



Pembroke Hill Opening School Plan

2020-21

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WELCOME TO 2020-21

As we approach the opening of the 2020-21 school year, we are making adjustments to our school programs and protocols based on guidance from MRIGlobal, Children's Mercy, Kansas City Health Department and the CDC. The guidelines outlined in this document represent our efforts to keep our students, faculty, staff and parents, safe and healthy.

Our theme,
Building Together,
will guide us
in 2020-21.

We remain committed to opening the 2020-21 school year on Monday, Aug. 24. We have made this decision based on our extensive preparation and the significant layers of mitigations we have put in place to provide a safe learning and teaching environment.

Our theme for the year, *Building Together*, provides the perfect backdrop for all of the preparation taking place this summer. In this same spirit, we must accept our collective responsibility to adhere to these protocols as we navigate 2020-21. Just a reminder, that when families sign the Pembroke Hill enrollment contract, they are agreeing to follow all school policies and procedures.

While we are planning for many scenarios, it is important to remember that this is an ever-evolving situation, and we may be mandated by local authorities to make additional changes as we get closer to the first day of

We are guided by the following principles

FOSTERING the important and caring relationships that make Pembroke Hill so unique and so strong while being committed to the health and safety of our community.

PROVIDING the best continuous learning program possible with excellent academics, maximum student engagement and ongoing attention to social and emotional growth for all of our students, early years through grade 12.

CREATING structures and systems with contingency plans that will prepare us to respond quickly to the most up-to-date facts and information, make decisions thoughtfully and act with clarity and confidence.

ACADEMIC PROGRAM & PROCEDURES



OPENING SCHEDULE - First Two Weeks

We remain committed to opening school on Monday, Aug. 24, with an adjusted schedule for the first two weeks.

This adjusted schedule will be a phased-in approach that is designed to help students and faculty become familiar and comfortable with new safety protocols, new routines and new technology. It will give students the opportunities to meet teachers and class-

mates while building community in a smaller group setting. Having fewer students on campus at a given time will also assist teachers and counselors in observing how students are coping with these changes and then being able to follow up with those who need additional support. Starting the school year in this manner will also help us welcome our 150 new students to the Pembroke Hill family.

Week of Aug. 24 - Orientation

During this orientation week, in-person classes will be divided into two groups of students and will be assigned alternating days to be on campus. For example Grade 3 Group A will come to school Monday and Wednesday, and Grade 3 Group B will attend on Tuesday and Thursday. These students will then remain at home on Friday. The first day for students choosing the virtual-only option will be Friday when they will have scheduled times to come to school for orientation with their teachers and technology set-up.

Students will be introduced to new safety protocols including arrival and dismissal procedures, temperature checks, mask policies, social distancing, classroom arrangements, lunch plans and traffic patterns within the buildings. Additionally, this time will include orientation to the new schedule and enhanced technology, including Schoology, our learning management system, Zoom capabilities and new devices such as iPads, Chromebooks and Surface Pros.

Extended Day will be available on both campuses until 4:30 p.m.

Week of Aug. 31 - Transition

In early childhood and lower school, all students, in-person and virtual-only, will be in session. On the Ward Parkway Campus, in-person students will be divided into the same two groups as week one, and each group will attend classes on a two-day rotation. For example, Grade 9 Group A will be on campus on Monday and Tuesday; Grade 9 Group B will be on campus Wednesday and Thursday. When these groups are not on campus, they will be participating virtually. Students who are virtual-only will participate on all four days.

On Friday, all in-person students will come to campus, and all virtual-only students will be participating online. We plan to host a Spirit Day on Friday to celebrate the end of our orientation/transition and to look forward to beginning our regular schedule on Tuesday, Sept. 8!

Extended Day will be available on both campuses until 4:30 p.m.

Week of Sept. 8 - Regular Schedule

All classes will be in session and follow the regular school-day schedule. Extended Day will resume its normal operating hours, closing at 6 p.m.

Prior to Aug. 24, families will receive specific information outlining their students' assigned schedules for being on campus during the weeks of Aug. 24 and 31.

We believe that taking these steps during the first two weeks of school will allow students and faculty alike to become comfortable with our new, enhanced safety protocols and procedures and help alleviate anxiety as the new year begins, and ultimately result in a smoother transition to when we are all together, beginning Tuesday, Sept. 8.



Planning Task Forces

Several task forces were appointed in May to address the operational and educational aspects of providing safe and continuous learning environments.

David Burke, assistant upper school principal and director of college counseling, and Tiffany Kelley '96, assistant middle school principal, co-chair the Continuous Learning Task Force. Vanessa Alpert, director of human resources, Rick Castillo, director of safety and security, and Phil Miller, director of facilities, are leading the Operations Safety Task Force.

The Board also established the Health Impact and School Triggers Task Force, which is co-chaired by

Board president Dr. Anne Dema and Board member Dr. David Chao.

We have partnered with Kansas City-based MRI-Global, whose help with our emergency response and campus readiness plans has been extremely valuable. MRIGlobal's worldwide expertise in defense, health and energy includes infectious disease and biorisk management. We have also been in communication with Children's Mercy and KCMO Health Department as we developed our plans.

Representatives of FLIK, our food service provider, and Aramark, our facilities partner, have also been very involved in our preparations.

Academic Advisory Council

We continue to work with organizations with whom we already had relationships and other experts in continuous learning. This group serves as a resource in pedagogy, social interaction and engagement, accountability, digital platforms, technology and assessments.

Members include:

Tim Fish, chief innovation officer at the National Association of Independent Schools (NAIS)

Jon Kleiman, senior school program director, Challenge Success

Dr. Mark Milliron, award-winning educator, author, and innovator and head of the nation's largest teaching college, Western Governors University. Former deputy director for postsecondary success with the Bill and Melinda Gates Foundation

Michael Nachbar, executive director of Global Online Academy (GOA)

Malone Schools Online Network (MSON), a national cohort of 25 independent schools

Independent School Data Exchange (INDEX), a consortium of over 100 independent schools across the country

Health Impact & School Triggers Task Force

Dr. Anne Dema, co-chair
Dr. David Chao, co-chair
Jean-Willy de Pierre

Dr. David Bamberger
Dr. Sarah Gladstone
Betsey Hughes



Learning Management System Advisory Committee

Chris Keller, IT director
Sara Eshelbrenner, US technology coach
Kim Banion, US English
Jason Lips, US art
Lauren Nibberich, US science
Aubrey Remy, MS social studies
Lynn O'Toole, MS PE and athletics
Scott Guthrie, MS math
Caroline Doctor, kindergarten
Cathy Barron, fourth grade
Esperanza Meli, Wornall Campus Spanish
Kate Shirk, preschool/prekindergarten
Trudi Patterson, Wornall Campus art

Schedule/Logistics Advisory Committee

Jeanette Jones, US social studies
Kym van Zanten, US Spanish
Tammy Pottenger, US math, college counseling
Tracy Herber, US arts
Sharon Cole, athletics
Lindsay Kobolt, MS counseling
Mary Maxson, MS science
Heather Hoffman, MS English
Sandy Longhofer, LS science
Teri Truog, second grade
Bridget Ward, early years
Kit Smith, preschool/prekindergarten

Professional Development Subcommittee

Dan Iseman, computer systems administrator
Sara Eshelbrenner, US technology coach
Jenny Marien, US assistant principal, faculty development
Alexis Viene '00, MS technology coach
Ashley Haase, Wornall Campus technology coach
Molly Doherty, interim LS principal



Operation Levels

We have developed a COVID-19 response framework that features several levels with a predetermined PHS response to each. The level in which we are operating will be determined by state and local health and government officials and will be based on the prevalence of COVID-19 cases on campus and in our surrounding community. At each level, we are

committed to providing the best possible academic experience for all of our students.

Earlier this summer, we believed we would open in August at Level 2. However, because of our blended learning program, which we will have in place, we will open at Level 3.

Infectious Disease Readiness and Decision Matrix

LEVEL 0

School is fully open; no mitigations needed. We will return to this level when the virus is no longer a pandemic threat. Student/staff vaccination requirements updated as appropriate.

LEVEL 1

School fully open; with modifications such as wearing masks and physical distancing.

LEVEL 2

Remain open with physical distancing. May require short term remote learning while decontamination is performed. Remote learning for high risk students/staff in affected divisions. This remote learning may apply to the entire school, a single campus, a specific division or class, depending on the situation.

LEVEL 3

Hybrid, blended-learning. Reduced headcount in affected division's building. Require self-monitoring at home before school for students/staff on affected campus.

LEVEL 4

Shorter-term remote learning only for a class, division or a campus.

LEVEL 5

Longer term all-virtual learning for the entire school.

*A virtual-only educational option will be available for students when we are in Levels 1 - 5.

Continuous Learning

We define continuous learning as an uninterrupted learning experience, which can be executed regardless of the environment (in person, remotely or a combination of both) or circumstances, that fosters and promotes:

- teaching and learning at its highest level
- social emotional health and well-being
- student, teacher and family engagement in the learning process

No matter the learning environment (in-person, hybrid/blended or all virtual), we are committed to providing the best educational experience possible for all of our students. We expect that students of

all ages will remain on track in their development and will be prepared to advance to the next level of learning at the end of 2020-21.

Major components of our continuous learning program include a schedule that is most conducive to teaching and learning in all divisions; opportunities for one-on-one meetings with teachers through “office hours”; a common learning management system to digitally streamline the educational process including class/course information, assignments, learning resources, digital discussions and teacher/student feedback; and teaching strategies to accommodate in-person, blended or all-virtual environments.

Early Childhood - Younger Lower School Learners

Our goal is to hold on-campus classes for early childhood through younger lower school learners, even if we are required to reduce capacity on our campuses.

Blended/Hybrid Model

Because of the ever-changing nature of the COVID-19 situation, we imagine that our educational environment will largely be a blended/hybrid learning model this year. In this model, there will be students physically in the classrooms, and other students will join that same class from home. Students participating virtually will be those who need to stay home for a short period of time because of illness or quarantine as well as students whose families have chosen an all-virtual option.

We plan to stream classes to accommodate students joining remotely. Additionally, teachers are developing strategies that will provide for students’ learning needs no matter the environment.

Virtual Option

We intend to offer an all-virtual learning option for families who may be more comfortable with this environment. **Families can opt into this virtual-only program several times during the year. During the fall semester, students can begin in this environment on Aug. 28, Oct. 5 or Nov. 2.** Second semester start dates for this model will be announced at a later time. The current Aug. 3 deadline for enrolling in the all-virtual program will apply **only to the Aug. 28 start date.** The tuition will remain the same for either in-person or virtual-only enrollment.

This option will have a combination of synchronous experiences (live, real-time interactions via video conferencing) and asynchronous experiences (recorded videos, digital discussions or other online channels that do not require real-time interaction).



The goal is to provide virtual learning students with an experience similar to their peers who are on campus. Students enrolled in the virtual-only option will:

- Follow the daily schedule of their in-person peers.
- Have the ability to virtually engage in classroom experiences (discussions, direct instruction, partner and group work, labs, etc.).
- Have the opportunity to meet with teachers through scheduled one-on-one video conferences, as needed and as faculty are available.
- Be accountable for coursework.
- Digitally access coursework, assessments and feedback through Schoology, our new learning management system.
- Not be eligible to participate in PHS-sponsored sports and performing arts. However, a student may participate in clubs / organizations if it can be done so virtually.
- Students (early childhood and lower school students) will be able to participate in occupational / speech therapy sessions provided by Saint Luke's Hospital either on our campus or by going to The Children's SPOT. We will work with parents to coordinate scheduling for their child.

Enhancements To The Virtual-Only Option

Since last spring, we have been evaluating and creating enhancements to the virtual-only option. These include:

- Improved video conferencing capabilities.
- A new schedule providing enhanced student engagement in learning and improved student and faculty well-being.
- Additional professional development for faculty members.
- Enhanced programs and opportunities for student social and emotional learning.
- Additional technology capabilities for students including a school-wide learning management system (Schoology) and appropriate devices for all children within each division.
- Childcare options for PHS faculty and staff members.

During the fall semester, students can begin in the virtual-only option on Aug. 28, Oct. 5 or Nov. 2.

The current Aug. 3 deadline for enrolling in the all-virtual program will apply only to the Aug. 28 start date.

Click [HERE](#) to enroll.

Mandated Reduced Capacity

Possible rotations are under discussion in the event we are mandated to reduce capacity by a specific percentage based on the number of students enrolled for the year. Our goal in this situation is to attempt to keep our early childhood and younger lower school students on campus, while making adjustments to on-campus rotations for our other students. The changes for older students may feature a two-day-on and a two-day-off campus rotation. Our goal is to keep siblings on the same rotation cycle. However, please note that we are continuing to evaluate which rotation we believe is best for teaching and learning.

Number Of School Days

We are committed to providing a comparable number of instructional days as in a typical year. Therefore we may need to adjust the school calendar as we move through 2020-21.

Social & Emotional Learning & Support

Providing care and personal growth opportunities for students will continue to be a high priority at Pembroke Hill this year.

The year will begin with an increased focus on building relationships to foster a sense of trust and belonging. Whether virtual or in-person, faculty will use regular check-ins to monitor and estimate student well-being. Individual or small group follow-up with students and parents will be provided by school counselors for students indicating a possible need for extra support.

Additionally, in our continuous learning environment, school counselors will provide instruction regarding emotional intelligence, social skills, self-care and other key components of social/emotional learning. This learning will support student participation in discussions regarding race, equity and inclusion throughout the year as well.

On the Ward Parkway campus, students will continue to participate in the advisory program. Advisory aims to provide a small group setting for students to build supportive relationships with each other and their adviser. Through these relationships and classroom activities, academic, personal and social development is further supported.

The Mindful Moments program will continue on Wornall Campus and will be introduced on the Ward Parkway Campus. This program will be available for students who are in-person as well as those in the virtual-only environment. Mindful Moments are short bursts of mindfulness that create cumulative courage and resilience.

A regular mindfulness practice can improve cognitive function, in addition to managing stress and anxiety. Our mindfulness and wellness coach combines the Mindful Schools Curriculum and yoga-inspired movement to create the accessible tools for faculty and students. She will also provide coaching support for teachers so they may incorporate mindfulness techniques into their classrooms in all scenarios.

Social/Emotional Support Team Members

We welcome and encourage parents to connect with our team as questions or concerns arise.

Wornall Campus Counselor

Amy Benson

abenson@pembrokehill.org

Middle School Counselor

Lindsay Kobolt, MA, LPC

lkobolt@pembrokehill.org

Upper School Counselor

Leslie Berger, MA, LPC

lberger@pembrokehill.org

Mindfulness & Wellness Coach

Miriam Zavagnin, M.Ed.; RYT-200; CMI

mzavagnin@pembrokehill.org



Resource Classes



Visual Arts Classes

Our goal is to minimize the sharing of art supplies. Each division will create its own plan for this. For example, in the middle school, each student will have their own tray of supplies that will be kept separate from others. The lower school is also planning to use individualized trays, but students will also carry their own markers, etc. in a fanny pack.

Performing Arts

Our performing arts teachers are developing new and innovative lesson plans for these classes while adhering to limitations on singing indoors and requirements for physical distancing. For example, in music, students will be working with percussion and string instruments instead of brass and wind instruments. Outdoor singing will be allowed, but all students will face the same direction with additional physical distancing. Theatre students may be performing monologues in an outdoor venue with physical distancing.

Physical Education

Physical education classes will be conducted outside whenever possible and will not feature any contact sports. When outside and with physical distancing, PE students will not be required to wear face coverings. However, during indoor PE, students will wear masks/face coverings. Equipment will be cleaned between classes.

Library

Early Childhood

The librarian will bring books to early childhood classrooms and read to the children.

Lower School

The primary and intermediate librarians will bring books to the classrooms starting the second week of school for children to take home. At first, the librarians will bring a variety of books for children to select from and then quickly transition to allowing students to request specific titles using the library catalog. In the future, we hope to have children visit the library to select books.

Middle School/Upper School

Library protocols, including limited seating with physical distancing, will be covered in the opening weeks of school.

Recess/Outdoor Play



We believe it is important for students to continue to have outside play opportunities, so our playgrounds and athletic fields will be open. However, we will create a recess/outdoor activity schedule that limits the number of students in the play areas, keeps groups of students together, and allows time for our staff to sanitize equipment after each class. Children will also wash their hands before and after recess.

Lunch

Our dining services team (FLIK) will continue to prepare lunch, which will be served in classrooms and common areas where appropriate.

Self-service will not be available. Menu items will vary by division and include pre-made salads, pre-made sandwiches along with a main entree and vegetarian option. Snacks will continue to be provided for students below third grade. During this time, we will not serve peanut butter, and all food will be delivered/available in disposable boxes per recommendations from FLIK. Individuals preparing and delivering the lunches will wear masks and gloves.

Food delivery from outside restaurants/providers will not be allowed, and seniors will not be able to leave for lunch. (Seniors may continue to arrive at school in time for their first class and leave campus at the end of their final class of the day.)

We are evaluating spaces for students and faculty/staff to eat lunch where appropriate physical distancing can be maintained.



Attendance

We request that families avoid sending children who are ill to school.

Early Childhood

If a child needs to be absent, families will have the option to have the child attend class virtually. By using the school-provided iPad, a child may participate virtually in resource classes, large, small group and individual meetings, as well as playing virtually with a classmate during uninterrupted play. (This option must be arranged with the teacher no less than one day prior to attending virtually.)

Lower, Middle and Upper Schools

Attendance will be taken in each class for all students, in-person and virtual. If a student is unable to attend class, notification by a parent should be given to the office in advance of the absence.

If a student is unable to attend in-person classes but is capable of joining the class virtually, this option will be made available. If a student is not able to attend class in-person or virtually, the policy for make-up work is posted in the student handbook. This policy allows extra flexibility for long-term absences, but additional accommodations can be provided by contacting the student's principal.

Extracurriculars

We understand the importance of the Pembroke Hill extracurricular program to our students and to their academic and social/emotional development. Therefore, we are working very hard to identify creative ways for clubs and organizations to be available to our students on a limited basis. Students who enroll in the virtual-only option are not eligible for extracurricular activities.

Wornall Campus

At this time, we will not be able to offer after-school activities. However, once we have completed our phased-in approach to the school year, we will begin investigating options for limited clubs. In doing so, we will follow all guidelines for keeping students and faculty safe.

Private Music Lessons

We will offer music lessons, some in-person and some virtual - depending on the instrument. Piano, percussion and strings can be scheduled in person, but wind instruments will only be offered virtually.



Ward Parkway Campus

We are looking at ways for clubs and organizations to continue to be available for students. Options may include a combination of virtual and small group gatherings, with students physically distancing while wearing masks unless outdoors.

Athletics

We are using guidance from the Missouri State High School Activities Association along with KCMO Health Department recommendations to build a set of protocols for our fall sports teams. We plan to begin upper school fall sports on Monday, Aug. 10. Students need to have a current physical and a completed annual documentation form on file. We will share more information soon.

Students who enroll in the virtual-only option are not eligible for PHS-sponsored sports or performing arts activities. However, a student may participate in clubs/organizations if it can be done so virtually.



Extended Day

We will continue to offer Extended Day for families in early childhood, lower school and middle school. There will be several changes for 2020-21.

- Families using Extended Day after 3:30 p.m. will need to enroll for the full year.
- We will be able to accommodate early childhood drop-ins for the 1- 3:30 p.m. program. Unfortunately, we will not be able to accommodate early childhood or lower school drop-ins after 3:30 p.m.
- We are disappointed that we will not be able to offer childcare on school holidays or during winter / spring breaks.

For more information regarding Extended Day, contact Paula Engetschwiler, director of Auxiliary Programs, pengetschwiler@pembrokehill.org or Sandy Longhofer, slonghofer@pembrokehill.org.

Early Room

Unfortunately, we will not be able to offer Early Room this school year on the Wornall Campus. However, children may be dropped off as early as 7:45 a.m. and go directly to their homerooms. Parents are asked to follow the same drop-off procedures as previously listed.

Technology

Learning Management System (LMS)

The Continuous Learning Task Force selected Schoology as our new learning management system that will be used for all ages. We recognize that learning the new LMS will take time and patience. Yet integrating one platform will streamline the teaching and learning experience, be a benefit to families with children in more than one division and provide appropriate pedagogical tools and ease of use for students and faculty.

Through this school-wide LMS, there will be a digital workflow to create and manage lessons, assignments, quizzes and other educational information among teachers, students and parents. More information on how to use Schoology will be provided for both students and families prior to the beginning of the school year.

Student Digital Devices

Our research clearly indicates that each student, from early years to grade 12, must have a device in the event we move to a distance or hybrid learning model. Therefore, we will provide students with the following devices:

Early Childhood

We will provide iPads for early childhood students, but only for use during distance or remote learning. These devices will be sent home for use during distance or remote learning.

Lower School

Currently, all students in grades 3 - 5 have iPads. We will provide iPads for kindergarten through second grade, but only for use during distance or remote learning. We plan to provide students training on these devices at school and then send them home for use during remote learning.

Middle School

Students in the middle school will start the year with school-issued iPads. Once routines are established, we will transition students to a Chromebook, which will replace the iPads they had been previously using. The Chromebook is a touch/writable device, has a full keyboard, larger screen and a fully functioning web browser. Students should take home their iPads or Chromebooks each night.

Upper School

All upper school students will be using Surface Pro 7s this year instead of their iPads. They have been scheduled on six days in July and August to turn in the iPads and receive their Surface Pro 7.

Classroom Live Streaming

Additionally, a device will be mounted on a stand in each classroom on both campuses so that information can be streamed back and forth between school and home for when students are learning from home (short-term or the virtual-only option). This will be facilitated through Zoom.

Technology Assistance

We encourage families who are concerned about their internet access to contact Chris Keller, director of IT, ckeller@pembrokehill.org, 816-936-1234.



Learning Environment Set-Up

Classrooms

Classrooms will be set up according to the following guidelines that have been approved by MRIGlobal and the Health Impact and School Triggers Task Force of the Board of Trustees.

1. Classrooms will be set up to accommodate the maximum number of students enrolled in a homeroom or course per classroom space.
2. Students will be in assigned seats to help in contact tracing.
3. All seats will face the same direction (except in early childhood).
4. Allow for six feet of space between people.
5. Plexiglass dividers will be installed in situations where #3 or #4 can not be accomplished.

Outdoor Spaces

We are seeking ways to create outdoor classroom options, including tents that teachers may use with their students on a rotating basis.

Class Rosters

Early Childhood and Lower School

Class lists will be released on Friday, Aug. 7. We will plan a creative way to have a “Class List Reveal” during the last day of the Summer Programs transition classes. Also on Aug. 7, the class lists will be sent to families who are not enrolled in transition classes.

In the current situation, we must take into consideration several criteria when finalizing these lists including creating student cohorts that limit the amount of interaction between groups of students throughout the day. Therefore, in early childhood and lower school, Extended Day students and sib-

lings in the same grade will be placed in the same class. For example, all fourth graders who will be staying for Extended Day will be in the same class during the school day.

With this in mind, we have asked parents to enroll in Extended Day by July 24 and the first segment of the virtual-only program by Aug. 3. Once we understand which families will be using Extended Day and be virtual-only, class lists can be created.

Middle and Upper School

Class schedules for middle and upper school students will be announced no later than Aug. 14.



Schedule

Covid-19 presented us with an opportunity to make changes to our daily routine that align with guidelines (including those from Challenge Success) for improving engagement in learning, promoting the health and well-being of both students and faculty and accommodating our new safety protocols.

Over the summer, The Schedule/Logistics Subcommittee created an academic daily schedule that provides an optimal learning environment for students and faculty across all divisions. We also anticipate the new schedule, with a few adjustments, will be used during an in-person or virtual environment. The new schedule features:

- Coordinated start, break, lunch and end times.
- A later start and longer transitions between classes to accommodate student biorhythms and new safety protocols.
- Fewer classes per day to reduce the number of transitions for students.
- Longer class periods to encourage deep engagement.
- More breaks and longer transition times during the school day.
- Opportunities to build community.
- Opportunities for social and emotional education.
- Additional opportunities for students to seek help from teachers.
- Time for faculty collaboration and professional development.

Start Times

Classes will begin on the Wornall Campus at 8:30 a.m. We will develop a staggered drop-off schedule, alphabetically, based on last name. We will not be able to offer Early Room, but students may be dropped off as early as 7:45 a.m., and go directly to their homerooms. The day will conclude with a staggered dismissal beginning at 3 p.m.

The Ward Parkway Campus will begin at 8:45 a.m. Middle school and upper school students who arrive between 7:45 and 8:25 a.m. will go to designated spaces. At 8:30 a.m., all students will report to their first period classes.

In addition to allowing students to be more rested, these later start times will accommodate new safety and screening procedures, such as temperature taking, and help reduce congestion during arrival.

Early Childhood Schedule Highlights

In-Person:

- Each day begins with community time within the homeroom class.*
- 90 minutes of uninterrupted play.
- No less than 30 minutes of outdoor time.
- Teachers will plate the food for individual students while observing physical distancing procedures.
- Spanish, PE and music teachers will travel to classrooms.*
- Art will be in small groups in the atelier.*
- Project and small group time each day.*
- Students will remain in cohort groups all day--including those in Extended Day.
- Nap/rest time

* Students who are attending virtually will engage synchronously in starred items above. Additionally teachers will engage individually with students, and students may join in uninterrupted play virtually for a period of time each day.

All-Virtual:

- Students will receive a video greeting each morning with a daily schedule.
- Large and small group meetings each day (synchronous)
- Resource classes will provide video experiences weekly (asynchronous)
- Students meet with their teacher individually (synchronous).
- On Monday, families will be provided additional optional activities.
- A supply box of needed materials will be distributed to families.
- A shortened school day will allow for afternoon nap/rest time.

Early Childhood In-Person Schedule

Arrival 7:45 - 8:15
Transition to School & Resource Classes 8:15 - 9:30
Morning Meeting 9:30 - 9:40
Uninterrupted Play 9:40 - 11:00 (Art once a week in small groups)
Outside Time 11:00 - 11:30
Project, Small Group Work and Music (EY/PS) 11:30 - 12:00
Lunch 12:00 - 12:30
Mindful Moments, Music (PK), Ready and Transition to Home 12:30 - 1:00
Dismissal 1:00, Rest Followed by Play 1:00 - 3:00
EC Dismissal to Carpool and Extended Day 3:00 - 3:30

Early Childhood Virtual-Only Schedule

Daily Video Greeting to Children w/ Plan for the Day 8:30 - 8:45
Daily Video from Resource Classes 8:45- 9:00
Asynchronous and Synchronous Learning: Small Group Interactions w/ Teachers 9:00-9:30
Morning Meeting via Zoom 9:30 - 9:45
Asynchronous and Synchronous Learning: Small Group Interactions w/ Teachers 9:45 - 10:45 Goal: Each child receives at least 20-30 minutes of individual interactions w/ teachers each week. Other children engage in play or additional experiences provided by the teacher via video or printouts.
Outside Time 10:45 - 11:30
Asynchronous and Synchronous Learning: Small Group Interactions w/ Teachers 11:30-12:00
Lunch 12:00 - 12:30

Lower School Schedule Highlights

In-Person:

- Each day begins with community time within the homeroom class.
- Resource classes will be held on one day of the week, except for PE, Spanish and AIT, which will occur on a regular rotation.
- Transitions between classes will be limited in number.
- Coordinated lunch time by buildings. All children in a building will eat at the same time.
- Spanish and music teachers will come to the homeroom classroom.
- There will be longer transition times between classes.
- Homeroom classes will stay together in student cohorts.

All-Virtual:

- Classes will begin with a morning meeting each day, and we will end each day with a closing meeting.
- Teachers will schedule small group and one-on-one video conference meetings throughout the week.
- Students will follow a very similar schedule to the in-person schedule.
- There will be opportunities for synchronous and asynchronous learning.
- Students in kindergarten and first grade will have a shortened school day and end at 12:30 p.m.
- Students in grades 2 and 3 will have an abbreviated school day and end at 2:15 p.m.
- Students in grades 4 and 5 will end their day at 2:45 p.m.

Lower School In-Person Schedule

8:30 - 8:35	Community Time							
8:35 - 8:40								
8:40 - 8:45								
8:45 - 8:50								
8:50 - 8:55								
8:55 - 9:00	Core Instruction							
9:00 - 9:05								
9:05 - 9:10								
9:10 - 9:15								
9:15 - 9:20								
9:20 - 9:25	Transition							
9:25 - 9:30								
9:30 - 9:35								
9:35 - 9:40								
9:40 - 9:45								
9:45 - 9:50	Transition	Science Art Music	Transition					
9:50 - 9:55		Tuesday						
9:55 - 10:00		Schranz - Music						
10:00-10:05		Nawrocki - Science						
10:05 - 10:10		Truog - Art						
10:10 - 10:15	Recess	Core Instruction:				Recess	Recess	Recess
10:15 - 10:20		Monday						
10:20 - 10:25		Wednesday						
10:25 - 10:30		Thursday						
10:30 - 10:35		Friday						
10:35 - 10:40	Transition	Transition	Transition	Transition	Transition			
10:40 - 10:45		Transition						
10:45 - 10:50		Science Art Music						
10:50 - 10:55		Tuesday						
10:55 - 11:00		Schranz - Science						
11:00 - 11:05	Core Instruction:	Nawrocki - Art	Transition	Transition	Transition			
11:05 - 11:10		Truog - Music						
11:10 - 11:15		Core Instruction:						
11:15 - 11:20		Monday						
11:20 - 11:25		Wednesday						
11:25 - 11:30	Transition	Thursday	Transition	Transition	Transition			
11:30 - 11:35		Friday						
11:35 - 11:40		Transition						
11:40 - 11:45		Transition						
11:45 - 11:50		Transition						
11:50 - 11:55	Lunch	Lunch	Lunch	Lunch	Lunch			
11:55 - 12:00		Lunch						
12:00 - 12:05		Lunch						
12:05 - 12:10		Lunch						
12:10 - 12:15		Lunch						
12:15 - 12:20	Lunch	Lunch	Lunch	Lunch	Lunch			
12:20 - 12:25		Lunch						
12:25 - 12:30		Lunch						

12:30 - 12:35	Transition	Transition	Transition	Transition	Transition
12:35 - 12:40					
12:40 - 12:45					
12:45 - 12:50					
12:50 - 12:55	P.E.		P.E.		P.E.
12:55 - 1:00		Spanish AIT		Spanish AIT	
1:00 - 1:05					
1:05 - 1:10					
1:10 - 1:15					
1:15 - 1:20					
1:20 - 1:25	Transition	Transition	Transition	Transition	Transition
1:25 - 1:30					
1:30 - 1:35		Science Art Music			
1:35 - 1:40	Core Instruction	Tuesday	Core Instruction	Core Instruction	Core Instruction
1:40 - 1:45		Schranz - Art			
1:45 - 1:50		Nawrocki - Music			
1:50 - 1:55		Truog - Science			
1:55 - 2:00					
2:00 - 2:05		Core Instruction:			
2:05 - 2:10		Monday			
2:10 - 2:15		Wednesday			
2:15 - 2:20		Thursday			
2:20 - 2:25		Friday			
2:25 - 2:30					
2:30 - 2:35		Transition			
2:35 - 2:40					
2:40 - 2:45					
2:45 - 2:50		Core Instruction			
2:50 - 2:55					
2:55 - 3:00					
3:00 - 3:20		3:00 - 3:20 PM STAGGERED DISMISSAL BY LAST NAME			
3:20 - 6:00	Extended Day	Extended Day	Extended Day	Extended Day	Extended Day

Lower School Virtual-Only Schedule

	Virtual day	Virtual Sci/Art/Mus day
8:30 - 8:35		
8:35 - 8:40	Synchronous	Synchronous
8:40 - 8:45	Morning Meeting	Morning Meeting
8:45 - 8:50		
8:50 - 8:55		
8:55 - 9:00		
9:00 - 9:05		Science Art Music
9:05 - 9:10	Core Instruction	Tuesday 9:00
9:10 - 9:15	Combination of:	Schranz - Music
9:15 - 9:20	-Small Group	Nawrocki - Science
9:20 - 9:25	-One on One	Truog - Art
9:25 - 9:30	-Asynchronous	
9:30 - 9:35	Learning	
9:35 - 9:40		Science Art Music
9:40 - 9:45		Office hours
9:45 - 9:50		
9:50 - 9:55		
9:55 - 10:00		
10:00-10:05		Science Art Music
10:05 - 10:10		Tuesday 10:00
10:10 - 10:15		Schranz - Science
10:15 - 10:20		Nawrocki - Art
10:20 - 10:25		Truog - Music
10:25 - 10:30		
10:30 - 10:35		Science Art Music
10:35 - 10:40		Office hours
10:40 - 10:45		
10:45 - 10:50		
10:50 - 10:55		
10:55 - 11:00		
11:00 -11:05		Science Art Music
11:05 -11:10		Tuesday 11:00
11:10 -11:15		Schranz - Art
11:15 - 11:20		Nawrocki - Music
11:20 - 11:25		Truog - Science
11:25 - 11:30		
11:30 - 11:35		Science Art Music
11:35 - 11:40		Office hours
11:40 - 11:45		

11:45 - 11:50		
11:50 - 11:55		
11:55 - 12:00		
12:00 - 12:05		
12:05 - 12:10	Lunch	Lunch
12:10 - 12:15		
12:15 - 12:20		
12:20 - 12:25		
12:25 - 12:30		
12:30 - 12:35		
12:35 - 12:40	P.E. - A day	P.E. - A day
12:40 - 12:45	Spanish - B day	Spanish - B day
12:45 - 12:50	AIT - B day	AIT - B day
12:50 - 12:55		
12:55 - 1:00		
1:00 - 1:05		
1:05 - 1:10		
1:10 - 1:15	Core Instruction	Core Instruction
1:15 - 1:20	Combination of:	Combination of:
1:20 - 1:25	-Small Group	-Small Group
1:25 - 1:30	-One on One	-One on One
1:30 - 1:35	-Asynchronous	-Asynchronous
1:35 - 1:40	Learning	Learning
1:40 - 1:45		
1:45 - 1:50		
1:50 - 1:55		
1:55 - 2:00		
2:00 - 2:05	Synchronous	Synchronous
2:05 - 2:10	Closing	Closing
2:10 - 2:15	Meeting	Meeting

Middle & Upper School Schedule Highlights

- A later start will allow our adolescent learners to arrive at school each day better rested. A school day that starts later for teenagers has long been advocated by pediatricians and student advocacy groups such as Challenge Success. It will also accommodate our new safety protocols, such as temperature taking.
- Longer class periods allow for deeper exploration and more project-based learning.
- Built-in transition time between classes will reduce the stress of rushing between classes.
- Reduced number of transitions students experience in a day helps slow the pace.
- Students prepare for roughly half of their classes each day instead of all.
- Students and faculty reported a high satisfaction with a similar block schedule every other Wednesday and Thursday in the previous schedule.
- Middle and upper schools will use the same schedule for in-person and virtual learning.

Middle School Schedule

Middle School - RED WEEK				
7:45-8:30 Student Arrival - Faculty Collaboration Time, Office Hours, Meeting				
Red Day 1	Light Blue Day 2	Orange Day 3	Royal Day 4	Yellow Day 5
8:45-9:55 am (70 min)				
10:05 - 11:15 am (70 min)				
Early Lunch 11:25 - 11:55 am				
Late Lunch 12:05 - 12:35 pm				
12:45-1:55 pm (70 min)	Advisory (30 min) 12:45 - 1:15 pm		Advisory (30 min) 12:45 - 1:15 pm	
	1:25-2:35 pm (70 min)			
2:05-3:15 pm (70 min)	Asynchronous (30 min) 2:45 - 3:15 pm		Asynchronous (30 min) 2:45 - 3:15 pm	

Middle School - BLUE WEEK				
7:45-8:30 Student Arrival - Faculty Collaboration Time, Office Hours, Meeting				
Purple Day 6	Green Day 7	Light Blue Day 8	Red Day 9	Royal Day 10
8:45-9:55 am (70 min)				
10:05 - 11:15 am (70 min)				
Early Lunch 11:25 - 11:55 am				
Late Lunch 12:05 - 12:35 pm				
Advisory (30 min) 12:45 - 1:15 pm		Advisory (30 min) 12:45 - 1:15 pm		Advisory (30 min) 12:45 - 1:15 pm
1:25-2:35 pm (70 min)				
Assembly (30 min) 2:45 - 3:15 pm		Asynchronous (30 min) 2:45 - 3:15 pm		Asynchronous (30 min) 2:45 - 3:15 pm

Upper School Schedule

Upper School - RED WEEK				
7:45-8:30 Student Arrival Faculty Collaboration Time, Office Hours, Meetings				
RED WEEK				
Red Day 1	Light Blue Day 2	Orange Day 3	Royal Day 4	Yellow Day 5
8:45-9:55 am (70 min)				
10:05 - 11:15 am (70 min)				
Advisory 11:25-11:50	Possible: Freshman O, Club Mtgs, Grade Lvl Mtgs, Speakers	Assembly in Classrooms 11:15 - 11:35 am Club Meetings	Possible: Freshman O, Club Mtgs, Grade Lvl Mtgs, Speakers	
Early Lunch 12:05 - 12:35 pm	(30 min of class)			
12:45 - 1:55 pm (70 min of continuous class)	Late Lunch (30 min) 12:45-1:15 (40 min of class)			
2:05 - 3:15 pm (70 min)	Flex Time for: 1. Extra Help from Teachers 2. Makeup Work 3. Student Wellness 4. Building Student Community		Flex Time for: 1. Extra Help from Teachers 2. Makeup Work 3. Student Wellness 4. Building Student Community	

Upper School - BLUE WEEK				
7:45-8:30 Student Arrival Faculty Collaboration Time, Office Hours, Meetings				
BLUE WEEK				
Purple Day 6	Green Day 7	Light Blue Day 8	Red Day 9	Royal Day 10
Advisory 11:25-11:50	Possible: Freshman O, Club Mtgs, Grade Lvl Mtgs, Speakers	Assembly in Classrooms 11:15 - 11:35 am Club Meetings	Possible: Freshman O, Club Mtgs, Grade Lvl Mtgs, Speakers	
Early Lunch 12:05 - 12:35 pm	(30 min of class)			
12:45 - 1:55 pm (70 min of continuous class)	Late Lunch (30 min) 12:45-1:15			
Flex Time for: 1. Extra Help from Teachers 2. Makeup Work 3. Student Wellness 4. Building Student Community		Flex Time for: 1. Extra Help from Teachers 2. Makeup Work 3. Student Wellness 4. Building Student Community		Flex Time for: 1. Extra Help from Teachers 2. Makeup Work 3. Student Wellness 4. Building Student Community

Drop-Off & Pick-Up

Wornall Campus

Drop-Off

Families will be assigned a drop-off time alphabetically, based on their last name. If you have multiple children attending, please drop-off at the location of your youngest child.

7:45 - 8 a.m. - Last name A to G

8 - 8:15 a.m. - Last name H - N

8:15 - 8:30 a.m. - Last name O - Z



We ask that students and parents remain in the car until reaching the check-in point, where a staff member will greet you and take your child's temperature before they exit the vehicle. We ask parents to wear masks when in their cars. Following the temperature checks, early childhood children will be taken to their classrooms by a faculty/staff member. Early childhood parents who are walking with their children from home or Loose Park may come to the gate entrance if both parent and child are wearing masks. After temperature checks, younger lower school students will be accompanied by a staff member to their classroom and older students will go directly to their homerooms.

Dismissal

To prepare for dismissal, lower school students will gather up their belongings in their classrooms as lockers will not be used in order to alleviate congestion in the hallways.

Similar to drop-off procedures, dismissal will involve a staggered schedule based on the last name. Children will be standing with their youngest sibling in their designated zone.

3 - 3:10 p.m. - Last name A to M

3:10 - 3:20 p.m. - Last name N to Z

In the early childhood division, parents will receive a name tag, with their last name printed, to display in the vehicle. Please attach the tag to your visor. When you arrive for pick-up, flip your visor down so your name is clearly visible through the windshield in order to help us easily identify your car. Students will be expected to remain socially distant while waiting to be picked up.

Ward Parkway Campus

Drop-Off

Students may be dropped off as early as 7:45 a.m. But parents should keep in mind that school will not start on the Ward Parkway campus until 8:45 a.m.

Middle school and upper school students who arrive between 7:45 and 8:25 a.m. will go to designated spaces. At 8:30 a.m., all students will report to their first period classes.

All students will have their temperature taken before they enter the buildings.

Because of construction, students and faculty will enter the campus through the main middle school and upper school entrances off of the State Line driveway, the back entrances of Centennial and Jordan Hall and Hall Student Center from the 50th Street parking lot.

Also because of construction, parking procedures will change. Watch for more information regarding student parking.

Dismissal

Like the lower school, students in middle and upper school will pack up their belongings in the classrooms (as lockers will not be used), and will be dismissed in a staggered approach based on their last period class. This will help alleviate congestion in the hallways. When dismissed, students will go directly to their cars.

Outside Normal Drop-Off and Pick-Up Times

We ask families to follow these procedures when students arrive or leave campus outside of the normal drop-off or pick-up times:

For students being driven to and from campus

Upon arriving in the school driveway, parents should call the division office so that a staff member can come to the car to take the student's temperature. If students need to be picked up early, please contact the school office at least 15 minutes prior to the pick-up time so that your child can be ready.

To limit the number of visitors inside the buildings, we ask that you stay in your car and call the division office.

Please Note: To expedite this process, parents should arrive in the 51st Street driveway on the Wornall Campus and in the State Line parking lot on the Ward Parkway Campus.

For students driving themselves to campus

For upper school students who are driving themselves to and from campus, we ask that they enter campus through their assigned entrance. More information will be provided to upper school students regarding parking and assigned entrances closer to the start of school. Student temperatures will be taken upon arrival. When students leave, they should go directly to their cars.

Transportation

We will continue to offer van transportation service to south Johnson County and the Northland.



However, because of the virus, the van capacity will be reduced to nine students, which allows for an empty seat between passengers. At this time, based on ridership, we plan to combine the two southern routes into one and shift the second vehicle to meet

the needs of Northland families who have registered for the program.

Roundabout Transportation, our transportation provider, will implement additional safety protocols, including drivers and students will wear face masks at all times they are in the vans and have contact with each other. They will also be in assigned seats.

The vans will be disinfected before and after all trips. Students' temperatures will be taken prior to each trip.

For more information regarding this transportation service, contact James Miller, chief financial officer, jmiller@pembrokehill.org, 816-936-1213.

Field Trips

For the safety of our students and faculty, we will not be able to take field trips until further notice.

Carpooling

When carpooling to school with members of another family, all individuals in the vehicle should wear masks.

School Supplies



The Bookstore will be open Aug. 10 - Aug. 21, from 7:30 to 3 p.m. There will be 30-minute sign-up slots for families to come in and pick up their books, supplies and gear. (A separate email will be sent at a

later date with links to the sign-up times.) We will be able to accommodate five families during any one sign-up slot. Families of students in grades 6 - 12 should plan to sign up for a time because students in these grades have items that they must purchase through the Bookstore. Early childhood and lower school parents are welcome to sign up for a spot to come see the new merchandise.

We request that families limit the number of members who come to the Bookstore during their shopping time slot. If a family doesn't feel comfortable coming in, they should contact Joanna Kubicki,

Bookstore manager, jkubicki@pembrokehill.org, to make alternate plans.

Parents Association

The Parents Association recognizes that our environment is ever-changing due to the COVID-19 virus. As it pertains to the opening of school, our plan is to:

- Maintain as many of the Parents Association-sponsored events as possible, from classroom parties to graduation events, keeping in mind the safety of our faculty, administrative staff and students. We recognize the need to be flexible in identifying novel ways to celebrate these events when school and government protocols necessitate it.
- Hold face-to-face Executive Council meetings, shifting to virtual if necessary. Our in-person meetings will be held where all attendees can be at a safe distance from each other. Everyone will be required to wear a mask.
- Continue exploring new ways to engage the parent community.

Visitors

In order to minimize risk and maintain a healthy environment for our students and faculty, we regret we will not be able to allow visitors during the school day unless absolutely necessary. Visitors will include all people coming to campus who are not faculty, staff or students. We will



strongly encourage individuals who must come to campus to make an appointment unless otherwise directed. Their temperatures will be taken prior to coming into a building.

Enrollment Contract

According to the Pembroke Hill enrollment contract, parents need to inform the school by Aug. 1 if they are not planning to attend the school for the coming year to avoid a 50 percent tuition obligation. This year, because Aug. 1 is on a Saturday, the **deadline**

has been extended to Aug. 3. If parents have any questions regarding admissions and enrollment, please contact Laura Linn, director of admissions and financial aid, llinn@pembrokehill.org, 816-936-1230.

Training

We intend to provide training on our new learning management system, Schoology, website portal and safety protocols for parents, students and faculty.

Calendar of Events

We will keep parents informed if changes need to be made to the calendar.



HEALTH & SAFETY PROTOCOLS



Our top priority at Pembroke Hill is the health and safety of our students, faculty and staff. We realize that maintaining a healthy environment on our campuses will require the collective effort of everyone in our community. To prepare to open school in-person, over the summer we have created safety protocols, made adjustments to spaces and installed new equipment and systems. All of these actions are in compliance with the latest direction from our local and national health authorities.

We know the Pembroke Hill community is dedicated to having a safe and healthy school, and we appreciate everyone doing their part to keep all individuals on our campuses safe.

Thank you in advance for following our safety protocols.

We have outlined here the steps we will take to help mitigate the risk of illnesses at school.

Maintaining a
healthy environment
on our campuses
will require the
collective effort of
everyone in our
community.

Office of Infection Control/Nursing Staff

We are establishing an office of infection control, which will be staffed by a full-time nurse. This office will coordinate our routines during COVID-19 as well infection control measures. School nurse Judy Donnellan will also staff this office

Temperatures



Designated staff members or a nurse will take student, faculty and staff temperatures as they arrive on campus each day. All health screeners are adequately trained and will have appropriate PPE. Students on the Wornall Campus are to remain in their cars until their temperatures have been taken. Students on the Ward Parkway Campus will have their temperature taken at the entrances to campus. Anyone with a temperature of 100.4 degrees or above will be asked to return home and to contact the office of infection control and their health care provider.

Self-Screening

We will expect all members of our community to answer the following three health-related questions, using input from MRIGlobal and Johns Hopkins University, before coming on campus. These questions will be posted at all school entrances. If anyone answers “yes” to any of the questions, they should refrain from coming to school and contact their health provider and the PHS office of infection control. These questions are:

Within the last 14 days, have you or anyone in your household:

- traveled internationally to an area currently under a CDC level 3 health notice or to a domestic hotspot area where the COVID rate is greater than it is in Missouri? Go to: <https://coronavirus.jhu.edu/data/new-cases-50-states>
- had close contact* with someone exhibiting symptoms or diagnosed with COVID-19 (fever of 100.4 F or higher, a new dry cough, sore throat, congestion, diarrhea, vomiting, nausea, runny nose, respiratory illness, labored breathing, new loss of taste or smell)?
- have signs or symptoms of COVID-19?

* “close contact” is defined as being within approximately six feet of a person for at least 15 minutes,

School Community Responsibility

To help keep our community safe, we ask that members of the Pembroke Hill community consider not traveling to high risk areas from two weeks prior to the in-person start of school and throughout the school year. If individuals do travel to these areas during this time, they should contact the office of infection control, infectioncontrol@pembrokehill.org.

In addition to travel considerations, we also ask all families to follow appropriate safety measures when on and off campus. In order for our school to remain fully operational on campus, we must have the support and cooperation of everyone in our school community in keeping our students, faculty and families safe.

Masks

The school's policy requires everyone on both campuses to wear masks. Parents should also wear masks in their cars when dropping off or picking up students.

Masks must cover the nose and mouth and be secure under the chin. They should fit snugly against the sides of the face. More information about the type of masks we want students to wear will be shared at a later date.

This policy aligns with guidance from the Centers for Disease Control and Prevention (CDC) that all individuals over the age of two wear masks. Current scientific research concludes that consistent mask use decreases viral transmission by 80 percent or more.

Pembroke Hill will require everyone to wear masks when they are indoors or not able to maintain a physical distance of six feet or more outdoors. Students will not wear masks during nap times, while eating or physical distancing outside.

We are implementing this policy and will be disciplined in our adherence to it because we believe it is imperative that we do all we can to keep our teachers, staff, students and their families safe. This will be a collective effort by all members of our community, and we appreciate your cooperation.

We realize younger children will need additional encouragement to wear their masks, and we will work with students, in a variety of fun ways, to help them adjust to wearing masks. Our summer program students have adapted well to wearing masks. We will also build in times during the day when children and faculty are outside where it is safe to take their masks off for a time. We recommend, especially with younger children, that they start practicing wearing their masks at home.



Physical Distancing



We are establishing procedures to accommodate appropriate physical distancing. This includes evaluating all spaces on campus to determine the most effective way to create safe classrooms, offices and common areas with appropriate spacing. In some cases, the installment of additional materials such as plexiglass may be required. The number of students in each class will be based on the physical size of the classroom.

Where possible, we will designate hallways and staircases as one-way. To avoid crowded areas in the hallways, students will not be using lockers, but instead will keep all their belongings in fanny packs (K - grade 2) or backpacks (grade 3 - 12). We will also limit the number of individuals in restrooms.

Additionally, we will incorporate the use of outdoor spaces into our schedule for classes and other activities.

HVAC



To help maintain a clean and healthy environment, we are adding several mitigation layers to our heating and cooling system to address the surrounding air flow and air quality within our buildings.

Specifically, we are:

- Through the heating and cooling systems, increasing the number of fresh air cycle exchanges in buildings each day to bring in more fresh air.
- Adding Needle Point Ionization technology to cleanse the air as it circulates throughout the buildings. This technology increases the ability of air filters to remove particles.
- Replacing air filters more frequently.

Handwashing



Frequent and effective handwashing will be encouraged during the day. Portable handwashing stations will be available throughout the campus.

Sanitizing Stations



Sanitizing stations, including hand sanitizer and wipes, will be placed at all entrances, common areas and classrooms. Hand sanitization will be required upon each entry to a building and a classroom and prior to snack and lunch.

Cleaning & Sanitizing



Throughout the day, our cleaning staff will be continuously cleaning common areas and frequent touch points such as door handles and restrooms. In the evening, the crews will sanitize the classrooms, common areas and play spaces. Many soft surface items, such as furniture and rugs, have been removed. We have also contracted with a specialty vendor to conduct decontamination, if necessary.

Sharing Supplies



Wherever possible, students will be provided their own set of materials to avoid sharing.

Water Fountains



Water fountains will not be available. Students should bring their own water bottles that can be refilled at refilling stations throughout the school.

Visual Markers/Signage



We will request our community to follow these safety protocols by posting visual markers such as signs, posters and other reminders on campus.

COVID-19 Cases

We have developed guidelines for various scenarios involving COVID-19 that we will modify based on new information. This is a fluid situation, and recommendations from health officials can and do change.

With the establishment of the office of infection control, a full-time nurse will be on both campuses. In addition to the nurse's office, we have identified a separate office/classroom on each campus that will be used for any student who is exhibiting COVID-19 symptoms and is waiting to be picked up by a parent. Any faculty or staff member who is experiencing COVID-19 symptoms will be sent home immediately.

School COVID-19 Health Policies

Please remember that we have a community-wide responsibility to adhere to our health and safety protocols for 2020-21. Families are asked to monitor their household members for symptoms, including fever, and avoid sending children who are ill to school. At the same time, we are directing our faculty and staff who are not feeling well to avoid coming on campus.

If a student, faculty or staff member is exhibiting symptoms of COVID-19:

- Students with symptoms will be taken to an isolation room overseen by one of our school nurses, and parents/guardians will be contacted to arrange pick-up within the hour.
- In addition to students, faculty and staff with symptoms will be sent home immediately.
- Based on the situation, we may close a classroom and move the students to a different area for cleaning, including decontamination if necessary.
- The office of infection control will remain in contact with the student's family or the faculty/staff member.

If an individual is diagnosed with COVID-19 or is awaiting test results:

- Quarantine and wear a mask when around others.
- Pembroke Hill will assist local health departments' efforts in contact tracing and will follow their quarantine and isolation recommendations.
- Appropriate decontamination will occur if there are exposure areas at school.
- The office of infection control will remain in contact with the student's family or the faculty/staff member.
- Students or staff may return to school/work following a negative test, 10 days after a positive test result and symptom- and fever-free for at least three days. A physician note may be requested.

If an individual has been exposed* to someone who tested positive for COVID-19 or has been directed to quarantine by a healthcare provider, but feels healthy otherwise:

- Contact the Pembroke Hill infection control office, infectioncontrol@pembrokehill.org.
- Contact your physician.
- Stay home for 14 days** from the time of last exposure.
- Students or staff may be contacted for contact tracing purposes.

Pembroke Hill will notify those individuals in the school community if they have been exposed* to someone who has tested positive for COVID-19. We will not share names of those exposed or infected and only appropriate (need-to-know basis) faculty, staff and administrators will be informed. All names, specific information and records will remain confidential.

**Exposure is defined as at least 15 minutes of contact within six feet.*

***Timelines may be adjusted with appropriate testing and approval from a physician.*

Contact Tracing and Next Steps

The office of infection control will use contact tracing and evaluate the specific circumstances of a possible exposure to determine and recommend next steps. The tracer will look to identify any and all person(s) that the affected individual may have come into contact with, the use of PPE (personal protective equipment), physical distancing, exposure time, etc. Depending on the information, next steps could include, but not be limited to, quarantine of the affected individual (at a minimum) and possibly one or a few additional students. The Health Department will guide us in deciding to close a classroom, building(s) or the entire school. The tracer will also order additional and specific cleaning in any areas where the affected individual was during the day.

If you have questions about student health, please contact:

- school nurse Judy Donnellan, jdonnellan@pembrokehill.org or 816-936-1351 or
- the office of infection control nurse at infectioncontrol@pembrokehill.org

COVID-19 Communications

We plan to send updates to parents and faculty in each division regarding positive test cases.

More Information

We hope you will join us for the Division Zoom Town Hall meetings on July 27/28. The schedule for these sessions are:

Early Childhood
July 27 @ 7 p.m.
Lower School
July 27 @ 8 p.m.
Middle School
July 28 @ 7 p.m.
Upper School
July 28 @ 8 p.m.

In the meantime, please contact these individuals if you have questions in the following areas:

Curriculum

Pamela Robb, early childhood principal, probb@pembrokehill.org
Molly Doherty, interim lower school principal, mdoherty@pembrokehill.org
Brian Bartelli, middle school principal, bbartelli@pembrokehill.org
Mike Hill, upper school principal, mhill@pembrokehill.org

Operations Safety

Vanessa Alpert, Rick Castillo and Phil Miller, operationssafety@pembrokehill.org

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