

# PERRY HALL CHRISTIAN SCHOOL

2020-2021  
Campus Reopening Plan



Panther Strong  
#uninterruptedexcellence



Dear PHCS Families:

*Perry Hall Christian School exists to partner with parents to inspire each student to achieve academic excellence, to model a Christ-centered life, and to become a servant leader embracing a Biblical worldview.*

The strength of our school is rooted in our commitment to ministering to all aspects of our students' development. Through the connections students make with their teachers and classmates, meaningful relationships are formed, which allow students to develop critical thinking skills and transformative Christian values. Knowing that these vital aspects of our mission are best achieved in person, PHCS plans to return to on-campus instruction starting September 8, 2020.

With this decision made, a team of stakeholders including teachers, parents, school and church leadership, and other professionals worked together to develop a *Campus Reopening Plan* to ensure that we can provide the safest learning environment possible without compromising our mission. Decisions were made through prayerful consideration of the research and recommendations from government officials, Centers for Disease Control (CDC), American Academy of Pediatrics (AAP), Association of Christian Schools International (ACSI), Maryland Department of Health, and Maryland State Department of Education (MSDE) Office of Child Care. This plan outlines our procedures and policies in the following areas.

Section 1 – Finance & Operations

Section 2 – Health & Safety

Section 3 – Learning Environment

Section 4 – Technology Support

Thank you for entrusting your children's education to Perry Hall Christian School. We are honored to serve you!

Sincerely,  
Deena Ruff  
PHCS Head of School



# Finance & Operations

## Tuition and Fees

We appreciate your commitment and financial sacrifice in sending your student to Perry Hall Christian School. We know you have a choice, and we are proud to partner with you in providing an excellent education for your student.

Financial Credits 2019-2020: We were pleased to credit more than \$35,000 back to families in Spring of 2020 for pre-paid lunches, extended care, athletic fees, volunteer fees, and portions of program fees.

Financial Credits 2020-2021: Due to social distancing guidelines, PHCS will be waiving volunteer requirements for the first semester of the 2020-2021 school year and will re-evaluate the requirement for the second semester. PHCS will also waive all program fees for the 2020-2021 school year and will assume the cost of events that are typically covered by program fees. While we're able to give credits in some areas, the majority of our expenses remain unchanged.

Financial Assistance: If your family has experienced COVID-related financial hardship, we have reopened our financial aid application to address this unique situation. The application is available online through your FACTS account. If you have further questions regarding your financial situation, please email the business office.

While we hope to meet the needs of your student this school year, we understand that circumstances sometimes change. To assist you in evaluating your plans, we have extended our July withdrawal fee of \$750 per student through August 7. Additional fees will be assessed after this date in accordance with your enrollment contract.

## Revenue

PHCS revenue consists primarily of tuition and student fees.

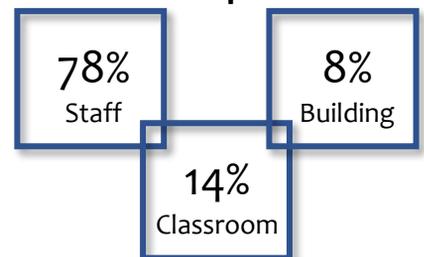
## Expenses

The majority of our expenses are associated with faculty and staff costs. These expenses cover staff compensation, health insurance, and ongoing professional learning. By investing in our staff, we can provide exceptional student instruction, experiences, and care. We are grateful to each faculty and staff member who have continued to work in preparation for the 2020-2021 school year.

### PHCS Revenue



### PHCS Expenses



# Health & Safety



While we understand that everyone assumes a certain amount of risk by returning to in-person learning, we are committed to taking reasonable precautions for the health and safety of everyone in our building. Our plan includes **multiple layers of protection** for our students and staff.

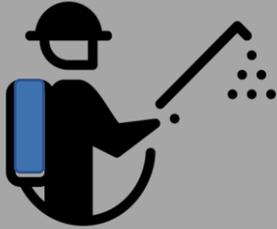
1. Enhanced cleaning and disinfecting
2. Modified school operations
3. Daily hygiene practices
4. Illness monitoring

We continue to review the most current research from the American Academy of Pediatrics, Maryland Department of Health, and the Centers for Disease Control. We will adjust our protocols, if needed, to best meet current recommendations and state requirements.

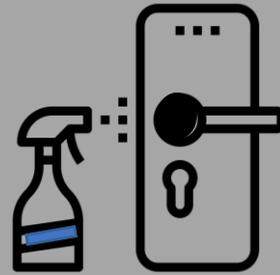


# 1

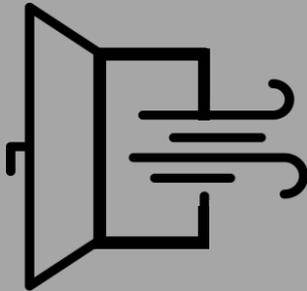
## Enhanced Cleaning & Disinfecting



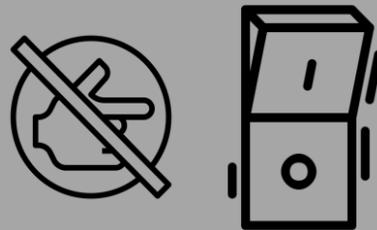
**Nightly disinfection  
using EPA approved  
disinfectants**



**Sanitation of high-  
touch areas  
throughout the day**



**Fresh air flow in  
classrooms when  
feasible**



**Decreased use of high  
touch areas**



## 2

### Modified School Operations



#### ADJUSTED SCHEDULE

- Staggered entry times from 7:35-8:15am (parents select a time)
- Students report directly to classrooms
- **LS ends at 2:00pm; US ends at 2:15pm**



#### MODIFIED EXTENDED CARE

- No morning care
- Afternoon care until 5:15pm (fee)



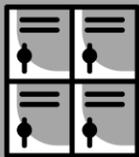
#### SOCIAL DISTANCING IN CLASSROOMS

- 3 – 4 feet (when feasible)
- Desks facing same direction



#### STUDENT NEIGHBORHOODS

- LS & MS teachers rotate classrooms
- Staggered class changes for HS



#### MINIMIZED LOCKER USE

- No lockers for LS & MS
- HS lockers socially distanced



#### ATHLETIC PROGRAM ADJUSTMENTS (tentative)

- Boys soccer and girls volleyball practices start 8/27
- Varsity practice M/W/F @ 2:30-4:00pm
- MS practice T/Th @ 2:30-4:00
- Assigned changing rooms to support social distancing
- Social distancing on PHCS buses



## 2

### Modified School Operations Cont.



#### LIMITED COMMUNAL SUPPLIES

- Frequent sanitizing
- No sharing of textbooks



#### MINIMIZED LARGE GROUP GATHERINGS

- Chapel outside or separated by levels
- No field trips first semester
- "The Bash" - canceled
- Virtual "Back to School Night"



#### RECESS ADJUSTMENTS

- Students play in neighborhood groupings
- Equipment sanitized per neighborhood rotation



#### CAFETERIA RESTRICTIONS

- Students eat in neighborhood groupings in classrooms
- No snack bar or pizza; only Subway, Good Taste, Chick-fil-A



#### RESTRICTED ACCESS

- Parents may not walk students into any buildings
- Limited remote volunteer opportunities (no fees assessed 1st semester)
- Virtual or limited, prescreened chapel speakers

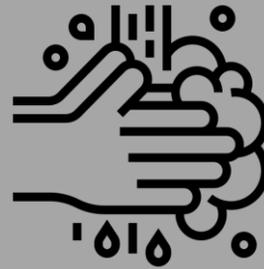


## 3

### Daily Hygiene Practices



**Hand sanitizing stations throughout the building**



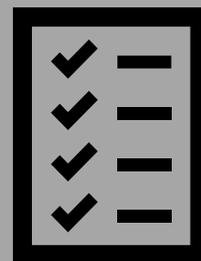
**Encouraged handwashing throughout the day**

#### **Cloth face coverings\***



**Any style, color, & design are permitted (no controversial wording or symbols).**

- **Staff-required**
- **K-12<sup>th</sup>-required w/ breaks 6 ft apart**
- **K4-required for entry; will follow MSDE Office of Childcare guidance**



**Hygiene training for staff and students**

\*Discretion will be used to determine when school-aged children are/are not developmentally able to wear face coverings. (e.g., The face covering makes wearers touch their face more than they otherwise would; students cannot safely place and remove mask without help.) Students will not be permitted to enter the building without their cloth face covering.



## 4

### Illness Monitoring: COVID-19 Prescreening Plan

*Parents are required to fill out a prescreening form daily and present it at arrival for school admittance. For the safety and comfort of students and staff, PHCS will implement a zero-tolerance policy for non-compliance. If you answer YES to either question below, keep your student(s) home and follow the Decision Matrix on the next page for further instruction.*

- Is your student experiencing any symptoms associated with COVID-19 or other illnesses: temperature of 100 degrees or higher, sore throat, new or worsening cough (for students with chronic allergic/asthmatic cough), a change in their cough from baseline, shortness of breath, new onset of severe headaches, vomiting, diarrhea, abdominal pain, loss of taste or smell?
- Has your student been exposed (less than 6 feet for more than 15 minutes) to anyone (your household or any other person) who has a lab confirmed positive test for COVID-19, or has your student been advised by a physician to self-quarantine due to potential exposure?

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## Notification Process

Parents will partner with PHCS in keeping all students and staff safe by:

- Keeping your student home when sick
- Notifying PHCS nurse if a student tests positive for COVID-19 (special phone number will be provided)
- Picking up your student immediately if they begin to experience symptoms during the school day (student will remain in isolation room)

In the event of a positive COVID-19 report within the school building, PHCS will:

- Communicate with local health department in accordance with state and local laws
- Notify school community and church leadership while maintaining confidentiality
- Transition exposed group (i.e., classmates) to distance learning for 14 days
- Follow any additional requirements mandated by Maryland Department of Health

# Health & Safety



## 4

### Illness Monitoring: Decision Matrix\*

<b>Situation</b>	Student has positive PHCS prescreen indicating possible COVID-19	Student has lab confirmed COVID-19	Student has had contact (6 feet for more than 15 minutes) with lab confirmed person with COVID-19 or lives with a person with COVID-19
	↓	↓	↓
<b>What's next?</b>	Student must stay home	Student must stay home	Student must stay home
	↓	↓	↓
<b>Next steps</b>	Quarantine student. Email PHCS school nurse. Contact student's physician if symptoms persist longer than 72 hours. Remote learning cannot be initiated for short term absences (less than 72 hours).	Quarantine student and siblings. Call PHCS school nurse. Contact division principal to initiate remote learning.	Quarantine student and siblings. Email PHCS school nurse. Contact student's physician. Contact division principal to initiate remote learning.
	↓	↓	↓
<b>Return to School</b>	Student must be 24 hours fever free without medication and 24 hours symptom free. If symptoms persist longer than 72 hours, student must obtain medical clearance.	Student must stay home at least 10 days from start of symptoms and be 72 hours fever free without medication. Student must also obtain medical clearance and have consultation with school nurse.**	Student must stay home for 14 days from last contact. If symptoms arise during quarantine, have student tested for COVID-19.

\*Decision Matrix also applies to PHCS staff

\*\*PHCS school nurse has final determination on length of absence.



# Learning Environment

Research shows a significant educational and social/emotional benefit to students from in-person learning experiences. PHCS also believes that regular face to face interaction allows for the most comprehensive adherence to our mission. However, we understand that there are some families in our community who may not be ready to reengage in this way due to immunodeficiencies or other health concerns. In order to honor all of our families and their commitment to the mission of PHCS, we are offering these options as outlined on the following pages.

## Option A: On-campus learning

Students attend school in person while adhering to additional health and safety requirements and following an adjusted program of study. Attendance is taken as normal. For students required to quarantine due to COVID illness or exposure, the division principal will work with families to temporarily transition to remote learning. Please note: prior administrative authorization is required to transition to remote learning. For all other illnesses/absences, students will follow make-up work policy described in the *PHCS Parent/Student Handbook*.

## Option B: Remote learning

Students attend school remotely and follow a modified program of study. Due to the additional work for teachers in planning for both on-campus and remote learning, no tuition discount will be given. Current families in grades 3-12 may elect this option by semester (return to on-campus learning is dependent on available space during second semester). Students working remotely will be marked present if they are logged onto Microsoft Teams for the duration of their classes each day and if work is submitted within the allotted time frame given by teachers.

## Option C: Distance learning

If mandated by the state due to an increase in COVID-19 cases, all PHCS students and staff will pivot to distance learning for the time specified. Students will receive instruction in all classes with modifications appropriate to the online platform. No tuition discount will be given. Attendance will be taken through Microsoft Teams, and students will be expected to participate live for the duration of their classes.

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Please note

- Classes will be livestreamed to support remote learners. The camera focus will be on the teacher's instruction; however, students' voices and/or images may be captured as they engage in the lesson. Teachers will not record lessons, and remote learners are prohibited from recording any portion of the lesson. Parents who are supporting remote learners must maintain confidentiality regarding anything overheard during a lesson and may only email the teacher with questions related directly to their student.
- Because of the unique circumstances of COVID-19, perfect attendance will not be awarded this year.
- Families who travel outside of the state/country may be required to quarantine for 14 days in accordance with state/federal regulations. For this reason, vacations are strongly discouraged during the school year. If you must travel, follow the procedures outlined in the *PHCS Parent/Student Handbook*.

# Learning Environment

# A

## On-Campus Learning: Lower School



PHCS school day will end one hour early each day to restore teacher planning time lost to additional oversight needed, to provide teacher online office hours to support remote learners, and to allow for proper disinfection of school facilities. **Lower school students will be dismissed from neighborhoods at 2:00pm, and upper school students will be dismissed by grade at 2:15pm.**

Based on the recommendations of the MSDE Office of Child Care, PHCS lower school will operate as grade-level “neighborhoods” this year to limit the exposure to additional people outside of their classrooms. Students will come directly to their classrooms according to their selected arrival time. Teachers will meet them there, and students will unpack to get ready for the day.

### Schedule

Each classroom will have a Language Arts Block and a Math Block during the day. Science and Social Studies will be incorporated into the schedule as individual subjects as well as being woven into Language Arts and Math classes as students’ study various units of study.

Each quarter will incorporate a focused special for student participation. That special will be the primary special that is woven into the students’ schedule. Additional specials within that quarter will be incorporated as time allows. The fall will begin with our STEAM special where the STEAM teacher will rotate into each neighborhood classroom for lessons two or three times a week. In addition to the scheduled time, this teacher will work with students and their teacher in the classroom as they use digital resources on an assigned Chromebook to complete projects. Art, music, and PE will be the focused specials in quarters 2, 3, and 4 respectively. Library will focus on research skills throughout the year in conjunction with classroom content.

### Cloth Face Coverings

Cloth face coverings (no controversial wording or symbols) are required in lower school with frequent breaks outside. While we recognize that wearing a mask can be difficult for children, our desire is to work with each student as well as follow all guidelines that have been issued from our governing authorities. An extra mask should be sent to school in a labeled, plastic bag.

### Technology Requirement

Lower school students should have access to a computer at home to complete certain assignments. This does not need to be a dedicated device (i.e., it can be shared with other family members). Students will have access to Chromebooks for use in the classroom as needed and is developmentally appropriate. Chromebooks will be sanitized between use.

# Learning Environment

# A

## On-Campus Learning: Upper School



PHCS school day will end one hour early each day to restore teacher planning time lost to additional oversight needed, to provide teacher online office hours to support remote learners, and to allow for proper disinfection of school facilities. **Lower school students will be dismissed from neighborhoods at 2:00pm, and upper school students will be dismissed by grade at 2:15pm.**

PHCS upper school will operate this year on a block schedule to allow for students to continue to take all classes in the sequences previously outlined by PHCS in accordance with MSDE requirements and current recommendations. This schedule will support efforts to reduce travel in common areas and lessen exposure to other students and staff. Middle school students will remain in one classroom for all courses, except for Math and PE. Teachers will rotate classrooms following health and safety guidelines during transitions. High school students will continue to take all classes for meeting graduation requirements. High school classes will be staggered and monitored to reduce exposure. Both middle and high school will follow an A/B day schedule. Mondays and Wednesdays will be "A" days, Tuesdays and Thursdays will be "B" days, and Fridays will be split "A/B" in a preset calendar.

### Schedule

<u>Middle School</u>		<u>High School</u>	
Period 1 (+ HR)	8:20 – 9:40	Period 1 (+ HR)	8:20 – 9:40
Period 2	9:45 – 11:00	Period 2	9:45 – 11:00
Period 3 (includes staggered lunch & recess)	11:05 – 12:55	Lunch	11:05 – 11:30
Period 4	1:00 – 2:15	Period 3	11:35 – 12:55
		Period 4	1:00 – 2:15

### Specials

Middle school Art and Music will be held in the classrooms according to their schedule with the teachers rotating to conduct instruction. Upper school Physical Education (6th – 9th) will be held outdoors as often as weather permits and in the gymnasium on extreme weather days. Students should plan on wearing their physical education uniform for the duration of the school day on those days.

# Learning Environment

# A

## On-Campus Learning: US (Cont'd)



### Cloth Face Coverings

Upper school students will always be expected to wear cloth face coverings during school hours. In consideration of the discomfort this incurs there will be staggered breaks built into the schedule for students to go outside and remove their face coverings while remaining socially distant. Students should keep an extra face covering in a plastic bag in their backpacks as backup. All cloth coverings must be appropriate for school in design (no controversial wording or symbols) and should be able to hang around the neck either by design or with attachment.

### Lunch

High school students will be able to remove their face coverings during a combined lunch time while socially distancing in either the gymnasium or outside in a tented area. Middle school students will spread out to eat in their assigned classrooms to adhere to social distancing guidelines and allow for a break from their face coverings. Lunch for middle school students will include a 10-minute break outside before returning to instruction in the classroom. Please be mindful of these new restrictions when choosing how to pack your student's lunch.

### Technology Requirement

Middle school students should have access to a computer at home to complete certain assignments. This does not need to be a dedicated device (i.e., it can be shared with other family members). Students will be assigned a dedicated Chromebook that will remain in the classroom for use as needed and is developmentally appropriate. Middle school students should not bring a personal device to school.

High school students need a personal, dedicated laptop or tablet (with keyboard) for use both in the classroom and at home. Students who do not have a personal device can borrow a PHCS Chromebook for the 20-21 school year (request form sent via email must be completed by August 7<sup>th</sup>). All high schoolers will bring their fully-charged device to school each day as part of the required supplies.

# Learning Environment

## B Remote Learning



To support families who have medical concerns about their students returning to our campus in the fall, PHCS will offer a remote learning option with the following criteria:

- Available for grades 3-12
  - Due to the nature of instruction that takes place in the primary grades (PreK-2), equal learning experiences cannot be provided both on-campus and remotely.
- Sign up per semester (return to on-campus learning for second semester will be permitted if space allows)
- Receive teacher instruction in real time through synchronous learning and class assignments within 24 hours
- Receive individual support from teachers during online office hours at 3:00-3:30pm daily
  - Due to the attention needed to monitor students physically present in the classroom, teachers will not be able to provide individual assistance for remote learners during regular class time. For technical issues, email our tech support department (email will be provided).

Families who elect this option must adhere to the policies below.

- Students will log onto Microsoft Teams by 8:15am each morning and remain online for synchronous learning throughout the duration of all classes. Attendance will be taken and is required to be marked present.
- Students will wear their PHCS uniform and abide by all Dress Code policies.
- Students will complete assignments by the due date given.
- Students must continue to follow guidelines outlined in the *PHCS Parent/Student Handbook* regarding conduct and appropriate internet/computer use.
- Parents agree to supervise students during test taking and to abide by all teacher instructions and directives.
- Students must have a dedicated device available for use throughout the day.

# Learning Environment



## Distance Learning For All

While it is not our desire to return to distance learning, we want to be prepared to smoothly pivot to this option if the governor issues another stay-at-home order due to a spike in COVID cases.

All PHCS students have been given an O365 account, and all classes will be loaded into Microsoft Teams. Students will be expected to utilize their Teams Calendar to log into each of their classes for real-time learning throughout the day. The schedule will be adjusted to allow for individual and small group work outside of Teams meetings as would typically take place during in-person classes. Time requirements for each level are listed below.

### PreK-2<sup>nd</sup>

- A hybrid of online student learning documents and packets to complete at home will be provided.
- Teachers will meet virtually with students each day to complete ELA instruction and Math.
- Group and individual meetings will be set up for students at the designated times outlined by individual teachers.

### 3<sup>rd</sup>-5<sup>th</sup>

- Language Arts and Math blocks will meet three times per week for whole group instruction.
- Science, Social Studies, and Bible will be incorporated weekly.
- Specials will be modified.
- Additional individual or small group support may be incorporated at teacher discretion.

### 6<sup>th</sup>-12<sup>th</sup>

- All classes will meet on a regular basis Monday-Thursday during normal operating hours.
- Independent assignments and teacher support will take place on Friday.
- Special area classes will be modified for middle school students.

Additional activities such as morning announcements and chapel will be implemented depending on the length of Distance Learning.

All students will need a dedicated device for use throughout the day. PHCS is prepared to lend Chromebooks to lower school and middle school students as needed.

# Learning Environment



## Beyond the Classroom

### Academic Coaching Program

Students in the Academic Coaching Program will receive accommodations both inside the general classroom setting as well as one-on-one or in small groups, based on the accommodations listed in their Individual Academic Accommodation Plan (IAAP). Social distancing and hygiene practices will be followed for all meetings. Virtual sessions may also be scheduled. Progress will be monitored and reported to parents. Parent meetings with the Academic Coaches and/or Academic Dean will take place virtually.

### Guidance Office

As we return to school, things will look and feel different for staff and students alike. We are taking every precaution to keep our PHCS family safe, including supports to address how COVID-19 could affect students' social and emotional well-being. We want to ensure that our students feel safe and supported, even beyond cleaning and safety protocols. We are committed to creating a supportive, responsive learning environment where students can thrive as they reengage with teachers, peers and academics. Below is a list of supports available to all students:

- Provide students with emotional self-regulation strategies in order to understand one's emotions and use effective strategies to manage those emotions in a healthy way. Students could worry or stress about returning to school or how they will manage the new mandates at school due to the pandemic.
- Provide students with calming strategies that can be practiced at school and at home. Students may feel more anxious about returning to school due to the pandemic.
- Lead students in strengthening executive functioning skills. Practicing planning, organization and time management routines can help students feel more in control and successful even in the midst of uncertainty due to the pandemic.
- Access to the school counselor and/or peacemakers if a student is struggling to process feelings due to the pandemic.

*Supports can be offered in-person or virtually as the schedule allows.*

### Spiritual Formation

- Chapel theme - *Trusting an Unchangeable God in an Everchanging Time*
  - LS & MS chapel will primarily be held in class neighborhoods. HS will meet in discipleship groups.
  - Speakers will be virtual, and teachers will facilitate discussion and prayer. At times, students will meet outside for chapel services to allow for singing and live speakers.
- LS/US Virtual Prayer Buddies - Lower and upper school classes will be paired for virtual prayer and support.
- Teachers will continue to teach all subjects from a Biblical worldview and guide students in God's truth.

# Technology Support



PHCS will engage a variety of tools to ensure that our students thrive in both the on-campus and remote learning environments. In addition to traditional strategies, we recognize the need for enhanced technology support during this time of ever-changing learning situations. In light of this, the following requirements will be instituted.

## Option A: On-campus learning

- All students need access to a digital device at home for checking homework and graded assignments.
- Lower school and middle school students do not need a dedicated, one-to-one device at home for this option.
- Lower school and middle school students will have access to a PHCS Chromebook at school as needed. They should not bring a personal device to school.
- High school students need a dedicated laptop or tablet (with keyboard). They will use the device both in school and at home. Students who do not have a personal device can borrow a PHCS Chromebook for the 20-21 school year.

## Option B: Remote learning

- All students need a dedicated desktop or laptop for use throughout the school day as they log on remotely and for assignment completion.

## Option C: Distance learning

- All students need a dedicated desktop or laptop for use throughout the school day as they log on remotely and for assignment completion.
- If we are required to pivot to Option C, PHCS devices will be lent out to ensure equitable access to technology.

Students will be trained during the first weeks of school on appropriate use of the digital platforms employed by PHCS, and training videos will be made available to parents and students. Students must adhere to the Digital Citizenship Policy in the *PHCS Parent/Student Handbook*.

# Technology Support



## Student Digital Platforms



Microsoft Teams

OUR PRIMARY COMMUNICATION PLATFORM WITHIN OFFICE 365. STUDENTS WILL ACCESS AND COMPLETE ASSIGNMENTS, JOIN VIRTUAL MEETINGS, AND COMMUNICATE WITH TEACHERS THROUGH A WEB-BASED PORTAL.



CLOUD BASED, ONLINE VERSION OF OFFICE FEATURING TEAMS, OUTLOOK, WORD, POWERPOINT, EXCEL, & ONE NOTE.



Pearson

DIGITAL AND PRINT CURRICULAR CONTENT FOR MATH, LANGUAGE ARTS, SCIENCE, AND SOCIAL STUDIES. STUDENTS ENGAGE IN VARIOUS ACTIVITIES AND GAMES IN ADDITION TO COMPLETING ASSIGNMENTS WITHIN ONLINE WORKBOOKS.

## Digital Platforms To Assist Parents



WEB-BASED FAMILY PORTAL WHERE PARENTS CAN ACCESS GRADES, SCHEDULES, THE SCHOOL CALENDAR, RESOURCE DOCUMENTS, ORDER LUNCH, MANAGE TUITION, & APPLY FOR AID