



ST. PAUL'S

EPISCOPAL DAY SCHOOL

RETURN TO SCHOOL

OUR PLAN FOR KEEPING
ST. PAUL'S HEALTHY AND SAFE



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St. Paul's Return to School Plan

Finding creative solutions as a community

St. Paul's Episcopal Day School has been closely monitoring information regarding the spread of COVID-19. We reviewed recommendations and guidance from our local health department, the Centers for Disease Control, Children's Mercy, the American Academy of Pediatrics, and consulted with local medical experts. We have created a thorough plan to allow for a safe and timely return to campus for teachers and students.

As of today, we plan to return to campus on August, 20. We expect health recommendations and guidelines will continue to evolve over the coming weeks and months, and we will monitor and make updates to our plans as needed.*



Some things will remain constant. We will offer daily chapel, we will offer a stellar academic program, and we will build connection while supporting our community. We will need to be flexible, but our heart, our mission, and our values will not change.

*This document reflects plans as of 7/29/20.

Upcoming Virtual Town Halls

Answering your questions about return to school plans

This guide provides a school wide look at our return to school plans. We will provide more detailed information and answer grade level questions at our upcoming Town Halls.

These virtual meetings will also be recorded for those unable to attend.

If you need a one-on-one meeting or would like to submit a question for the Town Hall, please reach out to your Division Head.

Mindy Stephenson, toddler - kindergarten: mstephenson@speds.org

Lisa Jones, first - fifth: ljones@speds.org

Luci Hoad, sixth - eighth: lhoad@speds.org

Monday, August 3

1:00 pm Toddler
2:00 pm Preschool & PreK
5:00 pm First Grade
6:00 pm Third Grade

Tuesday, August 4

5:00 pm Fourth & Fifth Grade
6:00 pm Sixth Grade
7:00 pm Kindergarten

Thursday, August 6

5:00 pm Second Grade
6:00 PM Seventh & Eighth Grade

Guiding Resources and Supporters

Collaborating with community members to ensure best practices

At St. Paul's Episcopal Day School, we are committed to offering dynamic and innovative education while keeping our students and faculty safe and healthy. Together, we will meet this new challenge as a united community. Below are the resources we are using to build our return to school plans and our contributing task force members.

Guiding Resources

- The Centers for Disease Control and Prevention (CDC)
- The American Academy of Pediatrics (AAP)
- The National Association of Independent Schools (NAIS)
- Independent Schools Association of the Central States (ISACS)
- The Missouri Department of Elementary and Secondary Education (DESE)
- People People Human Resources
- Kansas City Health Department
- Local medical experts

Faculty Task Force Members

Erica Bach
Sandi Dillingham
Jennifer Fisher
Sarah Gouttierre
Libby Huggins
Emma Marston
Mindy Sosland
Liz Spangler
Jason Sutton

Board Task Force Members

Amy Holewinski (Board President)
Jim McCarthy (Task Force Chair)
Christopher Barnett
Dr. Denny Chinnock
Whitney Hosty
Nora Lockton
Ray Moncrieffe
Janda Nielsen
Theresa Sheffield

Orientation and Welcome Back to School Days

Welcoming students back to school

Students and faculty need time to practice new procedures and adjust to new schedules. St. Paul's will provide an opportunity for students to spend a shortened day at school to reconnect with classmates, meet their new teachers, and practice new routines.

Please review below to see when your child's grade level will report to campus for orientation. Kindergarten - eighth grade will dismiss at 1:00 on orientation days. We will follow a gradual return schedule, and all students will report to campus on August 25 for a half day, with the exception of toddler - pre-k who will dismiss at normal dismissal times (11:45, 1:00, or 3:30 according to enrollment) on all orientation days.

These orientation days replace open house scheduled for August 19.

Orientations for On-Campus Learners

Thursday, August 20:

2 Day Toddlers, Pre-k, First, Third, Sixth

Friday, August 21:

5 Day Toddlers, Preschool, Second, Fourth, and Seventh

Monday, August 24:

3 Day Toddlers, Kindergarten, Fifth, Eighth

Tuesday, August 25:

First day for the entire community to be on campus together for a half day

Orientations for E-Learners

We will have a specific virtual orientation for kindergarten - eighth grade E-Learners on the afternoons of their designated grade-level orientations. Orientation for toddler - pre-k E-Learners will be scheduled with the child's teachers.

Daily School Procedures

Creating new routines to minimize contact between cohorts

We updated our daily procedures to ensure students and teachers can safely physically distance while still maintaining the traditions that define our school identity. Read below for details on how our day-to-day will change when we start the school year.

Dropoff

To limit contact between students in different grade levels and ensure time for new morning health protocol, morning drop off time will run from 7:55 A.M. to 8:20 A.M. with designated entrances for each cohort.

- Toddler - second grade: will be dropped off at the main parking lot entrance and proceed to their designated areas.
- Third - eighth grade will be dropped off on Walnut St. and proceed to their designated entrances.

Parents will stay in their cars. Parents must wear a face covering in the event that they need to help their child out of the car.

At this point we plan to begin the year with on campus temperature checks for students and faculty.

Chapel

We will begin each day with chapel in classrooms, and on Fridays we will host a virtual all school chapel that will be live-streamed to the entire St. Paul's community. Visitors will not be allowed for on-campus chapel but are welcome to join virtual chapel.

Lunch

Students will have the option of a hot lunch program or may bring their lunch from home. School meals will be prepared in the cafeteria and delivered by carts to classrooms or designated lunch areas. We will continue to provide milk. We will also ask all students to bring a water bottle.



Daily Classroom Schedules

In scheduling we focus on core academic instruction, social emotional learning and support, and enrichment through play and specialty classes.

This year we have made some adjustments based on health recommendations. Students can expect to spend more time outside and have additional time for transitions and community building. The impact on routine and instructional time are minimal.

Pickup

Students will be dismissed directly from their classrooms for afternoon carpool using staggered pickup times to streamline the process. Families will pick up in their usual carpool location according to their number.

- 3:10-3:30 pick up: toddler, preschool, pre-k, and third - fifth grade
- 3:30-3:45 pick up: kindergarten - second grade, sixth - eighth grade

Families with children in multiple pickup times may choose the most convenient time.

Extended Day

We're evaluating our ability to offer care before school and will let families know as soon as possible.

We will continue to offer after school care from 3:30 to 6:00. This year parents must [pre-register](#) by August 6. Due to COVID-19 related guidelines we are unable to accept drop ins.

Cohorts, Group Sizes, and Physical Distancing

Organizing dedicated spaces for different age groups

We will encourage physical distancing and have made adjustments to group sizes and spaces.

- We will not allow parent and visitor access to campus except for extenuating circumstances.
- We will limit large group gatherings and cross grade level interactions.
- We will utilize outdoor classroom spaces and encourage more outside time.
- We will organize around grade levels and smaller group sizes.
- We will strive for the American Academy of Pediatrics recommended 3 to 6 feet spacing in elementary and middle school classrooms when feasible and practical.

Cohort Organization

We are organizing into four cohort areas to help limit cross grade level interactions and help with the organization of carpool and spaces. We are essentially creating four schools within the school. The four areas are toddler-kindergarten, first and second grades, third through fifth grades, and middle school.

Within each cohort, we have further organized the students into smaller groups in response to recommendations from health experts. The design of the smaller groups varies by cohort. The age of the students, the academic program, social and emotional needs, and our physical spaces were considered in creating the smaller groups.

ST. PAUL'S COHORTS

School-wide we will operate as four cohorts: toddler through kindergarten, first through second, third through fifth, and sixth through eighth.



Toddler - Kindergarten

Students will interact with their assigned class and one other grade level partner class. Teachers will rotate to the students in their designated spaces. Preschool-kindergarten will be in four sections, and we will use the music room as an additional preschool room. Students will have some specials live and some specials virtually.



First - Second Grade

First and second grade are traditionally divided into two sections. We will keep this model and treat each section as its own bubble. Students will interact with classmates in their bubble, grade level teachers, and the specials teachers assigned to their larger cohort group.



Third - Fifth Grade

Third - fifth grade are traditionally divided into two sections. We will keep this model and treat each section as its own bubble. Students will interact with classmates in their bubble, grade level teachers, and the specials teachers assigned to their larger cohort group.



Sixth - Eighth Grade

Each grade level will be treated as a bubble to limit crossover interactions. We adopted a three section model to allow for smaller classes. We will offer limited optional electives for seventh and eighth grade and students will have flex study time during the week.

Teaching, Learning, and Technology

Developing a plan for dynamic learning inside and outside St. Paul's classrooms

Outdoor Learning

We will provide seven outdoor learning spaces for our community using new open-air 30 x 20 ft tents. Our Wi-Fi is being extended to reach the new tents. These spaces will be used by classes on a rotating basis to ensure students have time to be outside with peers in a more flexible and relaxed space.

Toddler – kindergarten students will continue to have ample time to play and learn outside in their dedicated playground spaces. We will also use our outdoor spaces for lunch and student breaks.

We need your help to outfit our new outdoor areas! Our outdoor classes will need additional supplies to get them ready for students. You can find information regarding how to help [here](#) and access to our Amazon wish list [here](#).





We build confident learners. In the spring we quickly adapted to E-Learning, and our teachers and students learned valuable skills that will positively impact future on campus and virtual learning.

We listened to community feedback and made adjustments for 2020-2021.

- We adopted Schoology, a user-friendly learning management system that all teachers will use as the academic home base for students and families.
- We updated E-Learning guidelines. Students will have more synchronous opportunities with small group interactions and dedicated one-to-one time with teachers.
- We will provide kits of materials for hands-on learning and less screen time.
- We added additional counseling support to start the school year.
- We invested in social emotional learning opportunities that will impact students at all ages.



Yale *Center for Emotional Intelligence*



E-Learning Expectations

Providing an excellent education for students at home

We are offering families and students an E-Learning option while we navigate COVID-related issues. The guidelines below would also be applicable in the event of a temporary shift to E-Learning for all or parts of the school.

Sixth - Eighth Grade

- Weekly activities that blend both digital and non-digital offerings
- Multiple live virtual class activities each week
- Community connection through live streams of daily chapel, house competitions, and advisory
- Opportunities to participate in virtual specials lessons and electives

Third - Fifth Grade

- Weekly activities that blend both digital and non-digital offerings
- Multiple live virtual class activities each week
- Community connection through daily chapel, class meetings, and weekly one-on-one meetings
- Weekly library read-aloud option as well as virtual art, Spanish, P.E. and music activities

Kindergarten - Second Grade

- Weekly activities that blend both digital and non-digital offerings
- Live daily math and reading lessons as well as other live virtual learning activities during the week
- Community connection through daily chapel, class meetings, and weekly one-on-one meetings
- Weekly library read-aloud option as well as virtual art, Spanish, P.E. and music activities

Toddler - Pre-K

- Weekly activities that blend both digital and non-digital offerings
- Live daily virtual class meetings and lessons
- Community connection through daily chapel, class meetings, and weekly one-on-one meetings
- Weekly library read-aloud option as well as virtual art, Spanish, P.E. and music activities

Expanded 1:1 Technology Program

All students in grades K-8 will be issued an individual iPad. We currently use devices in K-5, but we have used a shared device and cart approach. This 1:1 technology expansion will allow us to avoid shared devices and will help students learn skills and build familiarity with our core digital tools. We will not send iPads home with younger students unless we are moving to a temporary or longer term E-Learning period due to the pandemic.

DIGITAL LEARNING TOOLS

We have invested in tech tools that will be helpful for on and off campus learning. We were innovative and learned quite a bit in the spring, and we are continuing to embrace the positive impacts of this experience. Below are details about three primary digital tools students, teachers, and parents will interact with this school year.



Schoolology is a learning management system that allows users to create, manage and share academic content. This cloud-based platform provides tools to manage online classrooms, and it helps teachers connect regularly with students and parents about homework, post daily reminders, and share assignment updates.



Seesaw provides students with a variety of powerful and intuitive tools (like draw, record, collage, video, and more) to show what they are learning. Teachers can use Seesaw to track the progress of individual student learning and share student work with parents.



Zoom will help improve student outcomes with secure video communication for online classrooms, teacher office hours, parent meetings, and more.

COVID-19 Response Plans

Following advice from health officials to keep our community safe

Parents must keep their child home if their child is sick or displaying COVID-19 like symptoms.

If a student displays symptoms on campus, they will be isolated in a waiting area. You will need to pick up your child as soon as possible.

COVID-19 Screening Criteria

High risk symptoms: new cough, difficulty breathing, loss of taste/smell

Moderate risk symptoms: fever of 100.4 °F or greater, chills, congestion/runny nose, nausea/vomiting/diarrhea, sore throat, headache, muscle or body aches

All members of our community need to self-monitor, self-report, and follow health provider and health department guidelines in the event of a positive case or exposure to a positive case.

If your child or a member of your family tests positive or is exposed to someone who tests positive, immediately contact the health department and Nurse Redding at St. Pauls at bredding@speds.org. St. Paul's will work with the health department on contact tracing.

While respecting privacy, we will notify you if your child is in close contact with a community member who tests positive. We will consult with the health department on responses to positive cases in the community.

Your child's return to school following symptoms, a positive test, or exposure to a person with COVID-19 will be based on the latest health guidelines. Please reference the Children's Mercy return to school [packet](#) and the included scenarios.

Scenario Table 1: Student or staff member demonstrates COVID-19 symptoms

Scenario	COVID-19 Test Required?	When Can You Return to School?
Individual has 1 moderate risk symptom AND No COVID-19 exposure	NO	24 hours after symptom resolution OR If an alternate diagnosis is made; return precautions should be specific to diagnosis
Individual has 1 high risk symptom OR 2 or more moderate risk symptoms AND No COVID-19 exposure	YES	<p align="center">Negative COVID-19 Test:</p> Return to school 24 hours after symptom resolution OR If an alternate diagnosis is made return precautions should be specific to diagnosis <p align="center">Positive COVID-19 TEST or no test:</p> At least 24 hours since resolution of fever without the use of fever-reducing medication AND improvement in symptoms AND at least 10 days have passed since symptoms first appeared

Scenario Table 2: Student or Staff has been exposed to COVID-19

Scenario	COVID-19 Test Required?	When Can You Return to School?
Exposure to a person with COVID-19	NO	Quarantine for 14 days from last exposure to a person with confirmed or suspected COVID-19. If your child develops high risk or additional symptoms during quarantine, they need to be evaluated for COVID-19.

Adapted from Children's Mercy COVID-19 School Guidance Plan

Hand Hygiene and Face Coverings

Establishing healthy routines

Hand hygiene is repeatedly cited as a key to stopping the spread of COVID-19. We will place a strong emphasis on hand hygiene, including **scheduled handwashing times during the day**. An example of handwashing signage is included on the next page.

Wearing face coverings will be required for all staff, faculty, and kindergarten - eighth grade students. Face coverings are optional for toddler - pre-k students.

We recognize that face coverings may be difficult for our younger students. The best face covering is one that properly and comfortably fits your child's face.



HELP KEEP ST. PAUL'S HEALTHY

Proper handwashing
stops the spread of
the virus.

Handwashing 101

ST. PAUL'S
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01

Wet your hands
before applying
soap.



02

Bring your hands
together and rub
soap over the
palms and backs
of your hands,
including
between the
fingers.



03

Wash your hands
for at least 20
seconds.



04

Dry your hands
with a paper
towel and use it
to open the door
when leaving if
possible.



Building and Cleaning Modifications

A clean and welcoming environment for learning

Enhanced Cleaning Procedures We have hired two day porters to continually clean high touch point areas, common areas, and restrooms.

Green Cleaning Supplies We are adding the Tersano SAO system to allow us to create our own safe sanitizing products in house. The SAO system infuses water with aqueous ozone (SAO) to create safe, green products that will be used by our team to clean and sanitize throughout the day.

Upgraded Synexis Air Filtration System We have installed the Synexis microbial reduction system in the ECC classroom areas. We expect to have the system throughout the school as soon as possible. The Synexis system uses DHP to safely lower the microbial and viral load in the air and on surfaces.

Hand Sanitizer & Sinks We have added touchless hand-sanitizing dispensers to individual classrooms (where age-appropriate) and handwashing stations across the school.



We look forward to seeing you soon!

Working together to keep St. Paul's healthy

Many thanks to our faculty and board task force members and the community businesses and consultants below who have provided in-kind donations, advice, and services to support St. Paul's in our return to school.

Dr. Dennis E. Chinnock, Emergency Medicine Specialist

Dr. Natasha Burgert, Pediatrician at Pediatric Associates, Kansas City

Dr. Barbara A. Pahud, Pediatric Epidemiologist at Children's Mercy

Dr. Dana Hawkinson, Assistant Professor, Medical Director, Antimicrobial Stewardship Medical Director, Infection Prevention KU Med

Dr. Caroline Danda, Licensed Clinical Psychologist

Charles Payne
Custom Signs & Display

Eric Schlote
Microbial Reduction System

Reeves-Wiedeman
Kathleen & Kurt Wiedeman



Janda & Mark Nielsen
PPE & Hand Sanitization Supplies



gouldevans



St. Paul's Episcopal Day School develops confident learners, ethical leaders, and compassionate, engaged citizens.



ST. PAUL'S
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4041 Main Street, Kansas City, MO 64111

816-931-8614 | speds.org