



**Saint Peter Catholic  
School**

**Plan to Return to Campus**

August 7, 2020

## **Saint Peter Catholic School Plan to Return to Campus**

This document contains Saint Peter Catholic School's plan to return to campus for the 2020-21 academic year. Saint Peter Catholic School is following the directives from the Diocese of Raleigh and Bishop Zarama, the recommendations from the North Carolina Department of Health and Human Services (NCDHHS) and the Governor to implement guidelines for everyone's safety and well being. Please know that some of the information in this document may change based on frequent changes in guidelines and recommendations provided to us.

We are thrilled to announce that we will be able to welcome your children back to campus this fall. Between our classrooms and other common areas (such as the music room, cafeteria, gym, etc.), we can safely keep our students six feet apart in grades K-8. Our PreK classrooms will also work to safely distance students according to the guidelines required.

That being said, this school year will be very different, in a number of ways. Our chief goal is to safely teach our students in person, and all decisions will be made to support that goal.



On July 14, 2020, schools in the state of North Carolina were ordered to operate under what is commonly referred to as Plan B. This plan requires us to follow strict guidelines on social distancing to minimize risk of exposure.

**Plan A: Minimal Social Distancing**  
Will be implemented assuming state COVID-19 metrics continue to stabilize and/or move in a positive direction. All requirements in this guidance apply to plan A

**Plan B: Moderate Social Distancing**  
Will be required if state COVID-19 metrics worsen and it is determined additional restrictions are necessary. All requirements in this guidance apply with additional requirements in the Social Distancing and Minimizing Exposure sections. Schools would move to 50% capacity guidelines.

**Plan C: Remote Learning Only**  
Will be implemented only if state COVID-19 metrics worsen significantly enough to require suspension of in-person instruction and the implementation of remote learning for all students. The requirements listed in this guidance would not apply, as students/staff would not be gathering together in groups on school grounds.



## **PLAN A / PLAN B**

### **Classroom Procedures**

- Class schedules will be carefully coordinated to minimize movement of students in the building.
- Classroom furniture will be structured to allow six feet between each student.



- All students will stay in their homerooms, with the exception of going outside for class and/or recess.
- Students will be given time for brain breaks and movement.
- Middle School Homerooms:
  - 6C - SLC
  - 6S - SLC
  - 7C - Cafeteria
  - 7H - Science Lab
  - 8B - Music Room
  - 8H - Gym

- Specials will be taught in classrooms or outside.
- Circumstances vary by family. We understand some parents may choose to keep their children home for a variety of reasons. Families have been asked to choose between an in-person or a remote learning experience for their children for the first semester.
  - Students at home will be able to view classes live with the teacher (synchronous), or the student may access the recorded lesson and/or materials to view at a later time (asynchronous).
  - Students at home will have the opportunity to check in with their teacher during asynchronous class times.
- We are asking families to make the decision between in-person or remote only for each semester. If dynamics change and a family wants to change their learning choice, please reach out to the school. Switching to in-person learning before the end of the semester will be at the discretion of the principal.
- For those with a documented request to learn from home, student textbooks and instructional technology resources will still be available. Parents may have to make trips to school to gather materials on a regular basis.
- Please see the attached memo (Addendum A) for the agreement parents of remote learning students are asked to sign and return to school by Thursday, August 13.

## **Transitional Procedures**

- We will provide markings in the front office, in the hallways, in classrooms, bathrooms, and other key points in the building that are six feet apart, helping students get a framework for what this distance actually looks like. While no school can guarantee students will never be closer than six feet, it will be helpful for all students and faculty members to have this visual reminder.
- Lockers/Cubbies:
  - PreK - Grade 5 - time at cubbies will be staggered to allow for appropriate spacing.

- Grade 6 - 8 will **not** use lockers. They will keep their book bags with them in their homeroom location, which is where they will stay for the school day with the exception of going outside for breaks. Teachers will move from location to location.
- Bathroom breaks will be carefully monitored. Students are encouraged to bring a personally labeled water bottle because water fountains will not be available.
- New procedures will be established when walking the hallways especially during times of arrival, dismissal, and times of transition.
- For information on arrival and dismissal, see “Morning Drop-off & Afternoon Dismissal” later in this document.

## **Lunch/Recess Procedures**

- Lunch will be held in homerooms, rather than in the cafeteria.
- Recess will utilize all the spaces available to us in an effort to allow students to move and be active while maintaining health and safety. Playground equipment will not be accessible.
- Aramark will continue to offer “hot lunch.” It will be an individually boxed lunch delivered directly to the student’s homeroom and distributed by the classroom teacher or teacher assistant.



## **Visitors & Front Office Procedures**

- Parents and volunteers have always been an important part of our school community. In our effort to minimize health risks, the school will limit non-essential visitors and contractors to the buildings, including parent volunteers. Meetings with parents will take place virtually whenever possible.
- We have a glass barrier at the front office reception desk, and school office staff will be closely monitoring access to the building.
- Family members needing to check-in or check-out a student will need to call the school office at (252) 752-3529.

## Cloth Face Coverings

- **Updated mask requirements have been released from the Diocese of Raleigh, based on revised guidance from the NC DHHS.** Schools are required to ensure that students from kindergarten through 12th grade, all teachers, staff and adult visitors wear a face covering inside school buildings, and anywhere on school grounds (including outside). An exception applies when the person is eating or engaged in strenuous physical activity.
  - We are building in time throughout the school day when students, teachers and staff can take short breaks from wearing cloth face coverings at times when risk of transmission is lower (e.g. outside, when air circulation is increased by opening windows and when people are consistently 6 feet apart). **This new guidance removes the option for students to remove their masks in the classroom, even while seated 6 ft. apart.**
  - Accommodation: If a student has documentation from their health care provider stating they cannot tolerate wearing a cloth face covering due to developmental, behavioral, or medical needs, the school will require the student to wear a plastic face shield which wraps around the sides of the face and extends below the chin.
  - **As stated previously, students will be asked to provide their own masks. If your child is using a washable mask, it should be washed after each day of use.** You may wish to purchase five masks to be able to get through the week.
- Guidance on face coverings may change pending guidance from health officials.
  - Faculty and staff, as well as students, will all receive training on how to properly use, wear, and remove cloth face masks and coverings.
  - Teachers will reinforce the benefits of wearing a mask or covering, as well as appropriate hand washing and/or sanitizing hands after touching one's mask.



## Protecting Vulnerable Populations

- We recognize that some individuals in the school building fit the definition of “high risk.”
- Many within our community live with family members who are “high-risk.” We must commit to supporting our school family in order to protect students, parents, and/or teachers with

compromised immune systems.

- Attending school in person requires everyone to care for and protect our broader family.

## **Cleaning and Hygiene**

• SPCS has purchased cleaning and sanitation products as well as other items to assure safety for students, faculty, staff and visitors in addition to helping aid in the ability to teach:

- Classroom air purifiers
- Apple ipad stands to hold iPad while recording
- Chromebooks and licenses for grades K - 5 (1:1 device to student)
- Utility carts for teachers traveling
- Increased internet speed
- 3 new access points for WiFi
- Screens, projectors and Apple TV's for alternate classrooms to be able to use technology for instruction
- Voice amplifiers for teachers
- 3D Putty Apple app for all MS iPads for art class
- Floor tape for marking social distancing and traffic flow in hallways
- 10 iPads for increased enrollment in MS
- MANY cleaning supplies - hand sanitizer stations, COVID approved cleaning sprays, gloves, masks, etc.
- 20 no-touch forehead thermometers

• The school will have a cleaning staff on a staggered schedule throughout the day to maintain a clean and safe environment throughout the school day.

• Cleaning staff will have a schedule to clean and disinfect high-touch areas, such as door handles, desks, light switches, etc.

• The school building will not be used in the evenings during the week, to allow time for the spaces to be thoroughly cleaned and sanitized.

• Teachers will educate students on best practices while washing hands, and how to properly cover their mouth when sneezing or coughing.

• Cleaning products, hand sanitizer, and PPE (personal protection equipment) have been purchased to meet the needs of our students and faculty.

• Sanitation stations will be strategically placed throughout the building, and hand sanitizer will be available in each classroom.

• Time will be built into the school day to allow for frequent and thorough hand washing.

• Students will continue to be responsible for providing their own supplies. No school supplies will be shared (for example, no community box of crayons).

- Soft seating and plush toys will be removed from classrooms.
- If tools, manipulatives, and materials will be shared in classrooms, they will be disinfected between uses.
- Sandbox, playdough, and other sensory equipment will be removed from classrooms.
- School supply lists include Clorox wipes, Lysol and other similar items. We ask families to provide these if they are able to find them in stores. However, we do not want families to pay an unreasonable amount of money in order to provide these items. Hopefully, they will be more readily available in stores in the coming months.

## **Monitoring for Symptoms**

- There will be a screening process that all faculty members and students must adhere to before entering the building daily.
- Daily temperature screenings will occur for all students and faculty members. Per CDC guidelines, a fever is determined by a measured temperature of 100.4 or greater.
- Children must **not** take a pain reliever at home to mask a fever, which could pose a serious harm to others in our school family. The use of a fever reducer at home will result in severe consequences. We must look out for others' best interests and common good.

## **Handling Suspected, Presumptive, or Confirmed Positive Cases of COVID-19**

- We will be posting signage and educating staff, students, and families about the signs and symptoms of COVID-19, and when they should stay home and when they can return to school.
- We will isolate any student who may be feeling sick or is being monitored.
- The school will follow guidance from local, public health authorities - as outlined in the [NCDHHS Toolkit](#) - on appropriate steps following a suspected or positive diagnosis on campus, which may involve a certain grade level working from home for a limited time and/or all grade levels.

## **Communication**

- As always, SPCS values accurate, timely, clear, concise, and consistent communication. This will especially be true during our current climate.
- We will utilize our typical venues of communication, such as the Wildcat Weekly, school website, social media, and the ParentAlert system to communicate in the most effective and efficient way possible.

- We want to make sure we are not only communicating with adults, but also developing age-appropriate materials to help our students navigate and understand new norms.

## **Morning Drop-off & Afternoon Dismissal**

One of the most critical components of reopening the school is getting the students safely in the building at the start of the day. In order to do this, parents are asked to commit to the following:

- Follow the traffic patterns in the maps attached to this email. A list of rules to follow can be found in Addendum C.
- Ensure children are equipped with a mask, or masks, and personal hand sanitizer.
- We encourage families NOT to carpool with other families.
- We ask for added patience from all involved.
- There will be a staggered arrival schedule for arrival in the morning which will begin at 7:30 a.m. for students with the last names that begin with A-H, 7:40 a.m. for students with last names that begin with I-P and 7:50 a.m. for students with the last names that begin with Q-Z.
- Parents will be asked to fill out an attestation sheet each day for each child. You can expedite the drop off process by filling out these forms in advance. Forms will be emailed on a regular basis and available for download from our school website. If you arrive without the forms, the faculty member conducting the health screening will provide you with one. Students will hand their forms to a faculty member as they enter their classroom. Students whose arrival point is a sibling's classroom should keep their attestation form with them until they reach their own homeroom.
- Students will enter directly to their homerooms or a designated door for their homeroom once they arrive on campus and pass the basic health screening.
- Dismissal will be done directly from homeroom locations for all grades, with vehicles following the same traffic pattern as morning drop off.
- Parents will remain in their cars.
- We are continuing to explore ways to expedite the process of both arrival and dismissal to make it most efficient given new procedures to ensure the health and safety of our community.

## **After School Care**

- After School Care will still be offered from 3 p.m. - 6 p.m. for those who register in advance. You will be able to register by checking the After School Registration box at the bottom of the Student Health History Form that is being emailed on Monday. There is a \$25 registration fee for After School, which can be paid by check or with Venmo.

- We strongly encourage families to use the After School program at our school, if your family needs After School care. This will help ensure children are not exposed to germs in other after school programs.
- Individual snacks will be provided. Students will use their water bottles.
- Staffing and procedures will be in place to allow small groups of students to stay together to ensure safety and social distancing among students.
- Students will be spaced six feet apart while indoors and will be in small groups in various areas used by After School Care staff.
- Outdoor activity will still occur. Playground equipment will not be accessible.
- There will be no shared toys. Students will follow similar classroom procedures.
- Upon the parent's arrival, an After School Care staff member will bring the child to the parent waiting outside the cafeteria on Fourth Street.

## **Mass, Dress Uniforms, PE Uniforms and PLCs**

- One class will attend Mass in person each week to ensure social distancing requirements are met. The rest of the school will watch the Mass via livestream. Eucharistic ministers will bring communion to Catholic students who are able to receive it. Mass will take place at 9 am on Fridays.
  - If we find we are able to physically bring more than one class to Mass each week, we will adjust accordingly.
- Dress uniforms have been suspended for the 2020-21 school year for simplicity's sake and because students will be outside more often than in a typical year. Our everyday uniforms hold up better outdoors.
- PE uniforms have been suspended. Students will not be allowed to use locker rooms because of the inability to socially distance.
- Professional Learning Communities (PLCs) are being suspended for this school year to maximize instructional time. School will no longer dismiss one hour early on the first and third Thursday of each month.

## **Athletics, Clubs, and Field Trips**

### **Athletics:**

- Middle School athletics will follow the NCDH HS-Interim Guidance for Youth, College, and Amateur Sports-Phase 2, the NCHSAA Summer/Fall Guide for Reopening Sports and requirements of our local league.
- If practices and games do take place, the following list of procedures will be practiced:
  - Temperature checks before each practice and game.

- Locker rooms in the gym are closed and unavailable for use.
- Separate entrance and exits to the gym and field facilities for spectators, if allowed, as well as players. Hand sanitizer “stations” will be available at each entrance and exit.
- Sanitization of all equipment after every practice and game.
- No high fives, fist or elbow bumps, and no hand holding during prayer.
- The gym and bathrooms will be cleaned every day, including indoor gym bleachers and benches after each game.
- Social distancing will be used on sideline benches during practices and games.
- There will not be any team study halls before practices or games.
- No shared team water sources, each player must bring their own water bottle.
- Only individually packaged team snacks.
- Specific rules for each sport will be shared when established.

### **Student Clubs:**

- National History Day, Science Olympiad, Beta Club, etc. - will be offered **if** school procedures and appropriate social distancing can still occur per grade level. Robotics will not be offered in the first semester. These enrichment opportunities for the students and opportunities to further develop the whole person are extremely important!

### **Field Trips:**

- Field trips are canceled indefinitely.

## **PLAN C**

### **Social Distancing and Minimizing Exposure**

Distance Learning, ***all*** students are learning from home

- Distance Learning would look similar to what took place in the Spring of 2020.
- Norms among faculty and staff, as well as all parents with whom we partner, will be clearly communicated, more consistent, and well-developed.
- If we are required to transition to a full distance learning model - in collaboration with the Diocese of Raleigh and recommendations by state officials and health experts - our faculty will be prepared to reimplement the successes of last year and continue to provide an excellent distance-learning model for instruction.

### **Emotional Support and Resilience**

- Our licensed school guidance counselor (Mrs. Lewis) can be contacted at the following email: [jblewis@spcnc.net](mailto:jblewis@spcnc.net)

- In addition to working with our school guidance counselor, we will collaborate with Catholic Charities to provide additional social and emotional support for our students and school families, in addition to teaching strategies for resilience, as needed.
- Based on regular communication and collaboration with our guidance counselor and mental health experts, we strongly believe it is in students' best interests to form in-person relationships with their teachers, interact in meaningful ways with their peers, and experience the structure of school procedures and routines on campus. No matter what the school year ahead looks like, our caring faculty and licensed guidance counselor are here to help. We love your children, we love your family, and our sense of community will be stronger than ever.
- If more robust emotional support is needed, staff, students, and families are encouraged to seek that support by dialing 211 or contacting the Hope4NC Helpline at 1-855-587-3463.

## **Additional Technology Considerations**

- Added training for faculty, students and parents on the entire depth of Google Suite for Education for optimal use.
- The use of Google Suite will be used and consistent across grade levels for ease of communication and student and parent access to materials, resources, information and assignments.

## Grades K-8 Parent Information - Plan B Remote Learning 2020

### Teachers:

- Provide student and parent with a “live stream” schedule for core classes
- Post core class lesson videos in Google Classroom
- Post assignments in Google Classroom and RenWeb
- Designate virtual “office hours” 1 - 2 times per week for up to 30 minutes per session for virtual learners
- Respond to questions via email and provide extra help during office hours

### Parents:

- Will NOT post or share class video lessons on social media
- Have student sit at a desk or table while “live”
- Monitor and insure your student uses the honor system while taking assessments and completing assignments
- Commit to 1 semester of remote learning. Switching to face to face learning before the semester concludes will be at the principal’s discretion.
- Pick up materials, etc. from school periodically

### Misc:

- Students will not participate in “special” classes (PE, Music, Art, Library, Computer). All other classes are core classes.
- There will be no live interaction or student engagement for remote learners.
- The camera will remain on the teacher during all lessons that are being recorded, although it is at the teacher’s discretion to pause recording should the need arise.
- Student work is to be turned in within 48 hours unless otherwise noted by the teacher.

By signing this memo, you agree to the above information.

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(Parent Signature)

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(Date)

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(Print Parent Name)

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(Print Student Name)

## **Back to School Countdown/Parent Information Nights**

**PreK and Kindergarten Parent Information Night** is Wednesday, August 12. Staggered meeting times will help ensure the safety of all. Each session will last 45 minutes.

- PreK Kennedy (PKK) will meet at 5:45 pm in the PKK classroom
- PreK Thorell (PKT) will meet at 6 pm in the PKT classroom
- PreK 3 will meet at 6:15 pm in the PK3 classroom.
  - All PreK parents can park by the gym and come in through the back door of PreK
- Kindergarten with Mrs. Pastor (KP) will meet at 6 pm in the KP classroom.
- Kindergarten with Ms. Bartholomew (KB) will meet at 6:15 pm in the KB classroom.
  - Kindergarten parents will enter through the cafeteria doors on Fourth Street.

**\*\*Important notes for PreK and Kindergarten Parent Information Night:**

1. Only one parent per family may attend.
2. Please wear a mask.
3. No children may attend.
4. Please arrive on time.

**Smiles and Supplies** will be Thursday, August 13, 3 - 7 pm. Families will receive an email on Monday, August 10 to sign up for a time slot to meet your child's teacher and drop off school supplies. We are asking parents to select a time slot so that the school is not overwhelmed with too many people at one time that would jeopardize social distancing requirements. Students who are learning remotely should also sign up for a time to come and meet their teacher, as well as get their first set of materials for remote learning.

**Grades 1 - 5 Parent Information Night** is Monday, August 24. This event will take place live in Google Classroom. Sessions will be live and also recorded and posted. This is not an event parents can attend in person.

- 1st grade 5:30-5:50
- 2nd grade 5:55-6:15
- 3rd grade 6:20-6:40
- 4th grade 6:45-7:05
- 5th grade 7:10-7:30
  - The handouts that you would normally be given at open house will be sent/emailed home with students so parents can follow along or ask questions based on that information.

**Middle School Parent Information Night** is Tuesday, August 25. This event will take place live in Google Classroom. Sessions will be live and also recorded and posted. This is not an event parents can attend in person.

- 6C, 6S, 7C - 6:00-6:45
- 7H, 8B, 8H - 6:45-7:30

## **2020-21 Morning Drop-off & Afternoon Dismissal Pick-up**

This year will present new challenges regarding the arrival and departure of our students. With your cooperation, our drop-off and pick-up operation can run safely and efficiently.

**Please see the maps in this document for drop-off/pick-up routes and locations.**

### **During morning drop-off and afternoon dismissal:**

We encourage families NOT to carpool with other families.

Parents/drivers should remain in their cars.

Drivers should not block our neighbor's driveways or intersections of streets when waiting in line. Before moving forward in line, drivers should make sure they have enough room to advance past a driveway or intersection.

Depending on their prescribed routes, vehicles exit the school and church area by either turning right on 5th Street or going west on Third Street.

### **Morning Drop-off**

When vehicles arrive at their prescribed drop-off point(s), trained school personnel will screen students and take temperatures before children exit their vehicles. The driver and all passengers of the vehicle (except children 2 years old and younger) should wear a cloth face covering at this time.

Parents should ensure that their students are equipped with a mask and personal hand sanitizer.

There will be a staggered schedule for arrival in the morning which will begin at 7:30 a.m. for students with last names that begin with A-H, 7:40 a.m. for students with last names that begin with I-P and 7:50 a.m. for students with last names that begin with Q-Z.

**For families with multiple students**, children should all go to the drop-off point of the youngest child. However, 6th graders must be dropped off first and separately at the SLC (Spiritual Life Center). PK should also be dropped off separately at their location near the PK exterior door.

For 1st-5th graders arriving on 4th Street, drivers should pull over to the curb where an opportunity is visible. Vehicles should not creep along the curb. They should "stop and drop". On 4th Street, it may not be possible to bring your car exactly to a spot in front of your child's homeroom. Especially during busy times, it will be necessary to move further along the front of the school to accommodate more cars. If a drop-off location is one of the 1st - 5th grade homerooms, any of the 1st-5th grade faculty members can screen a family's child(ren) and direct them to the appropriate 1st-5th grade door.

At the 4th Street and Beech Street intersection, we ask that drivers of 1st-5th graders alternate with cars heading toward school on Beech Street. This will help our traffic pattern to flow more smoothly.

**PK 3 and 4** should follow the route indicated on the traffic map at their arrival times.

**Parents of Kindergarteners and 8th graders using Brother Patrick Dr.:** Please drive as far as you can on Brother Patrick, with the stairway noted as "Bro Pat 3" as the farthest point possible.

Personnel nearest to your vehicle will begin screening your child, and they will be allowed to enter their appointed homeroom door, Bro Pat 1 for Kindergarten, Bro Pat 2 for 8B and Bro Pat 3 for 8H. You do not need to pull up directly in front of your child's homeroom door.

### **Afternoon Pick-Up**

Either the Parent Pick-up Sign OR the child's name and homeroom written in large letters on a piece of paper should be easily visible through your vehicle's windshield.

Drivers who are picking up 1st-5th grade students at the elementary school dismissal time of 2:55 pm should line up on Fourth Street in front of the school. The line will extend westward past Brother Patrick Drive. Please do not block the driveways of our neighbors on the south side of Fourth Street. Drivers who are picking up Kindergarteners at Brother Patrick Entrance #1 should wait in the same line but stay west of the school on 4th Street until 2:55 pm. At 2:55, they can begin to move onto Brother Patrick Drive.

Drivers getting 8th grade students at the 3:10 pm Middle School dismissal time should begin lining up on Fourth St. at the corner of Sycamore St. Turning on hazard/flashing lights indicates to other drivers that a vehicle is in the Middle School line. At 3:05 pm, the first cars in the 8th grade line may pull up to Brother Patrick Dr. (but they should not block Brother Patrick). At 3:10 pm, the cars in the 8th grade line may turn right onto Brother Patrick and go to their pickup locations at the Brother Patrick #2 and #3 doors.

On Brother Patrick Drive, students should exit and enter cars on the left side of their vehicles (next to the curb) to avoid cars that are exiting the area on the right. If drivers allow students to enter vehicles on the side away from the curb, they do so at their own risk.

Drivers getting 7th grade students at the 3:10 pm Middle School dismissal time line up on Beech and 3rd Streets to pick up their students at Beech #1 and Beech #2 pick-up sites.

Drivers picking up 6th graders must avoid forming a line of cars that extends out of the church parking lot onto Beech Street. We ask that these drivers begin to arrive at and during dismissal time, but not early. 6S should circle through church parking lot when arriving for pickup near the 6S exit. 6C should pull up to the SLC Portico entrance.

The driver and all passengers of the vehicle (except children 2 years old and younger) should wear a cloth face covering while school personnel are helping a child enter a vehicle.

### **Pick-up for families with multiple students:**

If all of a family's children have the same dismissal time (either 1st or 2nd dismissal), they should all go to the pickup point of the youngest child. If a family has K-5 (1st Dismissal) and Middle School students (2nd dismissal), the children in each group will dismiss with the youngest child in each group. Children from the first dismissal stay in the car with the parent for the few minutes they have to wait until going to the second dismissal pick-up site. 6th graders must be picked up separately at the SLC (Spiritual Life Center). PK3 and 4 students should also be picked up separately in the parking lot near the PK exterior door. This year, there will not be a holding room for younger children to wait for older siblings who go to the second dismissal.