



# Saint Philip School

# Re-Opening Guidelines

**As of August 29th, 2020**



**SO SAINT PHILIP SCHOOL CAN CONTINUE TO TEACH TRUTH,  
BUILD COMMUNITY, AND INSPIRE SERVICE**

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*Developed in collaboration with the expertise, research, & efforts of the  
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# PASTOR & PRINCIPAL'S MESSAGE



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Jesus said: "Do not let your hearts be troubled. You have faith in God; have faith also in Me."

John 14:1

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This certainly is a time of many unknowns and uncertainties, but as Catholic Christians we can be certain of one thing through these times, and that is the knowledge that our Almighty Lord is by our side. We must trust in Him and allow our faith to guide us through, rather than allowing fear and uncertainty to consume our days and our decisions. Not only is this a time for us to rely on God, but it is a time for us, as a school community, to trust one another as we partner in the formation of each and every child entrusted to us. It is a time to reiterate the importance of honesty in our partnership as we rely on every single person in our community to support us in mitigating risks for our community.

Our Re-Opening Task Force has been working diligently all summer to establish protocols in accordance with guidelines provided by the Centers for Disease Control and Prevention (CDC), Rhode Island Department of Health (RIDOH), American Academy of Pediatrics (AAP), Rhode Island Department of Education (RIDE), and the Catholic School Office for the Diocese of Providence (CSO). It is extremely important to note that these protocols will support us in mitigating the risk for the spread of COVID-19, but will not guarantee the elimination of the risk of illness. That is why honesty and open lines of communication are so important within our partnership as we come together again as a school community within the walls of our buildings.

Families should know that both of us feel strongly that it is in the students' best interest to be together again for their spiritual, social, and emotional development, and their school days remain as "normal" as possible. Although our faculty, staff, students, and parents did a great job with distance learning this past spring, nothing takes the place of in-person learning and we want to be able to have as much in-person learning as possible going forward. We understand that our families have concerns about the illness on varying levels. We have read your feedback and concerns and believe that we have created a plan that includes protocols that will help to put our families' minds at ease. We thank you for entrusting your children to us; please know this is not something we take lightly, and we pray each day that the Lord guides us through these times.

*Very Reverend Francis C. Santilli*

*Mrs. Cynthia Senenka*

## VISIONS & GUIDING PRINCIPLES

The vision and guiding principles that have supported the creation of this plan include, first and foremost, our mission, whereby *"...we live and proclaim the Gospel as a Roman Catholic family where we educate the whole person in body, mind, and spirit. We empower students to grow deeper in faith, strive for academic excellence, and use their God-given gifts to help others as we teach truth, build community, and inspire service."* In addition to our mission, the following principles have been at the forefront of our planning:

- ❖ Ensuring that we do our best to provide a healthy and safe environment for our students, faculty, & staff
- ❖ Continuing to deliver a faith-filled, high quality, Catholic education for our students
- ❖ Recognizing that the ideal teaching and learning environment is one in which students and teachers are able to interact with each other in-person/face-to-face
- ❖ Establishing protocols according to guidance from the CDC, RIDOH, AAP, RIDE, and CSO so that our stakeholders feel confident in how the school will proceed with re-opening
- ❖ Committing to orienting our students, staff, and families to the new school year in a safe, supportive way

# LOOKING BACK

## STRENGTHS AND CHALLENGES FROM SPRING 2020

Throughout the spring and at the end of the school year, the Saint Philip School administration sought feedback from parents, faculty, staff, and even students when appropriate, regarding the successes and challenges from our unexpected three months of distance learning. During the spring the school made adjustments as feedback was provided, to allow things to flow more smoothly for families and the faculty. We recognized that this was a learning process for all and we made adjustments as needed. Our faculty, staff, and administration are continuing to grow and fine tune the distance learning protocols to allow for a more effective and efficient learning environment, should the need arise for any members of our community to learn from a distance.





## LOOKING BACK (CONT.)

### SURVEY DATA

Our end-of-year surveys showed evidence of some common strengths and challenges which are noted below:

#### Strengths

- + Quickly and easily moved to virtual/distance learning
- + Maintained academic excellence
- + Leadership and educator commitment
- + Variety of activities offered to students to support their emotional needs ~ academic help, social activities, spiritual options, athletic activities (PE challenges), optional activities (STREAM Challenges), Spirit Week activities

#### Challenges

- ✖ Students in Kindergarten through Grade 2 did not have their own school-issued devices
- ✖ Connectivity issues occurred from time to time
- ✖ Disconnect of being able to “read” students’ motivation, personal issues, organization, etc. and therefore making it challenging to address the concern one-on-one in real time
- ✖ In-person connection with students during non-academic times

Saint Philip School will build on the areas of strength noted and has already begun to take steps to address the noted challenges for future distance learning experiences. New equipment has been ordered, professional development has been taking place, and our growth mindset has every faculty and staff member constantly thinking about how we can do better each and every day.



# OVERVIEW

The re-opening plan that we have been asked to create consists of five main areas:

Health and Safety

Instruction

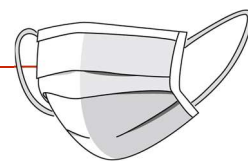
Social-Emotional and Mental Health Support

Re-opening Operations

Communications



HEALTH AND SAFETY



# FACE MASKS

***Students, staff, and visitors will be required to wear face masks upon entering the building and while they are navigating the hallways.***

All visitors will also be screened by answering health related questions and having their temperature checked. Once students reach their designated classroom, which will also be known as their “pod” or “stable group”, the students and teacher assigned to that pod will continue to wear their masks with the exception of our preschool classes.

As students learn protocols, mask breaks will be facilitated by the teachers in accordance with the latest RIDOH guidance (ex. distancing, outdoors, etc.). Families who wish to have their child(ren) wear a face mask during mask breaks can inform the teacher, and their child(ren) will be able to keep their face masks on except for when they are eating or drinking.

Students will need to have a mask with them each day at school to be able to enter the building, and are encouraged to clean reusable face masks each night. All students will be encouraged to keep their face mask in their pocket when taking a mask break or eating.



*\* Please note that school protocol regarding the wearing of face masks within stable pods may be modified depending on changing circumstances and/or in accordance with revised guidelines.*

# HAND SANITIZING



***Students and staff will sanitize their hands upon entering the building.***

Also, when students enter their classrooms, they will be taught to utilize the new hand sanitizer stations that are being installed in each classroom. Students will also utilize the hand sanitizer when they depart their classrooms to navigate the hallway to another location.

The expectation to wash or sanitize one's hands prior to snack and lunch times will continue and students will also use hand sanitizer prior to exiting the building for recess and upon returning to the building.

Hand sanitizer stations are being installed in common use/high traffic areas like the parish center, lobby, and connector. Each classroom has a sink with soap and paper towels available and hand washing / sanitizing breaks will be built into the day.



## HOW TO USE HAND SANITIZER



Apply the product  
on your palms



Rub hands  
together



Apply on all surface  
until dry



# DAILY HEALTH CHECK FORM

***There will be a daily form that every staff member and student will need to have filled out prior to entering the building.***

If the form is not completed, the individual will be unable to enter until it is filled out. To ensure that we are all doing our part to mitigate illness, it is each family's responsibility to be honest when completing the screening form and to make sure children stay home if they are sick. If a child is healthy enough to participate in class from home then they will not be considered absent for the day. Protocols for at-home learning must be met in order for a student to be considered present.

A Google form will be sent to all staff and families each morning at 6:00 a.m. If a child will be taking the bus or attending the morning Extended Day Program, their form must be completed by 6:45 a.m. Form submissions will be reviewed at 7:00 a.m. prior to any student entering the building from the bus or through the Extended Day Program. For students arriving through the Valet Line, their form must be completed by 7:30 a.m. Again, if a student's form is not completed, they will be unable to enter the building. The parents of those students will have to complete the form and then bring their child to the front entrance to enter the building.

# ARRIVAL & DISMISSAL



***Upon arrival, students will have their names checked to ensure the daily health form was completed.***

Families in our valet line should have their school-issued name placard in their car window to assist the valet staff in checking names in a more timely manner. Once there is confirmation of the morning health form being completed, students arriving from the bus or the valet line will need to wear their face mask upon entering the building and will sanitize their hands at the entry point to the school. Students will navigate the hallways, socially distancing and in one direction, to reach their classroom/pod. Upon entering their pod students will once again sanitize their hands.

In order to eliminate the gathering of adults and students at dismissal, the dismissal process will also utilize a valet line for this school year.

Families will be asked to have their school issued placard in their car window as they approach the valet line to ensure a smooth and quick dismissal process. At the end of the day, classes will be called to the parish center in pods to be dismissed. Each pod will stand fourteen feet apart from another pod, and all students will wear face masks during dismissal. As families approach, staff will call out the last name and students will depart through the parish center doors. Bus students will remain in the main hallway, separated out by their bus pods while they wait for their buses, and all will be wearing face masks.



# LUNCH, BATHROOM BREAKS, AND RECESS

***Students in Little Cardinals through Grade 5 will begin the school year eating within their classrooms.***

***Middle School students will eat in the cafeteria in their pods. Each pod will be fourteen feet apart and there will be four students per table within each pod.***

Classes will be assigned bathroom break times to allow for more monitoring of the hallways and to support cleaning schedules for the bathrooms. We encourage all families to have their children use the restroom right before coming to school to help minimize the use of the bathrooms outside the class bathroom break times.

Classes will have recess at a scheduled time each day and will remain with their stable pod during this time. High use surfaces will be cleaned regularly on the playground.







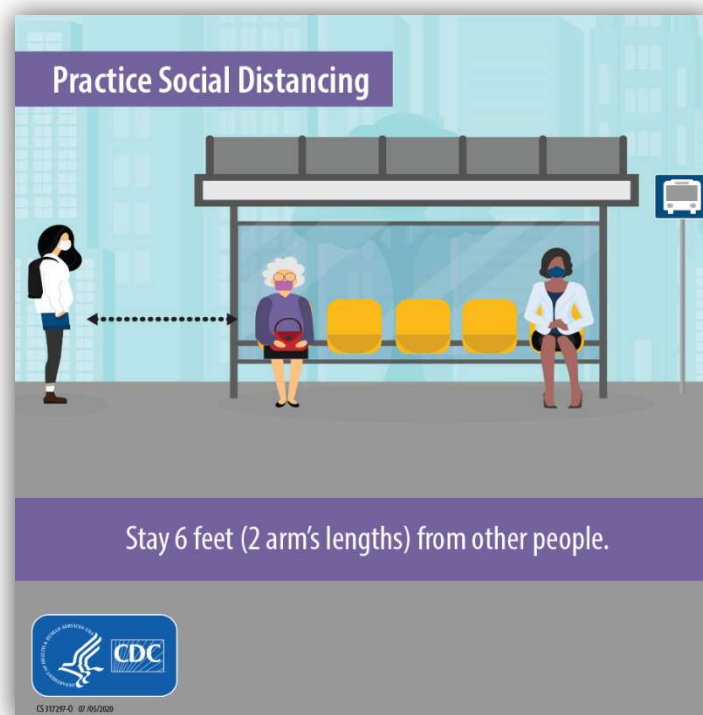
# HALLWAYS & NURSE VISITS

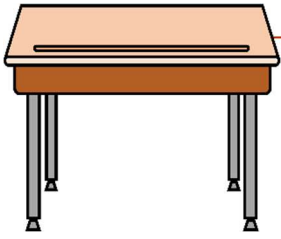
## Hallways

In addition to all students and staff wearing face masks while navigating the hallways, there will be signage to remind students of social distancing protocols, and classes will navigate the hallways one class at a time. The faculty and staff will use our walkie talkie system to communicate movement in the hallways.

## Nurse Visits

Teachers will call the nurse if a student needs to be seen and she will come to the classroom. The nurse will assess the student and take the student back to the nurse's office or isolation room if needed. If the student has any symptoms of COVID-19, they will remain in the isolation room and the nurse will follow the protocols in place to care for the student and contact his/her parents.





# CLASSROOM LAYOUT & PROCEDURES

***Classroom layouts will be designed in a manner that allows each student to have their own space with three to six feet between desks, depending upon the classroom.***

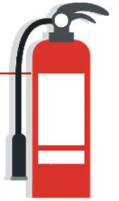
Teachers are planning for minimal shared supplies and when supplies need to be shared, sanitizing protocols will be in place before and after use of such supplies.

Due to the configuration/number of students in the middle school, our 6th grade students will be in one pod and our 7th & 8th grade students will be a 2nd pod. Students will still have their core subjects by grade, but Religion and some special classes will have 7th & 8th grade together. Students in the middle school will circulate between the middle school rooms for classes. Desks and chairs will be sanitized between classes.

Our 5th grade students will remain in their classroom for all subjects. Math, Science, and Religion teachers will come to their classroom. All specialists will also go to the classrooms rather than the classes going to the specialists' rooms. This will assist in mitigating cross-class exposure and time in the hallways. All specialists will wear a face mask when visiting a pod. Physical Education classes will be held outdoors, weather permitting.



# EXTENDED DAY & EMERGENCY DRILLS



## Extended Day

Students who attend our Extended Day Program will remain in their classroom pods while at the program. We will have pods spaced out fourteen feet apart in the Parish Center for the afternoon program. Depending upon the demand for Extended Day in the morning, the morning program will either operate out of the Parish Center in the same fashion or may occur in Peters Place.

## Emergency Drills

SPS will continue to practice all required drills. Students and staff will wear face masks as they leave their classrooms and practice social distancing between pods as they line up in their designated areas.





# ATTENDING MASS/CHURCH SERVICES

SPS will continue to attend Mass and other services at Saint Philip Church. Pods will be spaced out fourteen feet from another pod. Students and staff will wear masks while attending church services. Holy Communion may or may not be served depending on circumstances at the time of the Mass or devotion being celebrated.

Students who may wish to receive Holy Communion will take off their face mask just as they approach the altar in the same manner they do when attending Sunday Mass. Until further notice, no parents/visitors will be able to attend School Masses in person. Upon request, a Google Meet can be shared with parents to join the service.



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# POINT OF CONTACT



The principal, Mrs. Cynthia Senenko, will be the main point of contact with RIDOH in collaboration with the school nurse, Mrs. Amy Graham. If or when we receive information that someone in the building has tested positive for COVID-19, the principal or nurse will contact RIDOH to determine what protocols need to be followed with regards to self-quarantining measures, communication with families, etc., based on contact tracing.





# COMMUNICATING WITH COMMUNITY

***Prior to the start of school, informational videos will be shared with families to review with their children regarding the new protocols in place.***

Families and students will also have to sign off agreeing to the Distance/At-home learning expectations to ensure a successful school year for students. A sign off sheet will be included in the Back to School paperwork.

When the school receives word that there has been a confirmed case of COVID-19, the principal will contact RIDOH and communicate to families as needed on information shared

from RIDOH. The school will use various forms of communication that may include letters, emails, text messages, and/or one-call depending upon the time of day, etc. Students and staff who may need to quarantine will be contacted, and arrangements will be made for distance learning to begin immediately. The office will coordinate a pick up time for materials to be distributed to families to ensure a successful transition to distance learning. Pick-up/Drop-off procedures, that limit the need for entering the school, will be shared with families.



# CLEANING



***Our building will continue to be cleaned on a daily basis with both our day and evening custodians cleaning and disinfecting all surfaces in the restrooms, classrooms, common use areas, etc.***

Although our bathrooms are already cleaned on schedule throughout the day, there will be an increase in the number of daily cleaning times for the future.

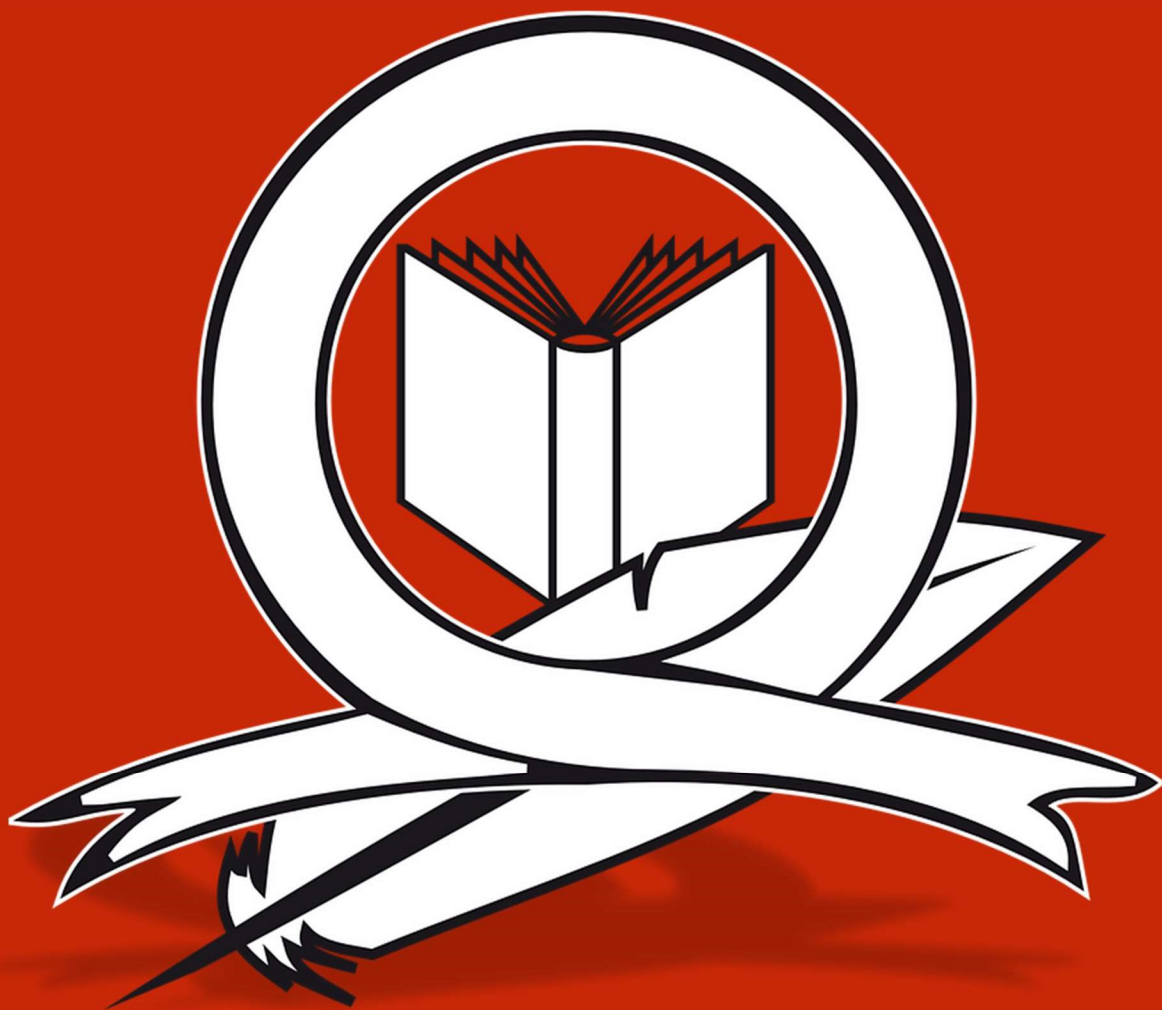
Preventing the Spread of COVID-19  
In order to ensure contact tracing within the building, all visitors will continue to sign in & out.

In addition, each pod will have a log sheet where individuals who are not a part of the pod will be documented.

Examples of these individuals include, but are not limited to, the principal, specialty teachers, priests, custodian, etc. Upon learning of a confirmed case of COVID-19 and working closely with RIDOH to determine who else will need to quarantine, the areas of the school where this person has had close contact will be thoroughly cleaned according to CDC guidelines before anyone else is able to return to that space.







INSTRUCTION

# DIFFERENTIATED INSTRUCTION



***If a pod or the entire school is required to go to distance/at-home learning in the fall, it will be more reflective of an in-person schedule.***

Rather than creating a schoolwide distance learning schedule for Grades 4 to 8, each individual teacher will create their own schedule that more closely resembles a day within their classroom. This will be easier going forward, because students in Kindergarten through Grade 2 will now have their own devices to take home if we should need to return to this model. This will allow teachers to conduct real time lessons and differentiate lessons by working with smaller groups on a daily basis.

With every student having their own device, there will not be any conflicts for families in regards to availability of devices and consequently, for participation in learning/virtual classes.

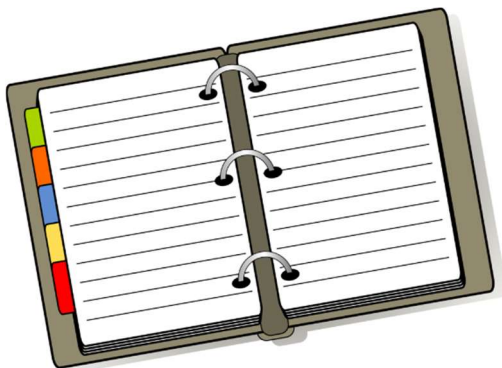




# ASSESSMENT OF STUDENTS

Upon returning to school whether in-person or virtually, teachers will utilize data from STAR testing, IXL Diagnostic, Freckle, etc., along with teacher-created formative and summative assessments, summer work, and observations to determine each student's learning progress. Data will be compared to the data that was in place prior to leaving school in March, to determine

regression or any learning gaps that may have developed. Teachers will then utilize progress monitoring tools to work with students who have had any regression or who are not meeting benchmarks. Reading and Math Support teachers will work closely with classroom teachers to determine students who may need reteaching and strategic interventions.



# ACADEMIC RIGOR



***If we are required to go back to a virtual learning model, our new format will allow for a comparable experience to that of in-person learning.***

Teachers will be able to conduct lessons as if the students were in the classroom. For example, a teacher will be able to complete a whole group introduction and then have

students break into centers, even if they are virtual. One group can be working with the teacher, while another is completing some independent work, and yet another group is completing an online task within one of our educational software programs. This will allow for the virtual classroom to have the same academic rigor that students would experience if they were participating in-person.







## TESTING / GRADING / REPORT CARDS / ATTENDANCE / PROMOTION CHANGES

Students who are unable to come to school for a day or a period of time will have the opportunity to participate virtually. If a student participates virtually for the day, they will be considered present for attendance purposes. Grading policies will remain the same and testing will also remain the same. If a student is out of school for a period of time, they will have the opportunity to take the test virtually while their peers are taking the assessment in the classroom.



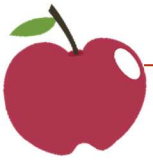
# IDENTIFYING STUDENTS IN NEED



*As teachers monitor student data and progress, determinations will be made for any student who is not making gains through progress monitoring and intervention supports.*

As in the past, teachers will then consult with the Academic Support Chairperson for the next steps in supporting the identified students.





# REVISITING IEPs AND ACADEMIC SUPPORT PLANS

Whether in-person or virtually, the Academic Support Chairperson will continue to monitor all student IEPs and Academic Support Plans. The Academic Support Chairperson will schedule virtual meetings as needed. If an in-person meeting is necessary, we will arrange for a larger space with adequate space and ventilation.



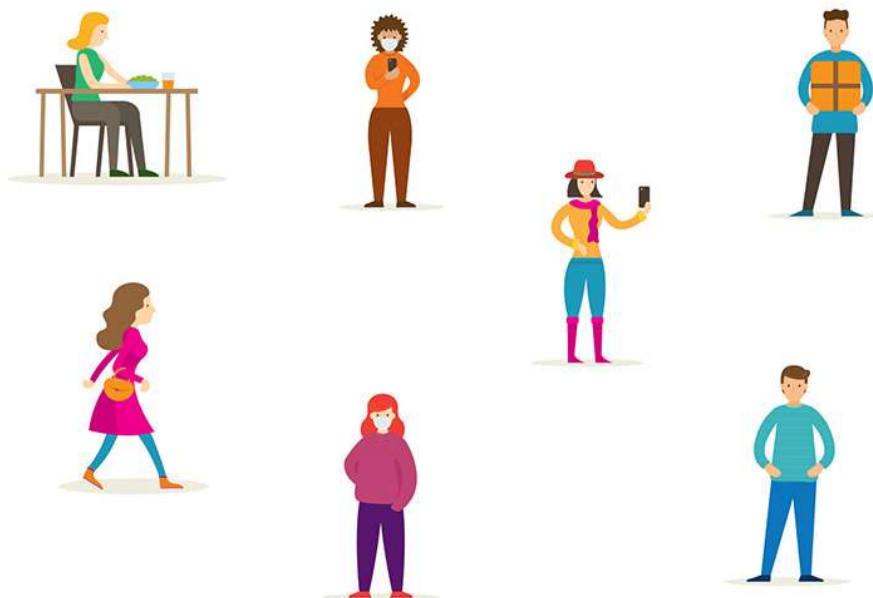


# SPECIAL EDUCATION SERVICES



***The Director of Special Education in Smithfield has shared that IEP services will be delivered face to face if we are in school, or virtually if we are in a distance learning situation.***

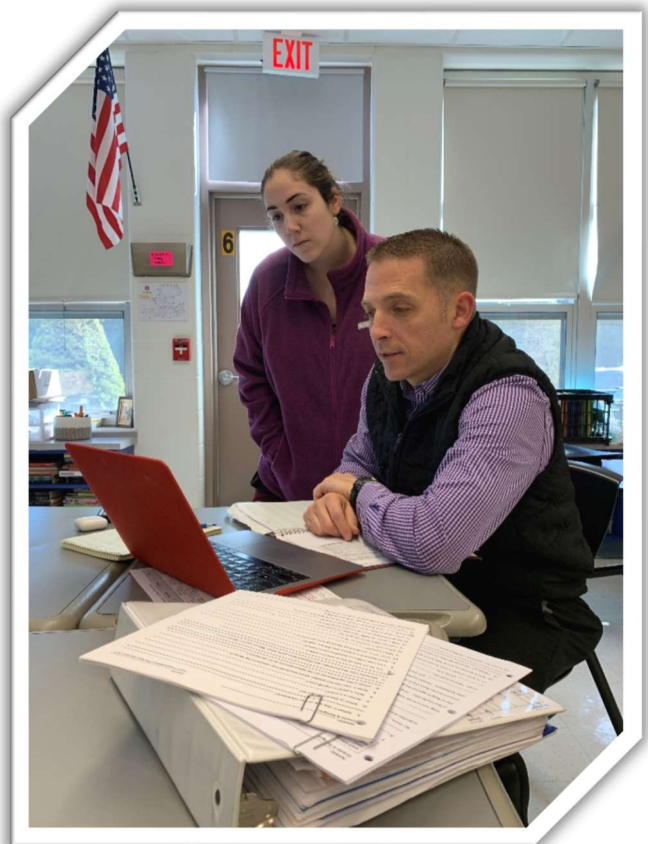
For in-person services, we will follow RIDOH protocols and maintain six feet of distance, and if that cannot be maintained, staff and students must wear a mask. All cleaning protocols will be followed between sessions and there will be no sharing of materials. If materials need to be used by more than one student, they must be cleaned/sanitized between students



# PROFESSIONAL LEARNING NEEDS FOR FACULTY & STAFF

*Administration will continue to utilize faculty and staff surveys to assess professional learning needs.*

Continued professional learning is scheduled for areas of virtual/distance learning, differentiated instruction, and curriculum development. Our community will continue with our Virtue Based Restorative Discipline model and related topics.



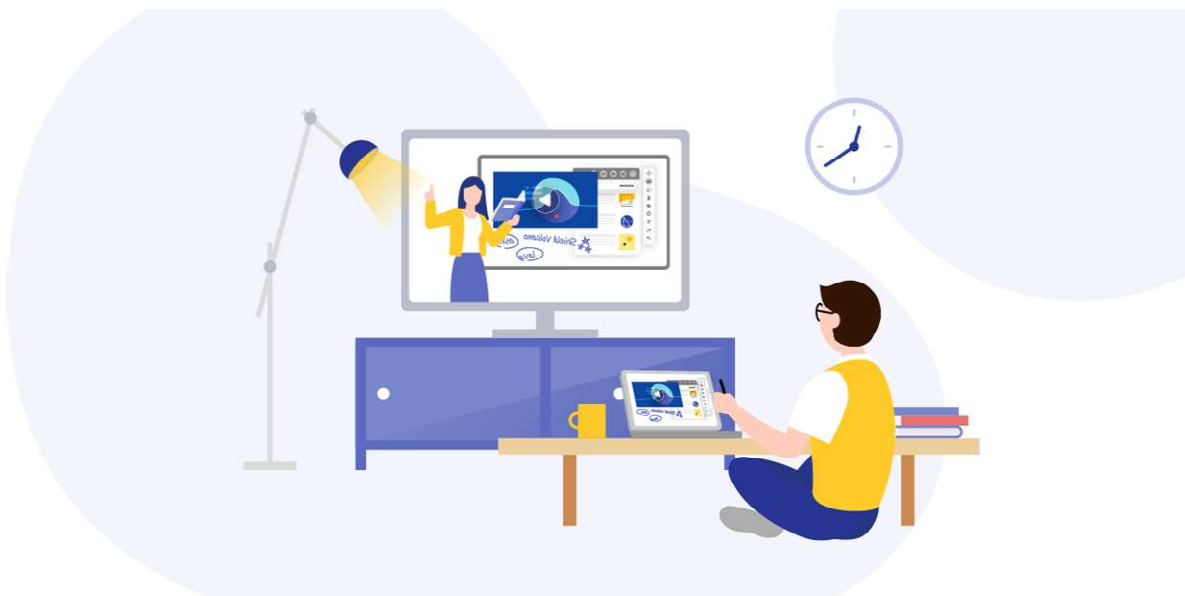
# REVISED DISTANCE LEARNING PLAN



*Through various surveys distributed during the spring and summer months, the administration of SPS has been able to take the provided feedback and fine tune the distance learning or hybrid learning models that may need to be utilized in the future.*

individualized class schedules which will allow for more differentiated instruction and daily engagement of all students, and a common platform for all families in Little Cardinals through Grade 8 to gather assignments and submit assignments to teachers.

Areas of improvement include additional technology for students in Kindergarten through 2nd grade,





## PARENT COMMUNICATION

The administration will continue to keep open communication with families through email updates, text messaging, and the use of the one-call system, depending upon the urgency of the information that needs to be communicated, to share any changes in health and safety guidelines or a change in the learning

model such as switching from in-person to distance learning. Individual teachers will communicate with parents regularly on student progress. As new technological platforms are put in place, training sessions and/or tutorials will also be provided for families.



# STUDENT AND CLASSROOM CULTURE

***As a community that focuses on educating the whole child in body, mind, and spirit, student and classroom culture are areas cultivated on a daily basis at SPS.***

Whether through morning meetings for our homerooms or Town Hall

Meetings with our entire middle school, during morning or afternoon prayers, or while focusing on the virtue of the week, our students and classrooms are constantly participating in activities and discussions that foster a strong classroom culture.





SOCIAL-EMOTIONAL AND  
MENTAL HEALTH SUPPORT



# MENTAL HEALTH LIAISON

***The mental health liaison for SPS is the Principal, Mrs. Cynthia Senenko.***

Whenever there is a concern for a child's mental health or staff member's mental health, those concerns are brought to her attention. Mrs. Senenko then works with the SPS Threat Assessment Team to gather information and complete research on the concern.

The Threat Assessment Team is comprised of the Director of Student Programs, Mrs. Martha Venter, the Administrative Secretary, Mrs. Monica Daigle, the School Nurse, Mrs. Amy Graham, the Campus Minister, Mr. Keith Kline, and the two middle school homeroom teachers, Mrs. Kristen Gahan and Miss Serena Burt. Mrs. Senenko then works with the team and possibly the Pastor, Office of Compliance of the Diocese of Providence, CSO, RIDOH, or other community partners to get the support and help that the individual needs.





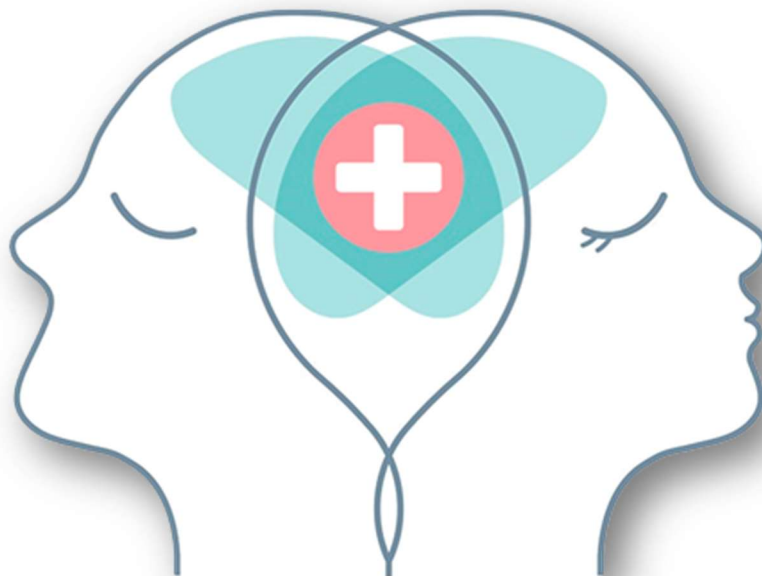
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# STAFF RESOURCES FOR SELF CARE

***As a Catholic school there is always a focus on self-care for our staff, especially when it comes to their spiritual lives.***

Each year the staff participates in activities that help them grow deeper in their faith journey and their relationship with the Lord.

In addition to the administration, clergy, and Campus Minister being utilized as resources for faculty and staff, they are also made aware of other mental health and counseling resources offered to them as employees of the Diocese of Providence, and workshops offered by RIDE.





RE-OPENING OPERATIONS

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# STAFFING & AUDIT OF NEEDS

## Staffing

Administration provided faculty and staff with a survey discussing concerns for the upcoming school year. All faculty and staff are eager to return to the building and any individual concerns have been addressed. Former substitute teachers have also been contacted so we could update our substitute list. We will be seeking additions to our list and interviews for additional substitutes will be conducted in August.

## Audit of Needs

The Needs Subcommittee of the Re-Opening Task Force, along with the administration, has been assessing what items need to be ordered and what must take place within the building in order for us to welcome students in-person on August 31st. Cleaning supplies, PPE, additional technology, and additional classroom supplies have been ordered to support our re-opening. All of the duct work in the building ventilation system has been thoroughly cleaned and the plan is for windows to be open so the vents will pull out/circulate air flow when we return. Additionally, the main office area is undergoing renovations to allow for an isolation room in the event that a student or staff member becomes ill.

# SCHEDULES FOR 3 RE-OPENING SCENARIOS



The school day for all three in-person scenarios will be the same as previous years. Students who are participating in distance learning will participate during these hours as well.

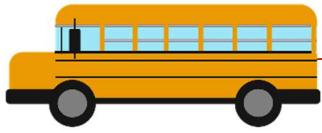
## **Full In-Person/Partial In-Person:**

- Arrival and dismissal will operate on a valet line.
- Restroom schedule for classes to take breaks as a group.
- Little Cardinals to Grade 5 eat lunch in classrooms.
- 6th - 8th Grade eat lunch in the cafeteria.
- Recess schedule created to allow individual pods to be out one at a time.
- Navigating hallways - *see details under Health & Safety*

## **Limited In-Person:**

- Students with last names A - M will attend Mondays and Tuesdays while students with last names N - Z will participate in distance learning on these days.
- All students will participate in distance learning on Wednesdays.
- Students with last names N - Z will attend Thursdays and Fridays while students with last names A - M will participate in distance learning on these days.
- All other procedures/protocols for Full & Partial In-Person will be followed.

*\* Breakdown of students is subject to change based on enrollment numbers.*



# TRANSPORTATION

***A parent survey has been completed indicating which families will depend on buses for the upcoming school year.***

SPS has contacted these districts to check on their ability to provide busing for these families. If busing is unavailable, families will be encouraged to carpool or may participate in the Extended Day Program. If Extended Day is a financial hardship for a family that normally utilizes the bus, arrangements will be made to assist the family.



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## ASSESSMENT OF STAFF AND STUDENT PERCEPTIONS OF RETURNING TO SCHOOL

SPS families and staff were surveyed at the end of the year to determine how they were feeling about returning to our SPS building for the 2020-2021 school year. On a scale of 1 to 5 with 1 being very concerned and 5 being not concerned at all, families responded (*SPS Family Concern*)

**Not Concerned At All (5) - 28.6%**

4 - 14.3%

3 - 27.5%

2 - 13.3%

**Very Concerned (1) - 16.3%**

The concerns with the most frequency in the comments section included the spread of illness, not opening up at all, and younger students not understanding the safety protocols put in place. The faculty and staff were asked the same question and their responses indicated (*SPS Staff Concern*)

**Not Concerned At All (5) - 33.3%**

4 - 38.9%

3 - 22.2%

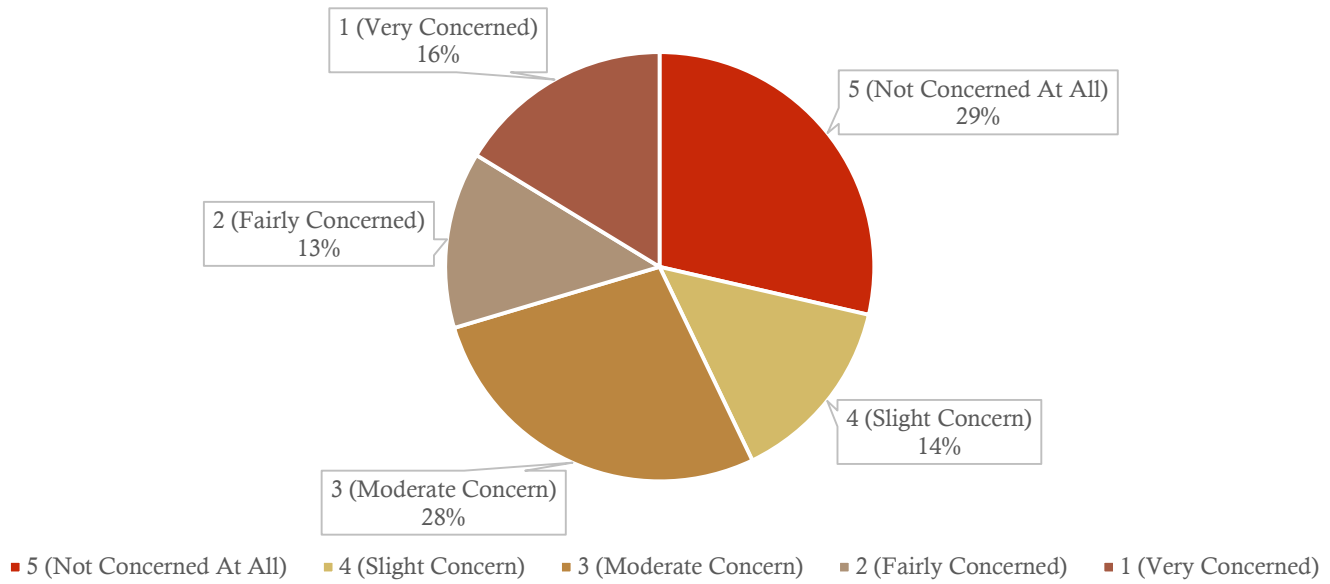
2 - 0%

**Very Concerned (1) - 5.6%**

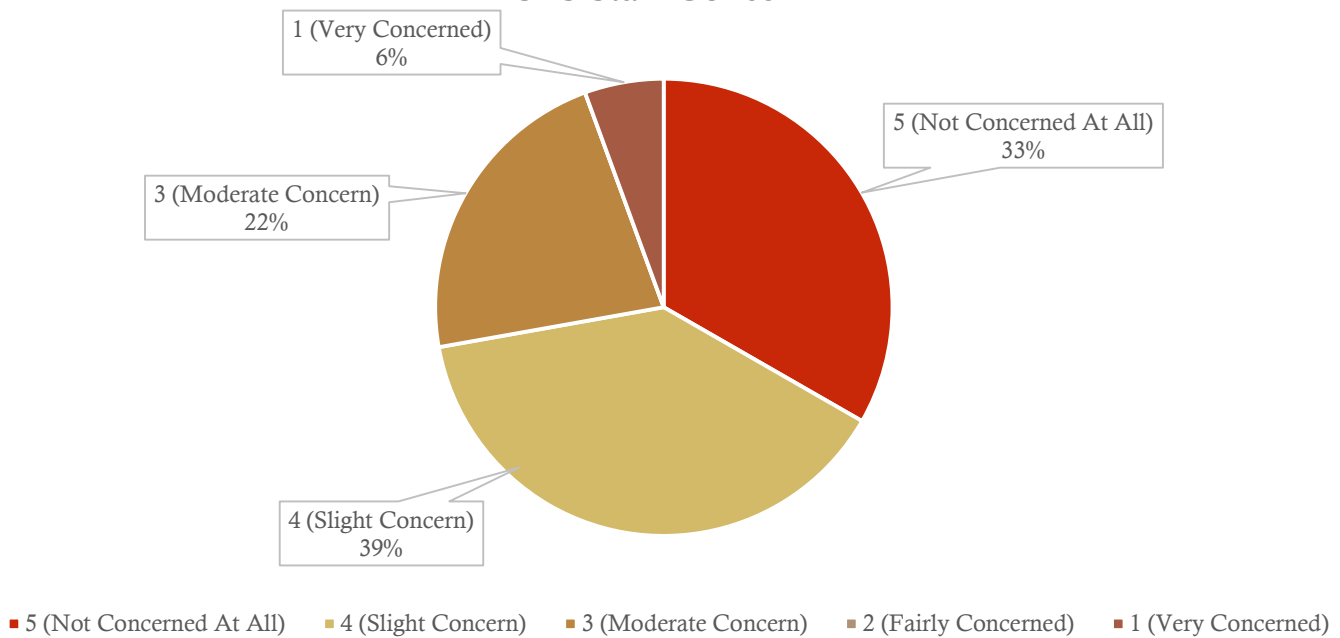
The concerns with the most frequency in the comments section included students possibly wearing masks all day and the availability of substitutes.

The hope of our administration and task force is that after reading the SPS Re-Opening Plan, both families and staff will have had their concerns addressed and will feel even more comfortable about returning to in-person learning.

### SPS Family Concern



### SPS Staff Concern







COMMUNICATIONS



## COMMUNITY ENGAGEMENT

Saint Philip School will share its Re-Opening Plan with the community by July 31st. Once families have had some time to review and reflect upon it, there will be a virtual town hall type of meeting for administration to go over the plan and answer questions. During the month of August, videos will be created for families to watch so that students will know what to expect when returning to school. As the start of the school year approaches, additional virtual meetings may be scheduled as new updates need to be shared.



# Saint Philip School

*Teaching truth, building community, and inspiring service*