



July 17, 2020

**RE: Pneuma Christian Academy Reopening Plan**

Dear Parents:

We want to thank you for completing the survey. We will be sending more information in the next few days so that you can make preparations for the 2020-2021 academic school year. At this writing we are still developing the plan for preschool. As we go through these very challenging times, we continue to rely and put our trust in God for His wisdom and protection over our families.

Based on the survey, we have a large number of parents who prefer in-person in school classes and a smaller but significant number who prefer online. The good news for parents who use StepUp scholarships is that they have approved to cover tuition for online remote learning for the fall. Preschool students will only have the option for in-school learning.

As you already know, we have small class sizes which places PCA at a greater advantage than other schools. As of right now we will have 10 or less students per classroom. The desks are set apart to maintain appropriate social distance.

We will be sending you pictures of how the classrooms will be set up soon. We are currently finishing some purchases, removing items from the classrooms and making other modifications to create more floor space and minimize high touch areas.

We will not be offering the option for in-school/on-line classes, as this option desired by very few parents is also one that does not support our goal to maintain groups/cohorts together to reduce risk. Therefore, parents must choose to have students in-person or on-line for the fall calendar for K-12<sup>th</sup> grade only.

As of today, we are planning to start school on August 17, 2020. This date may change pending additional instructions from county and state officials. On our website you will find an updated list of school supplies that your child will need for this academic year so that you can begin to take the appropriate steps to be ready for the start of the school year.

Below you will find a list of procedures that we will be following. Please note that these may be modified as we move forward. Each change made will be to provide a safer environment for students and staff. We welcome your comments and suggestions by writing to us.



## **1. IN-PERSON/IN-SCHOOL STUDENT PROCEDURES:**

Our goal is to reduce the spread of COVID-19 by creating a system that promotes healthy behaviors, environments and daily operations. However, it is important that each parent understands that in-person classroom learning with 10 or fewer people per class represents a moderate risk of transmission.

It is up to each parent, child, faculty and staff member to take personal responsibility in following established guidelines. The current guidelines may be modified as needed and/or as suggested by local and state officials.

Parents, students and staff will be asked to sign a commitment of mutual responsibility, acknowledging that our behavior outside of the school may have an impact in our school community. We suggest that our Pneuma Christian Academy family including parents, students, faculty and staff follow the current CDC guidelines:

- Wear a facial cloth covering or mask
- Maintain appropriate social distance
- Wash hands often where possible or use hand sanitizer
- Avoid large gatherings where social distancing is not possible
- Notify school of any possible contact with COVID-19

### **1.1 Before Student Arrival:**

Each parent will be asked to sign a commitment form at the beginning of the school year where they affirm that to the best of their knowledge, they will not send their child to school if their child has presented with any of the following:

- Fever
- Cough
- Headache
- Nausea
- New loss of smell or taste
- In close contact with someone who has tested positive for COVID-19 within the previous 14 days
- In close contact with a family member who has been in close contact with someone who has tested positive for COVID-19 within the previous 14 days

### **1.2 Student Arrival:**

Please note that parents may not leave until the student has been completed the check-in. Upon arrival each student will go through the following procedures:

- Temperature check\*
- Sanitize hands
- Hot steam over book bags and other items brought in\*\*
- Disinfectant spray on shoes



Once a student goes through this process and temperature check is normal, they will go directly to their assigned classroom.

\*If the student has a fever, the student will be immediately sent home with the parent.

\*\*The number and type of items a student may bring to school will be limited.

Please note that Faculty and Staff will go through the same procedure as students.

### **1.3 Cohort/Classroom**

As per CDC guidelines, we will maintain students and assigned faculty in cohorts. This means that students and staff will not commingle during the day. Each grade/cohort will be with the same teacher for all their academic learning, recess, lunch and other in-school activities during the day. This an effort to contain each classroom and minimize the risk of exposure.

Activities such as recess and lunch will be held within each cohort/grade practicing social distance requirements while wearing masks/cloth face coverings and frequent hand washing. Please note that masks will not be worn by students under 2 years old or with special conditions.

### **1.4 Cleaning and Disinfecting**

The classrooms, common areas and frequently touched surfaces will be cleaned and disinfected before the start of the school each day. We have acquired products deemed safe and effective.

Maintenance staff is tasked to follow a scheduled routine cleaning and disinfection process that is supported by the faculty and staff in the classrooms throughout the day. Staff and faculty will also maintain a scheduled routine cleaning and disinfection in the classroom.

Bathrooms will be routinely disinfected.

In a safe manner, classroom windows will be opened to allow for additional ventilation especially when students are not in the classroom.

HVAC filters will be cleaned and replaced more frequently.

### **1.5 Expected Student Behavior**

Students will be expected to follow established guidelines and procedures. Those who are unwilling to follow these guidelines will face disciplinary action including being sent home for online learning.

### **1.6 Students will adhere to:**

Wearing mask and/or cloth face coverings during the day while in classrooms. Students younger than 2 years old or children with a medical condition (accompanied by a doctor note) will be exempt from wearing a facial covering.

Shared equipment and objects will be reduced while most will be eliminated.

Students will be educated on proper handwashing procedures, use of facial coverings and maintaining social distance.



### **1.7 Lunch**

In order to safeguard students and staff, lunch time will be held at the cafeteria within the cohort/group only. Students will be seated apart to maintain social distance. This year, we will not be providing a lunch service in an effort to minimize risk. Therefore, it is recommended that students bring food that does not need to be heated, there are a number of thermos in the market that can keep food warm. Although the microwave will be available, this is a high touch area. We will take steps to maintaining it clean but ultimately it will be up to the students to heat up their own lunch.

### **1.8 Recess and Physical Education (PE)**

Students will continue to enjoy these outdoor activities within their own cohort/grade while wearing facial coverings. They may be allowed to remove them if they are more than 6 feet apart from each other under staff supervision. Contact sports will not be permitted as it is a high-risk activity, instead students will be engaged in practicing drills and exercises that do not require contact with others or shared equipment. Hand washing and/or use of hand sanitizer will be available.

## **2. ONLINE – REMOTE LEARNING STUDENTS (K-12<sup>th</sup> grade only)**

Parents are strongly encouraged to designate a learning area in the home. This will assist the student in creating a structure that will aid in their learning. We also encourage parents to set a schedule at home so that students rise on time to prepare for the school day that includes getting dressed and having breakfast before the start of the school schedule. Students who will be attending school online will have the following guidelines:

- Log on for classroom instruction at 8:30 AM. If they are not logged on and in camera view, they will be marked absent or tardy. Please note that this affects those who are on scholarship.
- Student must be ready for instruction with the necessary supplies for the day
- Student must wear the school uniform
- Student will follow appropriate times for snacks and lunch. This means that students should not be eating during classroom instruction
- Student must request the teacher's permission for bathroom breaks or to walk away from their computer
- Must have the camera on so that the teacher may have a view of the student at all times
- The student must remain in mute so as to eliminate distracting noises

### **2.1 Student Conduct**

A reminder to students and parents/guardians that while students are engaged in remote learning, the student conduct expectations outlined in the student handbook are still in full effect. A couple of policies to keep in mind and review are:

- Inappropriate use of internet
- Cheating; plagiarism



- Use of electronic devices during school time

We ask students to remember that their computer IS their classroom for now. These questions will be helpful to guide their actions: would I write/share/say this while in my classroom in person with my teacher and classmates? If the answer is 'no,' most likely it is not appropriate for your online classroom, either. What is posted online, stays there permanently.

## **2.2 Guidelines for Remote Learning Platforms**

- When you enter zoom and/or another designated online platform, mute yourself.
- Must have the camera on so that the teacher may have a view of the student at all times
- When you have a question, use the chat feature and wait for your teacher to call on you.
- Wait your turn to participate in a discussion, use the chat option.
- Wait for the teacher to call on you to unmute yourself.
- Only one student should contribute/talk at a time.
- Stay attentive. Pay attention to your teacher or other students who are speaking
- Let the teacher know if you need assistance

Remote learning students will be provided with assigned office hours to assist them in their educational goals and/or address any possible gaps.

Materials will be made available for parent pick-up during designated times to support distance learning.

We thank you for choosing Pneuma Christian Academy, we are committed to continue to develop a strong and valuable academic program during these difficult times. As we stated in the beginning, we are diligent in doing what is within our capacities while relying fully on the Lord.

We are in constant prayer for everyone in our Pneuma Christian Academy family.