.

Parent/guardian(s) of Logic and Rhetoric School students are permitted and encouraged to supply their children with anti-bacterial disinfectant wipes which their children can utilize to clean their workspaces, both prior to and after utilization of the workspace. The school will also be disinfecting workspaces throughout the day. However, this additional precautionary cleaning can only help to keep our students and schools safe. Given the age and maturity of elementary school students, it would not be appropriate for them to maintain and utilize such cleaning supplies. As such, it is incumbent on their schools and staff to take reasonable steps to clean and disinfect the workspaces of elementary school students.

Medical Exceptions:

There are certain medical conditions for which wearing a face covering is contraindicated. All requests for a reasonable accommodation from the requirement to wear a face mask will be considered in accordance with the School's policies and procedures as well as all applicable laws, including the Americans with Disabilities Act, as amended, 42 U.S.C. § 12101, et seq., § 504 of the Rehabilitation Act, as amended, 29 U.S.C. § 794, the Individuals with Disabilities Education Act, 20 U.S.C. § 1400, et seq. and/or any other applicable federal, state or local laws.

- Students with a medical or mental health condition that impacts their ability to wear a face covering should address the request with his/her Dean of Students (see additional information, below).

Disabled/Exceptional Students, Young Children and Those Unable to Wear Facial Coverings and Personal Protective Equipment:

The CDC recognizes that certain persons in our society are not capable of safely wearing a face covering or personal protective equipment. Based on the CDC guidelines, the following persons are exempted from the face covering requirements of this rule:

- Persons younger than 2 years old;
- Persons that are not conscious, or who do not otherwise have control over their bodily movements;
- Anyone who is incapacitated or otherwise unable to remove the face covering without assistance;

- Persons that have a documented medical condition for which a licensed medical provider has provided a written statement exempting the person from this face covering exemption (See Medical Exceptions section, above);
- Persons that have a disability, an IEP, or a Section 504 Plan, and as a result of that disability, the student is not able to wear or tolerate a face covering.
- Flexibility and exceptions are required for certain groups of students:
 - Students with a documented medical or mental health condition that would prevent their ability to wear a face covering;
 - Students with documented cognitive or physical impairments that would prevent their ability to remove face covering independently or to communicate;
 - Students diagnosed with asthma or other respiratory conditions (tracheostomy);
 - Students with documented sensory processing disorders who have an inability to tolerate cloth on their face;
 - Students who are unable to refrain from touching the mask, therefore increasing the risk of exposure.
- Unless a student has an Individual Education Plan (IEP), a Section 504 Plan, or an Individual Health Plan (IHP) which makes clear that the student should be exempted from the face covering requirement, to be exempt from the face covering requirement, the parent/guardian(s) must present a doctor's note which states that the student is not able to safely or reasonably utilize a face covering during the school day due to a medical condition or disability.
- Recommended Procedure when a Student has been Exempted from the Facial Covering Requirement:
 - To the extent applicable, documentation of the impairment should already be in place from a 504 or IEP staffing. If neither is present, documentation needs to be generated by a physician and provided to the school clinic assistant by the parent. A copy of the documentation should be attached to the student's current IEP or Section 504 plan until the state of emergency created by COVID-19 expires.
 - The clinic assistant will provide the school nurse (RN) a copy of the documentation from the medical provider and maintain the original in the clinic.
 - As appropriate, the school nurse will develop a special needs report indicating the student's mask exemption and share with school staff.
 - Considerations for managing spaces with students that cannot wear masks
 - Maintain a six-foot distance when possible;
 - Staff must wear a face covering and are encouraged to wear a face shield and non-latex gloves when working with students without face coverings;
 - Increase frequency of hand washing of the exempt student and others who come into contact with that student;
 - Follow updated guidance and training provided by the school nurse in a timely fashion; and
 - Monitor unmasked students for symptoms during the day
 - Students with a disability who are protected by the IDEA or Section 504 have certain substantive and procedural protections under Federal and Florida Law. As such, schools may not unilaterally change a disabled student's placement. To the extent that a change of location would be a change of placement, the school and District staff must comply with the mandates of the IDEA and Section

504. To the extent that schools experience situations in which an exceptional/disabled student is not complying with the safety requirements set forth in these procedures and, as a result, is presenting a real and reasonable risk to the health, safety, and welfare of others, then the school is directed to contact the Office of Student Support Programs and Services, who will then act in conformance with all applicable laws and guide the school with the available remedies.

- Usage of face coverings by staff may have an adverse impact on certain students. Some students may be alarmed by the masks and may need assistance in acclimating to staff's use of the same. Hearing-impaired students may be substantially impacted by an inability to hear and read the lips of their instructors due to the facial coverings. Classical Prep directs staff to consider these and other possible impacts, and to timely enact courses of action to minimize the adverse effects of staff utilizing face coverings in the presence of students with disabilities.

Accommodations based on Religion and other Protected Activities:

The School Board's emergency rule, these procedures, and their implementation are not to disrupt, interfere with, or otherwise abridge the rightful, protected expression of a genuinely held religious belief or creed, or any other expression or act that is protected by the Federal or Florida Constitution or law. Staff are to provide reasonable accommodations to students and staff, where feasible and appropriate in such a way that still effectuates the purpose of the emergency rule, which is the health, safety, and welfare of students, staff, and the community. A reasonable accommodation would include permission to wear a full face covering, when required by a religious belief or creed. Any reasonable accommodation provided must comply with the safety mandates of this rule, and thus, when an accommodation requires it, a non-disciplinary change in the location of a student's educational instruction may be appropriate.

***Face Covering Exemptions**

Students with exemptions will be disclosed to staff as needed. This information is confidential and cannot be shared openly with parents/guardians or other students. It is the responsibility of the Dean of Students and Clinic Assistant to inform teachers of those students who have an exemption. No staff member should inquire about a student's mask exemption or accommodation unless speaking directly to the Dean of Students or Clinic Assistant.

Status while an Exemption Status is Pending:

Until such time that a student, staff member, contractor, or visitor provides adequate proof, as set forth herein or as permitted by Federal or Florida Law, of their entitlement to an exemption from the requirements of the emergency rule regarding COVID-19 precautions, such person shall not be permitted on CPS-owned property or at CPS-sponsored events. Instead, those persons will be provided reasonable accommodations and modifications to the services available in order for them to participate and avail themselves of such services.

Appeal Rights: (Dean of Students)

Change of location:

- A non-disciplinary change in educational location for the purposes of protecting students and staff is not a disciplinary change of placement, and as such, is not subject to the disciplinary alternative placement (DAP) appeal rights set forth elsewhere in Classical Prep's School Board Policy. Students that are subject to a non-disciplinary change of location under this rule may have their objection to the change heard by the

Dean of Students. To the extent that the Dean of Students recommended the change of location and the parent/student does not wish to have the Dean of Students hear their objections, then the student/parent's objection will be heard by the Assistant Head of School. At the informal hearing before the Assistant Head of School, the student will have the opportunity to explain or defend their actions, present any additional information that is relevant to the matter at hand, and obtain a decision by the Assistant Head of School as to whether the location change will be upheld, overturned, or modified. The Assistant Head of School's decision is final, and there shall be no additional appeal rights beyond that point.

Discipline Imposed:

- To the extent that a student is disciplined as a result of a violation of any provisions of this rule or any provision of the Student Code of Conduct, then the due process, hearing, and appeal rights, if any, afforded under the Student Code of Conduct shall control.

Change of Placement (ESE/504 Students):

- To the extent that a school seeks to initiate a non-disciplinary change in educational location of a disabled student for the purposes of protecting students and staff, then it must comply with mandates and requirements of Federal and Florida Law. A change of location does not necessarily equate to change of placement for purposes of the IDEA and Section 504. However, it is possible that a change of location can lead to a change of placement in the event that the student's educational services and opportunities are substantially affected. In such a situation, the student would be afforded all of the rights granted under applicable Federal and Florida Law. These decisions are to be made by the student's IEP or 504 team, with assistance and guidance from the Office of Student Support Programs and Services. Prior to changing the educational location of a disabled/exceptional student, the school must contact the Office of Student Support Programs and Services, who will then act in conformance with all applicable laws and guide the school with the available remedies.

Procedure Modifications Due to Prevailing Conditions:

Classical Preparatory School may modify any procedures or processes utilized to implement the protective efforts contained in the School Board's emergency rule so as to align efforts and actions with the prevailing conditions and local circumstances relative to COVID-19, as well as any additional or amended guidelines issued by the CDC and other health authorities. Any modification of process and procedures will be released to families as soon as adapted by Classical Prep.