



Orlando Christian Prep Reopening Plan

2020-21

AUGUST 2020

S	M	T	W	TH	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2020

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OCTOBER 2020

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NOVEMBER 2020

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DECEMBER 2020

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JANUARY 2021

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31						

FEBRUARY 2021

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28						

MARCH 2021

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28	29	30	31			

APRIL 2021

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MAY 2021

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23	24	25	26	27	28	29
30	31					

- no school
- noon dismissal

August

First Day of School | **24**

September

Labor Day | No School | **7**
Progress Reports | **11**

October

End of First Quarter | Schoolwide Noon Dismissal | **7**
Teacher Convention | No School | **8-9**
Beginning of Second Quarter | **12**

November

Progress Reports | **20**
Thanksgiving Break | No School | **23-27**

December

Middle and High School Exams | **16-18**
Schoolwide Noon Dismissal | **16-18**
Christmas Break | **21-Jan 3**

January

4 | School Resumes Beginning of Third Quarter
18 | Martin Luther King Day | No School

February

5 | Progress Reports
15 | President's Day | No School

March

5 | End of third Quarter | Schoolwide Noon Dismissal
8 | Beginning of 4th Quarter
15-19 | Spring Break
29-April 1 | Achievement Tests | 1st-10th grade

April

2 | Good Friday | No School
16 | Progress Reports

May

10-12 | Senior Exams
19-21 | Middle and High School Exams
19-21 | Schoolwide Noon Dismissal
21 | Last Day of School

FACILITY PROCEDURES



- Sanitation of the common touch points will occur every two hours. This includes bathrooms.
- Discontinued use of water fountains
- Nightly sanitation of common areas, classrooms, cafeteria, and office spaces
- Facility staff are required to wear masks.
- Sanitation stations will be at every building entrance.
- Hand sanitizer will be in every classroom.
- Campus signage will encourage students to social distance and sanitize regularly.
- One-way hallways will be marked.
- Classroom materials and furniture have been minimized to accommodate more space and less surface contamination.
- Students will use their own personal school supplies. There will be no shared supplies.
- Movement will be limited in classrooms to support social distancing.

We have assigned a COVID Task Force to monitor our COVID procedures continually. They are:

- Mrs. Jacobson | Principal
- Ann Siebert | Director of Finance
- Tim Thomas | Middle School Dean of Students
- Treig Burke | Athletic Director
- Brianna McCary | Receptionist
- Jereme Cadorette | Director of Operations



1 ON-CAMPUS STUDENTS

BEFORE ARRIVING

- Students must perform a COVID Screening and temperature check before arrival.
- Students who are exhibiting signs of COVID-19 including any of the following (fever of 100.4 or greater, nausea, headache, cough, congestion, fatigue, gastrointestinal symptoms, body aches, sudden loss of smell or taste) must be symptom free without medication for three days before they can return to school.
- Students must stay home for a 14 day quarantine, if someone within their household has a positive COVID test or exposed to someone with a positive COVID test.
- The student must provide their own face mask and be able to put it on and take it off independently. Face masks must meet OCP dress code (ie: no offensive writing, distractive writings, inappropriate imaging, etc.)
- Students will need to bring a full bottle of water for the day as water fountains will not be accessible on campus. Water bottles must be labeled with the student's name.

UPON ARRIVING

- Upon arrival, the parent or guardian will drive the student to the designated drop off area.
- The student's temperature and a COVID Screening will be taken by OCP staff.
- If a student is driving himself or walking to school, the student will have his temperature and the COVID Screening taken at the gate.
- Once cleared by staff, only the student will be allowed to enter the school campus with appropriate face covering.
- If a student does not have appropriate face covering, the student will not be allowed to enter the campus. If a student has a temperature of 100.4 or higher, they will be checked again with another thermometer. If the second temperature is still at or above 100.4 or doesn't pass the COVID Screening, the student will not be allowed to enter campus. The student must then be symptom free without medication for three days before they can return to school.



ON-CAMPUS² STUDENTS

UPON ENTERING CAMPUS

Morning Care: 7:00-7:50am

- Once students arrive in morning care, there will be clear social distancing guidelines in place.
- **K2-K4:** OCP staff will walk students to designated morning care classrooms.
- **K5-5th:** Students will proceed to the cafeteria.
- **6th-12th:** Students will proceed to the gym.

7:50am or Later

- Students will proceed directly to the classroom.
- Late students will report to the office for a temperature check and a COVID Screening before reporting to class. Students will be given a pass from the office for late entry to class. Late students will not be admitted to class without a pass.

CLASS ENTRY

- **K4-5th | 7:50am:** Teachers will pick up students from morning care and walk them to their classrooms.
- **6th-12th | 7:40-8:00am:** Students will be dismissed from the gym to visit lockers one grade level at a time to comply with social distancing.

IN THE CLASSROOM

- Students will wear face coverings and practice social distancing where possible.
- Students will provide and wear their own headphones when working at computer stations.
- Students will utilize personal supplies only such as: crayons, pencils, erasers, rulers, etc. All student materials should be labeled with the student's name.
- Students will use hand sanitizer before and after the use of shared electronic devices such as tablets and computers.
- Desks and tables will be spaced appropriately in conjunction with face coverings at all times.
- Hand sanitizer stations will be available at the entrance to every building and in every classroom.



ON-CAMPUS ³ STUDENTS

DISMISSAL PROCEDURES

- All Parents K2-12th grade will be given a car tag for pick up. Students will remain in the classroom and will be called to come out to carline. This will limit the students standing in groups waiting for their ride.
- All students will need to be off campus or in aftercare/study hall by 3:45pm. Preschool through middle school will go to aftercare and high school will go to study hall. A fee applies for these services.

SPECIALS AND ELECTIVES

- **K2-5th:** Students will remain in the classroom for all specials except for computer and Physical Education. Our Art, Library, and Music teachers will come to the classroom.
- **6th-12th:** Students will use a block schedule to limit transitions to classrooms. **See attached Block Schedule** and teachers will follow all classroom safety measures such as wearing face coverings, using hand sanitizer, and social distancing.
- **6th-12th:** Students will not change into a PE uniform to help with social distancing.
- **6th-12th:** Students will not be assigned a locker for at least the first quarter. Athletes will be able to store their equipment in the locker room during school hours only.

WHEN MOVING AROUND CAMPUS...

- Students will wear face coverings and practice social distancing.
- Students will follow all one-directional signs in hallways and stairways.

LUNCH PROCEDURES...

- Students need to bring items in their lunch that they are able to open unassisted from the teacher.
- Microwaves will not be available for students to heat up their lunch.
- Space will be limited in the cafeteria to space the students as much as possible. Some classes will be eating in their classrooms or in alternate locations on campus to make the groups smaller.



Virtual learning will reflect a real-time school day. Students must be in uniform and attend classes in real-time. All assignments given are to be completed by the due date given. There will be **NO** exceptions made other than those normally given due to student illness.



All of our Virtual Learning students will be required to stay this course for the entire first quarter.

LOWER SCHOOL K5-5TH GRADE

- Students must have a personal tablet, laptop, or desktop computer with camera and a good internet connection.
- Students must be able to log in to Google Meets daily for virtual instruction.
- Students must be in school uniform and report to class at the start of each school day for attendance, instruction, and assignments.
- All students, whether online or in class, will have the same assignments and due dates.
- Virtual students will not attend specialty classes.
- *3rd-5th grade teachers will be utilizing Google Classroom as an additional tool for assignments.*

UPPER SCHOOL 6TH-12TH GRADE

- Students must have a personal laptop or desktop computer with camera and a good internet connection.
- Students will be logging in to Google Meets daily for virtual instruction.
- Students must be in uniform and report to all classes at the beginning of each period for attendance, instruction, and assignments.
- All students, whether online or in class, will have the same assignments and due dates.
- Teachers will be posting assignments on Google Classroom for students to complete **after** participating in live classroom lessons.

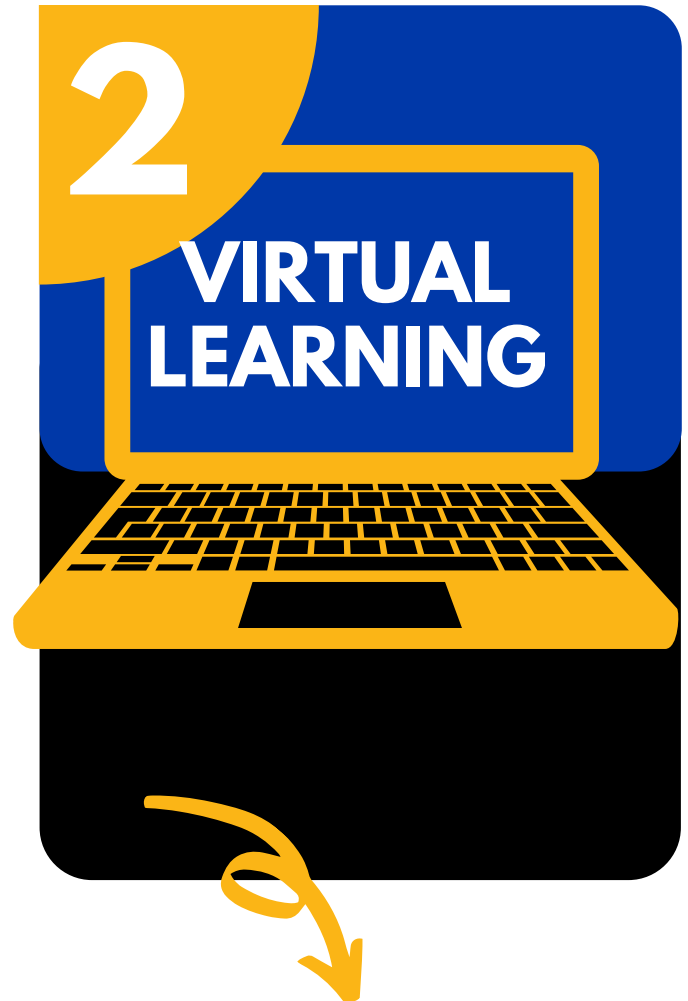
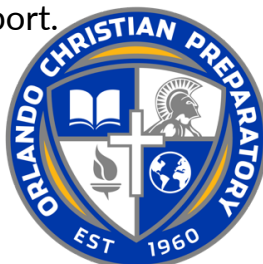


PARENT/GUARDIAN EXPECTATIONS

- Provide a computer and internet access for students to login to classrooms.
- Make sure students are in OCP uniform and logged into classes each day from 8:00am-3:15pm or for assigned live lessons each day.
- Parents will need to monitor students progress daily to ensure that they have turned in assignments, assessments, daily attendance, and participation.
- Parents will communicate with the teacher if they have any questions or concerns about expectations, assignments, or grades. Teachers will answer emails within 24 hours and will have office hours for virtual conferences with parents. Please extend grace and consideration to teachers as they are essentially managing two “classrooms”.
- Parents will notify OCP if their child is ill and unable to turn assignments in by the assigned due date. Virtual students will have the same due date as students who are on campus.

CONTINUATION OF SERVICES

- Virtual students will be using the same curriculum, textbooks, rigor, and expectations as students who are on campus each day.
- Virtual students will receive the same instruction as in-class students by logging into synchronized or unsynchronized lessons.
- Students with IEP's or 504's will receive the same accommodations virtually as they would in the classroom.
- Elementary students who normally receive pull-out or small group services will still receive these services virtually through student support.



All of our Virtual Learning students will be required to stay this course for the entire first quarter.

2020-21 MIDDLE SCHOOL BLOCK SCHEDULE

Monday/Wednesday **BLUE**

- 7:30-8:00 - Arrival/Check In
- 8:00-8:20 - Homeroom
- 8:20-10:05 - Period 1
- 10:10-11:55 - Period 2
- 12:00-2:20 - Period 3
- 12:35-1:05 - Lunch during Period 3
- 2:25-3:15 - Period 7

Tuesday/Thursday **GOLD**

- 7:30-8:00 - Arrival/Check In
- 8:00-8:20 - Homeroom
- 8:20-10:05 - Period 4
- 10:10-11:55 - Period 5
- 12:00-2:20 - Period 6
- 12:35-1:05 - Lunch during Period 6
- 2:25-3:15 - Period 7

Friday: Friday's alternate between the **BLUE and **GOLD** block schedule.**

BLUE Rotation

- 7:30-8:00 - Arrival/Check In
- 8:00-8:10 - Homeroom/Attendance/Lunches
- 8:10-9:40 - Period 1
- 9:45-11:15 - Period 2
- 11:20-1:25 - Period 3
- 11:55-12:25 - Lunch during Period 3
- 1:30-2:15 - Period 7

GOLD Rotation

- 7:30-8:00 - Arrival/Check In
- 8:00-8:10 - Homeroom/Attendance/Lunches
- 8:10-9:40 - Period 4
- 9:45-11:15 - Period 5
- 11:20-1:25 - Period 6
- 11:55-12:25 - Lunch during Period 6
- 1:30-2:15 - Period 7



Monday/Wednesday **BLUE**

- 7:30-8:00 - Arrival/Check In
- 8:00-8:20 - Homeroom
- 8:20-10:05 - Period 1
- 10:10-11:55 - Period 2
- 12:00-12:30 - Lunch
- 12:35-2:20 - Period 3
- 2:25-3:15 - Period 7

Tuesday/Thursday **GOLD**

- 7:30-8:00 - Arrival/Check In
- 8:00-8:20 - Homeroom
- 8:20-10:05 - Period 4
- 10:10-11:55 - Period 5
- 12:00-12:30 - Lunch
- 12:35-2:20 - Period 6
- 2:25-3:15 - Period 7

Friday: *Friday's alternate between the **BLUE** and **GOLD** block schedule.*

BLUE Rotation

- 7:30-8:00 - Arrival/Check In
- 8:00-8:10 - Homeroom/Attendance/Lunches
- 8:10-9:40 - Period 1
- 9:45-11:15 - Period 2
- 11:20-11:50 - Lunch
- 11:55-1:25 - Period 3
- 1:30-2:15 - Period 7

GOLD Rotation

- 7:30-8:00 - Arrival/Check In
- 8:00-8:10 - Homeroom/Attendance/Lunches
- 8:10-9:40 - Period 4
- 9:45-11:15 - Period 5
- 11:20-11:50 - Lunch
- 11:55-1:25 - Period 6
- 1:30-2:15 - Period 7

2020-21 **HIGH SCHOOL BLOCK SCHEDULE**



QUARANTINE AND ISOLATION OF STUDENTS AND STAFF

The importance of a mask:

All students will be required to wear a mask on campus. **OCP will make every effort to maintain social distancing on campus, but there are some areas where that is not possible.** The mask greatly reduces the risk of exposure and is crucial to our student and staff welfare. The use of a mask will help reduce the risk of exposure. For this reason, students must wear a mask at all times. In the event that a student tests positive for COVID, students in that class will not need to quarantine as long as they have been wearing their mask and are not displaying symptoms. Please have your student practice wearing their mask daily. Non-compliant students will not be allowed to attend in-person classes, and will need to continue school virtually.

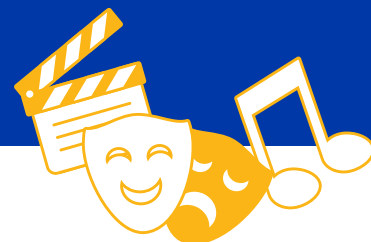
Orlando Christian Prep will use "Time-based strategy" based on CDC and DOH guidelines.

- In the event of a positive test the student will be required to isolate for 10 days. The student will be asked the following questions:
 - When was the first day of your symptoms?
 - Who have you been in contact with during the previous two days of first becoming symptomatic?
- If the student was asymptomatic at the end of your 10 day isolation (from the time of first symptom or date of positive test) the parent shall contact Orlando Christian Prep using the email covidinfo@orlandochristianprep.org. Please give the parent name, phone number, and student name to schedule the return to school screening.
- Contact tracing will be conducted by the COVID 19 team. All persons reported as a contact by the positive person will be contacted and a risk assessment performed. Please note that the people who were in contact with the positive person will be notified of the positive persons test result. No other OCP students will be notified.
- The risk assessment will determine if students were within six feet for ten minutes without the use of a mask. If a student is positive for this risk assessment, then they will be placed on a 14 day mandatory quarantine. A student on quarantine cannot test their way off of quarantine. They are to monitor for signs and symptoms for 14 days. If symptoms present then they should be tested. If they receive a positive test then they will fall under the "Time-based strategy".





ATHLETICS AND FINE ARTS



Personal water bottles are required for each student.

Hand sanitizing will occur during practices and rehearsals.

The school will work in cooperation and coordination with the FHSAA, and ITS regarding practices and competition.

COVID 19 screenings, including temperature check, will be performed on visiting teams, schools, and referees.

Daily locker room, weight room, and athletic equipment sanitizing will occur.

Mandatory mask use in weight room and theater rooms.

Each coach/teacher will prepare another coach/teacher to replace themselves in case of quarantine/isolation or absenteeism.

Parents are required to pickup students immediately after practice, games, or productions.

The traveling bus will be sanitized after each use.

