



# IN FAITH TOGETHER

Faith.Academics.Innovation.Team.Honor

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Reopening Plan for 2020-21

**Faith Preparatory School**

600 Danbury Road

New Milford, CT 06776

## TABLE OF CONTENTS

**Letter from the Principal** **3**

**Learning Models in the Fall** **4**

Which model is right for your family?

In-School

Hybrid

Remote Learning

**Attending School In-Person** **5**

What will it look like to attend school in-person?

Face Coverings

Physical Distancing

In the Classroom

Limited Interaction Between Groups of Students

Athletics

Common Spaces

Hallways

Arrival and Dismissal

Lunch

Playground

Bathrooms

Chapel/Prayer Partners

Bussing

Cleaning and Sanitizing Procedures

Shared Student Supplies

Personal Items

Nursing and Sick Students

Safety

Instruction

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## **Plans for Sudden Closure** **10**

What if my child's class or school needs to close?

All Class Standards

Kindergarten through Grade 3

Grade 4 through Grade 5

Middle School

High School

## **Support for School Communities** **12**

What kind of support is available for students, families, faculty and staff?

Social Emotional Well-Being

Financial Support

Temporary At-Home Instruction

Kindergarten through Grade 8

High School

Faculty and Staff Support

Professional Development and Virtual Hours

Safety

Social and Emotional Well-Being

## **Waiver of Liability and Health Screening** **15**

## **COVID-19 Cases in School** **17**

## **Reopening Our School: Resources** **18**

## **Reopening Our School: Disclaimer** **18**

## Letter from the Principal

The 2019 - 20 school year may have been a blur but our parents, students, teachers, and staff worked together to advance our students to their fullest potential. As we look towards this upcoming school year, we will face some new challenges; however, we are confident our families and staff will continue to work together to make this another successful school year.

We understand the thought of returning to school is unsettling for many, but we need to give our students opportunities to succeed and progress in their education. Our team has been working hard to develop a plan with the safety of the students, staff, and community in mind. Building on the American Pediatric Association's Guidelines and the CT Department of Education's Plan, Adapt, Advance, Achieve, we were guided by the following principles:

- Safeguarding the health and safety of students and staff;
- Allowing all students the opportunity to return to school full time starting in the fall;
- Monitoring the school, students, and staff and, when necessary, potentially institute distance learning in the future to appropriately contain COVID-19 spread;
- Emphasizing equity, access, and support to the students and communities that are emerging from this historic disruption;
- Fostering strong two-way communication with partners such as families, educators, and staff; and,
- Factoring into decisions about reopening the challenges to the physical safety, social-emotional well-being, and the mental health needs of our students when they are not in school.

The document includes protocol checklists for reopening in several areas. Faith Prep is blessed by already being a smaller and safer environment for students and we must continue to work together to ensure ALL our students, whether in-person, hybrid or remote learning are continuing to learn and develop. We cannot wait to see you this school year!

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## LEARNING MODELS IN THE FALL

### Which model is right for your family?

In accordance with the CT Department of Education, Faith Prep will be proposing 3 Models of Learning:

- Full-Time In-Person: In-school instruction will be provided using the daily schedule and academic calendar we typically follow. In order to mitigate for COVID-19, protocols will be put in place. Those will be outlined below.
- Hybrid: This option is a combination of in-person and remote learning. It would be a set schedule for in-person and remote learning. The schedule can be changed at the beginning of a new quarter, only.
- Remote Learning: Remote instruction will be provided through the platform of Google Classroom and/or Myschoolworx, and Google Hangouts. Teachers will post weekly lesson plans, videos, and assignments online in Google Classroom and/or Myschoolworx. Students are also welcomed to join live sessions via Google Hangouts. Parents will have the primary responsibility of ensuring their student is actively engaged in the coursework on a daily basis. Teachers will be available virtually by appointment to answer questions and clarify instruction. All coursework will be graded by the teacher and assessments will be given either on-campus or through a lockdown browser. Specific details regarding remote instruction will be provided soon.

**\*\*Please let the school office know which option your student will be participating in for more information.**

## ATTENDING SCHOOL IN-PERSON

### What will it look like to attend school in-person?

We recognize the need for students to attend school in-person to the degree that health conditions allow. As such, we have developed plans to increase the safety of everyone in our school by changing how we use our space and implementing new practices that allow for personalized learning during times of pandemic. Faith Prep is blessed with smaller class sizes and large classrooms which allow desks to be spread out to accommodate social distancing recommendations. Students will not be mandatory in the classroom with desks 6 feet apart, but it is **highly recommended**. Large classes will be moved to larger areas to maintain 6 feet distance. Individual desk shields will also be provided for students K - 12.

### FACE COVERINGS

- All adults who enter the building must supply and wear a cloth mask or face covering that covers their nose and mouth
- Students must wear face coverings or masks that completely cover the nose and mouth when entering and exiting the school, in hallways, and on school buses, with exceptions only for those students for whom it is not safe to do so due to medical conditions or disabilities who cannot wear the mask. Parents will be responsible for providing students with face coverings or masks. Faith Prep will have backup disposable masks available for students who forget them.
- Teachers and staff must wear face coverings or masks that completely cover the nose and mouth when entering and exiting the school, in hallways, and other common areas with exceptions only for those for whom it is not safe to do so due to medical conditions. Faith Prep will have backup disposable masks available for teachers and staff.

## **PHYSICAL DISTANCING**

### **In the classroom**

- Classes will utilize outdoor and larger spaces when possible
- Unnecessary furniture, rugs, and items that cannot be easily sanitized will be removed
- Desks will be spaced six feet apart wherever feasible
- If a small group meeting space is utilized, partitions will be considered and students will be required to wear masks
- Our daily schedule will limit the interaction between groups of students
- Classes (particularly at the elementary level) will be organized into cohorts to minimize crossover among children and adults within the school when feasible

### **Faith Prep will limit the number of non-essential adults in the classroom and in the school building**

- Faith Prep will limit the number of adults contacting students throughout the day, including volunteers
- Volunteers are allowed at the discretion of the administrative staff. Procedures and training will be established and communicated to all volunteers
- Protocols will be established for parent pick-up of students during the school day
- Clear plexiglass will be installed at the Front desk in the school office

### **Athletics**

- Faith Prep will be guided by the information provided by the CT Department of Health and Human Services
- If interscholastic sports are not permitted, Faith Prep will explore the development of a robust intramural program
- It is strongly recommended for athletes, coaches, staff, and participants to wear a cloth face covering when not actively engaged in physical activity or when they may be near other people (i.e., less than 6 ft.)
- Pre-Work Screening: All coaches and students must be screened for signs/symptoms of COVID-19 prior to each workout

- Students must wear their own appropriate workout clothing (do not share clothing)
- Individual clothing/towels must be washed and cleaned after every workout/game
- All athletic equipment including balls must be cleaned after each use and prior to the next workout/game

## COMMON SPACES

### Hallways

- Students should maintain 6 feet distance between each other when possible
- Student movement will be limited throughout the building
- A procedure will be put in place to limiting proximity while using cubbies and/or lockers
- Masks must be worn in hallways and in common spaces

### Arrival and dismissal

- Procedures for self-reporting of temperature or symptom checks will be established
- Students will be temperature checked upon arrival by a staff member or volunteer
- Only Faith Prep and Faith Church employees, registered volunteers, and students are permitted on campus
- Student drop-off begins at **7:45 AM** at designated areas
- Grade K-12 parents and visitors are not permitted to enter the building during drop-off
- Kindergarten parents, wearing masks, will be permitted to accompany their child to their classroom during the first week of school and depart through the Elementary school entrance once child is situated (or longer as emotionally required)
- Students will report directly to their homeroom classroom
- Students checking in after 8:00 AM are to be dropped off at the main door
- Sanitizing stations by all interior and exterior entrances will be provided
- Grades K - 5, 6th Grade students, and Grades 7 - 12 will use different entrances
- Students will wear masks upon arrival and during dismissal (at car line)

## Lunch

- Lunch procedures will be as followed:
  - Students with bagged lunch will eat in their homeroom
  - Students with hot lunch will eat in the cafeteria or be sent to homeroom after picking up hot lunch if the cafeteria is at capacity to maintain social distancing
- Hot lunch will be available using disposable trays and pre-packaged utensils

## Playground

- Only one class/cohort will be allowed on the playground at a time
- There will be limited sharing of playground toys, balls, etc. to one class/cohort

## Bathrooms

- Procedures will be put into place for social distancing and sanitation in bathrooms
- Surfaces will be cleaned daily
- Touchless bathrooms - automatic toilets, faucets, hand soap, and paper towels
- Elementary students will continue to use their designated bathrooms
- Middle and High School students will continue to use their designated bathrooms

## Chapel/Prayer Partners

- Masks will be required, unless medically excused
- Elementary chapel will be held in the cafeteria or alternate schedule to accommodate social distancing guidelines will be established
- Middle and High School chapel will be held in the main sanctuary
- Prayer Partners will be suspended for the month of September in an effort to keep students socially distanced and in cohorts. This will be revisited in October as this is a big part of the Faith Prep experience

## Bussing/Danbury Van

- Students taking the New Milford busses will follow their guidelines
- Students taking the Danbury van are required to wear masks and will be temperature checked by the van driver before boarding
- School vehicles will be disinfected after each morning and afternoon bus routes

- Hand sanitizer will be provided and used by each student prior to boarding
- Also, the Athletic Department will be responsible to ensure vans are properly disinfected after each use.
- Driving your student(s) to school is highly suggested

### **Cleaning and sanitizing procedures**

- Access to frequent hand washing and/or sanitizing stations in or near classrooms and common areas will be provided
- Common surfaces will be wiped down frequently
- Middle and High school students will clean desks with Clorox wipes before each class change
- Antiviral spraying of used areas will occur as often as possible
- Bathrooms will be sanitized daily

### **Shared student supplies**

- Shared supplies and materials among students will be limited
- Any shared items will be disinfected regularly

### **Personal Items**

- No personal items may be shared (e.g., backpacks, clothing)
- Learning materials may be shared only once disinfected (eg. manipulatives)
- All personal items (including textbooks) must be labeled with the student's name (e.g., water bottles, notebooks, backpacks)

### **Nursing and sick students**

- There will be a supervised isolation room for sick students separate from the nurse's office
- Faith Prep will work with local health officials and school nurse to develop and follow procedures for individuals who are ill or are suspected to have been in contact with someone who is affected by COVID-19

### **Safety**

- Faith Prep will have the following items: infrared thermometers, face masks, plexiglass for office use as needed (nurse, front office), sanitizing stations, disinfectant wipes and cleaning materials, gloves, and signage to indicate social distancing procedures
- More security cameras will be installed in all hallways, entrances, exits, and classrooms

## INSTRUCTION

- To provide maximum flexibility and ensure effective instruction, teachers will use an online learning management system (such as Google Classroom or Myschoolworx) as directed by the principal to plan and share lessons and communicate with students and families
- Teachers will plan and pace instruction to accommodate the movement of individuals or entire classes between in-person and at-home learning

## SUDDEN SCHOOL CLOSURE

### What if my child's class or school needs to close?

We also need to address the possibility that at some point a class or whole school may need to return to distance learning for a period of time with a plan that ensures high-quality distance learning for all students across our school. Decisions regarding closure will be made collaboratively with school leadership and local health officials.

Based on parent feedback, teacher feedback from cross school professional learning community (PLC) meetings and feedback from principal PLC meetings, we have identified key structures and strategies that lead to distance learning success. These structures and strategies, which are included below, reflect our commitment to your child as an individual and includes small-group and individual personalized instruction.

If the class or school needs to close, students will attend school from home in accordance with the school's distance-learning attendance and behavior policies. If you need assistance to secure access to a Chromebook or laptop and adequate internet access during times of possible closure, please let the school office know now so we can plan accordingly.

## **ALL CLASS STANDARDS**

- Use Google Classroom and/or Myschoolworx to plan and share lessons and communicate with students and families
- Use synchronous distance learning technologies, such as Zoom or Google Meet to engage students learning at home at least four days each week with real-time video instruction with students
- Communicate in advance, a schedule that includes live sessions and assignments
- Curate or create and share with students curriculum-aligned digital learning resources, lessons, and activities such as online videos to review curricular content teachers were not able to cover during live sessions

### **Kindergarten through Grade 2**

- Synchronous, live whole group instruction will occur daily (at least four days each week) and will cover Bible; Phonics; Reading; Writing; and Math and will make connections to Science and Social Studies
- Each student will receive small-group differentiated instruction at least twice weekly to include English/language arts, Reading, and Math
- Live sessions for specials (e.g. Art, Music, P.E., etc.) will occur as directed by the principal

### **Grades 3 through 5**

- Synchronous, live whole group instruction will occur daily (at least four days each week) and will cover: Bible; English/language arts; Math; Science; and Social Studies
- Each student will receive small-group differentiated instruction at least twice weekly to include English/language arts, and math
- Live sessions for specials (e.g. Art, Music, P.E., etc.) will occur as directed by the principal

### **Middle School**

- Synchronous, live whole group instruction will occur at least three times each week for each departmentalized content area (e.g. Math, English/language arts, Science, Social Studies, and Bible)
- Each student will receive individual or small-group differentiated instruction at least twice weekly to include English/Language Arts and Math
- Students may receive individual or small group instruction in other content areas as needed, at the discretion of the principal and/or teacher
- Live sessions for specials (e.g. Art, Music, P.E., etc.) will occur as directed by the principal

### **High School**

Students will follow their daily schedule of classes and attend those classes virtually.

## **SUPPORT FOR SCHOOL COMMUNITIES**

### **What kind of support is available for our students, families, faculty and staff?**

We understand that these challenging times have brought new fears around the mental and physical health of young people as well as significant financial concerns for parents. We hope to be able to provide you and your family with support and additional comfort as you send your child back to school.

## **SOCIAL EMOTIONAL WELL-BEING**

Recognizing this has been a potentially stressful year for students and some students may experience some level of anxiety as they return to school, we are developing a social-emotional wellness plan that ensures that every student has

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access to pastoral staff and any faculty member of their choosing. They/We can provide counseling to students and support to families as needed.

## **FINANCIAL SUPPORT**

Faith Prep already extends financial aid to families needing assistance. However, we recognize the very real financial implications this pandemic has had on families and in response to the overwhelming number of requests for tuition aid, we are happy to announce we are giving away ten tuition scholarships this school year. We will do our best to support a family's desire to attend or remain at Faith Prep. More information and the scholarship application is available on our website at [www.faithprep.cc](http://www.faithprep.cc)

## **FACULTY AND STAFF SUPPORT**

### **Professional Development and Virtual Hours**

Faculty and staff have been focused on learning about the use and implementation of essential tools used for personalized and distance learning during the summer months and are ready to engage students on a new level.

### **Safety**

For the protection of students and for themselves, faculty and staff members will be given training on all safety protocols. Faith Prep will provide supplies for personal protection and sanitization, including soap, hand sanitizer paper towels, tissues, disinfectant wipes, and personal protective equipment as needed.

## **TEMPORARY AT-HOME INSTRUCTION**

Students who are unable to immediately return to school in the Fall or those who need to temporarily return to distance learning while their classmates are attending in person classes will continue to be a part of Faith Prep and class communities and will continue to receive some instruction (live and recorded) from their teachers. Students who are receiving at-home instruction will be in communication with teachers who will coordinate the child's education needs with the school and the

parent as well as provide academic support. Temporary at-home instruction is arranged through the school principal and office.

### **PRE-KINDERGARTEN THROUGH GRADE 8**

Students will continue to receive direct instruction, assignments, and feedback from their classroom teacher(s).

- Teachers will use a learning management system (LMS, e.g. Google Classroom, Myschoolworx) to provide lessons, assignments, give feedback, and communicate with students and families
- Students will turn assignments in through the LMS or email
- Teachers will use synchronous and/or asynchronous learning technologies to provide those learning at a distance access to instructional materials aligned with the sequence and pacing of students learning in-person. These may include live-streaming classes and/or providing pre-recorded lessons.

### **HIGH SCHOOL**

High schools will coordinate instruction and support for students who are unable to attend in-person classes locally.

Additionally, special education students in all grades will be assigned a Distance Learning Support Teacher who will provide small-group instruction and support while they are learning from home.

- Distance Learning support teacher will coordinate with classroom teachers to join classroom teachers' LMS and stay abreast of upcoming assignments
- Distance Learning teacher will make regular contact with students and families, including phone calls
- Students will receive age/grade-level small group or 1-1 instruction from their Distance Learning Support Teacher twice per week

## **\*WAIVER OF LIABILITY AND HEALTH SCREENING AGREEMENT**

Faith Preparatory School and Faith Church is hereby providing notice to me that it intends to reopen its school program on Wednesday, September 9, 2020. I/we understand that Faith Prep cannot protect my child/student and/or me from risks, which may be encountered as a result of my child attending the school and/or participating in any school-sponsored program. I/we realize there are natural, mechanical, and environmental conditions and hazards which independently or in combination with any activities engaged in while participating in this program may result in the exposure to certain risks including exposure to coronavirus (COVID-19), or other biological agents, virus or similar bacteriological agent, and the risk of being quarantined, or illness that may result in medical care, hospitalization or death.

I hereby agree not to enter the campus of Faith Prep nor permit my child/student to enter the campus of Faith Prep if they have exhibited within the previous 48 hours any of the symptoms currently listed by the Center for Disease Control and Prevention as Symptoms of Coronavirus (see <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-tes8ng/symptoms.html>).

I hereby state that I, on behalf of my child/student and myself, am an adult, over the age of 18, and legally competent to sign this form. I understand these inherent risks and dangers involved with participation in the school providing their services and acknowledge the existence of risks which are not obvious or predictable, and hereby intend this release to extend to injury or loss which results from both obvious or predictable risks, as well as risks that are unpredictable and not obvious and to extend to myself and my child/student, as applicable.

In consideration of myself and my child/student, I/we, and any legal representatives, heirs and assigns, hereby release, waive, and discharge Faith Preparatory School and Faith Church, its officers, directors, employees, agents, and representatives from all liability for any loss or damage, and any claim or damages resulting therefrom, on account of any injury, illness or exposure to and/or contracting the coronavirus (COVID-19) or other biological agents, virus or similar bacteriological agent by me or my child/student attendance at and participation in the school and/or after-school program, including any medical expenses. Injury and/or death.

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I agree to indemnify Faith Preparatory School and Faith Church, its officers, directors, employees, agents, and representatives from any loss, liability, damage, or cost that may be incurred due to my child/student participation in the aforementioned program, whether caused by the negligence of Faith Prep, Faith Church or otherwise. I fully understand, on my behalf, and behalf of my child/student the risks associated with the aforementioned participation and assume any risk associated therewith.

This notice, release and indemnity agreement contains the entire agreement between and among the parties hereto, and the terms of this release are contractual and not a mere recital. The parties to this agreement hereby agree that the interpretation and enforceability of this Release shall be governed by the laws of the State of Connecticut.

I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by applicable laws and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I understand that by signing this agreement, I am giving up on behalf of my child/student and myself certain legal rights and remedies including the right for my child/student and/or myself to recover damages in the event of death, personal and/or bodily injury of any kind, property loss or damage, expenses of any nature whatsoever including attorney's fees, and other losses that my student(s) or that I may sustain in association with my child's participation in the program.

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW AND UNDERSTAND THE CONTENTS THEREOF. I SIGN THIS RELEASE VOLUNTARILY AS MY FREE ACT WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE, INTENDING TO BE LEGALLY BOUND THEREBY.

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Signature

Date

## COVID-19 Cases in School

If a student, staff member, or visitor who has been present in school and has a confirmed diagnosis of COVID-19, the School Nurse and/or Principal notify the New Milford Health Department immediately. The New Milford Health Department will assess risk of further transmission in the school. Decisions are made concerning:

- CONTACT TRACING
- CLOSURE
- CLEANING
- CONTINUITY OF EDUCATION
- REOPENING OF SCHOOL

The decision to suspend or close the school will be made by the administration based on information and recommendation from local health officials.

Faith Prep will likely implement a short-term closure (2-5 days) or longer regardless of community spread if an infected person has been in a school building. The CDC recommends dismissal of students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This also allows the administration, in consultation with the local health officials, to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19. All communications to the school community including staff and families are made through the Superintendent.

During school closures, all extracurricular activities, athletics, and school-based afterschool programs are canceled.

### **A Confirmed Case in the School Building**

**Assess risk with local health officials. Plan for a short (2-5 days) or longer (10 days) closure to clean, disinfect, and contact trace in consultation with the New Milford Health Department.**

## **REOPENING OUR SCHOOL: RESOURCES**

- Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together - Connecticut State Department of Education
- Preparing for a Safe Return to Classroom Learning - State of Connecticut
- Considerations for K-12 Schools: Readiness and Planning Tool
- Re-opening Plan for 2020-21 - Diocese of Bridgeport Catholic Schools, Dr. Steven Cheeseman, Superintendent of Schools
- Path to Reopening 2020-21 - New Milford Public Schools, Dr. Kerry Parker, Superintendent of Schools

## **REOPENING OUR SCHOOL: DISCLAIMER**

The guidance and plans provided in this document are based on current guidelines and requirements issued by the State Department of Education and the current input of local entities and public health officials. The COVID-19 public health emergency continues to be a rapidly evolving situation, and consequently, the guidelines, requirements and plans described herein may change as the legal and regulatory landscape and the public health trends continue to change.